

SECTION I. INTRODUCTION

The NAIA Basketball National Championship begins with a 64-team field. The 64 teams will play in the Opening Round with four teams playing at each of the 16 different Opening Round sites. Winners of the National Championship Opening Round games will advance to a 16-team final site which will be a single-elimination tournament.

The following Opening Round Official Bid solicits information from the organization or member institution interested in hosting an NAIA Basketball Opening Round. Please complete and submit this form to the NAIA National Office by **Tuesday, February 1, 2022.**

All 64 National Championship qualifying teams and their assigned Opening Round sites will be announced Thursday, March 3, 2022.

The NAIA Basketball Opening Round games will be held on Friday, March 11 and Saturday, March 12 at selected sites nationwide. All pairings for the Opening Round will be based upon the following prioritized criteria:

1. Geographical location of teams
2. Financial considerations
3. Final Rating/Seeding/Selection Committee

If you have any questions relative to the completion of this bid, or about the NAIA Basketball National Championship in general, please contact:

**Anthony Goetz**
NAIA Men’s Basketball Sport Manager
NAIA National Office - Department of Championships
120 W. 12th St. Suite 700
Kansas City, MO 64105

Main: (816) 595-8133

**Kelli Briscoe**
NAIA Women’s Basketball Sport Manager
NAIA National Office - Department of Championships
120 W. 12th St. Suite 700
Kansas City, MO 64105

Main: (816) 595-8133

SECTION II. DESIGNATION OF BID

This bid submitted is to host the 2022 NAIA Basketball National Championship Opening Round:

Please indicate which Opening Round this bid is being submitted to host:

[ ]  **NAIA Women’s Basketball Opening Round**

[ ]  **NAIA Men’s Basketball Opening Round**

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 Basketball National Championship Opening Round and must be conducted under the direct control and supervision of the NAIA and the NAIA’s designated site supervisor. The host site supervisor will work with the NAIA National Office Championship Sport Manager in organizing and conducting the Opening Rounds. Failure to meet the criteria specified in the host manual and survey/bid forms will impact an institution’s future hosting opportunities in this and other sports.

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. To provide the NAIA Department of Championships with a copy of the insurance certificate verifying insurance of the facility in which any games of the Opening Rounds are being played. Insurance certificate should provide spectator liability at a minimum of $1,000,000 and related insurance for the facility and name the NAIA as an “additionally-insured” party.
3. Corporations with business interests beyond the local area of the Opening Round site shall not be solicited for financial support without the prior approval of the NAIA.
4. Alcoholic beverages and tobacco products of any form shall not be advertised, sold, disbursed, or brought to the site of the event.
5. To honor all NAIA membership cards, passes, and credentials for admittance to the event.
6. 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.
7. The name, National Association of Intercollegiate Athletics and initials, NAIA, logo, and other NAIA symbols and insignia are the registered and exclusive property of the Association. As a host site for the NAIA National Championship Opening Round, the host institution is awarded all rights and privileges in using the NAIA names, initials and marks to promote and market the Opening Rounds and Championships. Such use is restricted in the following areas, which require written approval by the NAIA: (a) Commercial Sales: Any product featuring the NAIA name or marks and being sold prior to or after the Opening Round. (b) Promotional Items: Any product featuring the NAIA name or marks which is given to fans, coaches or athletes before, during or after the opening round. National Championship merchandise featuring the NAIA name or marks for commercial sale will be available online through the NAIA website. Instructions will be provided by the NAIA on how to purchase apparel online.
8. 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.
9. The NAIA National Office will be sending signage to the hosting Opening Round sites the week prior to the Opening Round Game. All signage must be shipped back to the NAIA National Office within 30 days of the Opening Round games. If the institution fails to comply within this timeframe or if signs have been irreparably damaged there will be a $50 fine invoiced by the NAIA National Office to the institution's Athletic Department or host organization. Failure to pay this fine will result in the host institution or organization being ineligible to host Opening Rounds in every sport for one full academic year.
10. The Opening Rounds must be conducted as a neutral party game with no bias to the hosting institution. All decisions must be made with the collaboration of the site supervisor, the hosting athletic director or conference commissioner, and the officials. If playability comes into question, this committee shall work together in consultations with the NAIA Championship Sport Manager to make the necessary decision on completing the competition.
11. The Championship Opening Round tickets will NOT exceed $8 for adults and $5 for students/youth.

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SECTION IV. INSTITUTIONAL DATA (IF APPLICABLE):
NOTE: An NAIA institution or Conference is not required to bid. If you are bidding with an NAIA institution or conference, 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.

WOMEN’S BASKETBALL COACH: Click or tap here to enter text.

MEN’S BASKETBALL COACH: Click or tap here to enter text.

Section V. Venue Information:

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

IS THIS AN APPROVED NAIA OPENING ROUND FACILITY? (If yes, list Facility Code): Click or tap here to enter text.

SEATING CAPACITY: Click or tap here to enter text.

RESERVED SEATS: Click or tap here to enter text.

GENERAL ADMISSION SEATS: Click or tap here to enter text.

PRESS BOX SEATING: Click or tap here to enter text.

ALTERNATE SEATING AVAILABLE: Click or tap here to enter text.

DESCRIBE OWNERSHIP AND OPERATION OF THE FACILITY: Click or tap here to enter text.

SECTION VI. 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 at noon Wednesday preceding that Championship Opening Rounds through Saturday after the conclusion of the Opening Round 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/organization must agree that throughout the Championship, the facility will have all of the items listed as facility requirements in good working condition.
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 playing surface 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.
5. The court has shall be 94’ by 50’ and must have all approved NCAA/NAIA floor markings.
6. The facility must have 3 goals with nets and a glass backboard, or maintenance staff onsite, an electronic scoreboard, a possession arrow at the scorer’s table, back-up game clocks, PA system, and 23 padded chairs at each team bench.
7. The facility must be modern, clean and accessible and have at least 1,000 permanent seats. Please include a seating diagram and color-coded map of the area with designated seating sections, lockers, press box, suites (if applicable), etc. delineated.
8. The facility must be exclusively available for four teams to practice and competition during the following times:
	1. Day before game: from 11 a.m. to 5:00 p.m., minimum of 1.5 hours of practice for each team.
	2. Day of competition: One hour of practice for the four teams.
	3. Practices must end at least 1.5 hours before the start of the game.
9. 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.).
10. All seats in the facility shall be under the control of the NAIA for its exclusive use during the Championship Opening Rounds.
11. The facility must furnish the following locker room accommodations:
	1. One locker room for each team to accommodate 23 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 10 individuals with working showers and hot water.
12. 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 space to accommodate up to 10 working media, including all requested space in the press box for the video-streaming production company.
	4. The media room 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.
	5. One area of private office space to accommodate up to 10 people, with a telephone, for the use of the NAIA.
	6. An area for the Championship Opening Rounds 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.
	7. An area for the Photography Concession Vendor to market and sell Championship Opening Rounds photography. The sales area shall be a minimum of 10x10 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.

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SECTION VII. NAIA SITE SUPERVISOR

1. The Host is responsible for securing a site supervisor to oversee playability, practices and game management.
2. The Host will submit a recommended site supervisor to the NAIA National Office with this bid and must receive written approval from the National Office to confirm the individual.
3. The site supervisor must be an individual with no relation to the hosting institution, participating institution or representative of the conference or a participating team.
4. The NAIA reserves the right to appoint their own site supervisor.
5. The Host shall reimburse the site supervisor for any expenses incurred during travel to and from and during the Opening Round.

Please indicate the recommended site supervisor:

NAME: Click or tap here to enter text.

OCCUPATION/POSITION/AFFILIATION: Click or tap here to enter text.

EMAIL: Click or tap here to enter text.

PHONE NUMBER: Click or tap here to enter text.

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SECTION VIII. LODGING

**General Guidelines:**

Housing will be required for all participating teams and officials. Separate hotels are needed for officials and participating teams. Officials and teams may not stay at the same hotel.

The bid will be awarded contingent upon the successful negotiation of housing needs at reasonable rates. All hotels must meet the Expedia “star” rating of 3.8 stars or higher for customer satisfaction (can be found by searching your hotel at <https://www.expedia.com/hotels>). All hotels must allow for a team rate of $30 per star rating points maximum (example: Hotel “X” is a 4.0 star rating according to Expedia, therefore the rate for teams must be $120 or less). 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 (15 miles). Rooms should not be secured or contracted nor should rates be discussed with specific properties, unless requested to do so by the NAIA.

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

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.

Each team hotel must be a full service hotel (onsite catering and team meeting space) for each team.

**Specific Guidelines:**

1. Host shall negotiate the best possible rates for team housing which includes a block of 13 double/doubles per team.
2. Host shall provide one meeting rooms and one headquarters room at the headquarters hotel.
3. Host shall provide appropriate space to fulfill NAIA signage commitments.
4. Rates must be compliant with NAIA typical room rate ceiling.

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Please list each proposed hotel. Rates and exact mileage to the competition venue.

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| **Hotel 1** | Click or tap here to enter text. |
| Mileage from Competition Venue | Click or tap here to enter text. |
| Rate | Click or tap here to enter text. |
| Number of double queen rooms | Click or tap here to enter text. |
| **Hotel 2** | Click or tap here to enter text. |
| Mileage from Competition Venue | Click or tap here to enter text. |
| Rate | Click or tap here to enter text. |
| Number of double queen rooms | Click or tap here to enter text. |
| **Hotel 3** | Click or tap here to enter text. |
| Mileage from Competition Venue | Click or tap here to enter text. |
| Rate | Click or tap here to enter text. |
| Number of double queen rooms | Click or tap here to enter text. |

SECTION IX. MARKETING REQUIREMENTS

1. The Host shall be responsible for the advance publicity and promotion of the Championship Opening Rounds to include any paid advertising, posters, flyers and related expenses.
2. The Host shall be responsible for the development of a marketing, public relations and media outreach strategy to promote the Championship Opening Rounds. 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 Championship Opening Rounds. 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 Championship Opening Rounds 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 Championship Opening Rounds.
3. The Host shall provide the official photographer and photography services to include covering the Student-Athlete Experience Event, and Championship Opening Rounds Events. The photographer shall send a minimum of fifty (50) digital photos free of charge, selected by the NAIA, to the NAIA National Office within ten (10) days after completion of the Championships.
4. The Host is responsible for all costs associated with the overall production of a live, high-definition (HD) video stream for all games, to be determined by the NAIA. This responsibility includes the hiring of a production company and incurring expenses relate to the production. The NAIA must approve the use of the production company. Streams must have at-least one play-by-play commentator.

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SECTION X. PARTICPATING INSTITUTIONS/NAIA/HOST RESPONSIBILITIES

**PARTICIPATING TEAMS:**

1. Participating institutions shall designate official traveling parties of a maximum of 23 persons; and teams are allowed a maximum of 15 eligible players in uniform, up to 6 additional support personnel, and up to 2 athletic trainers.
2. Participating institutions shall provide a list of a maximum of 23 persons to receive authorized team credentials for admittance to all sessions, including two athletic trainers.
3. Participating institutions shall pay for the cost of transportation, housing, and meals en route to and from, and while at the Opening Rounds.
4. All participating teams must stay at the designated headquarters hotel or assigned properties for the duration of the Opening Rounds, as assigned by the NAIA/Host. The duration consists of all activities from pre-tournament functions through completion of competition.
5. Participating teams shall attend and participate in any and all Opening Round functions as deemed necessary by the NAIA.
6. Participating institutions shall be responsible for medical, hospitalization, travel, and accident insurance for all members of the traveling party.
7. 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.

**NAIA PROVIDES:**

1. The NAIA, in cooperation with the Host, shall coordinate and administer the Opening Rounds, including the qualification of teams, seeding, pairings, and game times.
2. The NAIA shall select and assign one NAIA Site Supervisor. The Site Supervisor will be responsible for game management during the Opening Rounds, including the monitoring of all on-court operations, the establishment of new game times due to unforeseen circumstances and the evaluation of officials.
3. Practice times and sites will be assigned by the Host in cooperation with the NAIA National Office and Site Supervisor.
4. The Host, in conjunction with the NAIA, shall select and assign up to ten (10) officials and one Coordinator of Officials for the Opening Rounds in consultation with the NAIA Men’s Basketball Coaches Association.
5. The NAIA shall order and ship all credentials for use by participants, coaches, authorized media, volunteers and officials for the Opening Rounds. The cost of such credentials will be covered by the Host.
6. The NAIA, in consultation with the Host, shall have final approval of the agenda for the Opening Rounds banquet, opening ceremony and awards ceremonies.
7. The NAIA, in consultation with the Host, shall prepare all entry information and related materials.
8. 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 Opening Rounds.
9. The NAIA shall provide an adequate number of basketballs for Opening Round competition, only the officially designated NAIA ball shall be used during all competition.
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 Opening Rounds, a commercial ad split based on all possible video-streaming and television commercial ad inventory, regardless of the platform used.

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

1. Facility
2. Food/beverage concessions and hospitality
3. The Host shall be responsible for the printing of event tickets and the management of all gate admissions.
4. The Host shall be responsible for all expenses related directly to Opening Round administration, including but not limited to printing, postage, telephone calls, supplies, and shipping provided signage back the NAIA.
5. The Host shall provide appropriate space (including installation) at the Opening Round Venue, Hotel and Banquet(s) to fulfill NAIA National Office contractual signage commitments.
6. The Host shall provide all personnel necessary to conduct the Opening Round, including but not limited to, ticket sellers/takers, security/police, concession vendors, maintenance crew, hospitality staff, and volunteers.
7. The Host shall agree to the NAIA’s Official Game Rates for all officials.
8. The Host shall provide press box personnel necessary for the administration of the games, including but not limited to statistical crew, scorekeepers, and public address announcers.
9. The host shall be responsible for providing the hotel blocks for participants and staff.
10. The Host shall provide an ATA-Certified trainer and appropriate medical staff to cover all sessions (including scheduled practices) of the Opening Rounds including the operation and administration of a training room. The NAIA will solicit the donation of training supplies for use by the Opening Round trainers and medical staff. If complimentary supplies cannot be obtained, the cost of training supplies would be an authorized Opening Round expense.
11. The Host shall provide medical coverage for the Championship Opening Round to include a physician and ambulance service on-site or immediately on-call throughout the Championship Opening Rounds. On-site medical equipment should include, but is not limited to AED’s (Automated External Defibrillators), backboards, crutches, splints/braces and biohazard containers.
12. The Host shall provide live statistics on PrestoStats throughout the Opening Round.
13. The Host shall produce a live video stream production for all games and teams during the Opening Round.
14. The Host shall obtain general comprehensive liability insurance for the Championship Opening Round at a minimum of $1,000,000 per occurrence, naming the NAIA as an additionally insured party.

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SECTION XI. FINANCIAL INFORMATION

The Host will guarantee the NAIA the sum on $12,500 rights fee, per gender. If awarded to host both a Men’s and Women’s NAIA Basketball Opening Round, the combined rights fee is $25,000. The Host will be responsible for all authorized event expenses and retain all event income.

Please indicate your bid to host the 2022 NAIA Basketball National Championship Opening Round.

 **Enter Bid Amount: Click or tap here to enter text.**

SIGNATURE