

NCAA[®] SITE SELECTION PROCESS





2028, 2029 & 2030

NCAA DIVISION II WOMEN'S VOLLEYBALL 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.

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SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULA (Current)	
Selections	The Sunday prior to the Thanksgiving holiday
Regionals (8)	The week after the Thanksgiving holiday (Thursday-Saturday or Friday-Sunday)
Quarterfinals, Semifinals and Finals	The week following regional competition (Thursday-Saturday)

DATES AVAILABLE FOR BID	
Quarterfinals, Semifinals and Finals	December 7-9, 2028
	December 6-8, 2029
	December 12-14, 2030

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

*Should the Division II Women's Volleyball Championship be played in conjunction with the Division I Women's Volleyball Championship, the Division II site may host only the quarterfinals and semifinals of the Division II Women's Volleyball Championship. If this were to occur quarterfinal games may be played on Thursday with semifinal games on Saturday.

**The Division II Women's Volleyball Committee is currently reviewing the eight-site, eight team regional and eight-team final site format. A recommendation is expected by February 2026. Should the bid specifications change, this document will be updated by March 1, 2026.

***The Division II Women's Volleyball Committee is currently reviewing a possible day of rest between the semifinals and finals at the final site. If this were to occur the dates of the championship will be affected. A recommendation is expected by February 2026. Should the bid specifications change, this document will be updated by March 1, 2026.

****Note: Division II is in the middle of the triennial budget process. Any recommendations that impact the format (e.g., championship structure, participants) would be effective for the 2027-28 academic year. The Division II Championships Committee will review sport committee requests in February 2026. If a request is submitted that impacts the format of this championship, the bid specs will be updated by March 1, 2026 to serve as notice to bidders on the potential change(s). Final approval by the Division II governance structure is anticipated by late October 2026. Championship managers will communicate with bidders in early November 2026 to confirm any changes to the format as part of the bid review process.

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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 city, state and federal regulations concerning access and seating for people with disabilities.
2. The facility must be in compliance with the current NCAA Women's Volleyball Rules.
3. The host/facility must have a comprehensive security/emergency-situation plan.
4. The facility must have a combination of permanent and temporary seating to accommodate at least 1,500 spectators. The facility must be modern, clean and accessible. Conditions must meet NCAA regulations and must be of championship caliber.
5. The competition facility shall be ready for competition and reserved for the exclusive use of the NCAA for the purpose of preparing for; practicing for and conducting the competition from at least noon local time two days prior to the start of competition until the conclusion of the final match. During that period of time, the facility will be clean and accessible, and playing conditions must be safe and of championships caliber. The championship should be the primary event in the facility and other activities should be moved to accommodate the championship.
6. 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.
7. The facility will not enter into any agreement or understanding that would permit any corporation or other third party to be entitled to hospitality, entertainment or temporary signage privileges in the facility and surrounding area (i.e., parking lots, frontage property and any other adjacent areas that the facility may provide to the NCAA).
8. 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.
9. 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.
10. The playing floor and competition area must meet all specifications as outlined in the current year's NCAA Volleyball Rules Book.

All NCAA Division II championship matches must be played in a facility with a volleyball net system anchored and supported with a sleeve below the playing surface by using one of the following methods: a sleeve mounted into the concrete, a sleeve mounted to a steel plate that attaches to the concrete floor by means of an anchor with a minimum 10,000 pound pull out rating, or a sleeve with 1,500 pounds of counter balance.

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Portable net systems of any kind, or ceiling mounted net systems are not acceptable.

11. 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.
12. The host must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
 - a. Four separate secure locker room areas that are of comparable quality within the facility (with restrooms within the locker rooms) for the participating teams.
 - b. A locker room for the officials separate from the team locker rooms. This locker room should include showers and restrooms. It is preferred that two separate locker rooms are available (one for men, one for women).
 - c. An athletics training area with adequate modalities (ice, electronic stimulation, ultrasound, hydrocollators, tape, etc.) for student-athletes within or immediately adjacent to the competition venue.
 - d. Media work space with appropriate lighting, power, seating, hardwired internet connections, etc. for media working the championship.
 - e. A separate post-match interview area within the facility. Set-up includes:
 - Room large enough to accommodate NCAA press conference back-drop;
 - 1-2 skirted tables at the front of the room and 3-4 chairs at the tables; preferably on a raised platform.
 - Enough chairs to accommodate media, host staff and NCAA committee media liaisons;
 - Area for camera and set-up for streaming the press conferences.
 - Microphone for student-athletes, coaches and attendees asking questions.
 - f. A room with a waiting area, toilet facilities and a minimum of 500 square feet of space for drug testing.
 - h. Private meeting space for the use by the NCAA committee, within or immediately adjacent to the competition area, which will also serve as committee hospitality room.
 - i. Banquet facilities near hotels/facility with a seating capacity of 250-325. The banquet facility must also have room for pre-championship press conferences.
 - j. Officials meeting area, with seating, to comfortably accommodate referees (4), line judges (4), an officials coordinator (1), official scorer (1), assistant scorer (1), and committee members (1-2), which may also serve as officials hospitality room.

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- k. Separate hospitality areas for participants and event personnel.
 - k. Area to accommodate broadcast/web streaming equipment and personnel.
 - l. Head scorer's table with enough room and seating to accommodate all necessary personnel. Minimum space for 12 individuals, preferred space for 14 individuals. Hardwired internet connections should be available for every seat. Wireless is also highly recommended in the competition area but does not take place of the hardwired connections. In addition to the head scorer's table additional courtside space ie tables and chairs should be available for up to 20 individuals.
13. Each participating team must be provided practice time on the competition floor. All official team practice sessions will be closed. *The current practice schedule will go as follows (given a eight-team final site format):
- Day prior to competition 55 minutes per team. (8 hours)
 - Quarterfinals- 25 minute practice per team. (4 hours)
 - Semifinals- 55 minute practice per team. (4 hours)
 - Finals- 55-minute practice per team (2 hours)
14. The host must keep statistics and provide updated set-by-set and comprehensive statistics to each team bench, head table personnel, committee members and the media immediately following each set of each match. It is recommended in-match statistics are provided to the team benches by use of electronic tablets. The host must also provide statistics necessary for the committee to evaluate student-athletes for All-Tournament team recognition.
15. The facility shall provide at least one main electronic scoreboard. A second scoreboard and/or videoboard are preferred.
16. At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external digital signage. This includes any and all digital inventory at the time of the championship and is inclusive of any new inventory that may be added by the venue after this bid document is signed. The NCAA shall provide and control all content displayed on the boards. In the case the venue has a main videoboard, 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, etc.). In addition, the host shall provide access to and use of control room equipment & staff prior to the championship for any pre-production needs. Ideal 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. Ideal 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.

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17. In addition, the competition venue, at its expense, shall provide access to lighting equipment (gobos, spotlights, etc.), audio equipment (to include wireless microphones, 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 if possible.
18. The facility shall make accommodations for the equipment and personnel necessary to support a Challenge Review System (instant replay).
19. The facility shall provide complimentary parking spaces for the participating teams, NCAA representatives, NCAA contracted personnel and officials in prime locations. Parking for the banquet should be provided as well.
20. The facility shall provide, at its expense, tables, chairs, skirting, bunting and pipe-and-drape for all areas described herein as required by the NCAA.
21. The facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations.

Broadcast, Media and Internet.

1. Television Truck Parking and Technical Setup. Adequate television facilities and space shall be available at no cost for all NCAA championship venues for broadcast partners. An area for parking the mobile unit shall be available within 150 feet of the power service closest to the anticipated camera positions or announce booth. This designated area should provide enough room for two TV production trucks 65 feet long by 25 feet wide. There must be room for a third vehicle (Uplink truck) to park in proximity (within 100 feet) to the primary mobile unit. In addition, the primary television entity must have adequate space in the television compound to install work trailers.
2. Television Power Requirements. The competition venue shall provide the access to sufficient and reliable electrical power to operate equipment reasonably necessary to effectuate a first-quality, high-definition color telecast. Minimum power requirements are as follows:
 - One Truck Event + Uplink
 - Minimum = (1) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
 - Two Truck Event + Uplink
 - Minimum = (2) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
 - Three Truck Event + Uplink
 - Minimum = (3) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
 - Four Truck Event + Uplink
 - Minimum = (4) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
 - Five Truck Event + Uplink
 - Minimum = (5) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
 - Six Truck Event + Uplink

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- 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.

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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.

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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

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 West Florida and Pensacola Sports	1,399	All-Session Adult: \$30 All-Session Student: \$18 Single Session Adult: \$12 Single Session Student: \$8
*2018	*Slippery Rock University and SportsPITTSBURGH	2,186	All-Session Adult: \$20 All-Session Student: \$14 Single Session Adult: \$10 Single Session Student: \$7
2019	Metropolitan State University of Denver	2,388	All-Session Adult: \$20 All-Session Student: \$10 Single Session Adult: \$12 Single Session Student: \$6
2020	University of Central Florida and Greater Orlando Sports Commission	Cancelled due to COVID	
2021	University of Tampa and Tampa Bay Sports Commission	3,739	All-Session Adult: \$30 All-Session Student: \$15 Single Session Adult: \$12 Single Session Student: \$6
*2022	*Seattle Pacific University and Seattle Sports Commission	1,091	All-Session Adult: \$40 All-Session Student: \$20 Single Session Adult: \$17 Single Session Student: \$8
2023	Pennsylvania Western University, Clarion and SportsPITTSBURGH	1,632	All-Session Adult: \$27 All-Session Student: \$12 Single Session Adult: \$11 Single Session Student: \$6
2024	Northern Sun Intercollegiate Conference and Sioux Falls Sports Authority	1,314	All-Session Adult: \$30 All-Session Student: \$15 Single Session Adult: \$12 Single Session Student: \$6 Group Rate: \$5
2025	Northern Sun Intercollegiate Conference and Sioux Falls Sports Authority	TBD	

*NOTES: Festival Year

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SECTION V: LODGING SPECIFICATIONS

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

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

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

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

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

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

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

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

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Hotel Room Block

	Tues.	Wed.	Thur.	Fri.	Sat.	Notes
Teams ¹ (15 doubles + 1 king for each team)	128	128	128	52	26	
Headquarters (singles)	20	25	25	25	25	
Total	148	153	153	77	51	

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 committee, key NCAA personnel and official accommodations to be reimbursed by the NCAA.

A minimum of 15 double/double sleeping rooms and one king for each team **is required**. Teams should not be required to move hotel locations at any point. All team hotels should include free wireless Internet access and, if possible, free breakfast. In addition, each team should receive the use of a complimentary meeting space for team meals and meeting for the duration of the stay pattern.

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, per diem and game fee for all officials. (Lodging should be paid by the host and reimbursed by the NCAA through the financial report.)
3. Transportation and per diem for the NCAA sport committee. (Lodging should be paid by the host and reimbursed by the NCAA through the financial report.)
4. Awards and gifts for the participating teams.
5. Championship mementos for participating teams (distributed after the championship).
6. Game programs.
7. Credentials.
8. Host and volunteer apparel.
9. Merchandise from Event 1, Inc.
10. Hydration products and equipment for teams.
11. Signage package.
12. Funding for promotional efforts and operational expenses through the host reporting system.
13. Equipment- Court, netting system, bench chairs, volleyballs (practice and game) and ball carts.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Volunteers.
3. Public relations coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality.

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6. Food/beverage concessions.
7. Public address system.
8. Support personnel – ushers, ticket takers, media runners, etc.
9. Uniformed security.
10. Media room (fully equipped).
11. Media seating/work area with hospitality.
12. Tickets.
13. All computers, printers, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championship, and as may be required by the NCAA.
14. Appropriate directional signage within and outside the venue.
15. Head table personnel (e.g., public address announcers, official scorer, statisticians, etc.).
16. On selection, host will be required to submit a marketing plan which shall be approved by NCAA marketing staff prior to activation.
17. Host required to videotape and upload all matches to Volleymetrics.
18. Other items as later requested by the NCAA.

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SECTION VII: TRANSPORTATION

There are no additional transportation requirements from the host for the Division II Women's Volleyball 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 guide.
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, 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 artwork and reimbursement requests 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.** 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.
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: SCHEDULE OF EVENTS

Wednesday

Team Practices- 9 a.m. to 5 p.m. (8 hours)
Pre-banquet press conferences
Student-Athlete Banquet (approximately 7 p.m.)

Thursday

Team Practices- 6 to 10 a.m. (4 hours)
Quarterfinal Matches (noon, 2:30, 5, 7:30 p.m.)

Friday

Team Practices- 10 a.m. to 2 p.m. (4 hours)
Semifinal Matches (5, 7:30 p.m.)

Saturday

Team Practices- 10 a.m. to noon. (2 hours)
Championship Match (5 p.m.)

*Schedule subject to change

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SECTION X: ANCILLARY EVENTS

The host is expected to plan and prepare for a banquet for approximately 250 people on the Wednesday prior to the championships. The banquet should include a food and beverage plan, audio visual and entertainment component (e.g. speaker, video). Banquets are at the discretion of the NCAA sport committee.

The American Volleyball Coaches Association (AVCA) may present student-athlete awards during the banquet Wednesday night. The coaches association does not sponsor its annual convention in conjunction with the NCAA Division II Women's Volleyball Championship.

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SECTION XI: VOLUNTEER NEEDS

Approximately 20 volunteers per day will be needed for assignments, including scoreboard operations, three-person ball rotation, hospitality, media runners, floor sweepers and merchandise/program sales.

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.

NCAA SITE SELECTION PROCESS



SECTION XII: BUDGET HISTORY

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

Expenditures Three-Year Average	
Total Expenses	\$64,000
Promotion	\$0.00
Tickets	\$0.00
Facility	\$13,000.00
Officiating	\$4,000.00
Personnel	\$28,000.00
Entertainment	\$18,000.00
Equipment	\$0.00