



2019 NCAA Division Women's Basketball Championship First- and Second-Round Information and Bid Checklist

Selections

Selections for the 2019 NCAA Division I Women's Basketball Championship will be announced at 7 p.m. Eastern time, Monday, March 18 via ESPN.

First- and Second-Round Schedule

First Round:	Friday, March 22 and	OR	First Round:	Saturday, March 23 and
Second Round:	Sunday, March 24		Second Round:	Monday, March 25

Bid Specifications and Information

Host Operations Manual. The 2019 NCAA Division I Women's Basketball First- and Second-Round Host Operations Manual will assist your institution in all stages of the bidding and hosting process. The manual is available on NCAA.org ([LINK](#)) and will serve as the bid specifications for hosting.

Bid Deadline. All materials are due by **Friday, January 18, 2019**. NCAA Staff will review bid and will follow-up with bidding institutions as needed during January and early February.

Bid Documents. The NCAA will utilize the women's basketball sport landing page on NCAA.org ([LINK](#)) to share editable templates and other information during the bid process. Many of these templates must be completed as part of the bid submission and should remain in their current program format (e.g. Word, Excel), not saved as a PDF.

Championship Information. To streamline communication and create a one-stop-shop for information for prospective championship hosts and participating teams, the NCAA will utilize Teamworks as the main communication platform leading up to and during the championship. It provides direct links to all necessary websites, as well as manuals, forms, references, checklists, schedules, key contacts, photos and updates from the NCAA staff. Prospective hosts (tournament manager) and their women's basketball team (primary administrator) must complete the required contact information forms to register for Teamworks as a part of the bid. Once each form has been submitted, Teamworks will provide login information to the tournament manager and primary administrator. Refer to the Teamworks item within this checklist for more information.

[Prospective Host Form](#) (tournament manager)

[Prospective Participating Institution Form](#) (primary administrator)

Bid Portal. Bids can be accessed and submitted through the championships host portal, located at the following link: <https://championships.ncaa.org>.

Bid Checklist

The following materials **must be submitted through the bid portal** by institutions that wish to be considered as hosts for first- and second-round competition. Do not email documents.

To begin the process of submitting a bid, you will need to locate the specific divisional sport and round in the Championships Available for Bidding section and click on Start Bid.

Proposed Budget(s). An online proposed budget must be completed. The appropriate round (First- and Second-Round) and date of competition (March 22-25, 2019) must be indicated on the budget. Please be sure to include projected ticket sales in the Receipts section.

Carefully review Section No. 6 of the First and Second Round Host Operations Manual, prior to submitting a proposed budget.

Facility Profile. An online facility profile must be completed and/ or maintained as necessary by each institution interested in hosting first- and second-round competition. Information regarding video board, LED board and/or ribbon boards should be entered via the "Boards/Control Room" tab of the applicable venue profile.

A facility profile can be maintained and updated on a regular basis. If a facility can host multiple sports, check the appropriate box(es) under the Sports tab of the facility profile to provide the information for that facility. Refer to Section No. 5 First and Second Round Host Operations Manual for facility and media requirements.

Upload the following information into the bid portal in the "document section" of the facility profile:

- **Facility diagrams including space assignments.**
- **Facility photos.**

DI WBKB Prelim Round Form. Complete the sport specific questions and the TV form in the bid profile system and upload the following information and documents into the bid portal in the "document section" of the facility profile:

- **Venue Diagram.** The host institution shall provide a PDF or CAD of the venue's configuration.
- **Ticket Allotments.** An electronic, color-coded facility seating diagram detailing the location of all specified allotments and a manifest of tickets, by section, row and seat numbers, assigned to each allotment, preferably in an Excel spreadsheet. (Refer to Section 25.3 of the First and Second Round Host Operations Manual.)
- **Ticket Prices and Fees.** Ticket prices should be submitted for approval through the online budget. Base ticket price plus facility fee (if applicable) should be submitted in the Receipts/Tickets line item of the online budget (prices should not include any other fees). Any fees charged on top of the base ticket price (e.g., credit card fees, etc.) should be reported in the Receipts/Tickets/Miscellaneous line item of the online budget (please list all fees separately). These fees should also be listed under Expenditures/Tickets. In addition, ticket prices and fees should also be submitted using BID FORM 1 (available on NCAA.org). This document should be uploaded into the bid portal where prompted in the women's basketball profile.

- **Ticket Stock Order Form.** Only the NCAA ticket stock may be used for championship tickets. If a host elects to use an external ticket outlet (e.g., Ticketmaster), the ticket account information must be transmitted to the host for ticket printing. Sites should complete and submit the ticket stock order form with estimated ticket stock needs. (Refer to BID FORM 2, available on NCAA.org.) This document should be uploaded into the bid portal where prompted in the women's basketball profile. NCAA ticket stock will be shipped to the top 20 sites by the NCAA ticket printer around the first week of March. The NCAA will be responsible for the cost of the ticket stock.

Upload the following document into the bid portal in the television profile when prompted:

- **TV Camera Location Photos.**
- **TV Announce Location Photos.**
- **Lighting Performance Survey.** Complete the lighting checklist available on NCAA.org/media ([LINK](#)).

Upload the following document into the bid portal in the women's basketball profile under TV Compound Facility Power Verification:

- **TV Compound Facility Power Verification.** (BID FORM 3, available on NCAA.org)

Concessions. Beginning with the 2018-19 academic year, all Division I and National Collegiate championships are eligible to engage in the sale of alcohol, provided certain criteria are met. After starting a bid in the Championships Bid and Profile System, users will be prompted to answer a few questions that will determine their institution's eligibility to sell alcohol at a given venue. If a school is deemed eligible and is interested in selling alcohol, it will be required to complete one of three agreements that must be signed and uploaded into the bid portal. Please thoroughly review the Championships Alcohol Sales Policy before completing the appropriate agreement.

Lodging. Please carefully review Section No. 11 of the First- and Second-Round Host Operations Manual to confirm you are able to meet the lodging needs for the championship. As a reminder, a total of 5 hotels are requested to host the first- and second-round of the championship as listed below for check-in on Wednesday, March 20 with check-out on Monday, March 25 **OR** check-in on Thursday, March 21 with check-out on Tuesday, March 26 (depending on the assigned game dates at your site). All hotels should be full service properties within reasonable proximity to the competition venue and offered at an affordable room rate. *NOTE: See page 7 of this document for more information.*

1 Headquarters Hotel: accommodates NCAA event personnel, game officials, media, etc.

- Approximately 7 to 15 rooms per night (including 1 suite) for 5 nights.
- 1 complimentary meeting space (800 sq. ft.) from 5-8 p.m. local time on the night before the first round.

4 team hotels (or 3 if the host institution will stay on campus)

- Total of 46 rooms per team for 5 nights with 35 of the rooms guaranteed for the first 3 nights and all remaining rooms should be held on contingency. (2 of the 46 rooms should be suites for coach/administrator)

- 2 complimentary meeting spaces (800-1,000 sq. ft. each) per team, held on a 24-hour basis for 5 days. The same 2 meeting rooms should be held for the entire length of stay.
- Complimentary internet, breakfast and team bus parking.

Upload the following documents into the bid portal in the women's basketball profile where it says, "Please upload your hotel agreements.":

- **Hotel Agreement** – A hotel agreement should be signed by each hotel participating in the bid. This agreement will be in full effect and guaranteed if the host institution is selected to host. If the institution is NOT selected to host, the agreement is void, and the rooms and meeting space will be returned to the hotel inventory without penalty. (BID FORM 4, available on NCAA.org)
- **Hotel Information Form** (BID FORM 5, available on NCAA.org)

Key Contacts. The key contacts for your institution should be entered and/or maintained as necessary within your profile. Please enter the information for the key personnel associated with running a championship at your site.

If you previously submitted key contacts for this championship, a key contact form will automatically be created by the system. Please review the information by clicking on the PDF icon next to the Contacts link to ensure accuracy. This step is imperative to prevent incorrect or duplicate information. If edits need to be made, please click on the Contacts link and make the necessary updates.

Personnel who will administer the competition should be listed within the key contacts section of the Championships Bid and Host portal. Information must be entered on both the General tab and the Role/Titles by Sport or Facility tab. Please include the proper mailing address for overnight deliveries. P.O. Box addresses are not acceptable.

Safety and Security Plan. Based on a review of current and future championships competition venues, discussions with safety and security experts, and their own expertise and knowledge, the NCAA has established a Safety and Security Advisory Group (SSAG) to develop a compilation of *Best Practices* for NCAA Championships, which can be found [here](#). We urge each competition venue to take these *Best Practices* into account when developing its safety and security program.

As part of your bid, **please submit a safety and security plan** for your venue by uploading the document in the "document section" of the facility profile. You must also complete the Critical Incident Contact Form included in the Site-Specific Participant Manual.

Anti-Discrimination Policy. The NCAA now requires all perspective championship hosts to complete the Anti-Discrimination Questionnaire, as a part of their bid. This document should be uploaded into the bid portal where prompted in the women's basketball profile. (BID FORM 6, available on NCAA.org).

Liability Insurance. NCAA regulations require that host institutions and sponsoring agencies of NCAA championships shall have in place primary comprehensive general public liability insurance coverage, with combined single limits of at least \$1 million per occurrence for bodily injury and property damage.

Self-insurance programs meet the provisions of this regulation, as long as they meet the specifications (i.e., primary comprehensive general public liability insurance coverage, with combined single limits of at least \$1 million per occurrence for bodily injury and property damage).

Therefore, it will be necessary for host institutions to provide the national office with the appropriate certificates of insurance or documentation of self-insurance. This can be sent to travel@ncaa.org.

The NCAA no longer requires that it be listed as an additional insured. Accordingly, the NCAA will not reimburse institutions for the cost of insurance. Please note that the NCAA must be listed as the certificate holder.

Note: If host institutions must purchase a special events insurance policy, the institution should submit confirmation in writing. However, the certificate of insurance must be submitted to the NCAA national office 48 hours before the championship. In addition, if your institution has previously submitted to the NCAA an active, non-sport specific certificate of insurance for the current academic year, you do not need to resubmit an additional certificate at this time.

Site-Specific Participant Manual. Each tournament manager shall complete the Site-Specific Participant Manual template and include as part of their bid submission by uploading this document into the bid portal in the women's basketball profile under "Participant Manual". (BID FORM 7, available on NCAA.org.) Refer to Section No. 9.9 of the First and Second Round Host Operations Manual for more information.

Teamworks. As referenced above in the "Bid Specifications and Information" section, prospective hosts (tournament manager) and their women's basketball team (primary administrator) must complete the required contact information forms to register for Teamworks as a part of the bid. Select the link below for the form you wish to complete. You'll be prompted to enter your name and email address, then complete the form by using "Tab" to move through all the required fields and once complete, select "Finish". Once each form has been submitted, Teamworks will provide login information to the tournament manager and primary administrator along or re-activate your already existing account. Teamworks training dates RSVP links will be made available in early December.

[Prospective Host Registration FORM](#) (tournament manager)

Prospective hosts must attend one of the following training sessions:

Date	Time
Monday, February 11	11 a.m. – Noon ET
Thursday, February 14	3 – 4 p.m. ET
Friday, February 15	12:30 – 1:30 p.m. ET

RSVP to attend: [Prospective Host Training LINK](#)

[Participating Institution Registration Form](#) (primary administrator)

Participating teams should attend one of the following training sessions:

Date	Time
Monday, February 25	1 – 2 p.m. ET
Tuesday, March 5	11:30 a.m. – 12:30 p.m. ET
Thursday, March 7	3 – 4 p.m. ET

RSVP to attend: [Participating Team Training LINK](#)

Additional Host Information/Resources

Drug Testing. Drug testing may occur at any round of the championship and the assistance of the host institution will be a vital part of the testing. You will be notified in advance if the round you are hosting has been selected for drug testing. Please review the [site coordinator manual](#) and note that The National Center for Drug-Free Sport will provide materials to assist in the program.

Americans with Disabilities Act. The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The NCAA will rely on the host institution to confirm compliance with the Act by the various facilities hosting NCAA championship events. The host institution is responsible for determining if the facility will be in compliance as of the dates of the championship. If the host institution becomes aware that a facility hosting an NCAA championship event will not be in compliance, the host institution shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

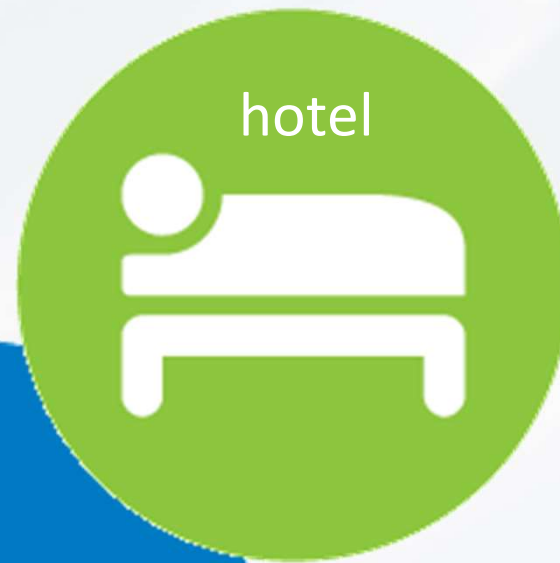
NCAA Bylaw 31. Please review Bylaw 31 of the NCAA Division I Manual as it contains policies regarding the administration of an NCAA event.

Contact Information. If you have any questions regarding the bid process, please contact Chelsea Wilson of DI Women's Basketball at 317-917-6837 or cawilson@ncaa.org.

NCAA/01/01/19/MAC/CW

KEY ROLES

NCAA Division I Women's Basketball
First and Second Round| LODGING



HOTEL/PROSPECTIVE HOST INSTITUTION PARTNERSHIP

- Community Involvement – Hotels and host institutions must be aligned in supporting women's basketball.
- Relationships – Host institution uses established relationships with local hotels to select and secure championship hotel blocks.
- Partnership – Hotel accepts agreement and wants to be a part of helping the visiting teams create memorable experiences. (Coordinate and execute locally.)
- Key Factors: Quality of hotel, location to venue, competitive rates and appropriate concessions.

LODGING BID PROCESS

1 Bid Response Research

1. Prospective host institution researches and selects 5 hotels in their community that are appropriate for and supportive of the NCAA women's basketball championship.

2 Agreement

2. Prospective host institution sends agreement to selected hotels. (Template provided by NCAA.)

3 Game time!

3. Local community watches Selection Monday show to see if their prospective host institution is selected to host the 2019 championship!

4 Execution

4. If host Institution is selected, hotels honor their agreement and go into contract. Visiting teams contact hotel and fulfill contract.

(Hotels in communities that are not selected to host release blocks at no penalty.)

5 Post-Event Recap

5. Host institution and contracted hotels review pick-up, visiting team feedback and secure rooms for the 2020 championship. (Strongly encouraged.)