



2025 NCAA Division I Women's Lacrosse Championship Preliminary-Round Information and Bid Checklist

Selections

Selections for the 2025 NCAA Division I Women's Lacrosse Championship will be announced at 9 p.m. Eastern time, Sunday, May 4 on ESPN (network subject to change.)

Preliminary-Round Schedule

First Round:	Single game sites: Between 2 and 7 p.m. Doubleheader sites: Between Noon and 7 p.m. with 45 minutes allotted between games that includes 35 minutes of warm-up for teams in game two.
Second Round:	Between noon and 3 p.m. <i>(Hosts should indicate their preferred game times on the bid submission form. The NCAA Division I Women's Lacrosse Committee will confirm game-time submissions for first and second round games. Any exceptions must be requested by the bid deadline.)</i>
Quarterfinals:	Noon, 2:30, 5, and 7:30 p.m. Eastern time. <i>(ESPN, in conjunction with the women's lacrosse committee, will determine the time slots for each quarterfinal round. Hosts should indicate any restrictions with these game times on the bid submission form)</i>

Bid Checklist

The bid portal will open no later than March 1. All materials are due by **5 p.m. Eastern time, Friday, April 25**. The following materials must be submitted by institutions that wish to be considered as hosts for preliminary-round competition:

Each of the online forms listed below may be accessed and submitted through the championships bid portal at <https://championships.ncaa.org>. The application is now part of My Apps and new users need to go through their SSO administrator to have it added to their My Apps account.

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 for each round of competition you wish to host. For those institutions submitting bids for multiple rounds, a 'copy' function is available in the system and will allow you to copy the budget or bid for another round. The appropriate round and date of competition must be indicated on each budget. Please be sure to include projected ticket sales in the Receipts section.

Note: Due to budget system upgrades, budgets submitted before the 2023-24 academic year can no longer be copied. Any newly-submitted budgets will again be available for copying for future years/additional rounds. Previous budgets may still be accessed via the Home tab.

Free-form fields in the budget templates have been eliminated. Bidders will have to make their selections from a predetermined menu of options for each category. To assist with determining the appropriate option, bidders can hover over each option for examples/details.

Please carefully review the [2024-25 NCAA Division I Women's Lacrosse PreChampionship Manual \(linked\)](#) before submitting a proposed budget, and make note of the following for all preliminary-round competition:

- All lodging expenses for officials and site representatives (if needed) must be included in your budget. Officials' fees, per diem and travel expenses do not need to be included, nor do per diem and travel expenses for site representatives – the NCAA will pay those expenses directly.
 - Ambulances are required for game days and should be included in your budget.
 - Adequate locker room arrangements and halftime arrangements are required and. Please review the requirements in the [Division I Women's Lacrosse PreChampionship Manual](#) and on page five of this document for budgetary purposes.
 - Game balls are provided by the NCAA.
 - The host should determine the ticket price. If you need recommendations, please reach out to the championship manager
- **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. Refer to page (pages 14-15) of the PreChampionship manual for facility requirements and site selection procedures. Facility information must be reviewed for completeness and accuracy once a year. Instructions on the process are included in the bid portal.

- **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 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.

- **Critical Incident Response Team Contact Information.** 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 is located [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 Documents tab of the facility profile, under in the Safety and Security Plan section.

- **Alcoholic Beverages.** All Division I, Division II and National Collegiate championships are eligible to engage in the sale of beer, wine and prepackaged/premixed beverages (the latter with alcohol by volume of not greater than 15%), provided certain criteria are met. After starting a bid in the NCAA Bid Portal, users will be prompted to answer a few questions that will determine their institution's eligibility to sell alcoholic beverages at a given venue. If a school is deemed eligible and is interested in selling permissible alcoholic beverages, 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.

- **Lodging**. The host institution/agency shall negotiate a courtesy hold for the participating institutions/student-athlete(s). The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes. A [letter of intent template](#) is provided by the NCAA for the host to use to confirm the hold with the hotel(s).

All prospective hosts for non-predetermined sites will be required to identify the hotel properties they secured for the event via the Hotels tab, along with an upload of signed hotel agreement(s)/letter(s) of intent.

The hotel lodging minimum for officials and site rep is eight rooms for the first and second round and five rooms for quarterfinals. This hotel should be separate from the teams. Rooms should be held the night before the game with check-out the morning after the final game date.

The hotel lodging minimum for teams is 30 doubles. It is recommended to hold the rooms the night before the first practice (Wednesday for first and second round, Tuesday for quarterfinals) until the morning after the game(s.) Hotel managers should be aware that teams may only need them the night of practice (Thursday for first and second round and Wednesday for quarterfinals) and leave the same day as the game.

If 30 doubles cannot be sourced, please reach out to Caleb Kolby Ckolby@ncaa.org to discuss alternative routes to reach the room minimum (i.e., a combination of doubles, kings, etc.)

Team hotels are expected to be located within 30 to 45 minutes of travel time from the venue, with a preference for 30 minutes. Hotels beyond 45 minutes may be considered by the sport committee as part of an acceptable bid, but additional information and rationale is required with the bid. Hosts should also ensure that the locations of the hotels for all visiting teams are equitable to the greatest extent possible. Hosts should indicate the quality of hotels in the bid submission on both the hotel letter of agreement and in the bid portal so committees have an additional understanding before awarding bids.

Room rates, as with hotel quality and location, should be comparable for all visiting teams. Hosts are expected to secure room rates that are in line with the per diem rate (i.e., no more than \$215 or \$315 for a designated high-cost city).

Hotels with internal doors and beds (i.e., no pullouts) are the only permissible lodging options. Full-service properties are preferred while limited-service properties can be acceptable if they meet quality and amenity requirements as specified by the respective sport committee. A meeting room that can fit at least 50 people should be secured for each team at the property.

Hotel Release Policy

Participating institutions are expected to stay at the hotel assigned by the host and are responsible for confirming with the hotel the number of rooms they will require and the

rooming lists. If an institution prefers to stay in another hotel, the institution must use the rooms for persons accompanying the official travel party or will be charged a financial penalty as follows:

1. If the event is one to three nights, the institution will be required to pay for one night
2. If the event is four or more nights, the institution will be required to pay for two nights.

The participating institution is expected to pay the penalty to the impacted hotel prior departing from the locale.

- **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.

- **Locker room arrangements.**
First and Second Rounds. Up to four equitable, spacious locker rooms with showers must be available for teams. Locker room space for a minimum of seven game officials also must be available. At minimum, venues must provide a locker room for each participating team for pregame and postgame preparations. If the locker room is not accessible for halftime (i.e., distance), the host institution must provide an adequately-sized walled tent with lighting and seating. If the tent is not on a permanent surface, a floor should be provided.

Quarterfinals. Two equitable, spacious locker rooms with showers must be available for teams. Locker room space for a minimum of four game officials also must be available. At minimum, venues should provide a locker room for each participating team for pregame and postgame preparations. If the locker room is not accessible for halftime (i.e., distance), the host institution must provide an adequately-sized walled tent with lighting and seating. If the tent is not on a permanent surface, a floor should be provided.

All locker room arrangements must be submitted with the bid submission for the women's lacrosse committee's review.

- **Video Review.** Video review is permissible for preliminary rounds. **Hosts must indicate their desire to use video review by the bid deadline of April 25 via the bid form.** Hosts must meet the minimum requirements outlined in the rule book and guiding documents placed on RefQuest and in the selections folder.
- **Practices.** Each team should be provided a 90-minute practice prior to the day of the competition. The practice should occur on the game field, unless weather or potential weather impacts the game field. If the game field is not available, a practice field of the same surface with lacrosse equipment (goals, etc.) should be provided. A 60-minute game day practice should be offered to all teams competing that day.
- **Streaming Requirements.** All first- and second-round games of the women's lacrosse championship will be streamed on ESPN+. Host institutions will be required to provide feeds to ESPN and will need to meet the minimum specs. (ESPN will not be on site producing the event nor will they reimburse the expense for the production.)

The quarterfinals will be produced by ESPN onsite at the host institutions while covering the expense of the production.

Technical requirements for the live stream can be found on the sport landing page [here](#), as well as **Section VI of the [Host Operations Manual](#)**. Host institutions must meet those requirements to host first- and second-rounds competition. The NCAA will offer a stipend of \$5,000 per game in the first- and second rounds to the host institution for broadcast expenses. It is highly encouraged that the event manager discusses these requirements with its technical department to make sure the expectations can be met.

The NCAA will coordinate with the host institution on the specifications for the video feed. All questions should be directed to Lucas DuMars, NCAA Championships and Alliances – Broadcast (ldumars@ncaa.org).

Additional Host Information/Resources

Host Operations Manual. The [2024-25 NCAA Division I Women's Lacrosse Host manual](#) will assist your institution in all stages of the bidding and hosting process.

Potential Host Call. There will be a potential preliminary round host and site rep call Thursday, April 24, at 11 a.m. Eastern/10 a.m. Central. Invitations to the call will be sent upon submitting a bid.

Selected Host Call. There will be a call for selected hosts and site reps Monday, May 5, at 11 a.m. Eastern.

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 1 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 Caleb Kolby at 317-917-6180 or Ckolby@ncaa.org.