



WOMEN'S BASKETBALL INVITATION TOURNAMENT

**2026 & 2027
BID SPECIFICATIONS**

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SECTION I: COMPETITION VENUE SPECIFICATIONS

1. Availability.

- a. Dates of the competition are:

2026:

Competition Dates: March 30 and April 1, 2026 (semifinals and finals)

Load In: Saturday, March 28, 2026

Practice Day: Sunday, March 29, 2026

2027:

Competition Dates: March 29 and 31, 2027 (semifinals and finals)

Load In: Saturday, March 27, 2027

Practice Day: Sunday, March 28, 2027

Dates are subject to change. In the event of a date change, host institutions/conferences and competition venues shall make best efforts to accommodate the adjustments under all Bid terms; however, the NCAA reserves the right to adjust assignment of specific years in the event that reasonable accommodations cannot be made.

- b. When referred to herein, unless expressly specified to the contrary, the “venue” means the primary competition venue (including, without limitation, all suites, restaurants, merchandise locations/stores, meeting rooms, conference areas, hospitality areas, private clubs, building exterior and grounds, practice courts, etc.), as well as surrounding areas (e.g., parking lots, frontage property and any other adjacent areas).
- c. At no cost to the NCAA or its designees, the NCAA shall have exclusive right to the venue property, surrounding area/facilities, or any other area designated for WBIT 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.
- d. The city, state or governing jurisdiction at the site of the competition venue shall have an ordinance prohibiting unauthorized ticket reselling unrelated to the WBIT in the competition venue and on its property. Further, additional consideration will be given to cities where unauthorized ticket resale is illegal. Hosts shall be required to specifically demonstrate and commit to enforcement of any and all applicable ordinances.
- e. The NCAA will consider the ability of a site to provide a quality experience for the participants and fans and to conduct the tournament and its accompanying events safely. In determining whether a proposed site can provide a quality experience, the NCAA will consider the site's ability to assure the benefits inherent in tournament competition will be provided fairly to all participants and its ability to promote an atmosphere of respect for and sensitivity to the dignity of every person. The NCAA's focus will be on a quality tournament experience for all involved.
- f. Unless otherwise approved by the NCAA, during the NCAA basketball season in which a tournament session is assigned, the competition venue must host a minimum of one college or professional basketball game. The game may be a men's or women's game and may involve non-

hosting institution/conference teams. The game must take place prior to March 1 of the year of the applicable tournament.

- g. The competition venue agrees it shall not enter into any agreement or understanding which would permit any corporation or other third party to be entitled, during the period of time the competition venue and surrounding area is to be reserved for the WBIT, to any unauthorized commercial activity including but 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 competition venue and surrounding area (e.g., parking lots, frontage property and any other adjacent areas the competition venue may make available to the NCAA), nor shall the competition venue limit or prohibit the ability of the NCAA or its designees (in the event such an activity has been approved by the WBIT) to offer or engage in such activity.
- h. The competition venue shall furnish the premises set up for college basketball provided the NCAA or its designees shall have the right to provide any and all items necessary for practice, competition and all related events, including but not limited to, the equipment noted in Item No. 6-d.
- i. The competition venue, at no cost to the NCAA, shall provide the use of the venue cleaned, lighted and heated or air conditioned in a manner acceptable to the NCAA, 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 WBIT or its designees at no cost to the WBIT or its designees. The competition venue must provide lighting for television broadcasts in accordance with the WBIT championship best lighting practices that are in effect at the time of competition.
- j. After being awarded, the competition venue 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 WBITs prior consent.
- k. Three months prior to hosting the tournament, the competition venue and surrounding areas/facilities are responsible for developing and submitting a comprehensive safety and security plan to the NCAA, including a drone policy at the venue and surrounding area.
- l. The NCAA shall print and distribute the specified credentials and shall be in control of all credentials at each host site.
- m. For newly constructed competition venues:
 - (1) To be considered a prospective host more than 24 months after being awarded the event, a competition venue must be fully operational no later than one year after the bid is awarded.
 - (2) To be considered a prospective host within 24 months after being awarded the event, a competition venue must be fully operational no later than six months after the bid is awarded.

2. Seating/Tickets

- a. In the configuration required for this Tournament, the competition venue must have a saleable seating capacity of at least 7,500. At the time of the bid, submission must also include a complete ticket manifest, including suites, and a PDF or CAD drawing of the venue's basketball seating configuration and venue suite map.
- b. All seats in the competition venue's basketball configuration - including club seats - shall be manifested and under the control of the NCAA for the NCAA's and its designees' exclusive use during the event period. The NCAA shall control all ticket sales, ticket services and ticket revenue for the tournament, assigning specific duties to the competition venue as needed. Should there be edits to the final manifest submitted to the NCAA and additional seats subsequently become available, the venue must immediately notify the NCAA, and the NCAA will determine how to utilize the additional seats.
- c. The competition venue shall stipulate that a minimum of two (2) private viewing suites be made available for the sole use of the WBIT or its designees, with the final suite location identified by the competition venue and approved by the WBIT by October 1 of the year preceding hosting (all suites must be the same). All revenue from suites made available to the WBIT or its designees shall belong to the WBIT. The WBIT shall provide tickets, as necessary, to the competition venue for those suite holders displaced to fulfill the WBIT suite requirements. The suites not made available to the WBIT or its designees shall remain under the control of the competition venue, but the face value ticket revenue for all suite seats shall belong to the WBIT.
- d. The host and competition venue shall cooperate fully with the WBIT's ticketing sales phases and timelines.
- e. The competition venue's primary ticketing vendor's existing contract for all general public ticket sales must adhere to the following:
 - (1) Host ticketing vendor to provide WBIT ticketing staff access to real-time reporting;
 - (2) Host ticketing vendor shall allow only WBIT branding to be placed on all sales channels;
 - (3) Customer data must be shared with WBIT staff at agreed upon times;
 - (4) All convenience/ticket fees shall be passed on to the consumer and is not an NCAA expense;
 - (5) The host venue system shall be used for access control, box-office walk-up sales and day of event issue resolution in the box office.
- f. The competition venue and surrounding areas/facilities that are to be used must be in compliance with all applicable city, state or federal laws and regulations, including those concerning access and seating for the disabled.
- g. The competition venue and host shall promote the sale of tickets for the event pursuant to a plan developed by the host in conjunction with the NCAA.
- h. The cost of all risers and any other temporary seating shall be the responsibility of the competition venue or host.

3. Equipment.

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

At its expense, the competition venue shall provide the following, unless notified otherwise by the NCAA. All are subject to the approval of the NCAA and must comply with NCAA rules as of the year of the tournament being conducted at the site:

- (1) Backboards, meeting NCAA specifications, that transfer rim loads to the basket support system by a single strut boom behind the backboard or to the backboard frame; additionally, one spare complete backboard/rim/support apparatus of the same size and style as the regular apparatus, assembled and ready to install, if needed;
- (2) LED indicator light strips must be located behind the glass, trimming each backboard, fully synchronized with the competition venue's timing system;
- (3) "Breakaway" rims that are freshly painted and tested to meet NCAA specifications in advance of practices and competition;
- (4) Tenths-of-second display on shot and game clocks;
- (5) Separate "on-off" switches for shot clocks and game clocks;
- (6) LED boards displaying the score, time remaining and player- and team-foul information;
- (7) All equipment for the operation of the scoreboards, game clocks and shot clocks;
- (8) A backup table console for scoreboards and shot clocks;
- (9) An electronic backup shot clock system as well as a manual system;
- (10) Scoreboards capable of interfacing with the WBIT's broadcast partners and statistical service to allow data to be shown live;
- (11) Cable and/or fiber infrastructure to provide HD video and audio feeds of the news conferences from the interview room to the uplink trucks, to the game broadcaster and to the in-house CATV / MATV / IPTV system;
- (12) Tables, chairs, topping and skirting for courtside, and all work and meeting areas as designated by the NCAA. The topping and skirting for courtside tables must be black, unless an alternate color is approved in advance by the NCAA. The topping for the table on the dais in the media interview room must be white and the skirting for this table must be black, unless alternate colors are approved in advance by the NCAA;
- (13) Platforms for the media interview room and media workroom as designated by the NCAA;

- (14) Interior and exterior decorations (e.g., design, production and installation), with the NCAA having approval of the format and locations. The NCAA shall develop specific designs and color schemes for such decorations;
- (15) The competition venue shall agree to allow the NCAA and its designated vendor to provide WBIT branded chairs or chair backs. The NCAA will coordinate, in conjunction with the competition venue and designated vendor, the logistical details relative to the delivery and return of the branded chairs;
- (16) If the competition venue utilizes an LED scorer's table during the regular season, the competition venue shall make such LED scorer's table available for use at the NCAA's sole discretion, at no cost to the NCAA. If the competition venue currently has a scorer's table with video board capability, the NCAA will work with the venue to attempt to use the venue's equipment. If the competition venue does not utilize such equipment during the regular season or if the LED scorer's table does not meet WBIT requirements, the competition venue shall agree to allow the NCAA and its designated vendor to provide an official scorer's table, including video board, at all rounds of the tournament. The competition venue is responsible for an operator and power required to run the scorer's table, including video board.;
- (17) The competition venue shall have a video board capable of displaying score, time remaining, fouls, numbers of timeouts, etc., and a working control room to operate the video board. The competition venue shall be required to provide full operations, including staffing, to operate cameras, the control room and editing equipment at no cost to the NCAA or its designees, and to operate video boards and the control room during load-in days, practice day and competition days. 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. Minimum personnel requirements include: director, technical director, video playback operator, LED/ribbon board operator, table board operator, replay operator, character generator operator, audio operator, control room EIC, four (4) camerapersons, two (2) utilities and a DJ/music playback operator. The WBIT shall have the sole right to all content of internal and external video boards and messaging systems;
- (18) The competition venue will provide at minimum five (5) clear-com devices for communication between the producer, PA announcer, floor producer and band/cheer (2) in addition to control room staff and camera operators.
- (19) Any new technologies the competition venue possesses or are deemed appropriate by the NCAA that are not listed as the aforementioned production requirements shall also be incorporated into the in-venue production at no additional cost to the NCAA.

4. Competition Venue Space (Attachment B). At its expense, the competition venue must be able to accommodate the following spaces, all subject to the approval of the NCAA. In addition to filling out Attachment B, prospective host are required to submit a back of house diagram outlining the spaces below:

- a. Four locker rooms, with a dedicated private or temporary coach meeting room, with a minimum of four showers and four toilets, for the participating teams. The competition venue shall supply the locker rooms with lockers, game clocks, unbranded towels, soap, a large, portable dry-erase board (i.e., minimum size of 8' x 10') and markers, a television capable of receiving the game feed and HDMI connectivity, stationary bike, and cold tub;
- b. Two locker rooms, each with at least one shower, to accommodate game officials. Each locker room shall have a game clock or in-house game video feed system installed;
- c. Athletic training room of a minimum of 500 square feet shall be provided. Unless provided by the NCAA, supplies and refreshments for the training room shall be provided by the host institution/conference or competition venue under the supervision of, and at the expense of, the NCAA;
- d. Lockable storage and staging areas for merchandise inventory and sales;
- e. One private WBIT office with a minimum of 500 square feet and appropriately furnished with tables and chairs. This space must have access, via competition venue provided cable, to in-house CATV/MATV/IPTV system:
- f. One host institution/conference operations and storage area;
- g. Media seating, with a view of the playing floor, for a minimum of 30 individuals. Location of the media seating section(s) within the venue to be determined in conjunction with the NCAA. Competition venue is responsible for all costs associated with 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.
- h. A media workroom with adequate lighting, heat and air conditioning to accommodate a minimum of 50 individuals seated schoolroom style. Space should include or be near an abundant quantity of restroom facilities for men and women near the media areas, including facilities for disabled persons. This space must have access, via competition venue provided cable, to in-house CATV/MATV/IPTV system;
- i. A photography work area, near the media workroom, with phone and hard-wired Internet connectivity. This space must have access, via competition venue provided cable, to in-house CATV/MATV/IPTV system;
- j. A media refreshment and buffet area, for a minimum of 50 individuals, supplied with beverages and snacks of the NCAA's choice and at NCAA expense. This space should be inside or immediately adjacent to the media workroom;
- k. A duplication area at least 200 square feet, with sufficient electrical power for the operation of duplication and facsimile equipment. Two photocopy machines with capabilities for reproducing statistics and other materials with a minimum per-copy speed of 60 per minute;

- l. An interview room for 25 individuals seated theater style and can be made quiet and free of mechanical noises. The competition venue shall provide “working” lighting in the room and staging for a dais and camera platform at its expense. Any structural posts must not block sight lines, and the ceiling height must be a minimum of 20 feet. The competition venue shall provide space and access for equipment and personnel provided by the NCAA or its designees with hard-wired and wireless Internet connectivity. The venue is required to provide one 50MB dedicated hardwire circuit with two connections to the camera platform. This space must have access, via competition venue provided cable, to in-house CATV/MATV/IPTV system;
- m. Parking for a total of four team and spirit squad/band buses in close proximity to the competition venue;
- n. Parking for game officials in close proximity to the competition venue;
- o. Parking space immediately adjacent and accessible to the competition venue floor to accommodate broadcast truck parking for the WBIT’s media designees. There shall be a minimum of one 60-foot semi, a generator truck and one satellite uplink truck;
- p. A buffet area for the WBIT’s broadcast partner to accommodate a minimum of 60 individuals at the cost of the broadcast partner;
- q. An WBIT television partner interview room that is a minimum of 100 square feet and can be made a quiet (free of mechanical noises) setting;
- r. A TV talent “green” room large enough to accommodate four people, preferably with private restroom facilities;
- s. An WBIT radio partner interview room that is a minimum of 100 square feet and can be made a quiet (free of mechanical noises) setting.

5. Products.

- a. The competition venue 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 competition venue.
- b. The competition venue 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, if provided.

6. Electrical. The competition venue and surrounding areas/facilities that are to be used shall provide at no cost to the NCAA sufficient electric power to produce the event. Additionally, a sufficient number of power outlets will be required in broadcast booths, in media locations and in identified media or other work areas for the operation of any aspect of the event, including but not limited to the transmission of media (e.g., television, radio, Internet, mobile broadcasts, etc.) and operation of transmission equipment and computer terminals used by the media. In this connection, there shall be available:

- a. 110-volt electrical outlets in all media work areas, to be placed on the tabletops, with the minimum requirement being one outlet for every seat in the media workroom, all courtside tables and all other designated media areas;
- b. Power requirements for television production (not including any other necessary power service inside the competition venue). The host shall provide access to sufficient and reliable electrical power to operate equipment reasonably necessary to effectuate a first-quality, high-definition color telecast. Power requirements are as follows:
 - (1) Service size - 200 kVA, 208-volt, three phase, three wire – no-load voltage at shore power service disconnects to be 220 volts;
 - (2) 1 – 400-amp solid state circuit breaker service disconnect (can provide 2-200 amp in lieu of the 1-400 amp);
 - (3) 2 – 200-amp solid state circuit breaker service disconnects;
 - (4) 2 – 100-amp solid state circuit breaker service disconnects;
 - (5) 2 – 120-volt, 20-amp duplex outlets each fed from a dedicated 20-amp single pole breaker;
 - (6) If a generator is required, it shall be a dual twin pack, crystal sync with operator; operator to stay with such generator from hook up to power down; and
 - (7) 1 – 3 phase, 150 amps for the television announce position.
- c. Three-phase to other areas designated by the NCAA including, but not limited to, the interview room and other designated media areas.
- d. Power requirements for press conference production.
 - (1) (1) 208 V / 100 Amp single phase service for KU Uplink. Must be located near park position within 100' of shore power.
 - (2) (4) 120 V / 20 Amp single phase services for Video & Audio Control positions in the Media Interview Room.
 - (3) (2) 120 V / 20 Amp single phase services for mix-minus speaker system behind dais.
 - (4) (4) 120 V / 20 Amp single phase services for front lighting positions in the Media Interview Room. Should be located at camera platforms.
 - (5) (2) 120 V / 20 Amp single phase services for back lighting positions in the Media Interview Room. Should be located behind dais.
 - (6) (12) 120 V / 20 Amp single phase services for A / V Distribution Area.
 - (7) (8) 120 V / 20 Amp single phase services for TVs to show house CATV / MATV / IPTV system in the Media Interview Room, Media Workroom, Photo Workroom and WBIT Committee Office.
 - (8) Circuits utilized for Video Control, Audio Control, Audio / Video Distribution and Rear of Dais must be on the same ground.
 - (9) All cables used for individual circuits must be 12/3.
 - (10) Mercury Vapor lighting instruments cannot be utilized in the interview room or audio video distribution areas. This type of lighting can create low cycle video and audio noise and creates major color shifts that cannot be corrected with the lighting instruments we carry to light the dais. High pressure sodium lighting is discouraged due to the orange color of the light.

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

- a. Hard-Wired Internet Service. The competition venue or host shall provide at no cost to the NCAA hard-wired Internet connections for use by the WBIT, host institution staff, credentialed members of the media and other designated constituents. The competition venue or host and surrounding areas/facilities that are to be used shall also provide hard-wired Internet service, cabling, and connections in WBIT designated work areas, including but not limited to, the photo work area, interview room, video distribution area, basketball committee office, game management office, media coordinator's work area, official scorer's table, at every media seat location with view of the playing floor. The WBIT recommends stocking an adequate quantity of USB Ethernet Adapters for media and staff usage.
- b. Wireless Internet. The competition venue or host and surrounding areas/facilities shall provide at no cost to the NCAA a secured Wireless Network to support the WBIT, host institution staff, radio rights-holders, print media and others approved by the NCAA. Locations where wireless must be accessible include but are not limited to courtside, media seating areas, WBIT and host institution work areas, interview room, and print media workroom. Technical specifications for the Wireless Network will vary per site depending on the configuration of the various locations and spatial limitations. The minimum technical specifications shall be as follows:
 - (1) **External Access.** The competition venue or host must provide dedicated bandwidth to support a minimum of 100 wireless devices in the print media workroom and at courtside or other areas. Minimum bandwidth requirements will be determined by the WBIT during its site visit to the competition venue.
 - (2) **Wireless Deployment.** The competition venue or host must provide a sufficient number of access points supporting IEEE 802.11g, 802.11n, Wi-Fi 5 (802.11ac), and Wi-Fi 6 (802.11ax) technology. The media/staff wireless network shall provide the ability to maintain connectivity from the media workroom to the courtside seating areas.
 - (3) **Wireless Security and Management.** The Wireless Network must include hardware and software to support industry-standard security requirements that will provide encryption tools, a methodology to restrict user access and support real-time reporting of usage and bandwidth utilization.
- c. The competition venue and surrounding areas/facilities that are to be used shall work with the WBIT's staff to create a sufficient number of access codes for the WBIT staff, host institution, and print media approved to use the Wireless Network.

The competition venue and surrounding areas/facilities that are to be used shall provide sufficient broadband capacity to support both the hard-wired and wireless network requirements, including, but not limited to, WBIT and host staff, photojournalists, videographers, and all print media. Minimum bandwidth requirements will be specified in writing during the RFI process and confirmed during WBIT site visits. Voice and data services technical support and any new technologies the competition venue possesses or are deemed appropriate by the NCAA shall be provided at no charge to the NCAA and other designated users during the tournament.

In addition to wireless and courtside internet needed for operations of the tournament, the competition venue is to provide adequate wireless internet capabilities to support all fans in attendance during competition days.

d. Standard Telephone Lines. The competition venue shall meet specified minimum requirements:

(a) For private use for radio broadcasters, the facility must provide a minimum of 5 to 10 standard analog telephone lines and a minimum of four ISDN lines.

8. Broadcast Rights. The competition venue and surrounding areas/facilities that are to be used shall assign to the NCAA the exclusive rights to broadcast the WBIT games 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.

9. Game Programs. The WBIT licensed game programs publisher is available to work with all host institutions/conferences in advance should the host institution/conference desire to include official WBIT game day program advertising space in their local patron marketing packages. In addition, the licensed game programs publisher will seek an individual or marketing firm in the area to sell local advertising space in the official WBIT game day program. It is likely the licensed game program publisher will contact the host institution/conference seeking a reference or their advice for locating advertising sales assistance in the local market. See the "General Bid Specifications" for other guidelines pertaining to game programs.

10. Signage/Advertising.

a. If present for all regular-season college games in the competition venue, host institution/conference signs/banners without commercial identification may remain in place, provided the design and placement are approved by the WBIT. In an off-campus competition venue that does not include the host institution/conference signage/banners for all college games; the host institution/conference may provide a maximum of two (2) signs/banners in the competition venue provided the design and placement are approved in advance by the WBIT.

b. If the official name of the competition venue includes a commercial reference, the WBIT shall have sole discretion regarding the display of the venue name inside the seating area. Should the WBIT direct any or all commercial-naming references to be removed or covered, this shall be done at venue or host expense.

c. Only WBIT 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 WBIT 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.

- d. Goal standards must be free of all commercial advertising and host logo/marks. All other marks must be covered or removed at the venue's expense. Additionally, the NCAA may provide goal support covers or pads. Pads or covers may include WBIT or corporate marks, at the WBITs discretion.
- e. Tobacco, vaping or 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 competition venue; however, at a minimum, if the signage is backlit, the lights must be turned off.
- f. Except for use by the competition venue and surrounding areas/facilities in the event of an emergency, the WBIT 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 competition venue and surrounding areas/facilities that are to be used.
- g. Other than messages promoting the tournament, other NCAA championships, the WBIT or specifically relating to the conduct of the games (e.g., fouls, timeouts remaining), no LED, matrix or video board messages may be displayed inside the competition venue or inside surrounding areas/facilities that are to be used by the WBIT unless specifically authorized by the WBIT.
- h. Exterior LED, matrix or video boards (e.g., marquee boards) on the competition venue property shall allow for 50% of the content inventory to promote the tournament, other NCAA championships and the WBIT. The remaining 50% of the content inventory may include non-sponsored competition venue specific information (e.g., upcoming events). All content must be approved in advance by the NCAA.
- i. Upon request by the NCAA, the competition venue and/or surrounding areas/facilities that are to be used shall make reasonable space(s) available inside or outside the competition venue for WBIT or WBIT designee promotional activities comprised of displays and booths authorized by the NCAA. The WBIT, its corporate champions and partners 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, regardless of exclusive sponsor contracts of the host or competition venue. The NCAA will provide the competition venue and surrounding areas/facilities that are to be used notice of product samples intended to be available.
- j. The NCAA shall have the right 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, its corporate champions & partners and media partners inside and outside of the competition, practice and/or ancillary event venue(s). These locations include but are not limited to the concourse, within the competition bowl and venue exterior without limitation.

- k. 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 competition venue shall be covered, removed or otherwise limited.

11. Merchandise Concessions. The competition venue agrees that during the tournament period, the NCAA or WBIT Merchandise Partner will receive full access to any official team store (Official Team Store) and associated fixtures and displays located within the venue for the purpose of selling merchandise. Venue agrees to remove from each Official Team Store, if any, all merchandise unrelated to the tournament in advance of the tournament period, and to reasonably assist the NCAA or WBIT Merchandise Partner as necessary to fully access and use the Official Team Store(s) to vend Tournament merchandise. The NCAA will have control of the operation of each Official Team Store during the tournament period and the venue will assist in controlling access to the Official Team Store to patrons within the competition venue on competition venue event days.

Should the competition venue and the WBIT's designated official merchandiser choose not to utilize merchandise locations or stores to sell WBIT merchandise, the locations or stores are not permitted to be open.

12. Insurance.

a. General Insurance Guidelines

- (1) Waivers for public institutions can be offered but will not be offered in cases where the host institution is not responsible for tournament operation.
- (2) Upon request, a certificate of insurance must be submitted to the NCAA at least 30 days prior to competition.
- (3) Coverage limits may be satisfied through a combination of primary and umbrella/excess policies. Umbrella/excess policies shall follow form of the underlying coverage. Subject to the NCAA's prior written approval, contractors may be permitted to maintain limits which are less than the limits required herein.
- (4) Should host, LOC, or venue engage a consultant or subcontractor, all of the coverage requirements set forth above will apply to each consultant or subcontractor, including, but not limited to, the requirement that each consultant or subcontractor name the NCAA as an additional insured with regards to commercial general liability coverage on a primary and non-contributory basis, unless written exception is granted by the NCAA.
- (5) All insurance policies must be issued by an admitted insurance carrier with an A.M. Best rating of A-VII or better. All liability insurance policies must provide cross liability coverage (separation of insureds or severability of interest provisions). Further, coverage for the WBIT shall apply on a primary basis irrespective of any other insurance maintained by the NCAA, whether collectible or not. No insurance policy shall contain a self-insured retention without prior written approval of the NCAA, and any/all deductibles shall be the sole responsibility of the host institution/conference, LOC or venue and shall not apply to the WBIT. All policies

shall be endorsed to provide a waiver of subrogation in favor of the NCAA. The insurance requirements set forth will in no way modify, reduce, or limit the indemnification herein made by the host institution/conference, LOC or venue. Receipt by the NCAA of a certificate of insurance, endorsement or policy of insurance which is more restrictive than that contracted for insurance shall not be construed as a waiver or modification of the insurance requirements above or an implied agreement to modify same, nor is any verbal agreement to modify same permissible or binding.

b. Host institution/conference or Local Organizing Committee must provide:

- (1) Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury liability. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. WBIT must be named as an additional insured and the policy must have minimum limits of:
 - (a) \$5,000,000 Per Occurrence
 - (b) \$5,000,000 General Aggregate
 - (c) \$5,000,000 Products/Completed Operations Aggregate
- (2) Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- (3) Workers' Compensation Insurance in compliance with the laws of the state or province where the host institution/conference or LOC is located provided, covering employees, volunteers, temporary workers and leased workers.
- (4) Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
 - (a) \$1,000,000 Each Accident
 - (b) \$1,000,000 Disease - Each Employee
 - (c) \$1,000,000 Disease - Policy Limit

c. Competition Venue Must Provide:

- (1) Commercial General Liability coverage on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury liability. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. NCAA must be named as an additional insured and the policy must have minimum limits of:
 - (a) \$5,000,000 Per Occurrence
 - (b) \$5,000,000 General Aggregate

- (c) \$5,000,000 Products/Completed Operations Aggregate
- (2) Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- (3) Workers' Compensation Insurance in compliance with the laws of the state or province where the venue is located provided, covering employees, volunteers, temporary workers and leased workers.
- (4) Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers. with minimum limits of:
 - (a) \$1,000,000 Each Accident
 - (b) \$1,000,000 Disease - Each Employee
 - (c) \$1,000,000 Disease - Policy Limit

13. Financial Arrangements.

- a. The WBIT proposed budget and financial report template must be completed and submitted as part of the bid proposal. A budget must be completed for each year for which a bid is being submitted. The bid budget is submitted electronically using the "Budget System" tab via the online Bid and Profile System. Budget submissions are not considered to be approved with the submitted bid and will be reviewed in the 12 months leading up to hosting the tournament.
- b. Hosts may be provided an honorarium of up to 10 percent (10%) of the net receipts for an off-campus facility or 15 percent (15%) for an on-campus facility (i.e., net receipts is calculated as the gross receipts from the sale of tickets minus approved actual expenditures).
- c. Hosts must provide the Ticket Pricing and Fees Form (Attachment C) in support of the identified and reported applicable taxes (may include state, city, local, entertainment, or other taxes on admissions and/or purchases of goods and services). Both the rate and type of tax need to be reported in the bid and budget submissions, then updated as necessary. Hosts must work in conjunction with the venue to make sure all taxes and fees are accounted in total for the event. All taxes and ticket fees must be included on the Ticket Pricing and Fees Form and provided as part of the bid submittal. The NCAA reserves the right to request that the host provide a formal letter of attestation regarding the tax position of the state and the locality specific to applicable taxes from an outside accounting firm/CPA. The NCAA will provide hosts with the format of this letter, and applicable tax topics, if needed.
- d. Facility assessment fees on tickets shall be permitted (included in the face value of the ticket) provided the facility fee income is not a pass through to the facility's operational budget and a facility fee is charged for other events conducted in the competition venue as required by a government agency. Supporting documentation shall be provided to the NCAA upon request.
- e. All applicable taxes (admissions, venue assessment, etc.) shall be remitted to the appropriate state and local taxing authorities by the hosting party. Hosts are required to remit all taxes, regardless of the source of the sale (NCAA channel or Host channel). The applicable admissions taxes shall be reported in the budget system and approved as part of the overall hosting budget.

- f. The competition venue must secure one ambulance, and corresponding certified medical personnel, to serve tournament participants for all practices (open and closed practices) and games. Costs associated with the ambulance and the medical personnel are a reimbursable expense but must be approved in advance by the NCAA. The competition venue also must provide certified medical personnel and a first aid room (normally located on the main concourse) on open practice and game days to serve the general public. The costs associated with providing this normal first aid service for the public (which is generally in operation at all events in the building) is not a reimbursable expense. The ambulance provided for the tournament participants should be dedicated solely to the tournament participants and if an ambulance is needed for the general public, it must be provided at the venue's expenses.
- g. The maximum allowable expense in the proposed budget for Entertainment, is \$25,000 for the Semifinals and Championship, unless the NCAA approves an amount above the maximum. This budget shall be sufficient for all functions required for the WBIT (i.e., media meals/refreshments, participant meals, game officials' breakfast and/or dinner stipends, pre-tournament meeting, etc.).

14. Financial and Ticket Data Reports. Hosts must submit financial reports, including payment of net receipts, to the NCAA national office no later than 60 days after the conclusion of the competition at a site. In addition to financial reports, host must submit all ticket sales data including, but not limited to ticket buyer list with contact information and all promo codes and redemption information.

The WBIT Committee may assess a \$1,000 fine for each day a host institution/conference fails to submit its financial report subsequent to the 60-day deadline.

15. Audit Reports. All sites are subject to an audit to be conducted by the NCAA accounting/finance staff. Selected sites will be notified of the audit taking place and will also be notified of the type of audit (e.g., on-site audit, desk audit) that will be conducted. Based on the audit results, sites may be required to submit additional reimbursement to the NCAA or may be awarded additional reimbursement from the NCAA.

SECTION II: LODGING

The host institution/conference, with the assistance of the local convention and visitors' bureau (CVB) and/or others in the local community, shall reserve first-class hotels with full-service restaurants and amenities for 1) participating teams 2) media 3) game officials and 4) band and cheer at the most competitive rates and within close proximity to the competition venue.

Please note, participating team hotels and the media hotel are referred to as Tournament Hotels.

Hotel contracts submitted with bids must be pre-approved by the WBIT staff prior to a bid's acceptance. Based on the hotel contracts submitted as part of the bid process, the WBIT staff will designate team hotels and the media hotel no later than December 31 of the year preceding the tournament hosted in awarded cities. The NCAA reserves the right to contract hotels that fall within the lodging specifications outlined, if high-quality full-service hotel options are not presented in the bid proposal.

The NCAA may designate a third party to negotiate hotel room rates prior to contracts being signed by the NCAA. The negotiated rates will include a 10% commission payable to the NCAA or its third-party designee.

Hosts and hotels shall agree that the NCAA may terminate any agreement with any hotel for any reason at any time, without penalty.

In addition to the information provided in this bid document, hotels will enter into a separate contractual agreement with the NCAA. The NCAA will consider properties that provide the following non-negotiable requirements:

1. Specifications for All WBIT Contracted Hotels.

- a. **Full-Service Hotels.** Hotels must be of high quality and must be full-service properties, within close proximity to the competition venue, that provide a full-service restaurant and amenities (i.e. room service, on-site catering, etc.). If the required number of full-service hotels do not exist in a bid city, a select-service hotel, with full-service amenities (i.e. a restaurant, on-site catering, etc.) is permissible as outlined in these lodging specifications.
- b. **Casino Hotels.** The host institution/conference must consult with the NCAA to determine permissibility prior to entering into any contractual agreement with a casino hotel.
- c. **Construction/Renovations.** Any construction/renovation projects in or on property must be completed no later than January of the year in which it is hosting.
- d. **Contract Alterations.** Any cross-outs, redlines or alterations to any contract will not be accepted.
- e. **Daily Hotel Availability Reports.** The host institution/conference and the CVB shall provide daily city-wide hotel availability reports to the NCAA beginning Selection Sunday until the conclusion of the tournament at an awarded site. Daily reports will be used to identify hotel availability in the case additional hotel rooms are requested by a participating team or media.
- f. **Hotel Fees.** Any portage fees, union fees, resort fees, etc., must be waived.

- g. **Room Block Release.** Under no circumstances shall a hotel release any contracted rooms until it receives communication and confirmation from the NCAA.
- h. **Room Rates.** If at any point, a hotel’s room rate falls below the NCAA contracted room rate, the hotel will adjust to the lower room rate for all contracted NCAA room blocks.

2. Tournament Hotel Specifications (team).

Sites will be given preferential consideration based on the following:

- a. **Tournament Hotel Selection Requirements.** For the semifinals and championship, two **(2) high-quality hotels**, within close proximity to the competition venue, that provide a full-service restaurant and amenities (i.e. room service, on-site catering, etc.) shall be identified as part of the WBIT submission.

If full-service hotels do not exist in a bid city, a select-service hotel(s), with full-service amenities (i.e. a restaurant, on-site catering, etc.) is permissible based on the following:

- (1) **Semifinals/Championship:** A maximum of one (1) select-service hotel may be submitted in the WBIT bid proposal.

- b. **Guest Room Requirements.** The following guest rooms are required on peak nights at Tournament Hotels for committee, staff and teams:

Day:	Sat	Sun	Mon	Tues	Wed
Date:	3/28/26	3/29/26	3/30/26	3/31/26	4/1/26
Room Type	Qty.	Qty.	Qty.	Qty.	Qty.
Double/Doubles	116	116	116	58	58
Kings	32	32	32	22	22
Suites	5	5	5	3	3
Total	153	153	153	83	83

Day:	Sat	Sun	Mon	Tues	Wed
Date:	3/27/27	3/28/27	3/29/27	3/30/27	3/31/27
Room Type	Qty.	Qty.	Qty.	Qty.	Qty.
Double/Doubles	116	116	116	58	58
Kings	32	32	32	22	22
Suites	5	5	5	3	3
Total	153	153	153	83	83

- c. **Shoulder Nights.** Based on the size of a participating teams travel party, shoulder night requirements will vary. Hotels shall agree to hold guest rooms/suites on the nights prior to peak as outlined in the WBIT agreement, on a contingent basis, until the participating teams confirms their shoulder night requirements.

- d. **Comp Room Nights.** Hotels must agree to provide one (1) complimentary standard room night for each 20 nights actually occupied.
- e. **Room-Types.** If selected as a team property, at least 60% of guest rooms contracted must be double/double (queen/queen) rooms.
- f. **Team Room Block/Meeting Space Allocations.** WBIT designated team hotels will have two (2) or four (4) teams staying at its property.
- g. Each team should be designated **one** meeting room which should be a minimum of 2,000 + square feet.
- h. To the greatest extent possible, meeting rooms should all be located within close proximity to one another, on the same floor, and should be away from public areas.
- i. **Catering/Food and Beverage.** A team that does not advance (is eliminated from the WBIT) and may depart from a tournament city following such elimination. In the instance where a team does not advance to the next round of the WBIT, the hotel shall waive food and beverage charges for orders placed by the team in advance of their previously anticipated next round game, due to the team's departure from a tournament city due to the team's elimination from the WBIT.
- j. **Internet.** Each contracted hotel must provide, on a complimentary basis, high-speed internet service in all contracted guest rooms and a minimum of one internet hardline in at least one of its meeting rooms. Bandwidth for the internet hardline must support high-quality streaming of high-definition video and audio, at a premium level (maximum speed available on property).
- k. **Suites.** If selected as a team property, four (4) standard rooms shall be upgraded to one-bedroom suites at the contracted standard base room rate. These suites must be available at the contracted standard room rate.
- l. **Parking.** If selected as a team hotel, the hotel should provide complimentary parking for four (4) buses and eight (8) passenger vehicle during the contracted period. In the case a hotel cannot provide complimentary bus and/ or vehicle parking, the host institution/conference will be responsible for securing parking spaces, as close to the hotel as possible, and will take financial responsibility for any cost associated with the bus and/or vehicle parking spaces.

Please reference the WBIT hotel agreement for additional requirements and specifications.

- 3. **Execution of Hotel Agreement.** Each hotel's general manager must sign one copy of the hotel agreement, which should be made part of the bid submission.
- 4. **Attachment D,** to be filled out by the host institution/conference, should also be included with the bid submission. Without exception, the NCAA has the sole authority to determine a ranking of hotels and to determine which teams stay in which properties.

SECTION III: HOST INSTITUTION/CONFERENCE

An NCAA Division I member institution(s)/conference(s) must serve as host. The host shall work in close cooperation with WBIT staff to ensure the policies and the mission of the WBIT are met.

- 1. Host Requirements.** The host institution/conference or local organizing committee must provide, at its expense, the following:
 - a. Commercial General Liability, Automobile Liability and Workers Compensation coverage. See Section I.14 for detailed requirements. This insurance requirement is separate from the insurance requirement needed from the venue.
 - b. Each host institution/conference will indemnify and hold the NCAA and WBIT harmless from any and all suits, claims, demands, liabilities, costs, expenses and attorney's fees arising out of the exercise by each host institution/conference of the rights granted to it pursuant to this agreement, provided that such suits, claims, demands, damages, liabilities, costs, expenses and attorney's fees are not proximately caused by the NCAA shall notify each host institution/conference within a reasonable time of any such claim or litigation to which this indemnity shall apply.
 - c. The NCAA will indemnify and hold each host institution/conference harmless from any and all suits, claims, demands, damages, liabilities, costs, expenses and attorney's fees arising out of the exercise by the NCAA of the rights granted to it pursuant to this agreement, provided that such suits, claims, demands, damages, liabilities, costs, expenses and attorney's fees are not proximately caused by the host institution(s)/conference(s) and each host institution/conference shall notify the NCAA within a reasonable time of any such claim or litigation to which this indemnity shall apply.
 - d. Host organization(s) will work with local airport and TSA operations to ensure that adequate passenger screening and ground handling logistics are available for charter flights for after-hours flight operations.
 - (1) Where airport curfews exist, the NCAA and participating institutions will plan all team departs & arrivals within the curfew time limits. Host organizations will agree to work with the local airport authority for leniency and fee waivers if unexpected flight irregularities occur within the curfew limits. Additional consideration will be given to host organizations that are able to waive curfew guidelines during WBIT tournament movements.
- 2. Tournament Administration.** Administration of the tournament is under the authority of the WBIT, subject to the final authority of the WBIT Board of Managers. All activities and events associated with the tournament are to be administered and approved by the WBIT. Each host institution/conference agrees to administer the tournament under the terms of these specifications and the WBIT Host Operations Manual.
- 3. Financial Responsibility.** Each host institution/conference shall administer the finances of the tournament in accordance with the Association's executive regulations and consistent with the budget

submitted by it and approved by the WBIT staff. Each host institution/conference shall appoint a diverse group of individuals to assume the positions the host is responsible for staffing to administer the tournament.

SECTION IV: EVALUATION CRITERIA FOR PROSPECTIVE HOSTS

The WBIT Board of Managers shall use the following evaluation criteria when selecting sites and hosts for the tournament, in no particular order:

- * Specifications. The host institution/conference shall agree to the specifications set forth by the WBIT Board of Managers.
- * Hotels. All hotels must meet the standards of quality outlined in the specifications and hotel agreement. Consideration may be given to a city that can provide lodging for each team in comparable properties of superior quality at the most competitive rates. Additional consideration may be given to a city that can provide the aforementioned hotels in close proximity to the competition venue.
- * Airline Service and Equipment. Prospective host cities must have appropriate frequency and quality jet airline service. Consideration may be given to sites with the highest frequency of daily arrivals and departures.
- * Frequency of Serving as Host. Consideration may be given to a host or competition venue that has not hosted the tournament most recently.
- * Attendance and Financial History. The board will consider attendance figures, net receipts and the host institution's/conference's financial management from previous tournaments.
- * Attendance Potential. The board will consider community interest in the tournament.
- * Newly-Constructed Competition Venues. To be considered as a prospective host, a competition venue must be fully operational no later than one year prior to the awarded tournament year.
- * Expenses. Prospective host institution's/conferences shall submit a proposed budget as part of the bid process.
- * History of Institution/Conference in Serving as Host. The board will consider past administrative performance of the host institution/conference and competition venue personnel.
- * Conference Representation. Consideration may be given to the selection of no more than one member of any conference as a host institution/conference in a given year.
- * One Competition Venue, Multiple Prospective Hosts. If bids are submitted for the same competition venue by different institutions or conferences, the committee reserves the right to determine a host institution/conference based on the criteria contained herein. Prospective hosts and competition venues are strongly encouraged to avoid such circumstance.
- * Co-Hosts. A single host institution/conference is preferred rather than co-hosts, however, the committee may approve the selection of co-hosts if it is in the best interest of the tournament.

* Non-Division I Institution/Conference Not Eligible to Host. The committee shall not select a non-Division I member to serve as host.

SECTION V: BID SUBMISSION

In addition to agreeing to the individual sections of the sport-specific bid specifications, the following must be completed and submitted by prospective hosts to serve as a complete bid submission. The documents referenced below can be accessed from the NCAA Championships Bid and Profile System found at the link provided below:

- Complete all questions related to the Championships General Bid Specifications in the Championships Bid and Profile System.
- Complete all questions related to the Sport-Specific Bid Specifications and upload the signed Sport-Specific Bid Specifications agreement to the Championships Bid and Profile System.
- Upload signed Hotel Agreements (one for each proposed hotel) to the Championships Bid and Profile System.
- Update Key Contacts in the Championships Bid and Profile System – Bidding parties should enter their key contacts within the institution or conference’s profile and bid submission. While this can change by tournament and be updated as needed, individuals should be identified for key positions within the operation of the tournament.
- Upload the Enhancements and/or Exceptions to Sport-Specific Bid Specifications Form (APPENDIX A) to the Championships Bid and Profile System. Strong consideration will be given to hosts who provide any financial enhancements.
- Upload the Competition Venue Space Assignments Form (APPENDIX B) and a corresponding back-of-house diagram to the Championships Bid and Profile System.
- Complete the proposed budget using the Championships Bid and Profile System – Budget System tab and template.
- Upload the Ticket Pricing and Fees Form (APPENDIX C) to the Championships Bid and Profile System.
- Upload the completed Proposed Hotel Assignments Form (APPENDIX D) to the Championships Bid and Profile System.

The sport-specific bid specification agreement, hotel agreements and venue lease agreement 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 WBIT no later than 5 p.m. (Eastern Time) on Friday, December 20, 2024.

Questions and Requests Related to Bid Materials. Jessie Carmack of the WBIT staff has been designated to receive, coordinate and facilitate the response to any and all questions, requests for clarification or additional information pertaining to these materials:

Jessie Carmack
Assistant Director, Women's Basketball
jcarmack@ncaa.org

All questions should be submitted to Jessie 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. **If a discrepancy exists between the General Championship Bid Specifications and the Sport Specific Bid Specifications, the Sport Specific Bid Specifications will take precedence.**

Answers may be immediately provided if the questions are administrative in nature, are 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 which pertain to a city- or venue-specific matter will be provided, 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.

SECTION VI: AGREEMENT TO TERMS AND CONDITIONS

The tournament host that is bidding on the WBIT agrees to all terms and conditions as outlined above in this Sport-Specific Bid Specifications Agreement. We agree to comply with all the requirements listed in this document and to administer the designated tournament in accordance with the policies of the WBIT and the WBIT Board of Managers. Prospective hosts that agree with all the requirements listed in this document for the designated tournament 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 competition venue manager. If the competition venue is considered an on-campus venue that is owned and controlled by the host institution, the athletics director's signature shall suffice as the required signature for a representative of the competition venue.

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:

E-Mail:

Signature of Athletics Director or Commissioner (if Co-Hosting)

(Please type or print information below.)

Name:

Title:

Institution/Conference:

Date:

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

Telephone Number:

E-Mail:

Signature of general manager (GM) of host competition venue _____
(GM's signature required if competition venue is an off-campus venue)

(Please type or print information below.)

Name:

Title:

Competition Venue Name:

Date:

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

Telephone Number:

E-Mail: