

NCAA[®] SITE SELECTION PROCESS





NCAA® DIVISION I WOMEN'S BASKETBALL CHAMPIONSHIP

2029, 2030 & 2031
REGIONAL ROUND

SPORT SPECIFIC
INFORMATION

NCAA SITE SELECTION PROCESS



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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.

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SECTION 1: 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 Division I 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 Women’s Basketball Oversight Committee. All activities and events associated with the championship are to be approved by the sports committee.

[LINK: Division I Women's Basketball Committee Roster](#)

[LINK: Division I Women's Basketball Oversight Committee Roster](#)

The NCAA has the ability to make adjustments to hosting requirements and dates even after sites have been selected through this bid process. If such adjustments occur, the NCAA will notify the host immediately and determine a strategic plan to implement any change.

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NCAA WOMEN'S BASKETBALL STRATEGIC POSITIONING

Prospective bid committees are encouraged to familiarize themselves with NCAA Women's Basketball Strategic Positioning ([LINK](#)). 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 commitments:

- **The Game** – NCAA Women's Basketball guides and shapes the game to showcase the commitment of student-athletes and coaches excelling in team play at the highest level.
- **The Championships** – NCAA Women's Basketball provides the pinnacle of the student-athlete and team experience on the brightest stage on which to celebrate our game.
- **The Brand** – NCAA Women's Basketball actively advances the elite brand of women's basketball to create a transformational experience for student-athletes, teams and fans. NCAA Women's Basketball Strategic Positioning will elevate our game, our championship and our community with these commitments as our guideposts. We are intentional about the steps we are taking to achieve our goals in all three divisions.



SECTION 2: CHAMPIONSHIP STRUCTURE

Since 2023 the regional rounds of the Division I Women’s Basketball Championship have been held at two sites with eight teams competing at each site. This adjustment to the regional format:

- Elevates and enhances the student-athlete experience.
- Creates opportunities for fan engagement, growth of the sport and the championship through an increased focus on developing annually two regional markets.
- Supports building the brand of women’s basketball within the host cities.
- Provides opportunities to expand established community programming and create new programming targeting strategic plan initiatives (for example, coach and officiating pipelines, student-athlete career development and health and well-being).
- Enhances broadcast coverage of the championship.

As of August 2025, here is an overview of the regional schedule:

Sample Regional Schedule	
Two regional pods are played at one regional site. The other two regional pods are played at the second regional site. Pod = 4 teams, 2 games	
Wednesday	NCAA Division I Women's Basketball Committee Arrivals Regional 1 Designated Team Arrival Day
Thursday	Regional 1 Practice/Media Day Regional 2 Designated Team Arrival Day
Friday	Regional 2 Practice/Media Day Regional 1 Semifinal Games
Saturday	Regional 1 Media Obligations Regional 2 Semifinal Games Regional 1 Practices
Sunday	Regional 2 Media Obligations Regional 1 Championship Game Regional 2 Practices
Monday	Regional 2 Championship Game



Each Regional Host Site will have 2 pods as illustrated below.

Day	Wednesday	Thursday	Friday	Saturday	Sunday	Monday
Regional 1 Pod	Team Arrival Day (4 teams)	Practice Day	Regional Semifinal Games (2 games)	Practice Day	Regional Final Game (1 game)	
Regional 2 Pod		Team Arrival Day (4 teams)	Practice Day	Regional Semifinal Games (2 games)	Practice Day	Regional Final Game (1 game)

Dates of competition are: 2029 March 23, 24, 25 and 26
 2030 March 29, 30, 31 and April 1
 2031 March 28, 29, 30 and 31

Specific preliminary round dates are subject to change. In the event of a date change, host institutions/conferences and competition venues shall make best efforts to accommodate the adjustments under all bid terms, however; the NCAA reserves the right to adjust the hosting assignment in the event that reasonable accommodations cannot be made.

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SECTION 3: COMPETITION VENUE REQUIREMENTS

1. Availability.

- a. When referred to herein, unless expressly specified to the contrary, the “venue” means the primary competition venue (including, without limitation, all suites, restaurants, merchandise locations/stores, meeting rooms, conference areas, hospitality areas, private clubs, building exterior and grounds, etc.), as well as surrounding areas (e.g., parking lots, frontage property and any other adjacent areas).
- b. The competition venue shall be reserved for the exclusive use of the NCAA no later than 8 a.m. Monday, three days prior to the first practice day until 8 a.m. the day after the last regional final game concludes. No other activities unrelated to the championship may take place at the competition site during this time. The competition venue shall be fully set and prepared for the women’s basketball championship by 3 p.m., Wednesday, the day prior to the first practice day. Upon notification from the host media coordinator, the venue may breakdown these specific areas in priority order following the championship: courtside media area, media interview room and media workroom.
- c. At no cost to the NCAA or its designees, the NCAA shall have exclusive right to the venue property, surrounding area/facilities, or any other area designated for NCAA 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.
- d. The city, state or governing jurisdiction at the site of the competition venue shall have an ordinance prohibiting unauthorized ticket reselling unrelated to the NCAA in the competition venue and on its property. Further, preference will be given to cities where unauthorized ticket resale is illegal. Hosts shall be required to specifically demonstrate and commit to enforcement of any and all applicable ordinances.
- e. The NCAA will consider the ability of a site to provide a quality experience for the participants and fans and to conduct the championship and its accompanying events safely. In determining whether a proposed site can provide a quality experience, the NCAA will consider the site’s ability to assure the benefits inherent in championship competition will be provided fairly to all participants and its ability to promote an atmosphere of respect for and sensitivity to the dignity of every person. The NCAA’s focus will be on a quality championship experience for all involved.
- f. Unless otherwise approved by the NCAA, during the NCAA basketball season in which a tournament session is assigned, a competition venue must host a minimum of one college or professional basketball game. The game may be a men’s or women’s game and may involve non-hosting institution/conference teams. The game must take place prior to February 1 of the year of the applicable championship.

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- g. The competition venue agrees it shall not enter into any agreement or understanding which would permit any corporation or other third party to be entitled, during the period of time the competition venue and surrounding area is to be reserved for the NCAA, to any unauthorized commercial activity including but not limited to the provision of hospitality or entertainment, ticket sales/services, sampling, merchandise sales, providing product or equipment, or temporary signage or display privileges in the competition venue and surrounding area (e.g., parking lots, frontage property and any other adjacent areas the competition venue may make available to the NCAA), nor shall the competition venue limit or prohibit the ability of the NCAA or its designees (in the event such an activity has been approved by the NCAA) to offer or engage in such activity.
- h. The competition venue shall furnish the premises set up for college basketball provided the NCAA or its designees shall have the right to provide any and all items necessary for practice, competition and all related events, including but not limited to, the equipment noted in No. 5.
- i. The competition venue, at no cost to the NCAA or its designees, and surrounding areas/facilities must provide the use of the competition venue and auxiliary spaces cleaned, lighted, heated or air-conditioned in a manner acceptable to the NCAA or its designees, including but not limited to all existing scoreboards, video boards, in-house cameras, video control room equipment, sound system, in-house television/radio/Internet/wired, wireless network/telephone system and public address systems, camera positions and cabling and inclusive of all needs to meet broadcast standards appropriate at the time of competition. Use of all such systems shall be under the sole control of the NCAA or its designees at no cost to the NCAA or its designees. The competition venue and NCAA will determine a mutually agreeable cleaning schedule based on event schedule, so as not to interrupt private/closed team practices or operations. The competition venue must provide lighting for television broadcasts, at no cost to the NCAA or broadcast partner, 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).

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 Hazard Association (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, if not part of standard complement, shall be at the broadcast partner's expense.

Competition venues, LOCs and/or host institutions/conferences shall not charge any venue fees to the broadcast partner. The broadcast entity will pay for services and personnel it deems necessary for the telecast. The venue



shall work with the broadcasting partner to secure the best possible rates for production if union entities exist in the competition venue.

- j. After being awarded, the competition venue and surrounding areas/facilities that are to be used shall not be materially modified in a way that would reduce overall space or individual spaces available to the NCAA or to the general public in the aisles, entranceways and hallways without the NCAA's prior consent.
- k. Four months prior to hosting the championship, the LOC host/competition venue, conjunction with appropriate federal, state and local agencies and officials, shall submit to the NCAA a coordinated plan for security, law enforcement, and emergency preparedness and response, including all aspects of public safety. The LOC/host/competition venue will be required to integrate the activities of law enforcement agencies, public health, public safety, emergency medical service (EMS), emergency management organizations and health care organizations. This safety/security plan shall be consistent with industry's best practices, takeaways from similar events and observation/evaluation of prior championships. The development and implementation of this plan shall be provided at no cost to the NCAA.

The NCAA requires support to be obtained from fire and medical emergency agencies during the championship and during other events related to the championship. Local fire and EMS service shall be provided to the NCAA during the championship and during other events related to the championship at no cost to the NCAA.

- l. The NCAA shall print and distribute the specified credentials and will assist in the management of all credentials at each host site. The venue will begin credential lockdown on the first practice day and remain lockdown until four hours after the end of the last game (regional final).
- m. At a minimum, the competition venue must provide recycling containers for plastic, paper and aluminum in back-of-house locations (e.g. media dining area, media work area, locker rooms, hallways and hospitality spaces).
- n. For newly constructed or renovated competition venues:
 - (1) To be considered a prospective host more than 24 months after being awarded the event, a competition venue must be fully operational no later than one year after the bid is awarded.
 - (2) To be considered a prospective host within 24 months after being awarded the event, a competition venue must be fully operational no later than six months after the bid is awarded.

2. Assignment of Teams.

A team may not be assigned to play in any arena in which it has played more than three regular season games, not including conference postseason tournaments. (*Reference: Division I Women's Basketball Selection,*

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Seeding and Bracketing Policies and Procedures). If the host institution's team is participating at the site, it may not conduct practice once the NCAA competition venue hold dates take effect. Participating teams may not conduct practice at the competition site prior to the scheduled practice session.

3. Seating/Tickets.

- a. In the configuration required for this Championship, the competition venue must have a saleable seating capacity of at least 10,000, though preference may be given to sites with a larger capacity. At the time of the bid, submission must also include a complete ticket manifest, including suites, and a PDF or CAD drawing of the venue's basketball seating configuration and venue suite map. The NCAA expressly reserves the right to reasonably modify the competition venue seating configuration at any time. The competition venue expressly agrees to make all such adjustments without additional cost to the NCAA.
- b. The host institution/conference agrees to use the competition venue's primary ticket vendor's existing contract, with the following stipulations:
 - (1) The host and competition venue shall cooperate fully with the NCAA's ticketing sales phases and distribution timelines.
 - (2) Host ticketing vendor to provide the NCAA ticketing staff access to real time reporting.
 - (3) Host ticketing vendor shall ensure only NCAA branding is placed on all sales channels, including but not limited to marketing materials, websites, social media posts and emails.
 - (4) Customer data must be shared with the NCAA at agreed upon times.
 - (5) NCAA advance approval of convenience/ticket fees and an "inside fee" model shall be used.
 - (6) The host venue system shall be used for access control, box-office walk-up sales and day of event issue resolution in the box office.
 - (7) The competition venue and surrounding areas/facilities that are to be used must be in compliance with all applicable city, state or federal laws and regulations, including those concerning access and seating for the disabled.
 - (8) The competition venue and host shall promote the sale of tickets for the event pursuant to a plan developed by the host in conjunction with the NCAA.

The host ticket allotment may not exceed 200 all-session tickets and will be assigned by the NCAA after the private constituent presale. At the time the host ticket allotment is assigned by the NCAA those tickets are considered sold and may not be returned to the NCAA or released back to open inventory through any sales channels.

- c. The host and competition venue shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official ticket exchange). The NCAA shall NOT be responsible for securing an exemption to any exclusive contracts the host,



competition venue or surrounding areas/facilities might have, nor shall the NCAA be responsible for any buyout or other means necessary to secure such an exemption.

- d. **Prices.** All seats in the competition venue's basketball configuration - including club seats - shall be manifested and under the control of the NCAA for the NCAA's and its designees' exclusive use during the event period. The NCAA shall control all ticket sales, ticket services and ticket revenue for the championship, assigning specific duties to the competition venue as needed. Should there be edits to the final manifest submitted to the NCAA and additional seats subsequently become available, the venue must immediately notify the NCAA, and the NCAA will determine how to utilize the additional seats.

The chart below shows past all-session ticket prices for historical reference. Please fill out the attached ticket fees form with the proposed prices and upload it to the bid portal. Upon review, the NCAA will work with each site to finalize the prices based on the market value of past events in that region/arena, as well as a tiering structure that works for that venue.

Hosts can submit proposals for ticket packages (e.g. group tickets, family plan, ticket and food package) to the NCAA for approval.

*All-session consist of four (4) separate sessions. Each day will be a unique session. Two regional semifinal games will be played on each of the first two days. The third and fourth game days will have one regional final game each.

All-Session Pricing (2023-2026)				
Price Level	2023	2024	2025	2026
P1	\$210.00	\$210.00	\$260.00	\$316.00
P2	\$180.00	\$180.00	\$220.00	\$256.00
P3	\$150.00	\$150.00	\$140.00	\$156.00
P4	\$90.00	\$120.00	\$100.00	\$116.00
P5	\$75.00	\$90.00	NA	NA

- e. **Americans with Disabilities Act – Title III (Public Accommodations)**

The Americans with Disabilities Act, Title III prohibits private places of public accommodation (e.g., sports arenas) from discriminating against individuals with disabilities. The host institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the ADA. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

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If the host institution/conference receives a request for an accommodation, which may require input from the NCAA, the host institution/conference shall immediately notify the NCAA national office staff member with responsibility for the event in order to address the request.

Subject to NCAA approval, the assignment of general public seats is the competition venue box office's responsibility, unless directed otherwise by the NCAA. The seat locations shall be designated by the NCAA. The competition venue must be in compliance with all applicable city, state or federal laws and regulations including those concerning access and seating for individuals with disabilities and their companions and assist with inquiries from ticket purchasers or holders in need of accessible seating or companion seating. Additionally, the box office shall assist with all lost, stolen, or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen, or misdirected tickets.

4. Playing Floor.

- a. The host and competition venue must agree to allow the NCAA and its designated vendor the option to provide a playing floor at regionals. The competition venue will provide labor and assistance in the installation and breakdown of the playing floor. The NCAA shall coordinate, in conjunction with the competition venue and designated vendor, the construction and installation of the playing floor to be completed not later than 10 a.m. on Monday, three days prior to the first practice. The regional court design typically includes the host institution/conference logo and the name of the host city in varying locations on both the playing surface and court apron.
- b. The cost of any alterations to the competition venue or the court provided by the NCAA shall be the responsibility of the competition venue or host. The typical court provided by the NCAA will be 60 feet wide by 116 feet long.
- c. The playing floor may be installed over an ice surface, with approval, provided the competition venue demonstrates a significant history of safe competition in such circumstances (e.g., college or professional basketball games played on the floor over the ice surface several times per month between November and March) and has processes in place to monitor humidity levels, mitigate condensation and dehumidify the building.
- d. The NCAA shall have sole discretion regarding the approval of size, placement and number of placements of the host name(s)/logo(s), designs and plans. Professional banners may remain in the rafters however, the NCAA can choose to remove them if signage is planned in these areas at the venue's expense.

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5. Equipment.

The competition venue shall provide standard basketball playing equipment as detailed in Rule No. 1 of the NCAA Basketball Rules and Interpretations, including but not limited to state-of-the-art scoreboards, public-address system, backboards, standards and rims.

The NCAA shall arrange for a vendor to assist the venue staff with the installation of the goal standards into the provided playing floor. The NCAA's assigned vendor, at NCAA expense, shall also conduct the rim-testing prior to competition. Should this service not be provided by the NCAA, the venue, at its expense, shall test the rims in advance of all competition to ensure the rebound elasticity falls within the recommended range, as noted in the NCAA Men's and Women's Basketball Rules and Interpretations.

At its expense, the competition venue shall provide the following unless notified otherwise by the NCAA. In some cases, the competition venue shall be asked to secure these items from an NCAA-designated vendor/supplier, at the competition venue's cost. All are subject to the approval of the NCAA and must comply with NCAA rules as of the year of the championship being conducted at the site:

- a. Backboards, meeting NCAA specifications, that transfer rim loads to the basket support system by a single strut boom behind the backboard or to the backboard frame; additionally, one spare complete backboard/rim/support apparatus and additional spare backboards/rims/support, all of the same size and style as the regular apparatus, assembled and ready to install, if needed.
- b. Red LED indicator light strips must be located behind the glass, trimming each backboard, fully synchronized with the competition venue's timing system and only activating with the expiration of the game clock.
- c. "Breakaway" rims that are freshly painted and tested to meet NCAA specifications in advance of practices and competition.
- d. Tenths-of-second display on game clocks that only display when there is less than one minute remaining in any quarter/overtime.
- e. Minimum of three-sided shot clocks/game clocks above each basket or located on the arm of the goal stanchion with tenths-of-second display under five seconds and the shot-clock display must differentiate the tenths digit by a decimal point or a different color or sized digit. When lights are present on the shot clock above each basket, these lights shall only illuminate when the shot-clock period ends.
- f. Separate "on-off" switches for shot clocks and game clocks.

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- g. Consideration will be given to those competition venues with center-hung videoboards and LED ribbon boards displaying the score, time remaining, team fouls, timeouts remaining and the five on the floor.
- h. A backup table console for scoreboards and shot clocks.
- i. An electronic backup shot clock system as well as a manual system.
- j. In addition to any other scoreboards, a minimum of one ribbon board at each end of the court.
- k. Scoreboards capable of interfacing with the NCAA's broadcast partners and statistical service to allow data to be shown live.
- l. Cable and/or fiber infrastructure to provide HD video and audio feeds of the news conferences from the interview room to the uplink trucks, to the game broadcaster and to the in-house CATV / MATV / IPTV system
- m. Tables, chairs, topping and skirting for courtside, and all work and meeting areas as designated by the NCAA. The topping and skirting for courtside tables must be BLACK, unless an alternate color is approved in advance by the NCAA. The topping for the table on the dais in the media interview room must be WHITE and the skirting for this table must be BLACK, unless alternate colors are approved in advance by the NCAA.
- n. BLACK pipe-and-drape and carpet to decorate and delineate areas as designated by the NCAA in its operations manual, unless alternate colors are approved in advance by the NCAA.
- o. Platforms for the media interview room and media workroom as designated by the NCAA.
- p. The competition venue shall agree to allow the NCAA and its designated vendor to provide branded bench chairs at all rounds of the championship. The NCAA will coordinate, in conjunction with the competition venue and designated vendor, the logistical details relative to the delivery and return of the branded bench chairs.
- q. Installation of interior and exterior decorations for the competition venue and participating team hotels, with the NCAA having approval of the format and locations. The NCAA shall develop specific designs and color schemes for such decorations; Hosts are allowed to produce and install additional signage at their expense at the approval of the NCAA. The NCAA will design and provide all approved requested files.
- r. The competition venue shall have a video board capable of displaying score, time remaining, fouls, numbers of timeouts, five on the floor, etc., in-house cameras, and a working control room to operate the video board. The venue must also be capable of showing hustle stats (FG%, FT%, steals, etc.) on secondary video boards or

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ribbon boards. The competition venue shall be required to provide full operations, including staffing, to operate the control room and editing equipment (venue / host must be prepared to update a handful of templated pieces of content based on the teams that advance to play at the specific site) at no cost to the NCAA or its designees, and to operate cameras, video boards and the control room during competition days and content load-in days (up to 3 days before first event day). The NCAA shall have the sole right to all content of internal and external video boards and messaging systems, including concourse LEDs and outdoor marquee boards.

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/ribbon board operator, table board operator, replay operator, character generator operator, audio operator, control room EIC, four (4) camera persons, two (2) utilities and a DJ/music playback operator.

- s. The competition venue will provide at minimum five (5) clear-com devices for communication between the producer, PA announcer, floor producer and each band/cheer location (2) (does not include general control room & camera operations comms).
- t. The competition venue must have a minimum of 4 spotlights and be prepared to staff for game days in order to cover starting lineup introductions properly (if the venue has an LED lighting system, the spot op number could be adjusted, as the LED lighting system would be utilized).
- u. The competition venue will provide, or cause to be provided, closed captioning of all PA announcers related audio and programming on the in-house ribbon boards or video boards, at no cost to the NCAA.
- v. Any new technologies the competition venue possesses or are deemed appropriate by the NCAA that are not listed in the aforementioned production requirements shall also be incorporated into the in-venue production at no additional cost to the NCAA.

6. Competition Venue Space.

At its expense, the competition venue shall provide the following subject to the approval of the NCAA:

- a. Four locker rooms, with dedicated shower and toilet facilities, for the participating teams. The competition venue shall supply the locker rooms with game clocks, unbranded towels, soap, a large dry erase board (i.e., minimum size of 4' x 6') and markers, a television capable of receiving the game feed and HDMI connectivity, training table, stationary bike and cold tub.

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- b. Four dressing rooms, with dedicated toilet facilities, of comparable size and quality shall be designated for participating teams' coaching staff. Ideally, coaches' rooms will be contained within each team's locker room, but accommodations may be made by designating a separate room outside of, but in close proximity to, each team's locker room entrance.
- c. Two locker rooms, in close proximity to each other, each with a shower, to accommodate game officials. Each locker room shall have a game clock or in-house game video feed system installed, a training table, stationary bike, unbranded towels and soap.
- d. The competition venue must secure one ambulance, and corresponding certified medical personnel, to serve tournament participants for all games and practices. Costs associated with the ambulance and medical personnel are a reimbursable expense but must be approved in advance by the NCAA. The competition venue also must provide certified medical personnel and a first aid room (normally located on the main concourse) on game days to serve the general public. The costs associated with providing this normal first aid service for the public (which is generally in operation at all events in the building) is not a reimbursable expense, although if the ambulance noted above is needed for the general public, it may be used for that purpose.
- e. An athletic training room shall be provided, preferably an existing one established by the competition venue's tenant team and made available for use by the NCAA and host institution/conference. Unless provided by the NCAA, supplies and refreshments for the training room shall be provided by the host institution/conference or competition venue under the supervision of and at the expense of the NCAA.
- f. One x-ray room, equipment and technician at the expense of the NCAA for all games and non-game day practices.
- g. Two separate lockable facilities for drug testing, each with a waiting area, toilet facilities.
- h. A space at least 300 square feet, carpeted and free of furniture or other obstructions for cheerleader warm-up and storage. A mat must be provided to comply with AACCA guidelines.
- i. Four band seating areas with 31 individual chairs in the baseline areas, on the floor in two to three rows and should be large enough to accommodate the band's drum set and amplifier, if applicable.
- j. Two rooms for broadcast partner usage. One for on-air announcer green room and one for meetings between participants and broadcast producer, director and on-air announcers.

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- k. One NCAA committee office appropriately furnished with soft furniture, tables, chairs and game clock or in-house game video feed system installed.
- l. One host institution/conference office furnished with tables and chairs, and appropriate space for storing game equipment.
- m. Media seating for a minimum of 125 individuals. Location of the media seating section(s) to be determined in conjunction with the NCAA, and a combination of lower and upper seating may be used. Competition venue is responsible for all costs associated with the building of the media seating section(s).
- n. An upper video photography area with space for five cameras for the NCAA's media designees and the participating institutions.
- o. A media workroom that accommodate a minimum of 125-150 individuals seated schoolroom style.
- p. An interview room for 60-70 individuals seated theater style. Desired height of 20-25 feet, but no less than 10 feet. The competition venue shall provide "working" lighting in the room and staging for a dais and camera platform. The competition venue shall provide staging for an 12-ft. by 24-ft. dais that must be a minimum of 2-ft. high. All riser sections must be securely clamped together. One set of steps with handrails should be installed at the end or side of the dais closest to the holding area. Safety rails, at least 4 ft. high, must be installed on the rear and sides of the dais. A camera platform should be placed 20-30 feet from the dais, based upon room dimensions and layout. NCAA Contractor will construct a television-quality lighting system, featuring front and back lighting for the dais. The system will either be suspended from above or erected on ground-based stands. In the case of backlighting, there must be enough distance between the dais backdrop and the wall for backlighting. Additionally, the competition venue may need to provide a platform to raise backlighting above elevated backdrops. A video distribution area adjacent to the interview area with hard-wired connectivity; a minimum of eight 8-foot tables.
- q. The competition venue shall provide space and access for equipment and personnel provided by the NCAA or its designees with hard-wired and wireless connectivity.
- r. A media buffet area for a minimum of 125 individuals.
- s. A separate buffet area for the broadcast partner, to accommodate 50 individuals.
- t. A photography work area near the media workroom, with phone and hard-wired internet connectivity.

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- u. A duplication area with sufficient electrical power for the operation of duplication equipment. Two photocopy machines with capabilities for reproducing statistics and other materials with a minimum per-copy speed of 60 per minute. If an upper press box location is in use for the event, space and electrical power for a photocopy machine on that level should be available.
- v. Two hundred twenty-five (225) complimentary parking spaces in prime locations, all to be distributed by the host according to NCAA policies. **RENTAL, MAINTENANCE AND SECURITY OF PARKING LOTS ARE NOT REIMBURSABLE EXPENSES.**
- w. Complimentary space for four (4) team buses and four (4) band/cheer buses in the loading dock area or location adjacent to the venue.
- x. A minimum of 250 linear feet of parking space immediately adjacent and accessible to the competition venue floor to accommodate broadcast truck parking for the NCAA's media designees. There shall be a minimum of two 75-foot semis and two satellite uplink trucks.
- y. A large meeting room/space for the Division I Women's Basketball Committee to conduct the administrative meeting sized to accommodate 30 people in a hollow square, plus 20-30 seated theatre-style at the rear or perimeter of the space. The room/space must be available both Thursday and Friday.
- z. Storage and staging areas for merchandise inventory and sales

7. Products.

- a. 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.
- b. The NCAA and its designated representatives shall have the right to provide any and all items associated with the practices, competition and related events including, but not limited to, backboards, rims, nets, goal standards, a playing floor, bench chairs, basketballs, cups, water bottles, ice chests, water coolers, ladders, telecommunications equipment, ticketing services, mops, credit card systems, other equipment and/or signage on or adjacent to the court. If furnished by the NCAA, those items will be provided at the NCAA's expense.

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8. Electrical.

- a. The competition venue shall provide, at no cost to the NCAA or broadcast partner(s), sufficient electric power to produce the event, including but not limited to a sufficient number of power outlets will be required in broadcast booths, in media locations and in identified media or other work areas for the operation of any aspect of the event, including but not limited to the transmission of media (e.g., television, radio, Internet, mobile broadcasts, etc.) and operation of transmission equipment and computer terminals used by the media. In this connection, there shall be available:
- b. 110-volt electrical outlets in all media work areas, to be placed on the tabletops, with the minimum requirement being one outlet per seat in the media workroom, all courtside tables and all other designated media areas.
- c. Three-phase to other areas designated by the NCAA including but not limited to the interview room and other designated media areas.

9. Broadcast.

- a. **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.
- b. **Television Power Requirements.** The competition venue shall provide 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

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- 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.

- c. **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: [LINK](#)

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: [LINK](#)

- d. **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.
- e. **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.
- f. **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.

- g. **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.

- h. **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.

10. Telecommunications, Hard-Wired and Wireless Internet and Video.

- a. **Telecommunications/Data Services.** The installation and provision of telephone lines and instruments, data services, equipment and telecommunications support will be provided by the competition venue.

The competition venue will install a high-speed wired internet connection at the stats crew courtside seats and a standard business line and instrument for reporting scores at a designated courtside seat.

At their expense, media, including print and originating radio networks, shall contact the host media coordinator to order individual telephone and wired high-speed data services. Additional services can be installed at the media representative's courtside seat, at their expense. Payment for all services ordered by the media should be coordinated through the host institution/conference or designee.

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Hosts should determine whether there is ample bandwidth to accommodate photojournalists and television media on the wireless network. At their expense, photojournalists and television media may order high-speed wired internet service in the digital photo workroom and audio/video distribution area.

All phones should have local, toll-free and credit card access, should be capable of receiving phone calls and will be restricted from direct access to toll calling, 900 lines and incoming collect calls. Telephone lines, data services and equipment will be installed and operational by the day preceding the first practice day.

- b. **Wireless Internet.** The facility is required to provide a secured wireless network (WLAN) with established and sufficient bandwidth to support all credentialed individuals including the NCAA, host school/conference staff, participating schools, radio rightsholders, credentialed media and others. Wireless accessible locations must include courtside, NCAA and host school/conference work areas, team locker rooms, team entrance, band/spirit entrance, credential distribution, media interview room and media workroom. Technical specifications for the WLAN will vary per site depending on the configuration of the various locations and spatial limitations. In general, the minimum technical specifications shall be as follows:

- (1) Wireless Access/Deployment. Minimum broadband capacity (1.5 Gig minimum) must be provided by the facility to support all credentialed individuals with complimentary wireless access on each game and practice day in the media workroom and in courtside areas, with an independent sign-on and access code(s) from those being utilized by the general public. The competition venue or host must provide dedicated bandwidth to support a minimum of 300 wireless devices in the print media workroom and at courtside or other areas. The NCAA will work with the facility to create enough sign-on and access codes for the NCAA staff, host school/conference and credentialed media approved to use the WLAN. The facility shall provide high-speed data services technical support at no charge to the NCAA and other users during the championship.
- (2) Wireless Equipment Updates. Onsite IT for the facility will update the following with the latest firmware update. This list includes access points, network switches and wireless controllers.
- (3) Wireless Security and Management. The network must include hardware and software to support industry-standard security requirements that provides encryption tools, a methodology to restrict user access, identify and restrict infected computers and support real-time reporting of usage and bandwidth utilization.
- (4) Wireless Survey Requirement. The facility or its vendor must take appropriate measures to restrict wireless networks or conflicting radio frequency signaling that will impact the performance of the WLAN.

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11. **Broadcast Rights.** The competition venue and surrounding areas/facilities that are to be used shall assign to the NCAA the exclusive rights to broadcast the games and related events on all media platforms or outlets, including television, radio, mobile, internet and all other forms of media now in existence and those to be developed in the future; to record the broadcasts for all uses of the NCAA's choosing; to transmit game and related event information via the internet or other means and to photograph the games by any means including but not limited to still, videotape or other cameras. The NCAA shall have the sole right and authority to designate usage of all radio broadcast, television and other media broadcast and floor-space press locations, tables and work areas.
12. **Game Programs.** The NCAA licensed game programs publisher is available to work with all host institutions/conferences should the host institution/conference desire to include official NCAA game day program advertising space in their local patron marketing packages. In addition, the licensed game programs publisher will seek an individual or marketing firm in the area to sell local advertising space in the official NCAA game day program. It is likely the licensed game program publisher will contact the host institution/conference seeking a reference or their advice for locating advertising sales assistance in the local market. See the "General Bid Specifications" for other guidelines pertaining to game programs.
13. **Vending.** The competition venue concessionaire may sell soft drinks in the souvenir drinking cups, but no commercial identification, including the concessionaire's logo, may be displayed on the souvenir cup unless specifically authorized by the NCAA. If the souvenir cup includes the NCAA's registered marks, it must be purchased from an NCAA licensee and is not considered a reimbursable expense.

Additionally, no commercial identification, including the concessionaire's logo, may be displayed on other items (e.g., napkins) that accompany concessions or catered meals/refreshments. If an item sold in concession areas comes in packaging with the name of the product on it (e.g., Oscar Mayer Weiner), it is permissible for those items to be sold in this manner and brought into the general seating area. See the "General Bid Specifications" for other guidelines pertaining to Food and Beverage Concessions.

14. Advertising, Signs, Decorations and Commercialism.

- a. Only NCAA marks provided by the NCAA can be displayed on the facing of the backboard or the orange basket ring (including the ring brace). Any commercial or professional sport references must be removed or covered at the venue's expense. Only NCAA marks are permitted elsewhere on the backboard, including on the top of the backboard. The NCAA shall have sole discretion in determining the size and placement of items on the backboard or the orange basket ring (including the ring brace).
- b. Goal standards must be free of all commercial advertising and host logo/marks. However, the name of the goal manufacturer can appear twice on each goal unit arm (provided it is a reasonable size as determined by the

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NCAA) at each end of the floor. All other marks must be covered or removed at the venue's expense. Additionally, the NCAA will provide goal support covers or pads with NCAA marks. Professional banners may remain in the rafters however, the NCAA can choose to remove them if signage is planned in these areas. Commercially named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved.

- c. In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage of its own third-party designees in covering such existing signage.
- d. The NCAA shall have the right to display NCAA corporate champion/partner banners and NCAA signage inside and outside of the competition, practice and/or ancillary event venue(s) in various locations, including but not limited to on the concourse, within the competition bowl and venue exterior without limitation. The NCAA shall have the right to display banners and the like (e.g., inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) on the concourse (without limitation) and in other areas designated by the NCAA inside and outside the competition, practice and/or ancillary event venue, identifying its media partners and corporate champions/partners.
- e. Exterior venue corporate signage does not need to be covered unless specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
- f. Television monitors in concourses that cannot be viewed from the general seating area can show other NCAA Division I women's or men's basketball championship games provided the sound is turned off.

Television monitors in concourses branded with commercial signage/marks for non-NCAA corporate champions and partners shall remain off during the championship.

Television monitors in open restaurant areas where the playing floor can be viewed may show that venue's games only. In these restaurants, a limited number of televisions that are not viewable by patrons sitting in the general seating area may be permitted if approved in advance by the NCAA.

Patrons who have purchased tickets to sit in suites have control of their televisions and can watch whatever they choose. However, if televisions are outside the suites in the general public seating area, audio shall not be permitted (i.e., volume must be turned off or muted).

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Television monitors, anywhere in the competition venue that are showing NCAA championship games or listing an upcoming NCAA event or schedule, may include small non-electronic advertising signage affixed to the television, provided it is approved by the NCAA. Any video or LED advertising on such monitors where there is a split-screen showing NCAA championship content and electronic advertising is not permitted.

- g. In student-athlete/team walkways (from building entrance to their locker room and then from the locker room to the floor), commercial signage/marks must be covered or removed at the venue's expense, including vending machines that are in conflict with NCAA corporate champions and partners. Additionally, professional sports signage/marks must be covered or removed (except for head shots or action shots of professional players who are not otherwise posing to endorse any products/services) at the venue's expense.

All commercial and professional sports signage/marks must be covered in team locker rooms at the venue's expense unless approved in advance by the NCAA. This includes locker room designation signage in the hallway.

All commercial and professional sports signage/marks in all designated media areas must be covered or removed at the venue's expense unless approved in advance by the NCAA.

15. Merchandise Concessions. See the "General Bid Specifications" for other guidelines pertaining to Merchandise Concessions.

16. Insurance. See the "General Bid Specifications" for other guidelines pertaining to Insurance.

- a. Waivers for public institutions can be offered but will not be offered in cases where the host institution is not responsible for championship operation.
- b. Certificates of insurance must be submitted to the NCAA at least 120 days prior to competition and still have effective coverage through the championship. If your renewal is within 120 days, two COIs must be submitted. One with current insurance information and another COI submitted once you have renewed or changed your policies.
- c. Coverage limits may be satisfied through a combination of primary and umbrella/excess policies. Umbrella/excess policies shall follow form of the underlying coverage. Subject to the NCAA's prior written approval, contractors may be permitted to maintain limits which are less than the limits required herein.

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- d. Should host, LOC, or venue engage a consultant or subcontractor, all of the coverage requirements set forth above will apply to each consultant or subcontractor, including, but not limited to, the requirement that each consultant or subcontractor name NCAA as an Additional Insured (as defined below) with regards to commercial general liability coverage on a primary and non-contributory basis, unless written exception is granted by the NCAA.
- e. All insurance policies must be issued by an admitted insurance carrier with an A.M. Best rating of A-VII or better. All liability insurance policies must provide cross liability coverage (separation of insureds or severability of interest provisions). Further, coverage for the NCAA shall apply on a primary basis and non-contributory basis irrespective of any other insurance maintained by the NCAA, whether collectible or not. No insurance policy shall contain a self-insured retention greater than \$25,000 without prior written approval of the NCAA, and any/all deductibles shall be the sole responsibility of the host institution/conference, LOC or venue and shall not apply to the NCAA. All policies shall be endorsed to provide a waiver of subrogation in favor of the NCAA. The insurance requirements set forth will in no way modify, reduce, or limit the indemnification herein made by the host institution/conference, LOC or venue. Receipt by the NCAA of a certificate of insurance, endorsement or policy of insurance which is more restrictive than the contracted for insurance shall not be construed as a waiver or modification of the insurance requirements above or an implied agreement to modify same, nor is any verbal agreement to modify same permissible or binding.
- f. The NCAA reserves the right to require additional types or amounts of insurance in any final agreement entered into between the NCAA and the successful bidder. The Host Institution, LOC or Venue shall require any contractors, vendors or suppliers it hires for the event to maintain commercially reasonable types and amounts of insurance commensurate with the nature and scope of the products and/or services the contractor, vendor or supplier is providing for the event under terms substantially similar to those included herein, including, but not limited to, naming the NCAA Additional Insureds as additional insureds on a primary and non-contributory basis on its liability policies. Subject to the NCAA's prior written approval, contractors, vendors or suppliers may be permitted to maintain limits which are less than the limits required herein

17. Financial Arrangements. Review the information below and see the "General Bid Specifications" for other guidelines pertaining to Financial Arrangements.

- a. The NCAA proposed budget and financial report template must be completed for each year and submitted as part of the bid proposal. The bid budget is submitted electronically using the "Budget System" tab via the online Bid and Profile System. Budget submissions are not considered to be approved with the submitted bid and will be reviewed 10 months leading up to hosting the designated round of the championship. (See Section 8: Bid Submission for instructions on how to access the system.)

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- b. **Honorarium.** The evaluation of the honorarium will, in part, be conducted on the basis/level of effort demonstrated to meet or exceed projected financial outcomes and is contingent on the host and venue adhering to tournament policies as determined by the basketball committee.
 - (1) **On-Campus Honorarium.** Institutions or conferences serving as host of a regional, conducted in an on-campus facility, may be awarded a maximum of 15 percent of the net receipts (i.e. net receipts is calculated as the gross receipts from the sale of tickets minus approved actual expenditures) as a host honorarium.
 - (2) **Off-Campus Honorarium.** An institution/conference serving as a host of a regional, conducted in an off-campus facility, may be awarded a maximum of 10 percent of the net receipts (i.e. net receipts is calculated as the gross receipts from the sale of tickets minus approved actual expenditures) as a host honorarium.
- c. Hosts must provide the Ticket Pricing and Fees Form in the bid portal in support of the identified and reported applicable taxes (and may include state, city, local, entertainment, or other taxes on admissions and/or purchases of goods and services). Both the rate and type of tax need to be reported in the bid and budget submissions, then updated as necessary. Hosts must work in conjunction with the venue to make sure all taxes and fees are accounted in total for the event. All taxes and ticket fees must be included on the Ticket Pricing and Fees Form in the bid portal and provided as a part of the bid submittal. The NCAA reserves the right to request that the host provide a formal letter of attestation regarding the tax position of the state and the locality specific to applicable taxes from an outside accounting firm/CPA. The NCAA will provide hosts with the format of this letter, and applicable tax topics, if needed.
- d. All applicable taxes (admissions, venue assessment, etc.) shall be remitted to the appropriate state and local taxing authorities by the hosting party. Hosts are required to remit all taxes, regardless of the source of the sale (NCAA channel or Host channel). The applicable admissions taxes shall be reported in the budget system and approved as part of the overall hosting budget.
- e. **Facility Rental and Fees.**
 - (1) **On-Campus.** The NCAA shall not pay a facility rental charge nor facility fees for on-campus facilities but will reimburse for the venue operating personnel and services deemed necessary by the NCAA, including but not limited to PA announcer, official timer, scoreboard operator, shot-clock operator, official scorer, statisticians, police escorts, ushers, ticket sellers, ticket takers, exit watch persons, security personnel, fire marshal, maintenance and cleaning staff of the building and grounds, media areas, video/control room personnel, necessary medical personnel staffing the championship as determined by the NCAA (e.g.,

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paramedics and emergency personnel not already addressed in the budget for ambulance service), etc. All such personnel are to be under the sole direction and the control of the venue(s) and are not to be considered employees or agents of the NCAA. Budgeted amounts shall be entered on the proposed budget and must be approved by the NCAA in order to receive a reimbursement.

- (2) **Off-Campus Facility Rental.** If conducted at an off-campus venue, 10 percent (10%) of the gross revenue from the sale of tickets, less any ticket fees/expenses incurred on the sale of tickets (e.g., charge card fees, ticket vendor fee on tickets sold via phone or internet, etc.), facility fees and amounts due and payable to government agencies (e.g., taxes) may be paid to an off-campus venue as a facility rental charge contingent on the host and venue adhering to tournament policies as determined by the basketball committee.

From its facility rental charge, the competition venue and surrounding areas/facilities that are to be used shall furnish and pay for all venue operating personnel and services deemed necessary by the NCAA, including but not limited to utilities, ushers, ticket sellers, ticket takers, full videoboard staffing and personnel, exit watch persons, security personnel, fire marshal, maintenance and cleaning staff of the building and grounds, media areas, etc. All such personnel are to be under the sole direction and the control of the venue(s) and are not to be considered employees or agents of the NCAA. Additionally, the expenses for these personnel are not reimbursable expenses for off-campus venues; therefore, budgeted amounts shall not be entered on the proposed budget when the competition venue is an off-campus venue.

However, for off-campus venues, the NCAA shall reimburse for the following championship personnel: PA announcer, official timer, scoreboard operator, shot-clock operator, official scorer, statisticians, police escorts and necessary medical personnel staffing the championship as determined by the NCAA (e.g., paramedics and emergency personnel not already addressed in the budget for ambulance service). Lodging for the Tournament Manager and Media Coordinator are reimbursable per the host budget. If the competition venue is not within a 50-mile radius where the host institution/conference is located, the NCAA shall reimburse expenses, not to exceed \$5,000 incurred for host institution/conference travel and lodging expenses prior to and during the week of competition, unless approved in advance by the NCAA. Budgeted amounts shall be entered into the proposed budget and must be approved by the NCAA in order to receive reimbursement. Any other staffing costs not included above are the responsibility of the venue or host, even if they are submitted in their proposed budget.

- f. **Off-Campus Facility Fee.** Facility assessment fees on tickets shall be permitted (included in the face value of the ticket) provided the facility fee income is not a pass through to the facility's operational budget and a facility fee is charged for other events conducted in the competition venue as required by a government agency. Supporting documentation shall be provided to the NCAA upon request, the security level planned shall be at



least 150 percent (150%) of the largest other event in the competition venue. Security expenses at off-campus venues are the financial responsibility of the competition venue or host.

The competition venue must secure one ambulance, and corresponding certified medical personnel, to serve tournament participants for all practices and games. Costs associated with the ambulance and medical personnel are a reimbursable expense but must be approved in advance by the NCAA. The competition venue also must provide certified medical personnel and first aid room (normally located on the main concourse) on game days to serve the general public. The costs associated with providing this normal first aid service for the public (which is generally in operation at all events in the building) is not a reimbursable expense. The ambulance provided for the tournament participants should be dedicated solely to the tournament participants and if an ambulance is needed for the general public, it must be provided at the venue's expenses.

- g. The maximum allowable expense in the proposed budget for Entertainment is \$55,000 for regional round sites, unless the NCAA approves an amount above the maximum. This budget shall be sufficient for all functions required by the NCAA (i.e. media meals/refreshments, participant meals, game officials' meals, pre-tournament meeting, transition meeting, SID meeting food/beverage, etc.).

18. Financial Reports. Hosts must submit financial reports, including payment of net receipts, to the NCAA national office no later than 60 days after the conclusion of the competition at a site. The NCAA Division I Women's Basketball Committee shall assess a \$1,000 fine for each day a host institution/conference fails to submit its financial report subsequent to the 60-day deadline.

19. Audit Reports. All preliminary-round sites are subject to an audit to be conducted by the NCAA administrative services staff. Selected sites will be notified of the audit taking place and will also be notified of the type of audit (e.g., on-site audit, desk audit) that will be conducted. Based on the audit results, sites may be required to submit additional reimbursement to the NCAA or may be awarded additional reimbursement from 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

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.



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SECTION 4: MARKETING

1. **Marketing Plans.** Upon selection, the host is required to work with the NCAA to create a marketing plan 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. Additionally, the host is required to market any ancillary events at the site. (Refer to Section 6: Ancillary Events.)
2. **Budgets.** When the proposed budget is submitted, a maximum of \$25,000 will be considered 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 its marketing needs. This marketing website, NCAAChampsPromotion.com, is a comprehensive tool designed to help hosts create marketing pieces that will generate awareness and sell tickets to 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.

Please note, a limited number of predetermined hosts will create all marketing collateral by coordinating directly with the NCAA Championship Marketing Contact. They will not have access to the portal.

4. **Video and Radio Commercials.** The NCAA will provide video and radio commercials 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, broadcast, in venue, social media, etc.).

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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

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.

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SECTION 5: LODGING

Housing will be required for all participating teams, NCAA staff, committee members, media, game officials, and other special guests as designated by the NCAA. A total of 9 hotels are requested: 1 NCAA Headquarters hotel for NCAA, media and game officials; and 8 hotels for the 8 participating teams (prefer to have 1 team per hotel). **Note: HQ & Game Officials may not stay at TEAM hotels**. 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.

The host institution/conference or sponsoring agency must guarantee sufficient housing is available to meet the room block needs identified in the RFP. Properties must meet the required service levels (full-service properties, complimentary internet, parking, meeting space and breakfast requested) and be in reasonable proximity to the event venues (i.e. no longer than 30 minutes with traffic). Host institution/conferences must tentatively hold rooms and meeting space at each property and provide the names of the recommended hotels and the rate each is willing to provide as part of the bid. Rooms will not be contracted by On Location until after the bids have been awarded. Bids will be awarded contingent upon the successful negotiation of housing needs at reasonable rates and contract concessions. Failure to secure such reasonable rates and properties may result in rescinding of the bid award.

Once sites have been selected, On Location will contact the recommended properties, utilizing the information provided in the RFP and will work with them directly to work through any remaining questions or concerns before going to contract. Specifications should also disclose any special relationships, agreements and/or financial arrangements you may have in place with the recommended properties. Once the hotel is selected by the NCAA, On Location will proceed with sending out the NCAA contract via DocuSign.

All hotels contracted must have experience with and understand the needs of large athletic groups.

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.

Internet. Each contracted hotel must provide, on a complimentary basis, high-speed internet service in all contracted guest rooms and a minimum of one internet hardline in at least one of its meeting rooms. Bandwidth for the internet hardline must support high-quality streaming of high-definition video and audio, at a premium level (maximum speed available on property).

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Room Grid & Meeting Space (TEAM)

Block Type	Room Type	Tues	Wed	Thu	Fri	Sat	Sun	Mon	Total
Per Team Hotel	Double/Doubles	43	43	43	43	43	43	43	301
	Kings	20	20	20	20	20	20	20	140
	Suites	2	2	2	2	2	2	2	14
	ROH	20	20	20	20	20	20	20	140
	TOTALS	85	85	85	85	85	85	85	595
Per Team: 43 DD, 20 Kings, 2 Suites, 20 ROH									

MEETING SPACE TEAM: 5 meeting rooms throughout the duration of the event

- 1 Meeting room 2,000+ sq ft
- 3 Meeting rooms 1,200+ sq ft
- 1 Meeting room (storage) 500+ sq ft

Room Grid & Meeting Space (HQ/Officials & Media)

Block Type	Room Type	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat	Sun	Mon	Total
HQ/Officials & Media	Double/Doubles	2	2	2	2	2	2	2	2	2	2	20
	Kings	4	4	8	8	38	38	50	50	38	38	276
	Suites	2	2	2	2	8	8	8	8	8	8	56
	ROH Media	0	0	0	0	40	40	40	40	40	40	240
	TOTALS	8	8	12	12	88	88	100	100	88	88	592

MEETING SPACE HQ: 1 Meeting room to hold 20 people Thursday-Monday (Officials meeting)

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.

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SECTION 6: HOST INSTITUTION/CONFERENCE RESPONSIBILITY

A Division I NCAA member institution(s) or conference must serve as host. The host shall work in close cooperation with the NCAA staff to ensure the policies and the mission of the Division I Women's Basketball Committee is met.

1. **Host Institution Site Assignment.** For regional competition, a team may be assigned to a regional site where their institution is hosting, provided the team has not played more than three regular-season games, not including conference postseason tournaments, in the arena.

Serving as a regional host shall not preclude an institution from also being selected as a First Four/first- and second-round host at their on-campus facility through the non-predetermined site selection process.

2. **Championship Host Personnel.** The host institution/conference or local organizing committee must provide, at its expense, the following championship host personnel for the necessary operation of the championship.

- Tournament Manager.
- Assistant Tournament Manager.
- Lodging Liaison.
- Student-Athlete Experience Liaison.
- Ancillary Event Liaison. (See Section 6.)
- Community Initiatives liaison. (See Section 6.)
- Teamworks Power User.
- Décor/Signage Coordinator.
- Conference Office and Executive Coordinator.
- Game Officials Liaisons (2).
- Marketing/Ticket Sales Contact.
- Catering Contact.
- Laundry Contact.
- Host Game Presentation Contact.
- Stage Manager (1-2, one can be the host game pres. contact).
- Video Control Room Manager.
- Transportation Coordinator.
- Airport FBO Contact.
- Host FBO Contact.
- Team Arrival/Departure Contact.
- Police Escort Contact.

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- Athletic Trainer.
- Tournament Physician.
- Ball Person Coordinator.
- Ball Persons.
- Scorer's Table Personnel. *
- Practice Coordinator.
- Locker Room Attendants.
- Team Hosts.
- Team Check-in Attendants.
- Band/Spirit Squad Check-in Attendants.
- Band/Spirit Squad Escorts.
- Competition Venue Event Coordinator.
- Competition Venue Ticket Manager.
- Telecommunications Assistants.
- Frequency Coordinator.
- Media Coordinator.
- Assistant Media Coordinator.
- Media Workroom Coordinator.
- Copier Operators and Technicians. *
- Interview Room Coordinator.
- Interview Room Moderator.
- Quote Takers.
- Photo Workroom Coordinator.
- Photo and Mini-Cam Stewards.
- Stat Runners.
- Credential Distribution Coordinators.
- Statistics Crew. *
- Locker Room Media Stewards.
- Coach/Student-Athlete Media Escorts.

*This position is a reimbursable expense.

3. Insurance. Also see the "General Bid Specifications" for other guidelines pertaining to Insurance Requirements specific to Division I Women's Basketball.

- a. Commercial General Liability, Automobile Liability and Workers Compensation coverage. This insurance requirement is separate from the insurance requirement needed from the venue.

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- b. Each host institution/conference will indemnify and hold the NCAA harmless from any and all suits, claims, demands, liabilities, costs, expenses and attorney's fees arising out of the exercise by each host institution/conference or the rights granted to it pursuant to this agreement, provided that such suits, claims, demands, damages, liabilities, costs, expenses and attorney's fees are not proximately caused by the NCAA and the NCAA shall notify each host institution/conference within a reasonable time of any such claim or litigation to which this indemnity shall apply.
 - c. The NCAA will indemnify and hold each host institution/conference harmless from any and all suits, claims, demands, damages, liabilities, costs, expenses and attorney's fees arising out of the exercise by the NCAA or the rights granted to it pursuant to this agreement, provided that such suits, claims, demands, damages, liabilities, costs, expenses and attorney's fees are not proximately caused by the host institution(s)/conference(s) and each host institution/conference shall notify the NCAA within a reasonable time of any such claim or litigation to which this indemnity shall apply.
- 4. **Local Airport/FBO.** Host organizations(s) will work with local airport/FBO and TSA operations to ensure that adequate passenger screening and ground handling logistics are available for charter flights for after-hours flight operations.
 - 5. **Practice Courts.** Host organization(s) must arrange a minimum of four off-site practice courts for teams to use during the championship. These courts should be located as near as possible to the team hotels and the competition venue, and available from the day before the first scheduled practice at the competition venue until the last day of competition. The courts are required to be regulation playing size and have the appropriate DI women's basketball court markings (e.g., 3-point line). Courts must be regulation wood flooring, free of damage and suitable for high-level collegiate play.
 - 6. **Championship Administration.** Administration of the championship is under the authority of the NCAA Division I Women's Basketball Committee. All activities and events associated with the championship are to be administered and approved by the Division I Women's Basketball Committee. Each host institution/conference agrees to administer the championship under the terms of these specifications and the Division I Women's Basketball Championship Host Operations Manual.
 - 7. **Championship Finances.** Each host institution/conference shall administer the finances of the championship in accordance with the Association's executive regulations and consistent with the budget submitted by it and approved by the NCAA. Each host institution/conference shall appoint a diverse group of individuals to assume the positions the host is responsible for staffing to administer the championship.
 - 8. **NCAA Statement of Inclusion.** The NCAA encourages its host institution/conference to embrace the NCAA's stated interest of sustaining a welcoming, safe and supportive culture for all.

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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

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 7: ANCILLARY EVENTS

To enhance the regional rounds of competition, create a greater economic and social impact on the local host community and support the commitments of NCAA women's basketball strategic positioning, host institution/conferences must host ancillary events/programming in partnership with the NCAA and/or its partners. Some examples of events/programming that could be held at a regional site include, but are not limited to the following:

- **Beyond the Baseline.** The host will organize an event/programming to empower and engage former student-athletes, businesswomen, women's organizations and local women of influence. The goals of the program include spreading awareness and enthusiasm for the NCAA Division I Women's Basketball Championship along with creating unique events focused on supporting women. Beyond the Baseline events may be tied with ticket sales. This event/programming can vary in size and scope, including networking, education and professional development opportunities.
- **Programming for Area Coaches.** Offer programming to Division I, II and III coaches within a close driving radius of the host city that provides professional development opportunities and/or encourages coaches to embrace their role, understand their value and share their voice to grow the game.
- **Programming for Area Student-Athletes.** Offer programming to Division I, II and III student-athletes within close driving radius of the host city to promote student-athlete well-being, post-athletics transition and/or educate about opportunities to become a coach or official.
- **Fan Fest.** Host a pre-game event outside the facility that is open to the general public prior to the games.

If selected as host, the NCAA will work with the host to determine which event(s) will take place at each regional as well as the funding model.

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☐ 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.

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SECTION 8: EVALUATION CRITERIA

The NCAA Division I Women's Basketball Committee shall use the following evaluation criteria when selecting sites and hosts for the championship. The criteria are not considered in priority order and shall be evaluated collectively in the selection of sites and hosts.

- **Specifications.** The host institution/conference shall agree to the specifications set forth by the Division I Women's Basketball Committee.
- **Hotels.** All hotels must meet the standards of quality outlined in the specifications. Consideration may be given to a city that can provide exclusive lodging for each team in full-service properties of superior quality in close proximity to the competition venue. Additional consideration may be given to a city that can provide the above-described hotels in close proximity to the competition venue.
- **Airline Service and Equipment.** Prospective host cities must have appropriate frequency and quality jet airline service. Consideration may be given to sites with the highest frequency of daily arrivals and departures and are able to waive curfew guidelines during the tournament.
- **Attendance and Financial History.** The committee will review attendance figures, net receipts and the host institution/conference financial management from previous championships, if applicable.
- **Attendance Potential.** The committee shall consider community interest in the championship and sport.
- **Newly Constructed Competition Venues.** To be considered as a prospective host, a competition venue must be fully operational no later than one year prior to the awarded championship year.
- **Expenses.** Prospective host institutions/conferences must submit a proposed budget as part of the bid process and are expected to be fiscally responsible when preparing and executing the budget, if selected.
- **History of Institution/Conference Serving as Host.** The committee shall consider past administrative performance of the host institution/conference and competition venue personnel, if applicable.
- **Non-Division I Institution/Conference Not Eligible to Host.** The committee shall not select a non-Division I member to serve as a host.

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- **One Facility, Multiple Prospective Hosts.** If bids are submitted for the same venue by different institutions/conferences, the committee reserves the right to determine a host institution/conference based on the criteria contained herein. Prospective hosts and competition venues are strongly encouraged to avoid such circumstances.
- **Co-Hosts.** A single host institution/conference is preferred, rather than co-hosts. However, the committee may approve the selection of co-hosts if it is in the best interest of the championship.

The prospective host that is bidding on this championship agrees to all terms and conditions as outlined above in this Championship Bid Specifications Agreement. We agree to comply with all the requirements listed in this document and to administer the designated championship in accordance with the policies of the NCAA and the applicable NCAA sports committee. Prospective hosts that agree with all the requirements listed in this document for the designated championship shall signify agreement by selecting "Yes" below.

☐ 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.

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SECTION 9: BID SUBMISSION

In addition to agreeing to the individual sections of the sport-specific bid specifications, the following must be completed and submitted by prospective hosts to serve as a complete bid submission. The documents referenced below can be accessed from the NCAA Championships Bid and Profile System found at the link provided below:

- ☐ Complete all questions related to the Championships General Bid Specifications in the Championships Bid and Profile System.
- ☐ Complete all questions related to the Sport-Specific Bid Specifications and upload the signed Preliminary Round Sport-Specific Bid Specifications agreement to the Championships Bid and Profile System.
- ☐ Update Key Contacts in the Championships Bid and Profile System – Bidding parties should enter their key contacts within the institution or conference’s profile and bid submission. While this can change by championship and be updated as needed, individuals should be identified for key positions within the operation of the championship.
- ☐ Upload the Enhancements and/or Exceptions to Sport-Specific Bid Specifications Form (Attachment A) to the Championships Bid and Profile System.
- ☐ Complete the Tax Information form within the Championships Bid and Profile System.
- ☐ Complete the proposed budget using the Championships Bid and Profile System – Budget System tab and template.
- ☐ Complete the Grant Information Form within the Championships Bid and Profile System.
- ☐ Complete the DI WBB Regional Ticket Fees form within the NCAA Championships Bid and Profile System.
- ☐ Upload the venue’s complete ticket manifest, including seats and a PDF or CAD drawing of the venue’s basketball seating configuration and venue seat map.
- ☐ Upload CAD diagrams and pictures of your competition venue, including event level.
- ☐ Complete the back-of-house space assignments worksheet and include a corresponding map.
- ☐ Upload signed host/LOC/venue document to the Championships Bid and Profile System.
- ☐ Upload Lodging Request for Proposals to the Championships Bid and Profile System.
- ☐ Upload signed Alcohol Agreement document(s).
- ☐ Upload signed Venue Lease Agreements.

The sport-specific bid specification agreement must contain the appropriate signatures (if applicable) and complete responses and/or information. Final versions of each of the aforementioned agreements/documents must be uploaded to the NCAA Championships Bid and Profile system, which can be accessed by clicking on the following link:

[Link to Championships Bid and Profile System](#)



Bid Timeline. The timeline for the championship site selection campaign is as follows:

September 15, 2025	Host Symposium at NCAA National Office
Fall 2025	Bid Specifications Published
Summer 2026	Bid Portal Opens
Fall 2026	Bid Responses Due
Winter 2026	Committee Deliberations, Recommendations and Approvals
Early 2027	Host/Sites Announced

Hosts Determined. There will be an official announcement of championship hosts issued by the NCAA. Following the official announcement, each prospective host will receive a letter via email regarding the status of their bid. Bids are awarded in principle pending the successful negotiation/resolution of any exceptions declared in the bid documents as well as the negotiation and contracting of sufficient hotel and ancillary space as defined in the bid specifications.

Questions and Requests Related to Bid Materials. Lynne Andrew of the NCAA staff have been designated to receive, coordinate, and facilitate the response to any and all questions, requests for clarification or additional information pertaining to these materials:

Lynne Andrew
Associate Director of Women's Basketball
landrew@ncaa.org
317-917-6666

All questions should be submitted to Lynne or Thomas through the designated bid preparer. Additionally, any/all responses and/or clarifications will be provided directly to the bid preparer with the understanding that he/she will disseminate locally. **If a discrepancy exists between the General Championship Bid Specifications and the Sport Specific Bid Specifications, the Sport Specific Bid Specifications will take precedence.**

Answers may be immediately provided if the questions are administrative in nature, are easily found in the Specifications of the event, and the answers do not give a competitive advantage to bid city posing the question.

Questions or requests which pertain to process or a clarification of the materials in any way which are deemed beneficial to all bid cities will be available in the Division I Regional Round Bid documents found on the Championships Bid and Profile System. Time-sensitive clarifications may be distributed at any point if deemed appropriate given the nature of the clarification or the benefit it would provide to all cities preparing a bid.

Questions or requests which pertain to a city- or venue-specific matter will be provided, to the extent possible, only to the bid preparer making the request. To the extent the general concept of the answer is deemed appropriate for all bid cities to have, it will be provided accordingly.

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NCAA

SECTION 10: AGREEMENT TO TERMS AND CONDITIONS

The championship host that is bidding on the Division I women's basketball championship agrees to all terms and conditions as outlined above in this Sport-Specific 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 Division I women's basketball 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

Prospective hosts who do not agree with all requirements in this document shall select "No" above and complete Attachment A specifying the terms the prospective host is proposing. Please note any proposed revisions to the language in this document must be specified in Attachment A to be considered. Any revisions, deletions, stipulations, etc. made directly in this document to the specifications listed above shall not be accepted.

(NOTE: This form must carry the signatures of both the director of athletics of the prospective host institution or commissioner of the prospective host conference and the competition venue manager. If the competition venue is considered an on-campus venue that is owned and controlled by the host institution, the athletics director's signature shall suffice as the required signature for a representative of the competition venue.)

Athletic Director or Commissioner
Name:
Title:
Institution/Conference:
Address (Please list street, city, state, zip for overnight mail):
Phone:
Email:
Signature of Athletic Director or Commissioner:



Athletic Director or Commissioner if Co-Hosting
Name:
Title:
Institution/Conference:
Address (Please list street, city, state, zip for overnight mail):
Phone:
Email:
Signature of Athletic Director or Commissioner:

General Manager (GM) of Host Competition Venue
Name:
Title:
Institution/Conference:
Address (Please list street, city, state, zip for overnight mail):
Phone:
Email:
Signature of general manager:

(GM's signature required if competition venue is an off-campus venue)

APPENDIX A - Enhancements and/or Exceptions to the Sport-Specific Bid Specifications
NCAA Division I Women's Basketball
2029, 2030 and 2031 Regional Round

Please note any proposed enhancements and/or exceptions to the language in the sport-specific bid specifications must be specified below to be considered. Changes on the document will not be accepted.

- **Enhancement or Exception** – Please specify whether any proposed changes are enhancements to the standard specifications or exceptions to the specifications. Enhancements are items the prospective host proposes as an added value above and beyond the specifications. Exceptions are items the prospective host is not agreeing to or cannot satisfy the terms of the specifications.
- **Page #** – Please specify the page number of the standard specifications that contains the clause.
- **Clause** – Please specify the clause in the standard specifications (e.g., Sec. I, 1b) in which a revision is proposed.
- **Proposed Language** – Please specify the new language that you are proposing to replace the specified clause in the standard specifications.

[illegible]