

**2024 NCAA Division I Women's Basketball
First and Second Round Host Operations Manual**



**Division I Women's Basketball
First Four and First and Second Round Budget Parameters**

All hosts are required to review the Financial Administration section of the First and Second Round Host Operations Manual (Section No. 5). This document was created to add further clarity for hosts as they prepare their budget in the host reporting system and finalize their actuals post championship.

Receipts.

Ticket prices are recommended by the host and approved by the NCAA in advance of the championship. Please refer to the ticket section of the manual for more information on ticket pricing (Section No. 24). A ticket audit must be uploaded to the host reporting system (prior to submission) as a requirement of the settlement.

Game Expenditures. Hosts should be mindful to budget for only those items which are necessary to operate the championship, according to the guidelines outlined in the bid specifications, and the championship host operations manual.

Entertainment. The entertainment expenses are meant to cover meals and snacks for participating teams, games management staff, NCAA committee/staff/site reps and media, and food vouchers for game officials as directed by the NCAA.

1. **Participant Meals and Refreshments.** Expenses for participating team's meals, snacks and refreshments at the competition venue. Review catering guide. The host should also provide \$100 worth of prepackaged snacks on each team bus upon the arrival of the team in the host city.
2. **Other Catering and Refreshments.** Includes all other catering and refreshments that are not provided for participating teams such as: Expenses for media, game operations, and committee/site representative personnel meals and refreshments during the championship; refreshments provided during the administrative meeting; and each game official should be provided one \$35 voucher for a meal at their hotel or a nearby restaurant if the hotel does not have a full-service restaurant on property.

Equipment.

1. **Athletic Training Room Supplies/Equipment.** Expenses for required athletic training supplies and equipment rental (if necessary).
2. **Copiers and Printers.** The cost for the rental of photocopiers and printers in-venue.
3. **Handheld Radio Rental.** The cost for the rental of handheld radios for the game management staff if the facility and host institution do not have the necessary equipment.
4. **Shipping Expenses.** Shipping fees incurred on the return of required post-event NCAA-provided equipment.
5. **Statistics Monitor Rental.** DO NOT USE. Monitors are provided by host and/or StatBroadcast.
6. **Transportation and Shuttle Services.** Gasoline expenses for fueling NCAA-provided courtesy vehicles. No other ground transportation or shuttles are necessary. Any parking expenses or fees are the host's responsibility and shall not be reimbursed.
7. **Other.** All host charges should be accounted for in the line items listed above. If host determines there is an item that should be considered for reimbursement, please list as other for NCAA staff review and approval in advance of the championship.

Facility.

1. **Décor.** Rental of pipe-and-drape and carpet, with a focus on “dressing” the arena bowl. The competition venue shall provide all tables, chairs, topping and skirting at its expense.
2. **Directional Signage.** Printing of directional signs for the competition venue is a permissible game expense.
3. **Facility Rental Charge.** DO NOT USE. This line item is only for off-campus sites. The NCAA shall not pay a facility rental charge nor facility fees for on-campus facilities but will pay for the actual and necessary expenses associated with the operation of the championship (e.g., ushers, ticket takers, carpet, pipe and drape), if approved in advance by the NCAA.
4. **Other Facility Supplies.** Cost for supplies necessary and directly related to operating the championship (e.g., labels).
5. **Other.** All host charges should be accounted for in the line items listed above. If host determines there is an item that should be considered for reimbursement, please list as other for NCAA staff review and approval in advance of the championship.

Facility Fees.

1. **Facility Fee.** DO NOT USE. This line item is for off-campus sites. The NCAA shall not pay a facility rental charge nor facility fees for on-campus facilities but will pay for the actual and necessary expenses associated with the operation of the championship (e.g., ushers, ticket takers, carpet, pipe and drape), if approved in advance by the NCAA.

Officiating Expenses.

1. **Officials Lodging.** Lodging expenses for the game officials and officials’ evaluator.
2. **Other.** All host charges should be accounted for in the line items listed above. If host determines there is an item that should be considered for reimbursement, please list as other for NCAA staff review and approval in advance of the championship.

Personnel.

1. **Ambulance/Emergency/Medical Personnel.**
 - **Ambulance.** The cost of ambulance and staff on-site dedicated for teams for all days the teams are in the building and is a permissible game expense. Separately, the competition venue also must provide certified medical personnel and a first aid room (normally located on the main concourse) on 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.
 - **Medical.** According to the host institution’s standard rates, directly attributable to the championship.
2. **Committee/Site Representative Lodging.** Lodging expenses for the basketball committee members and/or site representative. First and second rounds = 2 committee members/site representatives, 5 nights. If hosting a First Four game, add 2 additional nights for 2 committee member/site representative. NCAA staff members will be responsible for their lodging expenses.
3. **Contractors Lodging.** Lodging expenses for DV Sport technicians. *Note: Hammond Communications will book and pay for their own rooms.*
4. **Custodians-Facility.** Cost for custodians at the competition venue during the championship.
5. **Maintenance-Facility Labor).** Cost for maintenance labor at the competition venue during the championship.
6. **Official Scorer.** Reimbursed according to the host institution’s standard rate (minimum \$100/game).
7. **Out of Town Host Personnel Travel and Lodging.** DO NOT USE. This item is for Regionals only.
8. **PA Announcer.** Reimbursed according to the host institution’s standard rate (minimum \$100/game).
9. **Police and Security.** Cost for police and security at the competition venue during the championship.
10. **Police Escorts.** If a First Four and/or First and Second Round site has significant concerns with general safety and security or traffic based on the schedule and team hotel proximity to the venue, the host can

request special approval to provide police escorts on a case-by-case basis. Must be approved in advance by the NCAA.

11. **Press Stewards.** DO NOT USE. Host should be providing individuals to serve in this role.
12. **Shot Clock.** Reimbursed according to the host institution's standard rate (minimum \$100/game).
13. **Site Visits.** DO NOT USE. This item is for Regionals only.
14. **Statisticians.** Reimbursed according to the host institution's standard rates (minimum \$100/game).
15. **Ticketing Personnel.** Cost for ticket sellers/takers at the competition venue during the championship.
16. **Timeout Coordinator / Officials Evaluator.** First and second rounds will be reimbursed for payment of the timeout coordinator (\$100/game). The NCAA will pay the Officials Evaluator directly and therefore TOC payment is the only expense that should be included on this line.
17. **Timer.** Reimbursed according to the host institution's standard rate (minimum \$100/game).
18. **Tournament Manager and Media Coordinator Lodging.** DO NOT USE. This item is for Regionals only.
19. **Ushers.** Cost for ushers utilized at the competition venue during the championship.
20. **Other.** If requested by Hammond Communications, hosts may need to secure and pay student staffing as press conference camera operators and microphone handlers and is a permissible game expense. All other host charges should be accounted for in the line items listed above. If host determines there is an item that should be considered for reimbursement, please list as other for NCAA staff review and approval in advance of the championship.

Promotion Expenses. Promotion and marketing plans and expense must be approved by NCAA ticket marketing (Tricia Krummen, tkrummen@ncaa.org).

1. **Additional Programming and Events.** DO NOT USE. This item is for Regionals only.
2. **Advertising/Marketing.** Costs for advertising to maximize ticket sales. Subject to NCAA approval.
3. **Postage.** Costs for mailing/shipping promotional items (e.g., promo items to sweeps winners, shipping trophies to/from sites).
4. **Printing/Signage.** Costs for the printing of promotional items such as flyers for on-campus or pop-up banners.

State and City Taxes.

1. **State and City Taxes.** The host and/or competition venue must remit all applicable taxes to the appropriate taxing authorities.

Ticket Expense.

1. **Charge Card Fees.** Actual credit card fees incurred on the sale of game tickets through the venue's ticketing system via phone or internet.
2. **Ticket Vendor Fee.** Fees charged by ticket vendors (ex: Ticketmaster, AXS, Paciolan).

Non-Reimbursable Expenses.

Below is a sample list of items that are not reimbursable when hosting the championship. This list is provided for reference, but should not be considered a complete list. If you have questions about reimbursable items during the budget process, please contact Demetria Woodard, dwoodard@ncaa.org to provide advice.

- Videoboard related expenses, including staffing. The competition venue shall be required to provide full operations, including staffing, to operate the control room (director, playback, replay, CG, chyron, etc.) and editing equipment at no cost to the NCAA or its designees, and to operate cameras, videoboard and the control room during competition days. (Refer to Section No. 4.3)
- Parking related costs such as those associated with the displacement of university or faculty staff parking due to the usage of the parking lot for the championship and/or expenses associated with parking service (e.g. attendants, rental, clean-up). (Refer to Section No. 5.7)

Financial Report/Settlement. Host institutions must complete the online financial report within 60 days after the final date of competition at the site. Please refer to the below host financial timeline:

Friday/Sunday Site	Saturday/Monday Site	
Wednesday, March 20, 2024	Wednesday, March 20, 2024	Deadline for last budget edits to NCAA pre-tournament
Wednesday, March 27, 2024	Thursday, March 28, 2024	Venue will email the completed Program Sales Settlement Sheet to casey.castle@learfield.com no later than 3 days after event.
Monday, April 8, 2024	Tuesday, April 9, 2024	Venue shall send the completed Program Sales Settlement Sheet and a check for the amount due to Learfield Communications, LLC, P.O. Box 843038, Kansas City, MO 64184-3038. Other payment options include ACH and wire, please send payment notification to AR@learfield.com. ACH instructions: Bank: Commerce Bank Routing: 101000019 Account: 403549625
Monday, May 6, 2024	Tuesday, May 7, 2024	Deadline for: 1. Budget, ticket receipts (including uploading your ticket audit document - REQUIRED) submitted in the host reporting system. 2. Hosts to return all equipment items to NCAA. (NCAA Contact: Thomas Deatsch, tdeatsch@ncaa.org).
Monday, May 13, 2024	Monday, May 13, 2024	Hosts will be notified via email from the host reporting system once the Internal NCAA review is complete. *Review process includes budget review by WBB staff and NCAA ticket staff (audit must be uploaded), alcohol/concessions settlement review by NCAA finance staff, and inventory of championship equipment returned by host. Then, NCAA champs finance staff will review and provide final approval. Host contacts will be notified via email once the host report has received final approval by all NCAA parties involved, please only remit payment to the NCAA after this notification has been received.
Monday, May 20, 2024	Tuesday, May 21, 2024	Completed settlement due. DO NOT REMIT PAYMENT UNTIL NCAA CHAMPIONSHIP FINANCE HAS APPROVED YOUR SUBMISSION. NCAA Wire Transfer or ACH Account Information: Please note that we have separate ABA numbers for wires and ACHs. To: PNC Bank, Indiana Account Name: NCAA General Operating Account Account No: 4622326847 ABA for ACH : 071921891 ABA for Wires : 041000124