



NCAA SITE SELECTION PROCESS





2027 & 2028
DIVISION I WOMEN'S LACROSSE CHAMPIONSHIP
SPORT SPECIFIC INFORMATION



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



SECTION I: INTRODUCTION

The National Collegiate Athletic Association (“NCAA” and/or “Association”) is pleased to provide to member institutions/conferences the opportunity to submit a proposal to host one or more NCAA championships.

The information contained in this document and the accompanying attachments provides the minimum bid specifications for hosting any of these championships, as well as essential information that will provide assistance in the development of a creative, comprehensive and competitive bid proposal. The NCAA awards the privilege of hosting an NCAA championship 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 Division I Competition Oversight Committee and Division II and Division III Championships Committees. All activities and events associated with the championship are to be approved by the sports committee.



SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
First and Second Rounds (8):	Friday and Sunday prior to quarterfinals
Quarterfinals (4):	Thursday prior to finals
Semifinals and final:	Friday and Sunday of Memorial Day Weekend

The Division I Women's Lacrosse Committee is considering bids for the following championships.

Dates Available for Bids	
2027	May 28 & 30
2028	May 26 & 28



SECTION III: GENERAL FACILITY REQUIREMENTS

In addition to those items listed in the Championships Bid Specifications document, please note the following:

1. The host and sponsoring agency agrees that the facility shall be available for the exclusive use of the NCAA starting at 8 a.m. Tuesday preceding the competition through the conclusion of the final round for the purpose of preparing for; practicing for and conducting the semifinal and final games (Thursday & Saturday are practice days; Friday and Sunday are competition days). During that period of time, the facility will be clean and accessible, and playing conditions must be safe and of championship caliber. The sponsoring agency must agree that throughout the championship weekend, the facility will be lighted and heated in the standard manner, and that the scoreboards and public-address system will be in good working order.
2. The NCAA specifically disclaims any responsibility to investigate the safety or code of compliance of the facility and parking lots or the component products, equipment, materials, designs and constructions.
3. The game field shall be arranged in accordance with all NCAA Women's Lacrosse Playing Rules as far in advance as possible, but in no later than Wednesday prior to competition.
4. The facility must have a comprehensive security and evacuation plan in case of emergencies.
5. All seats in the facility shall be under the control of the NCAA for its exclusive use during the championship. Seating capacity should be 10,000 minimum.
6. The facility must furnish the following locker room accommodations:
 - a. A minimum of four spacious locker rooms of comparable quality for teams with the following:
 - i. Shower, toilet facilities, running water, and towels available for teams.
 - ii. Signs with the teams' names must be affixed to each respective locker room door.
 - iii. Location adjacent to the field (within an approximate two-minute walk for halftime).
 - iv. Space for a minimum of 35 players and four staff, including seating.
 - v. General meeting space.
 - vi. White board.
 - vii. Television for halftime film review.
 - b. Locker room space for a minimum of eight game officials.
 - c. For all product placed in the locker rooms, please make best efforts to consider and utilize NCAA Corporate Champion/Partner product if applicable.
7. The NCAA will have exclusive rights to use all meeting rooms, private clubs and restaurants in the facility during the term of this agreement. All such space will be provided to the NCAA at no cost. The venue or its official concessionaire will provide food and beverage (and related services) to the NCAA and its designated agents



at costs not greater than the most favorable pricing that the venue (or its official concessionaire) offers or makes available to other clients that have used, or will use, the venue.

The facility must provide the following additional space, at its expense, with all areas subject to the approval of the NCAA:

- a. An athletic training area adequately staffed and large enough to accommodate the four participating teams.
 - b. Media work space for 50 with appropriate power, lighting, heat, air conditioning and toilet facilities.
 - c. Elevated seating for approximately 8-10 people at midfield for NCAA Committee, staff and additional game personnel.
 - d. Interview area for 50 with dais, podium and audio equipment. Television platforms should be available in the rear of the room.
 - e. Photographer space on the field at the discretion of the NCAA media coordinator.
 - f. One area of private office space with Internet access (wireless or a minimum of 6 Ethernet lines) for use by the NCAA.
 - g. A media coordination work area containing one photocopier machine with capability for reproducing statistics and other material on bond paper with a minimum per-copy speed of 40 per minute. The facility shall be responsible for the installation, service costs and paper for this machine during the championship. The machine also shall include a collator and automatic stapler.
 - h. Indoor press box media seating for 40.
 - i. Two separate rooms for drug testing, each with a waiting area, toilet facilities and a minimum of 500-square feet of space.
 - j. Minimum of two radio booths, a separate television booth and a separate booth to keep in-game statistics. If bidding on multiple division women's lacrosse championships, separate television booths for each would be needed.
 - k. Minimum of two scouting locations (indoor) for participating teams.
8. The facility shall provide Internet access (wireless and/or Ethernet) as required by the NCAA.
9. 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.

10. The facility shall provide 40 complimentary parking spaces for the participating teams, NCAA representatives, and officials in prime locations. Additionally, parking for television production vehicles and media should be available near the facility.
11. The facility shall provide, at no cost to the NCAA, sufficient electric power and a sufficient number of power outlets in broadcasting booths, in press locations and in identified working press areas for the operation and transmission of color television and radio broadcasts and for the operation of computer terminals used by the working press. Therefore, the following shall be available:
 - a. Minimum lighting requirements that can be found in the [NCAA Best Lighting Practices](#) lacrosse documents.
 - b. 110-volt electrical outlets in all working press areas.
 - c. Three-phase to other areas designated by the NCAA including, but not limited to, the interview room, NCAA meeting room and other special media areas.
12. The facility and host shall be responsible for the removal and/or covering of any existing signage at the discretion of the NCAA and at their own cost.
13. The facility shall provide at least one main scoreboard, sound system and a video board. The facility, at its own expense, shall provide access to any additional video boards, LED boards or matrix boards in the facility. In addition, the facility, at its own expense, shall provide a full in-venue production for all NCAA event days (e.g., game days, open practice days and other NCA event days – example: fan/sponsor events at the stadium). This production shall include a fully staffed and operational in-venue broadcast / video board control room on all event days including cameras and their operators. In addition, the production shall include access and use of control room equipment and personnel prior to event days for any pre-production/loading needed the week of the event (e.g., editing suites, play back equipment, video storage and editing systems).
14. A visible clock should be provided. A backup clock is mandatory and should be synchronized with the visible clock. The visible clock must have the ability to show the penalty time. The official clock must be operational from the scorer's table. An air horn and secondary timepiece (for timeouts and penalties) also must be available at the scorer's table. A minimum of two shot clocks and two back up shot clocks are mandatory. Additionally, a game clock should be in each locker room.
15. Benches for 50 people per team should be set up on either side of the scorer's table.
16. Any football goal posts shall be removed from each end of the playing field.
17. The NCAA owns the exclusive rights to broadcast the games on television and radio, to record the games and broadcasts thereof and to photograph the games by means of still, videotape or other motion picture cameras.



The NCAA shall have the sole right and authority to designate use of all broadcast, telecast and media locations and work areas.

18. If broadcast rights are obtained in the future, the NCAA will work with future hosts on the details of the requirements. For broadcast specific details please reference the General Section, Broadcast, Media and Internet. Please complete the power verification form and attach it with your bid (available in the bid portal).
19. The NCAA and its designated representatives shall have the right, with no obligation to make payments of any kind to the competition venue and surrounding areas/facilities that are to be used or their concessionaire or any other third parties, to provide food and beverages of its choice in any areas other than those for general fan concessions including, but not limited to, the locker rooms, media refreshment area, other working areas, private suites or gathering areas, hospitality space and office space as noted herein. If NCAA Corporate Champion/Partner requests to sample/sell product within venue footprint for general fan consumption, the competition venue agrees to make best efforts to accommodate or negotiate the parameters.

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: EVENT HISTORY

The chart below contains information on previous hosts, attendance and ticket price history since the 2017-18 season.

Year	Host	Attendance	Ticket Prices
2018	Stony Brook	4,509	All-Session Adult: \$35 All-Session Child: \$30 All-session Group: \$25 Single Session Adult: \$25 Single Session Child: \$23
2019	Maryland Sports, Johns Hopkins University	17,326	All-Session Adult: \$28.92 All-Session Child: \$30 All-session Group: \$25 Single Session Adult: \$25 Single Session Child: \$20 Single Session Group: \$20
2020	Cancelled due to COVID-19 pandemic		
2021	Maryland Sports, Johns Hopkins University	*Pandemic restrictions affected attendance numbers.	*Pandemic restrictions affected ticket sales plans.
2022	Maryland Sports, Johns Hopkins University	16,670	All-Session Adult: \$38.91 All-session Group: \$15 Single Session Adult: \$24 Single Session Student: \$18 Single Session Group: \$20
2023	Town of Cary, University of North Carolina, Chapel Hill	13,966	All-Session Adult: \$40 Single Session Adult: \$25 Single Session Team: \$20
2024	Town of Cary, University of North Carolina, Chapel Hill		
2025			
2026			



SECTION V: LODGING

The NCAA has partnered with On Location. to manage the NCAA Championship Housing Program and all championship housing needs. On Location serves as the housing partner for hundreds of events annually and, through strong relationships with various hotel brands, can deliver the appropriate mix of amenities, location and price for hundreds of thousands of room nights each year. Utilizing their expertise, On Location 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 preference to the official corporate champion/partner in the hotel category (should one exist at the time of contracting) of the NCAA. While hotels are the primary housing offerings that will be contracted, alternative options may be considered in certain situations.

Bids will be awarded contingent upon the successful negotiation of housing needs at reasonable rates. Failure to secure such reasonable rates and properties may result in rescinding of the bid award.

The host institution/conference or sponsoring agency must guarantee sufficient housing is available to meet the room block needs identified in the sport specific bid specification. Properties must meet the required service levels and be in reasonable proximity to the event venues. Rooms should not be secured or contracted nor should rates be discussed with specific properties, unless requested to do so by the NCAA.

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

All hotels contracted must have experience with and understand the needs of large sports related groups. For certain championship events, additional room blocks may be required for fan travel.

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



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

Hotel Room Block:

(The block below represents the contract for 1 team at 1 hotel. The requirement is that 4 of these blocks total, each one at a different hotel, are reserved for final site teams.)

2024	Day:	Tue	Wed	Thu	Fri	Sat	Sun	Total
	Date:	5/21/24	5/22/24	5/23/24	5/24/24	5/25/24	5/26/24	
Rate	Room Type	Qty.	Qty.	Qty.	Qty.	Qty.	Qty.	
\$209.00	Double/Doubles	30	30	30	30	30	30	180
\$209.00	Kings	7	7	7	7	7	7	42
COMP	Suite	1	1	1	1	1	1	6
Total		38	38	38	38	38	38	228

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

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

Team Hotels. Each team hotel (four recommended) shall be of comparable quality, provide comparable rates and be located a similar distance from the facility (30 miles / 30 minutes). Other requirements:

- (1) A minimum of 30 double/double non-smoking sleeping rooms for each team is required.
- (2) The designated hotels should be full service and have indoor access to the rooms.
- (3) For each team, upgrade one sleeping rooms to one-bedroom suites for the head coach (or designee) at the team rate.
- (4) Complimentary meeting space to accommodate 50 people per team.

NCAA Headquarters Hotel. 35 rooms, at a special rate (includes eight rooms for the officials).

- (1) May be a combination of kings and doubles (media can be all doubles).
- (2) Two of these rooms should be upgraded to suites. These suites will be assigned by the NCAA staff.
- (3) All meeting space should be provided on a complimentary basis (regardless of meeting site).



- (4) The NCAA will control these 35 rooms. No reservations shall be made within this room block without the approval of the NCAA.
- (5) All hospitality suites must provide Coca-Cola products, or those of the NCAA corporate partner at the time of the championship.

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SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, per diem and game fee for all game officials.
3. Transportation and per diem for the NCAA women's lacrosse committee.
4. Awards for the participating teams.
5. Official souvenir program and merchandise.
6. Credentials.
7. Mementos to the official traveling parties of the participating teams.
8. Volunteer apparel.
9. Promotional assistance, including NCAA signage.
10. Lacrosse balls.
11. Hydration product.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Optimal field dimensions are 65 yards in width and 120 yards in total length, with goals 100 yards apart and 10 yards of space behind each goal line. (Note: optimal field specifications listed are **mandatory**).
3. Key personnel – all workers and all other volunteers.
4. Public relations/media coordination.
5. First aid/medical services/AED on-site/ambulance on-site.
6. Championships hospitality.
7. Food/beverage concessions.



8. Public address system and video board staff.
9. Support personnel – ushers, ticket takers, ticket sellers, media runners, etc.
10. Hospitality for media, committee, staff, volunteers (NCAA provides funding).
11. Security.
12. Media room (fully equipped).
13. Media seating/work area with constant refreshments.
14. Tickets.
15. All computers, printers, video equipment, photocopy machines, telephone lines, etc. necessary to administer the championship, and as may be required by the NCAA.
16. Appropriate directional signage within and outside the venue.
17. Head table personnel (e.g., public address announcer, official scorer, coordinators for substitutions and penalties, timer, shot clock operator, etc.)
18. Athletic training staff.
19. Lodging (room and tax) for game officials and NCAA Committee (NCAA provides funding).
20. Other items as later requested by the NCAA.

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SECTION VII: TRANSPORTATION

Local transportation for the participating teams shall be the responsibility of the participating institutions.



SECTION VIII: MARKETING

1. **Marketing Plans.** Upon selection, the host is required to submit a marketing plan for review and approval prior to activation by the NCAA marketing staff. Please refer to the appropriate marketing plan template as a guide.
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 artwork and reimbursement requests must be approved by the NCAA prior to proceeding with production. Artwork requests and approvals will be managed through the website. Should you not have a local vendor, a list of preferred NCAA vendors is available on the website.

4. **Radio/TV.** The NCAA will provide the following television and radio elements to assist in promoting and selling tickets to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, tv commercials, 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 IX: TENTATIVE SCHEDULE OF EVENTS

*All times in EST. Alternative dates depending on region's assigned date format.

WEDNESDAY

Noon	NCAA staff and committee arrives
3 p.m.	NCAA and committee walk-through of facility Team arrivals

THURSDAY

11 a.m. – 5:45 p.m.	Practices (Practices must be scheduled at 90-minute increments with 15 minutes inbetween. Changes are permitted by mutual agreement among the host and participating teams)
6:30 p.m.	Championship Banquet (if committee opts to host a banquet)
8 p.m.	Administrative meeting

FRIDAY

10 a.m. – 2 p.m.	Practices
3 p.m.	Committee and Officials meeting
5 p.m.	Semifinal #1 (live on linear television)
7:30 p.m.	Semifinal #2 (live on linear television)

SATURDAY

12:30 – 1:45 p.m.	Practice – Winner of semifinal #1
2 – 3:15 p.m.	Practice – Winner of semifinal #2

SUNDAY

7-8:45 a.m.	Practices
12 p.m.	Championship game (live linear television)



SECTION X: ANCILLARY EVENTS

Fan Festival: The host site will be responsible for providing space and volunteer staff to support an interactive fan festival. The space chosen should be conveniently located to the stadium. The fan festival should be fully operational for the duration of competition. The fan festival will provide fans the opportunity to participate in interactive games, eat, relax and enjoy a fun, family-oriented atmosphere when they are not viewing athletic competition.

Student-Athlete Banquet: The host site will be responsible for providing banquet space and volunteer staff for a formal function for all participating student-athletes, coaches and support staff, if requested by the NCAA. The host should recommend space that is conveniently located near the competition venue, the team hotels or in a unique location that would provide a memorable student-athlete experience. The event will take place Thursday evening and a meal must be provided. Total attendance at this event is projected to be 250, however this number is subject to change if combined with the Division II and Division III women's lacrosse championships and/or the Division I men's championship.

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.

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SECTION XI: VOLUNTEER NEEDS

Approximately 60 volunteers per day will be needed for assignments, including scoreboard operations, scoring control, spotters, hospitality, media, fan festival, gate give-a-ways and merchandise/program sales.

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SECTION XII: BUDGET HISTORY

The chart below contains the three-year average of expenditures for the championships.

Expenditures Three-Year Average	
Total Expenses	\$124,147
Promotion	\$8,588
Tickets	\$3,992
Facility	\$20,845
Personnel	\$49,914
Entertainment	\$14,376
Equipment	\$19,669