



2022 NCAA Division I Women's Basketball Championship Opening Round, First- and Second-Round Information and Bid Checklist

Championship Updates

FORMAT

The expansion of the Division I Women's Basketball Championship bracket from 64 to 68 teams is effective starting with the 2022 championship. The 68 teams participating in the championship will be announced on Sunday, March 13, as part of the ESPN selection show.

The last four at-large teams and teams seeded 65 through 68 will compete in opening-round games prior to the start of the first and second rounds of the championship. Opening round games in 2022 will take place at four of the campuses of teams seeded in the top 16, with one game played per site, with two games played on both Wednesday, March 16, and Thursday, March 17. Winners of the opening-round games will advance to first-round play on Friday, March 18, and Saturday, March 19, respectively, at the same hosting site location. Sites will be selected based on bracketing principles and procedures.

REQUIRED: All sites bidding to host first- and second-round games must agree to host the opening-round game as well.

Read the full news release on [NCAA.org](https://www.ncaa.org)

HEALTH AND SAFETY

While the NCAA is currently planning to conduct preliminary-round competition at non-predetermined sites, health and safety concerns related to COVID-19 will continue to be monitored by the Championships Medical Team. Currently, COVID-19 testing is not scheduled to occur at preliminary round sites; however, selected hosts must have access to rapid PCR, Antigen or NAAT tests and be prepared to administer for individuals that may become symptomatic. Participants and members of the official travel party will be designated as Tier 1. Therefore, the host will be expected to provide limited access to all Tier 1 areas to ensure a healthy and safe environment for championship competition.

Should national health and safety conditions necessitate changes to this plan, the NCAA reserves the right to adjust accordingly. Hosting guidelines will be updated and communicated as quickly as possible, should adjustments be necessary.

Selections

Selections for the 2022 NCAA Division I Women's Basketball Championship will be announced on Sunday*, March 13, 2022 on ESPN in the evening. (*Please note that the change to Selection Sunday has been approved for 2022 ONLY.)

Championship Schedule

Opening Round:	Wednesday, March 16 and Thursday, March 17
First Round:	Friday, March 18 and Saturday, March 19
Second Round:	Sunday, March 20 and Monday, March 21
Regional Semifinal:	Friday, March 25 and Saturday, March 26
Regional Finals:	Sunday, March 27 and Monday, March 28
National Semifinal:	Friday, April 1
National Championship	Sunday, April 3

Bid Specifications and Information

Host Operations Manual. The 2022 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 under Championship Information ([LINK](#)) and will serve as the bid specifications for hosting.

Bid Deadline. All materials are due by **Friday, January 14, 2021**. NCAA Staff will review bid and will follow-up with bidding institutions as needed during late January and 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.

- BID FORM 1 – Ticket Prices and Fees
- BID FORM 2 – TV Compound Facility Power Verification
- BID FORM 3 – Hotel Agreement
- BID FORM 4 – Hotel Information Form
- BID FORM 5 – Site-Specific Team Manual

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 Checklist

The following materials must be submitted by institutions that wish to be considered as hosts for preliminary-round competition. All materials are due by **8 p.m. Eastern time, Friday, January 14, 2022.**

Each of the online forms listed below may be accessed and submitted through the championships host portal, at <https://championships.ncaa.org>.

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. Please include First Four expenses in your projections. The appropriate round (First- and Second-Round) and dates of competition (March 16-21, 2022*) must be indicated on the budget. Please be sure to include projected ticket sales in the Receipts section. (**Dates include opening round dates, however the round will be listed as First- and Second-Round in the system.*)

Please 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 preliminary-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 must be 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 of the First and Second Round Host Operations Manual for facility requirements and site selection procedures.

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.** Women's basketball championship tickets are virtual. However, hosts can use their own regular ticket stock only if needed to resolve a gameday service issues. For more information, contact Jared Kramer (jkramer@ncaa.org or 317-917-6631).

Upload the following documents 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 2, 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.

When starting a bid, you will be prompted to enter new key personnel, or edit or confirm your existing key personnel. In addition, you will be asked to designate individuals who should receive the various host shipments (e.g., sport equipment, merchandise, awards, etc.). Please include the proper delivery address to receive a large freight shipment containing most all equipment early in the week. P.O. box addresses will not be accepted.

Personnel who will administer the competition also will be listed and can be edited within the Profile section of the Championships Bid and Host portal. When entering individuals in this manner, information must be entered on both the General tab and the Role/Titles by Sport or Facility tab.



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. You must **also submit the NCAA Championships Safety and Security Team contact information form**, located in Appendix A of the *Best Practices* document. These documents should be uploaded in the document section of the facility profile. Both documents can be uploaded under the Safety and Security tab.



COVID-19 Protocols. *The following information is for NCAA fall championships and has been provided as a guideline. More information will be provided relative to NCAA basketball once available.* Host must have access to rapid PCR, Antigen, or NAAT tests, either within the athletic training department, campus medical center, or pre-arranged access through a third-party where individuals can be directed to secure a test. Results of the rapid test must be available within two hours of the test being administered. Access to tests must be available each day of practice and competition for a minimum of eight (8) hours. The host may also contact a representative from Simple Life Medical at 561-838-7254 or sales@simplelifemedical.com to order tests if unable to secure them locally. The costs related to procuring tests, and staff to administer tests are reimbursable expenses through the championship host reporting system.



Local Ground Transportation. ~~As of 1/1/2022, hosts no longer need to plan for a courtesy backup hold of busses. The host institution/agency shall negotiate a courtesy backup hold(s) for the participating institutions/student athlete(s) for local ground transportation in the form of charter bus or buses, rental van(s), and/or institutional owned buses and/or vans depending on the sport. If a bid site chooses to work with a charter bus company, that company's charters must meet the [minimum safety requirements of the NCAA](#). For DI basketball, two (2) charter buses must be held for each team. The selection of a competition site may be dependent on the ability to hold local ground transportation as backups for participating institutions/student athletes. A [Charter Bus Letter of Intent](#) is provided by the NCAA for the host to use to confirm the hold with the Charter Bus Company.~~



Alcoholic Beverages. 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 several agreement options that must be signed and uploaded into the

bid portal. Please thoroughly review the Championships Alcohol Sales Policy before determining and completing the appropriate agreement.



Host Training Calls. Hold the following dates and times on the calendars of your host facility and event staffs to participate in training video conference calls with NCAA staff:

- Thursday, February 17, 1-2:30 p.m. ET
- Tuesday, March 1, 1-2:30 p.m. ET

An agenda and Microsoft Teams videoconference link will be sent out prior to each call.



Lodging. Effective for the 2022 championship and beyond, NCAA will utilize Anthony Travel to facilitate and oversee the lodging program for all rounds of the Division I women's basketball championship. Please review the following information and contact Ali Ramsley, NCAA Hotel Market Manager, Anthony Travel if you have questions (aramsley@onlocationexp.com, 469-398-0661).

The host institution shall source hotels for a courtesy hold for the participating institutions/student-athlete(s) using the provided hotel contract template. (BID FORM 3, available on NCAA.org) The selected hotel properties shall be within no more than 30 minutes of the competition site and be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes.

Please carefully review Section No. 11 of the First- and Second-Round Host Operations Manual to confirm you can meet the lodging needs for the championship. A total of 6 hotels are requested to host the first and second round of the championship as listed below for check-in as early as Monday, March 14 with check-out on Monday, March 21 **OR** Tuesday, March 22 (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.

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

- Approximately 7 to 15 rooms per night (including 1 suite) for up to 6 nights.
- 1 complimentary meeting space (800 sq. ft.) from 5-8 p.m. local time on the night before the opening round and first round.

5 team hotels (or 4 if the host institution will stay on campus) (As of 1/24/2022)

- Total of 46 rooms per team for up to 6 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 from the time the team checks-in until they checkout. 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 Contract**– A hotel agreement (using the provided hotel contract template) 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 3, available on NCAA.org)
- **Hotel Information Form** (BID FORM 4, available on NCAA.org)



Liability Insurance. Host institutions must maintain and provide proof of at least \$1 million of general liability insurance 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. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. The certificate must be submitted to NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of general liability coverage. (This is the minimum requirement per NCAA bylaws).

If applicable, off-campus venues must also maintain and provide a minimum of \$1 million in general liability insurance 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. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. The NCAA must be named as an additional insured.

All insurance must be provided by an insurance company with an A.M. Best Rating of A-, VII or higher.

Host institutions must provide the national office with the appropriate certificates of insurance or documentation of self-insurance. This information must be provided via the Certificate of Insurance link in the bid portal. As this is a new feature in the portal, all prospective hosts must upload their documentation once. Depending on the coverage, users must subsequently verify their documentation is still valid, or upload a new certificate once the previous version has expired.



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 5, available on NCAA.org.) Refer to Section No. 9.9 of the First and Second Round Host Operations Manual for more information.

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 [drug testing site coordinator manual](#) and note that Drug Free SportInternational 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 host institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it 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 Thomas Deatsch at 317-292-6078 or tdeatsch@ncaa.org.