



NCAA SITE SELECTION PROCESS





2027 and 2028 NCAA DIVISION III
WOMEN'S BASKETBALL CHAMPIONSHIPS

SPORT SPECIFIC INFORMATION

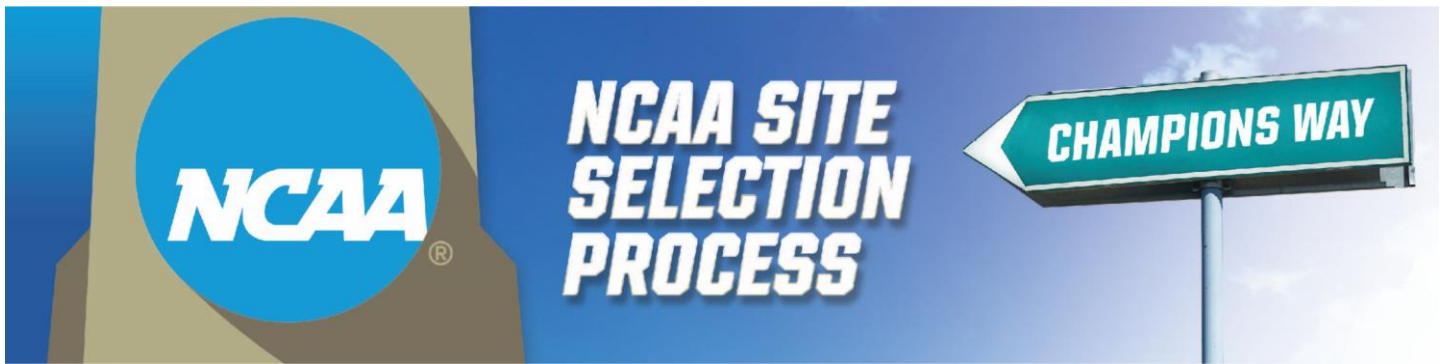


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IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE SPECIFICATIONS THAT FOLLOW AND ANY SUCH SPECIFICATIONS IN THE GENERAL BID SPECIFICATIONS DOCUMENT, THE FORMER SHALL PREVAIL AND GOVERN THE MATTER.



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 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 of the NCAA DIII Championships Committee. All activities and events associated with the championship are to be approved by the sports committee.

NCAA WOMEN’S BASKETBALL STRATEGIC PLAN

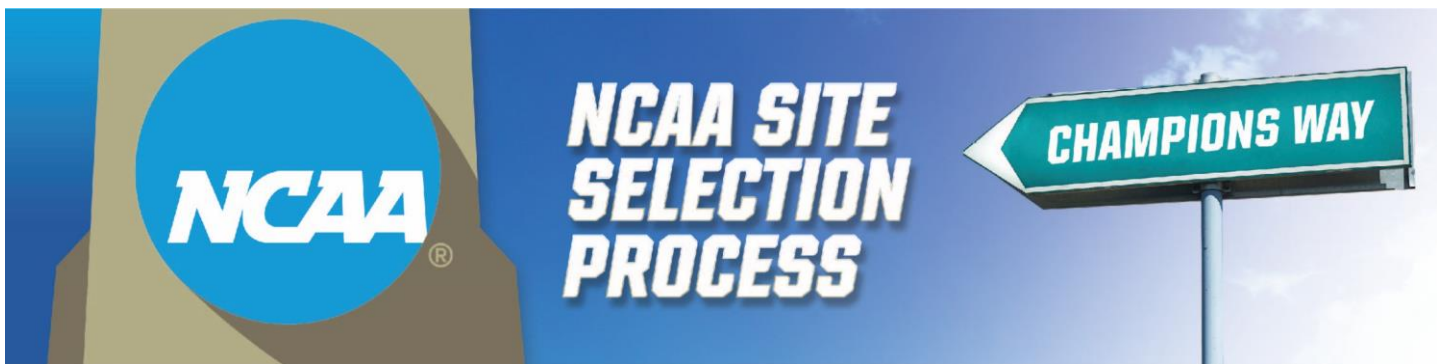
Prospective bid committees are encouraged to familiarize themselves with the NCAA Women’s Basketball Strategic Plan (www.ncaa.org/WBBStrategicPlan). The shared vision and corresponding strategies are designed to:

Unify and grow the women’s basketball community; empower student-athletes to achieve their full potential; celebrate and elevate the game; and create an inspiring experience for all involved.

We’re building on our plan in the following goal areas:

- Memorable Championships
- Quality Competition
- Transformational Student-Athlete Experience

The NCAA Women’s Basketball Strategic Plan will elevate our game and our community with these goal areas as our guideposts. We are intentional about the steps we are taking to achieve our goals. We have set a course that will benefit those who play the game – and those who oversee it – in all three divisions for years to come.



SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
First/Second Rounds(16)	First Weekend in March (Friday-Saturday)
Sectionals (4):	Second Weekend in March (Friday-Saturday)
Semifinals and Finals	Third Weekend in March (Thursday & Saturday)

The championship provides for a field of 64 teams. Sixteen first- and second-round matches will be played on the campus of a participating institution. Winners will advance to four sectional tournaments that are played on the campus of a participating institution. The four sectional winners will advance to the semifinals/final site.

DATES AVAILABLE FOR BID	
Finals	March 17-20, 2027
Finals	March 15-18, 2028

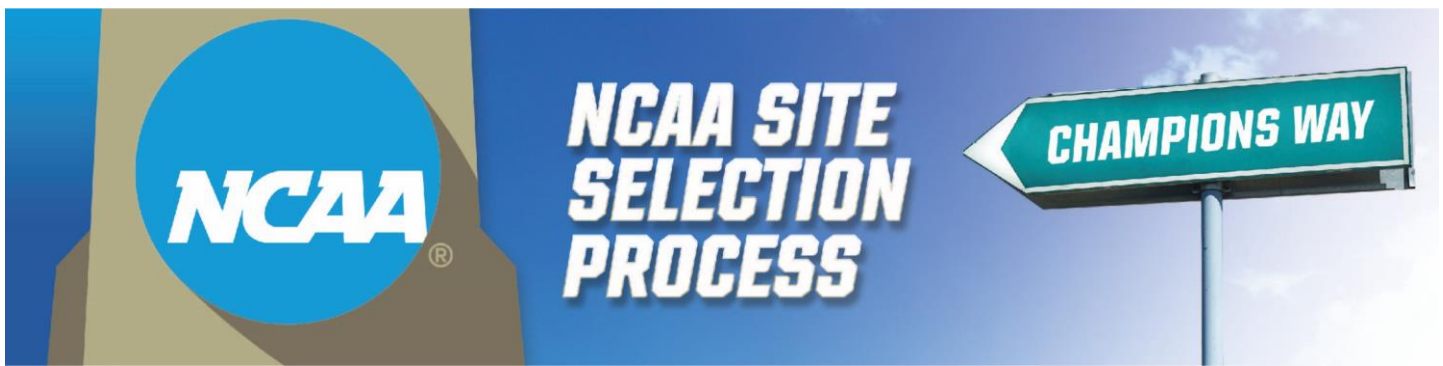
Should the NCAA Division III Women’s Basketball Championship final game will be played in conjunction with the NCAA Division I Women’s Basketball Final Four, the semifinals/final site may host only the semifinals of the NCAA Division III Women’s Basketball championship. If this were to occur, the semifinal games may be played on Saturday. Refer to the tentative schedules on page 15 for more information.

SECTION III: GENERAL FACILITY REQUIREMENTS

1. **American Disabilities Act.** The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The 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.
2. **Facility Use Dates.** The facility must be available from 8 a.m. Tuesday preceding the competition through the conclusion of the final round for the purpose of preparing for, practicing and conducting the competition. The committee arrives Tuesday for a walk-through of the facility. The facility should be set/ready prior to the walkthrough. Wednesday and Friday are practice days, Thursday and Saturday are competition days. Exclusive use of the facility (floor, lockers, designated meeting spaces) must be observed for the event. During that time, the facility will be clean and accessible, and playing conditions safe and of championship caliber. Practice days must be set to game-day conditions (e.g., bleachers set, lighting, scoreboards, etc.).

There should be no conflicting events (i.e., classes, practices, etc.) held during the practice session on or around the playing floor that would interfere with any championship events.

3. **NCAA Space Requirements.** The facility must provide the following space at its expense with all areas subject to the approval of the NCAA:
 - a. **Locker Rooms.** The facility must have a minimum of four separate team locker rooms of comparable size, amenities and location with exclusive restrooms/shower facilities, and lockers for players and coaches in each locker room (to fit a minimum of 25 people). Each locker room must be clean and adequately supplied with towels and soap, toilet paper, water and hydration products (Coke products), ice, snacks/fruit, a training table, and a dry erase board (eraser and markers). The facility must have a minimum of two officials' lockers/dressing room(s), also supplied with water and hydration products, snacks and ice. The host should provide two individuals to ensure all locker rooms are fully stocked with the appropriate supplies before each practice and game. It is preferred that there be a game clock provided in each locker room and officials locker rooms.
 - b. **Athletic Training.** Appropriate athletic training facilities and supplies shall be available on site for the teams. The LOC shall arrange for a certified athletic trainer (generally the host institution's athletic trainer) for all practices and games and one doctor to be available on game days.
 - b. **Media Workspace.** Media workspace for 20+ with appropriate lighting, heat, air-conditioning and toilet facilities. Electrical connections shall be placed on tops of tables. The area should be set by the walkthrough on Tuesday. There should be media hospitality space to accommodate the number of media in attendance. There should be wireless access and access to hard-wired network.
 - c. **Statistics Control Area.** 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 copier machine also shall include a collator and automatic stapler. The facility shall be responsible for the installation, service costs and 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.

- d. **Office Space.** The NCAA shall be provided exclusive use of meeting space in the arena during the championships with high-speed internet capabilities.
 - e. **Sport Sciences Area.** Two facilities, or a divided facility, must be available. These areas must have controlled access. Only the drug-testing crew, student-athletes, and witnesses will be allowed in the waiting areas. The specimen collection area should be fully equipped with restroom facilities adjacent to the waiting areas.
4. **Equipment.** Host facility must be equipped with the following: electric scoreboard, video board and/or LED scorer's table (one or the other required, having both is preferred), public address system, and mounted 30-second clock and athletic training facilities. There must be a designated auxiliary warmup space for teams to warmup prior to the official warmup on the game court. The committee prefers a facility with an auxiliary gym available.

The facility shall provide, at its expense, tables, chairs, skirting, bunting, pipe-and-drape and platforms for all areas as required by the NCAA. The facility shall be responsible and pay the costs of the coordination and installation of interior and exterior decorations.

5. **Safety.** 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.
6. **Evacuation Plan.** The facility must have a comprehensive evacuation plan in case of emergencies.
7. **Parking.** The facility shall provide complimentary parking spaces for the participating teams, NCAA representatives and officials, in prime locations (minimum of 25 spots).

The facility should provide parking space for satellite trucks and mobile equipment of credentialed electronic media agencies.

8. **Court.** The playing court shall be in compliance with the regulation specifications identified in the NCAA Women's Basketball Rules Book. The court shall be arranged in accordance with the NCAA Women's Basketball Rules book as far in advance as possible, but in no event later than Tuesday prior to competition.
9. **Practice.** 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.
10. **Seating.** The facility should seat a minimum of 1100 spectators, preferably 1500 or more.
11. **Ancillary Event.** Willing to host a collegiate all-star game prior to the championship game.
12. **Lighting.** Refer to the [NCAA Best Lighting Practices](#) for minimum lighting requirements. The semifinals games are streamed on www.NCAA.com. The national championship game is anticipated to be a linear television broadcast.



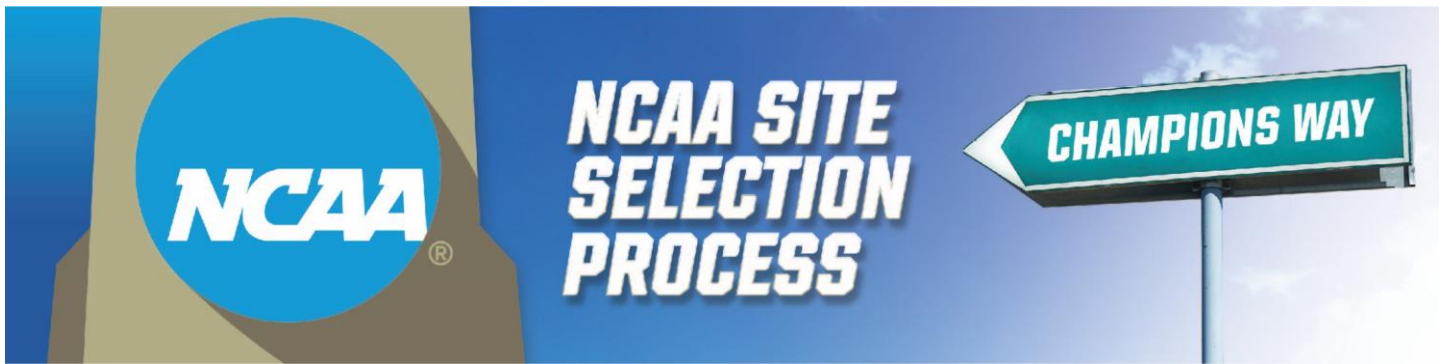
NCAA SITE SELECTION PROCESS



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YES NO NO with Exception

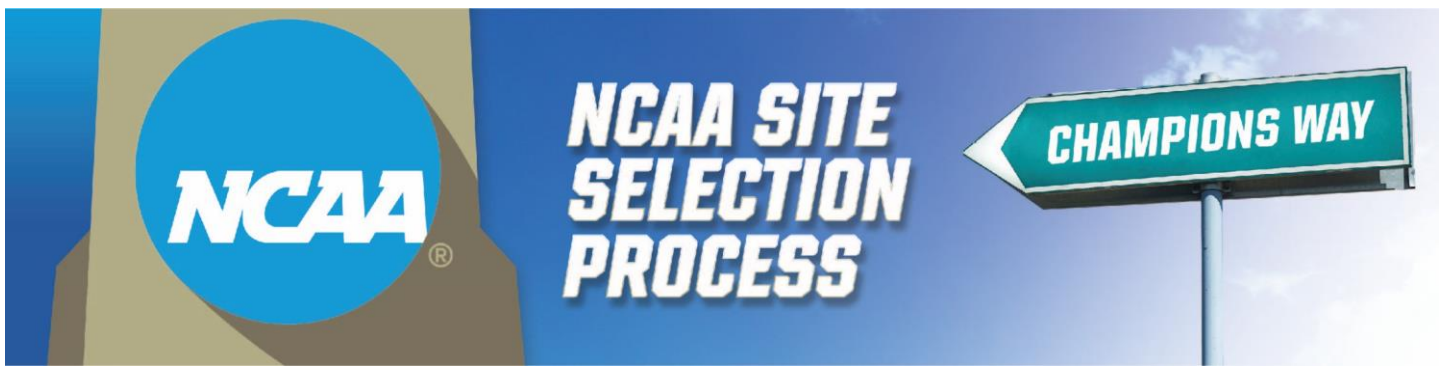
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SECTION IV: EVENT HISTORY

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

Year	Host	Attendance	Ticket Prices
2018	Saint Mary's University of Minnesota and Rochester Sports	1,925	All-Session Adult: \$20 All-Session Student: \$12 Single Session Adult: \$12 Single Session Senior/Student: \$7 Group: \$5
2019	Old Dominion Athletic Conference and the City of Salem		All-Session Adult: \$25 All-Session Team Adult: \$15 Single Session Adult: \$10 Single Session Senior/Student: \$5
2020	Capital University and Greater Columbus Sports Commission	Canceled due to pandemic	
2021	Old Dominion Athletic Conference and the City of Salem	Canceled due to pandemic	
2022	Presidents' Athletic Conference and SportsPittsburgh	1,937	All-Session Adult: \$30 All-Session Team Adult: \$20 Single Session Team Adult: \$18 Single Session Individual Adult: \$12 Group: \$7
2023	Trinity College (Connecticut) *Semifinals only	*1,696	*Semifinals only Single Session Adult: \$18 Single Session Senior/Student: \$10
2024	Capital University and Greater Columbus Sports Commission		
2025	Old Dominion Athletic Conference and the City of Salem		
2026	Old Dominion Athletic Conference and the City of Salem		



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



Hotel Room Block

Block	Room Type	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Teams ¹ (4)	Doubles	60	60	60	30	30	240
	Kings	8	8	8	4	4	32
	Suites	4	4	4	2	2	16
Headquarters & Officials ²	Kings	11	18	30	30	30	119
	Suites	1	1	1	1	1	5
Total		84	91	103	67	67	412

¹Room types per team: 15 Doubles, 2 Kings (prefer one to be a king suite)

²Room types for HQ/Officials: All king Rooms

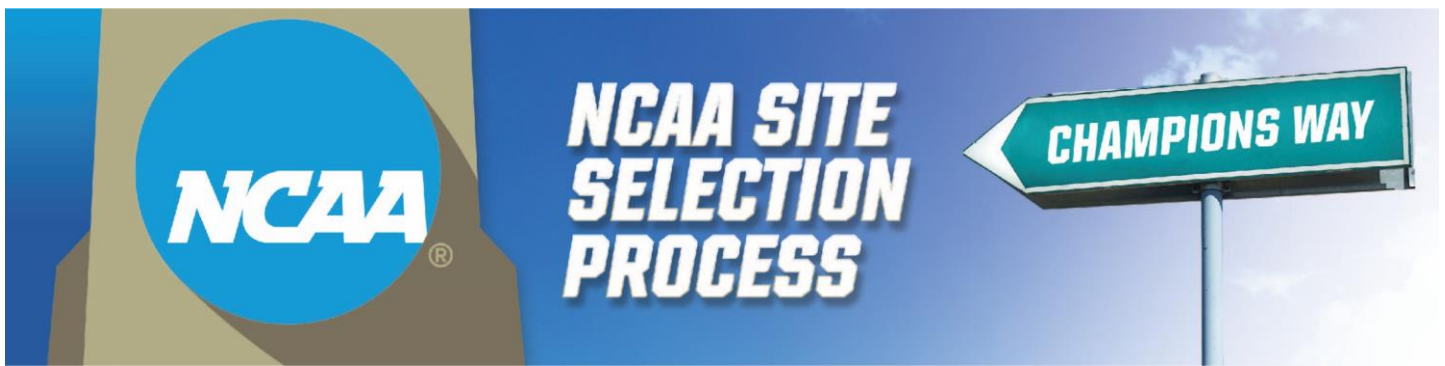
The host institution is financially responsible for the game official accommodations to be reimbursed by the NCAA.

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. A minimum of fifteen double/double sleeping rooms and 2 kings for each team is required. One complimentary bedroom suite upgrade (for the head coach) is recommended. Headquarters and officials may be combined at one location.

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YES NO NO with Exception

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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 fee for all officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA sport committee.
4. Awards for the participating teams.
5. Championship programs.
6. Bracket banner.
7. Credentials.
8. Mementos to the official traveling parties of the participating teams.
9. Funding for volunteer apparel.
10. Funding for promotional efforts, including NCAA signage.
11. Official basketballs for contests and practices.
12. Water and hydration products (Coke products), ice chests, coolers and cups.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Volunteers.
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 constant refreshments.
12. Committee meeting area (secured).
13. Tickets.
14. 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.
15. Appropriate directional signage within and outside the venue.
16. Other items as later requested by the NCAA.
17. Head table personnel (e.g., public address announcers, official scorer, matchmaker, chief of head table operations, etc.)
18. Community service opportunity.; tie-in with Special Olympics is preferred.

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SECTION VII: Transportation

There are no additional transportation requirements from the host for the Division III Women's Basketball Championship outside of the parking requirements listed in Section III.

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.

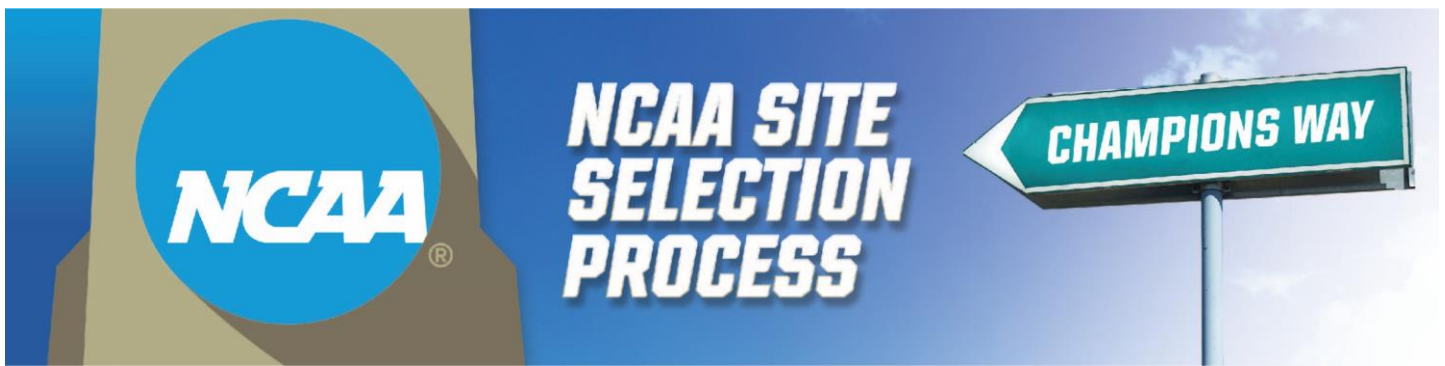
4. **Radio/TV.** The NCAA will provide the following television and radio elements to assist in promoting and selling tickets to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, tv commercials, videoboards). All spots will be made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

Following is a tentative schedule of activities to be held in conjunction with the championship:

Tuesday

Committee Arrival

Committee Walk-through of Facility

Wednesday

Team Practice Sessions (4)

Team Community Service

Team Press Conferences

Banquet

Coaches Meeting - immediately before or following banquet

Thursday

Team Shoot-arounds (4)

Officials Meeting

Semifinal Games

Awards Ceremony—immediately after each semifinal game.

Friday

Team practices (2)

All-star Team Practice (can be in auxiliary gym)

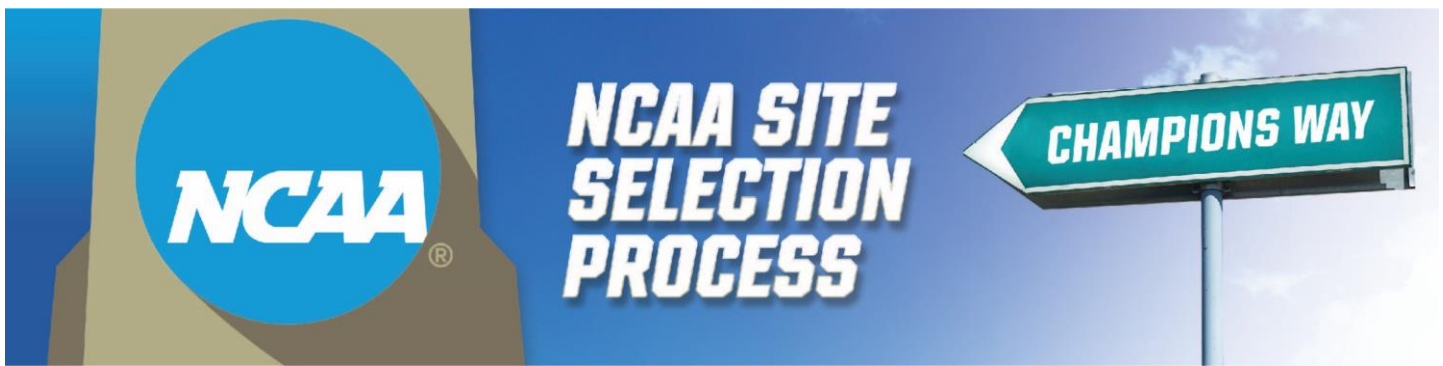
Saturday

Team Shoot-arounds (2)

Senior All-Star Game

Championship Game

Awards Ceremony—immediately after the championship game.



Following is a tentative schedule of activities to be held in conjunction with the semifinal games (**in the event of a joint championship at the Division I Women’s Final Four**):

Thursday

- Committee Arrival
- Committee Walk-through of Facility

Friday

- Team Practice Sessions (4)
- Team Community Service
- Team Press Conferences
- Official’s Meeting
- All-star Team Practice (can be in auxiliary gym)
- Banquet
- Coaches Meeting - immediately before or following banquet

Saturday

- Team Shoot-arounds (4)
- Senior All-Star Game
- Semifinal Games
- Awards Ceremony—immediately after each semifinal game.

SECTION X: ANCILLARY EVENTS

The host is responsible for conducting a student-athlete banquet Wednesday night for the minimum of the official travel party (20) for each of the eight participating teams. Additional attendees will include members of the NCAA Division III Women’s Basketball Committee, NCAA staff, additional host institution personnel (e.g., president, director of athletics, event staff with significant championship responsibilities, sports commission staff members, etc.) and other VIPs. Officials working the championship should **not** be invited to attend the banquet.

The banquet facility should be able to accommodate approximately 125 people.

The banquet program typically includes short welcome statements by representatives of the host institution and community, local entertainment/a banquet speaker, dinner, a championship video, short speeches from student-athlete representatives from each team and presentations of NCAA awards and WBCA all-America awards.

The NCAA DIII Women’s Basketball Committee places a strong emphasis on community service. The hosts should be prepared to work with their local Special Olympics chapter to partner on community service activities on Wednesday and plan for a boxed lunch or lunch meal. If the hosts do not have a local Special Olympics chapter, the hosts should identify other community organizations where the student-athletes can be involved to give back to the community on practice day.



The hosts shall secure a room that can fit approximately 30 people for the administrative meeting Wednesday night before the banquet. The room shall be in the same venue as the banquet, when possible.

The Women's Basketball Coaches Association (WBCA) will present all-America awards during the student-athlete banquet Wednesday night. In addition, the WBCA generally holds an all-star game at the venue Saturday afternoon with a reception following the event. In addition, it holds a Division III coaches meeting and/or youth clinic on/near the site on championship weekend. A representative from the WBCA will contact you regarding their needs for these events. The NCAA encourages cooperation with this group in conjunction with the championship; but these are WBCA events, and its staff will work with you regarding the needs and the reimbursement for the event(s).

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SECTION XI: VOLUNTEER NEEDS

Approximately 30 volunteers per day will be needed for assignments, including ball chasers (four), floor sweepers, an individual(s) to act as host for each team (minimum of four), hospitality (six), press conference attendant/moderator and media runners (six), locker room attendants, timeout coordinator and security for crowd control/officials escort (six). The number for merchandise sales will depend on the setup of those operations.

Additional volunteers may be required for any Special Olympics activation activities. These may be volunteers that have additional duties at other times.

At least eight volunteers needed to assist with the championship banquet Wednesday night.



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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	\$68,153
Promotion*	\$20,467.00*
Tickets	\$1,153.00
Facility	\$8,243.00
Personnel	\$19,426.00
Entertainment	\$13,476.00
Equipment	\$1,883.00
Officiating Expenses	\$3,505.00

*Includes specific funding denoted by the NCAA.