

NJCAA
CHAMPIONSHIP
BID FORM

Division II Softball



Thank you for your interest in hosting an NJCAA Championship. The following online bid form asks for all relative information regarding hosting this specific event. Please note that this form is rather long and can take a bit of time to complete. Should you begin to fill out the form and need to finish it later, you can exit the form and your responses will be saved (with the exception of attachments uploaded) as long as you return to the form using the same computer and web browser (this depends on your web browser settings and storage capacity).

Should you have any questions or problems completing the form please contact Mark Krug at mkrug@njcaa.org or 719-590-9788.

Name of Person Submitting Bid: *

E-mail *

Phone Number * -
Area Code Phone Number

Potential HOST agrees and acknowledges that they have read and reviewed the [NJCAA Championship Host Manual & Requirements](#) as well as the [NJCAA DII Softball Championship Host Requirements](#) and will comply follow all guidelines and requirements outlined in these documents.

Prior to submitting your official bid, have you read and reviewed the documents mentioned above and agree to the guidelines and policies outlined? *

Agree

DATES

Please indicate what years of this championship you are interested in serving as HOST.

NOTE: You can select one, two or all three years.

- Available Years: *
- May 16-19, 2018
 - May 15-18, 2019
 - May 13-16, 2020

Do the dates for this championship (listed above) work for you as a potential HOST? *

- Yes
- No (explain below)

OFFICIAL VISIT

Prospective HOST agrees that if selected by the NJCAA Championship Events Committee for an official site visit that HOST will provide travel, lodging and meal expenses for a representative of the NJCAA for the duration of the visit. *

- Yes
- No

HOST INFORMATION

Name of Host (Organization taking on majority of hosting responsibilities) *

Address *

City, State, Zip *

Phone *

Website *

President/CEO *

LOCAL INFORMATION

Name of City/State *

Population *

Closest Major Airport(s) with distance in miles *

Average Temperature During Championship *

Comments/Additional Information

HOST - Potential Staff

Name of Tournament Director *

Tournament Director email *

Tournament Director Phone: -
Area Code Phone Number

Name of Media Relations Director *

Name of Head Statistician *

Name of Facilities Director *

Name of Supervisor of Officials *

Name of Certified Athletic Trainer *

HOST agrees to staff the following positions in order to run a successful event: - Field / Court Maintenance - Custodial - Security - Public Address Announcer - Scoreboard Operator - Scorekeeper (Scorebook) - in addition to statistician - Timers (if necessary) - Ticket Sales / Gate Entry - Concession Staff - Hospitality hosts - Field / Court Assistants - Ball Chasers (if applicable) - Other staff as needed *

- YES
- NO (explain below)

Additional Comments / Information regarding staffing:

PREVIOUS EVENTS HOSTED

Please list previous events hosted relative to the NJCAA Championship being pursued (please include any NJCAA / NCAA / NAIA events - both regional and national) *

Please describe community members / organizations / volunteers that will be involved in hosting an NJCAA Championship. *

Comments/Additional Information

FINANCES, BUDGET, Etc.

HOST agrees to develop and submit a preliminary budget to the NJCAA. *

Agree

Upload Preliminary Budget (NOTE: a preliminary budget must be uploaded in order for a bid form to be submitted) *

No file chosen

NOTE: Please use the [NJCAA Budget Template Form](#).

HOST agrees to submit a post-championship budget and expense report to the NJCAA no later than 60 days following the completion of the event. *

Agree

Suggested Financial Guarantee to NJCAA: \$3,000 *

- Yes, Host agrees to suggested financial guarantee listed above
- No, (explain below with alternate proposal)

FINANCIAL SUPPORT

Please describe how funding will be secured or appropriated for hosting an NJCAA Championship.

*

INSURANCE

HOST agrees that it is responsible for procuring and maintaining during the tournament comprehensive general public liability insurance covering the NJCAA and HOST against claims for bodily injury and property damage with a minimum of \$1,000,000.00 CSL. The policy shall name the NJCAA as an additional insured. At least sixty (60) days prior to the tournament, HOST shall furnish the NJCAA a certificate of insurance showing such coverage. HOST further agrees to indemnify and hold harmless the NJCAA from and against all claims of liability to third parties for injury to or death of persons or loss or damage to property arising out of or in connection with the performance of this contract and tournament. If the HOST chooses to be self-insured and cannot comply with the above named requirements then HOST must purchase and provide proof of a Special Events liability policy with the same terms and conditions as listed above. *

- Agree

HOST agrees to indemnify fully and save harmless the NJCAA, 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. *

- Agree

Upload signed NJCAA Insurance Agreement Form *

No file chosen

Click here to download and sign the [NJCAA Insurance Agreement Form](#)

GENERAL FACILITIES

HOST agrees that it will provide the general requirements of FACILITIES outlined in the [NJCAA Championship Host Manual & Requirements](#) (Press Box, Scoreboards, Public Address System, Hospitality Room, Parking, Athletic Training Facilities, Inclement Weather / Lightning Detection)

Do you agree as a potential host to provide a facility that meets the requirements mentioned

above? *

- Yes
- NO (explain below)

SECURITY

HOST agrees that it is responsible for all security measures for the event, including crowd control before, during and after all event competition. HOST also acknowledges that the NJCAA suggests that there be a minimum of two (2) uniformed security individuals on site at all times throughout the duration of the event. *

- Yes

Comments:

MEDICAL SERVICES

HOST agrees to provide certified athletic trainer(s) to cover all days (official practice days, games, matches, etc.) of the event. *

- Yes

Comments:

HOST agrees to provide an AED (Automated External Defibrillator) on site during the duration of the event. *

- Yes

Comments:

HOTEL ACCOMODATIONS

Host agrees to the following hotel requirements for DII Softball: Room blocks to accomodate 16 teams (300+ players and coaches) | Complimentary breakfast | Complimentary wi-fi |

Complimentary parking | Rate under \$99 per night is preferred | Hotel rate should be at or near GSA standards for the area *

- Yes
- No (explain below)

Look up current U.S. GSA rates at www.gsa.gov/portal/category/100120

Please provide the approximate daily hotel rate during event for teams / participants: *

HOST agrees to secure complimentary lodging for the personnel listed: Tournament umpires; NJCAA DII Softball Committee Chair or designee (1); NJCAA National Office staff member or designee (1); NJCAA TV broadcast crew (2 - double beds) *

- Yes
- No (explain below)

List of Host Hotels *

Please attach a letter of commitment from each hotel, including amenities offered (breakfast, wi-fi, laundry, etc.), distance to airport and venue, number of double-double rooms, rate and block cut-off date. *

Please provide any additional information regarding hotels and lodging.

SOFTBALL FACILITY OVERVIEW

Name of Facility *

Address of Facility *

Ownership of Facility (college, city, private, etc.) *

Seating Capacity of Facility *

ex: 23

Playing Surface Material *

FIELD DIMENSIONS: *Fields are to meet current NCAA Softball dimensions and guidelines outlined in the most recent edition of the [NCAA Softball Rulebook](#). The NJCAA highly recommends game fields that meet the criteria listed in the 2016-2017 NCAA Softball Rule Book (Rule 2.11 Fences). Outfield fences at least four-feet (4') high are preferred.*

Please upload a diagram of facility with dimensions. *

Select File

Please upload photos of facility *

Select File

Please upload video of facility:

Select File

HOST agrees the facility and organizing committee will not discriminate against individuals based on sex, race, color, national origin, ancestry, disability, religion, creed, sexual orientation, age or any other characteristic protected by applicable law in the NJCAA's governance, programs, regulations and employment practices. *

Agree

HOST agrees to provide the NJCAA exclusive use of the facility for the duration of the tournament, which will feature 16 teams and 31 total games. *

Agree

The HOST facility must have a spectator seating available on all fields. Facility must have the ability to provide additional spectator seating on championship game field to accommodate larger crowds. *

Agree

In addition to items previously mentioned, the facility that hosts the **NJCAA DII Softball Championship** must also meet the following requirements:

- At least four game fields that meet current NCAA Softball dimensions and guidelines outlined in most recent edition of [NCAA Softball Rulebook](#).
- ADA Compliant
- No alcohol / tobacco use at NJCAA event
- Public Address and Sound System
- Athletic Training Facilities
- Hospitality room for coaches, officials and VIPs
- Appropriate lighting for outdoor sports that meets NCAA standards
- Covered dugouts
- Electronic scoreboard(s) on each field
- Press Box with dedicated areas for scoreboard operator, statisticians, media, etc.
- Ability to provide covered area, power and internet / phone line at each field for radio / tv coverage
- Concessions and Souvenir sales area
- Ticket Office / Gate Entry
- Full maintenance equipment and products on site
- Covered seating for fans preferred
- Separate and secure locker room for umpires
- Permanent rest rooms
- On-site parking
- Dedicated hard wire internet for NJCAA TV broadcasting
- Designated seating area for teams when not playing

Does your facility meet the requirements mentioned above? *

- Yes
- No (explain below)

If any facility/equipment updates in excess of \$2,000 will be needed to meet NJCAA Championship specifications please list below:

Comments/Additional Information

PRACTICE SITES

HOST shall provide auxiliary practice sites for the participating teams within the host community at

no cost to participating teams. It is preferred that practice sites include batting cages, bullpens and 2-3 fields, and be in the immediate area of the stadium complex or easily accessible. Practice facilities must be available to schedule team workouts and practice sessions before and during the tournament. Practice times and sites will be assigned by the tournament director. *

- Yes
- No (explain below)

Comments/Additional Information

GAME UMPIRES

HOST is responsible for the contracting and assigning of game umpires for the championship. Umpires must have experience working collegiate softball. The NJCAA encourages the HOST to contract umpires that have experience working NJCAA softball games and that come recommended from NJCAA Regions. *

- Yes
- No (explain below)

HOST agrees it is responsible for having a Supervisor of Umpires on its tournament staff to coordinate the assigning of umpires throughout the tournament. At least thirty (30) days prior to the start of the tournament, HOST is to provide the NJCAA with the name and credentials of all umpires contracted as well as the name and contact information of the person serving as the Supervisor of Umpires for the tournament. *

- Yes
- No (explain below)

Number of umpires you will hire for championship event *

ex: 23

Game fee to be paid per umpire / per game *

Comments/Additional Information

CHAMPIONSHIP BANQUET

A tournament banquet is optional . Do you plan on having a tournament banquet for teams / participants of the championship event? *

- Yes
- NO (explain below)

NJCAA BRAND STANDARDS & LOGO USE

All NJCAA Championship Hosts must adhere and follow all policies of the [NJCAA Style Guides](#), as well as what is outlined in the [NJCAA Championship Host Manual & Requirements](#).

Do you agree to adhere and follow the policies mentioned above? *

- Yes

Comments:

MERCHANDISE / CONCESSIONS

HOST agrees that all official merchandise for NJCAA Championships that will be sold onsite and online will be handled by the NJCAA's official championship merchandise company - Team IP. Host will receive a 30 percent (30%) of the net sales as well as complimentary shirts for staff and volunteers. Any group outside of the NJCAA's official championship merchandise company that desires to produce merchandise must first seek permission from the NJCAA and then be properly licensed with Learfield Licensing Partners. *

- Yes

Comments:

HOST agrees that it is responsible for food and drink concessions. All income from concessions is to be reported as event income in the post championship budget and expense report. *

- Yes

HOST agrees that products containing Tobacco and/or Alcohol are NOT to be sold or made available at an NJCAA Championship Event, which includes banquet, coaches meeting, etc. *

- Yes

SPONSORS / ADVERTISING

HOST agrees that it will adhere and follow all policies regarding SPONSORS / ADVERTISING as outlined in the NJCAA Championship Host Manual & Requirements (NJCAA Sponsors, Local

Sponsors / Advertising / Inventory) *

- Yes
- No (explain below)

All high-level sponsorships (i.e. title sponsorships) must be approved by the NJCAAA Headquarters at least 60 days prior to the event. *

- Agree
-

MARKETING

HOST agrees that it will adhere and follow all policies regarding MARKETING ITEMS as outlined in the NJCAA Championship Host Manual & Requirements (Championship Program, Banners / PA Announcements) *

- Yes
- No (explain below)

STATISTICS / RESULTS

HOST agrees that it is responsible for providing knowledgeable staff to record official statistics for the entire championship. Statistics are to be recorded for each game/event of the championship and distributed/reported to the general public and NJCAA immediately following the conclusion of each contest/round of competition.

HOSTs of **softball** are required to record game statistics via one of the following statistics software programs: DakStats, StatCrew) or PrestoSports Stat Entry. The XML files for each game are to be sent to the NJCAA following the conclusion of each game.

HOST agrees to the recording and reporting of statistics/results as outlined above? *

- Yes
 - No (explain below)
-

PHOTOGRAPHY

HOST is to provide an official photographer and photography services to include reproduction, sales and distribution. The name and contact information for the photographer must be provided to NJCAA HQ staff at least one week prior to the start of the event. Immediately following the conclusion of the championship, the photographer is required to provide the NJCAA access to ALL PHOTOS (high-res) taken at the event free of charge for use on the NJCAA website, publications and promotional materials. NJCAA can provide photographer a direct upload option to its web server. *

- Yes
 - No
-

BROADCAST POLICIES

All broadcasting rights (radio/tv/internet) of NJCAA Championship Events are exclusive to the

NJCAA and the NJCAA will have final authority over all broadcasts. *

Yes

The NJCAA reserves the right to broadcast any of its championship events on its official digital network – NJCAA TV (www.njcaatv.com). The HOST will be asked to assist in securing high-speed, dedicated internet lines to be used for video streaming as well as necessary electrical needs. The NJCAA has the exclusive rights to the final broadcast product and how/when/where it is distributed. Should a Host choose to video broadcast its event, it first must get approval from the NJCAA and agree to production standards established by the NJCAA. *

Yes

No (explain below)

PRETOURNAMENT INFORMATION PACKET

HOST agrees that it will prepare a comprehensive information packet regarding the championship for potential qualifying teams / student-athletes as described in the NJCAA Championship Host Manual & Requirements . *

Yes

Comments:

STUDENT-ATHLETE EXPERIENCE

How will your organization / college / city will create a memorable experience for NJCAA Student-Athletes?....In other words, why should the NJCAA select your bid?

For Example : local events, study/break rooms, souvenirs, gifts, local attractions, evening bbq, fireworks, community service projects, youth clinics, etc.

Upload supporting documentation:

Select File

AWARDS

HOST agrees that it is responsible for the payment of all national trophies and awards as outlined in the NJCAA Championship Host Manual & Requirements as well as the DII Softball Championship Host Requirements. Only NJCAA approved awards are to be distributed / presented. *

Agree

Comments/Additional Awards Information

SPORT CHAIR / NJCAA STAFF

HOST shall make arrangements and be responsible for the cost of the DII Sofball Committee Chairperson's (or designee) travel, housing, meals and/or meal per diem for duration of his/her stay at the championship. The Sport Chair is to be provided full tournament credentials and parking in close proximity to the tournament facility/venue. *

Agree

HOST shall make arrangements for and be responsible for the cost of at least one potential NJCAA national office staff member's travel, housing, meals and/or per diem for the duration of his/her stay at the championship. The national office staff member is to be provided full tournament credentials and parking in close proximity to the tournament facility/venue. *

Agree

NJCAA CHAMPIONSHIP CONTRACT (Upload)

A signed NJCAA Championship Contract is required to submit bid *

Select File

Download, complete, and upload your [NJCAA Championship Contract](#)

SUPPORTING INFORMATION

Upload any additional information you wish to provide to the NJCAA to support your bid.

Select File

SUBMIT BID

Submit
