Section I. Introduction

The NAIA Softball National Championship begins with a field of 40 teams/ 40 teams will play in ten opening round national championship tournaments at designated sites. Winners of the ten National Championship Opening Round tournaments advance to the ten-team NAIA Softball World Series.  
  
The dates for the 2021 National Championship Opening Rounds are May 17-19, 2021.  
  
The following questionnaire and official bid solicits information from NAIA member institutions, Affiliated Conferences groups or Convention and Visitors Bureaus/Sports Commissions interested in hosting a NAIA Softball National Championship Opening Round tournament. Please complete this form and submit by April 16, 2021.

The following Opening Round official bid solicits information from the member institution interested in hosting an NAIA Softball National Championship Opening Round. Please complete and submit this form to the NAIA National Office by Friday, April 16, 2020. The Opening Round sites and assigned teams will be announced on Wednesday, April 28, 2021.

The Opening Round games will be held on May 17-19, 2021 at NAIA institutions nationwide. All pairing for the opening round will be based upon the following prioritized criteria:

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

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

Marc Burchard  
NAIA Softball Sport Manager  
NAIA National Office - Department of Championships  
120 W. 12th Street, Suite 700  
Kansas City, MO 64105

Main: (816) 595-8153  
Fax: (816) 595-8200

Section II. Designation of Bid

This bid submitted is to host the 2021 NAIA Softball National Championship Opening Round:

Monday, May 17, 2021 – Wednesday, May 19, 2021

**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 Softball 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 coordinator will work with the NAIA National Office sport manager in organizing and conducting the Opening Round. 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. 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

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 Round 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 Championship 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 championship 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 Round. 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 Championship and possible Sponsor signage to the hosting Opening Round institutions the week prior to the Opening Round. All signage must be shipped back to the NAIA National Office within 30 days of the Opening Round. 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. Failure to pay this fine will result in the hosting institution being ineligible to host opening rounds in every sport for one full academic year.
10. The Opening Round Softball tournament games 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 Sport Manager to make the necessary decision on completing the competition.

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| **The prospective host that is bidding on this Opening Round agrees to all terms and conditions as outlined above in this Opening Round Bid Specifications Agreement. We agree to comply with all the requirements listed in this document and to administer the designated Opening Round in accordance with the policies of the NAIA. Prospective hosts that agree with all the requirements listed in this document for the designated Opening Round 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. INSTITUTIONAL DATA:

**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.**

**Softball Coach: Click or tap here to enter text.**

Section VI. Venue Information:

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

**Seating Capacity: Click or tap here to enter text.**

**Box Seats: Click or tap here to enter text.**

**Reserved Seats: Click or tap here to enter text.**

**General Admission: Click or tap here to enter text.**

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

**Alternate Seating Available? Click or tap here to enter text.**

**Type of playing surface? (Turf/Natural Grass.) Click or tap here to enter text.**

**Does the facility have lights? Click or tap here to enter text.**

**Does the facility have a tarp? Click or tap here to enter text.**

Section VII. 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. All Opening Round tournaments will be played at venues that have been certified through the NAIA Softball Facility Certification process.
3. The host agrees that the facility and any practice facility shall be available for the exclusive use of the NAIA starting on Sunday, May 16, 2021, through after the conclusion of the Opening Round tournament on Wednesday, May 19, 2021, 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 Opening Round, the facility will be lighted and that the scoreboards and public-address system will be in good working order.
4. 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.
5. 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. Any permanent field markings must be neutral.
6. The backstops be a minimum distance of 25 feet and a maximum distance of 30 feet from home plate.
7. Fields with a 6-foot or taller fence shall be a minimum of 190 feet in left and right fields and 220 feet in center field. Fields with a 4-foot fence shall be a minimum of 210 feet in left and right fields and 230 feed in center field.
8. Opening Round field/venue (including alternate site) must have both lights and a tarp.
   1. Turf fields do not require a tarp – Tarp is required for natural grass/dirt surfaces only.
   2. Fair Weather Exception – If an Opening Round host site has less than 1” of average annual rainfall during the month of May, it waives the need of the hard requirement of having stadium lights, or a tarp, but not both.
9. Facility must be exclusively available for batting practice and competition during the following times:
   1. Sunday, May 16: Venue available for batting practice for each team. Two additional practice fields should be available each day of the tournament.
   2. Monday, May 17 – Wednesday, May 19: Venue available for six (or seven) games using the 2-3-1 games per day format (no play on Sunday unless inclement weather policy is in play and affected teams do not have a policy prohibiting Sunday play).
10. The host shall also provide an alternate field/venue if the designated Opening Round field is deemed unplayable at any time during the Opening Round.
11. The facility must be modern, clean and accessible and have at least 100, minimum seating capacity.
12. 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.)
13. All seats in the facility shall be under the control of the NAIA for its exclusive use during the Opening Round.
14. The facility must furnish the following locker room accommodations:
    1. One locker room for each team 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.
15. 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. Media work space to accommodate up to 10 working media with appropriate lighting, heat, air conditioning and toilet facilities. Adequate space must be available to both teams for broadcasting.
    4. The facility shall provide at least one main scoreboard.
    5. 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.
    6. The host shall provide complimentary parking spaces in prime locations at the facility to be used at the sole discretion of the NAIA Site Supervisor and Officials.
    7. The host shall be responsible for and pay the costs of the coordination and installation of interior and exterior signage.
    8. The host shall provide appropriate space to fulfill NAIA contractual signage commitments.

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Section VIII. 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 and from and during the Opening Round.

Please indicate the recommended site supervisor:

**Name: 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 IX. 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.

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), hotels within 30 miles can be submitted for approval from the NAIA). 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.

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. The host shall negotiate the best possible rates for team housing which includes a block of not less than 15 rooms (double-double) per team.
2. The host shall provide one meeting rooms and one headquarters room at the headquarters hotel.
3. 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 X. PARTICPATING INSTITUTIONS/NAIA/HOST RESPONSIBILITY

PARTICIPATING TEAMS:

1. Participating institutions shall designate official traveling parties of a maximum of 27 persons; and teams are allowed a maximum of 20 eligible players in uniform.
2. Participating institutions shall provide a list of a maximum of 27 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 in route to and from, and while at the Opening Round Site.
4. All participating teams must stay at the designated headquarters hotel or assigned properties for the duration of the Opening Round, 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 events 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 Round, including the qualification of teams, seeding, pairings, and match times.
2. The NAIA shall provide an adequate number of softballs for Opening Round competition. Only the officially designated NAIA ball shall be used during all competition.
3. 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.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facility
2. Volunteers
3. Food/beverage concessions
4. The Host shall be responsible for the printing of event tickets and the management of all Opening Round admissions.
5. The Host shall be responsible for all expenses related directly to the administration of the Opening Round, including but not limited to printing, postage, telephone calls, supplies, and shipping back signage provided back the NAIA National Office
6. The Host shall provide appropriate space (including installation) at the Opening Round Venue and hotel to fulfill NAIA National Office contractual signage commitments.
7. The Host shall provide all Opening Round personnel necessary to conduct the Opening Round, including but not limited to ticket sellers and takers, adequate security/police, concession vendors, maintenance crew, hospitality workers, and ball persons.
8. The Host shall agree to the Zone Pay System for all officials (published in the 2019-20 NAIA Softball Opening Round Manual)
9. 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.
10. The host shall be responsible for providing the hotels blocked for participants and staff.
11. The Host shall provide an ATA-Certified trainer and appropriate medical staff to cover all sessions (including scheduled practices) of the Opening Round including the operation and administration of a training room. The cost of training supplies would be an authorized Opening Round expense.
12. The Host shall provide medical coverage for the Opening Round to include a physician and ambulance service on-site or immediately on-call throughout the Opening Round. On-site medical equipment should include, but is not limited to AED’s (Automated External Defibrillators), backboards, crutches, splints/braces and biohazard containers.
13. The Host shall provide live statistics on Dakstats throughout the Opening Round.
14. The Host shall produce a live video stream production for all games and of all teams during the Opening Round.
15. The Host shall obtain general comprehensive liability insurance for the Opening Roundat 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 $6,000 (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 2021 NAIA Softball National Championship Opening Round

Click or tap here to enter text.



Signature