

CHAMPION YOUR CITY

NCAA® SITE SELECTION PROCESS





CHAMPION YOUR CITY.

NCAA® SITE SELECTION PROCESS AND INFORMATION



2026 NCAA DIVISION II NATIONAL CHAMPIONSHIPS FESTIVAL
Championships Included: Men's Basketball and Women's Basketball
SPORTS SPECIFIC INFORMATION



CHAMPION YOUR CITY.

NCAA® SITE SELECTION PROCESS AND 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 the Division II National Championships Basketball Festival that will feature these two (2) NCAA Division II championships:

- Men’s Basketball
- Women’s Basketball

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 from the NCAA DII Championships Committee. All activities and events associated with the championship 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 jbaldwin@ncaa.org Support Staff: Nancy O'Hara |
| DIVISION II MEN'S BASKETBALL | Manager: Donnie Wagner dwagner@ncaa.org Support Staff: Jay Jay Rackley |
| DIVISION II WOMEN'S BASKETBALL | Manager: Kelsey Jones kjones@ncaa.org Support Staff: Kerstin Hunter |





FOLLOW-UP QUESTIONS OR REQUESTS RELATED TO THE BID MATERIALS

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.

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 | March 21-22 | Evening of March 22 |
| STUDENT-ATHLETE LOUNGES / STUDY AREAS AT HOTELS | March 20-28 | March 22-28 |
| COMMUNITY ENGAGEMENT EVENTS | March 22-27 | March 22-27 To be determined |
| VIP RECEPTION | March 25-26 | Evening of March 25 or 26 |
| CLOSING CEREMONY | March 28 | Evening of March 28 |

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 BASKETBALL | March 21-29 | March 22, 24, & 26 | March 23, 25, & 27 |
| WOMEN'S BASKETBALL | March 21-29 | March 23, 25, & 27 | March 24, 26, & 28 |

** All dates are subject to change based on opening ceremony and other ancillary events, 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 occur (i.e., arrival and departures).*





MEN'S BASKETBALL

| DATE FORMULAS | |
|---------------|---|
| Regionals (8) | SECOND WEEKEND IN MARCH (SATURDAY, SUNDAY AND TUESDAY) |
| Elite Eight | <p>FOURTH WEEKEND IN MARCH (WEDNESDAY, THURSDAY AND SATURDAY)</p> <p>Note: Elite Eight will always occur the week prior to the Division I Men's Final Four, even if the date formula conflicts due to the number of weekends in March in a given year. When there are five Saturdays in March, the Elite Eight will be a week later.</p> <p>Should the date formula change during the bid cycle, the NCAA will work with selected hosts to ensure the playing venue is available.</p> |

The Division II Men's Basketball Championship provides for a maximum field of 64 teams. All eight regional qualifiers will advance to a regional site. The eight regional tournaments will be conducted to determine the eight quarterfinalists, who will advance to the Elite Eight.

*Should the Division II Men's Basketball Championship be played in conjunction with the Division I Men's Final Four, the Elite Eight site may host only the quarterfinals and semifinals of the Division II Men's Basketball Championship. If this were to occur quarterfinal games may be played on Wednesday or Thursday with semifinal games on Friday or Saturday.

WOMEN'S BASKETBALL

| DATE FORMULAS | |
|---------------|---|
| Regionals (8) | SECOND WEEKEND IN MARCH (FRIDAY, SATURDAY AND MONDAY) |
| Elite Eight | <p>FOURTH WEEKEND IN MARCH (TUESDAY, WEDNESDAY AND FRIDAY)</p> <p>Note: Elite Eight will always occur the week prior to the Division I Women's Final Four, even if the date formula conflicts due to the number of weekends in March in a given year. When there are five Saturdays in March, the Elite Eight will be a week later.</p> |

The Division II Women's Basketball Championship provides for a maximum field of 64 teams. All eight regional qualifiers will advance to a regional site. The eight regional tournaments will be conducted to determine the eight quarterfinalists, who will advance to the Elite Eight.

*Should the Division II Women's Basketball Championship be played in conjunction with the Division I Women's Final Four, the Elite Eight site may host only the quarterfinals and semifinals of the Division II Women's Basketball Championship. If this were to occur quarterfinal games may be played on Wednesday or Thursday with semifinal games on Friday or Saturday.





SECTION IV: FACILITY REQUIREMENTS

Opening Ceremony

All NCAA Division II National Championships Festival participants are invited to attend this unique kick-off event to the 2026 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 500 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 date, location and format of the ceremony.

Closing Ceremony

The NCAA and host may provide an informal awards and trophy presentation to recognize the national champion teams. 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 300 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, if applicable.

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. The NCAA will make the final decision on location and format of the ceremony, if applicable.

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. The NCAA will make the final decision on location and format of the ceremony, if applicable.

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 10,000 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.





MEN'S BASKETBALL CHAMPIONSHIPS

NCAA activities at the facility traditionally have been the responsibility of the facility personnel (or host institution/conference representatives), due to their familiarity and experience with the respective Elite Eight facilities. Therefore, most of the following information is for the benefit of facility personnel, not the LOC. These tasks should be assigned to individuals based on their expertise.

1. Alcoholic Beverages.

On the dates of competition or practice, no alcoholic beverages or “nonalcoholic” beer shall be sold or dispensed for public or private consumption anywhere in the arena. No such beverages shall be brought to the site during the championships (i.e., during the period from the time access is available to spectators until all patrons have left the facility or area used for consumption).

Alcoholic beverages may not be served in facility clubs or restaurants beginning at the time the facility opens to the public and ending 90 minutes after conclusion of the final contest (or practice) of the day. Facility clubs or restaurants are those areas where patrons have access to the facility seating area without passing a ticket taker's position.

Alcoholic beverages shall not be delivered to private viewing suites on the dates of NCAA practice or competition. Additionally, it shall not be permissible for alcoholic beverages to be distributed or consumed outside the private viewing suites.

2. Americans with Disabilities Act.

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 NCAA will rely on host organizations to confirm compliance with the act by the host facilities. The host is responsible to check and see that its facility will be in compliance as of the dates of the championships and to advise the NCAA national office.

3. Facility Use Dates.

The facility shall be reserved for the exclusive use of the NCAA not later than 8 a.m. the Saturday before the competition, through 8 a.m. the Sunday after the competition. (The facility shall make best efforts to complete arena set-up for the Elite Eight the Monday morning preceding the national quarterfinal games.) All working press areas should be set not later than noon Monday.

4. NCAA Space Requirements.

The facility shall propose its plan for space assignments to the NCAA for approval at an early date. Such space shall be used for the NCAA tournament session before the championship. All space shall be available no later than noon Monday of the week of the Elite Eight. The facility shall provide a detailed diagram of the space listed herein to the NCAA.





Office Space. The NCAA shall designate an office space for the use of the 10 basketball committee members and NCAA staff beginning Sunday preceding the games, through 8 a.m. Sunday after the games.

Athletic Training Rooms. Appropriate athletic training facilities and supplies shall be available on site for the teams. The LOC shall arrange for a certified athletic trainer (generally the host institution's athletic trainer) and one doctor to be available on open practice and game days.

Statistics Control Area. An area shall be provided for use of the media coordinator and staff. It must have sufficient electrical power for operation of a photocopy machine.

Team Locker Rooms. A minimum of four locker rooms of comparable size and quality, with showers and toilets, must be available for teams in each locker room, along with lockers for players and coaches.

Assignment. Locker rooms shall be assigned by the NCAA, based on quarterfinal pairings.

Timing clock. It is suggested that a game clock is provided in each team locker room and the officials' locker room.

Supplies. Each locker room must be clean and adequately supplied with towels and soap, toilet paper, water and ice, soft drinks (Coke products), a training table and a dry erase board, dry erase markers and eraser for practices and games. Supplies and refreshments for the locker rooms shall be provided by the facility under the supervision of the NCAA and at cost to the LOC.

Attendants. The host shall assign two individuals to ensure that all locker rooms are fully stocked with the appropriate supplies before each practice and game.

Officials Dressing Room. Two rooms, with showers, to accommodate at least four individuals at a time must also be available. A sign reading "NCAA use only" shall be posted on the door of this room.

Video Distribution Area. Space shall be identified for audio and video distribution. This area should accommodate a minimum of 10 television and/or radio crews.

Entrances to Arena. Each entrance must be staffed by an adequate number of persons. Every available entrance must be operational. Signs must be posted to clearly identify all entrances. Signs must also state, "No Re-admittance." No one should be allowed to enter without a ticket or credential. Public entrances shall be opened one hour before game time. An external public address announcement may be used to advise ticket patrons of gate accessibility, prohibited items, fan accommodations, etc. The NCAA must approve this announcement in advance.

Team Personnel Entrance. Team personnel will be admitted through a special entrance determined by the host. A table and chairs should be placed at this entrance for staffing. **On each day of practice and competition, only those individuals with a participant credential will be admitted. There will be no exceptions.** Once inside the arena, participants should wear the participant credential for access to court-side, media areas and other secured locations, including end zone seating area for non-participants (e.g., participants in the Elite Eight, just not that particular game).





Media Entrance. This entrance shall be located as close as possible to the media work area. This entrance shall be opened and staffed three hours before game time.

Media Credentials Distribution. A secured area (to accommodate, at a minimum, a table, security officer and media workers) shall be established adjacent to the media entrance. Credentials shall be distributed from this area using Sports Systems online check-in tool.

Photography Areas. Not less than 17 feet of space for photographers shall be provided between the end line and the first row of seats in each end zone.

Sports Sciences Areas. Two facilities or a divided facility must be available for all team championships inasmuch as the NCAA drug tests winning and losing teams. Areas must have controlled access. Only the drug-testing crew, student-athletes and witnesses will be allowed in the waiting areas. The specimen collection areas should be fully equipped with restroom facilities adjacent to the waiting areas.

5. **Interview Room/Media Work Areas.**

The interview room must accommodate a minimum of 40 persons, seated theater style. This area shall be set no later than noon Saturday preceding the Elite Eight.

It must accommodate a sound system, two wireless microphones for media to ask questions, lighting, sufficient electrical outlets, camera platform, an audio mixer, a mult-box, and an elevated dais for eight interviewees, two tables, four to six microphones and eight chairs. A sound technician should be on hand for all news conferences. The NCAA will furnish name tent cards, microphone flags and a backdrop banner to be hung immediately behind the dais.

Courtside Media Area. The facility shall provide, at its expense, courtside media work space as designated by the NCAA for a minimum of 60 sideline workers. The courtside media area shall be set no later than noon Sunday the week of the Elite Eight.

Tables. It is recommended that all tables be 30 inches wide. The scorers' tables and the CBS announcers' position must be 30 inches wide; however, 18-inch tables may be used for the media. Topping and skirting must be dark in color.

Electrical Outlets. One outlet must be provided for every two working-press positions. It is suggested that the outlets be placed on the tops of the press tables.

Telephones. One telephone line will be provided for the participating teams' official radio station at each courtside working position. At its own expense, a media agency may order an additional telephone line to be installed at a courtside working position. This line is to be outside the normal allotment.

Media Work Area. This area must accommodate a minimum of 40 persons. Electrical connections shall be placed on the tops of tables. A minimum of one outlet power strip shall be available for every two seats. This area shall be set no later than noon Sunday preceding the Elite Eight.

Media Refreshment Area. A refreshment area, separate from the work area, if possible, shall be provided to accommodate a minimum of 50 individuals. The LOC, with possible assistance from the NCAA, will provide refreshments. The NCAA shall not be required to pay corkage or other fees for such beverage and food. This





area shall be set no later than noon Sunday of the week of the Elite Eight.

Media Buffet Area. The media buffet area should accommodate a minimum of 150 persons. It may be combined with the refreshment area if appropriate.

Communications Equipment. The Host SID should have the following equipment, at the local organizing committee's (LOC) expense, available for the championship and in place and operable by noon the Monday preceding the Elite Eight.

Computers. Two laptop computers, two laser printers and livestats software for in-game statistics for the primary and back-up statistics crew. One laptop computer to be used at the credential check-in table for credential pick-up.

Copiers. Two high-speed photocopy machines (minimum of 75-100 pages per minute) for reproducing statistics and other material. The machines shall also include a 20-bin collator and an automatic stapler. This shall be delivered to the arena the Friday before the Men's Elite Eight. The LOC shall be responsible for the installation and service costs for these machines. The LOC shall arrange for an equipment operator and technician at no cost to the NCAA.

Monitors. Eight statistical monitors on press row. They will be placed at the seat locations of CBS Sports (1), Westwood One Radio (1), NCAA Committee (2), each participating radio network (3), and primary local media (1).

Paper. Ten (10) cases of copy paper at the arena should be delivered on the Friday before the Men's Elite Eight.

Printers. Four laser printers shall be available to the participating SID's and media in the media work room. One laser printer shall be available for the NCAA office (Championship Manager, Media Coordinator, Committee members).

Radios. Six two-way radios for the Media Coordination team.

Wireless Access. Wireless access should be available in the interview room, media work room and press row. The access should be able to accommodate the number of media in attendance. A technical representative able to solve wireless issues should be on site during all games and on call for all practice days.

The facility is required to provide a secured high speed wireless/data network (WLAN) to support the NCAA, host conference staff, radio-rights holders, media and other users approved by the NCAA. The facility must provide dedicated bandwidth to support back-of-house locations such as the media workroom, interview room, NCAA office and other areas designated by the NCAA.

The data network must include hardware and software to support industry-standard security requirements; this includes provided encryption tools, a methodology to restrict user access, and support for real-time reporting of usage and bandwidth utilization.





The facility shall provide technical support at no charge to the NCAA and other users during the tournament. If the network is managed by a third-party contractor, technical staff must be on-site during the tournament.

Wireless deployment. Minimum 100 meg. The facility must provide a sufficient number of access points support IEEE 802.11g and 802.11n technology for the radio rights holders, media Turner/CBS Sports, NCAA staff and the host conference to use the Wireless Network (WLAN).

Access to wireless network. Access to wireless must be by pass code and not for the general public. Hard-wired internet lines: (12) – arena; (10) – media work room and (2) NCAA office.

Wireless Microphones. Two wireless hand-held microphones for use during the postgame news conferences (interview room) and one for use by the NCAA basketball committee chair when presenting the NCAA trophy (the microphone must be compatible with the arena sound system and with CBS Sports audio).

6. Non-Permissible Items.

The arena management is responsible for enforcing NCAA policies in this area. Patrons shall be advised of non-permissible items by the language printed on the back of each ticket, and patrons shall be encouraged to return non-permissible items to their automobiles. An area shall be established for the checking and securing of such articles at the patron's expense.

Video Equipment. A ticket patron may not bring video equipment into the arena. Still photography cameras are permissible.

Noisemakers. Artificial noisemakers, air horns, electronic instruments, etc., are not permissible. The facility is responsible for removing these items from the arena. Megaphones may be used for voice amplification, but they shall not be used as a distraction.

Signs, Flags, Banners. Non-commercial banners or hand-held signs that are deemed by the games committee to be non-offensive in nature and do not obstruct other spectator's views of the contest are allowable.

Promotional Items. Promotional items (e.g., cups, shakers, flags, etc.) with commercial slogans or identification are not allowed on the premises without the permission of the NCAA. Items such as newspapers, handbills, flyers, memorabilia, T-shirts, caps, etc. (except products sold by the NCAA or its agents) may not be distributed on the premises.

7. Official Scorer's Table.

Size of Table. The official table shall be 40-48 feet in length. Minimum width should be 30 inches. The tables must be electronic LED tables. The table must be provided by the host at no cost to the NCAA.

Chairs. The NCAA will order an appropriate number of chairs or slip covers for chair backs for the scorer's table.

Official Scorer's Location. Seat location of the official scorer must be identified with an "X" or small NCAA logo on the floor in front of the position.





8. Parking.

The facility shall be responsible for revenue, maintenance and security in connection with its parking areas, at its expense.

Satellite Trucks and Other Remote Equipment. The facility shall provide parking space for satellite trucks and mobile equipment of all credentialed electronic media agencies. A reasonable "parking" fee to cover costs such as security and electricity, to be determined by the host in accordance with the facility's customary rates for other events, may be charged to agencies that have not purchased live telecasting or broadcasting rights from the NCAA. All media agencies should be notified of this fee before the championship.

Complimentary Parking. The facility shall provide 30 complimentary parking spaces in prime locations to be used at the sole discretion of the NCAA. Parking credentials (if necessary), provided at LOC expense, should be delivered to the NCAA.

9. Personnel.

The facility shall furnish and pay for all operating personnel deemed necessary by the host and the NCAA, including, but not limited to, ushers, ticket-takers, exit watchmen, private security officers, parking attendants, special police, city police and firemen. All such personnel are to be under the sole direction and control of the facility and are not to be considered employees or agents of the host institution/conference or the NCAA.

Credentials. All facility personnel must wear credentials provided by the NCAA unless a standard uniform is used for identification purposes. Otherwise, the facility must submit a listing of all individuals to receive credentials to the NCAA national office by the designated date provided by the NCAA staff liaison.

Media Assistants. The Host SID will designate staff members, sports information personnel and other media professionals to administer specific assignments on practice days and game days, with the understanding that individuals will have multiple media responsibilities. These individuals shall serve in a volunteer role.

10. Playing Court.

The LOC shall provide a playing court for use at the competition site. The court shall be installed not later than noon Monday before the competition. The facility shall provide assistance in installing the court to the specifications of the NCAA and any NCAA applicable playing rules. It is preferred that the court provided by the LOC is as neutral as possible and would require minimal covering of signage on the actual playing surface. The NCAA may bring in a special court depending upon the floor provided by the LOC.

Size. The floor will be 120 feet by 62 feet.

Design. The NCAA will create a floor design that will complement the arena decorations. The center-court design will highlight the Elite Eight logo. The center-court logo must be in compliance with the respective season's NCAA basketball rules. There must be a continuous line through the center of the court through the logo, and the outer jump circle must be visible. The inner "small" circle need not be visible for NCAA play. (See diagram of court layout in Appendix R.)

Traction Devices. The NCAA will provide "Slipp-Nott" or similar traction aides. (See "Slipp Nott" in Section No.





7.1.)

Ladders. The facility shall provide a ladder at each end of the court for the winning team members to cut down the nets after the national championship game. [Note: Werner may provide two ladders for this purpose. The NCAA will alert the host if this is finalized.]

WOMEN'S BASKETBALL CHAMPIONSHIPS

NCAA activities at the facility traditionally have been the responsibility of the facility personnel (or host institution/conference representatives), due to their familiarity and experience with the respective Elite Eight facilities. Therefore, most of the following information is for the benefit of facility personnel, not the Host/LOC. These tasks should be assigned to individuals based on their expertise.

1. Facility Use Dates:

The facility shall be reserved for the exclusive use of the NCAA not later than 8 a.m. the Saturday before the competition, through 8 a.m. the Sunday after the competition. (The facility shall make best efforts to complete arena set-up for the Elite Eight the Sunday morning preceding the national quarterfinal games.) All working press areas should be set not later than noon Sunday.

2. NCAA Space Requirements:

The facility shall propose its plan for space assignments to the NCAA for approval at an early date. Such space shall be used for the NCAA tournament session before the championship. The facility shall provide a detailed diagram of the space listed herein to the NCAA.

Office Space. The NCAA shall designate an office space for the use of the 10 basketball committee members and NCAA staff beginning Sunday preceding the games, through the national championship game.

Athletic Training Rooms. Appropriate athletic training facilities and supplies shall be available on site for the teams. The LOC shall arrange for a certified athletic trainer (generally the host institution's athletic trainer) and one doctor to be available on open practice and game days.

Team Locker Rooms. A minimum of four locker rooms of comparable size and quality, with showers and toilets, must be available for teams in each locker room, along with lockers for players and coaches.

Assignment. Locker rooms shall be assigned by the NCAA, based on quarterfinal pairings.

Timing clock. A game clock is required in each team locker room and the officials' locker room.

Supplies. Each locker room must be clean and adequately supplied with towels and soap, toilet paper, water and ice, soft drinks (Coke products), a training table and a dry erase board, dry erase markers and eraser for practices and games. Supplies and refreshments for the locker rooms shall be provided by the facility under the supervision of the NCAA and at cost to the LOC.

Attendants. The host shall assign two individuals to ensure that all locker rooms are fully stocked with the





appropriate supplies before each practice and game.

Officials Locker Rooms. Two rooms, with showers, to accommodate at least six individuals at a time must also be available.

Video Distribution Area. Space shall be identified for audio and video distribution. This area should accommodate a minimum of 8 television and/or radio crews.

Entrances to Arena. Each entrance must be staffed by an adequate number of persons. Every available entrance must be operational. Signs must be posted to clearly identify all entrances. No one should be allowed to enter without a ticket or credential. Public entrances shall be opened one hour before game time. An external public address announcement may be used to advise ticket patrons of gate accessibility, prohibited items, fan accommodations, etc. The NCAA must approve this announcement in advance.

Team Personnel Entrance. Team personnel will be admitted through a special entrance determined by the host. A table and chairs should be placed at this entrance for staffing. On each day of practice and competition, only those individuals with a participant credential will be admitted. There will be no exceptions. Once inside the arena, participants should wear the participant credential for access to court-side, media areas and other secured locations, including end zone seating area for non-participants (e.g., participants in the Elite Eight, just not that particular game). **The 20 participant credentials distributed to each of the eight participating institutions are not transferable.**

Media Entrance. This entrance shall be located as close as possible to the media work area. This entrance shall be opened and staffed three hours before game time.

Media Credentials Distribution. A secured area (to accommodate, at a minimum, a table, security officer and media workers) shall be established adjacent to the media entrance. Credentials shall be distributed from this area.

Photography Areas. Not less than 17 feet of space for photographers shall be provided between the end line and the first row of seats in each end zone.

Sports Sciences Areas. Two facilities or a divided facility must be available for NCAA drug testing. Areas must have controlled access. Only the drug-testing crew, student-athletes and witnesses will be allowed in the waiting areas. The specimen collection areas should be fully equipped with restroom facilities adjacent to the waiting areas.

4. Interview Room/Media Work Areas.

The interview room must accommodate a minimum of 40 persons, seated theater style. This area shall be set no later than Noon Saturday preceding the Elite Eight.

It must accommodate a sound system, two wireless microphones for media to ask questions, lighting, sufficient electrical outlets, camera platform, an audio mixer, a mult-box, and an elevated dais for seven interviewees, two tables, seven microphones and seven chairs. A sound technician should be on hand for all news conferences. The NCAA will furnish name tent cards, microphone flags and a backdrop banner to be hung immediately behind the dais.





Courtside Media Area. The facility shall provide, at its expense, courtside media work space as designated by the NCAA for a minimum of 40 sideline workers. The courtside media area shall be set no later than noon Sunday the week of the Elite Eight.

Tables. It is recommended that all tables be 30 inches wide. The scorers' tables and the CBS announcers' position must be 30 inches wide; however, 18-inch tables may be used for the media. Topping and skirting must be dark in color.

Electrical Outlets. One outlet must be provided for every two working-press positions. It is suggested that the outlets be placed on the tops of the press tables.

Telephones. One telephone line will be provided for the participating teams' official radio station at each courtside working position. At its own expense, a media agency may order an additional telephone line to be installed at a courtside working position. This line is to be outside the normal allotment.

Media Work Area. This area must accommodate a minimum of 40 persons. Electrical connections shall be placed on the tops of tables. A minimum of one outlet power strip shall be available for every two seats. This area shall be set no later than noon Sunday preceding the Elite Eight.

Media Refreshment Area. A refreshment area, separate from the work area, if possible, shall be provided to accommodate a minimum of 50 individuals. The LOC, with possible assistance from the NCAA, will provide refreshments. The NCAA shall not be required to pay corkage or other fees for such beverage and food. This area shall be set no later than noon Sunday of the week of the Elite Eight.

Communications Equipment. The host should have the following equipment, at the local organizing committee's (LOC) expense, available for the championship.

Computers. Two laptop computers, two laser printers and NCAA livestats software for in-game statistics for the primary and back-up statistics crew. One laptop computer and a laser printer for post-game quotes, notes and game story by media assistant staff.

Copiers. Two high-speed photocopy machines (minimum of 75-100 pages per minute) for reproducing statistics and other material. The LOC shall be responsible for the installation and service costs for these machines. The LOC shall arrange for an equipment operator and technician at no cost to the NCAA.

Monitors. Eight statistical monitors on press row.

Paper. Ten (10) cases of copy paper at the arena.

Printers. Four laser printers shall be available to the participating SID's and media in the media work room. One laser printer shall be available for the NCAA office (Championship Manager, Media Coordinator, Committee members).

Radios. Six two-way radios for the Media Coordination team.

Wireless Access. Wireless access should be available in the interview room, media work room and press row. The access should be able to accommodate the number of media in attendance. A technical





representative able to solve wireless issues should be on site during all games and on call for all practice days.

The facility is required to provide a secured high speed wireless/data network (WLAN) to support the NCAA, host conference staff, radio-rights holders, media and other users approved by the NCAA. The facility must provide dedicated bandwidth to support back-of-house locations such as the media workroom, interview room, NCAA office and other areas designated by the NCAA.

The data network must include hardware and software to support industry-standard security requirements; this includes provided encryption tools, a methodology to restrict user access, and support for real-time reporting of usage and bandwidth utilization.

The facility shall provide technical support at no charge to the NCAA and other users during the tournament. If the network is managed by a third-party contractor, technical staff must be on-site during the tournament.

Wireless deployment. Minimum 100 meg. The facility must provide a sufficient number of access points support IEEE 802.11g and 802.11n technology for the radio rights holders, media Turner/CBS Sports, NCAA staff and the host conference to use the Wireless Network (WLAN).

Access to wireless network. Access to wireless must be by pass code and not for the general public. Hard-wired internet lines: (12) – arena; (10) – media work room.

Wireless Microphones. Two wireless hand-held microphones for use during the postgame news conferences (interview room) and one for use by the NCAA basketball committee chair when presenting the NCAA trophy (the microphone must be compatible with the arena sound system and with CBS Sports audio).

5. Non-Permissible Items:

The arena management is responsible for enforcing NCAA policies in this area. Patrons shall be advised of non-permissible items by the language printed on the back of each ticket, and patrons shall be encouraged to return non-permissible items to their automobiles. An area shall be established for the checking and securing of such articles at the patron's expense.

Video Equipment. A ticket patron may not bring video equipment into the arena. Still photography cameras are permissible.

Noisemakers. Artificial noisemakers, air horns, electronic instruments, etc., are not permissible. The facility is responsible for removing these items from the arena. Megaphones may be used for voice amplification, but they shall not be used as a distraction.

Signs, Flags, Banners. Non-commercial banners or hand-held signs that are deemed by the games committee to be non-offensive in nature and do not obstruct other spectator's views of the contest are allowable.

Promotional Items. Promotional items (e.g., cups, shakers, flags, etc.) with commercial slogans or identification are not allowed on the premises without the permission of the NCAA. Items such as newspapers,





handbills, flyers, memorabilia, T-shirts, caps, etc. (except products sold by the NCAA or its agents) may not be distributed on the premises.

6. Official Scorer's Table.

The official table shall be 40-48 feet in length. Minimum width should be 30 inches. The tables must be electronic LED tables. The table must be provided by the host at no cost to the NCAA.

7. Parking:

The facility shall be responsible for revenue, maintenance and security in connection with its parking areas, at its expense.

Satellite Trucks and Other Remote Equipment. The facility shall provide parking space for satellite trucks and mobile equipment of all credentialed electronic media agencies. A reasonable "parking" fee to cover costs such as security and electricity, to be determined by the host in accordance with the facility's customary rates for other events, may be charged to agencies that have not purchased live telecasting or broadcasting rights from the NCAA. All media agencies should be notified of this fee before the championship.

Complimentary Parking. The facility shall provide 30 complimentary parking spaces in prime locations to be used at the sole discretion of the NCAA. Parking credentials (if necessary), provided at LOC expense, should be delivered to the NCAA.

8. Personnel:

The facility shall furnish and pay for all operating personnel deemed necessary by the host and the NCAA, including, but not limited to, ushers, ticket-takers, exit watch person, private security officers, parking attendants, special police, city police and firemen. All such personnel are to be under the sole direction and control of the facility and are not to be considered employees or agents of the host institution/conference or the NCAA.

Credentials. All facility personnel must wear credentials provided by the NCAA unless a standard uniform is used for identification purposes. Otherwise, the facility must submit a listing of all individuals to receive credentials to the NCAA national office by the designated date provided by the NCAA staff liaison.

Media Assistants. The Host SID will designate staff members, sports information personnel and other media professionals to administer specific assignments on practice days and game days, with the understanding that individuals will have multiple media responsibilities. These individuals shall serve in a volunteer role.

9. Playing Court:

The Host/LOC shall provide a playing court for use at the competition site. The court shall be installed not later than noon Sunday before the competition. The facility shall provide assistance in installing the court to the specifications of the NCAA.





Size. The floor will be 120 feet by 62 feet.

Design. The center-court design will highlight the Elite Eight logo and will be created by the NCAA. The center-court logo must be in compliance with the respective season’s NCAA basketball rules and installed no later than Saturday at noon before the competition.

Traction Devices. The NCAA will provide “Slipp-Nott” or similar traction aides.

Ladders. The facility shall provide a ladder at each end of the court for the winning team members to cut down the nets after the national championship game. [Note: Lowe’s may provide two ladders for this purpose. The NCAA will alert the host if this is finalized.]

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

Hotel Room Block

| | # of Hotels | Service Level | Wed | Thu. | Fri. | Sat. | Sun. | Mon. | Tues | Wed. | Thu. | Fri. | Sat. | Sun | Notes |
|----------------------|----------------------------|-------------------------------|-----|------|------|------|------|------|------|------|------|------|------|-----|--|
| Teams ¹ | 2 (maximum) | Full-Service | | | | 252 | 336 | 336 | 336 | 336 | 336 | 336 | 336 | c/o | Breakfast should be included in the room rate. |
| Officials | 1 | Full-service is not necessary | | | | | 26 | 26 | 21 | 21 | 18 | 18 | 18 | c/o | Breakfast and suite types are preferred. |
| Association /Vendors | Headquarters or Team hotel | Full-Service | 8 | 16 | 24 | 50 | 50 | 65 | 65 | 65 | 65 | 65 | 50 | c/o | |
| Total | 4 (max) | See above | 8 | 16 | 24 | 302 | 427 | 427 | 422 | 422 | 419 | 419 | 404 | | |

Team allocation: 20 double/doubles and 1 suite, per team

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.

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

Administration.

The host institution must recommend local hotels for use by the competing teams and the NCAA. The NCAA must approve all hotel contracts prior to signing the contract. It is strongly recommended that each hotel be equally accessible to the arena and have its own full-service restaurant and catering capabilities.

Food and Beverages.

Hotels shall keep food and beverage outlets open and provide room service as late as possible on all nights during the championship.

Host Staff Apparel.

The NCAA will encourage its licensees to provide standard sportswear to be worn by hotel personnel (e.g., front-desk employees and bell staff) at headquarters and team properties. The design may include the manufacturer’s logo and





the Elite Eight logo. The NCAA must also approve the design in advance. Cost for this item is the responsibility of the LOC, unless a licensee donates it.

Hotel Room Needs.

The LOC shall reserve rooms as part of the room block for the NCAA, media, NCAA corporate partners, and participating institutions (20 double-double rooms and one complimentary suite for each team, if available). Additional rooms should be available for special guests and fans. Separate hotels may be used.

Basketball Committee/NCAA Staff Accommodations. The NCAA staff and men's and women's basketball committee members will arrive Saturday/Sunday/Monday. A list of individuals who will stay at the headquarters hotel will be forwarded to the headquarters hotel on or about the Monday before the quarterfinals. Checkout will be Saturday, championship game day, or Sunday.

Three of the rooms in the standard block are to be upgraded to parlor suites when possible for the basketball committee.

Competing Institutions' Responsibility. Each competing institution is obligated to confirm or cancel the accommodations. An institution is not obligated to stay at the designated property; however, it is responsible for the cost of rooms if canceling its reservations and then securing its own accommodations. The participating institutions are responsible only for the rooms reserved. If an institution prefers to stay at another hotel, it must (1) obtain a release for the rooms (in writing) from the hotel manager; or (2) use the rooms for persons accompanying the official traveling party. If an institution fails to make satisfactory arrangements for use of rooms with the hotel, full charges for the rooms will be billed to the institution.

Complimentary Suite and Meeting Space. One complimentary suite for the director of athletics or head coach and complimentary meeting space should be provided to each team as part of the block (if available).

Early Departure. The host shall familiarize the properties with the tournament format so the management understands in advance that a losing team customarily departs the area after its last game or the next morning.

Officials Accommodations. The LOC shall reserve 13 rooms (**which must be at a separate hotel from the student-athletes**) for the officials. All hotel expenses (single room and tax, but not incidentals) for officials required to stay overnight at the championship site shall be paid by the host institution and later reimbursed by the NCAA.

During the week of the Elite Eight, the NCAA shall advise the hotel management of the game officials' names. Otherwise, the game officials' names shall be kept confidential.

Reservations. The team rooms should be reserved beginning Sunday night before the competition. It is possible that teams could arrive as early as Saturday.

Room Blocks. Every effort should be made to block each team's rooms together on the same floor. Room blocks for team boosters should not be on the same floor as the team.

Room Rate. Room rates for the NCAA, press and participating teams must be comparable in range. The NCAA accepts standard complimentary policy of at least 1/50. The NCAA also will select a complimentary parlor for a meeting room. This will be provided outside the complimentary block.





Housing Bureau for General Public.

The host city convention and visitors bureau may provide housing information to the general public at the time public game tickets are distributed. Any housing information shall be produced at the host’s expense. All items for distribution in conjunction with the ticket mailing must be submitted to the NCAA for approval not later than 11 months before the Elite Eight.

LOC Obligation.

The NCAA will request assistance from the host city convention and visitors association in reserving rooms to accommodate each Elite Eight constituency. It shall be the LOC’s responsibility to communicate the NCAA requirements to the hotel properties before the awarding of the Elite Eight to the city. The hotels will be responsible for providing rates to the NCAA no later than September 1, approximately six months in advance.

The LOC is responsible for reaching agreements with the hotels.

Welcome Banners.

The NCAA shall provide standard "welcome" banners for the headquarters hotel and team hotels (two for each property). It is requested that no signs with commercial identification be displayed in the hotels (except banquet). If the LOC chooses to distribute its own banners, the NCAA must approve the design in advance.

Welcome Buttons.

The LOC may choose to distribute welcome buttons, at its expense, to headquarters and team properties as part of developing a “look” throughout the city. The LOC must submit the design of the buttons for NCAA approval.

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SECTION VI: NCAA/HOST RESPONSIBILITY

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, lodging (room and tax) 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 programs.
9. Merchandise from Event 1.
10. Hydration product and equipment for participants.
11. Wilson balls for all championship contests and practices.
12. Funding for marketing and promotional efforts.
13. Funding for operational expenses as approved in the proposed budget.
14. Various equipment (provided by official equipment providers).
15. Funding for opening, closing and VIP reception events.
16. Funding for student-athlete breakfasts, interactive lounges and study areas.
17. Enhanced in-venue signage and décor.
18. Various equipment.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facility for practices and competition complete with all floor markings as required by the NCAA. Basket supports along with a playing floor shall be provided by the host.





2. Recommended practice facilities for teams that arrive early (no practice at competition venue site until the day prior to commencing of competition). Hosts should also arrange for alternate practice facilities throughout the week of competition, when the competition court is unavailable for practice due to the championships.
3. Volunteers and head table personnel, as requested.
4. Key administrative personnel.
5. Media coordination.
6. Creation of championship website and web maintenance.
7. First aid/medical services/AED on-site/ambulance on-site.
8. Championships hospitality (include in budget and reimbursed: for athletes, committee, volunteers, officials, etc.).
9. Food/beverage concessions.
10. Public address system.
11. Support personnel – ushers, ticket takers, media runners, etc.
12. Desk personnel – timekeepers, crew chiefs, runners, scorekeepers, backups and thumper (wrestling specific).
13. Security.
14. Media room (fully equipped including internet access).
15. Media seating/work area with constant refreshments.
16. Tickets.
17. 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.
18. Appropriate directional signage within and outside the venue.
19. Equipment that is not provided by official equipment providers.
20. Necessary meeting space.
21. 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, 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 VIII: SCHEDULE OF EVENTS

Saturday, March 21

Women's teams arrive
Women's Coaches Meeting

Sunday, March 22

Women's practices
Men's teams arrive
Women's Coaches press conference
Men's Coaches press conference
Opening Ceremonies
Men's Coaches Meeting

Monday, March 23

Women's Quarterfinals
Men's practices (offsite)

Tuesday, March 24

Men's Quarterfinals
Women's Semifinalist practices (offsite)

Wednesday, March 25

Women's Semifinals
Men's day off

Thursday, March 26

Men's Semifinals
Women's day off

Friday, March 27

Women's National Championship
Men's practice

Saturday, March 28

Men's National Championship

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



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SECTION IX: VOLUNTEERS

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 Nike and PPI 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 75 volunteers per day in various capacities with the championships and Festival operations.

For the general operations of the Division II Festival, approximately 30 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 BASKETBALL CHAMPIONSHIPS VOLUNTEER NEEDS

Approximately 50-60 volunteers per day will be needed for assignments.

A minimum of ten volunteers will be needed to assist with the Opening Ceremony on Monday night. At least two volunteers are needed to act as media runners, four volunteers are needed for ticketing purposes, and several volunteers may be needed to act as parking attendants during the championship. The number of volunteers needed for media and merchandise sales will depend on the setup of those operations. In addition, four volunteers are needed as it relates to games management, two videographers, four ball kids per game and four locker room attendants are also required. A minimum of eight teams hosts are needed to assist each team during their stay in your city.

WOMEN'S BASKETBALL CHAMPIONSHIPS VOLUNTEER NEEDS

Approximately 50 volunteers per day will be needed for assignments. Volunteers are typically needed in the following areas: media, ticketing, parking, merchandise sales, games management, videography, ball kids (four per game) and locker room attendants. The specific number of volunteers needed in these areas will depend on the set up of each operation.

It is required that a minimum of eight teams hosts are needed to assist each team during their stay in your city.



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