Section I. INTRODUCTION

The NAIA Baseball National Championship begins with a field of 46 teams and those teams will play in 10 Opening Round sites, with five teams at six Opening Round sites and four teams at four Opening Round sites. Winners of the 10 Opening Round sites advance to the 10-team NAIA Baseball World Series hosted by Lewis-Clark State College at Harris Field in Lewiston, Idaho.

The following Opening Round official bid solicits information from a host organization or member institution interested in hosting an NAIA Baseball National Championship Opening Round. **Please complete and submit this form to the NAIA National Office by Friday, April 15, 2022**. The 10 Opening Round sites will be announced on Monday, May 2, 2022.

The 2022 Baseball Opening Round tournaments will begin on Monday, May 16 through Thursday, May 19 at 10 host locations. All pairings for the Opening Rounds 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 Baseball National Championship in general, please contact:

Marc Burchard

NAIA Baseball Sport Manager

NAIA National Office

120 W. 12th Street, Suite 700

Kansas City, MO 64105

Phone: (816) 595-8153

Section II. DESIGNATION OF BID

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

**Monday, May 16, 2022 – Thursday, May 19, 2022**

**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 Baseball 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 championship. Failure to meet the criteria specified in the Opening Round 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 championship 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 host 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 Opening Round 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 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 Championship and possible sponsor signage to the Opening Round hosts the week prior to the Opening Round tournaments. All signage must be shipped back to the NAIA National Office within 30 days of the completion of the Opening Round games. If the host 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 host. 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 Baseball tournament games must be conducted as a neutral party event with no bias to the host institution. All decisions must be made with the collaboration of the site supervisor, the host athletic director or conference commissioner and the officials. If playability comes into question, this committee shall work together, in consultation with the NAIA Sport Manager, to make the necessary decision on completing the competition.

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Section IV. INSTITUTION/HOST ENTITY DATA

**Name of Institution/Host Entity**: Click or tap here to enter text.

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

**Cell 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.

**Baseball Head 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.

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 Baseball 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 15, 2022, through after the conclusion of the Opening Round tournament on Thursday, May 19, 2022, 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, 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. Recommended field dimensions –
	1. Centerfield – 385 feet minimum
	2. Left Field/Right Field Power Alleys – 360 feet minimum
	3. Left Field/Right Field – 315 feet minimum
7. Facility must be exclusively available for batting practice and competition during the following times:
	1. Sunday, May 15: Venue available for batting practice for each team. Two additional practice fields should be available each day of the tournament.
	2. Monday, May 16 – Thursday, May 19: Venue available for nine games using the 3-3-2-1 games per day format for sites with five teams and the 2-2-2-1 games per day format for sites with four teams (no play on Sunday unless inclement weather policy is in play and affected teams do not have a policy prohibiting Sunday play).
8. Championship field/venue (including alternate site) must have both lights and a tarp.
	1. Turf fields do not require a tarp – Tarp 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 light, or a tarp, but not both.
9. The host shall also provide an alternate field/venue if the designated championship field is deemed unplayable at any time during the Opening Round.
10. Recommended minimum seating capacity of 1,000. All seats in the facility shall be under the control of the NAIA for its exclusive use during the Opening Round.
11. 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.).
12. The facility must furnish the following locker room accommodations:
	1. Access to locker rooms 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.
13. 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 dugouts 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. A picture of the scoreboard should also be provided with your completed bid.
	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.
	9. The host facility must agree to NAIA markings on areas of the playing field as necessary.

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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 to and from and during the Opening Round.

**Name of Recommended Site Supervisor/Affiliation**: Click or tap here to enter text.

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

**Cell Phone**: 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 umpires. Whenever possible, separate hotels are needed for umpires and participating teams, as umpires and teams should 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), 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. For certain championship 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 (on-site 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 no less than 16 double-double rooms per visiting team.
2. The host shall provide one meeting room 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. |
| **Hotel #4:** | 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 #5:** | 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. |
| **Umpires Hotel:** | 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. |

Section X. PARTICPATING INSTITUTIONS/NAIA/HOST RESPONSIBILITY

**PARTICIPATING TEAMS:**

1. Participating institutions shall designate official traveling parties of a maximum of 31 persons. Teams are allowed a maximum of 25 eligible players in uniform, plus six additional personnel.
2. Participating institutions shall provide a list of a maximum of 31 persons to receive authorized team credentials for admittance to all sessions, including two additional 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 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 the Opening Round activities and awards presentations 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 student-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 game times.
2. The NAIA shall provide an adequate number of baseballs for Opening Round competition. Only the officially designated NAIA baseball 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 by the NAIA National Office.
6. The Host shall provide appropriate space (including installation) at the Opening Round venue and designated team hotels to fulfill NAIA National Office contractual signage commitments.
7. The Host shall provide all Opening Round personnel necessary to conduct the event, including but not limited to ticket sellers and takers, adequate security/police, concession vendors, maintenance crew, hospitality workers and ball boys.
8. The Host shall agree to the Zone Pay System for all officials (published in the 2021-22 NAIA Baseball 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 hotel 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 NAIA will solicit the donation of training supplies for use by the Championship trainers and medical staff. If complimentary supplies cannot be obtained, the cost of training supplies would be an authorized 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 event. 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 all teams during the Opening Round.
15. The Host shall obtain general comprehensive liability insurance for the 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 $10,000 (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 2022 NAIA Baseball National Championship Opening Round:**

Click or tap here to enter text.

Signature