

NCAA[®] SITE SELECTION PROCESS



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2028, 2029 & 2030 NCAA DIVISION III WOMEN'S VOLLEYBALL CHAMPIONSHIP SPORT SPECIFIC INFORMATION

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DISCLAIMER:

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 sports committee subject to final authority from the NCAA Division I Competition Oversight Committee and Division II and Division III Championships Committees. All activities and events associated with the championship are to be approved by the sports committee.

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SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Regionals (8)	Two weeks prior to finals (Thursday-Saturday)
Finals	Weekend after Thanksgiving (Wednesday-Saturday)

DATES AVAILABLE FOR BID	
Finals	November 29-December 2, 2028 (Practice Day: November 28)
	November 28-December 1, 2029 (Practice Day: November 27)
	December 4-7, 2030 (Practice Day: December 3)

The championship provides for a field of 64 teams. Eight regional championships will be conducted on the campuses of participating institutions 2 weeks 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.

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

***Please note:** *In the event the women's volleyball committee approves a change to the championship date formula and the championship finals date formula is altered, you will be consulted.

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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 or federal regulations concerning access and seating for people with disabilities.
2. The facility must be able to seat a minimum of 1,000 spectators.
3. The playing floor must meet all specifications as outlined in the current year's NCAA Volleyball Rules Book. The net system will be provided by Sports Imports and the competition floor will be provided by Sport Court.
4. 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 the day prior to the first team practice 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 championship caliber. The championship should be the primary event in the facility and other activities should be moved to accommodate the championship.
5. The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
 - a. A minimum of four separate and secure locker room areas within the facility that are comparable in quality (with restrooms within the locker rooms) for the participating teams.
 - b. Two locker rooms for the officials separate from the team locker rooms. These locker rooms should include showers and restrooms.
 - c. An athletics training area for student-athletes.
 - d. There shall be a media workroom and interview room available. The workroom and interview room **must** be separate rooms (e.g., not one room divided by a curtain). This workroom should be equipped with internet, electrical outlets and other necessary supplies with the ability to accommodate 10-15 people.
 - e. A **separate** post-match interview area for 10-12 individuals within the facility.
 - 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 and name cards for student-athletes, coaches and attendees asking questions.

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- f. A head table with space and adequate electricity for 15-20 people (e.g. PA announcer, NCAA staff/committee, coordinator of officials, alternate officials, DV Sport, statisticians, broadcast).
 - g. Auxiliary space fitted with a minimum of one net (two nets preferred) for teams to warm up on practice & match day.
 - h. A room for drug testing, with a waiting area, toilet facilities and a minimum of 500 square feet of space.
 - i. Separate hospitality areas for teams, event personnel, officials, and the women's volleyball committee/VIPs.
 - j. Private meeting space for 10-12 individuals for the use of the NCAA.
 - k. Banquet facilities with seating for approximately 300.
6. Each participating team must be provided a minimum of 55 minutes of practice time on the competition floor the day prior to competition. All official team practice sessions will be closed.
- Day prior to competition 55 minutes per team. (8 hours)
- Quarterfinals- 25 minute practice per team. (4 hours)
- Rest Day – 55 minute practice per team. (2 hours)
- Semifinals- 55 minute practice per team. (4 hours)
- Finals- 55-minute practice per team (2 hours)
- 7. The host must keep statistics and provide updated statistics to each team bench and the media immediately following each set of each match.
 - 8. 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.
 - 9. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
 - 10. NCAA merchandise must be sold. Concessions may be sold.
 - 11. The facility shall provide at least one main electronic scoreboard. It is preferred that the facility have a videoboard.
 - 12. No commercial advertising banners, signs or displays of any kind may be hung, posted or displayed anywhere within the seating area (i.e., any place that can be seen from the playing court or seats) or on the scoreboard

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during practice or competition, as specified by the NCAA. Commercial signage that is unable to be removed must be covered.

13. The facility shall provide complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations.
14. 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.
15. The facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior signage and decorations.
16. The facility shall make accommodations for the equipment and personnel necessary to support a Challenge Review System (instant replay).
17. 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. 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.
18. 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

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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
 - 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.

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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.

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

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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.

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

The chart below contains information on previous hosts and attendance history since the 2017-18 season.

Year	Hosts	Attendance	Ticket Prices
2017	Calvin College	4,392	Single Session Student / Senior: \$7 Single Session Adult: \$10 All Session Student / Senior: \$15 All Session Adult: \$25 Group Session: \$5
2018	Saint Vincent College and SportsPITTSBURGH	1,505	Single Session Student / Senior: \$7 Single Session Adult: \$10 All Session Student / Senior: \$14 All Session Adult: \$20 Group Session: \$5 All Session Group: \$25
2019	American Rivers Conference	1,077	Single Session Student / Senior: \$7 Single Session Adult: \$10 All Session Student / Senior: \$14 All Session Adult: \$20 Group Session: \$5
2020	Cancelled due to COVID	-	All Session Adult: \$15 All Session Student: \$10
2021	Washington University St. Louis	1,359	Single Session Student / Senior: \$5 Single Session Adult: \$10 All Session Student / Senior: \$10 All Session Adult: \$25
2022	Saint Vincent College and SportsPITTSBURGH	1,661	Single Session Student / Senior: \$5 Single Session Adult: \$10 All Session Student / Senior: \$10 All Session Adult: \$25 Group Session: \$5
2023	Claremont-Mudd-Scripps	-	Single Session Student / Senior: \$8 Single Session Adult: \$12 All Session Student / Senior: \$12 All Session Adult: \$25 Group Session: \$5
2024	Old Dominion Athletic Conference and City of Salem	-	Single Session Student / Senior: \$14 Single Session Adult: \$10 All Session Student / Senior: \$15 All Session Adult: \$30 Group Session: \$5
2025	Illinois Wesleyan University	-	-

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2026	SportsPITTSBURGH and Presidents Athletic Conference	-	-
2027	Henrico Sports & Entertainment Authority and Randolph-Macon College	-	-

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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.

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

	Room Type	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	TOTAL
Teams (8)	Double/Doubles	112	112	112	112	112	112	672
	Suites	8	8	8	8	8	8	48
Headquarter and Officials	Kings	14	14	14	14	14	14	84
	Suites	1	1	1	1	1	1	6
Total		135	135	135	135	135	135	810

Team Allocation: 14 Double/Doubles and 1 Suite per team.

All hotels shall be in close proximity (within 30 minutes) of the event venue. The team hotel(s) must be of comparable quality and distance from the venue and offer comparable amenities. A minimum of 15 rooms (14 double/doubles rooms and one king for the head coach) for each team is required. It is recommended that the room for the head coach be a complimentary bedroom suite. All rooms should be nonsmoking rooms.

The host institution is financially responsible (room and tax and parking only) for the game officials and NCAA committee accommodations to be reimbursed by the NCAA. The participating institutions will be responsible for all hotel charges at the team hotel(s).

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☐ YES

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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 fees for all on-court officials (referees and line judges).
3. Transportation, lodging (room and tax) and per diem for the NCAA sport committee.
4. Awards for the participating teams.
5. Official souvenir program (digital format).
6. Credentials.
7. Mementos to the official travel parties of the participating teams.
8. Championship merchandise.
9. Equipment (e.g., sport court, net, volleyballs, etc.)
10. Championship signage.
11. Hydration product (e.g., water, electrolyte solution, coolers, etc.).
12. Volunteer apparel.
13. Webcasting equipment and personnel.
14. Funding for promotional efforts.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities (e.g., locker rooms, auxiliary practice space, hospitality space, media workspace, interview space, NCAA staff/committee space)
2. Lodging expenses (room and tax) for officials and line judges.

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3. Lodging expenses (room and tax) for NCAA sports committee, DV Sport, and NCAA social contractor.
4. Volunteers.
5. Public relations coordination.
6. First aid/medical services/AED on-site/ambulance on-site if venue is not proximate to a hospital.
7. Championships hospitality.
8. Concessions.
9. Public address system and announcer.
10. Security.
11. Support personnel – ushers, ticket takers, media runners, etc.
12. Ball shaggers (minimum of four) and floor sweepers.
13. Host required to videotape and upload all matches to hudl.
14. Media room (fully equipped) with hospitality.
15. Media seating/workspace.
16. Tickets.
17. All computers, printers, video equipment, photocopiers, etc. necessary to administer the championship, and as may be required by the NCAA.
18. Appropriate directional signage within and outside the venue.
19. Head table personnel (e.g. PA announcer, official scorer, statisticians, libero tracker, etc.)
20. Laundry for participating teams.
21. Designated parking for NCAA staff/committee, officials, DV Sport, and Broadcast.
22. 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 the participating institutions.

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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 by the NCAA marketing staff prior to activation. Please refer to the appropriate marketing plan template as a guideline when submitting your plan for review.
2. **Budget.** 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 that will generate awareness and promote tickets sales and 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. If the host does not have a local vendor, a list of preferred NCAA vendors is available on the website.

4. **Radio/TV.** The NCAA will provide television and radio spots 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

Monday

NCAA Division III Women's Volleyball Committee and
NCAA championship manager arrive and perform facility
walkthrough at 4 p.m.

Teams arrive.

Tuesday

Team Practices (8:00 a.m. – 4 p.m.)
Community Service activity with participating teams
Administrative Meeting (before social)
Student-Athlete Social/Banquet (evening)

Wednesday

Team Practices (6-10 a.m.).
Matches 1-4 (11:30, 2, 4:30 and 7 p.m.).

Thursday

Team Practices (10 a.m.-2 p.m.)
Matches 5 and 6 (5 and 7:30 p.m.).

Friday

Day of Rest
Team Practices (11 a.m.-1 p.m.)

Saturday

Team Practices (10-Noon p.m.)
Match 7 (4 or 5 p.m.).

(Schedule subject to change.)

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NCAA

SECTION X: ANCILLARY EVENTS

The host is responsible for conducting a student-athlete banquet Tuesday night for the official travel party (22) for each of the eight participating teams. Additional attendees will include members of the NCAA Division III Women's Volleyball 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 the championship (referees and line judges) should **not** be invited to attend the banquet.

The banquet facility should be able to accommodate approximately 300 people. The NCAA reimburses \$30 per member of the official travel parties and a predetermined number of additional attendees as outlined above. Additional banquet tickets may be made available for institutional personnel associated with the travel party of the participating teams. (Approximately 5 tickets per team). The host will be reimbursed by the institution for any additional personnel that exceeds the travel party of 22.

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 by student-athlete representatives from each team and presentations of NCAA awards.

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SECTION XI: VOLUNTEER NEEDS

Approximately 30 volunteers per day will be needed for assignments:

- Including three-person ball shaggers.
- Hospitality area monitors.
- Statistics runners.
- Floor sweepers.
- Merchandise sales.
- Awards setup.

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NCAA SITE SELECTION PROCESS



SECTION XII: BUDGET HISTORY

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

Expenditures Three-Year Average	
Total Expenses	\$65,000
Promotion	\$4,000
Tickets	\$1,000
Facility	\$8,000
Personnel	\$29,000
Entertainment	\$18,000
Equipment	\$1,000
Officiating Expenses	\$5,000