



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

Selections

Selections for the 2024-25 NCAA Division II Women's Volleyball Championship will be announced at 7 p.m. Eastern time, Monday, November 25 via NCAA.com.

Preliminary-Round Schedule

Regional Rounds: December 5-7 or 6-8

Quarterfinals: 11 a.m., 1:30p.m., 4:30p.m. and 7 p.m.

Semifinals: 4 p.m. and 7 p.m.

Finals: No earlier than 3 p.m.

**All times listed are local*

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, November 15th.**

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 (page 19 & 20) of the 2024-25 [NCAA Division II Women's Volleyball 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 (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. Additional hotel arrangements should be made for the NCAA site rep and officials if needed (four referees and four line judges).

- **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.

- ☐ **Challenge Review System.** Regional hosts may, but are not required, to use the Challenge Review System as long as minimum requirements are met. Please reference Rule 18 of the [2024 and 2025 Women's Volleyball Rules Book](#) for details.
- ☐ **Banquet Video Content.** For the final site the NCAA plans to create videos that include each of the eight advancing teams. To help with this effort, each host should secure an individual to shoot floor-level footage of each game at their site.

In addition to general action highlights, we'll be looking to secure creative shots. It is important we get these types of shots from each site so that all eight advancing teams have similar content for the final features. Below are the items we will be hoping to receive from each site:

- Fans -- cheering throughout the game, student groups, mascots, etc. (when applicable)
- Game -- Floor level action from multiple angles, "hero" shots, some close-ups for variety, nothing super far away
- Coaches -- huddle shots, interaction with athletes, pre-game handshake, etc.
- End of game -- celebration as the match goes final

Additional Host Information/Resources

Host Operations Manual. The 2024-25 NCAA Division II Women's Volleyball 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 31. Please review Bylaw 31 of the NCAA Division (div) 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 (Donisha Carter) at 317-917-6652 or dcarter@ncaa.org.



BUDGET TEMPLATE OUTLINE

Championship: Division II Women's Volleyball
 Round: Regionals
 Championship Manager: Donisha Carter dcarter@ncaa.org

The following outline is provided to assist with the budgeting for a Division II Volleyball Championship Regional Round. The summary numbers provided are an average of the last four years of the costs associated with each category, with the exception of the state and city taxes category. The notes section provides a summary of some of the typical expenses submitted in a given line item within each category that are applicable. 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 selections of applicable ticket types being sold.</i>	<i>Host Channel should be selected.</i>	<i>Input estimate based on actual regular season attendance data.</i>	<i>0</i>	<i>Input ticket prices. minimums: \$5 Adult \$3 Student/senior \$2 child</i>	<i>This will populate based on what is entered in the previous columns.</i>	

Expenditures

<u>Expenditures</u>	Budget	Actuals	Notes
Entertainment – Average over the last four years for this entire category has been \$1500.			
Hospitality	\$ Varies		Include costs for officials, site rep and media hospitality.
In-Venue Entertainment	\$0		Should not typically be used at preliminary-rounds.
Participant Celebrations	\$0		Should not be used at preliminary-rounds.
Participant Gifts	\$0		Should not be provided at preliminary-rounds.
Participant Meals and Refreshments	\$ Varies		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 the championship manager.
Equipment – Average over the last four years for this entire category has been \$300.			
A/V Rental	\$0		N/A
Athletic Training Room Supplies/Equipment	\$ Varies		Generally not incurred by most championship host sites.
Copiers/Printers	\$0		Generally not used unless institution pays this for each regular season game.
Custodial Services and Supplies	\$0		Generally not used unless institution pays this for each regular season game.
Internet/Phone/Communication Services	\$0		Generally not used unless institution pays this for each

			regular season game.
Sound Equipment Rental	\$0		N/A
Tables/Chairs/Staging Rental	\$0		N/A
Tent/Canopy/Barricade Rental	\$0		N/A
Transportation and Shuttle Services	\$0		N/A
Utility Vehicles/Golf Carts/Gators	\$0		N/A
Video Equipment	\$0		Should not be used at preliminary-rounds. Equipment costs are not reimbursed based on Division II preliminary round streaming requirements .
Add Others	\$0		This category should not be used without previous discussions with the championship manager.
Facility – Average over the last four years for this entire category has been \$415.			
Décor	\$0		Signage package provided by the NCAA. Host should not print additional signage.
Facility Rental Charge	\$0		Generally not a charge for most championship hosts unless institution pays this for each regular season game.
Playing Surface Supplies	\$0		Generally not incurred by most championship host sites.
Portable Restrooms	\$0		N/A
Video Streaming/Broadcast	\$0		Should not be used at preliminary-rounds. Equipment costs are not reimbursed based on Division II preliminary round streaming requirements .

Add Others	\$0		This category should not be used without previous discussions with the championship manager.
Facility Fees – Average over the last four years for this entire category has been \$0.			
Facility Fees	\$0		N/A
Officiating Expenses – Average over the last four years for this entire category has been \$4,000.			
Officials Fees	\$0		Paid for by the NCAA.
Officials Lodging	\$ Varies		Eight officials (four referees and four line judges) 3-4 nights.
Officials Travel	\$0		Paid for by the NCAA.
Officials Per Diem	\$0		Paid for by the NCAA.
Other Officiating Expense	\$0		This category should not be used without previous discussions with the championship manager.
Add Others	\$0		This category should not be used without previous discussions with the championship manager.
Personnel – Average over the last four years for this entire category has been \$8,750.			
Administrative	\$0		N/A
Ambulance/Emergency/Medical Personnel	\$ Varies		Should be based on standard rates of institutional facility.
Ball Attendants	\$ Varies		This should be based on standard rates for a typical regular season game.
Committee/Site Representative Lodging	\$ Varies		Site representative will generally arrive the day prior to practice and

			depart after competition.
Contractor Services	\$0		N/A
Custodians-Facility	\$ Varies		This should be based on standard rates for a typical regular season game.
Grounds Crew	\$ Varies		This should be based on standard rates for a typical regular season game.
Maintenance-Facility Labor	\$ Varies		This should be based on standard rates for a typical regular season game.
Official Scorer	\$735		This should be based on standard rates for a typical regular season game but no more than \$735.
PA Announcer	\$ Varies		This should be based on standard rates for a typical regular season game.
Police and Security	\$ Varies		This should be based on standard rates for a typical regular season game.
Statisticians	\$ Varies		This should be based on standard rates for a typical regular season game.
Ticketing Personnel	\$ Varies		This should be based on standard rates for a typical regular season game.
Timer	\$ Varies		This should be based on standard rates for a typical regular season game.
Ushers	\$ Varies		This should be based on standard rates for a typical

			regular season game.
Video/Scoreboard/AV Operators	\$ Varies		Personnel costs for live streaming (camera operators, announcers) should be included here.
Sport Specific officials: Assistant Scorer/Libero Tracker	\$735		This should be based on standard rates for a typical regular season game but no more than \$735.
Add Others	\$0		This category should not be used without previous discussions with the championship manager.
Promotion Expenses - Average over the last four years for this entire category has been \$55.			
Advertising/Marketing	\$ Varies		Generally minimal advertising expenses are incurred with less than one week of advance notice from selections to the day of the game.
Postage	\$ Varies		Generally not incurred by most championship host sites.
Printing/Signage	\$ Varies		The signage expenses could be for directional signs.
Add Others	\$0		This category should not be used without previous discussions with the championship manager.
State and City Taxes			
State and City Taxes	\$0		State and local taxes charged on ticket revenue.

Ticket Expense - Average over the last four years for this entire category has been \$455.			
Commissions	\$0		N/A for most sites.
Credit Card Fees	\$ Varies		Should be based on standard rates of institutional facility.
Ticket Vendor Fee	\$0		N/A for most sites.
Add Others	\$0		This category should not be used without previous discussions with the championship manager.