

CHAMPION YOUR CITY

NCAA® SITE SELECTION PROCESS





2023, 2024, 2025 & 2026
NATIONAL COLLEGIATE
WOMEN'S BOWLING CHAMPIONSHIPS REGIONALS
SPORT SPECIFIC INFORMATION



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IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE SPECIFICATIONS THAT FOLLOW AND ANY SUCH SPECIFICATIONS IN THE GENERAL BID SPECIFICATIONS DOCUMENT, THE FORMER SHALL PREVAIL AND GOVERN THE MATTER.



SECTION I: INTRODUCTION

The National Collegiate Athletic Association (“NCAA” and/or “Association”) invites all qualified member institutions/conferences and sports commissions/foundations to submit a proposal to host the 2023 National Collegiate Women’s Bowling Championship.

The information contained in this document and the accompanying attachments provides the minimum bid specifications for hosting the championship, as well as essential information that will provide assistance in the development of a creative, comprehensive and competitive bid proposal. The NCAA awards the privilege of hosting an NCAA championship to institutions in advance so those communities may work collaboratively with the NCAA to create positive experiences for its student-athletes, participating institutions, fans and the community.

A member institution or member conference of the NCAA must be designated as the host institution/conference for the championship. The administration of the championship is under the authority of the respective sports committee subject to final authority of the appropriate divisional NCAA Championships Cabinet or Committee. All activities and events associated with the championship are to be approved by the sports committee.



SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Finals	First Friday through Saturday in April April 7-8, 2023; April 5-6, 2024; April 4-5, 2025; April 3-4, 2026.

The championship regional provides for a field of four teams in four separate regions. The majority (if not all) of the teams will arrive Wednesday for the practice day Thursday. Competition begins Friday with double-elimination format. Championship match will take place on Saturday.



SECTION III: 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 physically and mentally disabled. The facility must agree that it will be in compliance with all applicable city, state or federal regulations concerning access and seating for people with disabilities.
2. The facility must be available from 7 a.m. Thursday preceding the competition through the conclusion of the final round Saturday evening for the purpose of preparing for, practicing for and conducting the competition. During that period, the facility will be clean and accessible, and playing conditions must be safe and of championships caliber. All signage should be in place Thursday prior to the beginning of the practice period.
3. The NCAA specifically disclaims any responsibility to investigate the safety or code compliance of the facility and parking lots or the component products, equipment, materials, designs and constructions.
4. The facility must be a bowling center with a minimum of 20 lanes, or an arena or convention center with eight to 10 fully automatic portable bowling lanes, with a minimum seating capacity of 200 spectators.
5. The facility must conform with the lane conditions outlined in the current year's NCAA Women's Bowling Rules Book as far in advance as possible, but in no event later than Thursday before the competition.
6. Automatic scoring machines are required.
7. Exclusive use of meeting space shall be provided in the facility during the championships as follows:
 - Tournament office – approximately 20' x 20', lockable, with Internet access (hardwired and also wireless), a printer and access to a photocopier machine.
 - Media office – approximately 20' x 30', lockable, with Internet access (preferably wireless), at least one dedicated telephone line for facsimile and access to a photocopier machine.
 - VIP room - approximately 20' x 20' and lockable.
8. The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
 - a. An athletic training area for student-athletes.
 - b. A registration area with space for team check-in and bowling ball registration with a minimum of two 8' tables.
 - c. A bowling pro shop, which must be open during published tournament hours.
 - d. A room for drug testing, with a waiting area, toilet facilities and a minimum of 500 square feet of space.
 - e. A lockable paddock area (minimum of 500 square feet) to store equipment.



9. The facility shall provide, at its expense, tables, chairs, skirting and bunting for all areas described herein as required by the NCAA.
10. The facility shall provide complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations.
11. The facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations.

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 NCAA and the applicable NCAA sports committee. 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 exceptions regarding the aforementioned terms. Please note: any proposed revisions to the language in this document must be specified in the bidding portal to be considered.



SECTION IV: LODGING

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 NCAA or its designees shall have the exclusive right to sell products licensed by the Association for merchandising at the selected hotels (inside and outside the premises controlled by the hotels). The hotel will provide adequate space in its lobby for such sales.

Contracted properties will be responsible for complying will all requirements in the contract terms as presented in the sample contract.

Hotel Room Block

	Number of Hotels	Service Level	Tue.	Wed..	Thur.	Fri.	Sat.	Sun.	Notes
Teams ¹			0	32	32	32	24	c/o	
Headquarters			0	2	2	2	2	c/o	
Officials			0	1	1	1	1	c/o	
Media									
Evaluators									
Association									
Total			0	35	35	35	35	c/o	

¹ **Room Types:** ___ Doubles, ___ Kings, ___ Suites, ___ Other (please explain)

All hotels shall be in close proximity (ideally within walking distance) from the event venue. The team hotels must be of comparable quality and distance from the playing venue.

The host institution or conference office is financially responsible for the official accommodations to be reimbursed by the NCAA.

A minimum of five double/double sleeping rooms for each team is required. Two complimentary bedroom suites (for the head coach and the administration) are recommended.

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SECTION V: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, lodging (room and tax), per diem and game fee for all officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA sport committee.
4. Awards for the participating teams.
5. Credentials.
6. Participation awards for the official traveling parties of the participating teams.
7. Funding for promotional efforts.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Volunteers.
3. Public relations coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality.
6. Food/beverage concessions.
7. Public address system.
8. Support personnel – ticket takers, media runners, etc.
9. Security.
10. Media room (fully equipped).
11. Media seating/work area with hospitality.



12. Tickets.
13. All computers, printers, photocopy machines, telephone lines, DSL lines, Internet access, etc. necessary to administer the regional, and as may be required by the NCAA.
14. Appropriate directional signage within and outside the venue.
15. Public address announcer.
16. Other items as later requested by the NCAA.

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SECTION VI: MARKETING

1. **Marketing Plans.** Upon selection, the host is required to submit a marketing plan for review and approval prior to activation by the NCAA marketing staff. Please refer to the appropriate marketing plan template as a guideline when submitting your plan for review.
2. **Budgets.** When the proposed budget is submitted, a minimum of \$500 should be allocated for these purposes. The marketing budget should only include items needed for: marketing, advertising, printing costs, grassroots opportunities and promotions.
3. **Creative Process.** A creative marketing assistance website is available to the host for their marketing needs. This marketing website, NCAACHampsPromotion.com, is a comprehensive tool designed to help hosts create marketing pieces which will generate awareness and promote tickets and or attendance for the championship.

Hosts should customize and download all necessary artwork to promote the championship. Every effort should be made to use the online marketing templates, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided.

All requests, for both artwork and reimbursement, must be approved by the NCAA prior to proceeding with production. Artwork requests and approvals will be managed through the website. Should you not have a local vendor, a list of preferred NCAA vendors is available on the website.

4. **Radio/TV.** Radio/TV. The NCAA will provide the following television and radio elements to assist in promoting and selling tickets to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, tv commercials, videoboards). All spots will be made available for download via the online marketing website NCAACHampsPromotion.com
5. **Support Documents.** Hosts should refer to the following support documents when developing marketing plans and budgets: NCAA Ticket Promotional Use Guidelines, NCAA Sales Commission Guidelines, and NCAA Micro-Site Guidelines.

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SECTION VII: SCHEDULE OF EVENTS

Thursday

Team Practices (9 a.m.-12 p.m.)

Coaches Meeting (12:30 p.m.)

Friday

Announcements/Practice (8:25-8:35 a.m.)

Bracket Round 1 (9 a.m.-12 p.m.)

Bracket Round 2 (2:35-5:35 p.m.)

*Schedule subject to change

Saturday

Announcements/Practice (8:25-8:35 a.m.)

Bracket Round 3 (9-12 p.m.)

Championship (2:35-4:35 p.m.)*



SECTION VIII: VOLUNTEER NEEDS

Approximately 15 volunteers per day will be needed for assignments, including hospitality, media runners and merchandise/program sales. These assignments will vary in time needed.

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SECTION IX: COACHES ASSOCIATION



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