



## 2024-25 NCAA Division II Women's Soccer Championship Preliminary-Round Information and Bid Checklist

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### Selections

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Selections for the 2024-25 NCAA Division II Women's Soccer Championship will be announced at 7 p.m. Eastern time, Monday, November 18 via web stream on [ncaa.com](https://ncaa.com).

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### Preliminary-Round Schedule

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First Round: Friday, November 22  
Second Round: Sunday, November 24  
Third Round: Sunday, December 1  
Quarterfinals: Saturday, December

\*Please refer to page 17 of the [Pre-Championships Manual](#) for game time requirements.

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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, Friday, November 8.**

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 pages 19-20 of the 2024-25 NCAA Division II Women's Soccer [Prechampionship 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.
  - If needed, this space can be used for other pertinent information related to sport-specific championship budgets (i.e., do not budget for specific equipment; this will be provided by the NCAA).
- ☐ **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 20 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 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. 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 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. 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.

- **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.

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

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**Host Operations Manual.** The 2024-25 NCAA Division II Women's Soccer Championship Host Operations Manual (*linked*) 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 18** Please review Bylaw 18 of the NCAA Division II 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 championship manager (Zach Christopher) at 317-917-6112 or [zchristopher@ncaa.org](mailto:zchristopher@ncaa.org).



## BUDGET TEMPLATE OUTLINE

Championship: Division II Women's Soccer

Round: First and Second Rounds

Championship Manger: Zach Christopher– [zchristopher@ncaa.org](mailto:zchristopher@ncaa.org)

The following outline is provided to assist with the budgeting for the Division II women's soccer first and second rounds. The numbers provided are an average of the cost associated line item. The budget numbers should not greatly exceed what is outlined below. Questions should be directed to the championship manager prior to submission of the bid for any budget items that may be significantly higher than outlined below.

### Receipts

Receipts	Budget	Actuals	Notes
Tickets	\$ TBD		See breakout below. This number will calculate based on the information entered.
Other Revenue	\$ 0		Generally \$0.
Add Others	\$ 0		Alcohol sales do not have to be projected, only actuals are reported.

### Tickets

Date	Session	Ticket Type	Channel	Budget # Tickets	Actuals # Tickets	Price	Budget	Actuals
<i>Each day should be a separate session.</i>	<i>Make selection</i>	<i>Make selection</i>	<i>Host Channel</i>	<i>Input estimate</i>	<i>0</i>	<i>Input price</i>  <i>D2WSOC minimums: \$5 general admission</i>	This will populate based on what is entered in the previous columns.	

## Expenditures

Expenditures	Budget	Actuals	Notes
Entertainment			
Committee Hospitality	\$200		Include costs for committee, officials and media hospitality here.
In-venue Entertainment	\$ 0		Should not be used at regionals.
Participant Celebrations	\$ 0		Should not be used at regionals.
Participant Gifts	\$ 0		Should not be used at regionals.
Participant Meals and Refreshments	\$250		Include costs for reasonable snacks and beverages. Full meals should not be provided.
Add Others	\$ 0		This category should not be used without previous discussions with championship manager.
Equipment			
AV Rental	\$ 0		N/A for soccer
Copiers/Printers	\$ 0		Generally not used unless institution pays this for each regular season contest.
Custodial Services and Supplies	\$ 0		Generally not used unless institution pays this for each regular season contest.
Internet/Phone/Communication Services	\$ 0		Generally not used unless institution pays this for each regular season contest.
Sound Equipment Rental	\$ 0		N/A for soccer
Tables/Chairs/Staging Rental	\$ 0		N/A for soccer
Tent/Canopy/Barricade Rental	\$ 0		N/A for soccer
Transportation and Shuttle Services	\$ 0		N/A for soccer
Utility vehicles/Golf cars/Gators	\$ 0		N/A for soccer
Video Equipment	\$ 0		Should not be used at regionals. Equipment costs are not reimbursed based on <u>Division II preliminary round streaming requirements</u> .
Add Others	\$ 0		This category should not be used without previous discussions with championship manager.
Facility			

Decor	\$ 0		Signage package provided by the NCAA. Host should not print additional signage.
Facility Rental Charge	\$ 0		Please complete the information included in the clickable bubble.  Generally not used unless institution pays this for each regular season contest.
Playing Surface Supplies	\$ 125		Expenses only reimbursed in event of inclement weather.
Video Streaming/Broadcast	\$0		Should not be used at regionals. Equipment costs are not reimbursed based on <u>Division II preliminary round streaming requirements</u> .
Add Others	\$ 0		This category should not be used without previous discussions with championship manager.
Facility Fees			
Facility Fees	\$ 0		If needed, typically captured in facility rental charge.
Officiating Expenses			
Officials Fees	\$ 0		Paid for by NCAA
Officials Lodging	Varies		Four officials per match. Officials who require lodging will travel in the night prior to their match, and leave following the match. Budget should be based on all officials at a site requiring lodging.
Officials Travel	\$ 0		Paid for by NCAA
Officials Per Diem	\$ 0		Paid for by NCAA
Other Officiating Expenses	\$ 0		This category should not be used without previous discussions with championship manager.
Add Others	\$ 0		This category should not be used without previous discussions with championship manager.
Personnel			



Administrative	\$0		N/A
Ambulance/Emergency/Medical Personnel	\$730		Should be based on standard rates of institutional facility.
Ball Attendants	\$0		Non-reimbursable expense.
Committee/Site Representative Lodging	Varies		Site representative will arrive the day prior to practice and depart day of competition.
Custodians-Facility	\$150		Should be based on standard rates of institutional facility.
Grounds Crew	\$150		
Maintenance-Facility Labor	\$100		
Official Scorer	\$100		
PA Announcer	\$100		
Police and Security	\$450		
Statisticians	\$100		
Ticketing Personnel	\$200		
Timer	\$100		
Ushers	\$100		
Video/Scoreboard/AV Operators	\$300		Personnel costs for live streaming (camera operators, announcers) should be included here.
Add Others	\$ 0		This category should not be used without previous discussions with championship manager.
Promotion Expenses			
Advertising/Marketing	\$50		Generally minimal.
Postage	\$0		
Printing/Signage	\$50		
Add Others	\$ 0		This category should not be used without previous discussions with championship manager.
State and City Taxes			
State and City Taxes	Varies		State and local taxes charged on ticket revenue. Base this on projected tickets sold.
Ticket Expense			
Commissions	\$ 0		N/A for most sites.
Credit Card Fees	Varies		Should be based on standard rates of institutional facility.
Ticket Vendor Fee	Varies		Should be based on standard rates of institutional facility.
Add Others	\$ 0		This category should not be used

			without previous discussions with championship manager.
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