



## 2013-14 NCAA Division III Women's Lacrosse Championship Non-Predetermined Preliminary-Round Information and Bid Checklist

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### Selections

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Selections for the 2014 NCAA Division III Women's Lacrosse Championship will be announced at 9:30 p.m., Eastern time, Sunday, May 4, via web stream on NCAA.com.

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### Preliminary-Round Schedule

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First Round:	Wednesday, May 7	3 p.m. or 7 p.m.
Second Round:	Saturday, May 10	3 p.m. or 7 p.m.
Regional Semifinals:	Saturday, May 17	11:30 a.m. and 2:30 p.m.
Regional Finals:	Sunday, May 18	1 p.m.

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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 25.**

**All pertinent bid materials and information can be found at the following link:**

[championships.ncaa.org](http://championships.ncaa.org). The NCAA launched a new Championships Bid and Host portal. To begin, click on the previous link, log into your account using your current (or previous) Host Reporting credentials. You will land on your home page for your institution. From there, click on 'bid intentions' to start the bid process for the desired championship and round. Your facility profile (for each venue) will only need to be added once, as will your key contacts. Continue this process and follow the links to add a budget for each desired championship bid.

\_\_\_\_\_ **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 and will allow you to transfer budget information between rounds. 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.

Please carefully review pages 16-18 of the [2014 NCAA Division III Women's Lacrosse Pre-championship Manual](#), prior to submitting a proposed budget, and make note of the following for all preliminary-round games:

- 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, nor do per diem and travel expenses for site representatives – the NCAA will pay those expenses directly.

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**Facility Profile.** An online facility profile form must be completed by each institution interested in hosting preliminary-round competition. The facility profile will also include the information around the video board, LED board and/or ribbon boards, as appropriate.

Please note – this is a new portal where a facility profile can be maintained and updated on a regular basis. If a facility can host multiple sports, just simply check the box to provide the requisite information for that facility. Please refer to page 9 of the 2014-15 Women’s Lacrosse Rules and Interpretations Book for recommended field dimensions.

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**Key Contacts.** The key contacts for your institution should be updated within your profile. Please enter the information for the key personnel associated with running a championship at your site.

Personnel who will administer the competition should be listed within the key contacts section of the Championships Bid and Host portal. Please include the proper mailing address for overnight deliveries. P.O. box addresses are not acceptable.

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**Safety and Security Plan.** Based upon 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. If this information is deemed sensitive, confidential and cannot be shared, then you must submit the NCAA Championships Safety and Security Team contact information form, located in Appendix A of the *Best Practices* document. These documents should be submitted using the document upload in the championships bid and host portal.

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**Liability Insurance.** NCAA regulations require that host institutions and sponsoring agencies of NCAA championships shall have in place primary comprehensive general public liability insurance coverage, with combined single limits of at least \$1 million per occurrence for bodily injury and property damage.

Self-insurance programs meet the provisions of this regulation, as long as they meet the specifications (i.e., primary comprehensive general public liability insurance coverage, with combined single limits of at least \$1 million per occurrence for bodily injury and property damage).

Therefore, it will be 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 Anjellica Rospond at [arospond@ncaa.org](mailto:arospond@ncaa.org) or uploaded with your bid.

The NCAA no longer requires that it be listed as an additional insured. Accordingly, the NCAA will not reimburse institutions for the cost of insurance. Please note that the NCAA must be listed as the certificate holder.

Note: If host institutions must purchase a special events insurance policy, the institution should submit confirmation in writing. However, the certificate of insurance must be submitted to the NCAA national office 48 hours before the championship. In addition, if your institution has previously submitted to the NCAA an active, non-sport specific certificate of insurance for the current academic year, you do not need to resubmit an additional certificate at this time.

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

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**Host Operations Manual.** The [2014 NCAA Division III Women's Lacrosse 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 [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 general questions regarding the bid process, please contact the NCAA Championships and Alliances staff at 317/917-6397 or [championshipbid@ncaa.org](mailto:championshipbid@ncaa.org).