CHAMPION YOUR CITY
NCAA® SITE SELECTION PROCESS
2023, 2025 & 2026 NCAA DIVISION II WOMEN’S LACROSSE 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 Host City Bid Specifications Document, the former shall prevail and govern the matter.
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 from the NCAA 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 FORMULA</th>
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<tbody>
<tr>
<td>First Round/Second Round</td>
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<tr>
<td>Championship</td>
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<table>
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<tr>
<th>DATES AVAILABLE FOR BID</th>
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<tbody>
<tr>
<td>May 19-21, 2023</td>
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<td>May 16-18, 2025</td>
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<td>May 15-17, 2026</td>
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*The 2024 NCAA Division II Women’s Lacrosse Championship will be part of the NCAA Division II National Championships Spring Festival.*

**The Division II Women’s Lacrosse Committee will consider bids for multiple years and/or single year bids.*
SECTION III: FACILITY REQUIREMENTS

Listed below are specific requirements a facility must meet to be considered to host the Division II women’s lacrosse championship, as well as secondary considerations that are desirable but not mandatory in order to host this championship.

1. Competition Venue. The competition venue shall be arranged in accordance with the NCAA Women's Lacrosse Rules as far in advance as possible, but in no event later than 9 a.m. Wednesday prior to competition. It is the responsibility of the host institution/conference to provide a field of play that meets the maximum measurements for length and width (120 yards by 65 yards), as described below. Any deviation must have the consent of the NCAA Women's Lacrosse Committee. There is special emphasis on quality of field conditions and accurate lining of the field.

2. Essential Requirements.
   a. Regulation field with stadium lights
   b. Visible electronic scoring/timing device on the field
   c. Four locker rooms
   d. Adequate spectator seating (750 or above preferred)
   e. Press box area for media, webstream, public address announcer, etc.
   f. Training area
   g. Adequate security
   h. Air horn for scorer’s table
   i. Two officials locker rooms (male and female)
   j. Indoor backup practice area available in case of inclement weather
   k. Videotaping of all competition
   l. Ability to secure site and charge admission
3. **Secondary Requirements.**
   
a. **Hospitality area**

b. **Media seating at a table and press conference area/room**

4. **Benches.** Benches (separate from bleachers) or chairs for 38 persons per team should be set up on each side of the scorer's table.

5. **Team Tents.** Two 12 x 12 tents (minimum size) with benches for teams to meet at during halftime if locker rooms are too far from field.

6. **Hospitality Area.** A tournament hospitality area should be available. Participating teams' representatives (president, athletics administrators, coaches, sports information personnel and trainers), host institution VIPs, media and NCAA lacrosse committee representatives usually are the invited guests. No others should be allowed. Team members should not be invited. The hospitality area should be open before, during and after each game for food and beverages. Coolers of Dasani should be in locker rooms for players. You may have refreshments donated, if possible; however, please refer to promotional guidelines in the general bid specifications. Alcohol **must not** be available for consumption in connection with an NCAA championship.

7. **Officials' Hospitality.** A hospitality area should be provided for the officials to relax in before, between and after games, with refreshments provided. If such an area is not available, please provide soft drinks, water or other beverages, and snacks/fruit for the officials in their locker room as well as towels. It is recommended that the officials' hospitality area be separate from the general hospitality area if possible.

8. **Scorer's Table.** If the scoreboard and other game operations are separate from the press box area, there should be enough seats at the scorer's table for the following individuals: scorer, alternate official, public-address announcer, statistics crew, scoreboard operator and the NCAA staff and committee. However, if the scoreboard and other game operations are located in the press box area, there should be adequate seating for the following individuals: alternate official and the NCAA staff and committee. In addition, the scorer's table must be covered. It is preferred that the scorer's table be elevated to provide enhanced sight lines of the games for the table officials and the games committee members. The scorers' table must have communication capabilities with the press box.

9. **Meeting Rooms.** Meeting rooms available on-site—one large room (for 25 individuals) and one small room (for 6 individuals) for committee and required administrative meetings.
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.
SECTION IV: MARKETING

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, 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

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 V: LODGING

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 with all requirements in the contract terms as presented in the sample contract.
**Hotel Room Block**

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<tbody>
<tr>
<td>Teams¹</td>
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<td>80</td>
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<td>40</td>
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<tr>
<td>Headquarters</td>
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<td>7</td>
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<tr>
<td>(NCAA/Officials)</td>
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<td>98</td>
<td>58</td>
<td>47</td>
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¹ Room Types: ___ Doubles, ___ 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.

A minimum of sixteen 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 VI: 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 ($235/semifinal and $335/final) for the seven officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA Division II Women’s Lacrosse Committee (four individuals).
4. Awards for the participating teams.
5. Official program.
6. Credentials.
7. Hydration product (e.g., water, electrolyte solution, coolers, etc.).
8. Mementos to the official traveling parties of the participating teams.
10. Funding for promotional efforts.
11. STX will supply game and practice balls and two goal cages with nets to be used for practices and game competition.

HOST INSTITUTION AND/OR HOST AGENCY PROVIDES:

1. Facilities.
2. Key administrative personnel and volunteers.
3. Media, public relations coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championship hospitality (to be included in host operations budget and reimbursed by the NCAA).
6. Food/beverage concessions.
7. Public address system and announcer.
8. Support personnel—ushers, ticket taker, runners, etc.
10. Media room (fully equipped and with internet access).
11. Media seating/work area.
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.).

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SECTION VII: PERSONNEL/VOLUNTEER NEEDS

Make sure adequate personnel/volunteers will be available in the following areas:

1. **Sports Information.** Personnel to cover posting or results, game recaps online, facilitate press conferences, take quotes from coaches and student-athletes, serve as contact for visiting SIDs, media reps and photographers. This individual must be someone who has had experience with sports information.

2. **Athletic Training.**
   a. Physician (on-call) for all games/practices
   b. Trainer at every practice/game
   c. Medical supplies, water and ice for all practices and games

3. **Game Personnel.** Besides officials, the following personnel are needed for each game:
   a. One official scorer
   b. One clock operator and/or one scoreboard operator
   c. One public-address announcer
   d. One scorer at field level
   e. At least four qualified statisticians
   f. Four ball retrievers (Ball retrievers must be at least 12 year of age and dress in attire that will distinguish them from the competing institutions and other sideline personnel. Please note: This attire must adhere to the NCAA logo policy. The host institution is required to train and provide for the safety of the ball retrievers.); and
   g. Four drug-testing couriers, if applicable

4. **Facility Management.** Depending upon the facility the number of volunteers needed in each category will vary; however, the total number of volunteers for each day is approximately 25. Here are the various needs for the facility:
   a. Adequate security, with at least two uniformed security persons
   b. Escort for officials to and from locker room; preferably a security person
c. Ticket sellers  
d. Ticket takers  
e. Ushers  
f. Concession workers  
g. NCAA merchandise sellers  
h. Hospitality area personnel  
i. Team hosts for each participating team  
j. Grounds crew/maintenance, as necessary  
k. Videographer  

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SECTION VIII: BANQUET

Arrangements should be made for a banquet to be held Thursday night for the official travel parties (30) for each of the four participating teams. Other people who should be on the guest list include members of the NCAA Division II Women’s Lacrosse Committee, NCAA championship administrator, additional host institution personnel (i.e. president, faculty athletics representative and workers greatly involved in the conduct of the championship).

Officials working the game (line judges, scorer, and referees) should not be invited.

Also, if room and arrangements can be made easily, the host may consider having banquet tickets for sale to each team for their interested parties. Cost of the ticket should be based on the cost per plate. (Typically, the host has between 5-10 tickets available for sale for each team, depending on space.)

The format of the banquet has called for short welcome statements by representatives of the host institution, community, dinner, slide show, statements by each participating school and a student-athlete representative from each team and then recognition of the seniors.

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SECTION IX: CHAMPIONSHIP TIME SCHEDULE

Below is an example of a game time and practice schedule for the Division II women’s lacrosse championship. Note: Game times may be deviated upon special request at least one-year in advance.

**WEDNESDAY**
- Teams arrive

**THURSDAY**
- 9:30 – 10:45 a.m. Team 1 Practice
- 11 a.m. – 12:15 p.m. Team 2 Practice
- 12:30 – 1:45 p.m. Team 3 Practice
- 2 – 3:15 p.m. Team 4 Practice
- 3:30 p.m. Administrative meeting
- 6 p.m. Championships Banquet

*Community engagement will be scheduled for each team around their scheduled practice time

**FRIDAY**
- 8:30 a.m. Officials’ Meeting
- 11 a.m. Semifinal 1 (Team 1 vs. Team 4)
- 3 p.m. Semifinal 2 (Team 2 vs. Team 3)

**SATURDAY**
- Practice day for advancing teams – times to be determined by committee

**SUNDAY**
- Noon Championship