



## 2019 NCAA Division II Women's Volleyball Championship Regional Information and Bid Checklist

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### Selections

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Selections for the 2019 NCAA Division II Women's Volleyball Championship will be announced at 7:30 p.m. Eastern time, Monday, Nov, 25, on [ncaa.com](http://ncaa.com).

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### Preliminary-Round Schedule

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Regionals: Thursday-Saturday, Dec.. 5-7  
or  
Friday-Sunday, Dec. 6-8

See page 32 of the [2019-20 NCAA Division II Women's Volleyball Host Operations Manual](#) for match times.

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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, Nov. 15.**

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.** An online proposed budget must be completed for regional competition. The appropriate dates of competition must be indicated on the budget. Please be sure to include projected ticket sales in the Receipts section.

Please carefully review pages 19-20 of the [2019-20 NCAA Division II Women's Volleyball Pre-Championship Manual](#) before submitting a proposed budget, and make note of the following for all regional competition:

- All lodging expenses for referees and the site representative must be included in your budget. Referees' fees, per diem and travel expenses do not need to be included, nor do per diem and travel expenses for site representatives – the NCAA will pay those expenses directly. Note: Fees for line judges should be included in your proposed budget.
- Please reference a sample worksheet at the end of this document to assist you with your budget.

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**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 page 19 of the pre-championship manual for facility requirements and site selection procedures.

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**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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**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 [2019-20 NCAA Division II Women's Volleyball Championship Host Operations Manual](#) 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 Marie Scovron at 317-917-6494 or [mscovron@ncaa.org](mailto:mscovron@ncaa.org).

# Receipts and Expenses Sample Worksheet

The following worksheet is provided as a guide to assist with budgeting for the NCAA Division II Women's Volleyball Regional bids. This is only a guide as each site has different costs associated but will provide a general idea of typical ranges. Please direct all questions to Marie Scovron at [mscovron@ncaa.org](mailto:mscovron@ncaa.org) or 317-917-6494.

Each day should be a separate session. If selling all-session passes, use first date of competition.

Should be listed as Host Channel.

Date	Session	Ticket Type	Channel	Budget #tickets	Actuals #tickets	Price	Budget	Actuals	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<a href="#">Delete</a>
TOTAL				<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	

Save Add Ticket Type Close

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"/>	<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=""/>
		Save Close	

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

This is typically \$100-\$500. You will be provided access to the online marketing website and marketing enhancement monies that should be used first and accounted for outside of the host budget.

Typically this is blank unless there are minor printing costs for promotion.

Typically this is blank unless there are minor ticket printing costs.

Typically for regional sites these are blank.

Should not be used to purchase equipment or upgrade facility. Typically this is around \$100-\$500 depending on needs.

Typically this is either zero or no more than \$200 for pipe, drape and tablecloths. We send a basic signage package which includes, among other items, a banner for the scorer's table.

<b>Personnel</b>	\$3,920.00	\$0.00	
Public Address Announcer	\$595.00	\$	Institutional standard but not more than \$595 (\$85 per match for 7 matches).
Timer	\$0.00	\$	\$595 (\$85 per match for 7 matches).
Official Scorer	\$595.00	\$	
Ushers	\$0.00	\$	
Police and Security	\$0.00	\$	Not needed for volleyball so should be left blank.
Statisticians	\$0.00	\$	
Clerical	\$	\$	Should be provided by host institution staff at no cost.
Ticketing Personnel	\$0.00	\$	
Custodians-Facility	\$0.00	\$	
Grounds Crew	\$	\$	Up to \$595 (\$85 per match for 7 matches) for each, a scoreboard operator and a videoboard operator.
Maintenance-Facility Labor	\$0.00	\$	
Medical	\$	\$	Should be for one person for up to five nights.
Video/Scoreboard Operators	\$595.00	\$	
Commttee/Site Rep lodging	\$0.00	\$	\$595 (\$85 per match for 7 matches).
Assistant Scorer/Libero Tracker	\$595.00	\$0.00	
Line Judges	\$1,540.00	\$0.00	Four total line judges, two work per match, each receives \$110 per match. (\$220 per match for 7 matches).

Other items may be more than \$0, unless noted at right.

<b>Entertainment</b>		\$ 0.00	\$ 0.00	
	Media			Hospitality for any media. Typically no more than \$250.
	Pregame, Halftime and Postgame			Recommended to be around \$200-\$500 used for hospitality room.
	Meetings			Snacks/beverages for meetings. Should not be more than \$250.
	Luncheons and Banquets			Banquets are not permitted at regional competition so this should be blank.
	Participant Refreshments			Cost of refreshments for teams. Typically not more than \$100-\$300.
Add Others				
<b>Equipment</b>		\$ 0.00	\$ 0.00	
	Telephone Installation			
	Temporary Restrooms			Should be blank.
	Copy / Fax Machines			
Add Others				
<b>Officiating Expenses</b>		\$ 0.00	\$ 0.00	
	Officials Lodging			Should be 4 referees for 3-4 night stay depending on how late the regional championship match is scheduled.
	Officials Travel			
	Officials Fees			NCAA pays through ArbiterPay so this should be blank.
	Officials Per Diem			
Add Others				