CHAMPION YOUR CITY
NCAA® SITE SELECTION PROCESS
2023, 2024, 2025 & 2026
NCAA DIVISION III
WOMEN’S BASKETBALL CHAMPIONSHIP

SPORT SPECIFIC INFORMATION
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IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE SPECIFICATIONS THAT FOLLOW AND ANY SUCH SPECIFICATIONS IN THE GENERAL BID SPECIFICATIONS DOCUMENT, THE FORMER SHALL PREVAIL AND GOVERN THE MATTER.
Prospective bid committees are encouraged to familiarize themselves with the 2019-2024 NCAA Women’s Basketball Strategic Plan (www.ncaa.org/WBBStrategicPlan). The shared vision and corresponding strategies are designed to:

Unify and grow the women’s basketball community; empower student-athletes to achieve their full potential; celebrate and elevate the game; and create an inspiring experience for all involved.

We’re building on our plan in the following goal areas:

- Leadership
- Transformational Student-Athlete Experience
- Quality Competition
- Memorable Championships
- Building Affinity

The NCAA Women’s Basketball Strategic Plan will elevate our game and our community with these goal areas as our guideposts. We are intentional about the steps we are taking to achieve our goals. We have set a course that will benefit those who play the game – and those who oversee it – in all three divisions for years to come.

SECTION I: INTRODUCTION

The National Collegiate Athletic Association (“NCAA” and/or “Association”) is pleased to provide to member institutions/conferences the opportunity to submit a proposal to host one or more NCAA championships.

The information contained in this document and the accompanying attachments provides the minimum bid specifications for hosting any of these championships, as well as essential information that will provide assistance in the development of a creative, comprehensive and competitive bid proposal. The NCAA awards the privilege of hosting an NCAA championship to institutions’ several years in advance, so those communities may work collaboratively with the NCAA to create positive experiences for its student-athletes, participating institutions, fans and the community.

A member institution or member conference of the NCAA must be designated as the host institution/conference for the championship. The administration of the championship is under the authority of the respective sports committee subject to final authority of the NCAA DIII Championships Committee. All activities and events associated with the championship are to be approved by the sports committee.
SECTION II: CHAMPIONSHIP STRUCTURE

<table>
<thead>
<tr>
<th>DATE FORMULAS</th>
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<tbody>
<tr>
<td>First/Second Rounds (16)</td>
</tr>
<tr>
<td>Sectionals (4):</td>
</tr>
<tr>
<td>Semifinals and Finals</td>
</tr>
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</table>

The championship provides for a field of 64 teams. Sixteen first- and second-round matches will be played on the campus of a participating institution. Winners will advance to four sectional tournaments that are played on the campus of a participating institution.

- March 18, 2023*
- March 15 and 16, 2024
- March 21 and 22, 2025
- March 20 and 21, 2026

*In 2023, the Division III Women’s Basketball Championship final game will be held in conjunction with the 2023 Divisions I and II Women’s Basketball Championships final games at a common site. Bids are being accepted for the semifinal games that year to be held March 18. Please refer to the tentative schedule for 2023 on page 15.
SECTION III: GENERAL FACILITY REQUIREMENTS

1. The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The facility must agree that it will be in compliance with all applicable cities, state or federal regulations concerning access and seating for people with disabilities.

2. Host facility must be equipped with the following: electric scoreboard, public address system, mounted 30-second clock, locker rooms (minimum of four available for practice and games that are similar in size, amenities and location), officials' locker/dressing room(s) (two separate rooms preferred) and athletic training facilities. The women's basketball committee prefers there be four separate team locker rooms available; however, if exclusive use of the locker rooms is not possible, you must provide a meeting room for pregame and halftime meetings. Hosts planning to use something other than four separate locker rooms must submit a detailed plan with diagram with their bid.

3. The facility must be available from 8 a.m. Wednesday preceding the competition through the conclusion of the final round for the purpose of preparing for, practicing and conducting the competition. The committee arrives Wednesday for a walk-through of the facility. Thursday is practices and Friday begins competition.

4. There should be no conflicting events (i.e., classes, practices, etc.) held during the practice session on or around the playing floor that would interfere with any championship events.

5. The NCAA specifically disclaims any responsibility to investigate the safety or code compliance of the facility and parking lots or the component products, equipment, materials, designs and constructions.

6. The facility must have a comprehensive evacuation plan in case of emergencies.

7. At the discretion of the NCAA, practice sessions may be open to the public at no admittance charge. Programs, merchandise and concessions may be sold.

9. The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
   a. A sports medicine area for student-athletes.
   b. Media work space for 20+ with appropriate lighting, heat, air-conditioning and toilet facilities.
   c. A statistics control area containing one photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 75 per minute. The copy machine also shall include a collator and automatic stapler. The facility shall be responsible for the installation, service costs and four different colors of paper for these machines during the championships. This area should also include one high speed, hard wired internet line along with wireless capabilities and a high speed printer.
   d. The NCAA shall be provided exclusive use of meeting space in the arena during the championships with
high speed internet capabilities.

e. Two rooms for drug testing, with a waiting area and toilet facilities.

10. The facility shall provide, at its expense, tables, chairs, skirting, bunting, pipe-and-drape and platforms for all areas as required by the NCAA. The facility shall be responsible and pay the costs of the coordination and installation of interior and exterior decorations.

11. The facility shall provide complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations.

12. The playing court shall be in compliance with the regulation specifications identified in the NCAA Men’s and Women’s Rule Book.

13. The court shall be arranged in accordance with the NCAA Women’s Basketball Rules book as far in advance as possible, but in no event later than Wednesday prior to competition.

14. The facility should seat a minimum of 1100 spectators, preferably 1500 or more.

15. Willing to host a collegiate all-star game prior to the championship game.

The prospective host that is bidding on this championship agrees to all terms and conditions as outlined above in this Championship Bid Specifications Agreement. We agree to comply with all the requirements listed in this document and to administer the designated championship in accordance with the policies of the NCAA and the applicable NCAA sports committee. Prospective hosts that agree with all the requirements listed in this document for the designated championship shall signify agreement by selecting “Yes” below.

☐ YES  ☐ NO  ☐ NO with Exception

Prospective hosts who do not agree with all requirements in this document shall select either “No” or “No with Exception” and declare any issues and/or exceptions regarding the aforementioned terms. Please note: any proposed revisions to the language in this document must be specified in the bidding portal to be considered.
Housing will be required for all participating teams, NCAA staff, committee members, media, game officials, and other special guests as designated by the NCAA. Separate hotels are needed for the NCAA, media, officials and participating teams unless specified otherwise by the NCAA. It may be permissible for the media or game officials to be assigned to the same property as the NCAA headquarters hotel. (Game officials and teams may not stay in the same hotel.) Efforts will be made to provide some deference to the official corporate champion/partner in the hotel category (should one exist at the time of contracting) of the NCAA. While hotels are the primary housing offerings that will be contracted, alternative options may be considered in certain situations.

Bids will be awarded contingent upon the successful negotiation of housing needs at reasonable rates. Failure to secure such reasonable rates and properties may result in rescinding of the bid award.

The host institution/conference or sponsoring agency must guarantee sufficient housing is available to meet the room block needs identified in the sport specific bid specification. Properties must meet the required service levels and be in reasonable proximity to the event venues. Rooms should not be secured or contracted nor should rates be discussed with specific properties, unless requested to do so by the NCAA.

Bid responses may highlight any recommended properties Anthony Travel should consider when contracting. Specifications should also disclose any special relationships, agreements and/or financial arrangements you may have in place with the recommended properties. Anthony Travel will take into consideration all recommendations when selecting hotels; however, guarantees cannot be made that contracts will be secured with these properties.

All hotels contracted must have experience with and understand the needs of large groups. For certain championship events, additional room blocks may be required for fan travel.

The NCAA or its designees shall have the exclusive right to sell products licensed by the Association for merchandising at the selected hotels (inside and outside the premises controlled by the hotels). The hotel will provide adequate space in its lobby for such sales.

Contracted properties will be responsible for complying will all requirements in the contract terms as presented in the sample contract.
Hotel Room Block

<table>
<thead>
<tr>
<th>Number of Hotels</th>
<th>Service Level</th>
<th>Wed.</th>
<th>Thu.</th>
<th>Fri.</th>
<th>Sat.</th>
<th>Sun.</th>
<th>Notes</th>
</tr>
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<tbody>
<tr>
<td>Teams(^1)</td>
<td></td>
<td>60 – DD</td>
<td>60 – DD</td>
<td>60 – DD</td>
<td>30 – DD</td>
<td>c/o</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>8 – Kings</td>
<td>8 – Kings</td>
<td>8 – Kings</td>
<td>4 – Kings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Headquarters</td>
<td></td>
<td>15 – Kings</td>
<td>15 – Kings</td>
<td>15 – Kings</td>
<td>c/o</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Officials</td>
<td></td>
<td>0 – Kings</td>
<td>12 – Kings</td>
<td>12 – Kings</td>
<td>12 – Kings</td>
<td>c/o</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>60 – DD</td>
<td>60 – DD</td>
<td>60 – DD</td>
<td>30 – DD</td>
<td>c/o</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>23 – Kings</td>
<td>35 – Kings</td>
<td>35 – Kings</td>
<td>31 – Kings</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

\(^1\) **Room Types:** 60 Doubles, 23 Kings, ___Suites, ___Other (please explain)

All hotels shall be in close proximity (ideally within walking distance) from the event venue. The team hotels must be of comparable quality and distance from the playing venue.

The host institution is financially responsible for the official accommodations to be reimbursed by the NCAA.

All hotels shall be in close proximity (ideally within walking distance) from the arena. The team hotel(s) must be of comparable quality and distance from the arena. A minimum of fifteen double/double sleeping rooms for each team is required. Two complimentary bedroom suites (for the head coach and the administration) are recommended.

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SECTION V: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, lodging (room and tax), per diem and game fee for all officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA sport committee.
4. Awards for the participating teams.
5. Official souvenir program.
7. Credentials.
8. Mementos to the official traveling parties of the participating teams.
9. Funding for volunteer apparel.
10. Funding for promotional efforts.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Volunteers
3. Public relations coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality.
6. Food/beverage concessions.
7. Public address system.
8. Support personnel – ushers, ticket takers, media runners, etc.
10. Media room (fully equipped).
11. Media seating/work area with constant refreshments.
12. Tickets.
13. All computers, printers, fax machines, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championships, and as may be required by the NCAA.
14. Appropriate directional signage within and outside the venue.
15. Other items as later requested by the NCAA.
16. Head table personnel (e.g., public address announcers, official scorer, matchmaker, chief of head table operations, etc.)
17. Host will be required to submit a marketing plan after they are selected to host which shall be approved prior to activation by the NCAA marketing staff. When the proposed budget is submitted a minimum of $4,000 should be budgeted for these purposes.

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1. **Marketing Plans.** Upon selection, the host is required to submit a marketing plan for review and approval prior to activation by the NCAA marketing staff. Please refer to the appropriate marketing plan template as a guideline when submitting your plan for review.

2. **Budgets.** When the proposed budget is submitted, a minimum of $4,000 should be allocated for these purposes. The marketing budget should only include items needed for: marketing, advertising, printing costs, grassroots opportunities and promotions.

3. **Creative Process.** A creative marketing assistance website is available to the host for their marketing needs. This marketing website, [NCAACHampsPromotion.com](http://NCAACHampsPromotion.com), is a comprehensive tool designed to help hosts create marketing pieces which will generate awareness and promote tickets and or attendance for the championship.

   Hosts should customize and download all necessary artwork to promote the championship. Every effort should be made to use the online marketing templates, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided.

   All requests, for both artwork and reimbursement, must be approved by the NCAA prior to proceeding with production. Artwork requests and approvals will be managed through the website. Should you not have a local vendor, a list of preferred NCAA vendors is available on the website.

4. **Radio/TV.** Radio/TV. The NCAA will provide the following television and radio elements to assist in promoting and selling tickets to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, tv commercials, videoboards). All spots will be made available for download via the online marketing website [NCAACHampsPromotion.com](http://NCAACHampsPromotion.com).

5. **Support Documents.** Hosts should refer to the following support documents when developing marketing plans and budgets: NCAA Ticket Promotional Use Guidelines, NCAA Sales Commission Guidelines, and NCAA Micro-Site Guidelines.
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SECTION VII: SCHEDULE OF EVENTS

Following is a tentative schedule of activities to be held in conjunction with the championship (2024, 2025, 2026):

**Wednesday**
- Committee Arrival
- Committee Walk-through of Facility
- Team Entertainment

**Thursday**
- Team Practice Sessions
- Team Community Service
- Official’s Meeting
- Team Press Conferences
- Banquet
- Coaches Meeting - immediately before or following banquet

**Friday**
- Team Shoot-arounds
- All-star Team Practice (can be in auxiliary gym)
- Semifinal Games
- Awards Ceremony—immediately after each semifinal game.

**Saturday**
- Team Shoot-arounds
- Senior All-Star Game
- Championship Game
- Awards Ceremony—immediately after the championship game.
Following is a tentative schedule of activities to be held in conjunction with the semifinal games (2023 only):

**Thursday**
- Committee Arrival
- Committee Walk-through of Facility
- Team Entertainment

**Friday**
- Team Practice Sessions
- Team Community Service
- Official’s Meeting
- Team Press Conferences
- All-star Team Practice (can be in auxiliary gym)
- Banquet
- Coaches Meeting - immediately before or following banquet

**Saturday**
- Team Shoot-arounds
- Senior All-Star Game
- Semifinal Games
- Awards Ceremony—immediately after each semifinal game.
SECTION VIII: VOLUNTEER NEEDS

Approximately 40 volunteers per day will be needed for assignments, including ball chasers (four), official scorer, scoreboard operator (timer), shot-clock operator, statisticians (minimum of three), play-by-play, floor sweepers, PA announcer, an individual(s) to act as host for each team (minimum of four), certified trainer in attendance at all sessions, hospitality (six), press conference attendant/moderator and media runners (six), timeout coordinator and security for crowd control/officials escort (six).

Additional volunteers may be required for any Special Olympics activation activities. These may be volunteers that have additional duties at other times.

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The Women’s Basketball Coaches Association (WBCA) generally holds an all-star game at the venue Saturday afternoon with a reception following the event. In addition, it holds a Division III coaches meeting and/or youth clinic on/near the site on championship weekend. A representative from the WBCA will contact you in regard to their needs for these events. The NCAA encourages cooperation with this group in conjunction with the championship; but these are WBCA events and its staff will work with you regarding the needs and the reimbursement for the event(s).