

CHAMPION YOUR CITY

NCAA® SITE SELECTION PROCESS





2022, 2023, 2024 & 2025
NCAA DIVISION III WOMEN'S SOCCER CHAMPIONSHIPS
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”) is pleased to provide to member institutions/conferences the opportunity to submit a proposal to host one or more NCAA championships.

The information contained in this document and the accompanying attachments provides the minimum bid specifications for hosting any of these championships, 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’ several years 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 NCAA Division Championships Committee. All activities and events associated with the championship are to be approved by the sports committee.



SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Finals:	One week following Thanksgiving (Friday-Saturday) December 2-3, 2022 December 1-2, 2023 December 6-7, 2024 December 5-6, 2025

The women's soccer championship consists of sixteen first/second round sites during the first weekend of competition that will produce sixteen winners. The sixteen winners will advance to the four, four-team sectionals. All four-team first/second round sites will conduct play on Saturday and Sunday during the initial weekend of the championships. Competition at the four, four-team sectional sites will be conducted on Saturday and Sunday during the second weekend of the championships. All four-team sites will conduct play on Saturday and Sunday, except for sites where an institution has an exemption for Sunday play. In these instances, play will be conducted on Friday and Saturday. All first/second and sectional round competition will be conducted on the campuses of the participating institutions.

Semifinals and Final - the four winners from each of the women's sectionals will advance to meet in the single-elimination competition.



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 cities, state or federal regulations concerning access and seating for people with disabilities.
2. The stadium must be modern, clean and accessible. Playing surface must be safe and of championship caliber. Grass playing surface is preferred, grass-like synthetic turf is acceptable.
3. Minimum field size requirements are 70 yards x 115 yards.
4. In the event the competition field is a grass surface, an alternate practice field of similar size and playing surface must be available.
5. The stadium must have adequate facilities for network color television as follows:
 - a) Lighting (for night play). A minimum of 150 vertical foot-candles evenly balanced over the entire playing surface.
 - b) Parking for TV production vehicles. A minimum of 250 linear feet for parking, immediately adjacent and accessible to the stadium.
 - c) Championship Parking. The host institution/sponsoring agency agrees to provide 20 complimentary parking spaces in prime locations to be used at the sole discretion of the women's soccer committee.
6. The host institution/host agency agrees that no alcoholic beverages shall be sold or dispensed for public or private consumption anywhere in the stadium prior to or during the conduct of the championship and that no advertisements denoting, publicizing or promoting the sale of alcoholic beverages shall be hung, installed or displayed anywhere within the stadium during the term of the lease period.
7. If available, the host institution/host agency agrees to provide a tarp for the playing surface for outdoor facilities.
8. The NCAA shall have the exclusive right to sell products licensed by the NCAA for marketing. Only NCAA-licensed merchandise may be sold at the stadium (inside and outside).
9. The host institution/sponsoring agency shall make every effort to restrict the retail sale of souvenir merchandise that has not been authorized by the NCAA and shall confiscate any "pirated" merchandise that may become available for sale in its market.
10. The host institution/host agency shall maintain throughout the term of the lease, comprehensive general public liability insurance with single limits of at least \$1 million covering personal injury and property damage, and shall provide the NCAA national office with the appropriate certificate. The host institution/host agency further agrees



to indemnify and hold harmless the NCAA and its employees from and against all claims of liability to third parties for injury to or death of persons or loss of damage to property arising out of or in connection with the performance of the contract between the two parties.

11. The host institution/host agency shall provide at the stadium one photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per-copy speed of 60 per minute. These copy machines shall be located in an area convenient to the media.
12. The stadium shall arrange with the local telephone company to install two (2) business private lines (BIS) toll-restricted in an area of the facility designated by the committee. The NCAA also requires a minimum of six complimentary portable two-way radios be provided.
13. The stadium shall not permit any banners, signs, displays or advertising to be posted, hung or displayed in the stadium during any session of the tournament games.
14. The committee will not recommend any stadium to host a future final session unless it is constructed and in operation at the time the committee submits its site recommendation to the championships committee.
15. Minimum press requirement to be provided on-site.
 - a) Press box area with five to 10 media positions and five photography/television spaces. At least 18 feet of space to be afforded to photographers from the restraining sideline to the first row of seats on each side.
 - b) Working pressroom for 10 to 15 persons.
 - c) Interview room for 20 persons. The host institution/host agency shall provide: elevated interview and camera areas, adequate TV lighting, sound equipment (microphones, amp, etc.). The NCAA shall have final approval and direction of all sound and lighting equipment.
 - d) Refreshment/hospitality area for 50 persons.
 - e) Additional pipe and drape, platforms, etc., as designated by the men's and women's soccer committees.
 - f) Public address systems as designated by the women's soccer committee.
 - g) Chairs as designated by the women's soccer committee.
 - h) Skirting, pipe and drape for work areas as designated by the women's soccer committee.
16. Locker rooms. One locker room for each team (total of four) and two locker rooms for the game officials shall be provided. Additionally, one on-site committee meeting room/office area for 8-10 individuals to work comfortably must be made available.



17. The stadium shall submit the following information to the women's soccer committee:
 - a) Description of stadium and field marking including logos, etc.
 - b) Description of stadium boxes sound system.
 - c) Description of existing advertising contracts.
 - d) Number of private suites and availability.
18. Minimum seating capacity in the stadium should be 750.
19. Drug Testing Area. The stadium shall make available a dedicated area for NCAA drug testing, should it be designated.

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: 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 \$4,000 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.** 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, video boards). 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 V: LODGING

Housing will be required for all participating teams, NCAA staff, committee members, media, game officials, and other special guests as designated by the NCAA. Separate hotels are needed for the NCAA, media, officials and participating teams unless specified otherwise by the NCAA. It may be permissible for the media or game officials to be assigned to the same property as the NCAA headquarters hotel. (Game officials and teams may not stay in the same hotel.) Efforts will be made to provide some deference to the official corporate champion/partner in the hotel category (should one exist at the time of contracting) of the NCAA. While hotels are the primary housing offerings that will be contracted, alternative options may be considered in certain situations.

Bids will be awarded contingent upon the successful negotiation of housing needs at reasonable rates. 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. Rooms should not be secured or contracted nor should rates be discussed with specific properties, unless requested to do so by the NCAA.

Bid responses may highlight any recommended properties Anthony Travel should consider when contracting. Specifications should also disclose any special relationships, agreements and/or financial arrangements you may have in place with the recommended properties. Anthony Travel will take into consideration all recommendations when selecting hotels; however, guarantees cannot be made that contracts will be secured with these properties.

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	Wed.	Thurs	Fri.	Sat.	Sun.	Notes
Teams ¹			68	68	68	34	c/o	
Headquarters			12	12	12	12	c/o	
Officials			1	8	8	8	c/o	
Media								
Evaluators								
Association								
Total			81	88	88	54	c/o	

¹ **Room Types:** 64 Doubles, 0 Kings, 4 Suites

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 is financially responsible for the official accommodations to be reimbursed by the NCAA.

Hotels should be as close to the facility as possible, but **not be more than 15-minutes** from the facility. The team hotel(s) must be of comparable quality and distance from the facility. A minimum of 17 double/double non-smoking rooms for each team is required. Additional roll away beds are recommended. It is recommended that the room rate include a hot breakfast for each day of competition along with the practice day.

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SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, lodging (room and tax) and per diem for all officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA sport committee.
4. Awards for the participating teams.
5. Official souvenir program.
6. Credentials.
7. Mementos to the official traveling parties of the participating teams.
8. Volunteer apparel.
9. Funding for promotional efforts.
10. Soccer balls.
11. Signage.

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 – ushers, ticket takers, media runners, etc.
9. Security.
10. Media room (fully equipped).
11. Media seating/work area with constant refreshments.
12. Tickets with the ability to accept credit card purchases.
13. All computers, printers, fax machines, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championships, and as may be required by the NCAA.
14. Appropriate directional signage within and outside the venue.
15. Head table personnel (e.g., public address announcers, official scorer, matchmaker, chief of head table operations, etc.)
16. Other items as later requested by the NCAA.

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SECTION VII: SCHEDULE OF EVENTS

Wednesday

Women's Committee and NCAA Championships Manager Arrive

Teams Arrive

Thursday

10 a.m. – Noon	Practices
1:30 – 3:30 p.m.	Community Outreach
4 p.m.	Coaches Meeting
6 p.m.	Championship Banquet
9 p.m.	Officials Meeting

Friday

11 a.m.	Semifinal 1
1:30 p.m.	Semifinal 2

Saturday

1 p.m.	Championship
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(Schedule Subject to Change)



SECTION VIII: BANQUET

Arrangements should be made for a banquet to be held Thursday night for the official travel parties (26) for each of the four participating teams. Other people who should be on the guest list include members of the NCAA Division III Women's Soccer Committee, NCAA championship administrator, additional host institution personnel (i.e. president, faculty athletics representative and workers greatly involved in the conduct of the championship). A budget of approximately \$35/person is typical for this event.

Officials working the game (line judges, scorer, and referees) should **not** be invited.

Also if room and arrangements can be made easily, the host may consider having banquet tickets for sale to each team for their interested parties. Cost of the ticket should be based on the cost per plate. (Typically, the host has between 5-10 tickets available for sale for each team, depending on space.)

In total, the banquet location should be able to accommodate a minimum of 200-250 people.

The format of the banquet has called for short welcome statements by representatives of the host institution and community, dinner, statements by each participating school by a student-athlete representative from each team, championship video, and a Special Olympics component.

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SECTION IX: VOLUNTEER NEEDS

Approximately 30 volunteers per day will be needed for various assignments. The LOC volunteer program should strive to accomplish the following goals:

- Provide an enthusiastic and warm welcome to guests visiting the area
- Answer questions and provide information to visitors
- Contribute to the general aura of excitement surrounding the championship
- Assist with award presentation to student-athletes
- Assist the host SID with the distribution of results to the various areas during the championships
- Assist with the setup and tear down of the competition venue during the championships
- Assist with the recruitment and designation of ball boys/girls

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