



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

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### Selections

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Selections for the 2024 NCAA Division I Women's Volleyball Championship will be announced at 6 p.m. Eastern time, Sunday, December 1 on ESPN.

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### Preliminary-Round Schedule

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First- and Second-Round: Thursday/Friday (December 5/6) or Friday/Saturday (December 6/7)  
**Host institutions should provide times for the dates they are available to host (please provide availability for both December 5/6 or December 6/7)**

Regional Round: Thursday/Saturday (December 12 and 14) or Friday/Sunday (December 13 and 15)  
**Regional sites for the 2024 championship are non-predetermined, therefore bids are being accepted to host. There is a day off between regional rounds of competition. Regional hosts will be determined no later than Sunday December 8. Hosts must be available to host either set of dates.**

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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, Tuesday, November 12.**

Each of the online forms listed below may be accessed and submitted through the championships bid 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 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.

New for 2024, potential hosts must include their current regular season ticket prices. Ticket prices have been established for the early rounds noted on page 69 of the host operations manual.

**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 18-19 of the 2024-25 NCAA Division I Women's Volleyball Pre-Championship 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.
  - The host institution will be responsible for paying the evaluators for first- and second-round competition. Evaluators, if only one, will receive a flat fee of \$400. If two evaluators are on site, each will receive \$200. No per diem, hotel or transportation will be covered.
  - As a reminder, there will be a \$10,000 (first- and second-round) and \$15,000 (regional round) guarantee that is automatically calculated with the budget system.
- **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 18-19 of the pre-championship manual for facility requirements and site selection procedures. Beginning in 2024-25, facility information must be reviewed for completeness and accuracy once a year. Instructions on the process are included in the bid portal.

**Playing Surface:** The court and a free zone area at least 2 meters (6 feet, 6 inches) adjacent to and surrounding the court must be flat, smooth and free of obstructions, other than net supports. The free zone may include playing area that is even with or not more than approximately 1.25 centimeters (1/2 inch) lower than the primary surface. For facilities constructed after 2016, a free zone of 3 meters (9 feet, 9 inches) is required.

The recommended free zone area is 3.05 meters (10 feet) outside the sidelines and 4.58 meters (15 feet) beyond the end lines.

Overhead Clearance: The recommended clearance over the playing area is 12.4 meters (41 feet), measured from the playing surface. For facilities constructed after 2006, the space above the playing area must be free of obstruction to a minimum height of 7.62 meters (25 feet) measured from the playing surface.

Regionals: New for the 2024 season, those interested in hosting a regional round of competition will be required to have or have access to a Taraflex floor.

Locker Rooms: A site must have four high quality locker rooms and adequate training facilities to host any round of competition.

Seating Requirements: For first- and second-rounds, there is no seating requirement, however hosts must be able to meet all the seating requirements per the host operations manual. For regionals, the seating requirement is 3,000 seats.

Challenge Review System: For all preliminary-round sites, a site must have the challenge review system in the building. It must be a minimum of a four camera system.

- ☐ **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.

- ☐ **Critical Incident Response Team Contact Information.** Beginning in 2023-24, 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 document section of the facility profile, under the Safety and Security tab.

- ☐ **Alcoholic Beverages**. All Division I, Division II 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. 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.

Video Board Questionnaire. A video board questionnaire is available online and must be completed by each institution interested in hosting first- and second-round and regional competition. If your host facility does not have a video board, this requirement does not pertain to your institution.

Television and Digital Rights. The NCAA maintains exclusive rights to broadcast all rounds of NCAA championship competition. ESPN is the rights holder for all rounds of the DI women's volleyball championship. All host institutions for first and second rounds of this championship event are required to produce a live internet video stream for distribution on ESPN+.

Technical Requirements. The technical requirements for the live stream are noted on the file sharing site in the broadcast folder. Host institutions must meet those requirements to host preliminary round competition. The NCAA will host a broadcast specific call to discuss minimums and answer any questions hosts may have on this requirement.

The NCAA, in partnership with ESPN, will coordinate with the host institution on the specifications for the video feed inclusive of equipment, staffing, graphics, music, transmission, etc. All questions related to video streaming should be directed to Natalie Steger, NCAA Championships and Alliances – Broadcast ([nsteger@ncaa.org](mailto:nsteger@ncaa.org)).

Please complete the [Google Form survey](#). This production survey includes specifications for your specific institution Survey linked here: [Broadcast Technical Survey \(https://docs.google.com/forms/d/e/1FAIpQLSe\\_WMJ2DC7V4yNHpjW-MeJ2Sx5t2Y-u6Gy7UemBReJqM8bcIw/viewform?usp=sf\\_link\)](https://docs.google.com/forms/d/e/1FAIpQLSe_WMJ2DC7V4yNHpjW-MeJ2Sx5t2Y-u6Gy7UemBReJqM8bcIw/viewform?usp=sf_link).

Participant Manual. To be eligible to host a preliminary round of competition, potential hosts must complete a participant manual to be approved by the NCAA. The manual template is available [here](#).

Web address for host file sharing site is:

([https://publicsport.blob.core.windows.net/sports/di\\_wvb/preliminary\\_round\\_hosting\\_information/Index.html](https://publicsport.blob.core.windows.net/sports/di_wvb/preliminary_round_hosting_information/Index.html)).

Please upload your manual in the document section of the facility profile in the bid portal.

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

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

**Hosting File Sharing Site.** For the 2024 championship in anticipation of potentially hosting preliminary round competition, the link to a championship resource share drive is: ([https://publicsport.blob.core.windows.net/sports/di\\_wvb/preliminary\\_round\\_hosting\\_information/Index.html](https://publicsport.blob.core.windows.net/sports/di_wvb/preliminary_round_hosting_information/Index.html)).

This drive will house all pertinent hosting information including a template participant manual, on-site meeting agendas, host call templates, pre-game format, etc. In preparation for hosting competition, please take time to work through these folders in advance of the selection announcement.

**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 Kristin Fasbender at 317-917-6520 or [kfasbender@ncaa.org](mailto:kfasbender@ncaa.org) or Jay Jay Rackley at 317-917-6834 or [jrackley@ncaa.org](mailto:jrackley@ncaa.org).