

NCAA[®] SITE SELECTION PROCESS



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2029, 2030, & 2031 NCAA DIVISION III WOMEN'S LACROSSE 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 FORMULAS FOR FINALS	
First Round	Saturday (One Day) prior to second round
Second Round	Sunday prior to Regionals
Regionals	Saturday-Sunday prior to finals
Championship	Fourth Full Weekend in May (weekend = Saturday-Sunday)

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

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

Listed below are the specific dates for just the DIII women's lacrosse semifinals and finals, not combined with any other division(s).

May 25 & 27, 2029
May 26 & 28, 2030
May 23 & 25, 2031

As mentioned above, additional options for bidding could include a combine DI, DII, and DIII championships, and then a DII and DIII women's championship. Please review the bid specs created for the combined options if interested in bidding on a combined championship, which will list the dates and schedule for those specific events.

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SECTION III: GENERAL FACILITY REQUIREMENTS

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

1. The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The facility must agree that it will be in compliance with all applicable cities, state or federal regulations concerning access and seating for people with disabilities.
2. The competition venue shall be arranged in accordance with the NCAA Women's Lacrosse Rules as far in advance as possible, but in no event later than 9 a.m. Wednesday prior to competition. It is the responsibility of the host institution/conference to provide a field of play that meets the maximum measurements for length and width (120 yards by 65 yards), as described below. Any deviation must have the consent of the NCAA Women's Lacrosse Committee. There is special emphasis on quality of field conditions and accurate lining of the field.
3. The facility and surrounding areas (i.e., parking lots, frontage property and any other adjacent area that the facility may provide to the NCAA) must be available for the exclusive use of the championship Wednesday prior to the championships through the conclusion of the event. During this time, the facility shall not be available for any other use.
4. The NCAA will have exclusive rights to use all meeting rooms, private clubs and restaurants in the facility during the term of this agreement. All such space will be provided to the NCAA at no cost.
5. The facility will not be materially modified in a way that would reduce space available to the public in the aisles, entranceways and hallways without the NCAA's prior consent.
6. The facility will provide all tables, chairs, skirting, pipe-and-drape and platforms for all areas described herein as required by the NCAA.
7. The facility will make available all computers, printers, video equipment, copy machines, internet access, etc. necessary to administer the championships, and as may be required by the NCAA. The facility will also provide equipment operators and technicians to be available Wednesday through Saturday during the event.
8. Essential Requirements.
 - a. Regulation field with stadium lights
 - b. Visible electronic scoring/timing device on the field
 - c. Visible shot clocks

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- d. Four equal locker rooms
 - e. Adequate spectator seating (750 or above preferred)
 - f. Press box area for media, webstream, public address announcer, etc.
 - g. Athletic training area
 - h. Adequate security
 - i. Air horn for scorer's table
 - j. Two official's locker rooms (male and female)
 - k. Indoor backup practice area available in case of inclement weather
 - l. Videotaping of all competition
 - m. Ability to secure site and charge admission
 - n. Drug testing area
 - o. PA / sound system
 - p. Evacuation Plan
 - q. Internet Access
 - r. Parking
 - s. Signage covering(s)
9. Secondary Requirements.
- a. Hospitality area
 - b. Media seating at a table and press conference area/room
10. Benches. Benches (separate from bleachers) or chairs for 38 persons per team should be set up on each side of the scorer's table opposite from the bleachers.
11. Team Tents. Two 12 x 12 tents (minimum size) with benches for teams to meet at during halftime if locker rooms are too far from field or should weather require.

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12. Hospitality Area. A tournament hospitality area should be available. Participating teams' representatives (president, athletics administrators, coaches, sports information personnel and trainers), host institution VIPs, media and NCAA lacrosse committee representatives usually are the invited guests. No others should be allowed. Team members should not be invited. The hospitality area should be open before, during and after each game for food and beverages. Coolers of Dasani should be in locker rooms for players. You may have refreshments donated, if possible; however, please refer to promotional guidelines in the general bid specifications.

The NCAA and its designated representatives shall have the right, with no obligation to make any payments to the facility or its concessionaire or any other third party, to provide food and beverages of its choice in the media refreshment area, other working areas and locker rooms at the facility.

13. Officials' Hospitality. A hospitality area should be provided for the officials to relax in before, between and after games, with refreshments provided. If such an area is not available, please provide soft drinks, water or other beverages, and snacks/fruit for the officials in their locker room as well as towels. It is recommended that the officials' hospitality area be separate from the general hospitality area if possible.
14. Scorer's Table. If the scoreboard and other game operations are separate from the press box area, there should be enough seats at the scorer's table for the following individuals: scorer, alternate official, public-address announcer, statistics crew, scoreboard operator and the NCAA staff and committee. However, if the scoreboard and other game operations are located in the press box area, there should be adequate seating for the following individuals: alternate official and the NCAA staff and committee. In addition, the scorer's table must be covered. It is preferred that the scorer's table be elevated to provide enhanced sight lines of the games for the table officials and the games committee members. The scorers' table must have communication capabilities with the press box.
15. Meeting Rooms. Meeting rooms available on-site—two large rooms (for 25 individuals) and one small room (for 6 individuals) for committee and required administrative meetings.
16. If broadcast rights are obtained in the future, the NCAA will work with future hosts on the details of the requirements. For broadcast specific details please reference the General Section, Broadcast, Media and Internet. Please complete the power verification form and attach it with your bid (available in the bid portal).

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

☐ YES

☐ NO

☐ NO with Exception

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

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SECTION IV: EVENT HISTORY

The chart below contains information on previous hosts, attendance and ticket price history since the 2021 season.

Year	Host	Attendance	Ticket Prices
2021	Roanoke College (Salem, Virginia) <i>Combined with Division II Women</i>	1,165 - <i>(limited attendance due to COVID)</i>	<u>All-Session</u> No all-session tickets (COVID) <u>Single Session</u> Adult: \$10 Student: \$5 Child: \$5
2022	Roanoke College (Salem, Virginia)	817	<u>All-Session</u> Adult: \$25 Student: \$15 Child: \$10 <u>Single Session</u> Adult: \$15 Student: \$10 Child: \$5
2023	Roanoke College (Salem, Virginia)	684	<u>All-Session</u> Adult: \$25 Student/Senior: \$17 <u>Single Session</u> Adult: \$15 Student: \$10 Child: \$5
2024	Roanoke College (Salem, Virginia)	831	<u>All-Session</u> Adult: \$25 Student: \$15 Child: \$7 <u>Single Session</u> Adult: \$15 Student: \$10 Child: \$5
2025	Roanoke College (Salem, Virginia)	755	<u>All-Session</u> Adult: \$25 Student: \$15 Child: \$7 <u>Single Session</u> Adult: \$15 Student: \$10 Child: \$5

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SECTION V: LODGING

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

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

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

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

Bid responses may highlight any recommended properties 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.

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

Hotel Room Block

	Number of Hotels	Wed.	Thur.	Fri.	Sat.	Sun.	Notes
Teams	1-4	100	100	100	50	50	
Headquarters (NCAA/Officials)	1	14	14	14	14	14	
Total		114	114	114	114	64	

The hotels must be of comparable quality and distance from the playing venue if using multiple properties. The host is financially responsible for the official accommodations to be reimbursed by the NCAA. A minimum of 24 double/double, non-smoking sleeping rooms for each team is required. At least one complimentary bedroom suite (for the head coach) per team is recommended (four teams).

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

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SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

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

HOST INSTITUTION AND/OR HOST AGENCY PROVIDES:

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

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

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SECTION VII: TRANSPORTATION

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

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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 \$2,000 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: TENTATIVE SCHEDULE OF EVENTS

Below is the standard daily schedule for the Division III Women's Lacrosse Championship. All times will be established at least one year in advance with a note that all times are tentative and subject to change.

WEDNESDAY

Division III national committee members arrive.

Field/site inspection with Division III national committee

All teams arrive.

THURSDAY

Practices (four practices)

Community Engagement

Championship Banquet

FRIDAY

Officials Meeting

Semifinals (two games)

SATURDAY

Practices (two practices)

SUNDAY

Shootarounds

Championship (one game)

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SECTION X: ANCILLARY EVENTS

Arrangements should be made for a banquet to be held Thursday night for the official travel parties (50) for each of the four participating teams. Other people who should be on the guest list include members of the NCAA Division III Women's Lacrosse Committee, NCAA championship administrator, additional host institution personnel (i.e. president, faculty athletics representative and workers who are highly involved in the championship). A budget of \$40 per person is typical for this event.

Officials working the game (line judges, scorer, and referees) should **not** be invited.

Also, if room and arrangements can be made easily, the host may consider having banquet tickets for sale to each team for their interested parties. Cost of the ticket should be based on the cost per plate. The banquet is not open to the public and so tickets should not be sold to parents or fans of teams. In total, the banquet location should be able to accommodate a minimum of 225-250 people.

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SECTION XI: VOLUNTEER NEEDS

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

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

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SECTION XII: BUDGET HISTORY

As mentioned previously, attendance figures have ranged between 800 and 1000 for the semifinals and finals combined, with a potential for more based on locations of the championship and teams that qualify for the championship.

In regards to budget for the championship, the range for the overall budget has been around \$30,000 to \$35,000. We will work with each host in regards to the breakdown of expenses among the line items.

The chart below contains the three-year average of expenditures for the championships. Note, not every budget is set up the same and so some will place certain costs within facilities and others will place it under equipment or personnel for example.

Expenditures Three-Year Average	
Total Expenses	\$31,000.00
Promotion	\$3,000.00
Tickets	\$0.00
Facility	\$1,000.00
Personnel	\$16,000.00
Entertainment	\$7,000.00
Equipment	\$1,000.00
Official Expenses	\$3,000.00