

 **CHAMPION YOUR CITY.**



NCAA® SITE SELECTION PROCESS AND INFORMATION



2020  
NCAA DIVISION II SOFTBALL CHAMPIONSHIP  
SPORT SPECIFIC INFORMATION



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## Table of Contents

	Page No.
Section I Introduction.....	4
Section II Championship Structure.....	5
Section III General Facility Requirements .....	6
Section IV Marketing.....	10
Section V Lodging Specifications .....	12
Section VI NCAA/Host Responsibility .....	16
Section VII Schedule of Events .....	18
Section VIII Volunteer Needs.....	19

***IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE SPECIFICATIONS THAT FOLLOW AND ANY SUCH SPECIFICATIONS IN THE HOST CITY BID SPECIFICATIONS DOCUMENT, THE FORMER SHALL PREVAIL AND GOVERN THE MATTER.***





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## SECTION I: INTRODUCTION

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The National Collegiate Athletic Association (“NCAA” and/or “Association”) is pleased to provide to member institutions/conferences the opportunity to submit a proposal to host one or more NCAA championships.

The information contained in this document and the accompanying attachments provides the minimum bid specifications for hosting any of these championships, as well as essential information that will provide assistance in the development of a creative, comprehensive and competitive bid proposal. The NCAA awards the privilege of hosting an NCAA championship to institutions’ several years in advance so those communities may work collaboratively with the NCAA to create positive experiences for its student-athletes, participating institutions, fans and the community.

A member institution or member conference of the NCAA must be designated as the host institution/conference for the championship. The administration of the championship is under the authority of the respective sports committee subject to final authority of the appropriate NCAA Championships Cabinet or Committee. All activities and events associated with the championship are to be approved by the sports committee.



## SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Regionals (16)	Two weeks prior to finals (Friday – Sunday; Thursday – Sunday, only if a no Sunday Play policy team is competing)
Super Regionals (8):	Weekend prior to finals (Friday - Saturday)
Finals:	Championship played on the fourth weekend in May except in Festival years

DATES AVAILABLE FOR BID	
Finals:	May 21-25, 2020 (Practice Day: May 20)

The championship provides for a field of 64 teams. Four teams will participate at each of sixteen regional sites in a double-elimination tournament May 5-7, 2020.

The sixteen teams advancing from regional competition will participate in a two-team, best of three super regional at eight sites May 14-15, 2020.

The finals will include the eight super regional winners May 21-25, 2020.



## SECTION III: GENERAL FACILITY REQUIREMENTS

**A facility diagram should be included in the bid package materials. Priority will be given to hosts with lighted fields (or access to lighted fields), all other criteria being equal. Recommendation: 150 foot candles in the infield and outfield.**

The facilities used in the softball championship must meet the requirements listed in the NCAA Softball Rules and Interpretations Book, as well as the ones listed below:

### Required

If due to inclement weather, it is determined by the NCAA representative in consultation with the softball committee chair and NCAA liaison, games can be moved to a different field other than the one described in the bid process. If this move occurs, ALL remaining games MUST be played on the back-up field.

#### 1. FIELD OF PLAY

- a. The distance of the outfield fence shall not exceed 220 feet. Outfield fences shall be a minimum of 190 feet in left and right fields.
- b. A **six-foot, non-collapsible fence** 200 feet all around is required. If a host's outfield permanent fence does not conform to the minimum 190 feet in right and left fields and maximum 220 feet in center field and a portable fence is used, portable pieces of fence may be used in the areas of the field where the field distance requirement has not been met (i.e., if the center field fences is 225 feet but the lines down right and left fields are 190 feet, a piece of fence may be brought in the center field area to bring center field into compliance). It is not necessary to surround the entire field with a portable fence.
- c. Vertical backstop (with no hood), outfield fences and sideline fences (permanent preferred, temporary is mandatory) must enclose the playing field.
- d. The distance from home plate to the backstop must be a minimum of 25 feet (maximum 30 feet).
- e. The infield may be skinned or artificial. The outfield must be grass or artificial turf.
- f. An **electronic** scoreboard and public address system (including a backup, if possible) must be available.
- g. A tarp, where applicable, must be available for inclement weather. The tarp crew should be prepared for tarping the entire field on short notice, and be able to accomplish this without the assistance of participating teams.
- h. Bullpens must be similar in composition (dirt preferred) and similar in proximity from each dugout. Pitchers for subsequent games may have access to bullpens with priority given to the game in progress.
- i. All on-site corporate signage must be covered.
- j. Personnel to shag balls should be provided.
- k. A designated, restricted and comparable area for stretching and throwing only will be provided to teams in the immediate proximity to the playing field.
- l. 4-inch field lines.
- m. 2 front toss screens.
- n. Foul poles must extend vertically upward at the point it intersects the home-run fence. The color of the



foul pole should be white or fluorescent orange.

## 2. DUGOUTS

- a. Permanent, enclosed dugout must accommodate 26 persons.
- b. The dugout must be covered and enclosed from spectators and inclement weather. A temporary cover is permissible.
- c. The banned bat list should be in each dugout. Several copies should be made available. Color copies are preferred.
- d. Must provide cups, water, ice and trash in each dugout. All cups and coolers must be plain. ALL LOGOS must be covered. NCAA cups and coolers must be used at all times at final site.
- e. Dugouts should be cleaned after each game.

## 3. SPECTATOR AREA

- a. Implement crowd control procedures. At least one uniformed security guard should be at the facility during competition.
- b. Sign stating that all practices are closed must be posted for all practices prior to the beginning of actual tournament game play. Once the actual tournament begins, practices are open.
- c. Designate team seating areas in the stands; should be marked with appropriate signage.
- d. Press box should be an enclosed space and size to allow for a minimum of 12 individuals to work (i.e., NCAA.com broadcasters, official scorers, statisticians, etc.)
- e. A covered three-sided press area must be provided.
- f. Designate a scorer's table. Allow seating for NCAA committee, umpires and liaisons (15 people total) on field and in press box. If possible, cover scorer's table with bunting or other appropriate material.
- g. Implement security measures for restricted access areas (locker rooms, press area, hospitality, etc.).
- h. A minimum of two phone lines must be available for use at press row (radio/internet/phone/fax).
- i. A covered interview area, with restricted access, must be provided in a relatively quiet area (i.e., not in close proximity to player or media hospitality) that is secure and secluded from spectators and player hospitality.

## 4. HOSPITALITY AREAS

- a. A covered tournament hospitality area (minimum size of 20' x 30') should be available for final sites.
- b. Implement security measures for restricted access areas (locker rooms, press area, hospitality, etc.).

## 5. LOCKER ROOMS

- a. Locker rooms are not required; **however**, if the host team has a locker room, a comparable area must also be provided for the visiting teams.
- b. Implement security measures for restricted access areas (locker rooms, press area, hospitality, etc.).

## 6. UMPIRE GAME ACCOMODATIONS

- a. There must be a designated area for a private umpire's lounge. Umpires should have the ability to lock this area upon leaving.





- b. Towels must be available for umpires.
- c. Water, cups and snack items should be made available in the lounge area.
- d. Implement security measures for restricted areas (locker rooms, press area, hospitality, etc.).

## 7. OTHER REQUIREMENTS

- a. The facility must be enclosed in order to charge admission and minimum seating should provide no fewer than 500 unobstructed seats.
  - b. Concessions and an athletic training facility must be available on-site. If permanent facilities are not available, tents may be used to meet this requirement.
  - c. Adequate restrooms must be on site (portable or permanent) within 100 feet of the facility.
  - d. Designate drug-testing area, if selected.
  - e. Designate a coin flip area and should be near the actual field of play.
  - f. Designate an area for sale of championship merchandise.
  - g. Designate a telephone number for teams to call for schedule/field condition updates in the event of inclement weather.
  - h. Adequate parking must be available on site for teams, tournament personnel and umpires. Complimentary designated parking with restricted access for NCAA staff and umpires must be provided.
8. The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The facility must agree that it will be in compliance with all applicable cities, state or federal regulations concerning access and seating for people with disabilities.
9. For all rounds, all teams should be accorded practice facilities of **equal quality** beginning with the day immediately preceding the tournament and during the tournament.
- a. It is suggested that batting practice be arranged on a field other than the tournament field in the event more than one game is to be played on a given day.
  - b. Participating teams must be allowed to practice on the game field for a maximum one hour, **weather permitting**. In addition, a nearby practice facility can be available for additional practice time. The NCAA representative will monitor practices on the competition field. If a team arrives early, it may take the field at that time but is still limited to the scheduled amount of time.
  - c. Be sure to build in transition time (approximately 10 minutes) into the practice schedule. Practices are closed (facility permitting) and may not be used for scouting purposes.
  - d. On game day, each team will be permitted a maximum of seven minutes for shared practice and seven minutes of individual practice prior to game time on the competition field.

The prospective host that is bidding on this championship agrees to all terms and conditions as outlined above in this Championship Bid Specifications Agreement. We agree to comply with all the requirements listed in this document and to administer the designated championship in accordance with the policies of the NCAA and the applicable NCAA sports committee. Prospective hosts that agree with all the





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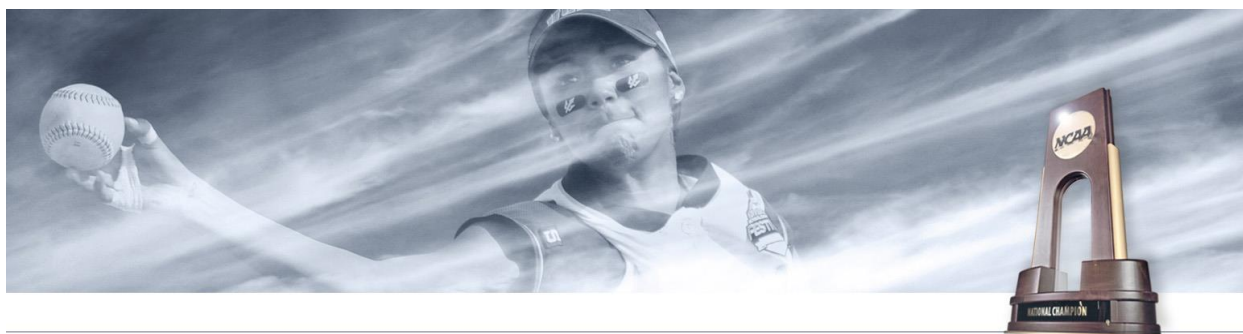
☐ YES

☐ NO

☐ NO with Exception

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## SECTION IV: MARKETING

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1. **Marketing Plans.** Upon selection, the host is required to submit a marketing plan for review and approval prior to activation by the NCAA marketing staff. Please refer to the appropriate marketing plan template as a guideline when submitting your plan for review.
2. **Budgets.** When the proposed budget is submitted, a minimum of \$4,000 should be allocated for these purposes. The marketing budget should only include items needed for: marketing, advertising, printing costs, grassroots opportunities and promotions.
3. **Creative Process.** A creative marketing assistance website is available to the host for their marketing needs. This marketing website, [NCAACHampsPromotion.com](http://NCAACHampsPromotion.com), is a comprehensive tool designed to help hosts create marketing pieces which will generate awareness and promote tickets and or attendance for the championship.

Hosts should customize and download all necessary artwork to promote the championship. Every effort should be made to use the online marketing templates, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided.

All requests, for both artwork and reimbursement, must be approved by the NCAA prior to proceeding with production. Artwork requests and approvals will be managed through the website. Should you not have a local vendor, a list of preferred NCAA vendors is available on the website.

4. **Radio/TV.** Radio/TV. The NCAA will provide the following television and radio elements to assist in promoting and selling tickets to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, tv commercials, videoboards). All spots will be made available for download via the online marketing website [NCAACHampsPromotion.com](http://NCAACHampsPromotion.com)
5. **Support Documents.** Hosts should refer to the following support documents when developing marketing plans and budgets: NCAA Ticket Promotional Use Guidelines, NCAA Sales Commission Guidelines, and NCAA Micro-Site Guidelines.



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## SECTION V: LODGING SPECIFICATIONS

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### **General Guidelines:**

Housing will be required for all participating teams, NCAA staff, committee members, media, game officials, and other special guests as designated by the NCAA. Separate hotels are needed for the NCAA, media, officials and participating teams unless specified otherwise by the NCAA. It may be permissible for the media or game officials to be assigned to the same property as the NCAA headquarters hotel. (Game officials and teams may not stay in the same hotel.) Efforts will be made to provide some deference to the official corporate champion/partner in the hotel category (should one exist at the time of contracting) of the NCAA. While hotels are the primary housing offerings that will be contracted, alternative options may be considered in certain situations.

Bids will be awarded contingent upon the successful negotiation of housing needs at reasonable rates. Failure to secure such reasonable rates and properties may result in rescinding of the bid award.

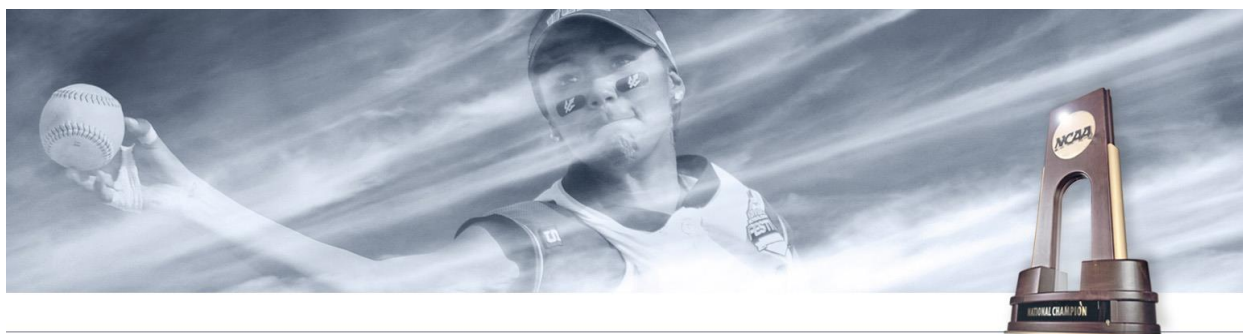
The host institution/conference or sponsoring agency must guarantee sufficient housing is available to meet the room block needs identified in the sport specific bid specification. Properties must meet the required service levels and be in reasonable proximity to the event venues. Rooms should not be secured or contracted nor should rates be discussed with specific properties, unless requested to do so by the NCAA.

Bid responses may highlight any recommended properties Anthony Travel should consider when contracting. Specifications should also disclose any special relationships, agreements and/or financial arrangements you may have in place with the recommended properties. Anthony Travel will take into consideration all recommendations when selecting hotels; however, guarantees cannot be made that contracts will be secured with these properties.

All hotels contracted must have experience with and understand the needs of large groups. For certain championship events, additional room blocks may be required for fan travel.

The NCAA or its designees shall have the exclusive right to sell products licensed by the Association for merchandising at the selected hotels (inside and outside the premises controlled by the hotels). The hotel will provide adequate space in its lobby for such sales.

Contracted properties will be responsible for complying with all requirements in the contract terms as presented in the sample contract.



## **Specific Guidelines**

### ***Hotel Room Block***

#### **Finals**

	Number of Hotels	Service Level	Mon.	Tues.	Wed.	Thurs	Fri.	Sat.	Sun.	Mon.	Notes
Teams <sup>1</sup>	1	Full-Service	130	130	130	130	130	60	30	-	Please ensure breakfast is included.
Committee	1	Full-Service	1	8	8	8	8	8	8	8	
Officials	1	Does not need to be full-service	-	-	6	6	6	6	6	-	Please ensure laundry services and breakfast is included.
Media											
UIC				1	1	1	1	1	1	1	
NCAA			2	2	2	2	2	2	2	2	
<b>Total</b>	<b>3</b>	<b>See above</b>	<b>132</b>	<b>141</b>	<b>147</b>	<b>147</b>	<b>147</b>	<b>77</b>	<b>47</b>	<b>11</b>	

<sup>1</sup> **Room Types:** 88-104 Doubles, 31 Kings, 2 Suites, Other (please explain)

All hotels shall be in close proximity (ideally within walking distance) from the event venue. The team hotels must be of comparable quality and distance from the playing venue.

The host institution is financially responsible for the official accommodations to be reimbursed by the NCAA.

For regional and super regional rounds, the host is responsible for securing quality hotel accommodations at a comparable distance, quality and rate (team) for the participating teams. Rates should be \$100 or less if possible. The tournament director should have this information as part of the participant manual, including contacts, rates, approximate distances and directions to the competition facility, and the telephone numbers to visiting teams, NCAA representatives, and umpires. All rooms should be non-smoking. Hosts should negotiate the best price for teams and officials in order to keep costs low. In all cases, NCAA committee and umpires' charges should be direct billed to your institution (room and tax only). Teams will pay for their own rooms.



## Participating Teams

Finals. Teams may arrive the Tuesday prior to finals and depart the Tuesday after finals so availability of hotels in the area should be checked beginning with that date through Monday night. Generally, each team will need 11 to 13 double rooms and two single rooms (the official traveling party is 26 per team). Remember that as teams lose, they may leave; be sure to communicate this to the hotels.

## NCAA Committee Accommodations

Finals. The national softball committee shall serve as the games committee. Anthony Travel will make a reservation for each committee member (eight) plus the championship manager (one) and NCAA Playing Rules staff member (one) at the headquarters hotel (ten rooms total). The staff liaison and chair may arrive Monday or Tuesday (please confirm with them prior to arrival), and committee members will arrive Tuesday. All may check out by the following Monday.

## Umpires' Accommodations

Regionals/Super Regional Umpires' accommodations may not be needed since umpires may come from the local area. If necessary, please follow the same procedures outlined for the NCAA representative above -- have the room and tax charges direct-billed to your institution. These hotel accommodations should not be at the same location as participating teams. Umpires will arrive Wednesday, or Thursday. For checkout, confer with the umpires since they may want to return home immediately after the completion of the games.

Finals. Umpires will arrive Wednesday. Again, confer with umpires to determine checkout. Anthony Travel will secure a single room for each umpire, six (6) umpires and one (1) umpire-in-chief. The NCAA will confirm umpire reservations at least one week prior to the tournament.

**FOR ALL ROUNDS: Umpires and NCAA committee representatives should not be housed in the same hotel as the participating teams unless there are no other accommodations available. At a minimum, they should stay on a different floor or wing of the hotel.**

Institutions that do not utilize these accommodations are financially responsible for said rooms and must receive written release before staying elsewhere.





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## SECTION VI: NCAA/HOST RESPONSIBILITY

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### **NCAA PROVIDES:**

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, lodging (room and tax), per diem and game fee for all officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA sport committee.
4. Awards for the participating teams.
5. Bracket board. (if applicable)
6. Credentials. (if applicable)
7. Funding for volunteer apparel.
8. Funding for promotional efforts.

### **HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:**

1. Facilities.
2. Volunteers.
3. Public relations coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality.
6. Food/beverage concessions.
7. Public address system.
8. Support personnel – ushers, ticket takers, media runners, etc.
9. Security.
10. Media room (fully equipped).



11. Media seating/work area with constant refreshments.
12. Tickets.
13. All computers, printers, fax machines, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championships, and as may be required by the NCAA.
14. Appropriate directional signage within and outside the venue.
15. Other items as later requested by the NCAA.
16. Head table personnel (e.g., public address announcers, official scorer, matchmaker, chief of head table operations, etc.)

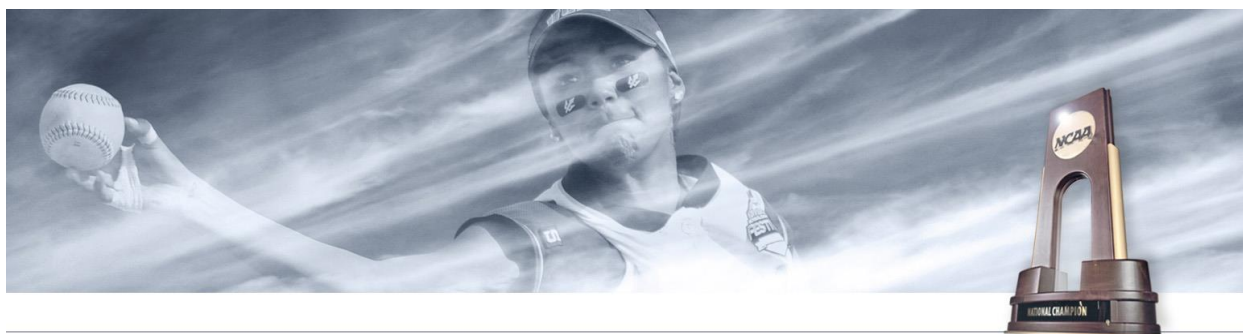
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## SECTION VII: SCHEDULE OF EVENTS

### Tuesday

Committee and team arrival (have all committee information ready for distribution).

Committee meets with host staff.

2:30 p.m. Facility walk-through.

### Wednesday

All Day TEAM PRACTICES

6 p.m. Championship banquet.  
Coaches meeting to follow.  
SID meeting to follow.

### Thursday

9 a.m. Umpires meeting

11 a.m. GAME # 1

1:30 p.m. GAME # 2

4 p.m. GAME # 3

6:30 p.m. GAME # 4

### Friday

11 a.m. GAME # 5

1:30 p.m. GAME # 6

4 p.m. GAME # 7

6:30 p.m. GAME # 8

### Saturday

11 a.m. GAME # 9

1:30 p.m. GAME # 10

4 p.m. GAME # 11

6:30 p.m. GAME # 12

### Sunday

NOON GAME # 13 (if necessary)

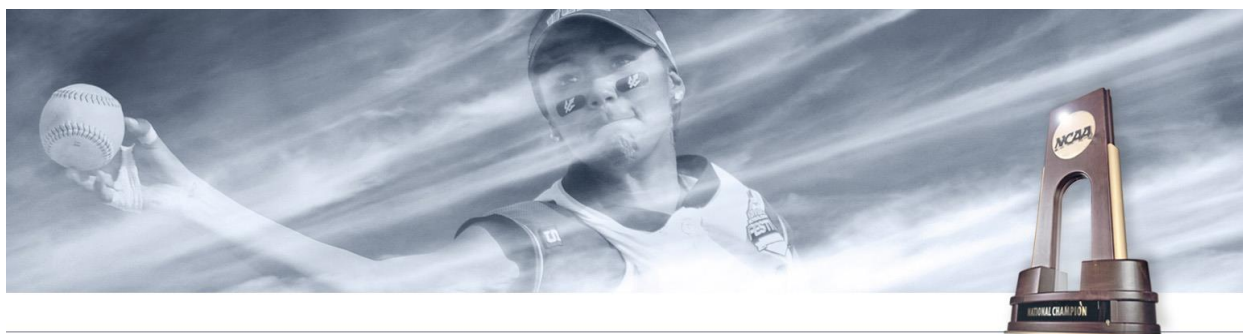
2:30 p.m. GAME # 14 (if necessary)

5:00 p.m. GAME # 1 – Championship Series

### Monday

NOON GAME # 2 – Championship Series

2:30 p.m. GAME # 3 – Championship Series (if necessary)



## SECTION VIII: VOLUNTEER NEEDS

Approximately 20 volunteers per day will be needed for assignments, including scoreboard operations, scoring control, hospitality, media and merchandise sales.

The host should plan to coordinate volunteers in shifts throughout the day. Shifts should be filled accordingly and note the positions listed below are subject to change based on needs of championship:

Task Description	Days Needed	Volunteers Needed	Approximate Time
Assist softball committee and umpire in chief with any or all of the following responsibilities: team clock management for practices/warm-ups; restocking on and off-field refreshment stations for student-athletes and coaches; oversight of the student-athlete hospitality; game official runner; and, additional duties as assigned.	Wednesday	2	9 a.m. - 1 p.m.
	Wednesday	2	1- 4 p.m.
	Wednesday	2	4 - 8:30 p.m.
	Thursday	2	9 a.m. - 1 p.m.
	Thursday	2	1- 4 p.m.
	Thursday	2	4 - 8:30 p.m.
	Friday	2	9 a.m. - 1 p.m.
	Friday	2	1- 4 p.m.
	Friday	2	4 - 8:30 p.m.
	Saturday	2	9 a.m. - 1 p.m.
	Saturday	2	1- 4 p.m.



	Saturday	2	4 - 6:30 p.m.
	Sunday	2	9 a.m. - 1 p.m.
	Sunday	2	1- 4 p.m.
	Sunday	2	4 - 8:30 p.m.
	Monday	2	9 a.m. - 1 p.m.
	Monday	2	1- 4 p.m.
Assist media relations with any or all of the following responsibilities: provide statistics updates, post-game media conference assistance, interview coordination of student-athletes and coaches; delivery of post-game statistics to media and participating teams; provide assistance to NCAA webstreaming partners and, additional duties as assigned.	Wednesday	1	9 a.m. - 1 p.m.
	Wednesday	1	1- 4 p.m.
	Wednesday	1	4 - 8:30 p.m.
	Thursday	1	9 a.m. - 1 p.m.
	Thursday	1	1- 4 p.m.
	Thursday	1	4 - 8:30 p.m.
	Friday	1	9 a.m. - 1 p.m.
	Friday	1	1- 4 p.m.
	Friday	1	4 - 8:30 p.m.
	Saturday	1	9 a.m. - 1 p.m.
	Saturday	1	1- 4 p.m.
	Saturday	1	4 - 6:30 p.m.
	Sunday	1	9 a.m. - 1 p.m.
	Sunday	1	1- 4 p.m.
	Sunday	1	4 - 6:30 p.m.
	Monday	1	9 a.m. - 1 p.m.
	Monday	1	1- 4 p.m.
Assist grounds crew staff with any or all of the following responsibilities: maintenance of the practice area; practice field set-up; game field	Wednesday	2	9 a.m. - 1 p.m.
	Wednesday	2	1- 4 p.m.





maintenance; tarp management;  
team escort to appropriate  
playing/practice field and, additional  
duties as assigned.

Wednesday	2	4 - 8:30 p.m.
Thursday	2	9 a.m. - 1 p.m.
Thursday	2	1- 4 p.m.
Thursday	2	4 - 8:30 p.m.
Friday	2	9 a.m. - 1 p.m.
Friday	2	1- 4 p.m.
Friday	2	4 - 8:30 p.m.
Saturday	2	9 a.m. - 1 p.m.
Saturday	2	1- 4 p.m.
Saturday	2	4 - 6:30 p.m.
Sunday	2	9 a.m. - 1 p.m.
Sunday	2	1- 4 p.m.
Sunday	2	4 - 8:30 p.m.
Monday	2	9 a.m. - 1 p.m.
Monday	2	1- 4 p.m.



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