

CHAMPION YOUR CITY

NCAA® SITE SELECTION PROCESS





CHAMPION YOUR CITY.

NCAA® SITE SELECTION PROCESS AND INFORMATION



2024 NCAA DIVISION II NATIONAL CHAMPIONSHIPS FESTIVAL

Championships Included: Men's and Women's Golf; Women's Lacrosse; Softball;
and Men's and Women's Tennis

SPORTS SPECIFIC INFORMATION



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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 Spring Festival that will feature these six (6) NCAA Division II championships:

- Men’s and Women’s Golf
- Women’s Lacrosse
- Softball
- Men’s and Women’s Tennis

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 FESTIVAL AND CHAMPIONSHIPS 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 GOLF	Manager: John Baldwin jbaldwin@ncaa.org Support Staff: Nancy O'Hara
DIVISION II WOMEN'S GOLF	Manager: Jay Jay Rackley jrackley@ncaa.org
DIVISION II WOMEN'S LACROSSE	Manager: Donisha Carter dcarter@ncaa.org
DIVISION II SOFTBALL	Manager: Molly Simons msimons@ncaa.org Support Staff: John Kuzio
DIVISION II MEN'S AND WOMEN'S TENNIS	Manager: Roberta Page rpage@ncaa.org Support Staff: Leslie Cagle





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	May 19-20	Evening of May 20
STUDENT-ATHLETE LOUNGES / STUDY AREAS AT HOTELS	May 17-25	May 19-25 Open no later than noon on May 19 and close by noon on May 25
COMMUNITY ENGAGEMENT EVENTS	May 19-25	May 19-25 To be determined
VIP RECEPTION	May 23-24	Evening of May 24
CLOSING CEREMONY	May 24-25	Evening of May 25

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 GOLF	May 19-25	May 20	May 21-25
WOMEN'S GOLF	May 19-25	May 20	May 21-25
WOMEN'S LACROSSE	May 19-25	May 21, 22 & 24	May 23 & 25
SOFTBALL	May 19-25	May 20	May 21-25
MEN'S AND WOMEN'S TENNIS	May 19-25	May 19 & 20	May 21-25

** 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 occur (i.e., arrival and departures).*





MEN'S GOLF CHAMPIONSHIPS

DATE FORMULAS	
Regionals (4)	Thursday-Saturday one and a half weeks prior to the finals
Finals	Monday-Friday during the third full week in the month of May.

The 2024 Division II Men's Golf Championship will be held as part of the Division II National Championships Festival. The dates of competition in 2024 will be adjusted from the date formula shown above and the championship will be conducted Tuesday, May 21 through Saturday, May 25.

The NCAA Division II Men's Golf Championships will consist of both team and individual competition conducted concurrently. Ten teams and the top four individuals not with a team will be selected from each region to compete in one of four 54-hole regional tournaments. The top five teams and the top two individuals not with a team from each regional (regardless of region) will advance to the finals. Tiebreakers and playoffs will be used to determine advancement to the finals.

At the finals, all 20 teams and eight individuals will complete 54 holes of stroke play. Following 54 holes of stroke play, an individual champion will be declared along with finishers 2-10. The top eight teams after 54 holes of play will be placed into a bracket and seeded based on 54-hole scores. The pairings for the quarterfinals will be Seed #1 versus Seed #8, Seed #2 versus Seed #7, Seed #3 versus Seed #6 and Seed #4 versus Seed #5 competing in head-to-head medal play (stroke play over 18 holes and low score wins a point).

Each team match will consist of five points with one point being awarded for each individual match. Winning teams will advance to the semifinals and subsequently the finals. Each individual match will be played to its completion and the first team to win three points within the team match will advance, or in the case of the final match be declared the national champion.

In the event that a team match is tied after all five individual matches, the total strokes of the five players from each team will be calculated with the winning team having the fewest strokes. If still tied, a sudden death playoff will occur with all five scores counting from each team to determine the advancing team. Lineups, for pairing purposes, in the head-to-head medal play portion of the championship will be determined by the head coaches, using a "Presidents Cup" selection style to determine the lineups, beginning with the higher seeded team as determined through 54-hole stroke play competition. Ties for eighth place will be broken by a sudden-death playoff outlined in this manual. Ties within the top eight will be broken using the non-sudden death tiebreaking procedures outlined in this manual. Pairings for both the stroke play and head-to-head medal play portion of the finals can be found at ncaa.org on the Division II Men's Golf page.

The men's golf committee has the ability to institute an administrative cut after 36 holes of play to the top 15 teams and top six individuals not on those teams. The administrative cut will only occur after all other options to complete 54 holes of play by all 108 participants have been exhausted.

(The championship format is subject to change.)





WOMEN'S GOLF CHAMPIONSHIPS

DATE FORMULAS	
Regionals (4)	Monday to Wednesday one week prior to finals.
Finals:	Tuesday to Saturday the second full week of May.

The NCAA Division II Women's Golf Championships will consist of both team and individual competition conducted concurrently. The top twelve (12) teams and the top (6) individuals not with a team will be selected from each region to compete in one of four 54-hole regional tournaments. The top four (4) teams, plus the top four (4) individuals not with a team from each regional will advance to the finals. Tiebreakers and playoffs will be used to determine advancement to the finals.

At the finals, all 16 teams and 16 individuals will complete 54 holes of stroke play. Following 54 holes of stroke play, an individual champion will be declared along with finishers 2-10. The top eight teams after 54 holes of play will be placed into a bracket and seeded based on 54-hole scores. The pairings for the quarterfinals will be Seed #1 versus Seed #8, Seed #2 versus Seed #7, Seed #3 versus Seed #6 and Seed #4 versus Seed #5 competing in head-to-head medal play (stroke play over 18 holes, with the individual with the lower score winning one point for their team).

Each team match will consist of five points with one point being awarded for each individual match. Winning teams will advance to the semifinals and subsequently the finals. Each individual match will be played to its completion and the first team to win three points within the team match will advance, or in the case of the final match be declared the national champion.

In the event that a team match is tied after all five individual head-to-head matches, the total strokes of the five players from each team will be calculated with the winning team having the fewest strokes. If still tied, a sudden death playoff will occur with all five scores counting from each team to determine the advancing team. Lineups, for pairing purposes, in the head-to-head medal play portion of the championship will be determined by the head coaches, using a "Presidents Cup" selection style to determine the lineups, beginning with the higher seeded team as determined through 54-hole stroke play competition. Ties for eighth place will be broken by a sudden-death playoff outlined in this manual. Ties within the top eight will be broken using the non-sudden death tiebreaking procedures outlined in this manual. Pairings for both the stroke play and head-to-head medal play portion of the finals can be found at ncaa.org on the Division II Women's Golf page.

The women's golf committee has the ability to implement an administrative cut after 36 holes of play to the top 15 teams and top six individuals not on those teams. The administrative cut will only occur after all other options to complete 54 holes of play by all 96 participants have been exhausted.

(The championship format and schedule is subject to change.)

WOMEN'S LACROSSE CHAMPIONSHIP

DATE FORMULAS FOR FINALS	
First Round	One week before the finals (Saturday) on campus sites.





Championship	Third weekend in May (Saturday-Sunday); Adjustments will be made for the 2024 Division II National Championships Festival (Thursday & Saturday)
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The 2024 Division II Women’s Lacrosse Championship will be conducted May 23 & 25 as part of the Division II National Championships Festival.

SOFTBALL CHAMPIONSHIP

DATE FORMULAS	
Regionals (16)	Two weeks prior to finals (Friday – Sunday; Thursday –Sunday, only if a no Sunday Play policy team is competing)
Super Regionals (8):	Weekend prior to finals (Friday - Saturday)
Finals:	Championship played on the fourth weekend in May

The championship provides for a field of 64 teams. Four teams will participate at each of sixteen regional sites in a double-elimination tournament. The sixteen teams advancing from regional competition will participate in a two-team, best of three super regional at eight sites. The finals will include the eight super regional winners.

The 2024 Division II Softball Championship will be conducted May 21-25 as part of the Division II National Championships Festival.

MEN’S AND WOMEN’S TENNIS CHAMPIONSHIPS

DATE FORMULAS	
Preliminary Rounds	Saturday – Sunday or Monday – Tuesday prior to Finals (alternates by gender).
Finals*	Third Tuesday - Friday or Wednesday - Saturday in May (alternates by gender).

The team championships shall comprise a maximum of 48 teams. The teams will play a single-elimination tournament at as many as 16 regional sites (up to five teams at each site) per gender and the finals site (16-team bracket) to determine the national champion.

Dual-Match Format:

1. Three doubles followed by six singles (3-6 format). The format is three six-game pro-set doubles matches with a seven-point tiebreak at 6-all. Doubles will be followed by six best-of-three set singles matches.
2. Seven team points. The team that wins two of the three doubles matches receives one point. Each singles match is worth one point. Four or more points are required to win the team match.
 - a. After the doubles point has been decided, any remaining doubles match shall be abandoned.





- b. One the outcome of the team match has been decided, a shortened format shall be played unless both coaches agree otherwise, or conference rules supersede. Matches still in the second set shall play a 10-pint tiebreak in lieu of the third set. Any match already in the third set shall be played to completion. A match that has not started shall consist of two sets with a 10-point tiebreak played at one set all.

- 3. Scoring. No-ad scoring will be used for both doubles and singles matches.

The championships will use the following schedule of competition:

(One Gender)

Tuesday – Round of 16

Wednesday – Quarterfinals

Thursday – Semifinals

Friday – Finals

(One Gender)

Wednesday - Round of 16

Thursday - Quarterfinals

Friday - Semifinals

Saturday -Finals

The 2024 championship will be conducted May 21-25 as part of the Division II National Championships Festival.

The prospective host that is bidding on this championship agrees to all terms and conditions as outlined above in this Championship Bid Specifications Agreement. We agree to comply with all the requirements listed in this document and to administer the designated championship in accordance with the policies of the NCAA and the applicable NCAA sports committee. Prospective hosts that agree with all the requirements listed in this document for the designated championship shall signify agreement by selecting “Yes” below.

YES

NO

NO with Exception

Prospective hosts who do not agree with all requirements in this document shall select either “No” or “No with Exception” and declare any issues and/or exceptions regarding the aforementioned terms. Please note: any proposed revisions to the language in this document must be specified in the bidding portal to be considered.





SECTION IV: Facility Requirements

Opening Ceremony

All NCAA Division II National Championships Festival participants are invited to attend this unique kick-off event to the 2024 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.





MEN'S GOLF CHAMPIONSHIPS

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 host and facility agree that the facility shall be available for exclusive use by the NCAA starting at 6 a.m. on the Monday before the competition and until the conclusion of the final round. (Monday is a practice round day; Tuesday through Saturday are competition days). During that period of time, the facility will be clean and accessible, and playing conditions must be safe and of championships caliber. Practice facilities shall not utilize artificial surfaces.
2. 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.
3. The course shall be arranged in accordance with the Rules of Golf as far in advance as possible, but in no event later than Tuesday before the competition. This includes the following:
 - a. Fairways that are 20-30 yards wide depending upon the design of the hole. The fairways should provide prime landing areas that are fair which provide firm, tight turf. The fairways should be cut to a height of 7/16 of an inch.
 - b. A practice area should be provided which includes an area to hit every club in the bag, as well as a putting green and short-game area.
 - c. Putting greens should be cut each morning. The speed of the greens and hole locations will be determined during a site visit. Typically, greens are at least 10.5 on the stimpmeter. Collars and approaches around the green should be cut to 1/4" to 3/8 of an inch.
 - d. Courtesy walks to the fairways should be cut on each hole to a length of 1.5 inches.
4. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
5. The NCAA shall be provided exclusive use of meeting space in the clubhouse during the championships at no cost to the NCAA.
6. 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.
7. The facility must provide the following additional space, at its expense, with all areas subject to the approval of the NCAA:





- a. A training area for student-athletes.
 - b. Media workspace for 20-30 with appropriate lighting, heat, air-conditioning and toilet facilities.
 - c. Two areas of private meeting space with internet connections (either wireless or hard wire); one for the use of the NCAA and one for the use of the officials. These areas will be used for both respective groups for their operational needs throughout the competition.
 - d. A statistics control area containing one photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per-copy speed of 75 per minute. The copy machine shall also 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. This area should also include one high speed hard-wired internet line along with wireless capabilities and a high-speed printer.
 - e. A room for drug testing that has a waiting area, toilet facilities and a minimum of 500 square feet of space.
 - f. An area for Golfstat to set up scoring central. This area should be at least 200 square feet in size.
8. The facility shall provide, at its expense, tables, chairs, skirting, bunting, pipe-and-drape and platforms for all areas described herein as required by the NCAA.
 9. The facility shall provide approximately 75 complimentary parking spaces for the participating teams, NCAA representatives, officials and Golfstat in prime locations.
 10. The facility shall be responsible for, and pay the costs of, the coordination and installation of limited interior and exterior decorations and signage. This would include championship signage and hole information.
 11. The facility shall provide at least one main scoreboard, as well as a minimum of two on-course leaderboards (manual or electronic).
 12. The course will supply electric golf carts (approximately 60) for use by competing institutions, the NCAA committee, officials and Golfstat (finals only) at no additional cost to the NCAA.





WOMEN'S GOLF CHAMPIONSHIPS

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. Tournament and practice facilities must be reserved for the tournament commencing 7 a.m. Monday through the conclusion of the final round Saturday.
3. No competition at the collegiate level will be allowed at the championships course within ten days of the championship unless it is the home course of the host institution.
4. 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.
5. The course shall be arranged in accordance with the USGA Rules of Golf as far in advance as possible, but in no event later than the day before the competition.
6. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
7. The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
 - a. An on-site training facility shall be available. This area should provide the necessary facilities for all training needs.
 - b. The facility shall provide work areas for approximately 25 working press. Telephone and copy machines shall be made available to the working media. The host media coordinator shall oversee this area. The Media work space with appropriate lighting, heat, air-conditioning and toilet facilities.
 - c. A statistics control area containing one photocopier machine with capabilities for reproducing statistics and other material on bond paper 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. This area should also include one high speed, hard wired internet line along with wireless capabilities and a high speed printer. This area should be a minimum of 400 square feet in size.
 - d. A hospitality area shall be reserved for student-athletes and coaches. This area should be at least 200 square feet in size and should include tables and chairs away from public areas.
 - e. A room for drug testing, with a waiting area, toilet facilities and a minimum of 500 square feet of space.





- f. An area should be available to accommodate 20 persons. The committee, host and officials for various meetings during the tournament will use this space.
 - g. The facility shall provide an office area for the NCAA committee. The area should accommodate eight persons and be equipped with (or have ready access) a computer and printer.
10. The facility shall provide, at its expense, tables, chairs and skirting as required by the NCAA.
 11. The facility shall provide approximately 60 complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations.
 12. The facility shall provide at least one scoreboard in a location that is easily viewable by spectators.
 13. The course will supply electric golf carts for use by competing institutions, the NCAA committee and officials (approximately 50).
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WOMEN'S LACROSSE CHAMPIONSHIP

Listed below are specific requirements a facility must meet to be considered to host the Division II women's lacrosse championship, as well as secondary considerations that are desirable but not mandatory in order to host this championship.

1. Competition Venue. The competition venue shall be arranged in accordance with the NCAA Women's Lacrosse Rules as far in advance as possible, but in no event later than 9 a.m. Wednesday prior to competition. It is the responsibility of the host institution/conference to provide a field of play that meets the maximum measurements for length and width (120 yards by 65 yards), as described below. Any deviation must have the consent of the NCAA Women's Lacrosse Committee. There is special emphasis on quality of field conditions and accurate lining of the field.

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. Essential Requirements.
 - a. Regulation field with stadium lights
 - b. Visible electronic scoring/timing device on the field
 - c. Four locker rooms
 - d. Adequate spectator seating (750 or above preferred)
 - e. Press box area for media, webstream, public address announcer, etc.
 - f. Training area
 - g. Adequate security
 - h. Air horn for scorer's table
 - i. Two officials locker rooms (male and female)
 - j. Indoor backup practice area available in case of inclement weather
 - k. Videotaping of all competition
 - l. Ability to secure site and charge admission





3. Secondary Requirements.
 - a. Hospitality area
 - b. Media seating at a table and press conference area/room
4. Benches. Benches (separate from bleachers) or chairs for 38 persons per team should be set up on each side of the scorer's table.
5. Team Tents. Two 12 x 12 tents (minimum size) with benches for teams to meet at during halftime if locker rooms are too far from field.
6. Hospitality Area. A tournament hospitality area should be available. Participating teams' representatives (president, athletics administrators, coaches, sports information personnel and trainers), host institution VIPs, media and NCAA lacrosse committee representatives usually are the invited guests. No others should be allowed. Team members should not be invited. The hospitality area should be open before, during and after each game for food and beverages. Coolers of Dasani should be in locker rooms for players. You may have refreshments donated, if possible; however, please refer to promotional guidelines in the general bid specifications. Alcohol **must not** be available for consumption in connection with an NCAA championship.
7. Officials' Hospitality. A hospitality area should be provided for the officials to relax in before, between and after games, with refreshments provided. If such an area is not available, please provide soft drinks, water or other beverages, and snacks/fruit for the officials in their locker room as well as towels. It is recommended that the officials' hospitality area be separate from the general hospitality area if possible.
8. Scorer's Table. If the scoreboard and other game operations are separate from the press box area, there should be enough seats at the scorer's table for the following individuals: scorer, alternate official, public-address announcer, statistics crew, scoreboard operator and the NCAA staff and committee. However, if the scoreboard and other game operations are located in the press box area, there should be adequate seating for the following individuals: alternate official and the NCAA staff and committee. In addition, the scorer's table must be covered. It is preferred that the scorer's table be elevated to provide enhanced sight lines of the games for the table officials and the games committee members. The scorers' table must have communication capabilities with the press box.
9. Meeting Rooms. Meeting rooms available on-site—one large room (for 25 individuals) and one small room (for 6 individuals) for committee and required administrative meetings.





SOFTBALL CHAMPIONSHIP

A facility diagram should be included in the bid package materials. Priority will be given to hosts with lighted fields (or access to lighted fields), all other criteria being equal. Recommendation: 150 foot candles in the infield and outfield.

The facilities used in the softball championship must meet the requirements listed in the NCAA Softball Rules and Interpretations Book, as well as the ones listed below:

Required

If due to inclement weather, it is determined by the NCAA representative in consultation with the softball committee chair and NCAA liaison, games can be moved to a different field other than the one described in the bid process. If this move occurs, ALL remaining games MUST be played on the back-up field.

1. FIELD OF PLAY

- a. The distance of the outfield fence shall not exceed 220 feet. Outfield fences shall be a minimum of 190 feet in left and right fields.
- b. A **six-foot, non-collapsible fence** 200 feet all around is required. If a host's outfield permanent fence does not conform to the minimum 190 feet in right and left fields and maximum 220 feet in center field and a portable fence is used, portable pieces of fence may be used in the areas of the field where the field distance requirement has not been met (i.e., if the center field fences is 225 feet but the lines down right and left fields are 190 feet, a piece of fence may be brought in the center field area to bring center field into compliance). It is not necessary to surround the entire field with a portable fence.
- c. Vertical backstop (with no hood), outfield fences and sideline fences (permanent preferred, temporary is mandatory) must enclose the playing field.
- d. The distance from home plate to the backstop must be a minimum of 25 feet (maximum 30 feet).
- e. The infield may be skinned or artificial. The outfield must be grass or artificial turf.
- f. An **electronic** scoreboard and public address system (including a backup, if possible) must be available.
- g. A tarp, where applicable, must be available for inclement weather. The tarp crew should be prepared for tarping the entire field on short notice, and be able to accomplish this without the assistance of participating teams.
- h. Bullpens must be similar in size, composition (dirt preferred) and similar in proximity from each dugout. Must also have the same number of pitching plates and mounds. Pitchers for subsequent games may have access to bullpens with priority given to the game in progress.
- i. All on-site corporate signage must be covered.
- j. Personnel to shag balls should be provided.
- k. A designated, restricted and comparable area for stretching and throwing only will be provided to teams in the immediate proximity to the playing field.
- l. 4-inch field lines.
- m. 2 front toss screens.
- n. Foul poles must extend vertically upward at the point it intersects the home-run fence. The color of the foul pole should be white or fluorescent orange.





2. DUGOUTS

- a. Permanent, enclosed dugout must accommodate 28 persons.
- b. The dugout must be covered and enclosed from spectators and inclement weather. A temporary cover is permissible.
- c. The banned bat list should be in each dugout. Several copies should be made available. Color copies are preferred.
- d. Must provide cups, water, ice and trash in each dugout. All cups and coolers must be plain. ALL LOGOS must be covered. NCAA cups and coolers must be used at all times at final site.
- e. Dugouts should be cleaned after each game.

3. SPECTATOR AREA

- a. Implement crowd control procedures. At least one uniformed security guard should be at the facility during competition.
- b. Sign stating that all practices are closed must be posted for all practices prior to the beginning of actual tournament game play. Once the actual tournament begins, practices are open.
- c. Designate team seating areas in the stands; should be marked with appropriate signage.
- d. Press box should be an enclosed space and size to allow for a minimum of 12 individuals to work (i.e., NCAA.com broadcasters, official scorers, statisticians, etc.)
- e. A covered three-sided press area must be provided.
- f. Designate a scorer's table. Allow seating for NCAA committee, umpires and liaisons (15 people total) on field and in press box. If possible, cover scorer's table with bunting or other appropriate material.
- g. Implement security measures for restricted access areas (locker rooms, press area, hospitality, etc.).
- h. Upon request, a minimum of two phone lines must be available for use at press row (radio/internet/phone/fax).
- i. A covered interview area, with restricted access, must be provided in a relatively quiet area (i.e., not in close proximity to player or media hospitality) that is secure and secluded from spectators and player hospitality.

4. HOSPITALITY AREAS

- a. A covered tournament hospitality area (minimum size of 20' x 30') should be available for final sites.
- b. Implement security measures for restricted access areas (locker rooms, press area, hospitality, etc.).

5. LOCKER ROOMS

- a. Locker rooms are not required but are preferred; **however**, if the host team has a locker room, a comparable area must also be provided for the visiting teams.
- b. Implement security measures for restricted access areas (locker rooms, press area, hospitality, etc.).

6. UMPIRE GAME ACCOMODATIONS

- a. There must be a designated area for a private umpire's lounge. Umpires should have the ability to lock this area upon leaving.
- b. Towels must be available for umpires.
- c. Water, cups and snack items should be made available in the lounge area.
- d. Implement security measures for restricted areas (locker rooms, press area, hospitality, etc.).





7. OTHER REQUIREMENTS

- a. The facility must be enclosed in order to charge admission and minimum seating should provide no fewer than 500 unobstructed seats.
 - b. Concessions and an athletic training facility must be available on-site. If permanent facilities are not available, tents may be used to meet this requirement.
 - c. Adequate restrooms must be on site (portable or permanent) within 100 feet of the facility.
 - d. Designate drug-testing area, if selected.
 - e. Designate a coin flip area and should be near the actual field of play.
 - f. Designate an area for sale of championship merchandise.
 - g. Designate a telephone number for teams to call for schedule/field condition updates in the event of inclement weather.
 - h. Adequate parking must be available on site for teams, tournament personnel and umpires. Complimentary designated parking with restricted access for NCAA staff and umpires must be provided.
8. 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.
9. For all rounds, all teams should be accorded practice facilities of **equal quality** beginning with the day immediately preceding the tournament and during the tournament.
- a. It is suggested that batting practice be arranged on a field other than the tournament field in the event more than one game is to be played on a given day.
 - b. Participating teams must be allowed to practice on the game field for a maximum one hour, **weather permitting**. In addition, a nearby practice facility can be available for additional practice time. The NCAA representative will monitor practices on the competition field. If a team arrives early, it may take the field at that time but is still limited to the scheduled amount of time.
 - c. Be sure to build in transition time (approximately 10 minutes) into the practice schedule. Practices are closed (facility permitting) and may not be used for scouting purposes.
 - d. On game day, each team will be permitted a maximum of seven minutes for shared practice and seven minutes of individual practice prior to game time on the competition field.





MEN'S AND WOMEN'S TENNIS CHAMPIONSHIPS

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. A minimum of 24 outdoor competition hard-surface courts (lighted preferred) of similar speed and surface in banks of six (preferred) at one site and a minimum of six indoor courts of similar speed and surface to the outdoor competition courts must be available at 6 a.m. for the Round of 16 matches through the conclusion of the final competition matches for the championships.

Per ITA regulations, a quality indoor tennis facility is one used exclusively for tennis. The playing surface shall be of hard court construction, designed specifically for tennis, and coated with a recognized tennis surface. The only lines on the playing surface shall be standard tennis court lines. A multi-purpose recreational facility is not acceptable.

3. The facility must be available from 7 a.m. Monday preceding the competition through the conclusion of the final match for the purpose of preparing for, practicing for and conducting the competition (Monday-Saturday). During that period of time, the facility will be clean and accessible, and court conditions must be safe and of championships caliber.
4. 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.
5. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
6. The NCAA shall be provided exclusive use of meeting space at the competition tennis facility during the championships.
7. At the discretion of the NCAA, practice sessions may be open to the public at no admittance charge. Merchandise and concessions may be sold.
8. The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
 - a. A training area for approximately 25 student-athletes at one time.
 - b. Media work space for 15 with appropriate lighting, air-conditioning, internet access and toilet facilities.
 - c. Two areas of private office space, one for use of the NCAA (12 individuals) and one for the use of the





- officials. (15 individuals)
- d. A statistics control area containing one photocopy machine 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 two different colors of paper for these machines during the championships.
 - e. A room for drug testing, with a waiting area, toilet facilities (separate for each gender) and a minimum of 500 square feet of space.
9. The facility shall provide, at its expense, proper wind screening on all competitive courts, singles sticks for all courts, 12 umpire chairs, chairs or bench seating for change-overs for all courts, tables, chairs, skirting, bunting, pipe-and-drape and platforms for all areas described herein as required by the NCAA. Areas include merchandise sales, results posting, and hospitality areas.
 10. The facility shall provide for proper cleaning and drying of all competition courts in case of inclement weather during practices and competition which should include an adequate number of rollers, squeegees and blowers (2 per court), with a minimum of two people (per court) to assist with drying.
 11. The host and facility shall provide on-site access to a minimum of two racket stringers beginning with the first day of practice and concluding with the final day of competition.
 12. The facility shall provide 35 complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations.
 13. The facility shall be responsible for and pay the costs of the coordination and installation of decorations inside and outside the competition venue, including both indoor and outdoor courts.
 14. The host shall secure sufficient facilities enough for approximately 350 individuals, for the hosting of championships banquet.
 15. The host institution/sponsoring agency agrees to provide 6 complimentary parking spaces in prime locations to be used at the sole discretion of the men's and women's tennis committee
 16. The facility shall provide 38 two-way radios for the committee, Tournament Director, Sports Information Director, score reporters, officials and other designated by the committee.
 17. Ensure space is available for storage of awards, water and Powerade product, tennis balls and other pertinent equipment.
 18. The facility must provide ice for practice and competition days.





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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.

Specific Guidelines:

	# of Hotels	Service Level	Thu.	Fri	Sat	Sun	Mon	Tues	Wed	Thur	Fri	Sat	Sun	Notes
Teams ¹	3 (maximum)	Full-Service				405	578	578	578	578	578	578	c/o	Rate should include breakfast
Officials	1	Full-service is not necessary				45	60	70	70	70	70	70	c/o	Breakfast and suite types are preferred.
Association/Vendors	Headquarters or Team hotel	Full-Service	6	12	32	50	50	50	50	50	50	50	c/o	
Total	5 (max)	See above	6	12	32	500	688	698	698	698	698	698	c/o	

Hotel Room Block (peak night ratio):

¹ Room Types: 466 Doubles, 112 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.

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

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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 program (digital).
9. Merchandise from Event 1.
10. Hydration product and equipment for participants.
11. Basic signage package.
12. Tee Markers/Flags/Scoresheets/Scorecards/Tees/Designated Coaches Credentials (golf specific).
13. STX will supply game and practice balls and two goal cages with nets to be used for practices and game competition. (women's lacrosse 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 equipment providers.
19. Other items as later requested by the NCAA.





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SECTION VII: MARKETING REQUIREMENTS

- 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.
- 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.
- 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.

- 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
- Support Documents.** Hosts should refer to the following support documents when developing marketing plans and budgets: NCAA Ticket Promotional Use Guidelines, NCAA Sales Commission Guidelines, and NCAA Micro-Site Guidelines.

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SECTION VII: SCHEDULE OF EVENTS

TENTATIVE FESTIVAL & CHAMPIONSHIPS SCHEDULE OF EVENTS

SUNDAY, MAY 10

All Day	NCAA Staff and Committees Arrive
All Day	SB, MGo. W Go, MWTen: Teams Arrive

MONDAY, MAY 11

All Day	NCAA Staff and Committees Arrive
All Day	WLax, MWTen: Teams Arrive
All Day	Officials Arrive
6:00 a.m.-8:00 a.m.	Team Breakfast
9:00 a.m.-3:00 p.m.	MGo: Practice Round
9:00 a.m.-3:00 p.m.	WGo: Practice Round
8:00 a.m.-5:00 p.m.	SB: Practices
8:00 a.m.-5:00 p.m.	MWTen: Practices
6:30 p.m.	NCAA National Championships Festival Opening Ceremonies

TUESDAY, MAY 12

All Day	Officials Arrive
5:30 a.m.-8:00 a.m.	Team Breakfast
7:30 a.m.-7:00 p.m.	MGo: First Round Competition
7:30 a.m.-5:00 p.m.	WGo: First Round Competition
8:00-11:00 a.m.	MWTen: Practices
11:00 a.m.-9:00 p.m.	SB: Games 1-4
9:00 a.m.-4:00 p.m.	WLax: Practices
Noon & 4 p.m.	MWTen: First Round Competition - Women

WEDNESDAY, MAY 13

5:30 a.m.-8:00 a.m.	Team Breakfast
7:30 a.m.-7:00 p.m.	MGo: Second Round Competition
7:30 a.m.-5:00 p.m.	WGo: Second Round Competition
8:00 a.m.-9:45 a.m.	SB: Practices
8:00 a.m. & Noon	MWTen: First Rounds - Men
11:00 a.m.-9:00 p.m.	SB: Games 5-8
4:00 p.m.	MWTen: Quarterfinals - Women
9:00 a.m.-4:00 p.m.	WLax: Practices

THURSDAY, MAY 14





5:30 a.m.-8:00 a.m.
 7:30 a.m.-7:00 p.m.
 7:30 a.m.-5:00 p.m.
 9:00 a.m.-9:45 a.m.
 9:00 a.m.-4:00 p.m.
 9:00 a.m.
 11:00 a.m.
 11:00 a.m.-9:00 p.m.
 1:00 p.m.
 3:00 p.m.

Team Breakfast
 MGo: Third Round Competition
 WGo: Third Round Competition
 SB: Practices
 WLax: Practices
 MWTen: Quarterfinals - Men
 WLax: Semifinal Game 1
 SB: Games 9-12
 MWTen: Semifinals - Men
 WLax: Semifinal Game 2

FRIDAY, MAY 15

5:30 a.m.-8:00 a.m.
 7:30 a.m.
 7:30 a.m.
 9:00 a.m.
 11:00 a.m.
 12:00 p.m.-7:30 p.m.
 1:00 p.m.
 1:30 p.m.
 1:30 p.m.

Team Breakfast
 MGo: Quarterfinal round of Head-to-Head Medal Play competition
 WGo: Quarterfinal round of Head-to-Head Medal Play competition
 MWTen: Semifinals - Men
 WLax: Practices
 SB: Games 13/14, F1
 MWTen: Finals - Women
 MGo: Semifinal round of Head-to-Head Medal Play competition
 WGo: Semifinal round of Head-to-Head Medal Play competition

SATURDAY, MAY 16

6:00 a.m.-8:00 a.m.
 9:00 a.m.-1:00 p.m.
 9:00 a.m.-1:00 p.m.
 9:00 a.m.
 10:00 a.m.-11:30 a.m.
 12:00 p.m.-5:00 p.m.
 2:00 p.m.
7:00 p.m.

Team Breakfast
 WGo: Final round of Head-to-Head Medal Play competition
 MGo: Final round of Head-to-Head Medal Play competition
 MWTen: Finals - Men
 WLax: Practices
 SB: Games F2-F3 (if necessary)
 WLax: Championship Game
NCAA National Championships Festival Closing Ceremonies

**Schedule is subject to change.*



Finals – Division II National Championships Festival

Monday

Practice Facilities Open (a.m.)
Team Registration Begins (a.m.)
Players and Coaches Meeting (a.m.)
Practice Round Begins with Shotgun Start (a.m.)
Practice Facilities Close (p.m.)

Tuesday

Practice Facilities Open at 6:30 a.m.
First Round – Tee Times beginning at 7:30 a.m.
Practice Facilities Close at 7:30 p.m.

Wednesday

Practice Facilities Open at 6:30 a.m.
Second Round – Tee Times beginning at 7:30 a.m.
Practice Facilities Close at 7:30 p.m.

Thursday

Practice Facilities Open at 6:30 a.m.
Third Round – Tee Times beginning at 7:30 a.m.
Practice Facilities Close at 7:30 p.m.

Friday

Practice Facilities Open at 6:30 a.m.
Quarterfinal Matches – Tee times beginning at 7:30 a.m.
Semifinal Matches – Tee times beginning at approximately 1:30 p.m.

Saturday

Practice Facilities Open at 8 a.m.
Championship Final Match – Tee times beginning at 9 a.m.

Championships Schedule and Format Subject to Change.

WOMEN'S GOLF CHAMPIONSHIPS

- | | |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Sunday | <ul style="list-style-type: none">- Committee members and staff liaison arrive- Meet with chair of the committee and staff liaison to inspect the course- Meet with committee and report on preparations for tournament- Team Registration- Check warning systems |
| Monday | <ul style="list-style-type: none">- Players and coaches meeting- Team Registration (7:30am -10 a.m.)- Practice round |



- Meet with key officials and committee
- Tuesday
 - Competition begins
 - Meeting in the afternoon with committee, host and officials' coordinator (after first round)
- Wednesday
 - Second round begins
 - Meeting in the afternoon with committee, host and officials' coordinator (after second round)
- Thursday
 - Third round begins
 - Awards ceremony as soon as final results are determined
 - Head-to-head medal play pairings
- Friday
 - Quarterfinal matches begin
 - Lunch and semifinal head-to-head-medal play pairings
 - Semifinal matches begin
 - Head-to-head medal play pairings
 - Meeting in the afternoon with committee, host and officials' coordinator
- Saturday
 - Championship matches begin
 - Awards ceremony as soon as final results are determined

WOMEN'S LACROSSE CHAMPIONSHIP

Below is the established standard game time and practice schedule for the Division II women's lacrosse championship. Note: Game times may be deviated upon special request at least one-year in advance.

MONDAY

- Morning Division II national committee members arrive.
- 5 p.m. Field/Site inspection with Division II national committee and head official.
- TBD Teams arrive.

TUESDAY

- 9:30 a.m. – 3:15 p.m. Team practices
- 3:30 p.m. Administrative meeting

WEDNESDAY

- 9:30 a.m. – 3:15 p.m. Team practices

THURSDAY

- 8:30 a.m. Officials' Meeting
- 11 a.m. Semifinal 1 (Team 1 vs. Team 4)



3 p.m. Semifinal 2 (Team 2 vs. Team 3)

FRIDAY

TBD Team practices

SATURDAY

9 – 9:30 a.m. Winner of Game 1 Shootaround

9:45 – 10:15 a.m. Winner of Game 2 Shootaround

2 p.m. Championship

SOFTBALL CHAMPIONSHIP

Sunday

Committee and team arrival (have all committee information ready for distribution).

Committee meets with host staff.

6 p.m. Facility walk-through.

Monday

All day Team Practices

TBD Coaches and SIDs Meeting

Tuesday

9 a.m. Umpires meeting

11 a.m. GAME # 1

1:30 p.m. GAME # 2

4 p.m. GAME # 3

6:30 p.m. GAME # 4

Wednesday

11 a.m. GAME # 5

1:30 p.m. GAME # 6

4 p.m. GAME # 7

6:30 p.m. GAME # 8

Thursday

11 a.m. GAME # 9

1:30 p.m. GAME # 10

4 p.m. GAME # 11

6:30 p.m. GAME # 12



Friday	Noon 2:30 p.m. 5 p.m.	GAME # 13 (if necessary) GAME # 14 (if necessary) GAME # 1 – Championship Series
Saturday	Noon 2:30 p.m.	GAME # 2 – Championship Series GAME # 3 – Championship Series (if necessary)
Sunday		Departure of teams and committee.

MEN'S AND WOMEN'S TENNIS CHAMPIONSHIPS

Event	Date	Time
Committee Arrival/Walk-through	Sunday	Noon
Teams Arrive	Sunday/Monday	All Day
Teams Practice <i>(to be assigned)</i>	Monday/Tuesday	9-11:55 / 8-10:55 a.m.
Officials Arrive	Monday	All Day (by 5 p.m.)
Mandatory Coaches Meeting/ ITA Updates	Monday	TBD
*First Rounds	Tuesday Wednesday	Noon & 4 p.m. 8 a.m. & Noon
*Quarterfinals	Wednesday Thursday	4 p.m. 9 a.m.
*Semifinals	Thursday Friday	1 p.m. 9 a.m.
*Finals	Friday Saturday	1 p.m. 9 a.m.

***Schedule of events subject to change.**



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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 280 volunteers per day in various capacities with the championships and Festival operations.

For the general operations of the Division II Festival, approximately 30-40 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, 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 GOLF CHAMPIONSHIPS VOLUNTEER NEEDS

Approximately 60-80 volunteers per day will be needed for assignments including: scoreboard operations, scoring control, walking scorers, spotters, hospitality, media and merchandise sales.

A minimum of twenty volunteers will be needed for scoring control, both in the scoring central area and on various holes throughout the golf course. At least eight volunteers will be needed daily to assist with hospitality needs, both on and off the course. The number of volunteer spotters and shuttle drivers needed on the course will depend largely on the setup and specific needs of the course itself. Similarly, the number of volunteers needed for media and merchandise sales will depend on the setup of those operations.

During the final two days of competition, volunteers will be needed to fill walking scorer and standard bearer roles with each of the individual matches. Forty volunteers will be needed for these roles on Friday morning; twenty volunteers will be needed for these roles on Friday afternoon; and ten volunteers will be needed for these roles on Saturday morning.

WOMEN'S GOLF CHAMPIONSHIPS VOLUNTEER NEEDS

Approximately 50-60 volunteers per day will be needed for assignments, including, standard bearers, scoring control, spotters, check points, hospitality, media and merchandise sales.

A minimum of ten volunteers will be needed for scoring control, both in the scoring central area and on various holes throughout the golf course. At least three to four volunteers will be needed daily to assist with hospitality needs, both on and off the course. At least one volunteer will be needed daily to serve as starters as participants tee off. The number of volunteer spotters and shuttle drivers needed on the course will depend largely on the setup and specific needs of the course itself. Similarly, the number of volunteers needed for media and merchandise sales will depend on the setup of those operations. On the final day of competition, a minimum of five volunteers will be needed to serve as standard bearers.



WOMEN'S LACROSSE CHAMPIONSHIP VOLUNTEER NEEDS

Make sure adequate personnel/volunteers will be available in the following areas:

1. Sports Information. Personnel to cover posting or results, game recaps online, facilitate press conferences, take quotes from coaches and student-athletes, serve as contact for visiting SIDs, media reps and photographers. This individual must be someone who has had experience with sports information.
2. Athletic Training.
 - a. Physician (on-call) for all games/practices
 - b. Trainer at every practice/game
 - c. Medical supplies, water and ice for all practices and games
3. Game Personnel. Besides officials, the following personnel are needed for each game:
 - a. One official scorer
 - b. One clock operator and/or one scoreboard operator
 - c. One public-address announcer
 - d. One scorer at field level
 - e. At least four qualified statisticians
 - f. Four ball retrievers (Ball retrievers must be at least 12 year of age and dress in attire that will distinguish them from the competing institutions and other sideline personnel. Please note: This attire must adhere to the NCAA logo policy. The host institution is required to train and provide for the safety of the ball retrievers.); and
 - g. Four drug-testing couriers, if applicable
4. Facility Management. Depending upon the facility the number of volunteers needed in each category will vary; however, the total number of volunteers for each day is approximately 25. Here are the various needs for the facility:
 - a. Adequate security, with at least two uniformed security persons
 - b. Escort for officials to and from locker room; preferably a security person
 - c. Ticket sellers
 - d. Ticket takers
 - e. Ushers
 - f. Concession workers



- g. NCAA merchandise sellers
- h. Hospitality area personnel
- i. Team hosts for each participating team
- j. Grounds crew/maintenance, as necessary
- k. Videographer

SOFTBALL CHAMPIONSHIP VOLUNTEER NEEDS

Approximately 20 volunteers per day will be needed for assignments, including scoreboard operations, scoring control, hospitality, media and merchandise sales.

MEN'S AND WOMEN'S TENNIS CHAMPIONSHIPS VOLUNTEER NEEDS

Approximately 25 volunteers per day will be needed for various assignments, including results updating, hospitality, concessions, and merchandise 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.

