



NCAA SITE SELECTION PROCESS





2027 & 2028

NCAA DIVISION III MEN'S VOLLEYBALL CHAMPIONSHIPS

SPORT-SPECIFIC INFORMATION



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Disclaimer:

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



SECTION I: INTRODUCTION

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

The information contained in this document and the accompanying attachments provides the minimum bid specifications for hosting any of these championships, as well as essential information that will provide assistance in the development of a creative, comprehensive and competitive bid proposal. The NCAA awards the privilege of hosting an NCAA championship to institutions’ several years in advance so those communities may work collaboratively with the NCAA to create positive experiences for its student-athletes, participating institutions, fans and the community.

A member institution or member conference of the NCAA must be designated as the host institution/conference for the championship. The administration of the championship is under the authority of the respective sports committee subject to final authority from the NCAA DIII Championships Committee. All activities and events associated with the championship are to be approved by the sports committee.



SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULA	
Preliminary-Round	Third full weekend in April (Friday-Saturday)
Finals	Fourth full weekend in April (Thursday-Saturday)*

PLEASE NOTE: In the fall of 2022 the Division III Championships Committee granted all Division III championships a day of rest to take place between the semifinal-and final-rounds.

The championship currently provides for a field of four teams. Competition at the finals will be single-elimination, best three-of-five-set matches.

Competition dates are as follows:

2027 - April 22-24

2028 - April 27-29

SECTION III: GENERAL FACILITY REQUIREMENTS

1. The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The facility must agree that it will be in compliance with all applicable city, state or federal regulations concerning access and seating for people with disabilities.
2. The facility must be able to seat a minimum of 1,000 spectators.
3. The net system will be provided by Sports Imports and the competition floor will be provided by Sport Court. It is highly recommended that an additional floor space be available for pre-match warm ups.
4. The competition facility shall be ready for competition and reserved for the exclusive use of the NCAA for the purpose of preparing for; practicing for and conducting the competition from at least noon local time the day prior to the first team practice until the conclusion of the final match. During that period of time, the facility will be clean and accessible, and playing conditions must be safe and of championships caliber. The championship should be the primary event in the facility and other activities should be moved to accommodate the championship.
5. The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
 - a. Four separate locker room areas within the facility (with restrooms within the locker rooms) for the participating teams.
 - b. Two locker rooms for the officials separate from the team locker rooms that can accommodate up to eight officials. These locker rooms should include showers and restrooms.
 - c. An athletic training area for student-athletes.
 - d. Media work space with appropriate lighting, heat, air-conditioning and toilet facilities for media working the championship.
 - e. A separate post-match interview area within the facility.
 - f. A room for drug testing, with a waiting area, toilet facilities and a minimum of 500 square feet of space.
 - g. Separate hospitality areas for teams, event personnel, officials, and the men's volleyball committee/VIPs.
 - h. Private meeting space for the use of the NCAA.
 - i. Banquet facilities with a seating capacity of 150-200. This facility is not required to be on campus.
6. Each participating team must be provided a minimum of 85 minutes of practice time on the competition floor the

day prior to competition. On match days, all practices will be 55 minutes. All official team practice sessions will be closed.

7. The host must keep statistics and provide updated statistics to each team bench and the media immediately following each set of each match.
8. 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.
9. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
10. Programs, NCAA merchandise and concessions may be sold. More information regarding concessions can be found within the general bid specifications.
11. The facility shall provide at least one main electronic scoreboard. A video board is highly recommended, but not required.
12. No commercial advertising banners, signs or displays of any kind may be hung, posted or displayed anywhere within the seating area (i.e., any place that can be seen from the playing court or seats) or on the scoreboard during practice or competition, as specified by the NCAA. Commercial signage that is unable to be removed must be covered.
13. The facility shall provide complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations.
14. The facility shall provide, at its expense, tables, chairs, skirting, bunting and pipe-and-drape for all areas described herein as required by the NCAA.
15. The facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations.
16. 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).



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YES NO NO with Exception

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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
2017	Springfield College	2,488	\$15 – adult all session \$10 – student/senior all session \$7 – child all session \$6 – adult \$4 – student/ senior \$3 – child
2018	Carthage College	678	\$10 – adult \$5 – student/ senior
2019	Kean University	786	\$10 – adult \$5 – student/ senior
2020	Loras College	Cancelled	\$20 – adult all session \$15 – student all session \$6 – adult \$3 – student/ senior
2021	City of Salem	962	\$12 – adult \$10 – student/ senior \$6 – child *Note: Pandemic restrictions affected ticket sales plans.
2022	Carthage College	2,546	\$10 – adult \$5– student/ senior/ child
2023	Stevenson University	1,211	\$10 – adult \$10 – student
2024	Loras College		
2025	City of Salem		
2026	Springfield College		

*Note: 2021 championship hosted 12 teams at one site due to COVID-19



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 deference to the official corporate champion/partner in the hotel category (should one exist at the time of contracting) of the NCAA. While hotels are the primary housing offerings that will be contracted, alternative options may be considered in certain situations.

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

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

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

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

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

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



Hotel Room Block

	Number of Hotels	Service Level	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Notes
Teams ⁴	1		52	52	52	26	c/o		
Headquarters	1		8	8	8	8	c/o		
Officials			0	5	5	5	c/o		
Total			60	65	65	39	c/o		

¹Room Types: X Doubles, X Kings, Suites, Other (please explain)

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

All hotels shall be in close proximity (ideally within walking distance) from the arena. The team hotel(s) must be of comparable quality and distance from the arena. Two complimentary bedroom suites (for the head coach and the administration) are recommended. Note that teams are not mandated to stay within the contracted block. The headquarters and officials can be at the same hotel.

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SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, lodging (room and tax), per diem and game fees for all on-court officials (referees and line judges).
3. Transportation, lodging (room and tax) and per diem for the NCAA sport committee.
4. Awards for the participating teams.
5. Credentials.
6. Funding for promotional efforts.
7. Host/ volunteer apparel.
8. Hydration product (e.g., water, electrolyte solution, coolers, etc.).
9. Championship merchandise.
10. Equipment (e.g., sport court, net, volleyballs, etc.)
11. Championship signage.
12. Webcasting equipment and personnel.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Volunteers/Support personnel – ushers, ticket takers, media runners, etc.
3. Public relations coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality.
6. Food/beverage concessions.



7. Public address system.
8. Support personnel – ushers, ticket takers, media runners, etc.
9. Security.
10. Media room (fully equipped).
11. Media seating/work area with hospitality.
12. Tickets.
13. All computers, printers, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championship, and as may be required by the NCAA.
14. Appropriate directional signage within and outside the venue.
15. Head table personnel (e.g., public address announcers, official scorer, libero tracker, statisticians, etc.)
16. Laundry for participating teams.
17. Other items as later requested by the NCAA.

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SECTION VII: TRANSPORTATION

Transportation. The NCAA shall pay for the rental of cars for a predetermined number of game officials and the NCAA committee representative(s). The championships staff will approve the individual to get a rental car and the individual will need to call Short's Travel to book.

Local Transportation for Teams. For team sports, eligible for reimbursable ground transportation, must arrange ground transportation through Short's Travel. The NCAA has partnered with Short's Travel, STM Driven, to assist with ground transportation needs for team sports while onsite at NCAA championships. Teams that travel via flight to the NCAA championships and are eligible for ground transportation reimbursement (airport transfers), will be required to use Short's Travel for onsite transportation. Please contact Short's Travel, STM Driven, at 844-814-3939, or via email at ncaachamps@stmDriven.com. Teams that drive to the championships site or need transportation from their campus to their departing airport (including return flight back to campus) should arrange their own ground transportation in accordance with the NCAA Ground Transportation Safety Standards.

Air Transportation for Teams. If a school is eligible for air transportation, all air travel must be booked through Short's Travel.

[NCAA Championship Travel Policies.](#)



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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 guideline when submitting your plan for review.
2. **Budgets.** When the proposed budget is submitted, a minimum of \$2,000 should be allocated for these purposes. The marketing budget should only include items needed for: marketing, advertising, printing costs, grassroots opportunities and promotions.
3. **Creative Process.** A creative marketing assistance website is available to the host for their marketing needs. This marketing website, NCAACHampsPromotion.com, is a comprehensive tool designed to help hosts create marketing pieces which will generate awareness and promote tickets and/or attendance for the championship.

Hosts should customize and download all necessary artwork to promote the championship. Every effort should be made to use the online marketing templates, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided.

All requests, for both artwork and reimbursement, must be approved by the NCAA prior to proceeding with production. Artwork requests and approvals will be managed through the website. Should you not have a local vendor, a list of preferred NCAA vendors is available on the website.

4. **Radio/TV.** Radio/TV. The NCAA will provide the following television and radio elements to assist in promoting and selling tickets to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, tv commercials, videoboards). All spots will be made available for download via the online marketing website NCAACHampsPromotion.com
5. **Support Documents.** Hosts should refer to the following support documents when developing marketing plans and budgets: NCAA Ticket Promotional Use Guidelines, NCAA Sales Commission Guidelines, and NCAA Micro-Site Guidelines.



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SECTION IX: TENTATIVE SCHEDULE OF EVENTS

Wednesday

Team Practices (9 a.m. – 4 p.m.)

Coaches and administrators meeting (Noon-1 p.m.)

Student-athlete banquet (6 p.m.)

Thursday

Team Practices (9 a.m. – 12:55 p.m.)

Two semi-final matches (5 and 7:30 p.m.)

Friday

Day Of Rest

Team Practice Opportunities

Saturday

Team Practices (10-11:55 a.m.)

Championship (7 p.m.)

SECTION X: ANCILLARY EVENTS

Banquet. To celebrate and welcome all participating student-athletes and championship personnel, the finals host shall conduct a banquet (or other student-athlete recognition event) on the evening before the start of championship competition for the official travel parties (maximum of 22 persons) of the eight participating teams. The host will be allowed a maximum of \$3,600 (22 per team x four teams = 88 + 32 NCAA committee members/NCAA staff/host institution personnel/VIPs = 120 attendees at \$30 per person) for the banquet. NCAA corporate champions, partners or official equipment suppliers may receive approval to sponsor the banquet, but no local sponsors are permitted. Officials should not be included in this or any social event including the participating coaches and student-athletes.

Thirty-two tickets will be reserved for the NCAA committee, NCAA staff, host institution personnel (e.g., president, senior woman administrator, faculty athletics representative and event staff with significant event responsibilities), community dignitaries and the representative(s) of the American Volleyball Coaches Association (AVCA) that present the all-America awards. If the banquet facility has adequate space, the host institution may sell additional banquet tickets to participating teams' family and friends and other interested parties. Revenue from ticket sales for additional guests (e.g., \$35/person) should not be included on the financial report as ticket revenue. This revenue is helpful to offset banquet costs (e.g., banquet facility rental fee) not included in the budget. The AVCA will contact the host institution regarding purchasing tickets for all-America honorees not participating in the championship and their guests. The AVCA will be financially responsible for the tickets for those all-America honorees.

The NCAA may provide a video featuring the teams and student-athletes advancing to the final site depending on the amount of footage available and cost of obtaining. If practical, the NCAA staff will request the video from the NCAA Broadcasting group or Van Wagner Sports & Entertainment and inform the host.

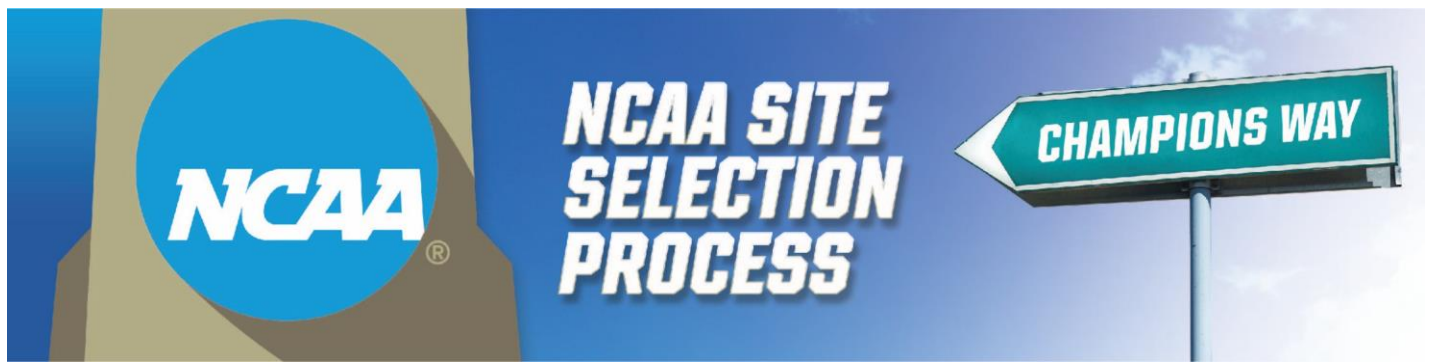
The host will be responsible for coordinating all other details and logistics of the banquet including location, emcee, speakers, transportation, catering, A/V equipment, a printed program, etc. in consultation with the NCAA staff. The exact run of show and presentations included can be altered slightly to accommodate the number of student-athletes, teams and guests present as well as unique venue, sport or local elements. However, the run of show listed below and the 90 minute time frame should be used as a guiding template. Please note, that a 60 minute event is ideal and the event should not last longer than 90 minutes.

Words of reflection or invocation are not required but may be included at NCAA student-athlete banquets. The NCAA supports a flexible policy which allows each host to follow the traditions and protocols of their university. If included, any words of reflection or invocation should be respectful and inclusive of all.

Business dress is acceptable for the banquet.

Format. Short welcome statements should be provided by the master of ceremonies, host institution personnel, community dignitaries and the men's volleyball committee chair. Student-athletes from each team will provide comments as well (maximum of two student-athletes per team for two minutes per team). The AVCA representative(s) will present the all-America awards. The program will conclude with the presentation of the NCAA Elite 90 award by the NCAA championship manager. **A proof of the banquet program should be submitted to the NCAA championship manager for approval before printing.**

Best Practices. While the guidelines above provide a standard framework for the student-athlete banquet, the event should be tailored to suit the needs, size and unique aspects of the championship. The purpose of the event is primarily to congratulate, celebrate and welcome all of the participating student-athletes to the NCAA championship and the host community.



The most successful NCAA student-athlete banquets have often been enhanced by unique venues, décor, interactive features, program enhancements or keepsake items that showcase the uniqueness of the host city or region and their excitement to host the NCAA championship. The NCAA will rely on the creativity of the host for development of these items. The formality of the event, attendee attire, appropriate number and type of speakers, level of interaction between student-athletes, etc. varies from sport to sport. The NCAA point person can help advise the host on sport specific nuances.

The host will assume the lead production role for the student-athlete banquet but should seek the advice and approval of the NCAA point person on such items as location, budget, timing, final run of show, speaker, menu, giveaway items (some may be provided free of charge by NCAA official equipment suppliers) and additional enhancements. Some past student-athlete banquet enhancements that have been well received are listed below. Please note, however, that the potential impact of all possible banquet enhancements on student-athletes should be weighed against appropriateness, available budget and other needs of the overall championship.

Sample Enhancements

- Unique venue – a skybox club overlooking the host university’s football stadium; a historical or cultural center; an aquarium or museum where brief tours can be incorporated into the programming; an iconic restaurant, theater or arena in the area; a beach party setting; etc.
- Slideshow – before and/or after the formal presentation, a slideshow of participating team or student-athlete images is shown on video boards or mixed with NCAA branding messages (host would be responsible for collecting images from schools or preliminary round hosts)
- Speakers – relevance to the participating student-athletes is the most important factor. Former NCAA champions or graduating student-athletes who went on to professional or Olympic fame in the given sport are ideal, however other options available at no or little expense to the host should be explored as some speakers transcend their sport or profession. Examples of previous speakers include: Todd Martin – Tennis, Dot Richardson – Softball, President of the USGA – Golf, Bill Belichick – Lacrosse (Boston), ESPN personalities, comedians, motivational speakers, well-known football or basketball coaches at the host institution, etc.
- Photo opportunities – opportunities for teams or individuals to pose for a photo in front of a championship backdrop (possibly with the championship trophy) or in conjunction with unique or iconic elements of the area (e.g., with giant hanging shark in Florida, with longhorn steer in Texas, in winners circle at Churchill Downs, overlooking city skyline, football stadium, etc.)
- Favors unique to the sport or area – examples include: mini soccer balls, mini lacrosse sticks, baseball shaped cheese – Wisconsin, make-your-own beach flip flops – Florida; please check with your championship administrator regarding budget, appropriateness and possibility of items provided by official equipment suppliers before pursuing
- Special entrances for student-athletes – red carpet into venue, spotlights, limos, local youth teams wearing team colors or with pom poms/signs to greet the student-athletes
- Band/DJ/Interactive Games – are generally only appropriate in more informal settings with numerous teams of both genders, relaxed time constraints, fun atmosphere, etc.
- Event 1/Championship merchandise – sales booth or display area with order forms on-site
- Special Olympics Component – speaker, athletes, etc. (recommended for all DIII championships)



Coaches Association Award Guidelines

The primary purpose of NCAA student-athlete banquets is to honor, celebrate and welcome participating student-athletes in a concise and entertaining manner. Coaches' association awards and other presentations not directly related to the championship itself may be considered for inclusion if they are in the best interest of the attending student-athletes:

- The presentation should be relevant and provide a significant enhancement to the banquet programming for the student-athletes (awards or speakers that have limited relation to the championship or significance to the student-athletes will detract from their enjoyment and the attention they pay to other programming).
- The presentation should be brief (in most cases it should be limited to 10-15 minutes, but should never exceed 30 minutes).
- Awards should be presented to participating student-athletes and coaches or others who have earned recognition in the sport (e.g., all-America awards).
- The presentation should be secondary in significance and placement in the programming to any official NCAA championship presentations.
- If these conditions are not met, the NCAA staff will assist the coaches association in identifying other championship related platforms to present awards.
- All final decisions on inclusion of coaches association awards, other presentations, scripts and presenters should be made by the NCAA staff with the best interest and overall experience of the student-athlete in mind.
- NCAA staff may call on leadership team members to assist in delivering and explaining the specific decisions to the coaches association as needed

No Alcohol. Alcohol may not be provided or available for purchase at the banquet, at the championship venue or at any other event held in conjunction with the championship. If the banquet is held in a hotel, banquet attendees should not be permitted to bring alcohol purchased at the hotel bar into the banquet room.

Seating. NCAA committee members, NCAA staff members, the tournament director, community dignitaries, key host institution event personnel and representatives from the AVCA should be seated at tables at the front of the room. (A head table is not required.) If any of the committee members are associated with a participating team, they will sit with their team. The host should be cognizant of the number of individuals in each team's official travel party when finalizing seating arrangements. Team tables should have appropriate team identification and, if possible, decoration and/or tablecloths in the respective team colors.



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SECTION XI: VOLUNTEER NEEDS

Approximately 20 volunteers per day will be needed for assignments, including scoreboard operations, three-person ball rotation staff, hospitality, media runners, floor sweepers, merchandise/program sales, ticket sales, assist with Special Olympics initiative and ushering duties.

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SECTION XII: BUDGET HISTORY

Expenditures Three-Year Average	
Total Expenses	\$26,775.00
Promotion	\$1,214.00
Tickets	\$639.00
Facility	\$5,331.00
Personnel	\$6,900.00
Entertainment	\$11,046.00
Equipment	\$0.00
Officiating Expenses	\$1,645.00

*Note: 2021 championship hosted 12 teams at one site due to COVID-19