

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



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2028, 2029 & 2030  
NCAA DIVISION III MEN'S AND WOMEN'S  
SOCCER 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 .....	6
Section IV Event History.....	9
Section V Lodging .....	10
Section VI NCAA/Host Responsibility.....	12
Section VII Transportation.....	14
Section VIII Marketing .....	15
Section IX Tentative Schedule of Events .....	17
Section X Ancillary Events .....	18
Section XI Volunteer Needs .....	19
Section XII Budget History .....	21

**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**



## **SECTION I: INTRODUCTION**

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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.



# NCAA SITE SELECTION PROCESS



## SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
First/Second Round:	Saturday-Sunday prior to Regionals
Sectionals	Saturday-Sunday prior to Thanksgiving
Semifinals & Finals	November 30 – December 3, 2028 (men first)
	November 29 – December 2, 2029 (women first)
	December 5 – December 8, 2030 (men first)

**PLEASE NOTE:** The Division III Men's and Women's Soccer Committees will consider bids for multiple years and/or single-year bids, and/or single gender bids (specifications available in separate document).

For the men's and women's championships, there will be 16 first/second-round sites during the first weekend of competition that will produce 16 winners. The winners will advance to the four, four-team sectionals. All first/second round sites will conduct play on Saturday and Sunday, except for sites where an institution has an exemption for Sunday play. Competition at the sectional sites will be conducted on Saturday and Sunday, except for sites where an institution has an exemption for Sunday play. In these instances, play will be conducted on Friday and Saturday.

All first/second- and sectional-round competitions will be conducted on the campuses of the participating institutions.

For the semifinals and final, the four winners from the men's and four winners from the women's sectionals will advance to meet in single-elimination competition a week after thanksgiving. The schedule will be staggered with one gender playing its semifinals on Thursday and the other gender playing on Friday. The finals will then follow the same pattern with the first gender playing its championship on Saturday and the second gender concluding on Sunday. The men will go first in even number years with the women going first in odd number years.

Should the second gender, scheduled to play on Friday-Sunday, have a team with an exemption for Sunday play, the genders will flip schedules. Should both genders have a team with an exemption for Sunday play, the schedule will be combined with four semifinals on Thursday and two finals on Saturday. Any changes to the schedule will not affect future years' schedule gender rotations.

# NCAA SITE SELECTION PROCESS



## 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 stadium must be modern, clean, and accessible. Playing surface must be safe and of championship caliber. Grass playing surface is preferred, grass-like synthetic turf is acceptable.
3. Minimum field size requirements are 70 yards x 115 yards. Preferred size is 75 yards x 120 yards.
4. In addition to the primary competition field, two additional fields of similar playing surface and size should be available for practice. Access to locker rooms and showers at these locations is preferred.
5. The stadium must have adequate facilities for network color television as follows:
  - a) Lighting (for night play). A minimum of 150 vertical foot-candles evenly balanced over the entire playing surface.
  - b) Parking for TV production vehicles. A minimum of 250 linear feet for parking, immediately adjacent and accessible to the stadium.
  - c) Championship Parking. The host institution/sponsoring agency agrees to provide 20 complimentary parking spaces in prime locations to be used at the sole discretion of the men's and women's soccer committees, plus officials.
6. The host institution/host agency agrees that no alcoholic beverages shall be sold or dispensed for public or private consumption anywhere in the stadium prior to or during the conduct of the championship and that no advertisements denoting, publicizing or promoting the sale of alcoholic beverages shall be hung, installed or displayed anywhere within the stadium during the term of the lease period.
7. If available, the host institution/host agency agrees to provide a tarp for the playing surface for outdoor facilities.
8. The NCAA shall have the exclusive right to sell products licensed by the NCAA for marketing. Only NCAA-licensed merchandise may be sold at the stadium (inside and outside).
9. The host institution/sponsoring agency shall make every effort to restrict the retail sale of souvenir merchandise that has not been authorized by the NCAA and shall confiscate any "pirated" merchandise that may become available for sale in its market.

# NCAA SITE SELECTION PROCESS



10. The host institution/host agency shall maintain throughout the term of the lease, comprehensive general public liability insurance with single limits of at least \$1 million covering personal injury and property damage and shall provide the NCAA national office with the appropriate certificate. The host institution/host agency further agrees to indemnify and hold harmless the NCAA and its employees from and against all claims of liability to third parties for injury to or death of persons or loss of damage to property arising out of or in connection with the performance of the contract between the two parties.
11. The host institution/host agency shall provide at the stadium one photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per-copy speed of 60 per minute. These copy machines shall be located in an area convenient to the media.
12. The NCAA also requires a minimum of six complimentary portable two-way radios be provided.
13. The stadium shall not permit any banners, signs, displays or advertising to be posted, hung or displayed in the stadium during any session of the tournament games.
14. The committee will not recommend any stadium to host a future final session unless it is constructed and in operation at the time the committee submits its site recommendation to the championships committee.
15. Minimum press requirements to be provided on-site.
  - a) Press box area with 10 media positions and six photography/television spaces. At least 18 feet of space is to be afforded to photographers from the restraining sideline to the first row of seats on each side.
  - b) Working pressroom for 10 to 15 people.
  - c) Interview room for 20 people. The host institution/host agency shall provide: elevated interview and camera areas, adequate TV lighting, sound equipment (microphones, amp, etc.). The NCAA shall have final approval and direction of all sound and lighting equipment.
  - d) Refreshment/hospitality area for 50 people.
  - e) Additional pipe and drape, platforms, etc., as designated by the men's and women's soccer committees.
  - f) Public address systems as designated by the men's and women's soccer committees.
  - g) Chairs as designated by the men's and women's soccer committees.
  - h) Skirting, pipe and drape for work areas as designated by the men's and women's soccer committees.

# NCAA SITE SELECTION PROCESS



16. Locker rooms. One locker room for each team (total of four) and two locker rooms for the game officials shall be provided. Additionally, one on-site committee meeting room/office area for 10-20 individuals to work comfortably must be made available.
17. The stadium shall submit the following information to the men's and women's soccer committees:
  - a) Description of stadium and field marking including logos, etc.
  - b) Description of stadium sound system.
  - c) Description of existing advertising contracts.
  - d) Number of private suites and availability.
18. Minimum seating capacity in the stadium should be 750.
19. Drug Testing Area. The stadium shall make available a dedicated area for NCAA drug testing, should it be designated.
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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# NCAA SITE SELECTION PROCESS



## 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	UNC at Greensboro (Greensboro, North Carolina)	2,164	<u>All-Session</u> Adult: \$15 Student: \$10 Child: \$10 <u>Single Session</u> Adult: \$10 Student: \$8 Child: \$8
2022	Roanoke College (Salem, Virginia)	2,386	<u>All-Session</u> Adult: \$25 Student/Senior: \$17 <u>Single Session</u> Adult: \$15 Student: \$10 Child: \$5
2023	Roanoke College (Salem, Virginia)	2,050	<u>All-Session</u> Adult: \$25 Student: \$15 Child: \$7 <u>Single Session</u> Adult: \$15 Student: \$10 Child: \$5
2024	University of Nevada, Las Vegas (Las Vegas, Nevada)	1,271	<u>Single Session</u> Adult: \$15 Student: \$10 Child: \$5
2025	Roanoke College (Salem, Virginia)	TBD	<u>All-Session</u> Adult: \$25 Student: \$15 Child: \$7 <u>Single Session</u> Adult: \$15 Student: \$10 Child: \$5

# 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.

# NCAA SITE SELECTION PROCESS



The 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	Tue.	Wed.	Thurs	Fri.	Sat.	Sun.	Notes
Teams <sup>1</sup>	1-4	92	184	184	138	92	46	
Headquarters	1	14	24	24	24	24	14	
Officials	1		8	15	15	15	8	
<b>Total</b>		106	216	223	177	131	66	

**Room Types:** 22 Doubles, 1 Kings or Suite per team

The host is financially responsible for the headquarters and officials accommodations to be reimbursed by the NCAA, except for NCAA staff (2).

Hotels should be as close to the facility as possible but **not be more than 30 minutes (less than 20 minutes preferred)** from the facility. The team hotel(s) must be of comparable quality and distance from the facility. A minimum of 22 double/double non-smoking rooms for each team is required along with one King/Suite. Additional roll-away beds are recommended. It is recommended that the room rate includes a hot breakfast, team meeting space per team, internet/wi-fi and van/bus parking for each day of competition along with the practice day.

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# **NCAA SITE SELECTION PROCESS**



## **SECTION VI: NCAA/HOST RESPONSIBILITY**

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### **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 reimbursement for the NCAA sport committee.
4. Awards for the participating teams.
5. Official souvenir program and merchandise.
6. Credentials.
7. Mementos to the official traveling parties of the participating teams.
8. Volunteer apparel.
9. Funding for promotional efforts.
10. Game and practice balls and potentially other equipment.
11. 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.



# NCAA SITE SELECTION PROCESS



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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# **NCAA SITE SELECTION PROCESS**



## **SECTION VII: TRANSPORTATION**

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

# NCAA SITE SELECTION PROCESS



## 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.

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# NCAA SITE SELECTION PROCESS



## SECTION IX: SCHEDULE OF EVENTS

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

### **MONDAY**

Administrative meeting (virtual)

### **TUESDAY**

Division III national committee members arrive.

Field/site inspection with Division III national committee

First gender teams arrive.

### **WEDNESDAY**

First gender practices (four practices)

First gender community engagement

First gender championship banquet

Second gender teams arrive.

### **THURSDAY**

Officials meeting

Second gender practices (four practices)

Second gender community engagement

First gender semifinals (two games)

Second gender championship banquet

### **FRIDAY**

First gender practices (two practices)

Second gender semifinals (two games)

### **SATURDAY**

First gender championship (one game)

Second gender practices (two practices)

### **SUNDAY**

Second gender championship (one game)

# NCAA SITE SELECTION PROCESS



## SECTION X: ANCILLARY EVENTS

Arrangements should be made for a banquet to be held on Tuesday night for the first gender and Wednesday night for the second. Host should plan for the official travel parties (29) for each of the four participating teams in each banquet up to their bench limit (40). Other people who should be on the guest list include members of the NCAA Division III Soccer Committees, NCAA championship administrator, additional host institution personnel (i.e. president, faculty athletics representative and workers highly involved in the championship). A budget of approximately \$35/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 as we will cover their travel party numbers. The cost of the ticket should be based on the cost per plate. (Typically, the host has between 5-10 tickets available for sale for each team, depending on space). 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 200 people.

The format of the banquet can vary between a short welcome by representatives of the host institution and community, dinner, a program including each participating school [student-athlete representative from each team], championship video, and a Special Olympics component; to competition games for the student-athletes to participate and compete against other teams in a friendly, relaxing, and entertaining fashion.

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# NCAA SITE SELECTION PROCESS



## 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. Certified Athletic 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 people
  - 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 III championships)

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## SECTION XII: BUDGET HISTORY

As mentioned previously, attendance figures have ranged between 2,000 and 2,500 combined between the men and the women over six total games, with a potential for more based on locations of the championship and teams that qualify for the championship.

As for the budget, the range for the overall budget has been between \$50,000 and up to \$65,000. We will work with each host in regards to the breakdown of expenses among the line items.

The chart below contains an estimated three-year average expenditure 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	\$60,000.00
Promotion	\$4,000.00
Tickets	\$0.00
Facility	\$6,000.00
Personnel	\$32,000.00
Entertainment	\$10,000.00
Equipment	\$4,000.00
Official Expenses	\$4,000.00