



# **NCAA SITE SELECTION PROCESS**

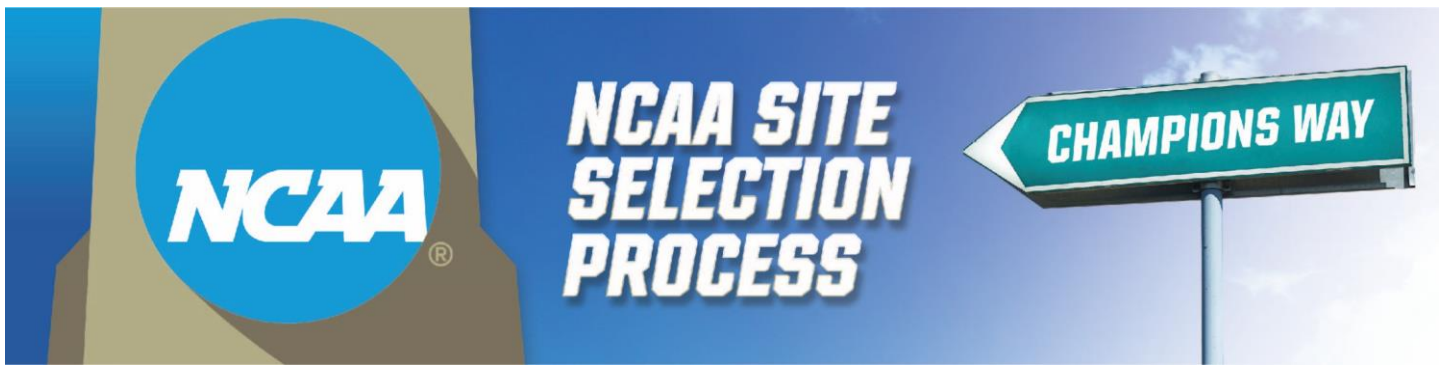




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## 2026 & 2027 NCAA DIVISION III WOMEN'S VOLLEYBALL CHAMPIONSHIP SPORT SPECIFIC INFORMATION



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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**

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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	
Regionals (8)	Two weeks prior to finals (Thursday-Saturday)
Finals	Weekend after Thanksgiving (Wednesday-Saturday)

DATES AVAILABLE FOR BID	
Finals	December 2-5, 2026 (Practice Day: December 1)
	December 1-4, 2027 (Practice Day: November 30)

The championship provides for a field of 64 teams. Eight regional championships will be conducted on the campuses of participating institutions 2 weeks prior to the finals. The winner of each regional championship will advance to the finals. Competition at regionals and at the finals will be single-elimination, best three-of-five-set matches.

***\*In the event the women’s volleyball committee approves a change to the championship date formula and the championship finals date formula is altered you will be consulted.***

## 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 playing floor must meet all specifications as outlined in the current year's NCAA Volleyball Rules Book. The net system will be provided by Sports Imports and the competition floor will be provided by Sport Court.
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 championship 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. These locker rooms should include showers and restrooms.
  - c. An athletics training area for student-athletes.
  - d. Media work space for 12-15 individuals with appropriate lighting, heat, air-conditioning and toilet facilities for media working the championship.
  - e. A separate post-match interview area for 12-15 individuals 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 women's volleyball committee/VIPs.
  - h. There shall be a media workroom and interview room available. The workroom and interview room must be separate rooms (e.g., not one room divided by a curtain). This workroom should be equipped with internet, electrical outlets and other necessary supplies with the ability to accommodate 10-15 people.



- i. Private meeting space for 10-12 individuals for the use of the NCAA.
- j. Banquet facilities with seating for approximately 300.
6. Each participating team must be provided a minimum of 55 minutes of practice time on the competition floor the day prior to competition. 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. NCAA merchandise must be sold. Concessions may be sold.
11. The facility shall provide at least one main electronic scoreboard. It is preferred that the facility have a videoboard.
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 signage and 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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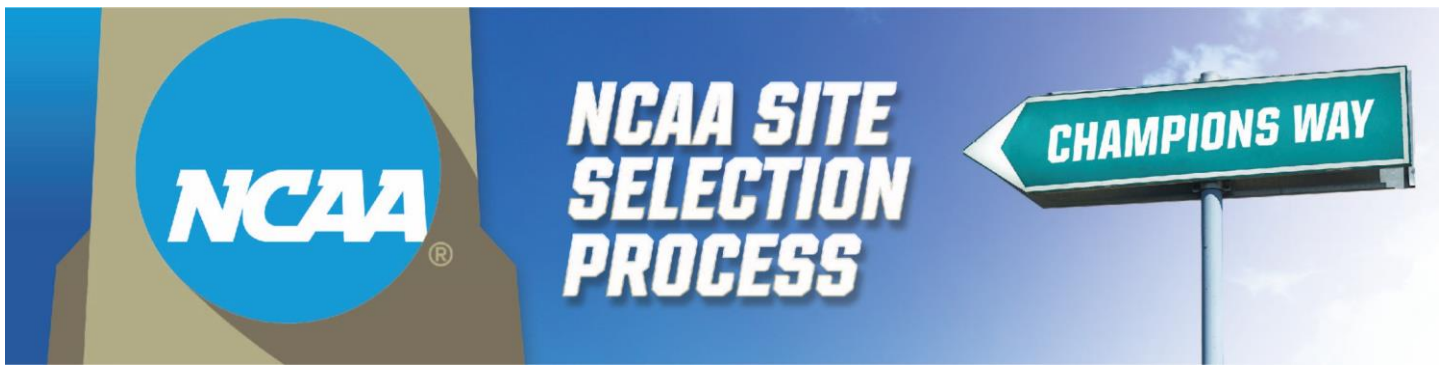


The prospective host that is bidding on this championship agrees to all terms and conditions as outlined above in this Championship Bid Specifications Agreement. We agree to comply with all the requirements listed in this document and to administer the designated championship in accordance with the policies 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

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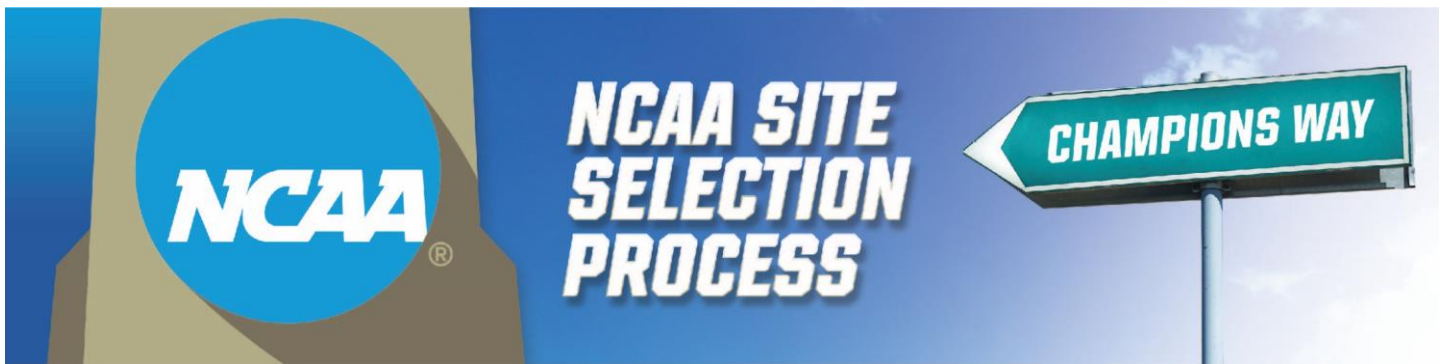




## SECTION IV: EVENT HISTORY

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

Year	Hosts	Attendance	Ticket Prices
2017	Calvin College	4,392	Single Session Student / Senior: \$7 Single Session Adult: \$10 All Session Student / Senior: \$15 All Session Adult: \$25 Group Session: \$5
2018	Saint Vincent College and SportsPITTSBURGH	1,505	Single Session Student / Senior: \$7 Single Session Adult: \$10 All Session Student / Senior: \$14 All Session Adult: \$20 Group Session: \$5 All Session Group: \$25
2019	American Rivers Conference	1,077	Single Session Student / Senior: \$7 Single Session Adult: \$10 All Session Student / Senior: \$14 All Session Adult: \$20 Group Session: \$5
2020	Cancelled due to COVID	-	All Session Adult: \$15 All Session Student: \$10
2021	Washington University St. Louis	1,359	Single Session Student / Senior: \$5 Single Session Adult: \$10 All Session Student / Senior: \$10 All Session Adult: \$25
2022	Saint Vincent College and SportsPITTSBURGH	1,661	Single Session Student / Senior: \$5 Single Session Adult: \$10 All Session Student / Senior: \$10 All Session Adult: \$25 Group Session: \$5
2023	Claremont-Mudd-Scripps	-	-
2024	Old Dominion Athletic Conference and City of Salem	-	-
2025	Illinois Wesleyan University	-	-



## 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.

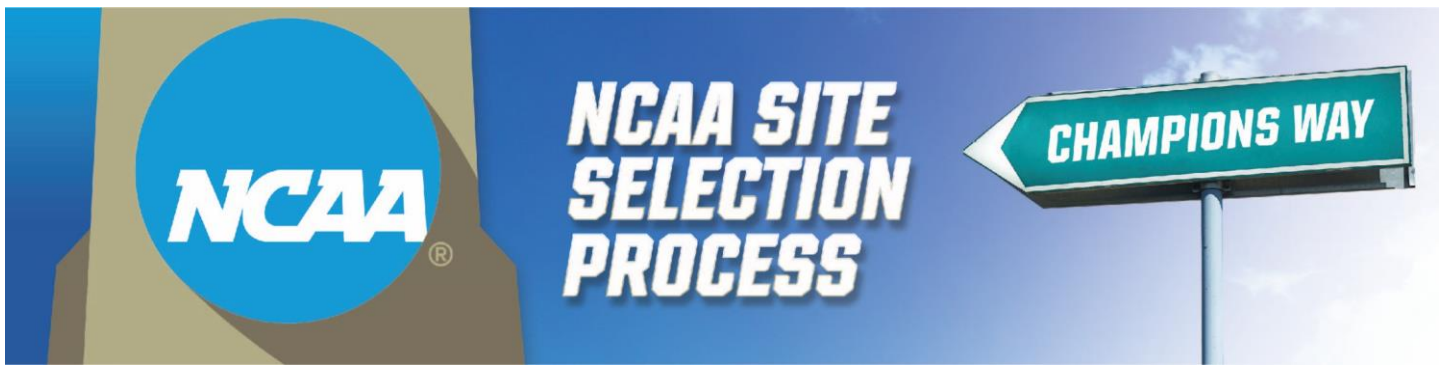
The host institution/conference or sponsoring agency must guarantee sufficient housing is available to meet the room block needs identified in the sport specific bid specification. Properties must meet the required service levels and be in reasonable proximity to the event venues. Rooms should not be 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**

	Room Type	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	TOTAL
Teams (8)	Double/Doubles	112	112	112	112	112	112	672
	Suites	8	8	8	8	8	8	48
Headquarter and Officials	Kings	14	14	14	14	14	14	84
	Suites	1	1	1	1	1	1	6
<b>Total</b>		<b>135</b>	<b>135</b>	<b>135</b>	<b>135</b>	<b>135</b>	<b>135</b>	<b>810</b>

Team Allocation: 14 Double/Doubles and 1 Suite per team.

All hotels shall be in close proximity (within 30 minutes) of the event venue. The team hotel(s) must be of comparable quality and distance from the venue and offer comparable amenities. A minimum of 15 rooms (14 double/doubles rooms and one king for the head coach) for each team is required. It is recommended that the room for the head coach be a complimentary bedroom suite. All rooms should be nonsmoking rooms.

The host institution is financially responsible (room and tax and parking only) for the game officials and NCAA committee accommodations to be reimbursed by the NCAA. The participating institutions will be responsible for all hotel charges at the team hotel(s).

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**SECTION VI: NCAA/HOST RESPONSIBILITY**

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**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. Official souvenir program (digital format).
6. Credentials.
7. Mementos to the official travel parties of the participating teams.
8. Championship merchandise.
9. Equipment (e.g., sport court, net, volleyballs, etc.)
10. Championship signage.
11. Hydration product (e.g., water, electrolyte solution, coolers, etc.).
12. Volunteer apparel.
13. Webcasting equipment and personnel.
14. Funding for promotional efforts.

**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 if venue is not proximate to a hospital.
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, 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, statisticians, libero tracker, etc.)
16. Laundry for participating teams.
17. Other items as later requested by the NCAA.

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## **SECTION VII: TRANSPORTATION**

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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 by the NCAA marketing staff prior to activation. Please refer to the appropriate marketing plan template as a guideline when submitting your plan for review.
2. **Budget.** 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](http://NCAACHampsPromotion.com), is a comprehensive tool designed to help hosts create marketing pieces that will generate awareness and promote tickets sales and 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. If the host does not have a local vendor, a list of preferred NCAA vendors is available on the website.

4. **Radio/TV.** The NCAA will provide television and radio spots 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](http://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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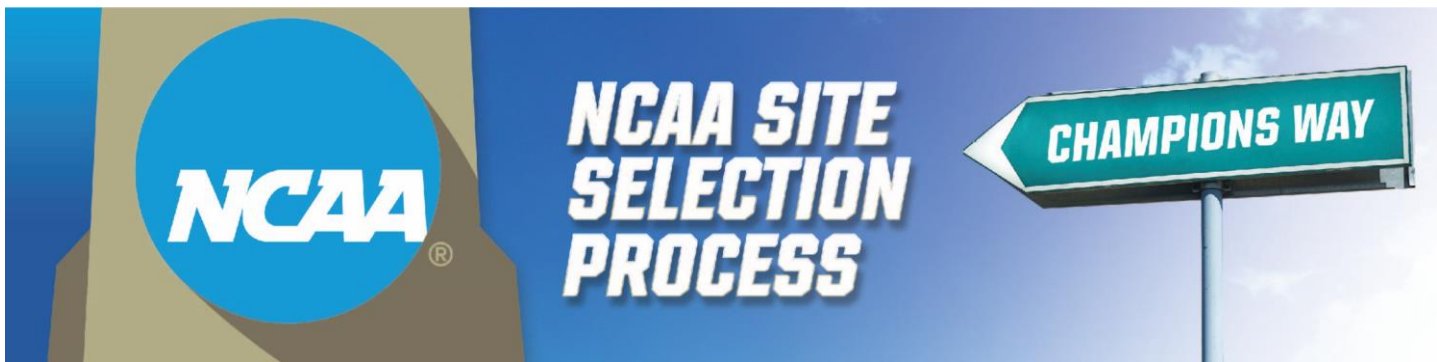


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## SECTION IX: TENTATIVE SCHEDULE OF EVENTS

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### **Monday**

NCAA Division III Women's Volleyball Committee and NCAA championship manager arrive and perform facility walkthrough at 4 p.m.

Teams arrive.

### **Tuesday**

Team Practices (8:00 a.m. – 4 p.m.)

Community Service activity with participating teams

Administrative Meeting (before social)

Student-Athlete Social/Banquet (evening)

### **Wednesday**

Team Practices (6-10 a.m.).

Matches 1-4 (11:30, 2, 4:30 and 7 p.m.).

### **Thursday**

Team Practices (10 a.m.-2 p.m.)

Matches 5 and 6 (5 and 7:30 p.m.).

### **Friday**

Day of Rest

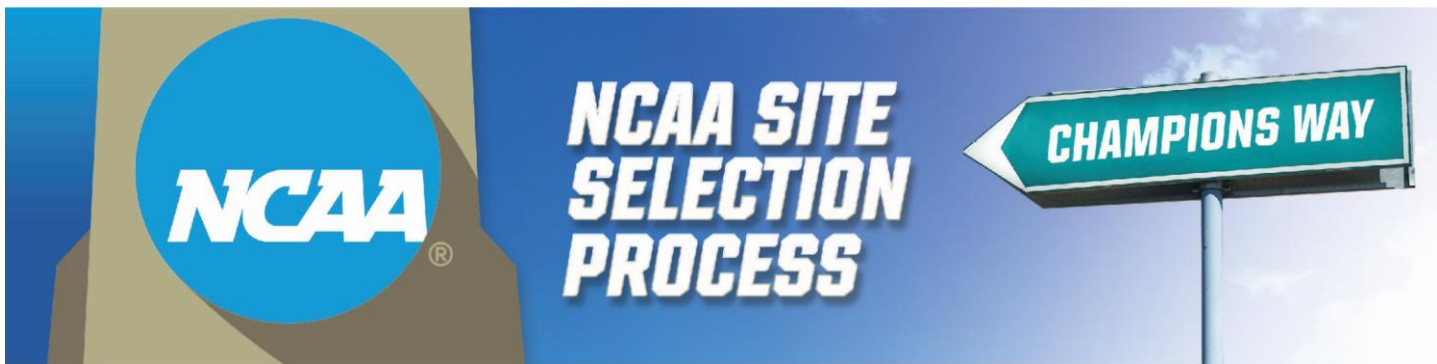
Team Practices (11 a.m.-1 p.m.)

### **Saturday**

Team Practices (10-Noon p.m.)

Match 7 (4 or 5 p.m.).

(Schedule subject to change.)



## SECTION X: ANCILLARY EVENTS

The host is responsible for conducting a student-athlete banquet Tuesday night for the official travel party (22) for each of the eight participating teams. Additional attendees will include members of the NCAA Division III Women's Volleyball 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 (referees and line judges) should **not** be invited to attend the banquet.

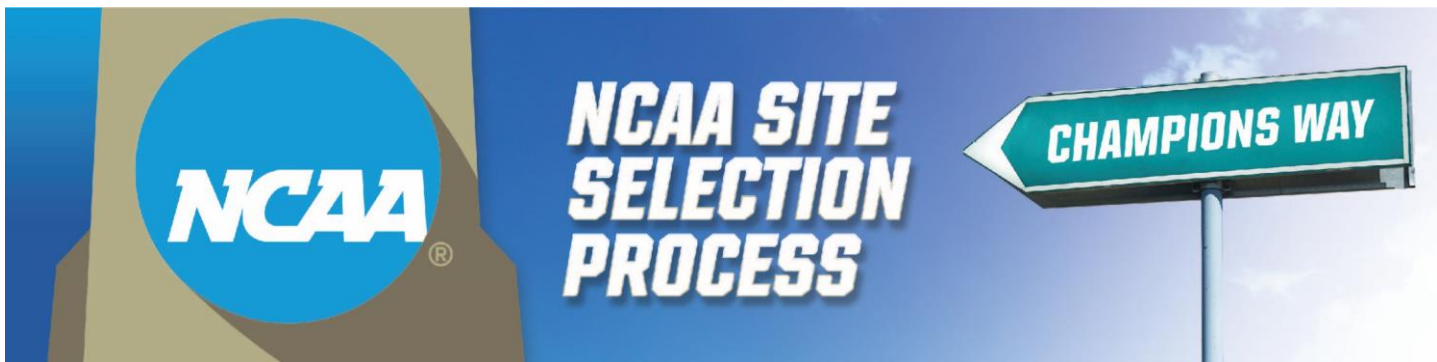
The banquet facility should be able to accommodate approximately 300 people. The NCAA reimburses \$30 per member of the official travel parties and a predetermined number of additional attendees as outlined above. Additional banquet tickets may be made available for institutional personnel associated with the travel party of the participating teams. (Approximately 5 tickets per team). The host will be reimbursed by the institution for any additional personnel that exceeds the travel party of 22.

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 by student-athlete representatives from each team and presentations of NCAA awards.

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## SECTION XI: VOLUNTEER NEEDS

Approximately 30 volunteers per day will be needed for assignments:

- Including three-person ball rotation.
- Hospitality area monitors.
- Statistics runners.
- Floor sweepers.
- Merchandise sales.
- Awards setup.

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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	\$48,217
Promotion	\$883
Tickets	\$525
Facility	\$10,541
Personnel	\$16,120
Entertainment	\$17,791
Equipment	\$1,145
Officiating Expenses	\$1,212