

NCAA[®] SITE SELECTION PROCESS



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2029, 2030 and 2031 NCAA DIVISION III WOMEN'S GOLF CHAMPIONSHIPS 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 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 sport oversight committee.

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SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Finals	Second Tuesday in May (Tuesday-Friday) odd-numbered years; Third Tuesday in May (Tuesday-Friday) even-numbered years

DATES	
2029 (early)	May 8-11, 2029
2030 (late)	May 21-24, 2030
2031(early)	May 13-16, 2031

The championship provides for a field of 34 teams and six individuals. All participants will play 36 holes of stroke play. After 36 holes of competition, the field will be cut to the top 15 teams and the top six individuals not on one of those teams. There are two practice days prior to the start of the championships.

(The championship structure is subject to change.)

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SECTION III: GENERAL FACILITY REQUIREMENTS

1. The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The facility must agree that it will be in compliance with all applicable cities, state or federal regulations concerning access and seating for people with disabilities.
2. The course must be at least 5,800 yards in length.
3. The courses shall be arranged in accordance with the USGA Rules of Golf as far in advance as possible, but no later than Sunday before the competition. Putting greens should be cut each morning. The speed of the greens and hole locations will be determined during a site visit.
4. The facilities must have the following practice areas for student-athletes: driving range; putting and chipping area; and putting surface with holes cut into the green. The driving range must be able to accommodate 90 players at any given time. The facilities should have a sufficient number (3,000 is recommended) of practice balls of good quality available.
 - i. NOTE: The course(s) should have a driving range large enough to accommodate 25 teams of five players. If this is not possible, it is acceptable for another local range to be rented by the host if that location is within 10 minutes of the championship course(s).
5. The facilities must be available from 6 a.m. Sunday preceding the competition through the conclusion of the final round for the purpose of preparing for, practicing for, and conducting the competition (Sunday & Monday are practice round days; Tuesday-Friday are competition days.) During that period of time, the facilities will be clean and accessible, and playing conditions must be safe and of championship caliber. A cut will be conducted on Wednesday, and only one course will be needed for the final two days of competition, Thursday and Friday. No teams participating in the championships may play on the championship courses in the 10 days preceding the championships.
6. The facilities must collaborate with the Head Rules Official and the Director of Course Setup to appropriately prepare the courses for the championships, including marking and staking. Additionally, the facility is required to provide officials with carts, necessary equipment, and materials for setting up the courses at least two days before the practice round.
7. The NCAA specifically disclaims any responsibility to investigate the safety or code compliance of the facilities and parking lots or the component products, equipment, materials, designs and constructions.
8. The facilities must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies. Approximately four 12-15 passenger vans should be available on each course throughout

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the championships to be used to transport participants and officials in the event of inclement weather.

9. 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. The NCAA shall be provided exclusive use of meeting space in the clubhouse during the championships.
11. The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
 - a. An athletic training area for student-athletes at each course.
 - b. Media work space for 10 with Internet access, preferably wireless, and appropriate lighting, heat, air-conditioning and toilet facilities at each course.
 - c. Two areas of private office space for 20, with Internet access, preferably wireless, and a computer with a lightning detection and weather monitoring system and a high-speed color printer/copier.
 - d. A scoring central area for three containing one printer/copier with capabilities for reproducing statistics and other material on cardstock with a minimum per-copy speed of 75 per minute. The copy machine also shall include a collator and an automatic stapler. The facility shall be responsible for the installation, service costs and four different colors of paper for these machines during the championships.
 - f. A room for drug testing, with a waiting area, toilet facilities and a minimum of 500 square feet of space.
12. The facilities shall provide, at its expense, tables, chairs, skirting, bunting, pipe-and-drape and platforms for all areas described herein as required by the NCAA.
13. The facilities shall provide complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations.
14. The facilities shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations.
15. The facilities shall provide at least one main scoreboard (minimum size of 32 feet by 8 feet) near the clubhouse.
16. The courses will supply electric golf carts for use by competing institutions, the NCAA committee and officials (minimum of 90, including four to five multi-person shuttles).

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17. Adequate restrooms (portable or permanent, and accessible for the disabled) must be available on site.
18. The facility must cover all on-site corporate signage.
19. Along with the tournament manager, it is preferable that a member of the golf course staff serve as the facility liaison. Specific responsibilities may include assisting the NCAA with direction and supervision of facility arrangements and assistance in development of participant information.
20. 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).

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 IV: Event History

- Past/Future Hosts.** A combined Division II and Division III championship was held from 1996 to 1999, splitting into separate championships starting in 2000. The following provides the championship history of past championship game hosts:

Year	Host	Golf Course	Location
2012	Trine University	Zollner Golf Course	Angola, Indiana
2013	Methodist University	Sandestin Golf & Beach Resort	Miramar Beach, Florida
2014	Oglethorpe University and Greater Orlando Sports	Mission Inn Resort & Club	Howey-in-the-Hills, Florida
2015	Oglethorpe University and Greater Orlando Sports Commission	Mission Inn Resort & Club	Howey-in-the-Hills, Florida
2016	University of Mary Hardin-Baylor and Houston Sports Authority	Bay Oaks Country Club	Houston, Texas
2017	University of Mary Hardin-Baylor and Houston Sports Authority	Bay Oaks Country Club	Houston, Texas
2018	Oglethorpe University and Greater Orlando Sports Commission	Mission Inn Resort & Club	Howey-in-the-Hills, Florida
2019	University of Mary Hardin-Baylor and Houston Sports Authority	Bay Oaks Country Club	Houston, Texas
2020	Cancelled due to COVID-19		
2021	Olivet College and Greater Lansing Sports Authority	Forest Akers West Golf Course	East Lansing, Michigan
2022	University of Mary Hardin-Baylor and Houston Sports Authority	Bay Oaks Country Club	Houston, Texas
2023	Oglethorpe University and Greater Orlando Sports Commission	Mission Inn Resort & Club	Howey-in-the-Hills, Florida
2024	Transylvania University	Keene Trace Golf Club	Nicholasville, Kentucky
2025	Christopher Newport University	Kingsmill Resort & Spa	Williamsburg, Virginia
2026	Claremont McKenna-Harvey Mudd-Scripps Colleges	Desert Willow Golf Resort	Palm Desert, California
2027	Christopher Newport University	Kingsmill Resort & Spa	Williamsburg, Virginia
2028	Williams College	Taconic Golf Club	Williamstown, Massachusetts

- Ticket Price Points.** Tickets are not sold for the Division III Women's Golf Championship.

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SECTION V: LODGING

Housing will be required for all participating teams, NCAA staff, committee members, media, game officials, and other special guests as designated by the NCAA. Separate hotels are needed for the NCAA, media, officials and participating teams unless specified otherwise by the NCAA. Efforts will be made to provide some deference to the official corporate champion/partner in the hotel category (should one exist at the time of contracting) of the NCAA. While hotels are the primary housing offerings that will be contracted, alternative options may be considered in certain situations.

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 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

	Number of Hotels	Service Level	Fri.	Sat.	Sun.	Mon.	Tue.	Wed.	Thur.	Fri.	Sat.	Notes
Teams ¹			0	180	180	180	180	180	90	90	c/o	
Headquarters			2	10	10	10	10	10	10	10	c/o	
Officials			3	3	3	20	20	20	20	20	c/o	
Media												
Evaluators												
Association												
Total			5	193	193	210	210	210	120	120	c/o	

¹ Room Types: 180 Doubles, Kings, 30 Suites, ___ Other (please explain)

All hotels shall be in close proximity from the event venue. The team hotels must be of comparable quality and distance from the event venue.

The host institution is financially responsible for the headquarters' and officials' accommodations to be reimbursed by the NCAA.

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SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, lodging (room and tax) and per diem for all officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA sport committee.
4. Awards for the participating teams and individuals.
5. Digital program.
6. Pin flags, team flags, scoresheets, scorecards, range signs, hole signs, tee markers and tees for competition.
7. Credentials.
8. Mementos to the official traveling parties of the participating teams.
9. Funding for promotional efforts.
10. Volunteer apparel.
11. Funding for the official NCAA banquet (Sunday or Monday night).

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

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

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6. Food/beverage concessions.
7. Public address system.
8. Support personnel.
9. Security.
10. Sports information/media coordination.
11. Media room (fully equipped).
12. Media seating/work area with constant refreshments.
13. 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.
14. Appropriate directional signage within and outside the venue.
15. Other items as later requested by the NCAA.

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SECTION VII: TRANSPORTATION

Local transportation for the participating teams shall be the responsibility of both the host and the participating teams. The host should ensure that a minimum of 40 15-passenger vans or large sport utility vehicles are available for teams to rent upon their arrival at the championship site. All efforts should be made to provide some deference to the NCAA's official corporate partner in the car rental category (should one exist at the time of the bid.)

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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, 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 ticket sales and/or attendance to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, tv commercials and 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: TENTATIVE SCHEDULE OF EVENTS

(Note: The following schedule of events includes practice Sunday and Monday and competition Tuesday-Friday.)

Saturday, May 5, 2029

Course set-up, tent and signage
installation (committee walk-thru)

Saturday, May 18, 2030

Course set-up, tent and signage
installation (committee walk-thru)

Saturday, May 10, 2031

Course set-up, tent and signage
installation (committee walk-thru)

Sunday, May 6, 2029

Practice Round #1 (shot-gun start)
NCAA Student-Athlete Welcome
Event

Sunday, May 19, 2030

Practice Round #1 (shot-gun start)
NCAA Student-Athlete Welcome Event

Sunday, May 11, 2031

Practice Round #1 (shot-gun start)
NCAA Student-Athlete Welcome Event

Monday, May 7, 2029

Practice Round #2 (shot-gun start)
Rules Meeting with Coaches

Monday, May 20, 2030

Practice Round #2 (shot-gun start)
Rules Meeting with Coaches

Monday, May 12, 2031

Practice Round #2 (shot-gun start)
Rules Meeting with Coaches

Tuesday, May 8, 2029

Competition Round #1

Tuesday, May 21, 2030

Competition Round #1

Tuesday, May 13, 2031

Competition Round #1

Wednesday, May 9, 2029

Competition Round #2
WGCA Banquet
Cut

Wednesday, May 22, 2030

Competition Round #2
WGCA Banquet
Cut

Wednesday, May 14, 2031

Competition Round #2
WGCA Banquet
Cut

Thursday, May 10, 2029

Competition Round #3

Thursday, May 23, 2030

Competition Round #3

Thursday, May 15, 2031

Competition Round #3

Friday, May 11, 2029

Competition Round #4
Awards Ceremony

Friday, May 24, 2030

Competition Round #4
Awards Ceremony

Friday, May 16, 2031

Competition Round #4
Awards Ceremony

*Schedule subject to change

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SECTION X: ANCILLARY EVENTS

Arrangements should be made for a welcome event to be held Sunday night for the official travel parties for each of the participating institutions. Other individuals who should be on the guest list include members of the NCAA Division III Women's Golf Committee, NCAA championship administrator, additional host institution personnel (i.e. president, faculty athletics representative and individuals greatly involved in the conduct of the championship). Hosts should plan for approximately 280 people to attend the banquet.

Rules officials for the championships should **not** be invited.

Also, if room and arrangements can be made easily, the host may consider having tickets for sale to each team for their interested parties. Cost of the ticket should be based on the cost per plate. (Typically, the host has 3-5 additional tickets available for sale for each team, depending on space.)

The format of the event has called for short welcome statements by representatives of the host institution, community, dinner, slide show of participants, and recognition of the NCAA Elite 90 Award recipient.

The Women's Golf Coaches Association (WGCA) hosts a banquet Wednesday evening to present all-American and other WGCA awards. The coaches association does not sponsor its annual convention in conjunction with the golf championships.

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SECTION XI: VOLUNTEER NEEDS

Approximately 75-100 volunteers per day will be needed for assignments, including scoreboard operations, scoring control, spotters, hospitality, media and merchandise sales.

A minimum of 40 volunteers (per course) will be needed for scoring control, both in the scoring central area and hole-by-hole scoring throughout the golf course. For the final day, it is preferred that walking scorers with each group are used. An additional 5 volunteers will be needed on the final day as standard bearers. At least three to four volunteers will be needed daily to assist with hospitality needs, both on and off the course. Four volunteers will be needed each day to serve as starters as the participants tee off. The number of volunteer spotters and shuttle drivers needed on the course will depend largely on the setup and specific needs of the course itself. Similarly, the number of volunteers needed for media and merchandise sales will depend on the setup of those operations.

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The NCAA logo, featuring the letters "NCAA" in a bold, black, sans-serif font, centered within a yellow circle.

SECTION XII: BUDGET HISTORY

Expenditures 3-year Average	
Total Expenses	\$105,000
Promotion	\$0.00
Tickets	\$0.00
Facility	\$63,000
Personnel	\$12,000
Entertainment	\$17,000
Equipment	\$13,000