

NCAA[®] SITE SELECTION PROCESS



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2029, 2030 and 2031 NCAA DII WOMEN'S GOLF CHAMPIONSHIP
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.

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SECTION I: INTRODUCTION

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 sport or sports oversight committee and the appropriate NCAA governing body. All activities and events associated with the championship are to be approved by the respective sport or sports oversight committee.

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SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Regionals (4)	Monday to Wednesday two weeks prior to finals.
Finals:	Monday to Friday the second full week of May (Sunday-Saturday).

DATES AVAILABLE FOR BID	
2029	May 14-18, 2029; practice day May 13
2030	May 13-17, 2030; practice day May 12
2031	May 12-16, 2031; practice day May 11

The NCAA Division II Women's Golf Championships will consist of both team and individual competition conducted concurrently. Four, 54-hole regional tournaments will be conducted to determine the participants in the championships finals. The low four (4) teams in the central, east, south and west regionals; and the low two (2) at-large berths based on the regions represented in the championship head-to-head medal match play the prior year will advance to the finals. In addition to the teams, the low two (2) individuals in the central, east, south and west, not on those teams will also advance to the finals. Tiebreakers and playoffs will be used to determine advancement to the finals.

At the finals, all 18 teams and 8 individuals will complete 54 holes of stroke play. Following 54 holes of stroke play, an individual champion will be declared along with finishers 2-10. The top eight teams after 54 holes of play will be placed into a bracket and seeded based on 54-hole scores. The pairings for the quarterfinals will be Seed #1 versus Seed #8, Seed #2 versus Seed #7, Seed #3 versus Seed #6 and Seed #4 versus Seed #5 competing in head-to-head medal play (stroke play over 18 holes, with the individual with the lower score winning one point for their team).

Each team match will consist of five points with one point being awarded for each individual match. Winning teams will advance to the semifinals and subsequently the finals. Each individual match will be played to its completion and the first team to win three points within the team match will advance, or in the case of the final match be declared the national champion.

In the event that a team match is tied after all five individual head-to-head matches, the total strokes of the five players from each team will be calculated with the winning team having the fewest strokes. If still tied, a sudden death playoff will occur with all five scores counting from each team to determine the advancing team.

Lineups, for pairing purposes, in the head-to-head medal play portion of the championship will be determined by the head coaches, using a "Presidents Cup" selection style to determine the lineups, beginning with the higher seeded team as determined through 54-hole stroke play competition. Ties for eighth place will be broken by a sudden-death playoff outlined in this manual. Ties within the top eight will be broken using the non-sudden death tiebreaking procedures outlined in this manual. Pairings for both the stroke play and head-to-head medal play portion of the finals can be found at ncaa.org on the Division II Women's Golf page.

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The women's golf committee has the ability to implement an administrative cut after 36 holes of play to the top 18 teams and top eight individuals not on those teams. The administrative cut will only occur after all other options to complete 54 holes of play by all 98 participants have been exhausted. (The championship format and schedule is subject to change.)

*Note: Division II is in the middle of the triennial budget process. Any recommendations that impact the format (e.g., championship structure, participants) would be effective for the 2027-28 academic year. The Division II Championships Committee will review sport committee requests in February 2026. If a request is submitted that impacts the format of this championship, the bid specs will be updated by March 1, 2026 to serve as notice to bidders on the potential change(s). Final approval by the Division II governance structure is anticipated by late October 2026. Championship managers will communicate with bidders in early November 2026 to confirm any changes to the format as part of the bid review process.

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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. Sunday through the conclusion of the final round Friday. The facility is requested to reserve a four hour time block on the Saturday before the practice round for teams to use the practice facilities (i.e., driving range, putting, chipping).
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

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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.

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. 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.
13. The NCAA shall be provided exclusive use of meeting space in the clubhouse during the championships at no cost to the NCAA.
14. 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.
15. 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.
16. The facilities must collaborate with the Head Rules Official and the Director of Course Setup to appropriately prepare the course for the championships, including marking and staking. Additionally, the facility is required to provide officials with carts, necessary equipment, and materials for setting up the courses at least two days before the practice round.

The prospective host that is bidding on this championship agrees to all terms and conditions as outlined above in this Championship Bid Specifications Agreement. We agree to comply with all the requirements listed in this document and to administer the designated championship in accordance with the policies of the NCAA and the applicable NCAA sports committee. Prospective hosts that agree with all the requirements listed in this document for the designated championship shall signify agreement by selecting "Yes" below.

☐ YES

☐ NO

☐ NO with Exception

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SECTION IV: EVENT HISTORY

1. **Past/Future Hosts.** A combined Division II and Division III championship was held from 1996 to 1999, splitting into separate championships starting in 2000. The following provides the championship history of past championship game hosts:

Year	Host	Location	Golf Course
2018	University of Houston; Harris Country Sports Authority	Houston, TX	Bay Oaks Country Club
2019	Palm Beach Atlantic University; Palm Beach Country Sports Commission	West Palm Beach , FL	PGA National Resort
2020	Lindenwood University (Cancelled)	Cancelled	Country Club of St. Alban's
2021	Wayne State University; Detroit Sports Commission	Dearborn, MI	TPC Michigan
2022	University of North Georgia	Gainesville, GA	Chattahoochee Golf Club
2023	University of Missouri, St. Louis	Eureka, MO	Fox Run Golf Club
2024	Greater Orlando Sports Commission, Rollins College	Winter Garden, FL	Orange County National Golf Center and Lodger
2025	University of Nevada, Las Vegas and Las Vegas Convention and Visitors Authority	Boulder City, NV	Boulder Creek Golf 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.

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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.

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

Sample Hotel Room Block

Room Type	Thur.	Fri.	Sat.	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.
	Qty.	Qty.	Qty.	Qty.	Qty.	Qty.	Qty.	Qty.	Qty.
Team Double/Doubles	0	0	62	62	62	62	62	31	16
Team Kings	0	0	44	44	44	44	44	22	11
Staff Kings	2	20	20	20	20	20	20	20	20
Total	2	20	126	126	126	126	126	73	47

Preference Room Types: Three (3) Double/Doubles, two (2) Kings per team (18 teams); two (2) Kings per individual (8 Individuals) OR Four (4) Double/Doubles (18 teams); two (2) Kings per individual (8 individuals); and 10 room buffer for additional institutional staff (assistant coach, SID, etc.).

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 five sleeping rooms for each team is required, with at least three of those rooms being double/doubles and two kings. 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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☐ YES

☐ NO

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SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and 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.
4. Awards for the participating teams.
5. Digital program.
6. Credentials.
7. Student-athlete mementos to the official traveling parties of the participating teams.
8. Funding for volunteer apparel.
9. Funding for promotional efforts.
10. Tee Markers/Flags/Scoresheets/Scorecards/Tees/Designated Coaches Credentials.
11. Funding for official NCAA Banquet.
12. Water/cups/coolers/ice chests.

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.

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8. Support personnel.
9. Security.
10. Media room (fully equipped).
11. Media seating/work area.
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.

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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 \$4,000 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, 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.
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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SECTION IX: TENTATIVE SCHEDULE OF EVENTS

- | | |
|-----------------|--|
| Thursday/Friday | <ul style="list-style-type: none">- Head rules official arrives to begin marking course- Staff liaison arrive- Committee members arrive- Meet with chair of the committee and staff liaison to inspect the course- Meet with committee and report on preparations for tournament |
| Saturday | <ul style="list-style-type: none">- Team Registration- Check warning systems- Teams and individuals use practice facilities |
| Sunday | <ul style="list-style-type: none">- Players and coaches meeting- Team Registration (7:30am -10 a.m.)- Practice round- NCAA championships ancillary event- Meet with key officials and committee |
| Monday | <ul style="list-style-type: none">- Competition begins- Meeting in the afternoon with committee, host and officials' coordinator (after first round) |
| Tuesday | <ul style="list-style-type: none">- Second round begins- Meeting in the afternoon with committee, host and officials' coordinator (after second round) |
| Wednesday | <ul style="list-style-type: none">- Third round begins- Awards ceremony as soon as final results are determined- Head-to-head medal play pairings |
| Thursday | <ul style="list-style-type: none">- Quarterfinal matches begin- Lunch and semifinal head-to-head-medal play pairings- Semifinal matches begin- Head-to-head medal play pairings- Meeting in the afternoon with committee, host and officials' coordinator |
| Friday | <ul style="list-style-type: none">- Championship matches begin- Awards ceremony as soon as final results are determined |

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SECTION X: ANCILLARY EVENTS

Arrangements should be made for an ancillary event to be held Monday evening for the official travel parties for each of the participating institutions. Other individuals who should be on the guest list include members of the NCAA Division II Women's Golf Committee, NCAA championship administrator, and additional host institution personnel (i.e. president, faculty athletics representative and individuals greatly involved in the conduct of the championship). Hosts should plan for approximately 200 people to attend the ancillary event.

Rules officials for the championships should **not** be invited.

Also, if room and arrangements can be made easily, the host may consider having ancillary event tickets for sale to each team for their interested parties. Cost of the ticket should be based on cost. (Typically, the host has 3-5 additional tickets available for sale for each team, depending on available space.)

The format of the ancillary event should include a short welcome statement by representatives of the host institution, dinner, slide show of participants, and recognition of the NCAA Elite 90 Award recipient. The event can be informal in nature.

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SECTION XI: VOLUNTEER NEEDS

Approximately 50-70 volunteers per day will be needed for assignments, including, standard bearers (walking scorers), scoring control, spotters, hospitality, media and merchandise sales.

A minimum of eight volunteers will be needed for scoring control, both in the scoring central area and on various holes throughout the golf course during stroke play portion of the championships. At least eighteen live scoring volunteers (one on every hole) will be required at the start of medal match play. 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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SECTION XII: BUDGET HISTORY

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

Expenditures Three-Year Average	
Total Expenses	\$84,760.00
Promotion	\$1,895.00
Tickets	\$0.00
Facility	\$35,000.00
Personnel	\$8,518.00
Entertainment	\$19,767.00
Equipment	\$8,463.00
Officiating Expenses	\$11,117.00

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