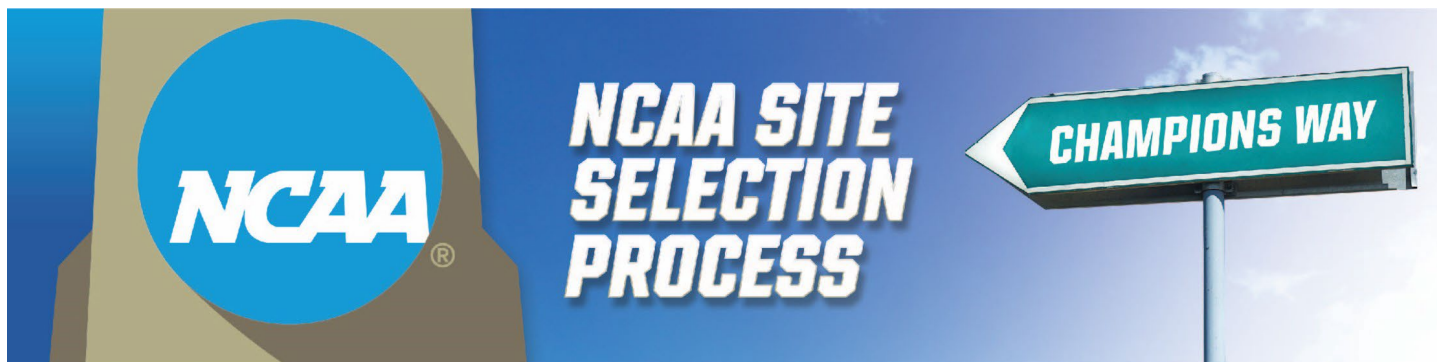


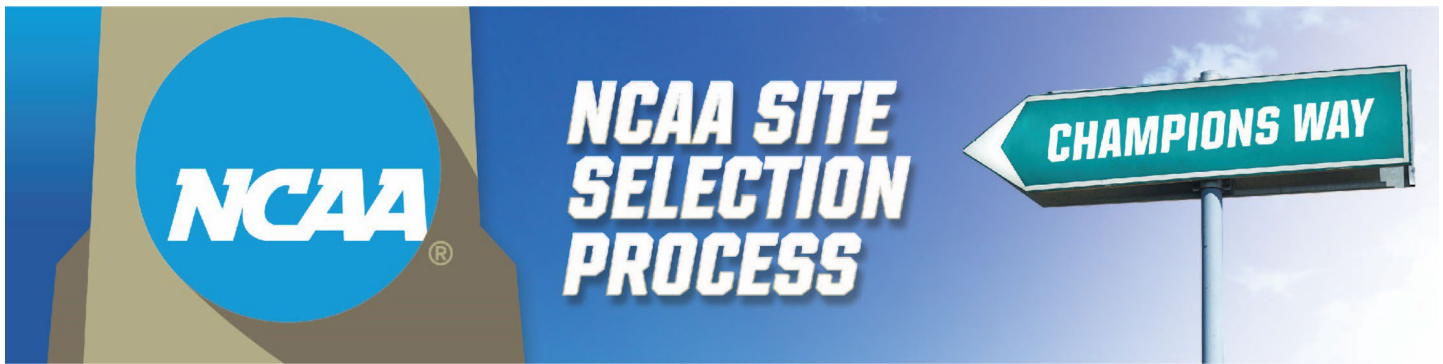


# ***NCAA SITE SELECTION PROCESS***





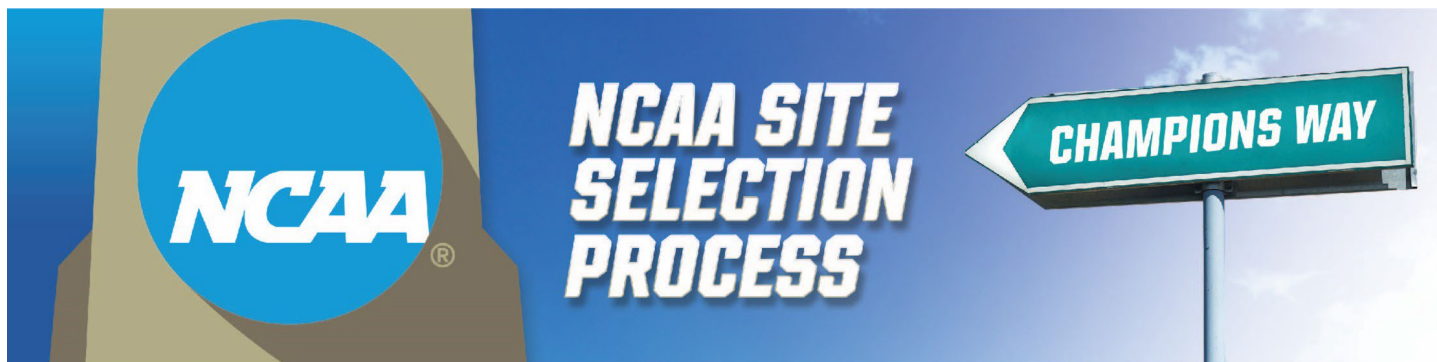
2027 and 2028 NCAA DII WOMEN'S GOLF REGIONALS  
SPORT SPECIFIC INFORMATION



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**IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE SPECIFICATIONS THAT FOLLOW AND ANY SUCH SPECIFICATIONS IN THE GENERAL BID SPECIFICATIONS DOCUMENT, THE FORMER SHALL PREVAIL AND GOVERN THE MATTER.**



## SECTION I: INTRODUCTION

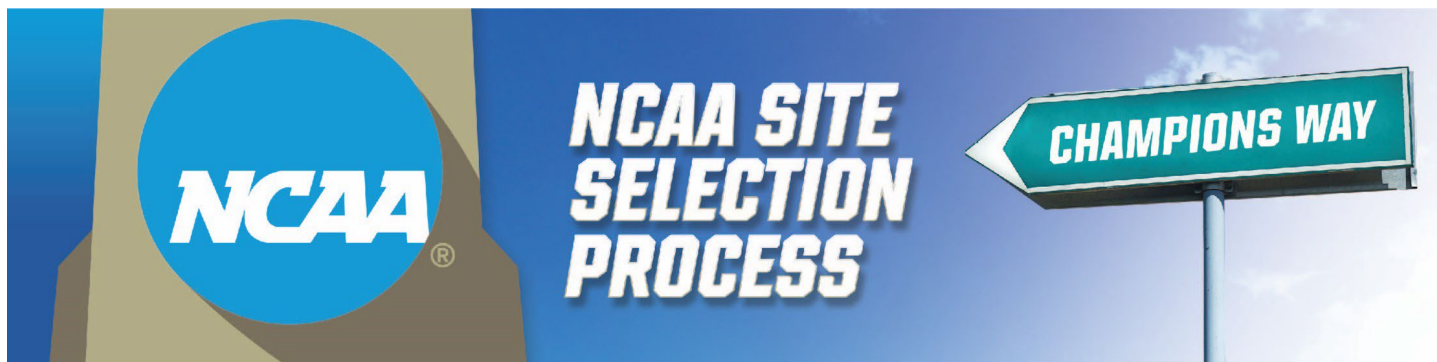
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The National Collegiate Athletic Association (“NCAA” and/or “Association”) is pleased to provide to member institutions/conferences the opportunity to submit a proposal to host one or more NCAA championships.

The information contained in this document and the accompanying attachments provides the minimum bid specifications for hosting any of these championships, as well as essential information that will provide assistance in the development of a creative, comprehensive and competitive bid proposal. The NCAA awards the privilege of hosting an NCAA championship several years in advance so those communities may work collaboratively with the NCAA to create positive experiences for its student-athletes, participating institutions, fans and the community.

A member institution or member conference of the NCAA must be designated as the host institution/conference for the championship. The administration of the championship is under the authority of the respective sports committee subject to final authority from the NCAA Division I Competition Oversight Committee and Division II and Division III Championships Committees. All activities and events associated with the championship are to be approved by the sports committee.





## SECTION II: CHAMPIONSHIP STRUCTURE

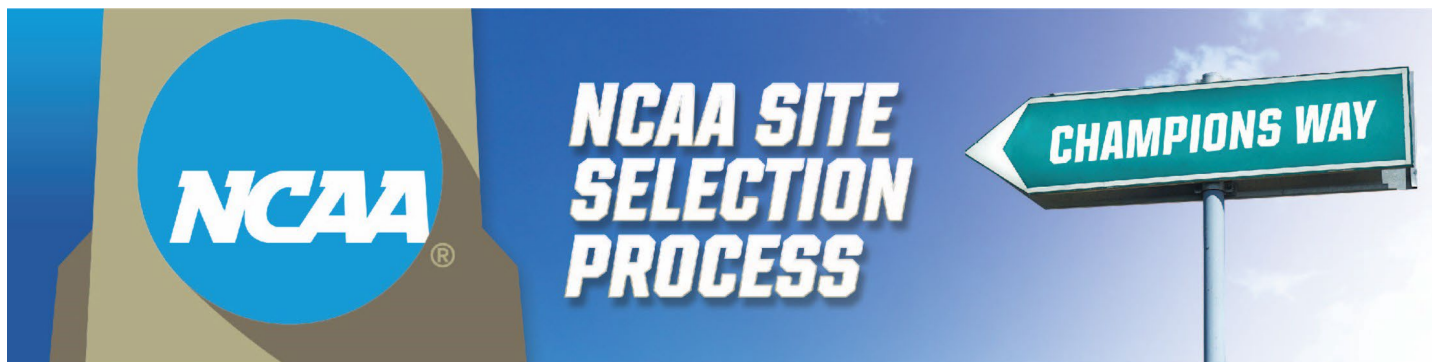
DATE FORMULAS	
Regionals (4):	Monday to Wednesday one week prior to finals.
Finals:	Tuesday to Saturday the second full week of May.

DATES AVAILABLE FOR BID	
2027	May 3-5, 2027; practice day May 2
2028	May 8-10, 2028; practice day May 7

**PLEASE NOTE:** The Division II Women's Golf Committee will consider bids for multiple years and/or single year bids.

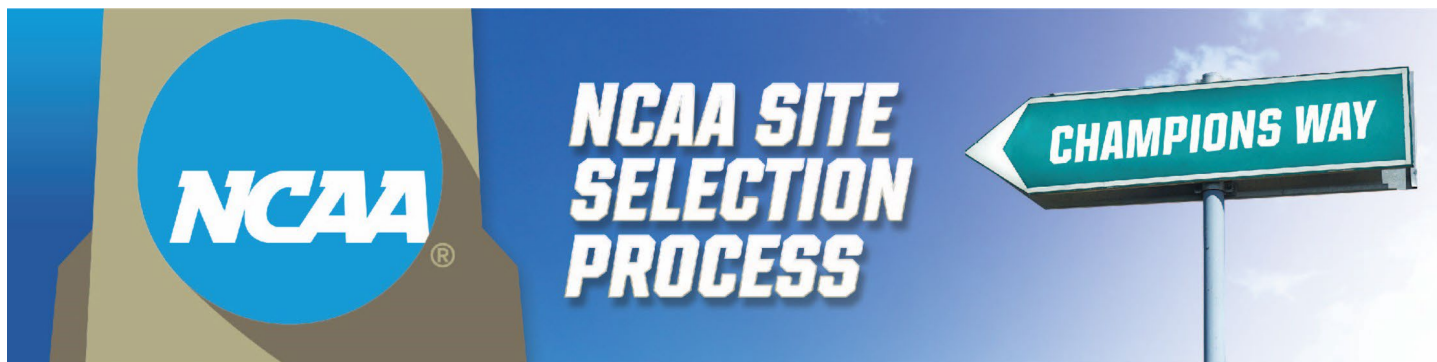
Four regional tournaments will be held annually at predetermined sites. Regional tournaments consist of 54 hole competition between the top eighteen (18) teams in the central, east, south and west regions and top six individuals not from those teams. Regionals will be conducted Monday through Wednesday and a total of 96 participants compete at each regional site. The low five (5) teams in the east and west regionals and the low four (4) teams in the central and south regional; along with the low two (2) individuals, not on those teams, will advance to the finals.

The Finals will be held Tuesday through Saturday at a predetermined site. The final tournament will compete throughout the entire 54 holes of stroke play, an individual champion will be declared along with finishers 2-10 based on cumulative total score and any applicable tiebreakers. In the team competition, the top eight (8) teams after 54 holes of play will be placed into a bracket and seeded based on 54-hole scores



### SECTION III: GENERAL FACILITY REQUIREMENTS

1. The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The facility must agree that it will be in compliance with all applicable cities, state or federal regulations concerning access and seating for people with disabilities.
2. Tournament and practice facilities must be reserved for the tournament commencing 6 a.m. Monday through the conclusion of the final round Saturday.
3. No competition at the collegiate level will be allowed at the championships course within ten days of the championship unless it is the home course of the host institution.
4. The NCAA specifically disclaims any responsibility to investigate the safety or code compliance of the facility and parking lots or the component products, equipment, materials, designs and constructions.
5. The course shall be arranged in accordance with the USGA Rules of Golf as far in advance as possible, but in no event later than the day before the competition.
6. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
7. The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
  - a. An on-site athletic training facility shall be available. This area should provide the necessary facilities for all training needs.
  - b. The facility shall provide work areas for approximately 25 working press. Copy machines shall be made available to the working media. The host media coordinator shall oversee this area. The media work space with appropriate lighting, heat, air-conditioning and toilet facilities.
  - c. A statistics control area containing one photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 75 per minute. The copy machine also shall include a collator and automatic stapler. The facility shall be responsible for the installation, service costs and four different colors of paper for these machines during the championships. This area should also include one high speed, hard wired internet line along with wireless capabilities and a high speed printer. This area should be a minimum of 400 square feet in size.
  - d. A room for drug testing, with a waiting area, toilet facilities and a minimum of 500 square feet of space.
  - e. Two areas of private meeting space with internet connections (either wireless or hard wire); one for the use of the NCAA and one for the use of the officials. These areas will be used for both respective groups for their operational needs throughout the competition.



- f. An area should be available to accommodate 20 persons. The committee, host and officials for various meetings during the tournament will use this space.
- g. The facility shall provide an office area for the NCAA committee. The area should accommodate eight persons and be equipped with (or have ready access) a computer and printer.
8. The facility shall provide, at its expense, tables, chairs and skirting as required by the NCAA.
9. The facility shall provide approximately 60 complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations.
10. The facility shall provide at least one scoreboard in a location that is easily viewable by spectators.
11. The course will supply electric golf carts for use by competing institutions, the NCAA committee and officials (approximately 60).
12. The course shall be prepared to provide a limited number of spectator carts for individuals with a need for accommodations, to be handled by the host following the current NCAA policy.
13. If broadcast rights are obtained in the future, the NCAA will work with future hosts on the details of the requirements. For broadcast specific details please reference the General Section, Broadcast, Media and Internet.
14. The NCAA shall be provided exclusive use of meeting space in the clubhouse during the championships at no cost to the NCAA.
15. The facility shall be responsible for, and pay the costs of, the coordination and installation of limited interior and exterior decorations and signage. This would include championship signage and hole information.

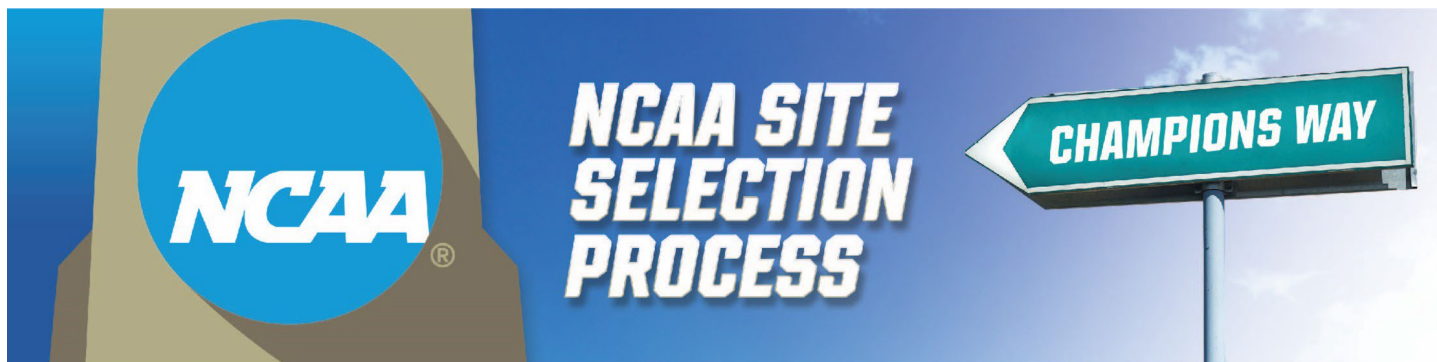
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☐ YES

☐ NO

☐ NO with Exception

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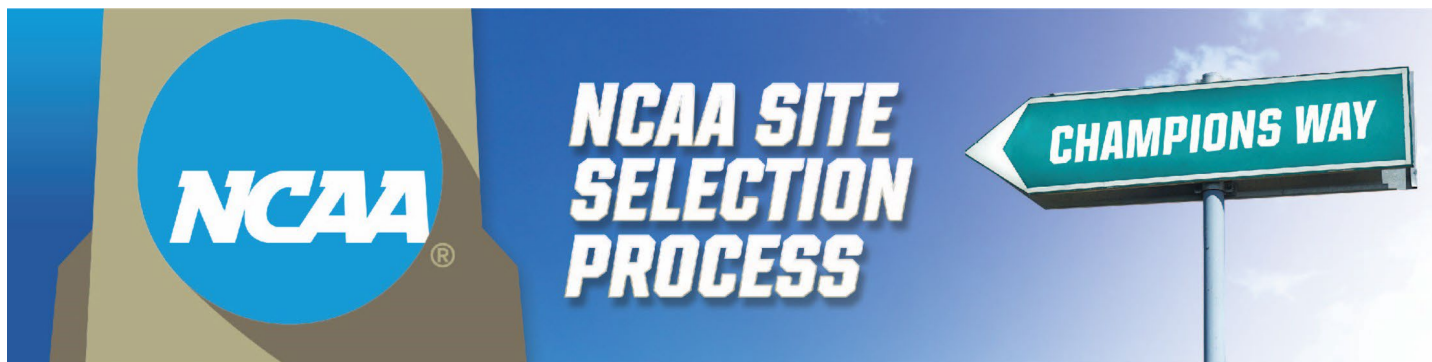
## SECTION IV: EVENT HISTORY

1. **Past/Future Hosts.** The following provides the championship history of past Regional hosts:

Year	Host	Location	Golf Course
2018	Lindenwood University; Ferris State University; Christian Brothers University; Fort Lewis College	St. Charles, MO; Big Rapids, MI; Germantown, TN; Durango, CO	Missouri Bluffs Golf Club; Katke Golf Course; Germantown Country Club; Hillcrest Golf Club
2019	Kentucky Wesleyan College; Northeastern State University; Lee University; West Texas A&M	Owensboro, KY; Muskogee, OK; Cleveland, TN; Amarillo, TX	The Pearl Club (The Summit); Muskogee County Club; Cleveland County Club; Tascosa Golf Club
2020	Cancelled	Cancelled	Cancelled
2021	Dallas Baptist University; Lee University; University of Indianapolis; Missouri Western State University	Denton, TX; Cleveland, TN; Carmel, IN; St. Joseph, MO	Wildhorse Golf Club at Robson Ranch; Cleveland Country Club; Prairie View Golf Club; St. Joseph Country Club
2022	Kansas City Sports Commission, William Jewell College; Nova Southeastern University; Visit Stockton, California Collegiate Athletic Association; Henderson State University	Kansas City, MO; Davie, FL; Stockton, CA; Hot Springs, AR	Shoal Creek Golf Course; Grande Oaks Golf Club; Brookside Golf & Country Club; Hot Springs Country Club
2023	University of Illinois Springfield; University of North Georgia; Augustana University (South Dakota); Dallas Baptist University	Springfield, IL; Gainesville, GA; Larchwood, IA; Dallas, TX	Panther Creek Country Club; Chattahoochee Golf Club; Grand Falls Casino and Golf Resort; Golf Club of Dallas
2024	University of Indianapolis; Visit Stockton, California Collegiate Athletic Association; Lee University; Rogers State University	Carmel, IN; Stockton, CA; Cleveland, TN; Bartlesville, OK	Prairie View Golf Club; Brookside Golf & Country Club; Cleveland Country Club; Hillcrest Country Club

2. **Ticket Price History.** Tickets are not sold for the Division II Women's Golf Championship therefore there is no attendance or ticket price history.





## SECTION V: LODGING SPECIFICATIONS

The NCAA has partnered with On Location. to manage the NCAA Championship Housing Program and all championship housing needs. On Location serves as the housing partner for hundreds of events annually and, through strong relationships with various hotel brands, can deliver the appropriate mix of amenities, location and price for hundreds of thousands of room nights each year. Utilizing their expertise, On Location will be responsible for managing the selection and contracting process for all championship housing accommodations.

Housing will be required for all participating teams, NCAA staff, committee members, media, game officials, and other special guests as designated by the NCAA. Separate hotels are needed for the NCAA, media, officials, and participating teams unless specified otherwise by the NCAA. It may be permissible for the media or game officials to be assigned to the same property as the NCAA headquarters hotel. (Game officials and teams may not stay in the same hotel.) Efforts will be made to provide some preference to the official corporate champion/partner in the hotel category (should one exist at the time of contracting) of the NCAA. While hotels are the primary housing offerings that will be contracted, alternative options may be considered in certain situations.

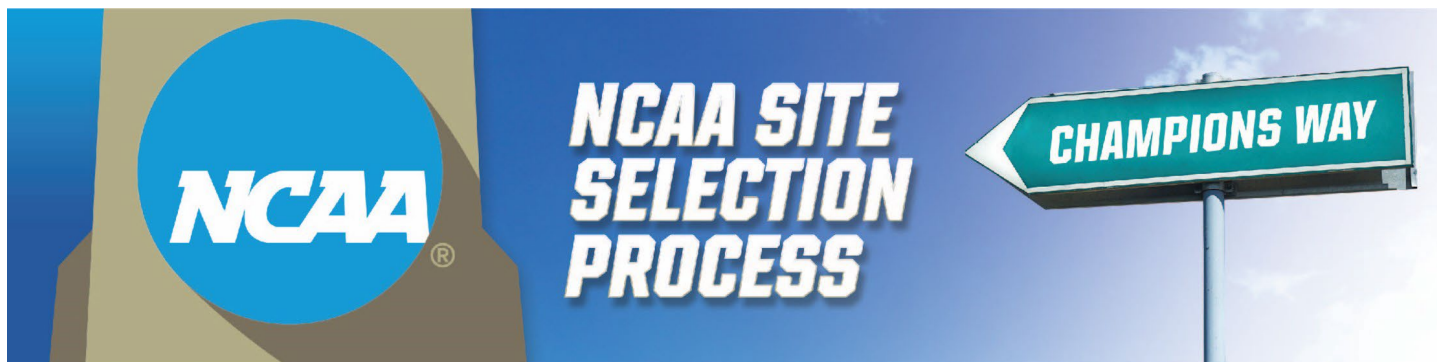
Bids will be awarded contingent upon the successful negotiation of housing needs at reasonable rates. Failure to secure such reasonable rates and properties may result in rescinding of the bid award.

The host institution/conference or sponsoring agency must guarantee sufficient housing is available to meet the room block needs identified in the sport specific bid specification. Properties must meet the required service levels and be in reasonable proximity to the event venues. Rooms should not be secured or contracted nor should rates be discussed with specific properties, unless requested to do so by the NCAA.

Bid responses may highlight any recommended properties On Location should consider when contracting. Specifications should also disclose any special relationships, agreements and/or financial arrangements you may have in place with the recommended properties. On Location will take into consideration all recommendations when selecting hotels; however, guarantees cannot be made that contracts will be secured with these properties.

All hotels contracted must have experience with and understand the needs of large sports related groups. For certain championship events, additional room blocks may be required for fan travel.

The NCAA or its designees shall have the exclusive right to sell products licensed by the Association for merchandising at the selected hotels (inside and outside the premises controlled by the hotels). The hotel will provide adequate space in its lobby for such sales.



Contracted properties will be responsible for complying with all requirements in the contract terms as presented in the sample contract.

### **Sample Hotel Room Block**

	Sat.	Sun.	Mon.	Tues.	Wed.
Teams and Individuals	96	96	96	96	96
NCAA Site Rep	1	1	1	1	1
Officials	4	4	4	4	4
<b>Total</b>	101	101	101	101	101

**Preference Room Types:** Three (3) Double/Doubles and two (2) Kings per team OR Four (4) Double/Doubles (18 teams); 2 Kings per individual (6 Individuals).

The host institution is financially responsible for the accommodations for officials and national committee members, to be reimbursed by the NCAA.

All hotels shall be in close proximity from the golf course. The team hotel(s) must be of comparable quality and distance from the golf course. A minimum of four sleeping rooms for each team is required, with at least three of those rooms being double/doubles. For individual participants, a minimum of two sleeping rooms per participant is required. It is strongly encouraged that the room rate include a hot breakfast for each day of competition and the practice round.

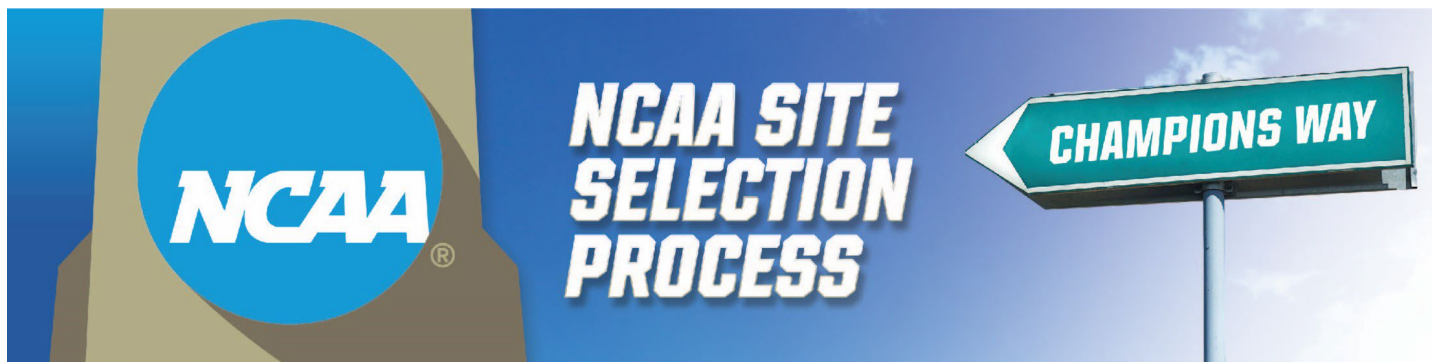
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## **SECTION VI: NCAA/HOST RESPONSIBILITY**

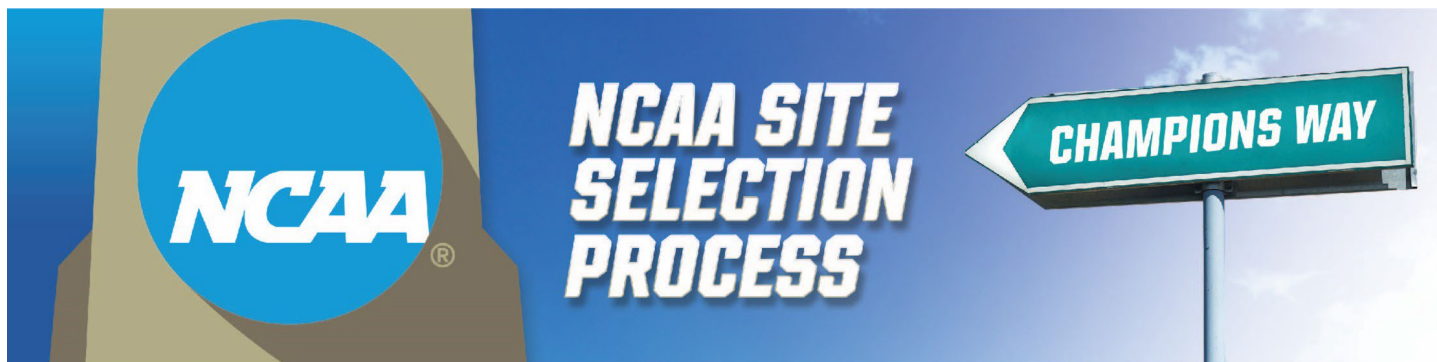
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### **NCAA PROVIDES:**

1. Per diem reimbursement for the participating teams.
2. Transportation, lodging (room and tax) and per diem and for all officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA sport committee representative.
4. Digital program.
5. Funding for promotional efforts.
6. Tee Markers/Flags/Scoresheets/Scorecards/Tees/Designated Coaches Credentials.

### **HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:**

1. Facilities.
2. Volunteers
3. Public relations coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality.
6. Food/beverage concessions.
7. Public address system.
8. Support personnel – ushers, ticket takers, media runners, etc.
9. Security.
10. Media room (fully equipped).
11. Media seating/work area with constant refreshments.
12. All computers, printers, fax machines, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championships, and as may be required by the NCAA.



13. Appropriate directional signage within and outside the venue.
14. Other items as later requested by the NCAA.
15. Head table personnel (e.g., public address announcers, official scorer, matchmaker, chief of head table operations, etc.)

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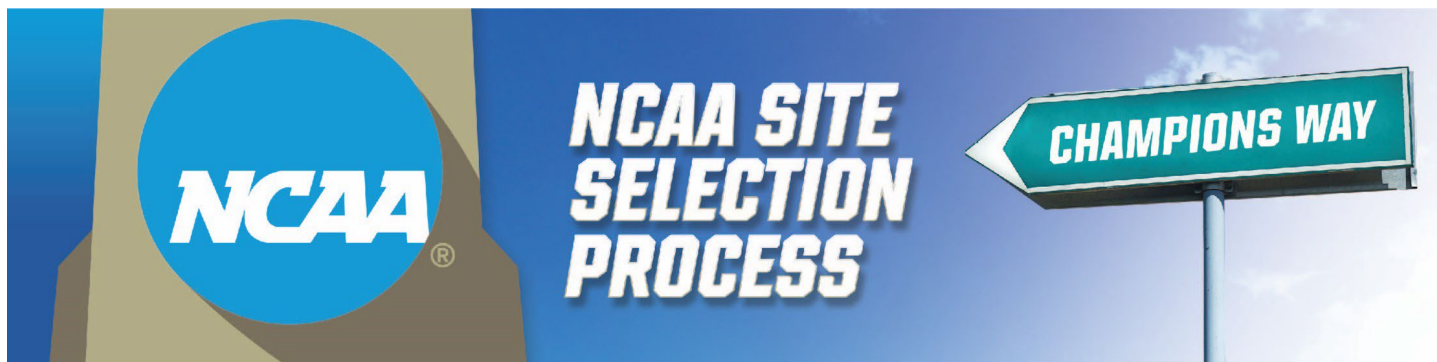
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## SECTION VII: TRANSPORTATION

Local transportation for the participating teams shall be the responsibility of both the host and the participating teams. The host should work with local rental car agencies to ensure that 15-passenger vans, or large SUV's, are available for teams to rent upon their arrival into the championship site. A minimum of 30 vehicles should be available. All efforts should be made to provide some deference to the NCAA's official corporate partner in the car rental category (should one exist at the time of the bid).

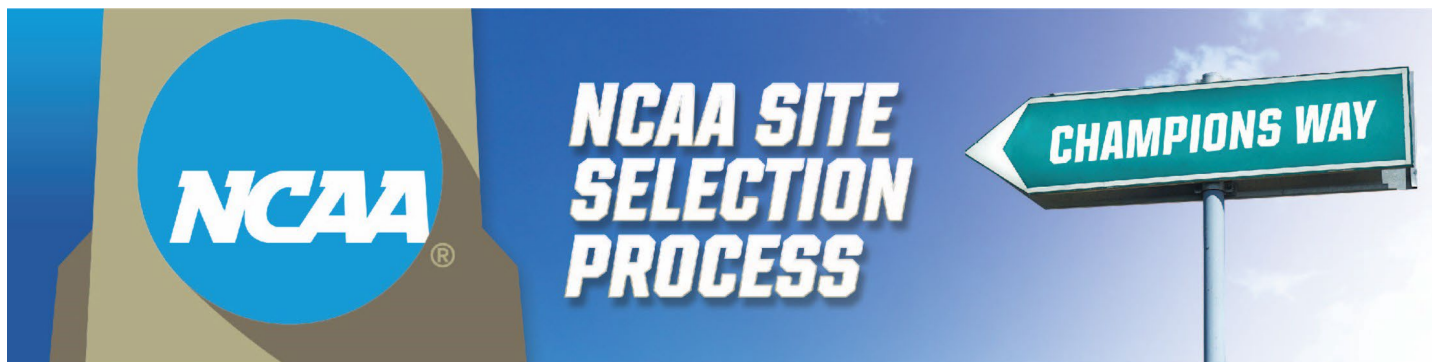
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## SECTION VIII: MARKETING

1. **Marketing Plans.** Upon selection, the host is required to submit a marketing plan for review and approval prior to activation by the NCAA marketing staff. Please refer to the appropriate marketing plan template as a guide.
2. **Budgets.** When the proposed budget is submitted, a minimum of \$1,000 should be allocated for these purposes. The marketing budget should only include items needed for: marketing, advertising, printing costs, grassroots opportunities and promotions.
3. **Creative Process.** A creative marketing assistance website is available to the host for their marketing needs. This marketing website, [NCAACHampsPromotion.com](http://NCAACHampsPromotion.com), is a comprehensive tool designed to help hosts create marketing pieces which will generate awareness and promote tickets and or attendance for the championship.

Hosts should customize and download all necessary artwork to promote the championship. Every effort should be made to use the online marketing templates, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided.

All artwork and reimbursement requests must be approved by the NCAA prior to proceeding with production. Artwork requests and approvals will be managed through the website. Should you not have a local vendor, a list of preferred NCAA vendors is available on the website.

4. **Radio/TV.** The NCAA will provide the following television and radio elements to assist in promoting and selling tickets to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, tv commercials, videoboards). All spots will be made available for download via the online marketing website [NCAACHampsPromotion.com](http://NCAACHampsPromotion.com).
5. **Support Documents.** Hosts should refer to the following support documents when developing marketing plans and budgets: NCAA Ticket Promotional Use Guidelines, NCAA Sales Commission Guidelines, and NCAA Micro-Site Guidelines.

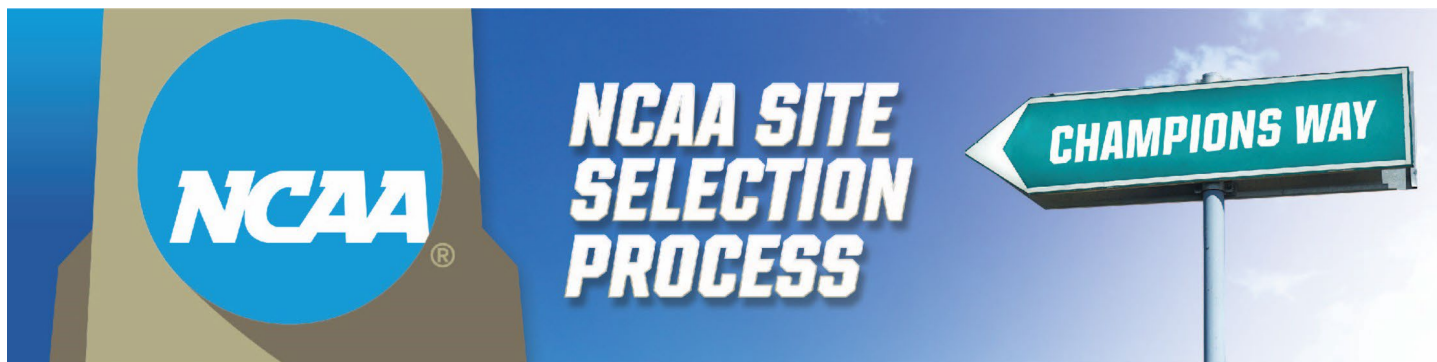
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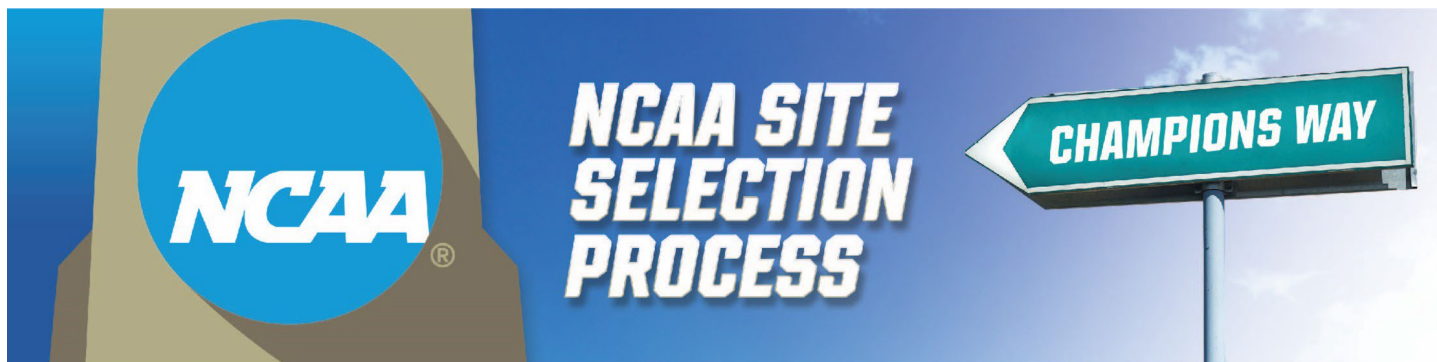
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## SECTION IX: TENTATIVE SCHEDULE OF EVENTS

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- |           |  |
|-----------|--|
| Saturday  | <ul style="list-style-type: none"><li>- Site Representative arrives</li><li>- Meet with Site Representative to inspect the course and report on preparations for the tournament</li><li>- Registration 6 to 8 p.m.</li><li>- Check warning systems</li></ul> |
| Sunday    | <ul style="list-style-type: none"><li>- Practice round</li><li>- Meet with key officials and Site Representative</li><li>- Players and coaches meeting</li></ul>   |
| Monday    | <ul style="list-style-type: none"><li>- Competition begins</li><li>- Meeting in the afternoon with Site Rep, host and officials' coordinator (after first round)</li></ul>   |
| Tuesday   | <ul style="list-style-type: none"><li>- Second round begins</li><li>- Meeting in the afternoon with committee, host and officials' coordinator (after second round)</li></ul>  |
| Wednesday | <ul style="list-style-type: none"><li>- Third round begins</li><li>- Regional concludes</li></ul>  |



## SECTION X: VOLUNTEER NEEDS

Depending on the specific needs of the course, approximately 35-45 volunteers per day will be needed for assignments, including, standard bearers (walking scorers), scoring control, spotters, hospitality, media and merchandise sales.

A minimum of twenty volunteers will be needed for scoring control, both in the scoring central area and on various holes throughout the golf course. At least three to four volunteers will be needed daily to assist with hospitality needs, both on and off the course. At least two volunteers will be needed daily to serve as starters as participants tee off. The number of volunteer spotters and shuttle drivers needed on the course will depend largely on the setup and specific needs of the course itself. Similarly, the number of volunteers needed for media and merchandise sales will depend on the setup of those operations. On the final day of competition, a minimum of five volunteers will be needed to serve as standard bearers.

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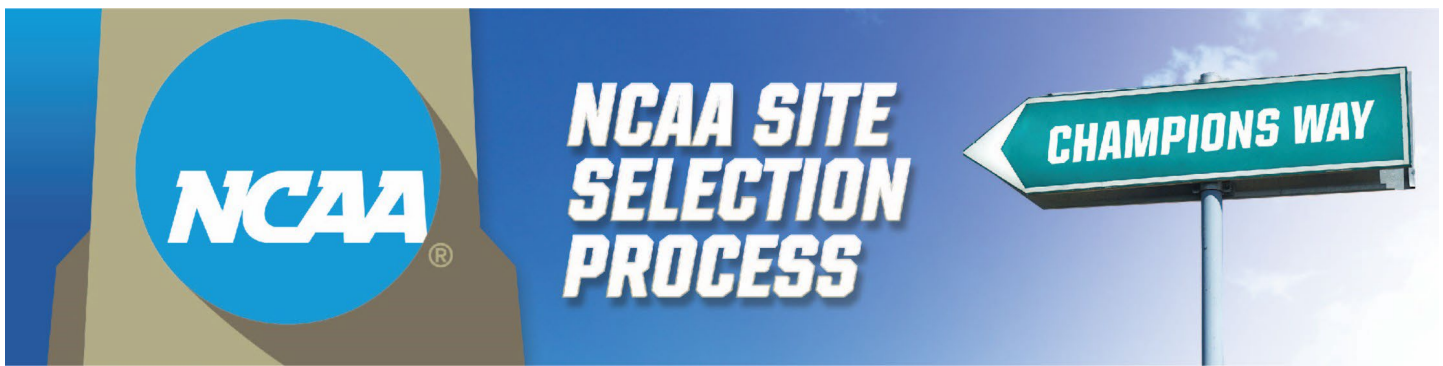
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## SECTION XI: BUDGET HISTORY

The chart below contains the three-year average of expenditures for the championships.

Expenditures Three-Year Average	
Total Expenses	\$36,723.00
Promotion	\$910.00
Tickets	\$125.00
Facility	\$27,200.00
Personnel	\$2,100.00
Entertainment	\$2,160.00
Equipment	\$1,215.00
Officiating Expenses	\$3,013.00

**Tickets.** Tickets are not sold for the Division II Women's Golf Championship.