

NCAA[®] SITE SELECTION PROCESS





2028, 2029 & 2030
NCAA WOMEN'S COLLEGE CUP

(Also known as the NCAA Division I Women's Soccer Championship)

SPORT SPECIFIC INFORMATION



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

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SECTION I: INTRODUCTION

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

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

A member institution or member conference of the NCAA must be designated as the host institution/conference for the championship. The administration of the championship is under the authority of the respective sport or sports oversight committee and the appropriate NCAA governing body. All activities and events associated with the championship are to be approved by the respective sport or sports oversight committee.



SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
First round (32 sites)	Three weeks prior to Women's College Cup (Friday, Saturday or Sunday)
Second and Third rounds (8 sites)	Two weeks prior to Women's College Cup (Thursday and Sunday)
Quarterfinals (4 sites)	One week prior to Women's College Cup (Friday or Saturday)
Women's College Cup	Second full weekend in December (Friday and Monday) <i>*If December 1 is a Saturday, it will count as the first weekend</i>

	Semifinals/Finals (traditional)
2028	December 8 & 11
2029	December 7 & 10
2030	December 13 & 16

In the event that there are changes to the format of the DI Women's Soccer Championship, this contract would be revised allowing the selected host first right of refusal to host the championship under the new parameters.

PLEASE NOTE: The Division I Women's Soccer Committee will consider bids for the 2028, 2029, and/or 2030. The NCAA is finalizing a multi-year agreement with a specific host site (Cary, NC) for the Division I Men's and Women's soccer championships. Under this agreement, the designated long-term host (Cary, NC) would be guaranteed to host at least one of the two championships (men's or women's) every year. While the host site (Cary, NC) will always host one of the championships annually, the other could potentially be awarded to a different site.

Currently, the championship provides for a field of 64 teams. All preliminary round competitions will be conducted on the campuses of selected participating institutions with winners of each single elimination round advancing to the next round. The winners of the quarterfinal contests will advance to the Women's College Cup (finals).

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SECTION III: GENERAL FACILITY REQUIREMENTS

1. The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The facility must agree that it will be in compliance with all applicable cities, state or federal regulations concerning access and seating for people with disabilities.
2. The host institution or sponsoring agency agrees that the game and practice facilities shall be available for the exclusive use of the NCAA starting at 8 a.m. local time Monday through the day following the conclusion of the championship game for the purpose of preparing for; practicing for and conducting the competition (currently, Thursday, Saturday and Sunday are practice days; Friday and Monday are competition days). During that period, the facility shall be clean and accessible and playing conditions and surrounding grounds must be safe and of championship caliber.
3. The NCAA specifically disclaims any responsibility to investigate the safety or code compliance of the facility and parking lots or the component products, equipment, materials, designs and constructions.
4. The facility must be modern, clean and accessible and have at least 8,000 permanent and/or temporary seats. The prospective host shall outline the number of permanent and temporary seats, the accompanying cost of any temporary seats and the maximum seating capacity for the stadium. In addition, the prospective host shall outline the number and location of food concession locations, merchandise stands and restrooms to accommodate 8,000 spectators.
5. Field size and surface are a significant factor in considering bids. The Division I Women's Soccer Committee requires games to be played on grass fields 75 yards x 120 yards and an established permanent barrier to separate the spectators from the field of play. The field must meet established NCAA Men's and Women's Soccer Playing Rules requirements.
6. The game field shall be arranged in accordance with the NCAA Men's and Women's Soccer Rules not later than 8 a.m. the day before the teams arrive for practice.
7. At least one grass practice field shall be arranged in accordance with the NCAA Men's and Women's Soccer Rules not later than 8 a.m. the day before the semifinals. The women's soccer committee prefers that the practice facility is adjacent to the game facility; however, it recognizes that other/additional practice facilities may be identified that are on the host institution's campus or within the local community. The host also should have a natural grass field off site on-hand Thursday – Sunday so that in the event of inclement weather, there is another option for team practices. The committee prefers access to an indoor or artificial grass-like surface in case of inclement weather.
8. The host shall provide an area of at least 100,000 square feet for a fan interactive area, preferably adjacent to the championship game field.

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9. The facility must have a comprehensive security and evacuation plan in case of emergencies and/or inclement weather.
10. All seats, including the press box, lounges, and suites in the facility shall be under the control of the NCAA for its exclusive use during the tournament. Seats in luxury boxes and suites must be accounted for at the face value of an adult ticket package for the duration of the championship.
11. At the discretion of the NCAA, practice sessions may be open to the public at no admittance charge. Programs, merchandise and concessions may be sold. Please note that practice sessions on the days between the semifinals and championship game are closed.
12. The facility must furnish the following locker room accommodations:
 - a. Four, clean and equipped, team locker rooms. Each locker room should accommodate 30 individuals and have its own shower and toilet facilities.
 - b. Two separate locker rooms (male and female) for the game officials. Each shall accommodate at least six individuals comfortably.
 - c. For all product placed in the locker rooms, please make best efforts to consider and utilize NCAA Corporate Champion/Partner products if applicable.
13. The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
 - a. An athletic training area or areas for participating student-athletes adequately staffed and large enough to accommodate four participating teams (22 student-athletes per team).
 - b. Press box media space for 75.
 - c. Media workspace for 75 with appropriate lighting, power, internet access, heat, air conditioning and toilet facilities. In addition, monitors shall be available to carry the television broadcast and postgame interviews.
 - d. Photographer space on the side of the field opposite team benches and/or end lines outside the restraining lines from the sidelines and end line that is monitored by photo marshals in accordance with NCAA championship guidelines.
 - e. Interview area for 75 with dais, podium and audio equipment. In addition, television platforms should be available in the rear of the room. An audio technician should be on site for all press conferences.

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- f. A video distribution area adjacent to the interview area to accommodate eight to ten people.
 - g. One area of private office space for use by the NCAA Division I Women's Soccer Committee (15 people).
 - h. A statistics control area containing two photocopy machines with capabilities for reproducing statistics and other material on bond paper with a minimum per-copy speed of 75 per minute. The facility shall be responsible for the installation, service costs and paper for these machines during the championship. Each machine also shall include a collator and automatic stapler. The facility also shall arrange for on-site equipment operators and technicians to be available Friday and Monday as scheduled by the NCAA.
 - i. Minimum of two scouting locations (indoor) for participating team head coaches.
 - j. Minimum of two radio booths and a separate television booth.
 - k. Two separate rooms for drug testing, each with a waiting area, toilet facilities and a minimum of 500 square feet of space.
 - l. An on-site meal space for media and volunteer hospitality to accommodate up to 50 people.
 - m. One room to secure all souvenir programs before, during and after each day of competition.
 - n. One room, at least 1,500 square feet, to securely store souvenir merchandise before, during and after each day of competition.
 - o. One room, at least 1,500 square feet, to securely store equipment, game balls, give-a-ways, awards, and other materials provided by the NCAA.
14. The facility shall provide, at its expense, tables, chairs, skirting, bunting, pipe-and-drape and platforms for all areas described herein as required by the NCAA.
15. The facility shall provide 50 complimentary parking spaces in prime locations to be used at the sole discretion of the NCAA. In addition, parking for television production vehicles -- a minimum of 250 linear feet for parking, immediately adjacent and accessible to the stadium, for two 60-foot trucks.
16. The facility shall provide, at no cost to the NCAA, sufficient electric power and a sufficient number of power outlets in press locations and in identified working press areas for the operation and transmission of television and radio broadcasts and for the operation of computer terminals used by the working press. Therefore, the following shall be available:
- a. 110-volt electrical outlets in all working press areas, with the minimum requirement being



one outlet for every seat in the working press room and on press row.

- b. 3-phase to other areas designated by the NCAA including, but not limited to the interview room, NCAA meeting room, NCAA soccer committee suite, television and radio booths, and other special media areas.
17. The NCAA owns the exclusive rights to broadcast the games on television and radio, to record the games and broadcasts thereof and to photograph the games by means of still, videotape or other motion picture cameras. The NCAA shall have the sole right and authority to designate usage of all broadcast, telecast and media locations and work areas.
18. The facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations including, but not limited to, directional signs, NCAA women's soccer décor, etc.
19. The facility shall provide at least one main scoreboard and videoboard. A visible clock shall be provided. A backup clock is mandatory and should be synchronized with the visible clock. The official clock shall be operational from the scorer's table. Air horns and secondary timepiece (for timeouts and penalties) also must be available at the scorer's table.
20. The NCAA shall control all meeting rooms, private clubs and restaurant space whose patrons have access into the stadium without passing a ticket- or credential-checking station during the term of this lease, and all such space shall be provided at no cost to the NCAA. The venue or its official concessionaire will provide food and beverage (and related services) to the NCAA and its designated agents at costs not greater than the most favorable pricing that the venue (or its official concessionaire) offers or makes available to other clients that have used, or will use, the venue.
21. Separate areas in the facility for the selling of concessions, programs and championship merchandise.
22. The facility agrees that the NCAA will be paid the predetermined ticket admission rate for each suite admission, not to exceed the cost of tickets in the general seating area. The host agrees championship receipts shall include the predetermined ticket admission rate for each suite admission and that all users of the suites shall purchase tickets to access suites for attendance of games played in the championship.
23. At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory to be made available leading up to and throughout the championship, and is inclusive of any new inventory that may be added by the venue after this bid document is signed. The NCAA shall provide and control all content displayed on the boards. The competition venue, at its expense, shall provide a full in-venue production / control room staff for all NCAA load-in and event days (e.g., game days, open practice days, ancillary event days). In addition, the host shall provide

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access to and use of control room equipment & staff prior to the Division I Women's College Cup for any pre-production needs. Minimum equipment requirements include: character generator, HD video playback server-capable of storing at least six (6) GB of content, video switcher-capable of handling at least six (6) sources, video replay machine- capable of four (4) in and two (2) out, four (4) cameras, a multi view monitor and an audio playback device. Minimum personnel requirements include: director, technical director, video playback operator, LED/ribbons operator, character generator operator, replay operator, audio operator, control room EIC, four (4) cameramen, two (2) utilities and a DJ/music playback operator.

24. the competition venue, at its expense, shall provide video camera equipment, green screens, lighting equipment (gobos, spotlights, lighting kits, etc.), audio equipment (to include wireless microphones, boom mics, IFB's, etc.), clear com/radio communications, closed captioning, etc. for NCAA use. Any new technologies or additional staffing resources that the competition venue possesses that are not listed in the aforementioned production requirements should also be incorporated into the in-venue production.
25. The NCAA and its designated representatives shall have the right, with no obligation to make payments of any kind to the competition venue and surrounding areas/facilities that are to be used or their concessionaire or any other third parties, to provide food and beverages of its choice in any areas other than those for general fan concessions including, but not limited to, the locker rooms, media refreshment area, other working areas, private suites or gathering areas, hospitality space and office space as noted herein. If NCAA Corporate Champion/Partner requests to sample/sell product within venue footprint for general fan consumption, the competition venue agrees to make best efforts to accommodate or negotiate the parameters.

Broadcast

1. **Television Truck Parking and Technical Setup.** Adequate television facilities and space shall be available at no cost for all NCAA championship venues for broadcast partners. An area for parking the mobile unit shall be available within 150 feet of the power service closest to the anticipated camera positions or announce booth. This designated area should provide enough room for two TV production trucks 65 feet long by 25 feet wide. There must be room for a third vehicle (Uplink truck) to park in proximity (within 100 feet) to the primary mobile unit. In addition, the primary television entity must have adequate space in the television compound to install work trailers.
2. **Television Power Requirements.** The competition venue shall provide the access to sufficient and reliable electrical power to operate equipment reasonably necessary to effectuate a first-quality, high-definition color telecast. Minimum power requirements are as follows:
 - One Truck Event + Uplink
 - Minimum = (1) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
 - Two Truck Event + Uplink

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- Minimum = (2) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
- Three Truck Event + Uplink
 - Minimum = (3) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
- Four Truck Event + Uplink
 - Minimum = (4) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
- Five Truck Event + Uplink
 - Minimum = (5) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
- Six Truck Event + Uplink
 - Minimum = (6) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
- If the competition venue does not meet the power requirements above and a generator is required, at no cost to the NCAA or its broadcast partner, the venue shall be responsible for a dual twin pack, crystal sync with operator; operator to stay with such generator from hook up to power down.

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

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

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

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

4. **Broadcast Partner Site Survey.** The NCAA's broadcast partner, in conjunction with the NCAA and the competition venue, will conduct a site survey in advance of the championship to determine the host set location, camera locations and determine the need for "seat kills." If necessary, this survey will be determined by the NCAA in conjunction with the broadcast entity and host.
5. **Announce Booth/Announce Position.** The primary broadcast partner shall have access to first choice of all available television booths or courtside table space at no charge. Appropriate seating shall be made available for broadcast announce positions. For outdoor championships, the announce position shall provide protection from the weather. Protection includes coverage from the sun, rain or snow and a climate-controlled area.
6. **Camera Locations and Platforms.** Competition venues shall be required to provide locations for all camera positions that are industry standard for a national telecast for specific sports. Any existing camera platforms sufficient for a broadcast of the event at the venue must meet Occupational Safety and Health Administration



(OSHA) standards. If not, the venue is responsible for ensuring OSHA compliance at the venue's expense. The broadcast partner shall have the right to install, maintain and remove wires, cables and apparatus for the broadcast. The broadcast partner will cover or secure any exposed wires. The installation of any temporary camera platforms or lifts shall be at the broadcast partner's expense.

7. **Venue Fees.** At no cost to the NCAA, its broadcast partner shall have exclusive right to the venue property, surrounding area/facilities, or any other area designated for NCAA or its broadcast partner's use, including but not limited to meeting rooms, hospitality areas, retail stands/stores, private clubs and restaurants in the competition venue or the surrounding area during the period noted above.

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

8. **Meal Area/Catering.** Competition venues must provide an adequate location at no charge for the broadcast partner to accommodate crew catering. Depending on the event, television crews normally number in size between 40 and 100 people. Venues shall provide adequate tables and chairs for the crew catering at no cost to the NCAA or its broadcast partner.
9. **Audio/Video Distribution Area.** Competition venues shall provide two eight-foot tables and chairs near the broadcast mobile unit or an alternative area approved by the NCAA media coordinator accessible by the media for the audio/video distribution area. Competition venues will provide adequate power and equipment based on the NCAA projected estimate of media attending the championship. For select championships, an area in the press conference room shall be made available for an NCAA crew to shoot the press conferences and uplink them for national media. The hosts must provide this audio/visual distribution equipment unless the NCAA has hired a third party to provide.
10. **Interview Room.** If requested, the competition venue shall provide a separate dedicated space for the broadcast partner at no charge. The space shall have power for television needs. For selected rounds of championships, broadcast partners may request multiple spaces if available. Each host should designate a press interview room or area at the facility.
11. **Data and Telecommunications Services.** The competition venue is required to provide a secured high-speed data network to support the NCAA, broadcast partners, host institution/conference staff, radio-rights holders, media and other users approved by the NCAA. The competition venue must provide dedicated bandwidth to



support back-of-house locations such as the print media workroom, photo workroom, press conference interview room, NCAA and host.

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

☐ YES

☐ NO

☐ NO with Exception

Prospective hosts who do not agree with all requirements in this document shall select either “No” or “No with Exception” and declare any issues and/or exceptions regarding the aforementioned terms. Please note: any proposed revisions to the language in this document must be specified in the bidding portal to be considered.

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SECTION IV: EVENT HISTORY

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

Year	Host	Attendance	Ticket Prices
2017	University of Central Florida and Central Florida Sports Commission	8,171	All Session Adult/Youth: \$43/\$23 Single Session Adult: \$28/\$23 Single Session Youth: \$18/\$15 Single Session Student/Group: \$15
2018	University of North Carolina, Chapel Hill and Town of Cary	23,301	All Session Adult: \$40 All Session Group: \$20 Single Session Adult: \$26 Single Session Group: \$10
2019	San Jose Sports Authority and West Coast Conference	16,322	All-Session Reserved Adult: \$75/\$50 Single Session Adult: \$60/\$30
2020	University of North Carolina, Chapel Hill and Town of Cary	3,105	All Session: \$50 Single Session: \$20 *Note: Pandemic restrictions affected ticket sales plans.
2021	San Jose Sports Authority and West Coast Conference	15,206	All Session: \$50 Single Session: \$30
2022	University of North Carolina, Chapel Hill and Town of Cary	19,417	Semifinals: \$30 Final: \$20
2023	University of North Carolina, Chapel Hill and Town of Cary	14,899	All Session: \$50 Single Session: \$30
2024	University of North Carolina, Chapel Hill and Town of Cary	19,675	All Session: \$50 Single Session: \$38

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SECTION V: LODGING

The NCAA has partnered with On Location. to manage the NCAA Championship Housing Program and all championship housing needs. On Location serves as the housing partner for hundreds of events annually and, through strong relationships with various hotel brands, can deliver the appropriate mix of amenities, location and price for hundreds of thousands of room nights each year. Utilizing their expertise, On Location will be responsible for managing the selection and contracting process for all championship housing accommodations.

Housing will be required for all participating teams, NCAA staff, committee members, media, game officials, and other special guests as designated by the NCAA. Separate hotels are needed for the NCAA, media, officials, and participating teams unless specified otherwise by the NCAA. It may be permissible for the media or game officials to be assigned to the same property as the NCAA headquarters hotel. (Game officials and teams may not stay in the same hotel.) Efforts will be made to provide some preference to the official corporate champion/partner in the hotel category (should one exist at the time of contracting) of the NCAA. While hotels are the primary housing offerings that will be contracted, alternative options may be considered in certain situations.

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

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

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

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

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

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



Hotel Room Block

Block	Room Type	Tue	Wed	Thu	Fri	Sat	Sun	Mon	TOTAL
Teams (4)	Double/Doubles	100	100	100	100	50	50	50	550
	Kings	8	8	8	8	4	4	4	44
	Suites	4	4	4	4	2	2	2	22
Headquarter & Officials	Kings	5	33	41	41	41	41	41	243
	Suites	2	2	2	2	2	2	2	14
TOTAL		119	147	155	155	99	99	99	873
Team Allocation: 25 Double/Doubles, 2 Kings, 1 Suites, per team									

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

All hotels shall be in close proximity (ideally within walking distance) from the competition venue. The team hotel(s) must be of comparable quality and distance from the competition venue. Two complimentary bedroom suites (for the head coach and the administration) are recommended. The headquarters and officials can be at the same hotel.

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

☐ YES

☐ NO

☐ NO with Exception

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SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, lodging (room and tax), per diem and game fee for all officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA sport committee.
4. Awards for the participating teams.
5. Official souvenir program
6. Assistance with signage and decor.
7. Credentials.
8. Participant mementos for the official traveling party for the participating teams.
9. Funding for volunteer apparel.
10. Funding for promotional efforts.
11. On-field hydration products and equipment.
12. Soccer practice/game balls, banquet gifts, ball bags and apparel (provided by supplier).

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Volunteers/ball persons.
3. Public relations coordination.
4. First aid/medical services/AED on-site/ambulance/athletic training on-site.
5. Championships hospitality for participating teams, family gathering area, media and the NCAA committee.
6. Food/beverage concessions.



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

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SECTION VII: TRANSPORTATION

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

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SECTION VIII: MARKETING REQUIREMENTS

1. **Marketing Plans.** Upon selection, the host is required to submit a marketing plan for review and approval prior to activation by the NCAA marketing staff. Please refer to the appropriate marketing plan template as a guide.
2. **Budgets.** When the proposed budget is submitted, a minimum of \$12,000 should be allocated for these purposes. The marketing budget should only include items needed for: marketing, advertising, printing costs, grassroots opportunities and promotions.
3. **Creative Process.** The NCAA will provide all creative/artwork in conjunction with the championship. This includes, but is not limited to print pieces, digital banners, email blasts, social media, promotional signage, etc.
4. **Radio/TV.** The NCAA will provide video and radio elements to assist in promoting and selling tickets to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, tv commercials, videoboards). All spots will be made available for download via the NCAA marketing team.
5. **Support Documents.** Hosts should refer to the following support documents when developing marketing plans and budgets: NCAA Ticket Promotional Use Guidelines, NCAA Marketing Template, Marketing Ideas, and NCAA Micro-Site Guidelines.

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SECTION IX: TENTATIVE SCHEDULE OF EVENTS

NCAA WOMEN'S COLLEGE CUP

All times are local.

Wednesday

- 6 - 9 p.m. Team Dinners. (LOCATION HERE)
- 8 p.m. Pre-championship meeting. (LOCATION HERE)

Thursday

- 10 - 11:30 a.m. **TEAM A** practice. (Practice Field)
- 10 - 11:15 a.m. **TEAM B** TV interviews/ selected head shots. (LOCATION HERE)
- 11:15 - 11:30 a.m. **TEAM B** Walk-through (Game Field)
- 11:45 a.m. - 1 p.m. **TEAM A** TV interviews/ selected head shots. (LOCATION HERE)
- 11:45 a.m. - 1:15 p.m. **TEAM B** practice. (Practice Field)
- 1 - 1:15 p.m. **TEAM A** Walk-through (Game Field)
- 1:15 - 2:30 p.m. **TEAM C** TV interviews/ selected head shots. (LOCATION HERE)
- 1:30 - 3 p.m. **TEAM D** practice. (Practice Field)
- 2:30 - 2:45 p.m. **TEAM C** Walk-through (Game Field)
- 3 - 4:30 p.m. **TEAM C** practice. (Practice Field)
- 3:15 - 3:30 p.m. **TEAM D** Walk-through (Game Field)
- 3:30 - 4:45 p.m. **TEAM D** TV interviews/ selected head shots. (LOCATION HERE)
- 9 - 10 p.m. Officials' meeting. (LOCATION HERE)

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Friday

Tentative schedule based on 5 p.m. and 7:30 p.m. game times—subject to change.

TBD	Media Credential Pick –up (LOCATION HERE – Main Entrance)
3 p.m.	Media work area opens
3 p.m.	Fan Festival
3:30 p.m.	LOCATION HERE gates open for Semifinal game
5 p.m.	TEAM A vs. TEAM B
Post game	Press Conference (LOCATION HERE)
7:30 p.m.	TEAM C vs. TEAM D
Post game	Press Conference (LOCATION HERE)

Saturday

9 a.m.	Coaches / Administrators Meeting for Championship Game LOCATION HERE
12:30 - 2 p.m.	Winner of Semifinal Game 1 practice
1 p.m.	Media work areas open (LOCATION HERE)
1 p.m.	Media Credential Pickup (Main Entrance)
2:30 - 4 p.m.	Winner of Semifinal Game 2 practice

Sunday

12:30 - 2: p.m.	Winner of Semifinal Game 1 practice
2:30 - 4 p.m.	Winner of Semifinal Game 2 practice



Monday

Tentative schedule based on 7 p.m. game time—subject to change.

5 p.m.	Media work areas open (LOCATION HERE)
TBD	Media Credential Pick-up (LOCATION HERE – Main Entrance)
5 p.m.	Fan Festival
5:30 p.m.	LOCATION HERE gates open for Championship game
7 p.m.	NATIONAL CHAMPIONSHIP
Post game	Awards Ceremony (LOCATION HERE – center field)
Post game	Press Conference (LOCATION HERE)



SECTION X: ANCILLARY EVENTS

The United Soccer Coaches is involved with the various activities during the championship's week. All coaches association activities held in conjunction with the championship are conducted at the discretion of the NCAA and are subject to NCAA approval. Please note, however, that at this time, the coaches association does not sponsor its annual convention in conjunction with the championship.

The NCAA may also partner with local youth soccer tournaments in the area during the week of the championship. All youth tournament involvement is subject to NCAA approval.

In lieu of a banquet, the host must arrange a private dining space at local restaurants for each team, accommodating up to 40 people. Team dinners will be held on Wednesday evening, with flexible timing to fit team schedules.

FAN FESTIVAL AND ANCILLARY EVENTS

During the championship, the NCAA may request at no cost space for use as a fan festival or similar ancillary event which may be produced by the LOC or a designated production company at the sole direction of the NCAA. The space chosen should be conveniently located to the venue. The fan festival or related ancillary event should be fully operational for the duration of competition.

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 XI: VOLUNTEER NEEDS

Approximately 75 volunteers per day will be needed for assignments, including scoreboard operations, scoring control, spotters, hospitality, media and merchandise sales.

1. Media runners.
2. Public address announcer and Spotters.
3. Merchandise and game program sales.
4. Hospitality coordinator.
5. National anthem singers and color guards.
6. Ticket sellers/takers/ushers.
7. Game day manager and assistants to help with pregame activities and awards ceremony.
8. Media room attendants, interview room personnel and photo marshals.
9. Drug-testing couriers, if applicable.
10. Game presentation.
11. Volunteers to help set up various in-game promotions, autograph sessions, fan activities and gate giveaways.
12. Ball runners (6 per game).
13. Other duties to be determined.

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 XII: BUDGET HISTORY

The chart below contains the three-year average of expenditures for the championships.

Expenditures Three-Year Average	
Total Expenses	\$176,000
Promotion	\$8,000
Tickets	\$0
Facility	\$62,000
Personnel	\$77,000
Entertainment	\$20,000
Equipment	\$1,000
Officiating Expenses	\$8,000