



2024 NCAA Division I Women's Basketball Championship First Four, First- and Second-Round Information and Bid Checklist

Selections

Selections for the 2024 NCAA Division I Women's Basketball Championship will be announced at 8:00 p.m. Eastern time, Sunday, March 17, 2024 on ESPN.

Championship Schedule

First Four:	Wednesday, March 20 and Thursday, March 21
First Round:	Friday, March 22 and Saturday, March 23
Second Round:	Sunday, March 24 and Monday, March 25
Regional Semifinal:	Friday, March 29 and Saturday, March 30
Regional Final:	Sunday, March 31 and Monday, April 1
National Semifinals:	Friday, April 5
National Championship:	Sunday, April 7

Championship Format

This is the third year of the championship having 68 participating teams.

First Four games in 2023 will take place at four of the campuses of teams seeded in the top 16, with one game played per site. Two First Four games will be played on Wednesday, March 20, and two First Four games on Thursday, March 21. Winners of the First Four games will advance to first-round play on Friday, March 22, and Saturday, March 23, 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 a First Four game as well.

Bid Specifications and Information

Host Operations Manual. The 2024 NCAA Division I Women's Basketball First Four, First- and Second-Round Host Operations Manual will assist your school in all stages of the bidding and hosting process. The manual is available on women's basketball sport landing page on NCAA.org under Championship Information ([LINK](#)) and will serve as the bid specifications for hosting.

Bid Deadline. The lodging form within the bid portal is due by 11:59 p.m. ET on Friday, December 15, 2022. This includes the hotel agreements.

All remaining materials are due by 11:59 p.m. ET on Friday, January 12, 2023. NCAA Staff will review bids and will follow-up with bidding institutions as needed during late January and February.

Key Dates

Tuesday, January 30, 1:00 – 2:00 p.m. eastern. | WBB Campus Round Hosts Call #1

Thursday, February 15 | Committee Top 16 Reveal (as of games played to date)

Thursday, February 22 | WBB Campus Rounds “New Hosts Call” (open to all prospective hosts)

Thursday, February 29 | Committee Top 16 Reveal (as of games played to date)

Tuesday, March 5 | WBB Campus Rounds Hosts Call #2

Game Presentation Breakout Calls (Attend 1 of 2 – same content will be shared on both calls)

- Tuesday, February 20, 2:00-3:00 p.m. eastern
- Wednesday, February 28, 1:00-2:00 p.m. eastern

Additional breakout calls may be scheduled and will be shared. Meeting links will be shared at a later date.

Bid Checklist

Each of the online forms listed below may be accessed and submitted through the championships bid 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 on the bid portal. Though bidding on the First Four AND First and Second Rounds, please select “First- and Second Round” and dates of competition (March 20-25, 2024*). Please include First Four expenses in your projections. Be sure to include projected ticket sales in the Receipts section. (*Dates include First Four dates, however the round will be listed as First- and Second-Round in the system.)

Please review the Financial Administration section of the First Four, First and Second Round Host Operations Manual, prior to submitting a proposed budget.

A [Budget Parameters document](#) has been created to assist you in preparing the 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 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. Beginning in 2023-24, facility information must be reviewed for completeness and accuracy once a year. Instructions on the process are included in the bid portal.

Upload the following into the bid portal in the “document section” of the facility profile:

- **Venue Diagram.** The host school 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.

- ☐ **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 mailing address for overnight deliveries. 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.

There is also a section within the bid portal titled “WBB Contact List”. Please fill out contacts in both areas.

- ☐ **Critical Incident Response Team Contact Information.** Beginning in 2023-24, the system automatically will generate a critical incident response team contact information form based on data entered into the key contacts form and the new Emergency Numbers tab in the facility profile. If applicable, site representative information will be added by the championship manager once a site has been selected for hosting.
- ☐ **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 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. Your safety and security plan documents should be uploaded in the document section of the facility profile, under the Safety and Security tab.

- ☐ **Alcoholic Beverages.** All Division I, Division II and National Collegiate championships are eligible to engage in the sale of beer and wine, 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 beer and wine at a given venue. If a school is deemed eligible and is interested in selling beer and wine, it will be required to complete one of the 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. A host that indicates it plans to sell alcohol at its site will see a new "Concessions Reporting" section in the budget. This section will need to be completed AFTER the conclusion of competition and submitted along with the actual expenses.

- ☐ **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.

- ☐ **Ticket Prices and Fees.** Ticket prices should be submitted through the online budget. 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 where appropriate in the expenditures/tickets, or expenditures/facilities section. In addition, ticket fee information should be submitted using the Ticket Fee Form in the bid portal.
- ☐ **WBB Hotel Form.** **Due December 15.** Please upload your hotel agreements to the bid portal into this form.
- ☐ **WBB TV Information Form.** Information requested includes photos of requested locations, professional lighting survey, and TV Compound Facility Power Form.

- ☐ **WBB Meal Form.** Please provide the meal options that should be provided to teams at your site.
- ☐ **Signage Measurements Form.** This form identifies measurements and photos of locations where signage will be displayed for the championship. Sites should identify their local signage contact that will do install, and may need to print as necessary.
- ☐ **Hammond Communications Form.** This form asks questions surrounding the designated media interview space for the championship.
- ☐ **WBB Prelim Rounds Form.** This form asks for site specific info. This form also requests updates to the Site Specific Team Manual template.
- ☐ **Teamworks.** Prospective host schools will be required to complete the [2024 Prospective Host Contact Info Form](#) as a requirement of the bid process. Once submitted, Catie Conrad at Teamworks (Refer to Contact Information section in manual) will process the registration and provide log-in information for each of the three (3) user accounts.
 - **Note:** Prospective Participating teams must also complete the [2024 Institution Registration Form](#) by December 31 for their school to be considered to host the championship.

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 Sport International 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.

Statement of Inclusion. The host institution/conference plays a central role in fostering, growing and preserving an inclusive culture on-site at NCAA championship events. Potential hosts should review the

NCAA statement of inclusion [here](#) and prepare to deliver and maintain an environment that is safe, healthy and free of discrimination and respects the dignity of all persons.

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 the Thomas Deatsch at 317-917-6862 or tdeatsch@ncaa.org.

NCAA/12/1/23/TWD