

## 2024 NCAA Division III Women's Lacrosse Championship Preliminary-Round Information and Bid Checklist

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### Selections

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Selections for the 2024 NCAA Division III Women's Lacrosse Championship will be announced at 10:30 a.m. Eastern time, Monday, May 6 via web stream on NCAA.com.

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### Preliminary-Round Schedule

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First Round: Saturday, May 11  
Second Round: Sunday, May 12  
Regionals: Saturday and Sunday, May 18 and 19

As outlined in the [2023-24 NCAA Division III Women's Lacrosse Pre-Championship Manual](#), all first- and second-round games shall start at 1:00 p.m. local time and all regional round games (third round/quarterfinals) must choose the option of 11:30 a.m. and 2:30 p.m. for third round with a 1:00 p.m. quarterfinal or 1:00 p.m. and 4:00 p.m. for the third round with a 2:30 p.m. quarterfinal. For the third round, the game shown higher on the championship bracket will be the first game played, no matter the host. The game shown lower on the championship bracket will be the second game played.

A host institution desiring to deviate from these times shall indicate its requested start time(s) on the facility evaluation form and notify the championship manager (Kevin Alcox – [kalcox@ncaa.org](mailto:kalcox@ncaa.org)) before selections.

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### Bid Checklist

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The following materials must be submitted by institutions that wish to be considered as hosts for preliminary-round competition. All materials are due by **5 p.m. Eastern time, Monday, April 29.**

**Aside from the submission of your institution's certificate of insurance, each of the online forms listed below may be accessed and submitted through the championships host 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 for **each** round/weekend of competition you wish to host. For those institutions submitting bids for multiple rounds/weekends, a 'copy' function is available via the Budget System tab and will allow you to copy the budget 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 this 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

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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 [2023-24 NCAA Division III Women's Lacrosse Pre-Championship Manual](#), prior to submitting a proposed budget, and make note of the following for all preliminary-round games:

- Institutions will not receive an honorarium for hosting non-predetermined competition. NCAA staff will override the honorarium listed upon the host's submission of the financial report.
- Per diem for non-predetermined hosts has been reinstituted; consult the [travel policies](#) for further details and updates.
- 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.
- Expenses for game balls should not be included in the bid as these will be provided by the NCAA.

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**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 the pre-championship manual for facility requirements and site selection procedures. Starting this year, facility information **MUST** be reviewed for completeness and accuracy each year. Instructions on the process are included in the bid portal.

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**Key Contacts.** Please enter and update your key contacts for your institution. You should enter and/or maintain as necessary within your profile. Please enter the information for the key personnel associated with running lacrosse championship games at your site as those will be the people we contact with questions and updates throughout the process and the championship.

When starting a bid, you will be prompted to enter new key personnel, or edit/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

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manner, information must be entered on both the General tab and the Role/Titles by Sport or Facility tab.

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**Critical Incident Response Team Contact Information.** Starting this year, 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 representatives information will be added by the championship manager once a site has been selected for hosting and a site rep has been assigned.

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**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 (SSAG) 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. You must **also submit the NCAA Championships Safety and Security Team contact information form**, located in Appendix A of the *Best Practices* document. These documents should be uploaded in the document section of the facility profile. Both documents can be uploaded under the Safety and Security tab.

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**Lodging.** The host institution/agency shall negotiate a **courtesy hold** for the participating institutions/student-athlete(s). The selected hotel properties shall be within 30 minutes of the competition site and be priced at a fair and reasonable market room rate. 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).

Starting this year, 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 agreements/letters of intent upon selection as host.

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**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 venue 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

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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 can be sent to the championships staff at [insurance@ncaa.org](mailto:insurance@ncaa.org) or [xxx@ncaa.org](mailto:xxx@ncaa.org)

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**Preliminary Round Form.** Each year, the Division III Women's Lacrosse Preliminary Round form must be completed. The form contains additional questions to assist the Division III Women's Lacrosse Committee in the site selection process.

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### **Additional Host Information/Resources**

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**Host Operations Manual.** The [2023-24 NCAA Division III Women's Lacrosse Championship Host Operations Manual](#) will assist your institution in all stages of the bidding and hosting process.

**Drug Testing.** Drug testing may occur at any round of the championship and the assistance of the host institution will be a vital part. 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 The National Center for Drug-Free Sport 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 III 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 Kevin Alcox at 317-917-6085 or [kalcov@ncaa.org](mailto:kalcov@ncaa.org).

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