



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

Selections

Selections for the 2021 NCAA Division III Men's and Women's Tennis Championships will be announced at TBD Eastern time, Monday, May 10 on NCAA.com.

Preliminary-Round Schedule

First/Second/Third Rounds: Friday, May 14 – Sunday, May 16.

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, Monday, April 5.**

Aside from the submission of your institution's certificate of insurance, 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 if you wish to host. For those institutions submitting bids for multiple rounds, a 'copy' function is available via the Budget System tab and will allow you to copy the budget for another round. The appropriate round and date of competition must be indicated on each budget. There is no admission fee for Division III NCAA tennis championship competition, therefore you will not need to complete the receipts section.

- **Institutions will not receive an honorarium for hosting non-predetermined competition. NCAA staff will override the honorarium listed upon the host's submission of the financial report. In addition, hosts will receive per diem; consult the 2020-21 [travel policies](#) for further detail.**
- All lodging expenses for officials and site representatives (if needed) must be included in your budget.
- Officials' fees, per diem and travel expenses do not need to be included in your budget. The NCAA will ask that you collect completed expense forms and returns following

the competition. These expenses will be entered into your budget as actuals.

Per diem and travel expenses for site representatives do not need to be included – the NCAA will pay those expenses directly but will ask that you collect completed expense forms and return to the NCAA immediately.

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.

If you previously submitted key contacts for this championship, a key contact form will automatically be created by the system. Please review the information by clicking on the PDF icon next to the Contacts link to ensure accuracy. This step is imperative to prevent incorrect or duplicate information. If edits need to be made, please click on the Contacts link and make the necessary updates.

Personnel who will administer the competition should be listed within the key contacts section of the Championships Bid and Host portal. Information must be entered on both the General tab and the Role/Titles by Sport or Facility tab. Please include the proper mailing address for overnight deliveries. P.O. box addresses are not acceptable.

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.

DIII MEN'S								
Block Type	Room Type	TUES	WED	THUR	FRI	SAT	SUN	TOTAL
		3/11	3/12	3/13	3/14	3/15	3/16	
Teams (6)	Double/Doubles	0	40	40	40	30	20	170
Headquarter & Officials	Double/Doubles	0	7	7	7	7	7	35
	Kings	0	1	1	1	1	1	5
Diamond Health + Stratoscope (OCOM)	Individual Pays Own Kings	2	2	2	2	2	2	12
	Complimentary King	0	1	1	1	1	1	5
TOTAL		2	51	51	51	51	51	227

Notes: Team Allocation: 6 Double/Doubles, 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 on 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.

DIII WOMEN'S								
Block Type	Room Type	TUES	WED	THUR	FRI	SAT	SUN	TOTAL
		3/11	3/12	3/13	3/14	3/15	3/16	
Teams (7)	Double/Doubles	0	50	50	50	40	20	210
Headquarter & Officials	Double/Doubles	0	7	7	7	7	7	35
	Kings	0	1	1	1	1	1	5
Diamond Health + Stratoscope (OCOM)	Individual Pays Own Kings	2	2	2	2	2	2	12
	Complimentary King	0	1	1	1	1	1	5
TOTAL		2	2	71	71	71	71	267

Notes: Team Allocation: 6 Double/Doubles, 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 on in the event the guest rooms are utilized.

Dimond 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 encourage). 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. Space needs to be held starting Wednesday, May 12, 2021, for the duration of the event.

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 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.

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.

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 venue 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.

It is necessary for host institutions to provide the national office with the appropriate certificates of insurance or documentation of self-insurance. This can be sent to the championships staff at travel@ncaa.org.

Confirmation of Indoor Facility Back-up: All hosts must secure indoor back-up facilities that are tennis specific as outlined in the Intercollegiate Tennis Association (ITA) 2020-21 Rule Book. Please submit confirmation of indoor court availability via email to Ross Edmonson redmonson@ncaa.org (men's bids) or Micaela Liddane (women's bids) / mliddane@ncaa.org.

Additional Host Information/Resources

Host Operations Manual. The 2021 NCAA Division III Men's 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 [site coordinator manual](#) and note that The National Center for Drug-Free Sport 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 NCAA will rely on the host institution/conference to confirm compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible

for determining if the facility will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a facility hosting an NCAA championship event will not be in compliance, the host institution/conference 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 III 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 Ross Edmonson at 317-847-5838 or email redmonson@ncaa.org (men) and Micaela Liddane at 317-292-1356 or email mliddane@ncaa.org.