



**BID SPECIFICATIONS
FOR THE 2025 AND 2026
NCAA MEN'S AND
WOMEN'S COLLEGE
BASKETBALL
ACADEMIES**

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BASKETBALL ACADEMIES**

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INTRODUCTION

The National Collegiate Athletic Association (“NCAA” and/or “Association”) invites all qualified Division I, II and III member institutions/conferences, sport event centers, and/or cities to submit a proposal to host the NCAA Men’s and Women’s College Basketball Academy (The Academy). The developmental men’s and women’s basketball academies will take place at one site and showcase some of the top talent from across the country during the last college recruiting window of the summer. More information The Academy can be found at <https://thecbbacademy.com/>.

The Academy consists of different pathways to participation for the up to 700 participants for the men’s academy and up to 700 participants for the women’s academy.

1. National governing bodies will invite members of their respective player pools to participate in a training camp over the course of the Academy dates.
2. USA Basketball will conduct a national forty team travel team tournament.
3. The NCAA will host up to 300 rising seniors, juniors, and sophomores to participate in basketball team competition.

All participants, regardless of pathway, will participate in life skills programing and will be required to travel with a chaperone. NCAA college basketball coaches are encouraged to attend but no other spectators will be in attendance.

The information in this bid specifications document is being provided to ensure all prospective hosts for The Academy are aware of the established policies, procedures and recommendations needed to conduct a successful event.

The NCAA will award one site. The Academy site will host two sessions, one men’s and one women’s, over a nine-day period. Participants will consist of rising high school seniors, juniors and potentially sophomores.

These specifications and the accompanying attachments provide the minimum bid requirements for hosting The Academy sessions, as well as essential information that will aid in the development of a creative, comprehensive and competitive bid proposal.

NCAA POLICY RELATED TO SPORTSMANSHIP: For athletics to promote the character development of participants, enhance the integrity of higher education and promote civility in society, student-athletes, coaches, and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty, and responsibility. These values should be manifested not only in athletics participation, but also in the broad spectrum of activities affecting the athletics program.

NCAA POLICY RELATED TO ANTI-DISCRIMINATION: The Academy site shall provide an environment that is safe, healthy, and free of discrimination, plus safeguard the dignity of everyone involved in the event. The NCAA reserves the right to request Academy sites provide supplemental information explaining how it will provide a discrimination-free environment.

NCAA POLICY RELATED TO AUDITING OF ACADEMY SITES: The NCAA reserves the right to conduct an audit of The Academy site as part of the NCAA's certification process. Audited sites will be notified after the financial reports have been submitted. The Academy venue and honorarium settlements are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the following documentation will be requested: ticket reports; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; and The Academy venue rental agreement. The documentation should support all information on the host financial report.

Additionally, the NCAA expects hosts to have policies in place for crowd control, chaperone conduct, safety of all participants, and other appropriate guidelines that support the NCAA's position on sportsmanship and its commitment to operating the finest athletic events in the world. Each host will be required to submit a safety and security plan upon the awarding of an Academy site.

1. BID PROCESS

The following is a schedule of anticipated activities/meetings which constitute the bid process. As needed, adjustments in the schedule and logistics may be made at the discretion of the NCAA.

A member institution or member conference of the NCAA must be designated as the host institution/conference for The Academy site. The administration of The Academy is under the authority of the Men's and Women's Basketball Oversight Committees.

To submit a bid, please visit: championships.ncaa.org

A site will be awarded to hosts contingent upon the successful negotiation of contracts and submission of the below documents.

- Host contract [includes venue agreement(s), bid response, confirmation documents from supporting athletics director and/or venue manager(s)].
- Key contact information.
- Safety and security and emergency management plans (at TBD date).
- Lodging agreement(s).
- Venue questionnaire.
- Academy questionnaire.
- Academy budget.
- Certificates of insurance.

2. BID TIMELINE

February 5, 2024	Bid specifications published and bid portal opens
April 26, 2024	Bid responses due
Spring 2024	Committee deliberations/recommendation and selection

3. HOST DETERMINED

The deadline for submitting a proposal to host is **11:59 p.m. Eastern time April 26, 2024**. The Men's and Women's Basketball Oversight Committees will review all proposals and select the site.

Before a public announcement of hosts, each prospective host will be notified directly by the NCAA staff regarding the status of bids.

Bids are awarded in principle pending the successful negotiation/resolution of any exceptions declared in bid documents as well as the negotiation and contracting of sufficient lodging and ancillary space as defined in the bid specifications.

4. ACADEMY HOST PERSONNEL

- a. Academy Site Director. The host shall appoint an individual to assume the position of site director. This individual generally is the athletics administrator of the host institution or the senior basketball administrator of the host conference. The site director shall maintain ultimate responsibility for the local operation of the event. The Venue/Site Questionnaire and Venue Agreement(s) from prospective hosts shall be authorized by the site director.

- b. Personnel. All sites should appoint the following individuals:

- (1) Academy Site Manager. A knowledgeable person with significant experience in sports event administration and management. The function of the site manager is to ensure the policies of the NCAA are implemented and followed in the administration of The Academy. Specific responsibilities may include: direction and supervision of site venue arrangements; development of participant information; security; lodging; transportation; financial administration; securing a diverse staff; and adherence to policies outlined by the NCAA.

The site manager shall ensure that individuals are assigned responsibility for the following components of the event: operations, athletic training, concessions coordination and transportation coordination.

The site manager also will provide the NCAA a post-event report, which should include the following:

- (a) A compilation of all forms used in the preparation and operation of the site.
 - (b) A compilation of vital statistics and data, such as any forms used and the number of copies of the various forms used for the site, etc.
 - (c) An outline of the local operating structure that assisted with the local organization.
 - (d) A calendar reflecting the host's planning schedule.
 - (e) Suggestions for future improvement of The Academy.
- (2) Venue Manager(s). A knowledgeable person, preferably a member of the venue's facility staff. Specific responsibilities may include assisting the NCAA with direction and supervision of venue arrangements, ensuring operational control of the building, coordinating academy signage installation, working with potential video production entities and supporting their needs, and assisting in the development of participant information.
 - (3) Lodging Liaison. This individual will coordinate the room block, confirm rates, schedule meetings and serve as the NCAA's liaison with the hotel community. This individual is preferably a member of the host city's convention and visitor's bureau service but also can be a member of the host staff.
 - (4) Media/PR Coordinator. Preferably the sports information director of the host institution/conference. This individual shall ensure that The Academy's policies regarding media are observed. Specific responsibilities, under the direction of the NCAA staff, may include issuing credentials, planning and supervision of media work areas, coordination of all media conferences, transportation, statistical services, communications, hospitality and

entertainment. The media coordinator shall assist the site manager with compiling the post-event report.

(5) Athletic Training Coordinator. A certified athletic trainer, preferably from the host institution or conference. Specific responsibilities include selection and management of athletic training staff to care for medical needs of participants, coordinate placing coolers/cooler carts and supplies adjacent to playing courts during academy activities and staff an athletic training room stocked with adequate athletic training supplies.

(6) Academy game management personnel. The following individuals will need to be provided on a per-court basis by the host:

- Certified athletic trainer.

Hosts also are required to provide the following staff on a per-venue basis:

- Academy participant registration staff.
- Venue security staff.
- Two video assistants to record on-court presentations and instructions.

c. Volunteers. The host will be responsible for securing volunteers for various functions during The Academy. Volunteers may be needed for assignments including game greeters, transportation operations, hospitality and media.

d. The NCAA will be responsible for coaches, life skills presenters, officials, scorer²s and timers.

e. All Academy personnel are required to acquire a USA Basketball Gold coaching license which includes a criminal background check and review by SafeSport. The NCAA will pay for all costs associated with obtaining the USAB Gold License.

The NCAA encourages the participation, directly or indirectly, by minority or women-owned businesses in providing goods and services in support of The Academy and requests explore opportunities to partner with minority and women-owned businesses to provide any necessary goods and services.

5. ACADEMY VENUE SPECIFICATIONS

a. Availability.

(1) Dates of The Academy are:

July 21 - 27, 2025

July 20 - 26, 2026

Specific dates are subject to change. In the event of a date change, host and venues shall make best efforts to accommodate the adjustments under all bid terms. However, the NCAA reserves the right to adjust the assignment of sites in the event that reasonable accommodations cannot be made.

- (2) When referred to herein, unless expressly specified to the contrary, the “venue” means all proposed Academy venues (including, without limitation, all suites, restaurants, merchandise locations, meeting rooms, conference areas, hospitality areas, private clubs, building exterior and grounds, etc.), as well as surrounding areas (e.g., parking lots, frontage property and any other adjacent areas). The venues must be fully set and prepared for the Academy by 8 a.m. local time one day before the first session of the Academy begins. Move-out may begin after the conclusion of the final Academy activity.
- (3) The NCAA shall have exclusive right to the venue property and surrounding area/facilities, including but not limited to meeting rooms, training rooms, hospitality areas, clubs and restaurants in the venue during the period noted above.
- (4) The NCAA will consider the ability of a site to provide a quality experience for all participants and chaperones. When contemplating each bid, the NCAA will examine the capability of each potential host to conduct all Academy activities safely. In determining whether a proposed site has the proper facilities and staff in place to provide a quality experience, the NCAA will consider the site’s ability to ensure that the benefits inherent in the Academy will be provided fairly to all participants. The NCAA’s focus will be selecting a site that promotes an atmosphere of inclusion, respect, and safety for all persons regardless of race, gender, religious beliefs or sexual orientation.
- (5) The Academy venue(s) agrees it shall not enter into any agreement or understanding that would permit any corporation or other third party to be entitled, during the time the venue(s) and surrounding area are to be reserved for the NCAA, to any unauthorized commercial activity. This includes but is not limited to the provision of hospitality or entertainment, ticket sales/services, sampling, merchandise sales, providing product or equipment, or temporary signage or display privileges in the venue(s) and surrounding area (e.g., parking lots, frontage property and any other adjacent areas the venue(s) may make available to the NCAA). Nor shall the venue(s) limit or prohibit the ability of the NCAA or its designees (in the event such an activity has been approved by the NCAA) to offer or engage in such activity.
- (6) The Academy venue(s) shall furnish the premises for high school or college basketball, provided the NCAA or its designees shall have the right to provide any and all items necessary for Academy activities and all related events, including but not limited to the equipment noted in Section 5.
- (7) The host shall provide the use of the venue(s) cleaned, lighted, heated and air-conditioned in a

manner acceptable to the NCAA, including but not limited to all existing scoreboards, video boards, in-house cameras, video control room equipment, sound system, 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 designees.

- (8) After being awarded, the venue(s) and surrounding areas/facilities that are to be used shall not be materially modified in a way that would reduce overall space or individual spaces available to the NCAA or to the general public in the aisles, entranceways and hallways without the NCAA's prior consent.
- (9) Three months before hosting the Academy, the host and surrounding areas/facilities are responsible for developing and submitting a comprehensive safety and security plan to the NCAA. The Academy safety and security plan should include an overview of their minors on campus policies and procedures and safeguards related to participant safety from sexual and other abuse while attending the Academy, including lodging. The NCAA reserves the right to require sites to augment its safety plan.
- (10) The NCAA shall print the specified credentials and shall be in control of all credentials at each host site.
- (11) The host should provide recycling containers for plastic, paper and aluminum in back-of-house locations.
- (12) Newly constructed venue(s) must be operational at the time of the bid award.
- (13) Venue must have an international airport within 30 miles of the venue and hotels.

b. Seating/Tickets.

- (1) In the configuration required for The Academy, each venue must have a minimum of 50 unobstructed seats near each court. Additionally, bleacher seating must be available for chaperone seating which has unobstructed views to the courts.
- (2) Unless otherwise directed by the NCAA, all Academy sessions shall be closed to the public. In the event the NCAA elects to offer tickets for admission to the event, it will notify the host, and the effective price for admission (if any) will be subject to the NCAA's sole discretion.
- (3) Concessions and/or catering may be utilized to feed participants, coaches, and officials during Academy sessions. All such concessions/catering must be conducted in accordance with the direction and parameters of the NCAA and its designees. Hosts must provide a plan to the NCAA which details how they will adequately feed the number of participants and supplement their existing infrastructure if current capacity cannot meet those needs. Venue or surrounding area can provide lunch and dinner options. Capping per person meal spend at a certain dollar amount per meal per day. The NCAA will only be charged actual meal expense and will require adequate backup and support. Dining options must be within walking distance of venue or hotels.
- (4) Entrance locations for various constituents will be identified and each entrance must be staffed by an adequate number of security/venue staff. Signage must clearly identify all entrances.
- (5) The venue(s) and surrounding areas/facilities that are to be used must be compliant with all

applicable city, state or federal laws and regulations, including those concerning access and seating for the disabled. At the NCAA's request, the venue(s) shall provide written certification of such compliance.

- (6) The cost of all risers and any other temporary seating shall be the responsibility of the host but are a permitted reimbursable expense subject to preapproval by the NCAA.

c. Playing Floors.

- (1) Hosts are required to provide 8-10 hardwood courts for the execution of the Academy. Preference will be given to hosts who can provide all necessary courts in a single location. The NCAA can assist in sourcing hardwood courts for venues without existing courts.
- (2) The playing floors may be installed over an ice surface, provided the venue demonstrates a significant history of safe activities in such circumstances (e.g., college or professional basketball games played on the floor over the ice surface).

d. Equipment. The host shall provide standard basketball playing equipment as detailed in Rule No. 1 of the NCAA Basketball Rules and Interpretations, including but not limited to scoreboards, public-address system, backboards, standards and rims.

The host shall provide the following unless notified otherwise by the NCAA. Preference will be given to prospective bidders who provide any and all equipment deemed necessary for the event at no cost to the NCAA. In some cases, the host shall be asked to secure these items from an NCAA-designated vendor/supplier. All are subject to the approval of the NCAA and must comply with NCAA rules as of the year of The Academy being conducted at the site:

- (1) Backboards, meeting NCAA specifications.
- (2) Breakaway rims.
- (3) Game clocks for each playing floor.
- (4) Shot clocks above each basket or at each end of each playing floor.
- (5) Separate on-off switches for shot clocks and game clocks on each playing floor.
- (6) Boards displaying the score and time remaining at each court.
- (7) All equipment for the operation of the scoreboards and shot clocks.
- (8) A manual backup shot clock system at each court.
- (9) Tables and chairs for courtside and all work and meeting areas as designated by the NCAA.
- (10) The NCAA shall have the sole right to all content of internal and external video boards and messaging systems.
- (11) On-site laundry or nearby equipment for cleaning participants' apparel.
- (12) Handheld radios for communication between Academy personnel.

(13) One high speed copier per Academy venue for duplication of Academy-related materials.

e. Academy Venue Space

The venue(s) must be able to accommodate the following, all subject to the approval of the NCAA. Preference will be given to prospective bidders who provide any and all spaces deemed necessary for the event at no cost to the NCAA or its designees:

- (1) A locker room or dedicated toilet facilities for the Academy participants at each venue.
- (2) A locker room or dedicated toilet facilities for game officials at each venue.
- (3) Athletic training room with a minimum of 500 square feet shall be provided at each venue. Unless provided by the NCAA, supplies and refreshments for the training room shall be provided by the host or venue under the supervision of and at the expense of the NCAA. A complete list of required supplies will be provided.
- (4) One private NCAA office with a minimum of 1,000 square feet and appropriately furnished with tables and chairs at each venue.
- (5) One Academy staff lounge with a minimum of 500 square feet and appropriately furnished with tables and chairs at each venue. It is preferred this space has dedicated restroom facilities.
- (6) One host operations and storage area of at least 2,000 sq. ft. at each venue.
- (7) Media seating, with a view of the playing floors, for a minimum of 30 individuals. Location of the media seating section(s) within the venue(s) to be determined in conjunction with the NCAA. Each venue is responsible for the build of the media seating section(s), which could include converting a portion of the general seating area into a tabled media seating section, in addition to traditional courtside and press box seating areas.
- (8) An upper video photography area with space for one camera for the NCAA's media designees per court.
- (9) 250 complimentary parking spaces in close proximity to the venue(s), all to be distributed by the host according to NCAA policies to participants, coaches, operational personnel, officials, clinicians and media.
- (10) A minimum of eight parking spots for participant buses in close proximity to the venue(s).

f. Products.

- (1) The NCAA and its designated representatives shall have the right, with no obligation to make payments of any kind to the venue(s) and surrounding areas/facilities that are to be used or their concessionaire or any other third parties, to provide food and beverages of its choice in any areas other than those normally used for general fan concessions. This includes but is not limited to the locker rooms, refreshment areas, other working areas or gathering areas, hospitality space and office space as noted herein.
- (2) Each host agrees it will not charge the NCAA or its designated representatives a minimum person fee for catered meals or food and beverage items at the venue(s).

- (3) Each host agrees it will not charge the NCAA or its designated representatives a corkage or handling fee for the movement and placement of donated food and beverage products.
- (4) The NCAA and its designated representatives shall have the right to provide any and all items associated with Academy activities and related events, including but not limited to backboards, rims, nets, goal standards, bench chairs, basketballs, cups, water bottles, ice chests, water coolers, mops, and other equipment and/or signage on or adjacent to the court. If furnished by the NCAA, in its sole discretion, those items will be provided at the NCAA's expense.

g. Electrical.

- (1) Each venue and surrounding areas/facilities that are to be used shall provide the NCAA ample electric power to produce the event.

h. Telecommunications, Hard-Wired and Wireless Internet and Video.

- (1) Hard-Wired Internet Service. Each venue or host shall provide to the NCAA hard-wired internet connections for use by the NCAA, host staff and other designated constituents. Each venue or host and surrounding areas/facilities that are to be used shall also provide hard-wired internet service, cabling and connections in NCAA designated work areas, including but not limited to the offices, Academy management office, courtside and other areas as designated by the NCAA.

- (2) Wireless Internet. Each host and surrounding areas/facilities shall provide a secured wireless network to support the NCAA, host staff, media and others approved by the NCAA. Locations where wireless connections must be accessible include but are not limited to courtside, media seating areas, NCAA and host work areas.

i. Broadcast Rights. Each venue and surrounding areas/facilities that are to be used shall assign to the NCAA the exclusive rights to broadcast Academy sessions and related events on all media platforms or outlets, including television, radio, mobile, internet and all other forms of media now in existence and those to be developed in the future; to record the broadcasts for all uses of the NCAA's choosing; to transmit game and related event information via the internet or other means; and to photograph the games by any means, including but not limited to still, videotape or other cameras. The NCAA shall have the sole right and authority to designate usage of all radio broadcast, television and other media broadcast and floor-space press locations, tables and work areas.

j. Advertising, Signs, Decorations and Commercialism.

The host and venue(s) shall not license any third-party marketing, advertising or other commercial rights to The Academy. The granting of any such commercial rights to Academy events shall be controlled and administered by the NCAA in its sole discretion.

Without limiting the foregoing, the host will adhere to the following guidelines, unless otherwise approved by the NCAA in writing:

- (1) If present for normal operations in the venue(s), host signs/banners without commercial identification may remain in place, provided the design and placement are approved by the NCAA.
- (2) No professional sports or commercial insignia or terms may appear on playing floors. If the

official name of the venue(s) includes a commercial reference, the NCAA reserves the right to determine whether the name may appear one time in text on the “apron” of the playing floor(s) in a position, size and style that must be approved by the NCAA. The NCAA will determine all marks on the playing floors.

- (3) All commercial insignia, including but not limited to identification and advertisements, that can be viewed from any seating area (including anywhere on the seats) may be covered or removed at the NCAA’s discretion and at the NCAA’s expense. This includes any name of the venue(s) containing logos or branding marks. (See item i. (4) that follows.)
- (4) If the official name of the venue(s) includes a commercial reference, the NCAA shall have sole discretion regarding the display of the venue name inside the seating area. The NCAA may require any or all commercial-naming references be removed or covered at the NCAA’s expense.
- (5) Only NCAA marks provided by the NCAA and the American flag can be displayed on the facing of the backboard, on the orange basket ring (including the ring brace) or on the shot clock. Any commercial or professional sport references must be removed or covered. Only NCAA marks are permitted elsewhere on the backboard, including on the top of the backboard. The NCAA shall have sole discretion in determining the size and placement of items on the backboard, the orange basket ring (including the ring brace) and shot clock.
- (6) The NCAA may require goal standards be free of all commercial advertising by covering or removal. However, the name of the goal manufacturer can appear twice on each goal unit arm (provided it is a reasonable size as determined by the NCAA) at each end of the floor. The NCAA may request all other marks be covered or removed.
- (7) No alcohol sales or distribution will be allowed at any Academy venue.
- (8) Lottery/gambling signage must be removed or covered if it can be seen from the general seating area. Otherwise, subject to NCAA approval, such signage may remain in other areas of the venue(s); however, at a minimum, if the signage is backlit, the lights must be turned off.
- (9) Displays/activation areas showcasing products shall be deactivated (e.g., lights off, television monitors off, portable display products removed, etc.).

Temporary displays brought into the venue(s) or surrounding areas/facilities during the NCAA event are prohibited.

The NCAA shall have the right to display branding/recognition for the Association on any video or LED monitors where there is a split-screen showing NCAA content and electronic advertising.

- (10) The venue(s) and/or surrounding areas/facilities that are to be used shall agree that, other than permanent advertising signs outside the venue(s) proper, it will not allow any promotional, public relations, political or advertising activity inside or outside (on venue(s)-owned property) the venue(s) during the time the venue(s) and surrounding areas/facilities are leased to the NCAA, without the express written advance approval of the NCAA.
- (11) Except for use by the venue(s) and surrounding areas/facilities in the event of an emergency, the NCAA shall have the sole, exclusive and complete control over the video, sound and

public-address systems and all other audible or visible information or communication systems in the Academy venue(s) and surrounding areas/facilities.

- (12) Other than messages promoting The Academy, other NCAA events, the NCAA, or specifically relating to the conduct of the academy (e.g., fouls, timeouts remaining), no LED, matrix or video board messages may be displayed inside the venue(s) or inside surrounding areas/facilities that are to be used by the NCAA unless specifically authorized by the NCAA.
 - (13) Upon request by the NCAA, the venue(s) and/or surrounding areas/facilities that are to be used shall make reasonable space(s) available inside or outside the venue(s) for NCAA or NCAA designee promotional activities composed of displays and booths authorized by the NCAA. The NCAA and others with permission from the NCAA shall be entitled to distribute, within the designated area(s), approved promotional items, including but not limited to flyers, giveaways and product samples. The NCAA will provide the venue(s) and surrounding areas/facilities that are to be used notice of product samples intended to be available. The NCAA will consider requests by the venue(s) and surrounding areas/facilities that are to be used to limit product sampling based on each specific venue's pre-existing contractual obligations to third parties.
 - (14) The NCAA shall have the right, at its cost, to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) for the Association and media partners inside and outside of the venue(s). These locations include but are not limited to the concourse, within the seating bowl and venue exterior without limitation.
 - (15) The NCAA shall have the sole discretion to determine that any advertising, marketing identification, banners, signs, decals, sampling, distribution or displays of any kind that exist anywhere inside or outside the venue(s) shall be covered, removed or otherwise limited.
- k. Merchandise Concessions. If an NCAA member institution's merchandise is in the merchandise location or store, the member institution may sell merchandise during the Academy. Any other merchandise sales must be approved in advance by the NCAA.
- l. Food and Beverage Concessions.
- (1) The venue(s) shall retain, operate and control all food and beverage concession rights subject to the provisions of this section unless otherwise prescribed by the NCAA.
 - (2) The venue(s) or their concessionaire(s) shall provide food and beverages in all refreshment areas, restaurants and suites at costs comparable to the most favorable price for other customers during other events in the venue(s).
 - (3) No alcoholic beverages or nonalcoholic beer may be sold or dispensed for consumption in the venue(s), nor shall any such beverages be brought to the venue(s) during the Academy (i.e., during the period from the time access is available to spectators until all patrons have left the venue(s) unless otherwise approved by the NCAA.
 - (4) Items such as newspapers, handbills, flyers, memorabilia, T-shirts, caps, etc. (except products sold or authorized by the NCAA or its vendors) may not be distributed on these premises. Demographic or other studies may not be conducted unless approved in advance by the NCAA.

6. INSURANCE

Hosts and venue must maintain and provide evidence of the following insurance coverages. If the venue has any operators, members or agents operating on its behalf, the necessary individuals who will be responsible for the insurance requirement must agree to the following before being awarded:

- a. Commercial General Liability (CGL) insurance written on an occurrence form providing coverage for bodily injury and property damage, and personal and advertising injury, including products/completed-operations coverage and contractual liability coverage. Coverage must be issued by an admitted insurance carrier with an A.M. Best rating of A-VII or better and cannot exclude liability arising from sexual abuse and molestation, athletic participation, spectators, or food-borne illness. NCAA and its officers, directors, agents, employees and volunteers must be named as additional insureds ("NCAA Additional insureds") and the policy must have minimum limits of:
 - \$5,000,000 Per Occurrence
 - \$5,000,000 General Aggregate
 - \$5,000,000 Products/Completed Operations Aggregate
- b. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$1,000,000 Each Accident.
- c. Workers' Compensation Insurance in compliance with the laws of the state or province where the host is located, covering employees, volunteers, temporary workers and leased workers.
- d. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers with minimum limits of:
 - \$1,000,000 Each Accident
 - \$1,000,000 Disease - Each Employee
 - \$1,000,000 Disease - Policy Limit
- e. Coverage limits may be satisfied through a combination of primary and umbrella/excess policies and shall follow form of the underlying coverage. A certificate of insurance must be submitted to the NCAA 90 days prior to the Event. State institutions subject to state governing tort laws are not permitted to provide proof of limited liability under state laws instead of CGL coverage. Additionally, self-insurance does not satisfy this insurance requirement. As part of your bid response, please attach a copy of your most recent certificate of insurance as an exhibit and describe the ways, if any, that your current insurance program does not comply with the requirements set forth herein.

7. ANCILLARY EVENT SPACES

The ancillary venue(s) for life skills presentations shall provide the use of the venue(s) cleaned, lighted and heated, and air-conditioned in a manner acceptable to the NCAA, including but not limited to all existing video equipment, sound systems, in-house television/radio/internet/wired and wireless network/telephone system and public address systems. Use of all such systems shall be under the sole control of the NCAA or its designees. Ancillary event spaces must be available during the event dates and within or next to the venue.

- a. One large lecture classroom with enough seating for 500 individuals.
- b. Preference will be given to host providing four breakout classrooms with enough seating for 150 individuals in each classroom for life skills presentations other Academy programming. If unavailable, host can alternatively provide eight breakout classrooms with enough seating for 50 individuals in each classroom.
- c. A dining facility or a concessions area within the competition venue capable of feeding 800 – 1,600 individuals for players, chaperones and staff throughout the course of a day. Catering menus for the designated location should be provided with your bid submission.

Food and beverage options shall be of high quality and offer a variety of options ranging from traditional concessions to athlete friendly, healthy options at a competitive price point.

Adequate staffing at concession point of sales is critical.

8. LODGING

- a. The host shall source/contract 1) hotel rooms for Academy players, chaperones, coaches and others as assigned by the NCAA 2) U.S. Open team players, chaperones, coaches, and other assigned by the NCAA and 3) for Academy operations staff at local limited-service hotel(s). It is expected that hosts will be able to negotiate competitive room rates based on the details provide in this document.

Please note the following hotel contracting timeline:

Step 1: Lodging properties will enter into a contractual agreement with the NCAA. Hosts should return executed hotel agreements with their bid submission using the provided hotel template.

Any cross-outs, redlines, or alterations to any hotel contract could impact selection.

Step 2: Signed Hotel Agreements. Signed hotel agreements must be submitted in the final bid proposal **no later than Friday, April 26.**

Step 3: Dot Map. A dot map, showing locations of all designated hotel options in relation to the venue(s) will be required. Maps must be submitted as part of the final bid proposal **no later than Friday, April 26.**

The NCAA will select all hotels and reserve the right for its designee to source/contract other hotels in addition to the properties recommended by the host.

Preferential consideration will be given to hosts that provide the following hotel blocks in locations near the event venue with favorable rates:

b. Player and Chaperone Lodging

- (1) Hosts must arrange for hotel rooms as close to the venue(s) as possible, based on the following specifications:
 - (a) Hotels that can accommodate a maximum of 1,600 players, chaperones, coaches and others designed by the NCAA on the following nights:

Sample Hotel Allocations

	Two Days Before Academy Day 1	One Day Before Academy Day 1	Academy Day 1	Academy Day 2	Academy Day 3	Academy Day 4	Academy Day 5
Kings	0	0	0	0	0	0	0
Dbl/DbI	40	800	800	800	1,640	800	800
Total	40	800	800	800	1,640	800	800

	Academy Day 6	Academy Day 7
Kings	0	0
Dbl/Dbf	800	800
Total	800	800

(b) The NCAA is requesting 100% of the hotel rooms be double/doubles or queen/queens.

All contracted room rates are commissionable by 10%. Commission payments should be made payable to the NCAA's travel partner.

- (2) The use of casino hotels is discouraged.
- (3) Room rates quoted must be the confirmed rates for the Academy year.
- (4) Hotels agree that the NCAA will have the option to reduce room blocks, up to 100%, without penalty, up to the cut-off date of 7 days prior to arrival.
- (5) Any construction/renovation projects in or on property must be completed no later than May of the year in which it is hosting, and hotels must disclose any ongoing construction taking place between contract signing and the event.
- (6) Complimentary meeting space should include a private, lockable space with a minimum of one (1) 1,500 sq. ft. room, which can be used for meetings.
- (7) A complimentary meeting room or location within the hotel suitable for registering up to 800 participants on the arrival day for each session.
- (8) The NCAA and/or its partners may provide food and beverage products. Corkage fees must be waived under these circumstances.
- (9) All guest rooms (room and tax) will be billed to an NCAA master account.
- (10) 1:25 comps are required.
- (11) The NCAA will require the following concessions:
 - (a) Any portage fees, union fees, resort fees, etc., must be waived.
 - (b) Complimentary breakfast
 - (c) Complimentary meeting space
 - (d) Complimentary self-parking
 - (e) Complimentary Wi-Fi in guest rooms and meeting space

- (f) Complimentary bus loading/unloading
- (g) No branding fees.
- (h) No corkage fees
- (i) Any need for flexible receiving window for shipping/receiving?

c. Academy Operations Lodging

- (1) Hosts must arrange for high-quality hotel accommodations, as close to the venue(s) as possible based on the specifications below:

- (a) Hotel(s) that can accommodate **300 hotel rooms** for game officials/officiating clinicians and staff on the following nights:

Sample Academy Operations Allocations

	Two Days Before Academy Day 1	One Day Before Academy Day 1	Academy Day 1	Academy Day 2	Academy Day 3	Academy Day 4	Academy Day 5
Kings	50	100	100	100	150	100	100
Dbl/DbI	50	200	200	200	250	200	200
Total	50	300	300	300	400	300	300

	Academy Day 6	Academy Day 7	Day After Academy Day 7
Kings	100	100	25
Dbl/DbI	200	200	0
Total	300	300	25

Group	Notes
Up to 110 Game Officials	Two per room. Double/double room required.
Up to 10 Game Official Evaluators	Single accommodations.
Up to 3 Commissioners	Single accommodations.
Up to 3 Assistant Commissioners	Single accommodations.
A minimum of 1 NABC and WBCA Representative	Single accommodations.
A minimum of 1 Online App Representative	Single accommodations.
Up to 12 Life Skills Speakers	Single accommodations.
Misc. up to 25 (NCAA Staff, etc.)	Single accommodations.
NABC/WBCA Coaches	Two per room. Double/double room required.
Up to 60 managers	Two per room. Double/double room required.

- (b) The NCAA is requesting 66% of the hotel rooms be double/doubles or queen/queens.
- (c) All contracted room rates are commissionable by 10%. Commission payments should be made payable to the NCAA's Travel Partner.
- (1) The Academy operations room block cannot be assigned at the same property as the chaperone room block.
- (2) The use of casino hotels is discouraged.
- (3) Room rates quoted must be the confirmed rates for the Academy year.
- (4) Hotels agree that the NCAA will have the option to reduce room blocks, up to 100%, without penalty, up to the cut-off date of 7 days prior to arrival.
- (5) Any construction/renovation projects in or on property must be completed no later than May of the year in which it is hosting.
- (6) Complimentary meeting space should include a private, lockable space with a minimum of one (1) 1,500 sq. ft. room, which can be used for meetings and a room capable of holding 150 individuals seated classroom style for group sessions.
- (7) The NCAA and/or its partners may provide food and beverage products. Corkage fees must be waived under these circumstances.
- (9) All guest rooms (room and tax) will be billed to an NCAA master account.
- (10) 1:25 comps are required.
- (11) The NCAA will require the following concessions:
 - (a) Any portage fees, union fees, resort fees, etc., must be waived.
 - (b) Complimentary breakfast
 - (c) Complimentary meeting space
 - (d) Complimentary self-parking
 - (e) Complimentary Wi-Fi in guest rooms and meeting space
 - (f) Complimentary bus loading/unloading

d. **Academy Division I Head Coaches Lodging**

- (2) Hosts must arrange for high-quality, full-service hotel accommodations, as close to the venue(s) as possible based on the specifications below:

(a) Hotel(s) that can accommodate **100 hotel rooms** for attending head coaches:

Sample Academy Attending Coaches Allocation

	Academy Day 1	Academy Day 2	Academy Day 3	Academy Day 4	Academy Day 5	Academy Day 6	Academy Day 7
Kings	100	100	100	100	100	100	100
DbI/DbI	0	0	0	0	0	0	0
Total	100	100	100	100	100	100	100

- (b) All contracted room rates are commissionable by 10%. Commission payments should be made payable to the NCAA's Travel Partner.
- (2) The coaches room block cannot be assigned at the same property as the player/chaperone room block.
- (3) The use of casino hotels is discouraged.
- (4) Room rates quoted must be the confirmed rates for the Academy year.
- (5) Hotels agree that the NCAA will have the option to reduce room blocks, up to 100%, without penalty, up to the cut-off date of 7 days prior to arrival.
- (6) Any construction/renovation projects in or on property must be completed no later than May of the year in which it is hosting.

9. HOST INSTITUTION/CONFERENCE

- a. A Division I, II and/or III NCAA member institution(s) and conference(s) must serve as host. The host shall work in close cooperation with the NCAA staff to ensure the policies and the missions of the Division I Men's and Women's Basketball Oversight Committees are met.
 - (1) Administration of The Academy is under the authority of the NCAA Division I Men's and Women's Basketball Oversight Committee. All activities and events associated with the Academy are to be administered and approved by the Division I Men's and Women's Basketball Oversight Committee. Each host institution/conference agrees to administer the Academy under the terms of these specifications and The Academy Host Operations Manual.
 - (2) Each host institution/conference shall administer the finances of the Academy in accordance with the Association's executive regulations and consistent with the budget approved by the NCAA. Each host institution/conference shall appoint a diverse group of individuals to assume the positions the host is responsible for staffing to administer the Academy.

10. FINANCIAL ADMINISTRATION

- a. In an effort to provide more consistency and an efficient partnership with host communities, institutions and conferences, the NCAA is instituting the following financial structure for the selected sites covered by these bid specifications. The following financial arrangements shall apply:
 - (1) The honorarium for hosting The Academy shall not exceed \$25,000.
 - (2) The host may receive reimbursement of various Academy expenses identified in the Academy budget.
- b. As part of its bid, the host is encouraged to provide a detailed plan reflecting proposed modifications to the minimum basic financial structure outlined below that represents an additional commitment by the host. Examples may include forgoing, for the benefit of the NCAA, any portion of revenue or expense allocation reserved to the host and/or offer additional forms of value to the NCAA.

The host shall submit, as part of its bid, a detailed budget for the Academy event. This shall include all revenue sources and expenditure uses, including the amount retained by the host or the sponsoring agency. Any modifications to the approved budget must have prior approval from the NCAA staff. The NCAA proposed budget and financial report template must be completed and submitted as part of the bid proposal. The bid budget needs to be submitted electronically using the “Budget System” tab via the online Bid and Profile System. (See Section VI for instructions on how to access this system)

The following are minimum financial parameters for completing the proposed budget for the specified site:

- (1) Academy Expenditures. Each sponsoring agency shall submit an Academy budget that includes the following:
 - (a) Equipment (Academy equipment)
 - (b) Facility Rental, Supplies, and Personnel
 - i. The NCAA views reduced or rent-free use of NCAA College Basketball Academy venues as a favorable term and condition for a bid submission. The venue rental(s) shall include all personnel and services for the site and ancillary event venue(s) deemed necessary by the NCAA, including but not limited to game operations staff, security personnel, a first-aid room staffed by paramedics or other certified emergency personnel, maintenance, setup/teardown labor, and clean-up of the venue(s), etc. All personnel shall be under the sole direction and control of the venue(s) and are not to be considered employees or agents of the NCAA.
 - (c) Academy Management Personnel
 - i. The NCAA shall reimburse for all academy operating personnel and services deemed necessary by the NCAA, including but not limited to site administrator(s), court attendants, official timers, scoreboard operators, shot-clock operators, official scorer,

statisticians, registration personnel, and medical personnel staffing the site as determined by the NCAA (e.g., paramedics and emergency personnel not already addressed in the budget for ambulance service). Budgeted amounts shall be entered on the proposed budget and must be approved by the NCAA in order to receive a reimbursement. Preference will be given to prospective bidders who provide any and all services or equipment deemed necessary for the Academy at no cost to the NCAA or its designees.

- ii. The venue(s) must secure one ambulance per site, and corresponding certified medical personnel, to serve tournament participants for all drills and games. Costs associated with the ambulance and the medical personnel are a reimbursable expense but must be approved in advance by the NCAA. If the ambulance(s) noted above is needed for the general public, it may be used for that purpose. Additionally, sites must provide a minimum of one physician per site and designate a certified athletic trainer to act as the lead athletic trainer to oversee the medical operations at the site.

(d) Entertainment (Academy personnel meals)

- (2) Hosting conferences/institutions shall make every effort to categorize all expenses in letters (a) through (d) above, in order to provide the most accurate financial reporting for the event.
- (3) Additional Financial Requirements. The following additional financial requirements shall also apply to the bid response:
 - (a) Submit all actual financial information via the approved NCAA Host Reporting System no later than 60 days after the last date of the Academy.
 - (b) Adhere to the established and agreed-upon budget for the operation and execution of the event, and as such, any changes to the budget must be approved by the NCAA.
 - (c) Provide detailed consistency in budget to actual reporting in the NCAA Host Reporting System, to depict the most accurate detail of revenues and expenses for the event(s). Note that all efforts should be made, both in budget and actual formats, to use the category described as “other” only sparingly, and to make all attempts to fit the revenues and expenses within the defined categories provided above.

11. BID SUBMISSION

- a. The following must be completed and submitted by prospective hosts to serve as a complete bid submission:
 - (1) Complete all questions related to The Academy Bid Specifications and upload the signed NCAA College Basketball Academy Bid Specifications agreement to the Championships Bid and Profile System.
 - (2) Upload signed Venue Lease Agreement(s) and Venue Questionnaire(s) to the Championships Bid and Profile System.
 - (3) Update Key Contacts in the Championships Bid and Profile System. Bidding parties should enter their key contacts within the provided form in the bid system.
 - (4) Upload the Enhancements and/or Exceptions to Academy Bid Specifications Form (Attachment A) to the Championships Bid and Profile System.
 - (5) Upload the Academy Venue Space Assignments Form to Championships Bid and Profile System.
 - (6) Complete the proposed budget using the Championships Bid and Profile System — Budget System tab and template.
 - (7) Upload photos and diagrams of the proposed venue(s).
 - (8) Upload the safety and security plan for each venue.
- b. The Academy Bid Specification Agreement and venue lease agreement(s) must contain the appropriate signatures (if applicable) and complete responses and/or information. Final versions of each of the aforementioned agreements/documents must be uploaded to the NCAA Championships Bid and Profile System, which can be accessed by clicking on the following link:

[NCAA Championships Bid and Profile System](#)

All materials must be received by the NCAA no later than 11:59 p.m. Eastern time April 26, 2024.

Questions and Requests Related to Bid Materials. Lynne Andrew and Danny Haynor on the NCAA staff have been designated to receive, coordinate and facilitate the response to any and all questions, requests for clarification or additional information pertaining to these materials:

Lynne Andrew
Associate Director
Women's Basketball
landrew@ncaa.org
317-917-6666 (work)

Danny Haynor
Director
Men's Basketball
dhaynor@ncaa.org
317-917-6360 (work)

All questions should be submitted to Lynne and Danny through the designated bid preparer. Additionally, any/all responses and/or clarifications will be provided directly to the bid preparer with the understanding that he/she will disseminate locally.

Answers may be immediately provided if the questions are administrative in nature and easily found in the specifications of the event, and the answers do not give a competitive advantage to the bid city posing the question.

Questions or requests pertaining to process or a clarification of the materials in any way, and which are deemed beneficial to all bid sites, will be available in the NCAA College Basketball Academy documents found on the Championships Bid and Profile System. Time-sensitive clarifications may be distributed at any point if deemed appropriate given the nature of the clarification or the benefit it would provide to all cities preparing a bid.

Questions or requests that pertain to a city or venue-specific matter will be answered, to the extent possible, only to the bid preparer making the request. To the extent the general concept of the answer is deemed appropriate for all bid cities to have, it will be provided accordingly.

12. AGREEMENT TO TERMS AND CONDITIONS

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

YES ☐ NO ☐

Prospective hosts who do not agree with all requirements in this document shall select "No" above and complete Attachment A specifying the terms the prospective host is proposing. Please note any proposed revisions to the language in this document must be specified in Attachment A to be considered. Any revisions, deletions, stipulations, etc., made directly in this document to the specifications listed above shall not be accepted.

(NOTE: This form must carry the signatures of both the director of athletics of the prospective host institution or commissioner of the prospective host conference and the venue manager. If the venue or venues are considered on-campus venues that are owned and controlled by the host institution, the athletics director's signature shall suffice as the required signature for a representative of the venue(s).

Signature of athletics director or commissioner

(Please type or print information below.)

Name: _____

Title: _____

Institution/Conference: _____

Date: _____

Address (Please list street, city, state, zip code for overnight mail.)

Telephone Number: _____ Email: _____

Signature of athletics director or commissioner

(Please type or print information below.)

Name: _____

Title: _____

Institution/Conference: _____

Date: _____

Address (Please list street, city, state, zip code for overnight mail.)

Telephone Number: _____ Email: _____