

 **CHAMPION YOUR CITY.**



NCAA® SITE SELECTION PROCESS AND INFORMATION



## 2025 and 2026 NCAA DII WOMEN'S GOLF REGIONALS

### 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.***





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## SECTION I: INTRODUCTION

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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 appropriate NCAA Championships Cabinet or Committee. All activities and events associated with the championship are to be approved by the sports committee.



## SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Regionals (4)	ONE WEEK PRIOR TO FINALS (MONDAY-WEDNESDAY)
Finals:	SECOND FULL WEEK IN MAY (TUESDAY-SATURDAY)

**PLEASE NOTE:** The Division II Women's Golf Committee will consider bids for multiple years and/or single year bids.

Four regional tournaments will be held annually at predetermined sites. Regional tournaments consist of 54 hole competition between the top twelve teams within each region and top six individuals not from those teams. Regionals will be conducted Monday through Wednesday and a total of 66 participants compete at each regional site. The top three teams from each region and the top three individuals not with a continuing team will advance to the finals.

The Finals will be held Wednesday through Saturday at a predetermined site. The final tournament will play a 72 hole competition and provide for a field of 72 participants (12 teams and 12 individuals).

Dates for regional competition to be awarded as part of this bid cycle are as follows:

May 5-7, 2025

May 4-6, 2026





### 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. Tournament and practice facilities must be reserved for the tournament commencing 7 a.m. Monday through the conclusion of the final round Saturday.
3. No competition at the collegiate level will be allowed at the championships course within ten days of the championship unless it is the home course of the host institution.
4. 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.
5. The course shall be arranged in accordance with the USGA Rules of Golf as far in advance as possible, but in no event later than the day before the competition.
6. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
7. The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
  - a. An on-site training facility shall be available. This area should provide the necessary facilities for all training needs.
  - b. The facility shall provide work areas for approximately 25 working press. Telephone and copy machines shall be made available to the working media. The host media coordinator shall oversee this area. The Media work space 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 speedprinter. This area should be a minimum of 400 square feet in size.
  - d. A hospitality area shall be reserved for student-athletes and coaches. This area should be at least 200 square feet in size and should include tables and chairs away from public areas.



- e. A room for drug testing, with a waiting area, toilet facilities and a minimum of 500 square feet of space.
  - f. An area should be available to accommodate 20 persons. The committee, host and officials for various meetings during the tournament will use this space.
  - g. The facility shall provide an office area for the NCAA committee. The area should accommodate eight persons and be equipped with (or have ready access) a computer and printer.
- 10. The facility shall provide, at its expense, tables, chairs and skirting as required by the NCAA.
  - 11. The facility shall provide approximately 60 complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations.
  - 12. The facility shall provide at least one scoreboard in a location that is easily viewable by spectators.
  - 13. The course will supply electric golf carts for use by competing institutions, the NCAA committee and officials (approximately 36).

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.**



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## SECTION IV: MARKETING

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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 \$1,000 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.** Host institutions/conferences may create television and/or radio advertisements, if approved in advance by NCAA staff. The following must be submitted for approval:
  - a. Script and footage for television ads.
  - b. Script for radio ads.
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

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The NCAA has partnered with Anthony Travel, Inc. to manage the NCAA Championship Housing Program and all championship housing needs. Anthony Travel serves as the housing partner for hundreds of events annually and, through strong relationships with various hotel brands, is able to deliver the appropriate mix of amenities, location and price for hundreds of thousands of room nights each year. Utilizing their expertise, Anthony Travel will be responsible for managing the selection and contracting process for all championship housing accommodations.

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.

**Host Institution/Conference/Sponsoring Agency Obligations.** 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. 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. Properties considered by Anthony Travel and the NCAA must meet the required service levels, room type needs, amenities, and proximity to venues required by the specific championship. Bid responses should 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.

**The Contracting Process.** During the bid evaluation process, the host institution/conference or sponsoring agency may be contacted by Anthony Travel to obtain additional information on their housing recommendations. Once the bid is awarded, Anthony Travel will manage a request for proposal (RFP) process to evaluate, secure and contract all hotels for the necessary room blocks and sports specific housing needs. Housing recommendations provided in the bid specifications will be taken into consideration; however there is no guarantee that these properties will be contracted. Prior to being finalized, housing recommendations will be presented to the NCAA to obtain feedback/input. All hotel contracts will be drafted using a standard contract template and signed by the NCAA.



Information related to the room blocks and housing will be communicated on a timely basis to the host institution/conference or sponsoring agency and the participating teams. Each team will be responsible for making their housing reservations and providing final rooming lists. In making housing arrangements, NCAA rules state once the teams/qualifiers have been determined and assigned to their hotel, the reservations should be reconfirmed in the names of the institutions; and thereafter, the institutions shall be responsible for the reservations. Participating institutions are ultimately responsible for the rooms reserved by the NCAA / Anthony Travel.

Please refer to sport-specific bid documentation for additional specific championship housing needs and expectations. A sample housing contract has been included in this document.

### **Specific Guidelines:**

The host is responsible for designating a headquarters hotel and reserving an adequate number of rooms for participants (4 rooms with a minimum of 4 double/doubles for each team; and 2 kings for individual participants) and NCAA representatives.

The host institution will advise institutions that it is their responsibility to confirm the hotel reservations and provide rooming lists. Please advise the hotel that participating institutions may not contact the hotel before the selection date.

Rooms should be reserved for the night prior to the first practice round. It is possible that a team/individual may not arrive until the day of the practice round or arrive two days prior to the first practice round and the hotel should be informed of this situation.

### ***Sample Hotel Room Block***

	Number of Hotels	Service Level	Sat.	Sun.	Mon.	Tues.	Wed.	Notes
Teams and Individuals <sup>1</sup>			60	60	60	60	60	
NCAA Site Rep			1	1	1	1	1	
Officials			1	4	4	4	4	
<b>Total</b>			62	65	65	65	65	

<sup>1</sup> **Sample Room Types:** 48 Doubles, 17 Kings

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.





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## SECTION VI: NCAA/HOST RESPONSIBILITY

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### NCAA PROVIDES:

1. Per diem reimbursement for the participating teams.
2. Transportation, lodging (room and tax), and per diem for all officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA sport committee representative.
4. Digital program.
5. Funding for promotional efforts.
6. Flags/Scorecards/Scoresheets/Designated Coaches Credentials.

### 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.
9. Security.
10. Media room (fully equipped).
11. Media seating/work area with constant refreshments.



12. 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.
13. Appropriate directional signage within and outside the venue.
14. Other items as later requested by the NCAA.
15. Head table personnel (e.g., public address announcers, official scorer, matchmaker, chief of head table operations, etc.)

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## SECTION VII: SCHEDULE OF EVENTS

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### REGIONALS

- |           |  |
|-----------|--|
| Saturday  | <ul style="list-style-type: none"><li>- Site Representative arrives</li><li>- Meet with Site Representative to inspect the course and report on preparations for the tournament</li><li>- Registration 6 to 8 p.m.</li><li>- Check warning systems</li></ul> |
| Sunday    | <ul style="list-style-type: none"><li>- Practice round</li><li>- Meet with key officials and Site Representative</li><li>- Players and coaches meeting</li></ul>   |
| Monday    | <ul style="list-style-type: none"><li>- Competition begins</li><li>- Meeting in the afternoon with Site Rep, host and officials' coordinator (after first round)</li></ul>   |
| Tuesday   | <ul style="list-style-type: none"><li>- Second round begins</li><li>- Meeting in afternoon with Site Rep, host and officials' coordinator (after second round)</li></ul>   |
| Wednesday | <ul style="list-style-type: none"><li>- Third round begins</li><li>- Regional concludes</li></ul>  |



## SECTION VIII: VOLUNTEER NEEDS

Depending on the specific needs of the course, approximately 35-45 volunteers per day will be needed for assignments, including: scoring control, spotters, hospitality, media and merchandise sales.

A minimum of eight volunteers will be needed for scoring control, both in the scoring central area and on various holes throughout the golf course. At least three to four volunteers will be needed daily to assist with hospitality needs, both on and off the course. At least one volunteer will be needed daily to serve as starters as participants tee off. The number of volunteer spotters and shuttle drivers needed on the course will depend largely on the setup and specific needs of the course itself. Similarly, the number of volunteers needed for media and merchandise sales will depend on the setup of those operations.

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