Section I. Introduction

The NAIA Swimming and Diving National Championship is a four-day meet featuring championship competition in both Men’s and Women’s Divisions. Competition is held in 40 events, 20 for Men and 20 for Women. Approximately 350 athletes and coaches participate. The following bid form is for the purpose of obtaining important information from member institutions and/or community groups expressing an interest in hosting the NAIA Men’s & Women’s Swimming and Diving National Championships. Information received is used to evaluate facilities and local conditions for prospective host sits.

Your completion of this bid is an official application to host the NAIA Swimming and Diving National Championships.

After submission the NAIA national office will review all bids and will give all complete bids full consideration. Following the initial review some bidders may be awarded official telephone interviews. After all telephone interviews finalists may be awarded an official site visit.

Please be advised that after appropriate site visits, a contract shall be offered to the selected site based upon the terms and conditions of this bid. If you have any questions relative to the completion of this bid or about the NAIA Swimming and Diving National Championships in general, please contact:

Jake Hill
NAIA Swimming and Diving Sport Manager
NAIA National Office - Department of Championships
120 W. 12th Street, Suite 700
Kansas City, MO 64106

Main: (816) 595-8166
Fax: (816) 595-8200

Section II. Designation of Bid

This bid submitted is to host the 2023 NAIA Swimming and Diving National Championship.

 March 1 – March 4, 2023

**Name:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

**Institution/Affiliation:** Click or tap here to enter text.

**Email Address:** Click or tap here to enter text.

**Phone Number:** Click or tap here to enter text.

Section III. STATEMENT/ACKNOWLEDGEMENT OF EVENT POLICY

The official name of the event shall be the NAIA Men's & Women's Swimming and Diving National Championships and must be conducted under the direct control and supervision of the NAIA, including the implementation of policies established by the respective NAIA Coaches Associations and the NAIA National Administrative Council (the "NAC:). Policies regarding format of the Championship are subject to change by the NAIA Council of Presidents (the "COP") and the NAC. The NAIA shall approve the designation of the Host's Championship Coordinator, who shall work with the NAIA national office sport manager (the "Sport Manager") in organizing and conducting the Championship.

1. To indemnify fully and save harmless the NAIA, its officers, agents and employees of and from any and all claims, demands and causes of action, including cost of attorney's fees arising out of anything done or purported to have been done by the host or any of its agents.
2. Corporations with business interests beyond the local area of the Championships site shall not be solicited for financial support without the prior written approval of the NAIA. The NAIA grants to the host all rights for sponsorship for the championship with exception of any sponsor that would be listed “above the title.”
3. Alcoholic beverages and tobacco products of any form shall not be advertised, sold, disbursed, or brought to the site of the championship event.
4. The Host shall honor all NAIA credentials issued to authorized players, coaches, officials and media for admittance to the Championship. NAIA membership cards presented will be honored for a credential to the Championship.
5. The NAIA will retain 100 percent of the revenue from radio broadcast rights fees.
6. The NAIA will retain 70 percent of the net revenue split from video streaming revenue, the Host will receive 30 percent of the NAIA's share of the revenue.
7. The NAIA shall be responsible for any and all negotiations for radio and television rights in consultation with the host, and such rights shall be designated as event income.
8. Any Championship Internet broadcast or website must be approved in writing by the NAIA Director of Athletic Communications and Media.
9. The sale of promotional items denoting "NAIA" or approved complimentary items given to officials and volunteers (i.e, t-shirts, caps, etc.) shall be marketed, sold, and/or purchased only by or through an authorized licensee of the NAIA. The host shall prohibit all souvenir and promotional sales at event headquarters and/or the event site that have not been approved by the NAIA.
10. The name National Association of Intercollegiate Athletics, initials NAIA, logo and other NAIA symbols and insignia (the "NAIA Marks") are the exclusive property of the NAIA. The Host is awarded limited rights and privileges in using the NAIA Marks to promote, advertise and market the Championship. Such use of the NAIA Marks by the Host is restricted in the following areas, which required express written approval by the NAIA. 1) NAIA MARKS USAGE - Prior approval of all advertising and promotional mediums using NAIA Marks. 2) COMMERCIAL APPAREL SALES - All apparel related to the Championship must be purchased through approved Championship vendors. No other vendors may be used to promote before, during or post-championship apparel to NAIA member institutions, teams or fans. 3) COMMERCIAL NON-APPAREL SALES - Any product featuring the NAIA name, initials or logo, and being sold prior to, during or after the National Championship. 4) AWARDS - This includes, but is not limited to trophies, medals, award banners, rings and lapel pins. 5) PROMOTIONAL GIVEAWAYS - Any product featuring the NAIA, name, initials or logo which is given to fans, coaches, or athletes before, during or after the National Championship; or any product featuring the NAIA name, initials or logo which is given to volunteers, Championship coordinators and championship workers or officials. 6) SIGNAGE - Any signage or advertisement created by the Host must be approved prior to installation, uploading, posting or broadcasting.
11. Unless the Host receives prior written approval from the NAIA Chief Executive Officer, merchandise denoting NAIA Marks or competing merchandise for commercial sale or promotional giveaway shall be marketed, sold, or purchased ONLY through an approved NAIA vendor (the "Championship Vendor"). The Host shall prohibit all souvenir sales and promotional giveaways that have not been approved in writing by the NAIA, including the sale or the free distribution of competing products. The Host may provide volunteer t-shirts and polo shirts to be used for event staff/volunteers. Designs must be approved by the NAIA. The NAIA recommends that the Host solicit a bid from the "Championship Vendor".
12. NON-DISCRIMINATION - The NAIA reserves the right to remove the National Championship event from any community that is subject to any policy, law or provision that discriminates against NAIA student-athletes.
13. The Host, in consultation with the NAIA, shall be responsible for any and all negotiations for broadcast rights. The NAIA owns all rights to broadcasting from the Championship. The Host has right to use for promotions for 24-months from the end of each Championship.
14. The Host shall be responsible for conducting an approved NAIA Champions of Character program immediately prior to or during the championship. The Host will work with the NAIA sport manager in creating, promoting and coordinating a Champions of Character program/event that will integrate the participating student-athletes/coaches and the local community.
15. The Host shall be responsible for developing an opening "Student-Athlete Experience Event," for all, but not limited to, participants and coaches. The plan for this event must be presented to the NAIA Sport Manager for written approval.

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| **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 NAIA. Prospective hosts that agree with all the requirements listed in this document for the designated championship shall signify agreement by selecting “Yes” below.** [ ]  **YES** [ ]  **NO** [ ]  **NO with Exception****Prospective hosts who do not agree with all requirements in this document shall select either “No” or “No with Exception” and declare any issues and/or exception regarding this aforementioned terms. Please note: any proposed revisions to the language in this document must be specified in writing to be considered.** |

Section IV. AT-SITE VISIT GUARANTEE

The prospective host site agrees to the following statement:

If selected for a site visit, we will provide travel, lodging and meal expenses for at least two NAIA representatives for the duration of the visit. NOTE: If selected to host event, these expenses will be approved as event expenses.

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Section V. INSTITUTIONAL DATA (if applicable)
NOTE: An NAIA institution is not required to bid. If you are bidding with an NAIA institution, list below.

NAME OF INSTITUTION: Click or tap here to enter text.

ADDRESS: Click or tap here to enter text.

PHONE: Click or tap here to enter text.

President/CEO: Click or tap here to enter text.

Athletic Director: Click or tap here to enter text.

Swimming and Diving Coach: Click or tap here to enter text.

Section VI. COMMUNITY DATA (if applicable)

HOST ORGANIZATION: Click or tap here to enter text.

NAME OF CITY: Click or tap here to enter text.

POPULATION: Click or tap here to enter text.

METROPOLITAN AREA: Click or tap here to enter text.

PRIMARY INDUSTRY/MAJOR CORPORATIONS: Click or tap here to enter text.

NAME OF CLOSEST MAJOR AIRPORT: Click or tap here to enter text.

MAJOR AIRLINES SERVING CLOSEST AIRPORT: Click or tap here to enter text.

DISTANCE FROM AIRPORT TO HOTELS: Click or tap here to enter text.

DISTANCE FROM AIRPORT TO CHAMPIONSHIP VENUE: Click or tap here to enter text.

Section VII. VENUE INFORMATION

Name of Facility: Click or tap here to enter text.

Seating Capacity: Click or tap here to enter text.

Dimensions of the Pool: Click or tap here to enter text.

Depth of Swimming Area: Click or tap here to enter text.

How many 1-meter diving boards: Click or tap here to enter text.

How many 3-meter diving boards: Click or tap here to enter text.

Depth below 3-meter diving boards: Click or tap here to enter text.

List the available deck space (in square footage and/or number of people): Click or tap here to enter text.

List the number of lanes: Click or tap here to enter text.

How wide are the lanes: Click or tap here to enter text.

Name of timing/touch pad system: Click or tap here to enter text.

Is an individual display board available? Click or tap here to enter text.

Is a team scoreboard available? Click or tap here to enter text.

Is a computer program/operator available for heating/seeding/results? Click or tap here to enter text.

Are there lockers available for men and women? Click or tap here to enter text.

Is there admission charge for meets held at this facility? Click or tap here to enter text.

 If yes, list the ticket prices: Click or tap here to enter text.

Are there meeting rooms available at or near the site? Click or tap here to enter text.

List previous swimming and diving meets with their dates and attendance held at this facility: Click or tap here to enter text.

Any additional site and facility information that would be helpful: Click or tap here to enter text.

Section VIII. GENERAL FACILITY REQUIREMENTS

1. 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 physical and mentally disabled. The host must agree that the facility will be in compliance with all applicable city, state or federal regulations concerning access and searing for people with disabilities.
2. The host agrees that the facility and any practice facility shall be available for the exclusive use of the NAIA starting two full days preceding that championship through the conclusion of the championship contest for the purpose of preparing for, practicing for and conducting competition. During that period of time, the facility will be clean and accessible, and playing conditions must be safe and of championship caliber. The host / institution / conference / sponsoring agency must agree that throughout the championship will be in good working order.
3. The NAIA specifically disclaims any responsibility to investigate the safety or code compliance of the facility and parking lots or the component products, equipment, materials, design and construction.
4. The competition pool shall be arranged in accordance with the respective sports rules as far in advance as possible, but in no event later than the day prior to practice. Any permanent markings must be neutral.
5. The host must have a comprehensive security and evacuation plan in case of emergencies at the facility (e.g., natural disaster, lightning, active shooter, etc.).
6. All seats in the facility shall be under the control of the NAIA for its exclusive use during the championship.
7. The facility must furnish the following locker room accommodations:
	1. One locker room for each gender to accommodate 30 individuals, with working showers and hot water. Restrooms, marker boards or chalk boards, locker stalls, or dressing hooks, towels and chairs or benches to accommodate the entire squad size must also be provided.
	2. One locker room for the officials to accommodate six individuals, with working showers and hot water.
8. The host must provide the following additional space in the facility, at its expense, with all areas subject to the approval of the NAIA:
	1. An athletic training room(s) including a taping area, must be available on site for the teams. The host/local organizing committee shall supply personnel and equipment to assist the participating teams with their sports medicine needs. An adequate number of towels for the locker room and sidelines must be provided by the host/local organizing committee.
	2. Two separate rooms reserved for drug testing. These rooms shall be clean, secure and confidential, where drug testing can occur. The rooms shall include a bathroom, a table and chairs.
	3. Press box media space to accommodate up to 10 working media, including all requested space in the press box for the video-streaming production company.
	4. Media work space to accommodate up to 10 working media with appropriate lighting, heat, air conditioning and toilet facilities.
	5. The press box should be equipped with a minimum of two (2) telephone lines, four (4) Ethernet lines in addition to password protected wireless internet, one (1) high-speed network printer with stapling, collating and scanning capabilities and up to six (6) two-way radios.
	6. One area of private office space to accommodate up to 10 people, with a telephone, for the use of the NAIA.
	7. An area for the Championship Vendor, selected by the NAIA, to market and sell NAIA merchandise. The sales area shall be a minimum of 10x20 feet and equipped with tables, chairs, electricity, phone lines and a wireless internet connection.
	8. The facility shall provide at least one main scoreboard. A picture of the scoreboard should also be provided with your completed bid.
	9. The host shall provide in the facility, at its expense, tables, chairs, skirting, bunting, pipe-and-drape, and platforms for all areas described herein as required by the NAIA.
	10. The host shall provide complimentary parking spaces in prime locations at the facility to be used at the sole discretion of the NAIA. In addition, complimentary parking for television production vehicles, team buses and other team vehicles also must be provided.
	11. The host shall be responsible for and pay the costs of the coordination and installation of interior and exterior signage.
	12. The host shall provide appropriate space to fulfill NAIA contractual signage commitments.
	13. The host facility must agree to NAIA signage in certain areas of the facility as necessary.

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Section IX. LODGING

**GENERAL GUIDELINES:**

1. Housing will be required for all participating team, NAIA staff, committee members, media, officials and other special guests as designated by the NAIA. Separate hotels are needed for officials and participating teams, officials and teams may not stay at the same hotel. It may be permissible for NAIA staff and committee members to stay at the same hotel as participating teams. While hotels are the primary housing offerings that will be contracted, alternative options may be considered in certain situations.
2. The bid 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.
3. 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 NAIA.
4. 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.
5. The NAIA or its designees shall have the exclusive right to sell products licensed by the NAIA for merchandising at the selected hotels. The hotel will provide adequate space in its lobby for such sales.

**SPECIFIC GUIDELINES:**

1. The host shall negotiate the best possible rates for team housing which includes a block of not less than 160 double-double rooms and 38 king rooms, complimentary suite for the NAIA headquarters, and complimentary rooms for NAIA representatives, committee members and officials.
2. The host shall provide one meeting rooms and one headquarters room at the headquarters hotel.
3. The host shall provide appropriate space to fulfill NAIA signage commitments.
4. The NAIA reserves the right to secure a block of rooms and the right to market rooms to parents of student-athletes and fans in general. These rooms will be secured by a third party hotel vendor chosen by the NAIA. The host agrees to market the availability of these rooms on appropriate championship website or collateral.
5. Rates must be compliant with NAIA typical room rate ceiling.

Please list hotels, number of rooms and current rates planning to be used for the event:

(Hotel/# Rooms/$Rates): Click or tap here to enter text.

Please indicate the hotel planned to serve as the headquarters hotel for the championship:: Click or tap here to enter text.

Is there a swimming and diving association in the community or state from which to obtain volunteers?: Click or tap here to enter text.

What service organizations, sports commissions or other civic groups would be willing to assist in the organization and promotion of this event? Please list groups and contact information below: (Organization name - contact person):

 Click or tap here to enter text.

Please list other sports/athletic events this community has hosted in the past: Click or tap here to enter text.

Please list any other major events/activities scheduled for the community within 30 days before or after championship week: Click or tap here to enter text.

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Section X. HOST RESPONSIBILITIES

**FACILITIES/OPERATIONS:**

1. The Host shall provide the facility for practice two full days prior to the competition and throughout the competition. Use of the facility shall include all facilities and equipment necessary to administer the Championships, including, but not limited to, spectator seating, lights, scoreboards, computerized timing system, computer program for all heating and seeding, public address system, parking lots, restrooms, dressing rooms, meeting rooms, ticket booth, concession/souvenir stands, press room, team benches and/or designated spaces, signage, water coolers, and all normal preparation and maintenance of such facility.
2. The Host shall pay for all awards for the championships. The NAIA will be responsible for ordering such awards for the Championships.
3. The Host shall provide the necessary meeting room spaces during the course of the event. These rooms shall be used for team registration, Swimming and Diving Coaches’ Committee Meetings, Swimming and Diving Coaches’ Championships Meeting and Officials Championships Meeting.
4. The Host shall be responsible for the printing of tickets, establishment of box office and outlets, and the management of all Championship admissions. NOTE: Approval of the copy for the front and backside of Championship tickets and the cost of admissions must be approved by the NAIA Manager.
5. The Host shall be responsible for all expenses related directly to the administration of the Championship, including printing, postage, telephone calls, and supplies.
6. The Host shall provide appropriate space at the championship facility and designated hotels to fulfill NAIA National Office contractual signage commitments.
7. The Host shall provide a press area for the administration of the Championships. The site shall be equipped with the necessary equipment to meet the standards and approval of the NAIA. Specific needs include: (2) Telephone lines, (1) high-speed copier with stapler capabilities and networked into the work station computer, (1) on-line work station with internet access, (1) laser printer, wireless internet accessibility and an email account for use by NAIA authorized personnel.
8. The Host shall provide a media room for use by authorized media personnel. The room should be equipped with a minimum of three (3) telephone lines, three (3) Ethernet lines in addition to password protected wireless internet, one high-speed copiers with stapler component, one laser printer.
9. The Host shall pay for all costs associated with the printing and production of Credentials for use by participants, coaches, authorized media, volunteers and staff. The NAIA will be responsible for ordering such credentials for the Championship.
10. NOTE: The cost of local hospitality for participants, coaches, and officials, including receptions, gifts, mementos, and other functions may be provided at the Host’s discretion. Such costs shall not be charged against the Championship budget unless the Host receives written authorization from the NAIA Manager.

**STAFFING:**

1. The Host shall provide all personnel necessary to conduct the Championship, including but not limited to ticket sellers and takers, adequate security/police, concession vendors, maintenance crew, hospitality workers, timers, public address announcers and computer operators.

**HOTEL/TRAVEL/FEES:**

1. The Host shall be responsible for the cost of travel for NAIA National Office representatives assigned to the Championship. The Host shall also provide housing, meals, and/or meal expenses up to $35.00 per diem for a maximum of two (2) NAIA representatives.
2. The Host shall provide travel, housing, meal per diem ($35 per day) for the championships officials and Head Official. Officials' ground travel shall be reimbursed at the rate established by the Internal Revenue Service at the time of the Championships.
3. The Host shall provide travel, housing, meal per diem ($35 per day) and honorarium for a championship public address announcer, selected and assigned by the NAIA in cooperation with the NAIA Swimming and Diving Coaches Association and the Host.
4. The Host shall provide a $200 honorarium to the Media Coordinator if this person is not an NAIA staff member, in addition to providing travel, housing, meals, and/or meal expenses up to $35 per diem.
5. The Host shall provide complimentary airport pick-up and return for NAIA and championship staff and officials.
6. The Host shall provide a maximum of two (2) courtesy vehicles, with a full tank of gas for use by the NAIA Sport Manager and Championship Media Coordinator. Vehicles shall be assigned by the NAIA Manager in consultation with the Hosts.
7. The Host shall negotiate the best possible rates for team housing to include a room block of not less than 150; including complimentary rooms for NAIA representatives, officials and tournament personnel. The NAIA and Host may designate an “official hotel” of the NAIA. Participating teams will be required to stay only at properties designated by the Host for this event.

**CHAMPIONS OF CHARACTER:**

1. The Host shall be responsible for coordinating a Champions of Character event/program for NAIA student-athletes and coaches to work directly with youth organizations, schools and civic groups to educate, promote and incorporate the five core character values of integrity, respect, responsibility, sportsmanship and servant leadership within the national Championships. The plan for this event must be submitted to the NAIA Sport Manager no later than six months prior to the Championships for approval. The NAIA will provide suggestions and information for implementing this program.
2. Please indicate the initial plans for the Champions of Character event/program: Click or tap here to enter text.

**STUDENT-ATHLETE EXPERIENCE:**

1. The Host shall be responsible for arranging the Student-Athlete Experience for all athletes, coaches, and Championship officials. Complimentary tickets will be provided on the following basis: participants, (10) tickets for use by the NAIA Sport Manager, and tickets for the Hall of Fame inductees (maximum of 8 per inductee) if an induction is taking place that year. The Host may offer public sale of banquet tickets at its discretion. The plan for this event must be presented to the NAIA Sport Manager in writing no later than six months prior to the event for approval. 1) The space for the ceremony shall accommodate a minimum of 350 people. 2) The event should include exciting and engaging entertainment and audio/visual to show highlight videos, special presentations and the like. 3) The event should include appetizers and drinks. The proposed menu shall be approved by the NAIA National Office.
2. Please indicate the initial plans for the Student-Athlete event/program: Click or tap here to enter text.

**CHAMPIONSHIP VENDORS:**

1. The Host shall provide any Championships Vendors with an area to market and sell NAIA merchandise at the Championships venue. Each sales area shall be a minimum of 10 x 20 feet and equipped with tables, chairs, electrical access, and two sections of 8 ft. pipe and drape. In exchange for the area and equipment, The Host shall receive ten percent (10%) of gross sales (total receipts less any applicable taxes) for merchandise sales from Fine Designs.
2. The NAIA has a contract with a photography concession vendor. The Host shall provide space for the NAIA official photography vendor. The Vendor shall take both action and team pictures throughout the event, and will have the ability to set up a point of sale to sell photos at any Championships event. The photographer shall provide a free photo booth to be set up at the student athlete experience event. 1) The Host shall work with NAIA to schedule a day to capture additional photos, including team and individual pictures of athletes. The NAIA will schedule this as part of the Championships schedule. 2) The Host shall receive five percent (5%) of the net sales of the photo concession. 3) The Host shall provide (1) hotel room for the photographer for the duration of the tournament. In addition, the Host shall secure a $1,000 sponsorship payable to the photographer. 4) The Host may opt to contract with the NAIA photo concession photographer for these services.

**MEDICAL ASPECTS – ATHLETIC TRAINING/DRUG TESTING:**

1. The Host shall provide an NATA-certified athletic trainer to cover all sessions of the Championships including the operation and administration of an athletic training area at the Championships venue. The NAIA will solicit the donation of normal athletic training supplies for use by the Championships athletic trainer. If complimentary supplies cannot be obtained, the cost of athletic training supplies is the responsibility of the Host.
2. The Host shall provide medical coverage of the Championships to include a physician and ambulance service on-site or immediately on-call throughout the Championships.
3. Designated space will be reserved that is clean, secure and confidential, at which drug testing can occur. This space must include a bathroom and a table.
4. The Host shall be responsible for designating an individual to serve as the Drug Testing Coordinator. The Drug Testing Coordinator must be an individual that has a reporting line external to a coaching staff member and he/she may not have any coaching-related responsibilities.

**MARKETING/COMMUNICATIONS:**

1. The Host shall be responsible for the development of a marketing, public relations and media outreach strategy to promote the Championships. The Host shall submit a written strategy to the NAIA Marketing Department 120 days prior to the Championships, as well as take part in regularly scheduled meetings with the NAIA Marketing liaison at 90, 60, 30 and 15 days prior to the Championships. The purpose of these meetings will be to update the status of the strategic plan and find opportunities to join forces to promote the event and drive attendance. The NAIA will submit a “Best Practices” document six months prior to the Championships and will be available for consultation as needed by the Host city. The Host shall also recap the results of the media outreach strategy 30 days after the conclusion of the Championships.
2. The NAIA shall print and provide an informational press packet for the media covering the event. The NAIA and the Host will work together to discuss what information will need to be provided to the media.
3. The Host shall be responsible for the advance publicity and promotion of the Championship. Any paid advertising, posters, flyers, and related expenses are championship budget expenses.
4. The Host shall provide the official photographer and photography services to include reproduction, sales, and distribution covering the banquet, Opening Ceremony, Championship, and awards ceremony. In addition to a group of images provided at the conclusion of each session, the photographer shall send a minimum of fifty (50) complimentary images by digital download; selected by the NAIA Media Coordinator, to the NAIA within fourteen (14) days after the completion of the Championship.
5. The host shall be responsible for all costs associated with the overall production of a live, high-definition (HD) video and/or television stream for select games/events, to be determined by the NAIA. This responsibility includes the hiring of a production company and incurring expenses related to the overall production, which includes but is not limited to equipment, staffing, technology/internet. The NAIA must approve the use of the production company. The NAIA reserves the right to select the video-streaming or online broadcasting platform for each game. The NAIA owns the exclusive rights of how that content is distributed. Specific requirements for this live video stream will be discussed at least 120 days prior to the national championship. The hosts will receive a piece of ad inventory they can sell during these broadcasts.

**OTHER:**

1. The Host shall obtain general commercial liability insurance for the event at a minimum of $1,000,000.00 per occurrence, naming the NAIA as an additionally insured party. Host shall provide the NAIA with a copy of said coverage thirty (30) days prior to the event.

Section XI. NAIA RESPONSIBILITIES

1. The NAIA, in cooperation with the Host, shall coordinate and administer the Championship.
2. Practice times will be assigned by the Host in cooperation with the NAIA Sport Manager.
3. The Host, in conjunction with the NAIA, shall select and assign officials, timers, and volunteers for the Championship in consultation with the NAIA Swimming and Diving Coaches Association.
4. The NAIA shall order and ship all approved awards for the Championship. The cost of such awards will be covered by the Host.
5. The NAIA shall order and ship all credentials for use by participants, coaches, authorized media, volunteers and officials for the Championship. The cost of such credentials will be covered by the Host.
6. The NAIA shall oversee the production of a combined Championship Program/Media Guide. Production includes creation, layout and gathering of all content to produce a finished program, to be completed by the host.
7. The NAIA, in consultation with the Host, shall have final approval of the agenda for the Championship banquet, opening ceremony and awards ceremonies.
8. The NAIA, in consultation with the Host, shall prepare all entry information and related materials.
9. The NAIA, in consultation with the Host, shall be responsible for any and all negotiations for broadcast rights. The NAIA owns all rights to broadcasting the Championship.
10. The NAIA will support, coordinate and be responsible for the general administration of the drug-testing program. The NAIA staff may contract with an outside agency to assist in the NAIA administration of the program including, but not limited to, specimen collection, laboratory testing services, results management and appeal consultation administration.
11. The NAIA will alert the Host, within a minimum of 120 days of the Championship, a commercial ad split based on all possible video-streaming and television commercial ad inventory, regardless of the platform used.

Section XII. PARTICPATING INSTITUTIONS

1. Participating institutions shall provide a list of all participating student-athletes per gender and support staff to receive authorized team credentials for admittance to all sessions, including two athletic trainers.
2. Participating institutions shall pay for the cost of transportation, housing, and meals (with the exception of the Opening banquet) in route to and from, and while at the Championship.
3. All participating teams must stay at the designated headquarters hotel or assigned properties for the duration of the Championship, as assigned by the NAIA/Host. The duration consists of all activities from pre-tournament functions through completion of competition.
4. Participating teams shall attend and participate in the Championship banquets, official opening ceremonies and any awards presentations as deemed necessary by the NAIA.
5. Participating institutions shall be responsible for medical, hospitalization, travel, and accident insurance for all members of the traveling party.
6. Participating institutions shall supervise the conduct of their athletes and staff, and assume any financial responsibility in the case of any property damages, unauthorized charges, etc.

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| **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 NAIA. Prospective hosts that agree with all the requirements listed in this document for the designated championship shall signify agreement by selecting “Yes” below.** [ ]  **YES** [ ]  **NO** [ ]  **NO with Exception****Prospective hosts who do not agree with all requirements in this document shall select either “No” or “No with Exception” and declare any issues and/or exception regarding this aforementioned terms. Please note: any proposed revisions to the language in this document must be specified in writing to be considered.** |

Section XIII. FINANCIAL INFORMATION

The Host will guarantee the NAIA the sum on $5,500 (minimum rights fee). The Host will be responsible for all authorized event expenses and retain all event income.

Please indicate your bid to host the 2023 NAIA Swimming and Diving National Championships.

Click or tap here to enter text.

Signature