

NCAA[®] SITE SELECTION PROCESS





2029, 2030 & 2031
WOMEN'S LACROSSE CHAMPIONSHIP
(DIVISION I, II, III FINAL SITE)
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 sport or sports oversight committee and the appropriate NCAA governing body. All activities and events associated with the championship are to be approved by the respective sport or sports oversight committee.



SECTION II: CHAMPIONSHIP STRUCTURE

DIVISION I DATE FORMULA	
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

DIVISION II DATE FORMULA	
First and Second Rounds (8):	Thursday and Saturday prior to quarterfinals
Quarterfinals and Semifinals (4):	Thursday and Saturday prior to finals
Final:	Saturday of Memorial Day Weekend

DIVISION III DATE FORMULA	
First Round (15)	Wednesday prior to second round
Second and Third Rounds (8)	Saturday and Sunday prior to quarterfinals
Quarterfinals and Semifinals (2)	Saturday and Sunday prior to finals
Final:	Saturday of Memorial Day Weekend

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

PLEASE NOTE: Please indicate the year(s) in which you are interested in serving as host:

_____ May 25, 26, 27, 2029

_____ May 24, 25, 26, 2030

_____ May 23, 24, 25, 2031

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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. Monday 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 will be primary practice day with competition on Friday, Saturday, and Sunday. Additional practices will take place off-site on Friday, and Saturday). 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. The host and venue should have the ability for re-entry into the stadium for Friday and Saturday.
6. The facility must furnish the following locker room accommodations:
 - a. A minimum of four spacious locker rooms, with a preference of six, 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 and markers.
 - b. Locker room space for a minimum of eight game officials, preferably two separate locker rooms.
 - 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

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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. A lined practice field with goals, of the same surface as the game field.
- b. An indoor practice field option, in-case of inclement weather, if needed, at the expense of the venue. The indoor practice field does not need to be lined but goals should be provided. The indoor option can be off-site, so long as there is no additional expense to the NCAA.
- c. An athletic training area adequately staffed and large enough to accommodate the participating teams.
- d. Media workspace for 50 with appropriate internet, power, lighting, heat, air conditioning and toilet facilities.
- e. Space for photographers, preferably closer to the field with access to the field. This includes tables, chairs, and internet- wireless and hard lines
- f. Elevated seating for approximately 8-10 people at midfield for NCAA Committee, staff and additional game personnel.
- g. Space for team content on Thursday near the locker rooms, including assisting in the production of content, if requested by the NCAA.
- h. Interview area for 50 with dais, podium and audio equipment. Television platforms should be available in the rear of the room.
- i. Photographer space on the field at the discretion of the NCAA media coordinator.
- j. One area of private office space with Internet access (wireless or a minimum of 6 Ethernet lines) for use by the NCAA.
- k. A media coordination work area containing one photocopy machine with capability for reproducing statistics and other material on bond paper with a minimum per-copy speed of 75 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.
- l. Indoor press box media seating for 50.

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- m. Four hospitality suites for the participating teams at no cost to the NCAA. Food and beverage should be provided to the participating teams at-cost.
 - n. Two separate rooms for drug testing, each with a waiting area, toilet facilities and a minimum of 500-square feet of space.
 - o. Minimum of two radio booths, two television booths and a separate booth to keep in-game statistics.
 - p. 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 100 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. 110-volt electrical outlets in all working press areas.
 - b. 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. At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external digital signage. This includes any and all digital inventory at the time of the championship and is inclusive of any new inventory that may be added by the venue after this bid document is signed. The NCAA shall provide and control all content displayed on the boards. The competition venue, at its expense, shall provide a full in-venue production / control room staff for all NCAA load-in and event days (e.g., game days, open practice days, ancillary event days). In addition, the host shall provide access to and use of control room equipment & staff prior to the championship for any pre-production needs. Minimum equipment requirements include: character generator, HD video playback server-capable of storing at least six (6) GB of content, video switcher-capable of handling at least six (6) sources, video replay machine- capable of four (4) in and two (2)



out, four (4) cameras, a multi view monitor and an audio playback device. Minimum personnel requirements include: director, technical director, video playback operator, LED/ribbons operator, character generator operator, replay operator, audio operator, control room EIC, four (4) cameramen, two (2) utilities and a DJ/music playback operator.

14. The competition venue, at its expense, shall provide video camera equipment, green screens, lighting equipment (gobos, spotlights, lighting kits, etc.), audio equipment (to include wireless microphones, boom mics, IFB's, etc.), clear com/radio communications, closed captioning, etc. if needed for NCAA use. Any new technologies or additional staffing resources that the competition venue possesses that are not listed in the aforementioned production requirements should also be incorporated into the in-venue production.
15. A minimum of two visible game clocks and shot clocks should be provided. A minimum of two backup game clocks and shot clocks is mandatory and should be synchronized with the visible clock. The visible clock must have the ability to show the penalty time with the option to display multiple penalties. The official clock must be operational from the scorer's table or have direct radio communication with the clock operator. An air horn and secondary timepiece (for timeouts and penalties) also must be available at the scorer's table. Additionally, a game clock should be in each locker room.
16. Benches for 50 people per team should be set up on either side of the scorer's table.
17. Logos on the field will be at the discretion of the NCAA. The NCAA will provide the on-field logo stencils for the championship. The host will have the opportunity to place the institutional logo on the field, at their own cost, and at the discretion of the NCAA.
18. Any football goal posts and football lines/end zones shall be removed from each end of the playing field.
19. 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.
20. 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.



Broadcast.

1. **Television Truck Parking and Technical Setup.** Adequate television facilities and space shall be available at no cost for all NCAA championship venues for broadcast partners. An area for parking the mobile unit shall be available within 150 feet of the power service closest to the anticipated camera positions or announce booth. This designated area should provide enough room for two TV production trucks 65 feet long by 25 feet wide. There must be room for a third vehicle (Uplink truck) to park in proximity (within 100 feet) to the primary mobile unit. In addition, the primary television entity must have adequate space in the television compound to install work trailers.
2. **Television Power Requirements.** The competition venue shall provide the access to sufficient and reliable electrical power to operate equipment reasonably necessary to effectuate a first-quality, high-definition color telecast. Minimum power requirements are as follows:
 - One Truck Event + Uplink
 - Minimum = (1) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
 - Two Truck Event + Uplink
 - Minimum = (2) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
 - Three Truck Event + Uplink
 - Minimum = (3) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
 - Four Truck Event + Uplink
 - Minimum = (4) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
 - Five Truck Event + Uplink
 - Minimum = (5) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
 - Six Truck Event + Uplink
 - Minimum = (6) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
 - If the competition venue does not meet the power requirements above and a generator is required, at no cost to the NCAA or its broadcast partner, the venue shall be responsible for a dual twin pack, crystal sync with operator; operator to stay with such generator from hook up to power down.

NCAA reserves the right to request additional power as needed for enhanced productions.

3. **Lighting Requirements.** Light levels shall meet the requirements noted within the NCAA's Best Lighting Practices. Those requirements can be found by clicking on the following link: [NCAA Best Lighting Practices.](#)

All potential sites that submit a bid to host a future NCAA championship event must provide a professional lighting survey. Some NCAA championship sites are awarded in advance, and the competition venue must provide a follow-up professional lighting survey to the NCAA before the event. The NCAA preferred lighting vendor may be available to conduct a lighting survey at competition venue if needed and requested. The venue can provide at its own expense supplemental lighting to meet the NCAA lighting requirements.



Additional lighting information can be found here: <https://www.ncaa.com/flysystem/public-s3/files/2024-12/NCAA%20Summary%202024.pdf>

4. **Broadcast Partner Site Survey.** The NCAA's broadcast partner, in conjunction with the NCAA and the competition venue, will conduct a site survey in advance of the championship to determine the host set location, camera locations and determine the need for "seat kills." If necessary, this survey will be determined by the NCAA in conjunction with the broadcast entity and host.
5. **Announce Booth/Announce Position.** The primary broadcast partner shall have access to first choice of all available television booths or courtside table space at no charge. Appropriate seating shall be made available for broadcast announce positions. For outdoor championships, the announce position shall provide protection from the weather. Protection includes coverage from the sun, rain or snow and a climate-controlled area.
6. **Camera Locations and Platforms.** Competition venues shall be required to provide locations for all camera positions that are industry standard for a national telecast for specific sports. Any existing camera platforms sufficient for a broadcast of the event at the venue must meet Occupational Safety and Health Administration (OSHA) standards. If not, the venue is responsible for ensuring OSHA compliance at the venue's expense. The broadcast partner shall have the right to install, maintain and remove wires, cables and apparatus for the broadcast. The broadcast partner will cover or secure any exposed wires. The installation of any temporary camera platforms or lifts shall be at the broadcast partner's expense.
7. **Venue Fees.** At no cost to the NCAA, its broadcast partner shall have exclusive right to the venue property, surrounding area/facilities, or any other area designated for NCAA or its broadcast partner's use, including but not limited to meeting rooms, hospitality areas, retail stands/stores, private clubs and restaurants in the competition venue or the surrounding area during the period noted above.

The competition venue, at no cost to the NCAA or its broadcast partner, shall provide the use of the venue cleaned, lighted and heated or air conditioned in a manner acceptable to the NCAA or its broadcast, including but not limited to all existing scoreboards, video boards, LED screens, in-house cameras, video control room equipment, sound system, lighting equipment, in-house television/radio/Internet/wired and wireless network/telephone system and public address systems, camera positions and cabling. Use of all such systems shall be under the sole control of the NCAA or its broadcast partner. The competition venue must provide lighting for television broadcasts in accordance with the NCAA championship best lighting practices that are in effect at the time of competition. (See the NCAA Broadcast Services Page for current lighting specifications). The venue shall work with the broadcast partner to secure the best possible rates for production if union entities exist in the competition venue.

8. **Meal Area/Catering.** Competition venues must provide an adequate location at no charge for the broadcast partner to accommodate crew catering. Depending on the event, television crews normally number in size between 40 and 100 people. Venues shall provide adequate tables and chairs for the crew catering at no cost to the NCAA or its broadcast partner.



9. **Audio/Video Distribution Area.** Competition venues shall provide two eight-foot tables and chairs near the broadcast mobile unit or an alternative area approved by the NCAA media coordinator accessible by the media for the audio/video distribution area. Competition venues will provide adequate power and equipment based on the NCAA projected estimate of media attending the championship. For select championships, an area in the press conference room shall be made available for an NCAA crew to shoot the press conferences and uplink them for national media. The hosts must provide this audio/visual distribution equipment unless the NCAA has hired a third party to provide.
10. **Interview Room.** If requested, the competition venue shall provide a separate dedicated space for the broadcast partner at no charge. The space shall have power for television needs. For selected rounds of championships, broadcast partners may request multiple spaces if available. Each host should designate a press interview room or area at the facility.
11. **Data and Telecommunications Services.** The competition venue is required to provide a secured high-speed data network to support the NCAA, broadcast partners, host institution/conference staff, radio-rights holders, media and other users approved by the NCAA. The competition venue must provide dedicated bandwidth to support back-of-house locations such as the print media workroom, photo workroom, press conference interview room, NCAA and host.

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 2020-21 season.

Year	Host	Attendance	Ticket Prices
2021	DI: Johns Hopkins University (w/ Maryland Sports) DII/DII: Roanoke College (Virginia)	COVID (DI) 494 (DII) 671 (DIII)	DII/DIII <u>Combined All-Session</u> No all-session tickets (COVID) DII/DIII <u>Combined Single Session</u> Adult: \$10 Student: \$5 Child: \$5
2022	DI: Johns Hopkins University (w/ Maryland Sports) DII: Lindenwood University (Missouri) DIII: Roanoke College (Virginia)	16,670 (DI) 843 (DII) 817 (DIII)	DI All-Session Adult: \$38.91 DI All-session Group: \$15 DI Single Session Adult: \$24 DI Single Session Student: \$18 DI Single Session Group: \$20 <u>DII Single Session</u> Adult: \$10 Student: \$5 Child: \$5 <u>DIII All-Session</u> Adult: \$25 Student: \$15 Child: \$7 <u>DIII Single Session</u> Adult: \$15 Student: \$10 Child: \$5
2023	DI: University of North Carolina, Chapel Hill (w/ Town of Cary) DII: University of Indianapolis (Indiana) DIII: Roanoke College (Virginia)	13,966 (DI) 635 (DII) 684 (DIII)	DI All-Session Adult: \$40 DI Single Session Adult: \$25 DI Single Session Team: \$20 <u>DII Single Session</u> Adult: \$10 Student: \$7 Child: \$5 <u>DIII All-Session</u> Adult: \$25 Student: \$15 Child: \$7 <u>DIII Single Session</u> Adult: \$15 Student: \$10 Child: \$5
2024	DI: University of North Carolina, Chapel Hill (w/ Town of Cary) DII: Festival Year (Orlando, Florida) DIII: Roanoke College (Virginia)	9,196 (DI) 926 (DII) 831 (DIII)	DI All-Session Adult: \$50 DI All-session Group: \$30 DI Single Session Adult: \$30 DI Single Session Group: \$20 <u>DII Single Session (Festival)</u> Adult: \$7 Child: \$5 <u>DIII All-Session</u>

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			Adult: \$25 Student: \$15 Child: \$7 <u>DIII Single Session</u> Adult: \$15 Student: \$10 Child: \$5
2025	DI: Harvard University at Gillette Stadium (Foxborough, MA) DII/DIII: Roanoke College (Virginia)	25,000 (DI) 792 (DII) 755 (DIII)	DI All-Session Adult: \$60 DI All-session Group: \$40 DI Single Session Adult: \$35 DI Single Session Group: \$25 DII/DIII Adult: \$25 Student: \$15 Child: \$7 <u>DII/DIII Combined Single Session</u> Adult: \$15 Student: \$10 Child: \$5
2026	DI: Northwestern University (Chicago, IL) DII/DIII: Rochester Institute of Technology		
2027	Temple University at Subaru Park (PA) DII/DIII: Tampa University (Florida)		
2028	Temple University at Subaru Park (PA) DII/DIII: Rochester Institute of Technology		



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 for Division I (4 teams)

Block	Room Type	Tue	Wed	Thu	Fri	Sat	Sun	TOTAL
Headquarter & Officials	Kings	5	25	35	35	35	35	170
Teams (4)	Double/Doubles	120	120	120	120	60	60	600
	Kings	28	28	28	28	14	14	140
	Suites	4	4	4	4	2	2	20
Total		154	177	187	187	111	111	920

Hotel Room Block for Division II and Division III (Two teams per Division)

DII and DIII	Number of Hotels	Wed.	Thur.	Fri.	Sat.	Notes
Teams (4)	1-2	100	100	100	100	
Headquarters (NCAA/Officials)	1	14	14	22	22	
Total	2-3	114	114	122	122	

Division II: A minimum of 24 double/double and 1 king (suite) sleeping room for each team is required.

Division III: A minimum of 24 double/double and 1 king (suite) sleeping room for each team is required.

All king beds for the headquarter/officials hotel.

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.

Division I 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, 7 Kings, and 1 suite 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 ten rooms for the officials).

- (1) May be a combination of kings and 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.

Division II Team Hotels. Each team hotel (one or two hotels) 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 24 double/double, 1 Suite non-smoking sleeping room 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.

Division III Team Hotels. Each team hotel (one or two hotels) 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 24 double/double, 1 King or Suite 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.



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 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 committees.
4. Awards for the participating teams.
5. Official souvenir program and merchandise.
6. Credentials.
7. Media coordinator.
8. Mementos to the official traveling parties of the participating teams.
9. Volunteer apparel.
10. Promotional assistance, including NCAA signage.
11. Lacrosse balls, game goals, and nets
12. Field stencil for logos on the field.
13. Hydration product.
14. Video replay support.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Field dimensions should be 65 yards in width and 120 yards in total length, with goals 100 yards apart and 10 yards of space behind each goal line. Installation of field stencil logos and any related women's lacrosse field markings, as determined by the national coordinator of officials and secretary rules editor.
3. Practice goals (two sets, four total.)

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4. Key personnel – all workers and all other volunteers.
5. Public relations/media coordination.
6. First aid/medical services/AED on-site/ambulance on-site.
7. Championships hospitality.
8. Food/beverage concessions.
9. Public address system and video board staff.
10. Support personnel – ushers, ticket takers, ticket sellers, media runners, etc.
11. Hospitality for media, committee, staff, volunteers (NCAA provides funding).
12. Security.
13. Media room (fully equipped).
14. Media seating/work area with constant refreshments.
15. Tickets and box office staff.
16. Police escorts on arrival to games for the semifinals and championship games.
17. Securing and assisting in the facilitation of red-carpet arrivals for semifinals and final games.
18. All computers, printers, video equipment, photocopy machines, telephone lines, etc. necessary to administer the championship, and as may be required by the NCAA.
19. Appropriate directional signage within and outside the venue.
20. Head table personnel (e.g., public address announcer, official scorer, coordinators for substitutions and penalties, timer, shot clock operator, etc.)
21. Athletic training staff.
22. Lodging (room and tax) for game officials and NCAA Committee (NCAA provides funding).
23. Other items as later requested by the NCAA.



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 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 \$12,000 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.** The NCAA will provide all creative/artwork in conjunction with the championship. This includes, but is not limited to print pieces, digital banners, email blasts, social media, promotional signage, etc.
4. **Radio/TV.** The NCAA will provide video 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 NCAA marketing team.
5. **Support Documents.** Hosts should refer to the following support documents when developing marketing plans and budgets: NCAA Ticket Promotional Use Guidelines, NCAA Marketing Template, Marketing Ideas, and NCAA Micro-Site Guidelines.

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☐ YES

☐ NO

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SECTION IX: TENTATIVE SCHEDULE OF EVENTS

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

Tuesday

NCAA staff arrive

WEDNESDAY

Noon

NCAA committees arrive

4 p.m.

NCAA and committee walk-through of facility

All day

Team arrivals

THURSDAY

9:30 a.m. – 9:30 p.m.

Practices and team content. (A specific practice schedule can be provided if requested. All practices on Thursday are required to be on the game field.)

FRIDAY

9 a.m. – 1 p.m.

Division I gameday walkthroughs.

9 a.m.-2 p.m.

Division II and III practices on the practice field.

3 p.m.

Division I Semifinal #1 (live on linear television)

5:30 p.m.

Division I Semifinal #2 (live on linear television)

SATURDAY

8:30-11:00 a.m.

Division II and Division III gameday walkthroughs (30 minutes per team on game field.)

11 a.m.-2:30 p.m.

Division I practices on practice field.

1:00 p.m.

Division II Championship Game

4:30 p.m.

Division III Championship Game
(note the order of the first and second game will change each year.)

SUNDAY

7-9 a.m.

Division I gameday walkthroughs

12 p.m.

Division I 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 host staff should plan this in their host budget. The space chosen should be conveniently located to the stadium. The fan festival should be fully operational for the duration of competition on all three days. 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.

The NCAA requests assistance from the host to assist in finding space in nearby venues for a youth tournament associated with the Intercollegiate Women's Lacrosse Coaches Association in an effort to promote the championship and increase attendance.

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☐ YES

☐ NO

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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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☐ YES

☐ NO

☐ NO with Exception

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SECTION XII: BUDGET HISTORY

The chart below contains the three-year average of expenditures for the Division I championship.

Expenditures Three-Year Average	
Total Expenses	\$286,000
Promotion	\$10,000
Tickets	\$0
Facility	\$82,000
Personnel	\$125,000
Entertainment	\$33,000
Equipment	\$12,000

The chart below contains the estimated expense for the Division II and III championship games. There is currently not a three year average.

Estimated Expenditures for combined DII/DIII Championship Game Only	
Total Expenses	\$60,000.00
Promotion	\$3,000.00
Tickets	\$1,500.00
Facility	\$3,000.00
Personnel	\$24,500.00
Entertainment	\$18,000.00
Equipment	\$3,000.00
Official Expenses	\$7,000.00