



2021 NCAA Division II Women's Tennis Championship Preliminary-Round Information and Bid Checklist

Introduction

Given current health and safety concerns related to COVID-19, **all Spring 2020-21 preliminary-round competition will be conducted at predetermined sites**, rather than at traditional non-predetermined sites.

The information below outlines details related to the conduct of the championship. Please pay particular attention to the Return to Championship Guidelines document found in the Bid Checklist section below. This document highlights all additional measures that must be taken to ensure a healthy and safe environment for championship competition and information contained in this addendum will take precedence over that found in the Host Operations Manual, should differences exist. In order to be considered for hosting opportunities, it is required that a site be able to meet these obligations.

Bids for predetermined preliminary round will be accepted beginning on March 12, 2021 through April 5, 2021. Predetermined preliminary host sites will be announced the week of April 16, 2021.

Should national health and safety conditions necessitate changes to this plan, the NCAA reserves the right to adjust accordingly. Hosting guidelines and timelines will be updated and communicated as quickly as possible, should adjustments be necessary.

Selections

Selections for the 2020-21 NCAA Division II Women's Tennis Championship will be announced at 8:30 p.m. Eastern time, Tuesday, May 4 via web stream on ncaa.com.

It is not a requirement that sites be selected to compete in the championship in order to host.

Preliminary-Round Schedule

Regional Round: Monday, May 10 thru Tuesday, May 11 (times TBD).

Bid Checklist

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 April 2, 2021**.

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.

_____ **Return to Championships COVID-19 Hosting Guidelines.** A Return to Championships document featuring all health and safety measures related to hosting in the currently COVID-19 environment, can be found [here](#). This document must be reviewed in full and hosts must be able to follow all designated protocols bid in order to be considered for a hosting opportunity. Please pay particular attention to Section E, which outlines the sport-specific requirements for hosting.

_____ **Proposed Budget(s).** An online proposed budget must be completed for **each** round of competition you wish to host. 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.

Any necessary COVID-19-related expenses should be included in the proposed budget. These expenses will be reviewed on a case-by-case basis and **must** receive approval from NCAA staff in order to be included in the final host budget.

Please note that all COVID-19 testing expenses, including staffing, will be covered directly by the NCAA and should not be included in the host budget. Adequate testing space will need to be made available in order to serve as a host. Please be prepared to give details on available testing space(s) when completing the facility questionnaire in the bid portal.

_____ Please carefully review the Pre-championship Manual [here](#) , prior to submitting a proposed budget, and make note of the following for all preliminary-round competition:

- All lodging expenses for officials and site representatives (if needed) must be included in your budget.

_____ **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. Refer to the pre-championship manual for facility requirements and site selection procedures.

_____ **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.

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.

Lodging. The host institution will be required to distribute the contract template provided to all hotels and receive signed agreements back as part of the bid process. Signed agreements must be submitted within the bid portal with your bid submission. Hotel agreements submitted should be within 30 miles of the competition site and be priced at a fair and reasonable market room rate (at least 20% reduction from current online rate). Anthony Travel will finalize all contracts once the sites have been awarded with countersignature and communication with host and hotels directly.

**Women at 8 Sites, maximum of 6 teams.
 Each site would need the following:**

<u>Block Type</u>	<u>Room Type</u>	<u>Fri 5/7</u>	<u>Sat 5/8</u>	<u>Sun 5/9</u>	<u>Mon 5/10</u>	<u>Tue 5/11</u>	<u>Total</u>
Teams	Double/Double	30	30	30	20	10	120
Staff	Kings	18	18	18	12	6	72
Officials/Site Rep	Double/Double	1	1	3	3	3	11
Diamond Health and	Kings - Individual Pays	2	2	2	2	2	10
Stratoscope	Comp King	1	1	1	1	1	5
Total		52	52	54	38	22	218

Notes:

Team Allocation: 5 Double/Doubles, 3 Kings, per team

Each team and headquarter hotel(s) will need to hold two isolation rooms. These rooms will be held in the event isolation is necessary - guest rooms may not be utilized. NCAA to be charged only in the event the guest rooms are utilized.

Diamond Health + Stratoscope (OCOM) should be placed at hotel hosting COVID testing. If COVID testing is taking place at a non-hotel venue, Diamond Health + Stratoscope (OCOM) should be placed at the Headquarter hotel. Diamond Health guest rooms are individual pays own and Stratoscope's guest room is complimentary.

Officials and teams may not be assigned to the same property.

Host to submit agreements within bid submission to accommodate full needs outlined above. The goal is to utilize as few hotels as possible to accommodate this event (properties accommodating multiple teams is encouraged). In addition to the guest room needs outlined above, the following meeting space will need to be secured:

COVID Testing Space

One COVID testing space will need to be secured meeting the following specifications: A minimum of 2,500 sq ft of meeting space extended on a complimentary basis accessible 24 hours a day for the duration of the event. In addition to the following items: 3 tables and 9 chairs on a complimentary basis, 3 complimentary extension cords, complimentary uninterrupted internet access and complimentary self-parking for individuals coming in to test that are not guests of the Hotel, if applicable.

Billing and reservation information for each block is outlined below:

Teams

Once the teams have been determined, the reservations will be reconfirmed in the names of the institutions, and, thereafter, the institutions shall be responsible for the reservations, rooming assignments, meetings, and payment arrangements. Detailed information regarding the team hotel(s) shall be distributed by the host institution in the participant manual. Participating institutions are mandated to stay at the official NCAA hotel properties for the event. Any participants staying outside of the official NCAA hotel block will not be reimbursed.

Game Officials/Site Representatives/NCAA Committee

Hotel expenses (excluding incidentals) and hotel parking for the officials, site representatives and NCAA committee shall be paid by the host. NCAA staff will pay

for their own expenses. When the officials (2 per site) are determined, the tournament manager will provide the rooming list to the hotel.

The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes. Each participating institution/student-athlete is obligated to confirm the accommodations.

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.

Additional Host Information/Resources

Host Operations Manual. The 2020-21 NCAA Division II Tennis Championship Host Operations Manual [here](#) 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 Pam Arpe at parpe@ncaa.org.