

# ***CHAMPION YOUR CITY***

**NCAA® SITE SELECTION PROCESS**





# 2022 NCAA DIVISION II NATIONAL CHAMPIONSHIPS FESTIVAL

Championships Included: Men’s and Women’s Cross Country, Field Hockey, Men’s and Women’s Soccer and Women’s Volleyball  
SPORTS 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

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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 the Division II National Championships Festival that will feature these six (6) NCAA Division II championships during the fall season:

- Men’s and Women’s Cross Country
- Women’s Field Hockey
- Men’s and Women’s Soccer
- Women’s Volleyball

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 championships. The administration of the championships is under the authority of the respective sports committee subject to final authority from the NCAA DII Championships Committee. All activities and events associated with the championships are to be approved by the sports committees.





## SECTION II: NCAA CHAMPIONSHIP STAFF CONTACT INFORMATION

STAFF CONTACT INFORMATION	
CHAMPIONSHIP	STAFF
DIVISION II NATIONAL CHAMPIONSHIPS FESTIVAL	Manager: John Baldwin P.O. Box 6222 Indianapolis, IN 46206 <a href="mailto:jbaldwin@ncaa.org">jbaldwin@ncaa.org</a>  Support Staff: Nancy O'Hara
DIVISION II MEN'S & WOMEN'S CROSS COUNTRY	Manager: Liz Homrig <a href="mailto:lhomrig@ncaa.org">lhomrig@ncaa.org</a>  Support Staff: Linda Godby
DIVISION II WOMEN'S FIELD HOCKEY	Manager: Roberta Page <a href="mailto:rpage@ncaa.org">rpage@ncaa.org</a>  Support Staff: Leslie Cagle
DIVISION II MEN'S SOCCER	Manager: Eric Breece <a href="mailto:ebreece@ncaa.org">ebreece@ncaa.org</a>  Support Staff: Carla Laster
DIVISION II WOMEN'S SOCCER	Manager: Molly Simons <a href="mailto:msimons@ncaa.org">msimons@ncaa.org</a>  Support Staff: John Kuzio
DIVISION II WOMEN'S VOLLEYBALL	Manager: Marie Scovron <a href="mailto:mscovron@ncaa.org">mscovron@ncaa.org</a>  Support Staff: Kerstin Hunter



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## FOLLOW-UP QUESTIONS OR REQUESTS RELATED TO THE BID MATERIALS

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While every reasonable effort has been made to provide a comprehensive set of materials, certain details may require clarification or additional information in order to assure all bid cities are responding to a comparable set of expectations regarding the requirements, commitments and deliverables of hosting an NCAA championship.

Toward that end, John Baldwin of the NCAA staff has been designated to receive, coordinate and facilitate the response to any and all questions, requests for clarification or additional information pertaining to these materials. Please direct these inquiries to [jbaldwin@ncaa.org](mailto:jbaldwin@ncaa.org).

Answers may be immediately provided if the questions raised are administrative in nature, are easily found in the Championship Bid Minimum Specifications and Requirements of the championship, and the answers do not give a competitive advantage to bid city posing the question.

Questions or requests that pertain to the process or a clarification of the materials in any way which are deemed beneficial to all bid cities will be provided via a regular bid addendum to all bidders. Time-sensitive clarifications may be distributed at any point if deemed appropriate given the nature of the clarification or the benefit it would provide to all cities preparing a bid.

Questions or requests that pertain to a city- or venue-specific matter will be provided, to the extent possible, only to the individual/entity making the request. To the extent the general concept of the answer is deemed appropriate for all bid cities to have, it will be provided accordingly.



### SECTION III: FESTIVAL & CHAMPIONSHIPS STRUCTURES

#### DIVISION II FESTIVAL AND CHAMPIONSHIP COMPETITION/PRACTICE VENUES DATES AND HOLD DATES

FESTIVAL EVENTS	HOLD DATES FOR VENUES	PLANNED DATES FOR EVENTS OR ACTIVATIONS
OPENING CEREMONY	November 28-29	Evening of November 28 or 29
STUDENT-ATHLETE LOUNGES / STUDY AREAS AT HOTELS	November 26-December 4	November 27-December 3 Open no later than noon on November 27 and close at noon on December 3
COMMUNITY ENGAGEMENT EVENTS	November 29-December 2	November 29-December 2 To be determined
VIP RECEPTION	December 2	Evening of December 2
CLOSING CEREMONY	December 2-3	Evening of December 3

Any additional Festival events may be added to the schedule above and will be thoroughly discussed with host(s) through the planning phases of the Division II Festival.

CHAMPIONSHIP	HOLD DATES	PRACTICE DATES	COMPETITION DATES
MEN'S & WOMEN'S CROSS COUNTRY	November 27-December 3	November 29-December 1	December 2 or 3
FIELD HOCKEY	November 27-December 3	November 30 & December 2	December 1 & 3
MEN'S SOCCER	November 27-December 3	November 30 & December 2	December 1 & 3
WOMEN'S SOCCER	November 27-December 3	November 30 & December 2	December 1 & 3
WOMEN'S VOLLEYBALL	November 27-December 3	November 30	December 1-3

*\* All dates are subject to change based on opening and closing ceremonies, pending approval by the Division II Championships Committee. A minimum of six (6) months' notice must be provided to the host if significant date changes and/or event cancellations occur.*

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## **MEN'S AND WOMEN'S CROSS COUNTRY CHAMPIONSHIPS**

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The Division II Men's and Women's Cross Country Championships provide for a maximum of 34 (five, seven person) teams and minimum of 24 individuals per gender for a total of approximately 262 competitors per gender. To be eligible to participate in the championships, teams and individuals must qualify at their respective regional meets.

Twenty-four teams automatically qualify to the championships by finishing as one of the top three teams at their regional meet. The remaining 10 at-large teams are selected by the NCAA Division II Cross Country Committee. The top two individual finishers per region who are not part of a selected team automatically qualify to the championships, as well as any other individuals who finish in the top five at the regional meet and are not part of a selected team. Men's races will be 10,000 meters while women's races will be 6,000 meters. However, courses should have the capabilities to run 6,000 meters, 8,000 meters and 10,000 meters. Men will run first in even years and women will run first in odd years.

The competition date as part of the 2022 Division II Festival will be Friday, December 2 or Saturday, December 3.

\*Please note this qualification process may change prior to the championship dates.

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## **FIELD HOCKEY CHAMPIONSHIP**

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The championship provides for a field of 6 teams. Two first-round games will be played the Saturday prior to finals with the winners advancing to the semifinals. First-round games are played at the site of a participating institution.

Competition dates as part of the 2022 Division II Festival will be Thursday and Saturday, December 1 and 3. Competition will be single elimination.

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## **MEN'S AND WOMEN'S SOCCER CHAMPIONSHIPS**

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The championships provide for a field of 56 teams (women) and 40 teams (men). All matches through the quarterfinals will be played at the site of participating institutions. Winners will advance to the joint men's and women's championship.

Competition dates as part of the 2022 Division II Festival will be Thursday and Saturday, December 1 and 3. Competition will be single elimination.

Preference will be given to locations with permanent structures to accommodate ticketing, concessions, team and official locker rooms, press working area, press conference area, training room, etc.

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## WOMEN'S VOLLEYBALL CHAMPIONSHIP

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The championship currently provides for a field of 64 teams. Eight regional championships will be conducted at the site of participating institutions the week prior to the finals. The winner of each regional championship will advance to the finals. Competition at regionals and at the finals will be single-elimination, best three-of-five-set matches.

Competition dates as part of the 2022 Division II Festival will be Thursday-Saturday, December 1-3. Competition will be single elimination.

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.**



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## SECTION IV: FACILITY REQUIREMENTS

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### **Opening Ceremony**

All NCAA Division II National Championships Festival participants are invited to attend this unique kick-off event to the 2022 competition. The opening ceremony is an opportunity for the host city to showcase culture and venues that make the city great and will provide the opportunity for student-athletes, coaches and team guests to enjoy food and entertainment before beginning the competition week. The NCAA will make a site visit to multiple locations prior to selecting the final site. The host should provide venue options to accommodate approximately 1,200 people as part of the Festival bid and provide a recommended format for the ceremony. Past events have included professional sporting venues, TopGolf, museums, theatres, aquariums, formal presentations, reception style programming, etc. The NCAA will make the final decision on location and format of the ceremony.

### **Closing Ceremony**

All NCAA Division II National Championships Festival participants and team guests are invited to attend this informal awards and trophy presentation to recognize the national champion teams and individuals. After several days of competition, this is an optional opportunity for coaches and student athletes to unwind with teammates, socialize with student-athletes from all around the country and enjoy entertainment. The NCAA will make a site visit to multiple locations prior to selecting the final site. The host should provide venue options to accommodate up to 750 people as part of the festival bid and provide a recommended format for the ceremony. Past events have included fireworks, student-athlete socials following the formal presentations, etc. The NCAA will make the final decision on location and format of the ceremony.

### **Community Engagement Activations**

The NCAA and Division II also focus on community service and as part of the Division II National Championships Festival. The host city will work with the NCAA to develop a comprehensive community outreach program to benefit the mission of Division II and provide the community a legacy of the week the Division II student-athletes are in the host city. The NCAA will make the final decision on the community engagement activations with city hosts and will conduct site visits to finalize the philanthropic efforts around the event. The host should provide recommendations of community engagement activations as a part of the bid process.

### **VIP Reception**

The NCAA and host may provide a VIP reception and invite the local organizing committee, key volunteers and city leaders to thank the community for welcoming Division II during the weeklong Festival. The host should provide recommendations for possible VIP reception locations to accommodate up to 150 people.

### **NCAA Student-Athlete Breakfasts, Interactive Lounges and Study Areas**

The NCAA will plan to provide student-athlete lounges and study lounges at the team hotel(s). The host should plan to accommodate a space no smaller than two rooms of a minimum of 15,000 square feet each. The space allocation will adjust based on the final lodging accommodations/ratio of student-athletes in each property and the NCAA staff will finalize the student-athlete breakfasts, interactive lounges and study areas during site visits. The host should provide an outline and detail the available space in each hotel property to accommodate these ancillary event needs.

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## MEN'S AND WOMEN'S CROSS COUNTRY CHAMPIONSHIPS

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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. The NCAA will rely on host organizations to confirm compliance with the act by host facilities. The host is responsible to check and see that its facility will be in compliance as of the dates of the championship and to advise the NCAA national office if it will NOT be in compliance.
2. The facility must be available 8 a.m. Tuesday preceding the competition through the conclusion of the final race for the purpose of preparing the course, practice and conducting the competition. During that period of time, the facility must be clean and accessible, and racing conditions must be safe and of championships caliber. The NCAA committee and staff will conduct an official walk-through Wednesday afternoon to ensure that the course is competition ready.
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 championships courses must conform to specifications outlined in the NCAA Track and Field/Cross Country Rules Book. Some rules and championships specifications to note are:
  - Course Distance: Men – 10,000 meters; Women – 6,000 meters. (Note: Course should be capable of running an 8,000 meter race distance as well).
  - Both courses' optimal width is not less than 10 meters wide at all points. Cart paths and concrete throughways should be covered.
  - Entire course shall be clearly marked using either natural or artificial boundary markers.
  - The start line must be surveyed to permit each competitor to line up equidistantly from the first turn.
  - The starting line shall be wide enough to provide at least a 50-centimeter space for each of the four front-line team starters and a 50-centimeter space for each individual starter.
  - The optimal first turn should be at a minimum of 600 meters (800 meters or more preferred).
  - The finish straightaway should not narrow and be a minimum of 10 meters during the last 200 meters (300 meters preferred).
  - Finish line shall be located at right angles to the course line.
5. During competition, the facility must be equipped to relay key split marks throughout the course to competitors. Every mile should be marked and significant kilometers throughout the race should be marked, in particular the halfway point of each race. Times should be announced or presented on a clock throughout the race as well.
6. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
7. The NCAA shall be provided exclusive use of meeting space for approximately 10 people in a private area during the championships.
8. At the discretion of the NCAA, practice sessions may be open to the public at no admittance charge. Programs, merchandise and concessions may be sold during practice sessions.

9. The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
  - a. A sports medicine/athletic training area for student-athletes.
  - b. An area designated for the timing company at the finish line, with adequate space (3-4 people and all equipment), power, Internet access, lighting, heat/air, and toilet facilities.
  - c. Media work space with appropriate power, Internet access, lighting, heat, air-conditioning and toilet facilities.
  - d. One area of private meeting space for use by the NCAA committee/staff (approximately 10 people).
  - e. A statistics control area containing two photocopy machines with capabilities for reproducing statistics and other material with a minimum per-copy speed of 75 per minute. The copy machine also shall include a collator and automatic stapler. The facility shall be responsible for the installation, service costs and four different colors of paper for these machines during the championships.
  - f. A room for drug testing, with a waiting area, separate toilet facilities (one for each gender), and a minimum of 500 square feet of space.
  - g. An additional practice area, if possible, to allow teams to practice off the course to protect the race course in the case of inclement weather.
10. The host/facility shall provide, at its expense, tents, tables, chairs, skirting, bunting, pipe-and-drape and platforms for all areas described herein as required by the NCAA. Areas include merchandise and program sales, results posting, and protest area.
11. The facility/course should have an awards platform or stage to accommodate a minimum of 40 individuals that is easily seen by spectators.
12. The host/facility shall provide complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations.
13. The host/facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations (i.e. hanging banners, directional signage, etc.).
14. The facility shall provide at least one main results area.
15. The facility should provide a protest area that is separated from the public.
16. Must meet all electrical power, lighting, internet, parking, etc., to accommodate television or web streaming. Please reference the NCAA General Bid Document for specifics.
17. During the season in which the facility will host the championship, it is preferred the hosting entity host the pre-national meet in October.

The host institution/conference/sponsoring agency must submit a facility diagram with bid materials which indicates the location of the areas noted below. In addition, include a written description of the course [e.g. start rolls out flat

for 860 meters before a gradual right-hand turn. A rise in elevation (approximate 3% grade) occurs at one kilometer mark, etc.].

Facility diagram to include:

- Men's and women's course layout with start and finish lines marked
- Awards ceremony location/set-up
- Team tent areas
- Locker rooms/restrooms
- Concessions
- Merchandise
- Interview/press conference area
- Hospitality areas
- Media work area
- Committee meeting room
- Drug testing
- Announcers' area
- Medical/athletic training area
- Public flow
- Web streaming production location
- Video board or location for placing portable video board
- Timing area
- Results area
- Protest area
- Clerking tent area

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. The NCAA will rely on host organizations to confirm compliance with the act by host facilities. The host is responsible to check and see that its facility will be in compliance as of the dates of the championship and to advise the NCAA national office if it will NOT be in compliance.
2. Facility must be available for team practices the day before competition; the day between competition dates' and the day of competition (refer to the practice session of this manual).
3. Provide a spacious locker room with a white board for each team for practice and games. All team locker rooms should have the name affixed to the door. A separate locker room for the game umpires must be provided.
4. The field shall be arranged in accordance with the International Field Hockey Rules (FIH) as modified by the NCAA Division II Field Hockey Committee as far in advance as possible but in no event later than the Wednesday prior to competition.
5. The facility must have a comprehensive evacuation plan in case of weather conditions or emergencies.
6. The NCAA shall be provided exclusive use of meeting space in the facility during championship week.
7. The host institution must provide a certified athletic trainer and athletic training facilities on practice and competition days for all teams and umpires.
8. Arrange for planned access to a physician, preferably a team physician.
9. Do not permit artificial noisemakers, air horns or electronic amplifiers in the area at any time. The tournament director is responsible for strict enforcement of this rule. The display of banners is subject to the approval of the games committee prior to display.
10. Team benches or chairs should be set for 30 individuals (per team) for championship games and should be located on the same side of the field as the scorers' table. Only authorized individuals with specific functions should be permitted in the bench area.
11. If a raised scorers' table with skirt is used (mandatory at finals), it should be set for the following individuals: one scorer (official scorer), timer, alternate umpire and NCAA representative (seven places at finals). The scorers' table should have communication capabilities with the press box. Chairs should be available for carded players. The games committee (NCAA representative and tournament director) should be seated at the table.
12. The playing area, including a designated bench area that the teams must remain within, must be clearly marked and secure. Cones to mark the substitution area must be provided. Spectators must be at least 10 yards from the field and may not sit or stand behind the goals.
13. Water should be placed at each bench; supplementary replacement liquids may also be provided. The same should be made available to umpires.

14. A visible clock must be provided and will be the official time. If possible, the individuals who are running both the visible clock and the backup clock should be seated at the scorer's table.
15. Review crowd control policies with the NCAA representative. The tournament director is responsible for strict enforcement of these policies. The championship announcer should read the crowd control statement in Appendix C at least once during each championship session.
16. Size and placement of any logos on the playing surface must be approved in advance by the NCAA.
17. The facility shall not permit any advertising, banners, signs or displays of any kind, including NCAA corporate partners, to be hung, posted or displayed anywhere within the facility proper (i.e., any place that can be seen from spectator seating areas), including the scoreboard, during the term of this lease, other than NCAA banners and television and radio banners as approved in advance by the NCAA. Any permanently-affixed (or previously-leased) advertising, banners, signs or displays in the facility shall be covered by the facility at its expense, as designated by the NCAA. This includes, but is not limited to the following:
  - a. Lighted advertising displays or dioramas.
  - b. Advertising displays for lotteries, casinos or organizations promoting open sports gambling.
  - c. Banners, signs, displays or advertising mentioning or promoting any professional sports organization.
  - d. Advertising displays for liquor, tobacco, beer or wine products.
18. Arrange an area for each team to videotape its own game if it wishes to do so. Each participating team is automatically authorized to videotape its own games but may not videotape other games for scouting purposes. Refer to Game films, Films and Still Photographs in the championship handbook.
19. The media postgame interview room should be "dressed" appropriately: (a) place NCAA logos and banners on the table and walls; (b) use draping on tables and other areas as necessary; (c) set up table and chairs for the interviewees and moderator; (d) provide a sound system; (e) provide water for each student-athlete and coach; and (f) name cards for each interview participant should be placed at the table. Refreshments for media may also be provided in this area.

#### Competition Specifications

1. Game field 100 x 60 (as per Appendix C of NCAA Division II Field Hockey Pre- Championship Manual).
2. Field composition.
  - a. Indicate composition of field in bid specifications.
3. Two team bench areas to seat 30.
4. Seating for a minimum of 500 spectators.
5. Visible score clock with public address system.
6. Elevated scorer's table (prefer covered area).



7. Minimum five locker rooms preferred for teams and officials.
8. Ability to secure site and charge admission.
9. Adequate athletic training facilities.
10. One meeting room to accommodate 20 individuals.
11. Restroom facilities in close proximity to fields.
12. Concession (food and merchandise) at field.
13. Parking for team vehicles and fans.
14. Promotional assistance, including NCAA signage.
15. Practice balls (host must provide additional 100 practice balls and ball bins).
16. Provide a hospitality area for 150 student-athletes either at the hotel or field post game.
17. Snow removal plan.

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## MEN'S AND WOMEN'S SOCCER CHAMPIONSHIPS

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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. The NCAA will rely on host organizations to confirm compliance with the act by host facilities. The host is responsible to check and see that its facility will be in compliance as of the dates of the championship and to advise the NCAA national office if it will NOT be in compliance.
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. In accordance with the soccer rulebook, the field dimensions must be between 115-120 yards in length and 70-75 yards in width.
3. 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 men's and women's soccer committees. There should be enough parking spaces adjacent to the competition site for the committee, team personnel, game officials, NCAA staff and media. In addition, designate an area for team buses to drop off and pick up passengers.
4. 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.
5. 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).
6. 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.
7. 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.
8. 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.

9. The stadium shall arrange with the local telephone company to install two (2) business private lines (BIS) toll-restricted in the working press area of the facility as designated by the committee. The NCAA also requires a minimum of six complimentary portable two-way radios be provided.
10. 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.
  - a) Exception: Television broadcast entities may display a maximum of two television banners at NCAA championship sites. The television banners may only display the name and logo of the broadcast network. Television (Turner, CBS, ESPN, CBS College, etc.) may have only two banners. National radio (Westwood One) may display a maximum of one banner. Local radio or student radio may not display any banners at NCAA championships. The NCAA staff on site must approve of the designated location of the network banner placement. The NCAA committees may authorize the posting of appropriate institutional (team) banners. No other signage may be affixed in the venue area.
11. 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.
12. Minimum press requirement to be provided the sites.
  - 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 25 persons. Only NCAA approved and/or generic drinking cups (devoid of commercial identification) should be used in the refreshment area.
  - 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 men's and women's soccer committees.
  - g) Chairs as designated by the men's and women's soccer committees.
  - h) Skirting, pipe and drape for work areas as designated by the men's and women's soccer committees.
  - i) The postgame news conference room should be "dressed" appropriately to reflect the prestige of the event by: (a) placing NCAA seals and logos on the podium and walls; (b) using draping on tables and other areas as necessary; (c) setting up a platform for the interviewees and moderator; and (d) providing a sound system, if necessary. Security personnel should be stationed outside the room to check credentials; the soccer committee representative(s) should be given access to this area.

13. The host/institution shall provide an elevated area for each team to videotape its own game if it wishes to do so. Each participating team is automatically authorized to videotape its own game; it is not necessary to have them sign a form.
14. Locker rooms. One locker room for each team (minimum total of two) and two locker rooms for the game officials shall be provided. Additionally, one on-site committee meeting room/office area must be made available. Preference will be given to bids with four locker rooms.
15. The host/institution shall provide an athletic training room stocked with towels and other necessary equipment, and staff it with appropriate personnel prior to, during and post-game and during practice sessions.
16. Equipment. The host/institution must ensure that the following equipment is at the game site: telephone (cellular acceptable), adequate public-address system, two watches, two compressed air-horns, scoreboard, pencils and an American flag (and Canadian flag when appropriate) properly displayed. NCAA logos and seals must also be properly displayed.
17. The stadium shall submit the following information to the men's and women's soccer committees:
  - 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 1,000.
19. Drug Testing Area. The stadium shall make available a dedicated area for NCAA drug testing, should it be designated. Two facilities, or a divided facility, must be provided for drug testing. Each must facilitate the movement of five crew members, five to 10 student-athletes and any witnesses. Each must contain two separate areas: a quiet waiting area and an area for specimen collection.
20. The competition site must be available to the NCAA from 9 a.m. Tuesday prior to the championships through 2 p.m. Sunday after the championships. Please ensure that one practice field (2 or more is preferred) is available the day prior to each day of competition.
21. The field must be properly marked, including coaching and photographers boxes, in accordance with NCAA rules. Place appropriate NCAA logo in middle of center circle (finals only). All seating or standing arrangements at the field should not allow spectators closer than 20 feet from touch and goal lines.
22. Create team signage for the scoreboard rather than having "home" and "away" signs, as well as for each locker room, indicating team assignments for each game.

## WOMEN'S VOLLEYBALL CHAMPIONSHIP

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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. The NCAA will rely on host organizations to confirm compliance with the act by host facilities. The host is responsible to check and see that its facility will be in compliance as of the dates of the championship and to advise the NCAA national office if it will NOT be in compliance.
2. The facility must be in compliance with the current NCAA Women's Volleyball Rules.
3. The host/facility must have a comprehensive security/emergency-situation plan.
4. The facility must have a combination of permanent and temporary seating to accommodate at least 1,500 spectators. The facility must be modern, clean and accessible. Conditions must meet NCAA regulations and must be of championship caliber.
5. The competition facility shall be ready for competition and reserved for the exclusive use of the NCAA for the purpose of preparing for; practicing for and conducting the competition from at least noon local time two days prior to the start of competition until the conclusion of the final match. During that period of time, the facility will be clean and accessible, and playing conditions must be safe and of championships caliber. The championship should be the primary event in the facility and other activities should be moved to accommodate the championship.
6. The NCAA will have exclusive rights to use all meeting rooms, private clubs and restaurants in the facility during the term of this agreement. All such space will be provided to the NCAA at no cost.
7. The facility will not enter into any agreement or understanding that would permit any corporation or other third party to be entitled to hospitality, entertainment or temporary signage privileges in the facility and surrounding area (i.e., parking lots, frontage property and any other adjacent areas that the facility may provide to the NCAA).
8. The facility will not be materially modified in a way that would reduce space available to the public in the aisles, entranceways and hallways without the NCAA's prior consent.
9. The NCAA and its designated representatives shall have the right, with no obligation to make any payments to the facility or its concessionaire or any other third party, to provide food and beverages of its choice in the media refreshment area, other working areas and locker rooms at the facility.
10. The playing floor and competition area must meet all specifications as outlined in the current year's NCAA Volleyball Rules Book.

All NCAA Division II championship matches must be played in a facility with a volleyball net system anchored and supported with a sleeve below the playing surface by using one of the following methods: a sleeve mounted into the concrete, a sleeve mounted to a steel plate that attaches to the concrete floor by means of an anchor with a minimum 10,000 pound pull out rating, or a sleeve with 1,500 pounds of counter balance.

Portable net systems of any kind, or ceiling mounted net systems are not acceptable.

11. 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.

12. The host must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
  - a. Four separate secure locker room areas that are of comparable quality within the facility (with restrooms within the locker rooms) for the participating teams.
  - b. A locker room for the officials separate from the team locker rooms. This locker room should include showers and restrooms. It is preferred that two separate locker rooms are available (one for men, one for women).
  - c. An athletics training area with adequate modalities (ice, electronic stimulation, ultrasound, hydrocollators, tape, etc.) for student-athletes within or immediately adjacent to the competition venue.
  - d. Media work space with appropriate lighting, power, seating, hardwired internet connections, etc. for media working the championship.
  - e. A separate post-match interview area within the facility. Set-up includes:
    - Room large enough to accommodate NCAA press conference back-drop;
    - 1-2 skirted tables at the front of the room and 3-4 chairs at the tables; preferably on a raised platform.
    - Enough chairs to accommodate media, host staff and NCAA committee media liaisons;
    - Area for camera and set-up for streaming the press conferences.
    - Microphone for student-athletes and coaches.
  - f. A room with a waiting area, toilet facilities and a minimum of 500 square feet of space for drug testing.
  - g. Separate hospitality areas for participants, event personnel, officials, and the women's volleyball committee/VIPs. Hospitality area for the committee should be immediately adjacent to, and preferably in view of, the competition court.
  - h. Private meeting space for the use by the NCAA committee, within or immediately adjacent to the competition area.
  - i. Officials meeting area, with seating, to comfortably accommodate referees (4), line judges (4), an officials coordinator (1), official scorer (1), libero tracker (1), and committee members (1-2).
  - j. Area to accommodate broadcast/web streaming equipment and personnel.
  - k. Head scorer's table with enough room and seating to accommodate all necessary personnel. Hardwired internet connections should be available for every seat. Wireless is also highly recommended in the competition area but does not take place of the hardwired connections.
13. Each participating team must be provided a minimum of 55 minutes of practice time on the competition floor the day prior to competition. All official team practice sessions will be closed.
14. The host must keep statistics and provide updated set-by-set and comprehensive statistics to each team



bench, head table personnel, committee members and the media immediately following each set of each match. It is recommended in-match statistics are provided to the team benches by use of electronic tablets. The host must also provide statistics necessary for the committee to evaluate student-athletes for All-Tournament team recognition.

15. The facility shall provide at least one main electronic scoreboard. A second scoreboard and/or videoboard are preferred.
16. The facility shall provide, at its expense, the equipment and personnel necessary to support a Challenge Review System (instant replay).
17. Commercial Advertisements/Signage
  - a. The facility will not permit any advertising, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the competition area (i.e., any place that can be seen from the competition floor or stands), including the scoreboard, other than NCAA banners and television and radio banners as approved in advance by the NCAA. Any permanently affixed (or previously leased) advertising, banners, signs or displays in the competition area must be removed or covered by the facility at its expense, as designated by the NCAA. This includes, but is not limited to, the following:
    - (1) Lighted advertising displays or dioramas.
    - (2) Advertising displays for lotteries, casinos or organizations promoting open sports book gambling.
    - (3) Banners, signs, displays or advertising mentioning or promoting any professional sports organizations.
    - (4) Advertising displays for liquor, tobacco, beer or wine products.
  - b. The facility will agree that, other than permanent advertising signs outside the facility proper, it will not allow any promotional, public relations, political or advertising activity in the facility area during the time the facility is leased to the NCAA without the express written consent of the NCAA.
18. The facility shall provide complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations. Parking for the banquet should be provided as well.
19. The facility shall provide, at its expense, tables, chairs, skirting, bunting and pipe-and-drape for all areas described herein as required by the NCAA.
20. The facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations.

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YES       NO       NO with Exception

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## SECTION V: LODGING

The NCAA has partnered with Anthony Travel, Inc. to manage the NCAA Championship Housing Program and all championship housing needs. Anthony Travel serves as the housing partner for hundreds of events annually and, through strong relationships with various hotel brands, is able to deliver the appropriate mix of amenities, location and price for hundreds of thousands of room nights each year. Utilizing their expertise, Anthony Travel will be responsible for managing the selection and contracting process for all championship housing accommodations.

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.

### **Host Institution/Conference/Sponsoring Agency Obligations**

The host institution/conference or sponsoring agency must guarantee sufficient housing is available to meet the room block needs identified in the sports specific bid specifications. 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. Properties considered by Anthony Travel and the NCAA must meet the required service levels, room type needs, amenities, and proximity to venues required by the specific championship. Bid responses should 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.

### **The Contracting Process**

During the bid evaluation process, the host institution/conference or sponsoring agency may be contacted by Anthony Travel to obtain additional information on their housing recommendations. Once the bid is awarded, Anthony Travel will manage a request for proposal (RFP) process to evaluate, secure and contract all hotels for the necessary room blocks and sports specific housing needs. Housing recommendations provided in the bid specifications will be taken into consideration; however there is no guarantee that these properties will be contracted. Prior to being finalized, housing recommendations will be presented to the NCAA to obtain feedback/input. All hotel contracts will be drafted using a standard contract template and signed by the NCAA. Information related to the room blocks and housing will be communicated on a timely basis to the host institution/conference or sponsoring agency and the participating teams.

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 with all requirements in the contract terms as presented in the sample contract.

**Specific Guidelines:**

	# of Hotels	Service Level	Thur.	Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Sun	Notes
Teams <sup>1</sup>	3 (max)	Full-Service					396	1,035	1,065	1,065	1,065	984	c/o	Breakfast
Officials	1	Full-service is not necessary					64	64	64	81	81	81	c/o	Breakfast and suite types are preferred.
Association/Vendors	1 Headquarters or team hotel	Full-Service	6	12	32	50	50	50	50	50	50	50	c/o	
<b>Total</b>	5 (max)	See above	6	12	32	230	510	1,149	1,179	1,196	1,196	1,115	c/o	

***Hotel Room Block (peak night ratio):***

<sup>1</sup> **Room Types:** 767 Doubles, 268 Kings, 0 Suites, 0 Other (please explain)

All hotels shall be in close proximity (ideally within walking or close driving distance) from the event venue and team hotels should be adjacent or connected to one another. The team hotels must be of comparable quality and distance from the playing venue. Each team hotel should also include wireless internet as a complimentary service, where possible. A hot breakfast should be included in the room rate.

The host institution is financially responsible for the officials' accommodations, to be reimbursed by the NCAA.

A maximum of three hotels shall be designated for teams. The team hotel(s) must be of comparable quality, cost and distance from the competition venues. Please review the facility requirements noting the requested ancillary event space that would need to be made available at team hotels (i.e., student-athlete breakfasts, interactive lounges and study areas). Additional requests for meeting space for NCAA staff will be made to serve as an operations room for the event and space for audio/visual storage.

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YES       NO       NO with Exception

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**NCAA PROVIDES:**

1. Transportation and per diem reimbursement for the participating teams.
2. Approved transportation, lodging (room and tax), per diem and fees for all officials.
3. Transportation, and per diem for the NCAA sport committee.
4. Awards for the participating teams and individuals.
5. Championship mementos for participating teams (distributed after the championships).
6. Credentials.
7. Volunteer apparel.
8. Official souvenir program (digital).
9. Merchandise from Event 1.
10. Hydration product and equipment for participants.
11. Basic signage package.
12. Payment for the timing company, which will be secured by the NCAA.
13. Bibs and hip numbers – cross country specific.
14. Funding for marketing and promotional efforts.
15. Funding for operational expenses as approved in the proposed budget.
16. Funding for opening, closing and VIP reception events.
17. Funding for student-athlete breakfasts, interactive lounges and study areas.
18. Enhanced in-venue signage and décor.

**HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:**

1. Facilities.
2. Volunteers
3. Key administrative personnel.
4. Media coordination.

5. Creation of championship website and web maintenance.
6. First aid/medical services/AED on-site/ambulance on-site.
7. Championships hospitality – for teams, media and VIPs.
8. Food/beverage concessions.
9. Public address system.
10. Support personnel – ushers, ticket takers, media runners, etc.
11. Head table personnel (e.g., public address announcers, official scorer, matchmaker, chief of head table operations, etc.)
12. Security.
13. Media room (fully equipped including internet access).
14. Media seating/work area with constant refreshments.
15. Tickets.
16. 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.
17. Appropriate directional signage within and outside the venue.
18. Equipment that is not provided by official NCAA equipment providers.
19. Other items as later requested by the NCAA.

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## SECTION VII: MARKETING REQUIREMENTS

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](http://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](http://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 VIII: TENTATIVE SCHEDULE OF EVENTS

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### **Monday, November 26**

Registration, Hotel Properties ..... 8 a.m. to 5 p.m.

### **Tuesday, November 27**

Registration, Hotel Properties..... 8 a.m. to 6 p.m.

Opening Ceremony.....6:30 p.m.

### **Wednesday, November 28**

Registration, Hotel Properties..... 8 a.m. to 5 p.m.

Soccer Coaches Meeting ..... 8:15 to 9 a.m.

Field Hockey Coaches Meeting ..... 8:30 to 9:30 a.m.

Cross Country Practice. .... 9 a.m. to 5 p.m.

Volleyball Coaches Meeting ..... 9:30 a.m.

Field Hockey Practices..... 11 a.m. to 3:40 p.m.

Men's and Women's Soccer Practices ..... 9 a.m. to 5 p.m.

Volleyball Practices..... 11 a.m. to 7 p.m.

### **Thursday, November 29**

Volleyball Practices..... 6 to 10 a.m.

Cross Country Practice. .... 9 a.m. to 5 p.m.

Cross Country Declarations ..... 9:30 to 10:30 a.m.

Cross Country Coaches Meeting..... 11 a.m.

Women's Soccer – Semifinal Game 1 ..... 11 a.m.

Volleyball – Quarterfinal Game 1..... Noon

Field Hockey – Semifinal Game 1 ..... 2 p.m.

Women's Soccer – Semifinal Game 2 ..... 2 p.m.

Volleyball – Quarterfinal Game 2..... 2:30 p.m.

Field Hockey – Semifinal Game 2 ..... 5 p.m.

Men's Soccer – Semifinal Game 1 ..... 5 p.m.

Volleyball – Quarterfinal Game 3..... 5 p.m.

Volleyball – Quarterfinal Game 4..... 7:30 p.m.

Men's Soccer – Semifinal Game 2 ..... 8 p.m.

### **Friday, November 30**

Volleyball Practices..... 9 a.m. to 1 p.m.

Women's Soccer Practice (Winner Semifinal 1)..... 10 a.m.

Field Hockey Practice (Winner Semifinal 1)..... 11 a.m.

Men's Cross Country Championships..... 11 a.m.

Women's Soccer Practice (Winner Semifinal 2)..... 11:15 a.m.

Women's Cross Country Championships ..... 12:15 p.m.

Men's Soccer Practice (Winner Semifinal 1)..... 12:30 p.m.

Field Hockey Practice (Winner Semifinal 2)..... 12:30 p.m.

Men's Soccer Practice (Winner Semifinal 2)..... 1:50 p.m.

Volleyball – Semifinal 1 ..... 3 p.m.

Volleyball – Semifinal 2..... 5:30 p.m.

Evening Social/VIP Reception..... 6:30 to 8 p.m.

**Saturday, December 1**

Women's Soccer Championship .....	Noon
Volleyball Practices.....	10 a.m. to Noon
Field Hockey Championship.....	1 p.m.
Men's Soccer Championship.....	3 p.m.
Volleyball Championship.....	5 p.m.
Closing Ceremony .....	7:30 p.m.

***\*Schedule is subject to change based on approvals from NCAA Sport Committees and determination of ancillary events.***

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## MEN'S AND WOMEN'S CROSS COUNTRY CHAMPIONSHIPS

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Please note that the schedule is tentative and may change based on the National Championships Festival schedule of events.

### **Tuesday**

Committee arrives and conducts official walk-through  
Teams arrive  
Course available for practice

### **Wednesday**

Course available for practice

### **Thursday**

Course available for practice  
Declarations and packet pick-up  
Mandatory coaches meeting

### **Friday**

Course available for practice  
Races – times to be determined by host, subject to the approval of the NCAA committee  
Awards ceremony

*(Schedule of events may be adjusted by one day if the championships are conducted on Saturday, rather than Friday)*

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## FIELD HOCKEY CHAMPIONSHIP

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### **Tuesday**

Teams arrive

### **Wednesday**

9:30-10:30 a.m.	Mandatory administrative coaches meeting*
11 a.m.-12:15 p.m.	Higher seed of semifinal game one
12:30-1:45 p.m.	Lower seed of semifinal game one
2-3:15 p.m.	Higher seed of semifinal game two
3:30 -4:45 p.m.	Lower seed of semifinal game two

### **Thursday**

11 a.m. .	Warm-up for first semi-final
Noon	Semi-final game 1
2:00 p.m.	Warm-up for second semi-final
3:00 p.m.	Semi-final game 2

### **Friday**

11 a.m.-12:15 p.m.	Practice – Winner of semi-final game 1
12:30-1:45 p.m.	Practice – Winner of semi-final game 2

**Saturday**

12:30 p.m.

Warm-up for Championship game

1:30 p.m.

Championship game

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**MEN'S AND WOMEN'S SOCCER CHAMPIONSHIPS**

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**Tuesday**

Committee facility walk-through.

Coaches meeting.

**Wednesday**

Practices at practice facilities.

Walkthroughs on game field.

Community engagement.

**Thursday**

First semifinal match.

Second semifinal match.

Third semifinal match.

Fourth semifinal match.

**Friday**

Practices.

**Saturday**

Championship game #1.

Awards ceremony.

Championship game #2.

Awards ceremony.

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**WOMEN'S VOLLEYBALL CHAMPIONSHIP**

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**Wednesday**

Coaches/Administrative Meeting (before practices)

Team Practices (8 hours)

Press conferences

**Thursday**

Team Practices (4 hours)

Quarterfinal Matches (noon, 2:30, 5, 7:30 p.m.)

**Friday**

Team Practices (4 hours)

Semifinal Matches (5, 7:30 p.m.)

**Saturday**

Team Practices (2 hours)

Championship Match (5 p.m.)

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YES       NO       NO with Exception

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## SECTION IX: VOLUNTEER PROGRAM

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The LOC is responsible for the creation, implementation and execution of an extensive volunteer program, including a comprehensive recruiting and a shift assignment program.

### A. Goals of the Volunteer Program

The volunteer program shall strive to accomplish the following goals: (1) provide an enthusiastic and warm welcome to NCAA guests visiting the city, (2) answer questions and provide information to visitors and (3) contribute to the general atmosphere and excitement surrounding the championship.

### B. Volunteer Policies

1. **Age Requirement.** Volunteers must be 18 years of age or older. Upon NCAA approval exceptions to this requirement can be individuals with driving responsibilities must be 25 years of age or older. For liability purposes, waiver forms will be provided by the NCAA for each volunteer and must be collected by the LOC prior to the first day of the championship.
2. **Student-Athlete Volunteers.** Student-athletes or prospect-aged individuals may be recruited in a manner consistent with all general public volunteers. The LOC cannot make a specific volunteer presentation to student-athletes. Student-athletes and prospect-aged individuals may apply to volunteer in the same manner as individuals from the general public.

### C. Volunteer Selection

1. **Recruiting Organization.** The NCAA suggests that the LOC use an organization that has extensive experience in recruiting, training and managing volunteers. The NCAA recommends that volunteer recruiting begin no later than nine months in advance of the championship. Organizations that are solicited and provide volunteers shall not receive corporate recognition or identification.
2. **Selection Guidelines.** Volunteers shall be selected on their knowledge, pride in their city and a willingness to meet the goals of the volunteer program. Key volunteers must have the ability and flexibility to make a significant time commitment. The NCAA and the LOC shall encourage recruitment and selection of a diverse pool of volunteers, including ethnic minorities and women.
3. **Training Sessions.** The LOC shall conduct one or two large seminar-type training sessions to familiarize the volunteers with the policies, guidelines and purpose of the volunteer program. Subsequent to these sessions, committee chairs shall conduct volunteer training sessions for their respective operational areas.
4. **Volunteer Handbook.** The LOC shall create a volunteer handbook, providing championship information, volunteer responsibilities, information hotline numbers, etc.

### D. Volunteer Uniforms

1. **Financial Responsibility.** At its expense, the NCAA will provide uniforms (e.g., hat, polo shirt, jackets, etc.) to its volunteers.

2. **Production Management.** The NCAA with the LOC will coordinate the ordering, production design and colors of the volunteer apparel. The championship logo and licensee's mark may be embroidered on the apparel.
3. **Preferred Vendors.** The NCAA has an agreement with a licensee to provide volunteer apparel for all NCAA championships.

The Division II Festival, including the championship volunteer needs below, will require a commitment of more than 210 volunteers per day in various capacities with the championships and Festival operations.

For the general operations of the Division II Festival, approximately 25 volunteers per day will be needed at student-athlete breakfasts, interactive lounges and study areas. Additionally, these volunteers will assist in a myriad of on-site championship duties including hospitality rooms, supervision at NCAA community engagement events, assist in the set-up of championships, and etc. The NCAA Festival coordinator will provide the host a detailed listing of volunteer duties to be fulfilled at hotels, championship sites and ancillary events no later than three (3) months prior to the event. The host should provide a detailed explanation of volunteer resources in their community to fulfill these volunteer needs as prescribed in this section.

#### **MEN'S AND WOMEN'S CROSS COUNTRY CHAMPIONSHIP VOLUNTEER NEEDS**

Approximately 75 volunteers will be needed for assignments, including course safety, finish chute, hospitality, concessions, parking and merchandise sales. Details are included in the Host Operations Manual. A proposed list of volunteers/personnel for all areas should be submitted to the NCAA committee and staff for review. For full details, please refer to the Host Operations Manual, which outlines general personnel needs, and the NCAA Track and Field and Cross Country Rules Book, which outlines officiating needs and responsibilities.

1. Course Marshals.
2. Event Management.
3. Student-athlete basket carriers.
4. Video board operators.
5. Packet pick-up coordinator.
6. Drug testing couriers, if necessary.
7. Sports medicine staff to include physicians and EMT.
8. Media room and heat sheets/results production.
9. Results runners.
10. Hospitality coordinator.
11. National anthem singer.
12. Ticket coordinator.
13. Electrician.
14. Facility management.
15. Ticket sellers/takers.
16. Security.
17. Concessions.
18. Merchandise sellers.
19. Parking attendants, if necessary.
20. Additional operational needs.

### **FIELD HOCKEY CHAMPIONSHIP VOLUNTEER NEEDS**

Approximately 25 volunteers per day will be needed for assignments, including scoreboard operations, scoring control, spotters, hospitality, media and merchandise sales.

### **MEN'S AND WOMEN'S SOCCER CHAMPIONSHIP VOLUNTEER NEEDS**

Approximately 50 volunteers per day will be needed for assignments, including scoreboard operations, scoring control, spotters, hospitality, media and merchandise sales.

1. Media runners.
2. Public address announcer and spotters.
3. Merchandise sales.
4. Hospitality coordinator.
5. National anthem singers and color guards.
6. Ticket sellers/takers/ushers.
7. Game day manager and assistants to help with pregame activities and awards ceremony.
8. Drug-testing couriers, if applicable.
9. Volunteers to help set up various in-game promotions, staff autograph sessions and fan activities.
10. Ball runners. Six per game – must be age 10 or older.
11. Other duties to be determined.

### **WOMEN'S VOLLEYBALL CHAMPIONSHIP VOLUNTEER NEEDS**

Approximately 20 volunteers per day will be needed for assignments, including scoreboard operations, three-person ball rotation, hospitality, media runners, floor sweepers and merchandise/program sales.

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.**