

# ***NCAA<sup>®</sup> SITE SELECTION PROCESS***



# **NCAA® SITE SELECTION PROCESS**



2029, 2030 & 2031

NCAA DIVISION II AND DIVISION III

WOMEN'S LACROSSE CHAMPIONSHIP

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 HOST CITY BID SPECIFICATIONS DOCUMENT, THE FORMER SHALL PREVAIL AND GOVERN THE MATTER.***

# **NCAA SITE SELECTION PROCESS**



## **SECTION I: INTRODUCTION**

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

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

A member institution or member conference of the NCAA must be designated as the host institution/conference for the championship. The administration of the championship is under the authority of the respective 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.

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## SECTION II: CHAMPIONSHIP STRUCTURE

DIVISION II DATE FORMULAS FOR FINALS	
First Round	Thursday prior to second round
Second Round	Saturday prior to Quarterfinals
Quarterfinals	Saturday prior to finals
Championship	Memorial Day Weekend (Thursday & Saturday)

DIVISION III DATE FORMULAS FOR FINALS	
First Round	Saturday (One Day) prior to second round
Second Round	Sunday prior to Regionals
Regionals	Saturday-Sunday prior to finals
Championship	Fourth Full Weekend in May (weekend = Sat.-Sun.; games on Friday & Sunday)

**PLEASE NOTE:** The Division II and III Women's Lacrosse Committees will consider both single year and multiple year bids.

As part of this bid cycle, women's lacrosse will be seeking bids for combined championships. Preference is for a combined Division I, Division II, and DIII women's lacrosse championships, followed by Division II and Division III combined. If it is determined no quality bids are received, then Division II and Division III will review bids for just their individual championships.

Listed below are the specific dates for just the DII and DIII combined women's lacrosse championships (semifinals and finals). DII will play on Thursday and Saturday, with DIII on Friday and Sunday.

May 24-27, 2029

May 25-28, 2030

May 22-25, 2031

Please review all the bid specs created for combined and individual championship options if interested in bidding. Each bid spec will list its specific dates and schedules for those specific events.



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## SECTION III: GENERAL FACILITY REQUIREMENTS

Listed below are specific requirements a facility must meet to be considered to host the Division II and Division III women's lacrosse championships, as well as secondary considerations that are desirable but not mandatory in order to host this championship.

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 competition venue shall be arranged in accordance with the NCAA Women's Lacrosse Rules as far in advance as possible, but in no event later than 9 a.m. Tuesday prior to competition. It is the responsibility of the host institution/conference to provide a field of play that meets the maximum measurements for length and width (120 yards by 65 yards), as described below. Any deviation must have the consent of the NCAA Women's Lacrosse Committee. There is special emphasis on quality of field conditions and accurate lining of the field.
3. The facility and surrounding areas (i.e., parking lots, frontage property and any other adjacent area that the facility may provide to the NCAA) must be available for the exclusive use of the championship Tuesday prior to the championships through the conclusion of the event. During this time, the facility shall not be available for any other use.
4. The NCAA will have exclusive rights to use all meeting rooms, private clubs and restaurants in the facility during the term of this agreement. All such space will be provided to the NCAA at no cost.
5. The facility will not be materially modified in a way that would reduce space available to the public in the aisles, entranceways and hallways without the NCAA's prior consent.
6. The facility will provide all tables, chairs, skirting, pipe-and-drape and platforms for all areas described herein as required by the NCAA.
7. The facility will make available all computers, printers, video equipment, copy machines, internet access, etc. necessary to administer the championships, and as may be required by the NCAA. The facility will also provide equipment operators and technicians to be available Wednesday through Saturday during the event.
8. Essential Requirements.
  - a. Regulation field with stadium lights
  - b. Visible electronic scoring/timing device on the field
  - c. Visible shot clocks

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- d. Four equal locker rooms
- e. Adequate spectator seating (750 or above preferred)
- f. Press box area for media, webstream, public address announcer, etc.
- g. Athletic training area
- h. Adequate security
- i. Air horn for scorer's table
- j. Two official's locker rooms (male and female)
- k. Indoor backup practice area available in case of inclement weather
- l. Videotaping of all competition
- m. Ability to secure site and charge admission
- n. Drug testing area
- o. PA / sound system
- p. Evacuation Plan
- q. Internet Access
- r. Parking
- s. Signage covering(s)

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9. Secondary Requirements.
  - a. Hospitality area
  - b. Media seating at a table and press conference area/room
10. Benches. Benches (separate from bleachers) or chairs for 38 persons per team should be set up on each side of the scorer's table opposite from the bleachers.
11. Team Tents. Two 12 x 12 tents (minimum size) with benches for teams to meet at during halftime if locker rooms are too far from field or should weather require.
12. Hospitality Area. A tournament hospitality area should be available. Participating teams' representatives (president, athletics administrators, coaches, sports information personnel and trainers), host institution VIPs, media and NCAA lacrosse committee representatives usually are the invited guests. No others should be allowed. Team members should not be invited. The hospitality area should be open before, during and after each game for food and beverages. Coolers of Dasani should be in locker rooms for players. You may have refreshments donated, if possible; however, please refer to promotional guidelines in the general bid specifications.

The NCAA and its designated representatives shall have the right, with no obligation to make any payments to the facility or its concessionaire or any other third party, to provide food and beverages of its choice in the media refreshment area, other working areas and locker rooms at the facility.
13. Officials' Hospitality. A hospitality area should be provided for the officials to relax in before, between and after games, with refreshments provided. If such an area is not available, please provide soft drinks, water or other beverages, and snacks/fruit for the officials in their locker room as well as towels. It is recommended that the officials' hospitality area be separate from the general hospitality area if possible.
14. Scorer's Table. If the scoreboard and other game operations are separate from the press box area, there should be enough seats at the scorer's table for the following individuals: scorer, alternate official, public-address announcer, statistics crew, scoreboard operator and the NCAA staff and committee. However, if the scoreboard and other game operations are located in the press box area, there should be adequate seating for the following individuals: alternate official and the NCAA staff and committee. In addition, the scorer's table must be covered. It is preferred that the scorer's table be elevated to provide enhanced sight lines of the games for the table officials and the games committee members. The scorers' table must have communication capabilities with the press box.
15. Meeting Rooms. Meeting rooms available on-site—two large rooms (for 25 individuals) and one small room (for 6 individuals) for committee and required administrative meetings.
16. If broadcast rights are obtained in the future, the NCAA will work with future hosts on the details of the requirements. For broadcast specific details please reference the General Section, Broadcast, Media and Internet. Please complete the power verification form and attach it with your bid (available in the bid portal).



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

☐ YES

☐ NO

☐ NO with Exception

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

Year	Host	Attendance	Ticket Prices
2021	Roanoke College (Virginia) <i>Combined: Division II and III</i>	494 (DII) 671 (DIII)	<u>Combined All-Session</u> No all-session tickets (COVID) <u>Combined Single Session</u> Adult: \$10 Student: \$5 Child: \$5
2022	DII: Lindenwood University (Missouri) DIII: Roanoke College (Virginia)	843 (DII) 817 (DIII)	<u>DII Single Session</u> Adult: \$10 Student: \$5 Child: \$5 <u>DIII All-Session</u> Adult: \$25 Student: \$15 Child: \$7 <u>DIII Single Session</u> Adult: \$15 Student: \$10 Child: \$5
2023	DII: University of Indianapolis (Indiana) DIII: Roanoke College (Virginia)	635 (DII) 684 (DIII)	<u>DII Single Session</u> Adult: \$10 Student: \$7 Child: \$5 <u>DIII All-Session</u> Adult: \$25 Student: \$15 Child: \$7 <u>DIII Single Session</u> Adult: \$15 Student: \$10 Child: \$5
2024	DII: Festival Year (Orlando, Florida) DIII: Roanoke College (Virginia)	926 (DII) 831 (DIII)	<u>DII Single Session (Festival)</u> Adult: \$7 Child: \$5 <u>DIII All-Session</u> Adult: \$25 Student: \$15 Child: \$7 <u>DIII Single Session</u> Adult: \$15 Student: \$10 Child: \$5
2025	Roanoke College (Virginia) <i>Combined: Division II and III</i>	792 (DII) 755 (DIII)	<u>Combined All-Session</u> Adult: \$25 Student: \$15 Child: \$7 <u>Combined Single Session</u> Adult: \$15 Student: \$10 Child: \$5

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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.

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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

	Number of Hotels	Tue.	Wed.	Thur.	Fri.	Sat.	Sun.	Notes
Teams	4-8	88	188	188	148	94	50	
Headquarters (NCAA/Officials)	1	18	28	28	28	28	18	
<b>Total</b>	2-5	106	216	216	176	122	68	

All hotels shall be in close proximity (ideally within walking distance) from the event venue. The team hotels must be of comparable quality and distance from the playing venue.

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

Division II: A minimum of 20 double/double and 2 king sleeping rooms for each team is required.

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

All king beds for the headquarter/officials hotel.

Meeting room space should be made available for each team. It is also recommended that the room rate include a hot breakfast, internet/wifi, and van/bus parking for each day of the team stay.

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☐ YES

☐ NO

☐ NO with Exception

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## SECTION VI: NCAA/HOST RESPONSIBILITY

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### NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, lodging (room and tax), per diem and game fee for the seven officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA Division II Women's Lacrosse Committee (four individuals).
4. Awards for the participating teams.
5. Official program and merchandise
6. Credentials.
7. Hydration product (e.g., water, electrolyte solution, coolers, etc.).
8. Mementos to the official traveling parties of the participating teams.
9. Volunteer apparel.
10. Funding for promotional efforts.
11. Game and practice balls and goal cages with nets to be used for practices and game competition.
12. Signage.

### HOST INSTITUTION AND/OR HOST AGENCY PROVIDES:

1. Facilities.
2. Key administrative personnel and volunteers.
3. Media, public relations coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Athletic training staff.



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6. Championship hospitality.
7. Food/beverage concessions.
8. Public address system and announcer.
9. Support personnel—ushers, ticket taker, runners, etc.
10. Security.
11. Media room (fully equipped and with internet access).
12. Media seating/work area.
13. Tickets.
14. All computers, printers, fax machines, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championships, and as may be required by the NCAA.
15. Appropriate directional signage within and outside the venue.
16. Head table personnel (e.g., public address announcers, official scorer, matchmaker, chief of head table operations, etc.).
17. Other items as later requested by the NCAA.

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## **SECTION VII: TRANSPORTATION**

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

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## SECTION VIII: MARKETING

1. **Marketing Plans.** Upon selection, the host is required to submit a marketing plan for review and approval prior to activation by the NCAA marketing staff. Please refer to the appropriate marketing plan template as a guideline when submitting your plan for review.
2. **Budgets.** When the proposed budget is submitted, a minimum of \$4,000 should be allocated for these purposes. The marketing budget should only include items needed for: marketing, advertising, printing costs, grassroots opportunities and promotions.
3. **Creative Process.** A creative marketing assistance website is available to the host for their marketing needs. This marketing website, [NCAACHampsPromotion.com](http://NCAACHampsPromotion.com), is a comprehensive tool designed to help hosts create marketing pieces which will generate awareness and promote tickets and or attendance for the championship.

Hosts should customize and download all necessary artwork to promote the championship. Every effort should be made to use the online marketing templates, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided.

All 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.

4. **Radio/TV.** Radio/TV. The NCAA will provide the following television and radio elements to assist in promoting and selling tickets to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, tv commercials, videoboards). All spots will be made available for download via the online marketing website [NCAACHampsPromotion.com](http://NCAACHampsPromotion.com)
5. **Support Documents.** Hosts should refer to the following support documents when developing marketing plans and budgets: NCAA Ticket Promotional Use Guidelines, NCAA Sales Commission Guidelines, and NCAA Micro-Site Guidelines.

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## SECTION IX: TENTATIVE SCHEDULE OF EVENTS

Below is the established standard game time and practice schedule for the Division III Women's Lacrosse Championship. Note: Game times may be deviated based on special request at least one year in advance. All times are tentative and subject to change.

### **TUESDAY**

Division II and Division III national committee members arrive.  
Field/site inspection with Division II and Division III national committee  
Division II Teams arrive (four teams).

### **WEDNESDAY**

Division II Practices (four practices)  
Division II Community Engagement  
Division III Teams arrive (four teams)

### **THURSDAY**

Division II Officials Meeting  
Division II Semifinals (two games)  
Division III Practices (four practices)  
Division III Community Engagement

### **FRIDAY**

Division II Practices (two practices)  
Division III Shootarounds  
Division III Officials Meeting  
Division III Semifinals (two games)

### **SATURDAY**

Division II Shootarounds  
Division II Championship  
Division III Practices (two practices)

### **SUNDAY**

Division III Shootarounds  
Division III Championship



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## SECTION X: ANCILLARY EVENTS

### Banquet.

To celebrate and welcome all participating student-athletes and championship personnel, the host may provide a banquet (or other student-athlete recognition event) on the evening prior to the championship. The number of guests, financial assistance provided by the NCAA and total budget shall be determined after consultation with the NCAA staff. NCAA corporate champions, partners or official equipment suppliers may receive approval to sponsor the banquet, but no local sponsors are permitted. Officials should not be included in this or any social event including the participating coaches and student-athletes.

The NCAA may provide a video featuring the teams and student-athletes advancing to the final site depending on the amount of footage available and cost of obtaining. If practical, the NCAA staff will request the video from the NCAA Broadcasting group or Van Wagner Sports & Entertainment and inform the host.

The host will be responsible for coordinating all other details and logistics of the banquet including location, emcee, speakers, transportation, catering, A/V equipment, a printed program, etc. in consultation with the NCAA staff. The exact run of show and presentations included can be altered slightly to accommodate the number of student-athletes, teams and guests present as well as unique venue, sport or local elements. Please note, that a 60-minute event is ideal and the event should not last longer than 90 minutes.

Words of reflection or invocation are not required, but may be included at NCAA student-athlete banquets. The NCAA supports a flexible policy which allows each host to follow the traditions and protocols of their university. If included, any words of reflection or invocation should be respectful and inclusive of all.

**Best Practices.** While the guidelines above provide a standard framework for the student-athlete banquet, the event should be tailored to suit the needs, size and unique aspects of the championship. The purpose of the event is primarily to congratulate, celebrate and welcome all of the participating student-athletes to the NCAA championship and the host community.

The most successful NCAA student-athlete banquets have often been enhanced by unique venues, décor, interactive features, program enhancements or keepsake items that showcase the uniqueness of the host city or region and their excitement to host the NCAA championship. The NCAA will rely on the creativity of the host for development of these items. The formality of the event, attendee attire, appropriate number and type of speakers, level of interaction between student-athletes, etc. varies from sport to sport. The NCAA point person can help advise the host on sport specific nuances.

The host will assume the lead production role for the student-athlete banquet, but should seek the advice and approval of the NCAA point person on such items as location, budget, timing, final run of show, speaker, menu, giveaway items (some may be provided free of charge by NCAA official equipment suppliers) and additional enhancements. Some past student-athlete banquet enhancements that have been well received are listed below. Please note, however, that the potential impact of all possible banquet enhancements on student-athletes should be weighed against appropriateness, available budget and other needs of the overall championship.

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**Location.** The banquet/social reception facility should be able to accommodate 200 or 450 for a combined championship with DIII individuals with buffet style services. A large space is preferred as teams typically travel with more than the travel party of 30.

**Additional Banquet Tickets.** Approximately 50 tickets should be made available for sale (on-site and for presale) to institutional representatives of the participating teams. The cost of the ticket should be based on the cost per plate. Information should be made available on the final participant call. (Typically, teams are allowed to purchase between eight and 10 tickets).

**Emcee.** The host is responsible for identifying an appropriate emcee. The Division II Women's Lacrosse Committee must give final approval of the emcee.

**Officials.** Officials shall **NOT** be included in any social event involving the participating coaches or players.

**Media.** Members of the media should NOT be invited to the banquet/social reception, unless approved by the NCAA committee.

**Alcohol.** The NCAA shall determine in its sole discretion whether alcohol will be sold or distributed at the ancillary event.

The venue, LOC/host and/or caterer shall be responsible for any permits unless otherwise directed by the NCAA.

Promotional items (e.g., cups, shakers, flags, signs, etc.) with commercial slogans or identification or other unauthorized markings are not permitted inside the practice, competition and/or ancillary event venue(s), inside surrounding areas/facilities that are to be used, or outside on practice, competition and/or ancillary event venue property unless expressly approved in advance by the NCAA. Items such as newspapers, handbills, flyers, memorabilia, t-shirts, caps, etc. (except products sold or authorized by the NCAA or its vendors) may not be distributed on these premises. Demographic or other studies may not be conducted unless approved in advance by the NCAA.

An economic impact study can be executed at an NCAA championship to examine the effect of the championship(s) on the local economy. In some cases, the NCAA will conduct an onsite study and will provide the data to the host once the study is completed. In other cases, the NCAA will support the hosts' efforts to execute a study. This can be done using the hosts' own approach/tools or the NCAA's Economic Impact Study "In-a-Box" tool."

## Sample Enhancements.

- Unique venue – a skybox club overlooking the host university's football stadium; a historical or cultural center; an aquarium or museum where brief tours can be incorporated into the programming; an iconic restaurant, theater or arena in the area; a beach party setting; etc.
- Slideshow – before and/or after the formal presentation, a slideshow of participating team or student athlete images is shown on video boards or mixed with NCAA branding messages (host would be responsible for collecting images from schools or preliminary round hosts).

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- Speakers – relevance to the participating student-athletes is the most important factor. Former NCAA champions or graduating student-athletes who went on to professional or Olympic fame in the given sport are ideal, however other options available at no or little expense to the host should be explored as some speakers transcend their sport or profession. Examples of previous speakers include: Todd Martin – Tennis, Dot Richardson – Softball, President of the USGA – Golf, Bill Belichick – Lacrosse (Boston), ESPN personalities, comedians, motivational speakers, well-known football or basketball coaches at the host institution, etc.
- Photo opportunities – opportunities for teams or individuals to pose for a photo in front of a championship backdrop (possibly with the championship trophy) or in conjunction with unique or iconic elements of the area (e.g., with giant hanging shark in Florida, with longhorn steer in Texas, in winners circle at Churchill Downs, overlooking city skyline, football stadium, etc.).
- Favors unique to the sport or area – examples include: mini soccer balls, mini lacrosse sticks, baseball shaped cheese – Wisconsin, make-your-own beach flip flops – Florida; please check with your championship administrator regarding budget, appropriateness and possibility of items provided by official equipment suppliers before pursuing.
- Special entrances for student-athletes – red carpet into venue, spotlights, limos, local youth teams wearing team colors or with pom poms/signs to greet the student-athletes.
- Band/DJ/Interactive Games – are generally only appropriate in more informal settings with numerous teams of both genders, relaxed time constraints, fun atmosphere, etc.
- Event 1/Championship merchandise – sales booth or display area with order forms on-site. Special Olympics Component – speaker, athletes, etc. (recommended for all DIII championships).

## **Coaches' association award guidelines.**

The primary purpose of NCAA student-athlete banquets is to honor, celebrate and welcome participating student-athletes in a concise and entertaining manner. Coaches' association awards and other presentations not directly related to the championship itself may be considered for inclusion if they are in the best interest of the attending student-athletes:

- The presentation should be relevant and provide a significant enhancement to the banquet programming for the student-athletes (awards or speakers which have limited relation to the championship or significance to the student-athletes will detract from their enjoyment and the attention they pay to other programming).
- The presentation should be brief (in most cases it should be limited to 5-10 minutes, but should never exceed 30 minutes).
- Awards presented should be limited to those presented to participating student-athletes and coaches or those which have some special significance to the student-athletes in attendance.
- The presentation should be secondary in significance and placement in the programming to any official NCAA championship presentations.

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- If these conditions are not met, other championship related platforms should be explored by the NCAA to assist the coaches' association.
- All final decisions on inclusion of coaches' association awards, other presentations, scripts and presenters should be made by the NCAA staff with the best interest and overall experience of the student-athlete in mind.
- NCAA staff may call on leadership team members to assist in delivering and explaining the specific decisions to the coaches association as needed. During Festival Years, the banquet/social reception will be coordinated by the NCAA staff that oversee the Division II Festival.

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## SECTION XI: VOLUNTEER NEEDS

Make sure adequate personnel/volunteers will be available in the following areas:

1. Sports Information. Personnel to cover posting or results, game recaps online, facilitate press conferences, take quotes from coaches and student-athletes, serve as contact for visiting SIDs, media reps and photographers. This individual must be someone who has had experience with sports information.
2. Athletic Training.
  - a. Physician (on-call ) for all games/practices
  - b. Trainer at every practice/game
  - c. Medical supplies, water and ice for all practices and games
3. Game Personnel. Besides officials, the following personnel are needed for each game:
  - a. One official scorer
  - b. One clock operator and/or one scoreboard operator
  - c. One public-address announcer
  - d. One scorer at field level
  - e. At least four qualified statisticians
  - f. Four ball retrievers (Ball retrievers must be at least 12 year of age and dress in attire that will distinguish them from the competing institutions and other sideline personnel. Please note: This attire must adhere to the NCAA logo policy. The host institution is required to train and provide for the safety of the ball retrievers.); and
  - g. Four drug-testing couriers, if applicable
4. Facility Management. Depending upon the facility the number of volunteers needed in each category will vary; however, the total number of volunteers for each day is approximately 25. Here are the various needs for the facility:
  - a. Adequate security, with at least two uniformed security persons
  - b. Escort for officials to and from locker room; preferably a security person
  - c. Ticket sellers
  - d. Ticket takers
  - e. Ushers
  - f. Concession workers
  - g. NCAA merchandise sellers
  - h. Hospitality area personnel
  - i. Team hosts for each participating team
  - j. Grounds crew/maintenance, as necessary
  - k. Videographer



# NCAA SITE SELECTION PROCESS



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 XII: BUDGET HISTORY

The charts below contain expenditures for an individual DII and DIII championships along with the combined DII and DIII championship. DII and DIII are currently scheduled to be combined in 2026, 2027, and 2028.

Average Expenditures for Division II Championship	
Total Expenses	\$30,000.00
Promotion	\$2,000.00
Tickets	\$0.00
Facility	\$6,000.00
Personnel	\$11,000.00
Entertainment	\$5,000.00
Equipment	\$4,000.00
Official Expenses	\$2,000.00

Average Expenditures for Division III Championship	
Total Expenses	\$31,000.00
Promotion	\$3,000.00
Tickets	\$0.00
Facility	\$1,000.00
Personnel	\$16,000.00
Entertainment	\$7,000.00
Equipment	\$1,000.00
Official Expenses	\$3,000.00

Expenditures for the 2025 combined DII/DIII Championship	
Total Expenses	\$64,000.00
Promotion	\$7,000.00
Tickets	\$0.00
Facility	\$3,000.00
Personnel	\$31,000.00
Entertainment	\$13,000.00
Equipment	\$2,000.00
Official Expenses	\$8,000.00