



2024 NCAA Division I Women's Soccer Championship Preliminary-Round Information and Bid Checklist

Selections

Selections for the 2024 NCAA Division I Women's Soccer Championship will be announced at 4 p.m. Eastern time, Monday, November 11, via web stream on ncaa.com.

Preliminary-Round Schedule

First Round: Friday-Sunday, November 15, 16 or 17.
Second Round: Friday, November 22.
Third Round: Sunday, November 24.
Quarterfinals: Friday or Saturday, November 29 or 30.

See [Pre-Championship Manual](#) (p. 13) for start times.

Bid Checklist

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, Friday, October 25, 2024**.

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 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 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.

Please carefully review the [2024-25 NCAA Division I Women's Soccer Pre-Championship Manual](#), 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.

- Host institutions should not budget for soccer balls. Six Wilson NCAA Vivido soccer balls will be sent to each site directly from the manufacturer.

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.

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 and Host 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.

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.

Alcoholic Beverages. All Division I and National Collegiate championships are eligible to engage in the sale of beer and wine, provided certain criteria are met. After starting a bid in the Championships Bid and Profile System, users will be prompted to answer a few questions that will determine their institution’s eligibility to sell beer and wine at a given venue. If a school is deemed

eligible and is interested in selling beer and wine, 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.

Lodging. The host institution/agency shall negotiate a courtesy hold for the participating institutions/student-athlete(s) starting two nights prior to the date of competition. In addition, a courtesy hold for five additional rooms (NCAA representative and officials) should be for the night prior to the competition. The selected hotel properties shall be within no more than 30 miles of the competition site and be priced at a fair and reasonable market room rate while remaining sensitive to daily divisional per diem allowances. Prospective hosts shall secure 23 double/double, non-smoking rooms for each team along with a team meeting room able to accommodate the team. In addition, the hotel must be full service or the host must have a catering company arranged to assist with team meals. 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).

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.

Field Diagram. Please upload a copy of your field diagram in the Championships Bid and Host portal system.

Streaming Requirements. For the 2024 Championships, all preliminary rounds of the women's soccer championships will be streamed on ESPN+. Schools will be required to provide the broadcast

to ESPN to host on ESPN+. This broadcast will need to meet the minimum technical specifications. ESPN will not be on site producing. The technical requirements for the live stream are noted in Appendix K of the Host Operations Manual. Host institutions must meet those requirements to host preliminary round competition. The video must be free of charge and have no commercials. Additional information regarding live video streaming rights can be found at [NCAA.com/media](https://www.ncaa.com/media). It is highly encouraged that the event manager discuss these requirements with its technical department to make sure the expectations can be met.

The NCAA will host a call specific to broadcast streaming requirements prior to the bid deadline to ensure all interested hosts have an opportunity to ask questions and understand the process. All questions related to video streaming should be directed to Tommy Barrett, NCAA Championships and Alliances – Broadcast (tbarrett@ncaa.org). Please fill out the linked [form](#) below to confirm your production contacts.

New in 2024, a production stipend of \$5000 per game will be provided to assist each host who meets the minimum streaming requirements, detailed within the manual and bid checklist. Broadcast production costs (staff, equipment, etc.) will not be submitted through the host budget system. The stipend will be provided to the hosts that meet all the requirements, post championship when finalizing the final championship financials.

https://docs.google.com/forms/d/14_a3FepSAAaTBRRmhnINYAw1RgCS1cZwEwIoah8_zWg/edit

Lighting Requirements for Second/Third-Rounds: Institutions **MUST** have lighted facilities to host second/third-round competition.

Additional Host Information/Resources

Host Operations Manual. The [2024-25 Division I Women's Soccer 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 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 I 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 Mark Bedics at 317-917-6541 or mbedics@ncaa.org.