



## 2020 NCAA Division II Men's and Women's Tennis Championships Preliminary-Round Information and Bid Checklist

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### Selections

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Selections for the 2020 NCAA Division II Men's and Women's Tennis Championships will be announced at 8 (women) and 8:30 (men) on Tuesday, April 28 via web stream on [ncaa.com](http://ncaa.com).

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### Preliminary-Round Schedule

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Women's Regionals: May 2-3, 2020 (campus sites, times TBD).

Men's Regionals: May 4-5, 2020 (campus sites; times TBD).

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### Bid Checklist

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The following materials must be submitted by institutions that wish to be considered as hosts for preliminary-round competition. All materials are due by **5 p.m. Eastern time, Friday, April 24**.

**Each of the online forms listed below may be accessed and submitted through the championships host portal, at <https://championships.ncaa.org>.**

**To begin the process of submitting a bid, you will need to locate the specific divisional sport and round in the Championships Available for Bidding section and click on Start Bid.**

\_\_\_\_\_ **Proposed Budget(s)**. An online proposed budget must be completed for **each** round of competition you wish to host (sample attached). For those institutions submitting bids for multiple rounds, a 'copy' function is available in the system and will allow you to copy the budget for another round. The appropriate round and date of competition must be indicated on each budget. Please be sure to include projected ticket sales in the Receipts section.

- All lodging expenses for officials and site representatives (if needed) must be included in your budget. Officials' fees, per diem and travel expenses will also be included.

\_\_\_\_\_ **Facility Profile**. An online facility profile must be completed and/or maintained as necessary by each institution interested in hosting preliminary-round competition. Information regarding video board, LED board and/or ribbon boards should be entered via the "Boards/Control Room" tab of the applicable venue profile.

A facility profile can be maintained and updated on a regular basis. If a facility can host multiple sports, check the appropriate box(es) under the Sports tab of the facility profile to provide the information for that facility.

\_\_\_\_\_ **Key Contacts**. The key contacts for your institution should be entered and/or maintained as necessary within your profile. Please enter the information for the key personnel associated with running a championship at your site.

When starting a bid, you will be prompted to enter new key personnel, or edit or confirm your existing key personnel. In addition, you will be asked to designate individuals who should receive the various host shipments (e.g., sport equipment, merchandise, awards, etc.). Please include the proper mailing address for overnight deliveries. P.O. box addresses will not be accepted.

Personnel who will administer the competition also will be listed and can be edited within the Profile section of the Championships Bid and Host portal. When entering individuals in this manner, information must be entered on both the General tab and the Role/Titles by Sport or Facility tab.

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**Safety and Security Plan.** Based on a review of current and future championships competition venues, discussions with safety and security experts, and their own expertise and knowledge, the NCAA has established a Safety and Security Advisory Group (SSAG) to develop a compilation of *Best Practices* for NCAA Championships, which can be found [here](#). We urge each competition venue to take these *Best Practices* into account when developing its safety and security program.

As part of your bid, **please submit a safety and security plan** for your venue. You must **also submit the NCAA Championships Safety and Security Team contact information form**, located in Appendix A of the *Best Practices* document. These documents should be uploaded in the document section of the facility profile. Both documents can be uploaded under the Safety and Security tab.

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**Lodging.** The host institution/agency shall negotiate a courtesy hold for the participating institutions/student-athlete(s). The selected hotel properties shall be within no more than 30 miles of the competition site and be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes. A [letter of intent template](#) is provided by the NCAA for the host to use to confirm the hold with the hotel(s).

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**Liability Insurance.** Host institutions must maintain and provide proof of at least \$1 million of general liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. The certificate must be submitted to NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of general liability coverage. (This is the minimum requirement per NCAA bylaws).

If applicable, off-campus venues must also maintain and provide a minimum of \$1 million in general liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage

cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. The NCAA must be named as an additional insured.

All insurance must be provided by an insurance company with an A.M. Best Rating of A-, VII or higher.

Host institutions must provide the national office with the appropriate certificates of insurance or documentation of self-insurance. This information must be provided via the Certificate of Insurance link in the bid portal. As this is a new feature in the portal, all prospective hosts must upload their documentation once. Depending on the coverage, users must subsequently verify their documentation is still valid, or upload a new certificate once the previous version has expired.

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### **Additional Host Information/Resources**

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**Host Operations Manual.** The 2019 NCAA Division II Men's and Women's Tennis Host Operations Manual (<http://www.ncaa.org/championships/division-ii-mens-and-womens-tennis>) will assist your institution in all stages of the bidding and hosting process.

**Drug Testing.** Drug testing may occur at any round of the championship and the assistance of the host institution will be a vital part of the testing. You will be notified in advance if the round you are hosting has been selected for drug testing. Please review the [drug testing site coordinator manual](#) and note that Drug Free Sport, LLC will provide materials to assist in the program.

**Americans with Disabilities Act.** The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The host institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

**NCAA Bylaw 31.** Please review Bylaw 31 of the NCAA Division II Manual as it contains policies regarding the administration of an NCAA event.

**Contact Information.** If you have any questions regarding the bid process, please contact the Roberta Page at 317-917-6493 or [rpage@ncaa.org](mailto:rpage@ncaa.org).

# Receipts and Expenses Sample Worksheet

The following worksheet is provided as a guide to assist with budgeting for the NCAA Division II Men's and Women's Tennis preliminary round bids. This is only a guide as each site has different costs associated but this should give a general idea of typical ranges. Questions please contact Roberta Page at [rpage@ncaa.org](mailto:rpage@ncaa.org).

Should be listed at Host Channel

This should have the best estimated ticket numbers. Make sure they are realistic with what you have done over the season and what you expect.

Date	Session	Ticket Type	Channel	Budget #tickets	Actuals #tickets	Price	Budget	Actuals	
				0	0	\$0.00	\$0.00	\$0.00	Delete
<b>TOTAL</b>				0	0		\$0.00	\$0.00	

PAID ATTENDANCE CALCULATION		CAPACITY INFORMATION	
Total Single Session tickets	<input type="text" value="0"/>	Total Capacity	<input type="text" value="0"/>
All Session Tickets <input type="text" value="0"/> x # of Sessions <input type="text" value="0"/>	Override Number of Sessions <input type="text" value="0"/>	Killed Tickets	<input type="text" value="0"/>
Total Paid Attendance	<input type="text" value="0"/>	Sub Total (Total Capacity - Killed Tickets)	<input type="text" value="0"/>
		Paid Attendance	<input type="text" value="0"/>
		Other (unpaid/held for use)	<input type="text" value="0"/>
		Unsold Tickets (Sub Total - Paid Attendance - Other)	<input type="text" value="0"/>
		Actual Attendance	<input type="text" value=""/>

	Budget	Actuals
<b>+ Receipts</b>	\$ 0.00	\$ 0.00
<b>- Expenditures</b>	\$ 0.00	\$ 0.00
<b>- Promotion</b>	\$ 0.00	\$ 0.00
Advertising		
Postage		
Printing		
Add Others		
<b>- Ticket Expense</b>	\$ 0.00	\$ 0.00
Postage		
Printing		
Commissions		
State and City Taxes		
Charge Card Expenses		
Add Others		
<b>- Facility</b>	\$ 0.00	\$ 0.00
Supplies		
Facility rental charge Facility Rental Charge		
Decor		
Add Others		

Potentially could be zero as the ONLINE MARKETING SYSTEM budget (separate than this host budget) should be utilized first. Otherwise for a one-day event this should be minimal (\$100) unless it is anticipated to assist in having a large crowd in which the advertising can be justified to be more.

Typically this is blank unless minor printing costs for promotion and/or postage.

Typically postage is blank as there is nothing to mail with such tight turnarounds. Printing is blank unless there are minor ticket printing costs.

Typically for first round competition this is blank unless any commissions on facility/taxes involved or credit card expenses.

Should not be used to purchase equipment or upgrade facility. Typically this is around \$100 depending on needs for various items like air horns, etc.

Typically this is either blank or no more than \$100 as the NCAA will send a basic signage package.

<b>Personnel</b>		\$	\$
		0.00	0.00
	Public Address Announcer	\$	\$
	Timer	\$	\$
	Official Scorer	\$	\$
	Ushers	\$	\$
	Police and Security	\$	\$
	Statisticians	\$	\$
	Clerical	\$	\$
	Ticketing Personnel	\$	\$
	Custodians-Facility	\$	\$
	Grounds Crew	\$	\$
	Maintenance-Facility Labor	\$	\$
	Medical	\$	\$
	Video/Scoreboard Operators	\$	\$
	Commitee/Site Rep lodging	\$	\$
Add Others			

With only one/two matches these are Usually minimal.

This will vary depending on needs of facility

Typically this is blank as athletic department sports information handles this.

With only one game these are usually minimal but will depend on your facility.

Actual work done for the preparation of the tennis courts for competition.

Should be \$0.

<b>Entertainment</b>		\$	\$
		0.00	0.00
Media			
Pregame, Halftime and Postgame			
Meetings			
Luncheons and Banquets			
Participant Refreshments			
Add Others			
<b>Equipment</b>		\$	\$
		0.00	0.00
Telephone Installation			
Temporary Restrooms			
Copy / Fax Machines			
Add Others			
<b>Officiating Expenses</b>		\$	\$
		0.00	0.00
Officials Lodging			
Officials Travel			
Officials Fees			
Officials Per Diem			
Add Others			

Hospitality for any media. Typically no more than \$50.

Recommended to be around \$100-\$150 used for hospitality room.

Banquets are not allowed at preliminary competition so this should be blank.

Cost of refreshments for teams. Typically not more than \$100-\$150.

Typically officials are local and no lodging is necessary. Institution pays and is reimbursed by the NCAA.

Mileage at current rate, fees \$160/110) per diem \$45 per day.