

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



# **NCAA SITE SELECTION PROCESS**



## 2029, 2030 and 2031 NCAA DIVISION III WOMEN'S BASKETBALL CHAMPIONSHIPS

SPORT SPECIFIC INFORMATION

# NCAA SITE SELECTION PROCESS



## Table of Contents

	Page No.
Section I Introduction.....	4
Section II Championship Structure .....	5
Section III General Facility Requirements .....	5
Section IV Event History .....	9
Section V Lodging .....	10
Section VI NCAA/Host Responsibility .....	12
Section VII Transportation .....	14
Section VIII Marketing.....	14
Section IX Tentative Schedule of Events.....	16
Section X Ancillary Events.....	17
Section XI Volunteer Needs.....	18
Section XII Budget History .....	20

**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.**

# NCAA SITE SELECTION PROCESS

NCAA

## 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 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 sports committee subject to final authority of the NCAA DIII Championships Committee. All activities and events associated with the championship are to be approved by the sports committee.

## NCAA WOMEN’S BASKETBALL STRATEGIC PLAN

Prospective bid committees are encouraged to familiarize themselves with NCAA Women’s Basketball Strategic Positioning ([www.ncaa.org/WBBStrategicPlan](http://www.ncaa.org/WBBStrategicPlan)). The shared vision and commitments are designed to:

Unify and grow the women’s basketball community; empower student-athletes to achieve their full potential; celebrate and elevate the game; and create an inspiring experience for all involved.

We’re building on our plan in the following commitments:

- The Game – NCAA Women’s Basketball guides and shapes the game to showcase the commitment of student-athletes and coaches excelling in team play at the highest level.
- The Championships – NCAA Women’s Basketball provides the pinnacle of the student-athlete and team experience on the brightest stage on which to celebrate our game.
- The Brand – NCAA Women’s Basketball actively advances the elite brand of women’s basketball to create a transformational experience for the student-athletes, teams and fans.

NCAA Women’s Basketball Strategic Positioning will elevate our game, our championships and our community with these commitments as our guideposts. We are intentional about the steps we are taking to achieve our goals in all three divisions.

# NCAA SITE SELECTION PROCESS



## SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
First/Second Rounds(16)	First Weekend in March (Friday-Saturday)
Sectionals (4):	Second Weekend in March (Friday-Saturday)
Semifinals and Finals	Third Weekend in March (Thursday & Saturday)

The championship provides for a field of 64 teams. Sixteen first- and second-round matches will be played on the campus of a participating institution. Winners will advance to four sectional tournaments that are played on the campus of a participating institution. The four sectional winners will advance to the semifinals/final site.

DATES AVAILABLE FOR BID	
Semifinals and Finals	March 15 & 17, 2029
Semifinals and Finals	March 14 & 16, 2030
Semifinals and Finals	March 20 & 22, 2031

*Should the NCAA Division III Women's Basketball Championship final game be played in conjunction with the NCAA Division I Women's Basketball Final Four, the semifinals/final site may host only the semifinals of the NCAA Division III Women's Basketball championship or may host quarterfinals and semifinals (depending on the approved format for the championship). If this were to occur, in the semifinal-only format, games may be played on Saturday; in the quarterfinals/semifinals format, quarterfinal games may be played on Thursday and semifinals on Saturday. Refer to the tentative schedules in Section IX for more information.*



# NCAA SITE SELECTION PROCESS

NCAA

## SECTION III: GENERAL FACILITY REQUIREMENTS

1. **American Disabilities Act.** 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. **Facility Use Dates.** The facility must be available from 8 a.m. Tuesday preceding the competition through the conclusion of the final round for the purpose of preparing for, practicing and conducting the competition. The committee arrives Tuesday for a walk-through of the facility. The facility should be set/ready prior to the walkthrough. Wednesday and Friday are practice days, Thursday and Saturday are competition days. Exclusive use of the facility (floor, lockers, designated meeting spaces) must be observed for the event. During that time, the facility will be clean and accessible, and playing conditions safe and of championship caliber. Practice days must be set to game-day conditions (e.g., bleachers set, lighting, scoreboards, etc.).

There should be no conflicting events (i.e., classes, practices, etc.) held during the practice session on or around the playing floor that would interfere with any championship events.

3. **NCAA Space Requirements.** The facility must provide the following space at its expense with all areas subject to the approval of the NCAA:
  - a. **Locker Rooms.** The facility must have a minimum of four separate team locker rooms of comparable size, amenities and location with exclusive restrooms/shower facilities, and lockers for players and coaches in each locker room (to fit a minimum of 25 people). Each locker room must be clean and adequately supplied with towels and soap, toilet paper, water and hydration products (Coke products), ice, snacks/fruit, a training table, and a dry-erase board (eraser and markers). The facility must have a minimum of two officials' lockers/dressing room(s), also supplied with water and hydration products, snacks and ice. The host should provide two individuals to ensure all locker rooms are fully stocked with the appropriate supplies before each practice and game. It is preferred that there be a game clock provided in each locker room and officials locker rooms.
  - b. **Athletic Training.** Appropriate athletic training facilities and supplies shall be available on site for the teams. The LOC shall arrange for a certified athletic trainer (generally the host institution's athletic trainer) for all practices and games and one doctor to be available on game days.
  - b. **Media Workspace.** Media workspace for 20+ with appropriate lighting, heat, air-conditioning, and toilet facilities. Electrical connections shall be placed on the tops of tables. The area should be set by the walkthrough on Tuesday. There should be a media hospitality space to accommodate the number of media in attendance. There should be wireless access and access to a hard-wired network.
  - c. **Statistics Control Area.** A statistics control area containing one photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per-copy speed of 75 per minute. The copy machine also shall include a collator and automatic stapler. The facility shall be responsible for the installation, service costs and paper for these machines during the championships. This area should also include one high-speed, hard-wired internet line along with wireless capabilities and a high-speed printer.

# NCAA SITE SELECTION PROCESS



- d. **Office Space.** The NCAA shall be provided exclusive use of meeting space in the arena during the championships with high-speed internet capabilities.
- e. **Sport Sciences Area.** Two facilities, or a divided facility, must be available. These areas must have controlled access. Only the drug-testing crew, student-athletes, and witnesses will be allowed in the waiting areas. The specimen collection area should be fully equipped with restroom facilities adjacent to the waiting areas.

- 4. **Equipment.** Host facility must be equipped with the following: electric scoreboard, video board and/or LED scorer's table (one or the other required, having both is preferred), public address system, and mounted shot clock and athletic training facilities. There must be a designated auxiliary warmup space for teams to warm up prior to the official warmup on the game court. The committee prefers a facility with an auxiliary gym available.

The facility shall provide, at its expense, tables, chairs, skirting, bunting, pipe-and-drape and platforms for all areas as required by the NCAA. The facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations.

- 5. **Safety.** 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.
- 6. **Evacuation Plan.** The facility must have a comprehensive evacuation plan in case of emergencies.
- 7. **Parking.** The facility shall provide complimentary parking spaces for the participating teams, NCAA representatives and officials, in prime locations (minimum of 25 spots).

The facility should provide parking space for satellite trucks and mobile equipment of credentialed electronic media agencies.

- 8. **Court.** The playing court shall be in compliance with the regulation specifications identified in the NCAA Women's Basketball Rules Book. The court shall be arranged in accordance with the NCAA Women's Basketball Rules book as far in advance as possible, but in no event later than Tuesday prior to the competition.
- 9. **Practice.** 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.
- 10. **Seating.** The facility should seat a minimum of 1100 spectators, preferably 1500 or more.
- 11. **Ancillary Event.** Willing to host a collegiate all-star game prior to the championship game.
- 12. **Videoboards & Game Presentation.**
  - a. At no charge, the NCAA will have full access to, and control of, 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 all digital inventory at the time of the championship

# NCAA SITE SELECTION PROCESS

NCAA

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, 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) camera operators, two (2) utilities and a DJ/music playback operator.

- b. 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.

## **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 access to sufficient and reliable electrical power to operate equipment reasonably necessary to effectuate a first-quality, high-definition color telecast. Minimum power requirements are as follows:
  - One Truck Event + Uplink
    - Minimum = (1) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
  - Two Truck Event + Uplink
    - Minimum = (2) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
  - Three Truck Event + Uplink
    - Minimum = (3) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
  - Four Truck Event + Uplink
    - Minimum = (4) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
  - Five Truck Event + Uplink
    - Minimum = (5) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
  - Six Truck Event + Uplink
    - Minimum = (6) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V



# NCAA SITE SELECTION PROCESS



- 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.

# NCAA SITE SELECTION PROCESS



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.

# 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.

# NCAA SITE SELECTION PROCESS



## SECTION IV: EVENT HISTORY

The chart below contains information on previous hosts, attendance and ticket price history since the 2022-23 season.

Year	Host	Attendance	Ticket Prices
2023	Trinity College (Connecticut) *Semifinals only	*1,696	*Semifinals only Single Session Adult: \$18 Single Session Senior/Student: \$10
2024	Capital University and Greater Columbus Sports Commission	2,282	All-Session Adult: \$35 All-Session Senior/Student: \$20 Single Session Adult: \$20 Single Session Senior/Student: \$15
2025	Old Dominion Athletic Conference and the City of Salem	1,652	All-Session Adult: \$35 All-Session Senior/Student: \$20 Single Session Adult: \$20 Single Session Senior/Student: \$15
2026	Old Dominion Athletic Conference and the City of Salem		
2027	American Rivers Conference		
2028	Old Dominion Athletic Conference and the City of Salem *Semifinals only		



# NCAA SITE SELECTION PROCESS



## 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 for 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.

# NCAA SITE SELECTION PROCESS



## Hotel Room Block

Block	Room Type	Tuesday	Wednesday	Thursday	Friday	Saturday	Total
Teams <sup>1</sup> (4)	Doubles	60	60	60	30	30	240
	Kings	8	8	8	4	4	32
	Suites	4	4	4	2	2	16
Headquarters & Officials <sup>2</sup>	Kings	11	18	30	30	30	119
	Suites	1	1	1	1	1	5
<b>Total</b>		84	91	103	67	67	412

<sup>1</sup>Room types per team: 15 Doubles, 2 Kings (prefer one to be a king suite)

<sup>2</sup>Room types for HQ/Officials: All king Rooms

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. A minimum of fifteen double/double sleeping rooms and 2 kings for each team is required. One complimentary bedroom suite upgrade (for the head coach) is recommended. It is recommended that the room rate includes a hot breakfast, team meeting space per team for the duration of the stay, complimentary internet/wi-fi and van/bus parking for the duration of the stay. Headquarters and officials may be combined at one location.

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 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. Championship programs.
6. Bracket banner.
7. Credentials.
8. Mementos to the official traveling parties of the participating teams.
9. Funding for volunteer apparel.
10. Funding for promotional efforts, including NCAA signage.
11. Official basketballs for contests and practices.
12. Water and hydration products (Coke products), ice chests, coolers and cups.

### 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.
6. Food/beverage concessions.

# NCAA SITE SELECTION PROCESS



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. Committee meeting area (secured).
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. Other items as requested by the NCAA.
17. Head table personnel (e.g., public address announcers, official scorer, matchmaker, chief of head table operations, timeout coordinator, etc.)
18. Community service opportunity.; tie-in with Special Olympics is preferred.

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 VII: Transportation

---

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

## 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](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 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](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.

# 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.

# NCAA SITE SELECTION PROCESS



## SECTION IX: SCHEDULE OF EVENTS

Following is a tentative schedule of activities to be held in conjunction with the championship:

### **Monday**

Administrative Meeting (virtual)

### **Tuesday**

Committee Arrival

Committee Walk-through of Facility

### **Wednesday**

Team Practice Sessions (4)

Team Press Conferences

Team Media Shoots

### **Thursday**

Team Shoot-arounds (4)

Officials' Meeting

Semifinal Games (2)

### **Friday**

Team practices (2)

Team Community Service

All-star Team Practice (can be in auxiliary gym)

### **Saturday**

Team Shoot-arounds (2)

Senior All-Star Game

Championship Game

Awards Ceremony—immediately after the championship game.

# NCAA SITE SELECTION PROCESS



Following is a tentative schedule of activities to be held in conjunction with the *semifinal-only games format* (in the event of a joint championship at the Division I Women's Final Four):

## Monday

Administrative Meeting (virtual)

## Thursday

Committee Arrival

Committee Walk-through of Facility

## Friday

Team Practice Sessions (4)

Team Community Service

Team Press Conferences

Officials' Meeting

Team Media Shoots

All-star Team Practice (can be in auxiliary gym)

## Saturday

Team Shoot-arounds (4)

Senior All-Star Game

Semifinal Games (2)

Awards Ceremony—immediately after each semifinal game.

Following is a tentative schedule of activities to be held in conjunction with the *quarterfinal and semifinal games format* (in the event of a joint championship at the Division I Women's Final Four):

## Monday

Administrative Meeting (virtual)

## Tuesday

Committee Arrival

Committee Walk-through of Facility

## Wednesday

Team Practice Sessions (8)

Team Press Conferences

Team Media Shoots

## Thursday

Team Shoot-arounds (8)

Officials' Meeting

Quarterfinal Games (4)



# NCAA SITE SELECTION PROCESS



## Friday

- Team practices (4)
- Team Community Service
- All-star Team Practice (can be in auxiliary gym)

## Saturday

- Team Shoot-arounds (4)
- Senior All-Star Game
- Semifinal Games (2)
- Awards Ceremony—immediately after the championship game.

## SECTION X: ANCILLARY EVENTS

If the committee requests, the host is responsible for conducting a student-athlete banquet Wednesday night for the minimum of the official travel party (20) for each of the eight participating teams. Additional attendees will include members of the NCAA Division III Women's Basketball Committee, NCAA staff, additional host institution personnel (e.g., president, director of athletics, event staff with significant championship responsibilities, sports commission staff members, etc.) and other VIPs. Officials working for the championship should **not** be invited to attend the banquet.

The banquet facility should be able to accommodate approximately 125 people.

The banquet program typically includes short welcome statements by representatives of the host institution and community, local entertainment/a banquet speaker, dinner, a championship video, short speeches from student-athlete representatives from each team and presentations of NCAA awards and WBCA all-America awards.

The NCAA DIII Women's Basketball Committee places a strong emphasis on community service. The hosts should be prepared to work with their local Special Olympics chapter to partner on community service activities on Friday and plan for a boxed lunch or lunch meal. If the hosts do not have a local Special Olympics chapter, the hosts should identify other community organizations where the student-athletes can be involved to give back to the community on practice day.

The Women's Basketball Coaches Association (WBCA) may present all-America awards during the student-athlete banquet Wednesday night. In addition, the WBCA generally holds an all-star game at the venue Saturday afternoon with a reception following the event. In addition, it holds a Division III coaches meeting and/or youth clinic on/near the site on championship weekend. A representative from the WBCA will contact you regarding their needs for these events. The NCAA encourages cooperation with this group in conjunction with the championship; but these are WBCA events, and its staff will work with you regarding the needs and the reimbursement for the event(s).

# 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 bid portal to be considered.

# NCAA SITE SELECTION PROCESS



## SECTION XI: VOLUNTEER NEEDS

Approximately 30 volunteers per day will be needed for assignments, including ball chasers (four), floor sweepers, an individual(s) to act as host for each team (minimum of four), hospitality (six), press conference attendant/moderator and media runners (six), locker room attendants, timeout coordinator and security for crowd control/officials escort (six). The number for merchandise sales will depend on the setup of those operations.

Additional volunteers may be required for any Special Olympics activation activities. These may be volunteers that have additional duties at other times.

At least eight volunteers needed to assist with the championship banquet Wednesday night.

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 expenditure for the championships.

Expenditures Three-Year Average	
Total Expenses	\$69,500.00
Promotion*	\$18,000.00
Tickets	\$1,000.00
Facility	\$5,000.00
Personnel	\$20,000.00
Entertainment	\$20,000.00
Equipment	\$500.00
Officiating Expenses	\$5,000.00

\*Includes specific funding denoted by the NCAA.