



**BID SPECIFICATIONS  
FOR  
COLLEGE BASKETBALL  
ACADEMY FOR GIRLS**

**JULY 25-30, 2023**

**BID SPECIFICATIONS FOR THE  
2023 NCAA COLLEGE BASKETBALL ACADEMY FOR GIRLS**

1. INTRODUCTION .....	3
2. BID PROCESS .....	6
3. BID TIMELINE .....	6
4. HOST DETERMINED .....	6
5. ACADEMY HOST PERSONNEL .....	6
6. ACADEMY VENUE SPECIFICATIONS .....	9
7. MEDICAL .....	21
8. INSURANCE .....	22
9. ANCILLARY EVENT SPACES .....	23
10. LODGING .....	23
11. HOST .....	25
12. FINANCIAL ADMINISTRATION .....	25
13. BID SUBMISSION .....	28
14. AGREEMENT TO TERMS AND CONDITIONS .....	29

## 1. INTRODUCTION

The National Collegiate Athletic Association (“NCAA” and/or “Association”) invites organizations to submit a proposal to host the NCAA College Basketball Academy for Girls (“Academy”). The developmental girls’ basketball academy will take place at one site.

As encouraged by the NCAA External Gender Equity Review (Aug. 2021), the NCAA has been collaborating with USA Basketball (“USAB”) and the Women’s Basketball Coaches Association (“WBCA”) on the prospective student athletes and developmental programming that occurs during the summer.

Academy format, scheduled activities, marketing rights partners, broadcast partner(s) and other present-day contractual relationships referenced in this document may change in the years subsequent to the bid process. The NCAA reserves the right to make substitutions in its contractual partners, event needs and schedule of events as warranted.

The events will provide promising Division I women’s basketball prospects an opportunity to develop their skills while also preparing them for college both as a student and an athlete.

Attendees Include (approximately):

- 500 Academy prospective student-athletes (“Participants”).
- 500 chaperones, one per Participant.
- 100 Academy coaches (“Academy Coaches”).
- 200 Academy officials.
- 200 Academy volunteers.
- Numerous Division I, II & III Women’s Basketball coaches are expected to attend.

Participants will benefit from:

- Athletic assessment
- Skill development.
- 3v3 and 5v5 competitions.
- Life skills sessions.

The information in this bid specifications document is being provided to ensure all prospective hosts for the Academy are aware of the established policies, procedures and recommendations needed to conduct a successful event.

The NCAA will award one site. The Academy site will host one session over a four-day period. Participants will consist of high school seniors, juniors, sophomores, and freshman. These specifications and the accompanying attachments provide the minimum bid requirements for hosting the academy, as well as essential information that will aid in the development of a creative, comprehensive, and competitive bid proposal.

**NCAA POLICY RELATED TO SPORTSMANSHIP:** For athletics to promote the character development of participants, enhance the integrity of higher education and promote civility in society, student-athletes, coaches, and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty

and responsibility. These values should be manifested not only in athletics participation, but also in the broad spectrum of activities affecting the athletics program.

**NCAA POLICY RELATED TO ANTI-DISCRIMINATION:** The NCAA is committed to operating championships and events that promote fairness, respect and an inclusive atmosphere in which student-athletes participate, coaches and administrators lead, and fans engage. As a core value, the NCAA believes in and is committed to diversity, inclusion and gender equity among its student-athletes, coaches, and administrators.

The NCAA requires those hosting or bidding on NCAA events to demonstrate how hosts will provide an environment that is safe, healthy, and free of discrimination. The Association prohibits championship events in states where the Confederate battle flag has a prominent presence and prohibits NCAA members from hosting championship events if their school nicknames use Native American imagery that is considered abusive and offensive.

The host will be asked to provide a statement, as a part of its bid, certifying its ability to deliver and maintain an environment that is safe, healthy, and free of discrimination and respects the dignity of all persons. In addition to completing a required non-discrimination questionnaire, they will also be required to submit information about various state laws and local regulations and how they apply to the event. It is recommended that the Host engage their legal counsel when completing the questionnaire.

The academy site shall provide an environment that is safe, healthy, and free of discrimination, plus safeguard the dignity of everyone involved in the event. The NCAA reserves the right to request the academy site provide supplemental information explaining how it will provide a discrimination-free environment.

**NCAA POLICY RELATED TO AUDITING OF ACADEMY SITE:** The NCAA reserves the right to conduct an audit of the Academy as part of the Academy certification process. The site will be notified after the financial reports have been submitted. The Academy venue and honorarium settlements are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the following documentation will be requested: ticket reports; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; and the Academy venue rental agreement. The documentation should support all information on the host financial report.

Additionally, the NCAA expects the host to have policies in place for crowd control, fan conduct, safety of all participants, and other appropriate guidelines that support the NCAA's position on sportsmanship and its commitment to operating the finest athletics events in the world. The host will be required to submit a safety and security plan upon the awarding of an Academy site.

The NCAA supports diversity and inclusion through opportunities for all members of our society. It encourages the participation, directly or indirectly, by diverse suppliers in providing goods and services in support of the Academy. A diverse supplier is a business that is at least 51% owned and operated by an individual or group that is part of a traditionally underrepresented or underserved group. Common classifications are small-business enterprises (SBEs), minority-owned enterprises (MBEs), and woman-owned enterprises (WBEs). Over

time, the definition of diversity has expanded to businesses owned by other minority groups such as LGBTQ, veterans, and proprietors with disabilities.

## 2. BID PROCESS

The following is a schedule of anticipated activities/meetings which constitute the bid process. As needed, adjustments in the schedule and logistics may be made at the discretion of the NCAA. A host will be designated for the Academy.

The administration of the Academy is under the authority of the Women's Basketball Oversight Committee ("WBOC").

## 3. BID TIMELINE

October 24, 2022	Bid specifications and host interest form available on <a href="http://www.ncaa.org/bids">www.ncaa.org/bids</a>
November 7, 2022 (11:49 p.m. ET)	Host interest form due
November 28-December 16, 2022	Engagement with prospective hosts, required bid documents available and bid portal opens
January 18, 2023, (11:59 p.m. ET)	Bids due and bid portal closes
February	WBOC deliberations/recommendation, Host and site announced
July 25-30, 2023	Academy

To submit a bid, please visit: [championships.ncaa.org](http://championships.ncaa.org)

The site will be awarded to the host contingent upon the successful negotiation of contracts and submission of the below documents.

- Host contract.
- Venue agreement.
- Key contact information.
- Safety and security and emergency management plans (at TBD date).
- Lodging agreement(s).
- Venue questionnaire.
- Academy questionnaire.
- Academy budget.
- Certificates of insurance.

## 4. HOST DETERMINED

The bid is awarded in principle pending the successful negotiation/resolution of any exceptions declared in bid documents as well as the negotiation and contracting of sufficient lodging and ancillary space as defined in the bid specifications.

## 5. ACADEMY HOST PERSONNEL

Academy coaches may be required to acquire a USA Basketball Gold coaching license which includes a criminal background check and review by SafeSport. The NCAA will pay for all costs associated with obtaining the USAB Gold License.

a. Academy Site Director. The host shall appoint an individual to assume the position of site director. The site director shall maintain ultimate responsibility for the local operation of the event. The Venue/Site Questionnaire and Venue Agreement(s) from prospective hosts shall be authorized by the site director.

b. Personnel. The host should appoint the following individuals:

i. Academy Site Manager. A knowledgeable person with significant experience in sports event administration and management. The function of the site manager is to ensure the policies of the NCAA are implemented and followed in the administration of the Academy. Specific responsibilities may include: direction and supervision of venue arrangements; development of participant information; security; health and safety; lodging; transportation; financial administration; securing a diverse staff; and adherence to policies outlined by the NCAA.

The site manager shall ensure that individuals are assigned responsibility for the following components of the event: tickets (if necessary), Academy production, operations, athletic training, hospitality coordination and transportation coordination.

The host site manager also will provide the NCAA a post-event report, which should include the following:

- (a) A compilation of all forms used in the preparation and operation of the host site.
- (b) A compilation of vital statistics and data, such as any forms used and the number of copies of the various forms used for the host site, etc.
- (c) An outline of the local operating structure that assisted with the local organization.
- (d) A calendar reflecting the host's planning schedule.
- (e) Suggestions for future improvement of the Academy.

ii. Academy Site Assistant Manager. A knowledgeable person with experience in sports event and camp administration and management. The function of the site assistant manager is to assist with the overall supervision of the Academy. Specific responsibilities may include Academy management/operation; manage all aspects of game operations for games; table staff/scoreboard operator; shot clock/clock operator; certificate of insurance; venue security staff; volunteers.

iii. Venue Manager(s). Specific responsibilities may include assisting the NCAA with direction and supervision of venue arrangements, ensuring operational control of the building, supervise cleaning of venues and facilities, coordinating Academy signage installation, working with potential broadcast entities and supporting their needs, and assisting in the development of participant information.

iv. Academy Game Management Personnel. The following individuals will need to be provided on a per-court basis by the host:

- Official timer/Scoreboard Operator
- Shot-clock operator.
- Certified athletic trainer.

Hosts also are required to provide the following staff on a per-venue basis:

- Academy participant registration staff.
- Venue security staff.
- Ticket sales staff (if tickets are sold).
- Personnel to launder participant apparel.
- Eight video assistants to record on-court presentations and instructions.

- v. Media/PR Coordinator. This individual shall ensure that the Academy's policies regarding media are observed. Specific responsibilities, under the direction of the NCAA staff, may include issuing credentials, planning and supervision of media work areas, coordination of all media conferences, transportation, statistical services, communications, hospitality, and entertainment. The media coordinator shall assist the site manager with compiling the post- event report.
- vi. Dining and Catering Liaison. This individual will coordinate all catered requests for Academy participants, personnel, staff, and others. Specific responsibilities, under the direction of the NCAA staff, may include dining room supervision, oversight of all catering operations and menus.
- vii. Transportation Liaison. This individual will serve as the liaison, under the direction of the NCAA staff, to coordinate all shuttles and transportation for the Academy.
- viii. Laundry Coordinator. This individual will supervise staff-pickup and delivery of loops/gear to be laundered daily.
- ix. Hotel/Lodging and Registration Liaison. This individual will coordinate the room block, confirm rates, schedule meetings and serve as the NCAA's liaison with the hotel and/or dorm community. This individual is preferably a member of the host city's convention and visitor's bureau or campus housing service. Specific responsibilities, under the direction of the NCAA staff, may include staff credential distribution and check-in/registration.
- x. Hotel Meeting Room Liaison. This individual will be responsible for scheduling hotel meeting room space. Specific responsibilities, under the direction of the NCAA staff, may include room diagrams and set-up.
- xi. Video Coordinator. This individual will provide video staff supervision and will provide staff to video games if needed.
- xii. Sports Medicine/Training Room Coordinator. This individual will supervise

Sports Medicine staff at each court and will oversee the Training Room. The NCAA will be seeking a local health care provider to oversee the planning and operation of all health services offered during the Academy.

- xiii. Volunteer Manager. This individual will be responsible for the overall volunteer program of the Academy. Specific responsibilities, under the direction of the NCAA staff, may include recruiting, scheduling, training, and managing the volunteer staff.
  - xiv. Volunteer Coordinator. This individual will work alongside the Volunteer Manager to support recruiting, scheduling, training and managing the volunteer staff. This individual will serve as the primary point of contact for all volunteer communication.
  - xv. Volunteers. The host will be responsible for securing approximately 200 volunteers for various functions during the Academy. Volunteers may be needed for assignments including scoreboard operations, game production, scoring control, spotters, hospitality, way finders, airport arrivals, hotel information centers, player guest check-in, registration, credential distribution, apparel, and media.
- c. The NCAA will be responsible for Academy coaches, life skills presenters and officials.

## **6. ACADEMY VENUE SPECIFICATIONS**

### **a. Availability.**

- i. Date range of the Academy will be July 25 - 30, 2023

Specific dates are subject to change. In the event of a date change, hosts and venues shall make best efforts to accommodate the adjustments under all bid terms. However, the NCAA reserves the right to adjust the assignment in the event that reasonable accommodations cannot be made.

- ii. When referred to herein, unless expressly specified to the contrary, the “venue” means all proposed Academy facilities (including, without limitation, all suites, restaurants, merchandise locations, meeting rooms, conference areas, hospitality areas, private clubs, building exterior and grounds, etc.), as well as surrounding areas (e.g., parking lots, frontage property and any other adjacent areas). The venue shall be available for move-in no later than 8 a.m. two days before the Academy begins (Monday, July 24, 2023). Move-out shall conclude by midnight, one day after the final Academy activity.
- iii. The venue shall be provided at no cost to the NCAA, and, unless expressly stated to the contrary below, all costs to perform the host and venue obligations in connection with the Academy shall be the responsibility of the host and venue (and not the responsibility of the NCAA and/or its designees).

- iv. The NCAA shall have exclusive right to the venue property and surrounding area/facilities, including but not limited to meeting rooms, training rooms, hospitality areas, clubs and restaurants in the venue during the period noted above.
- v. The NCAA will consider the ability of a site to provide a quality experience for all participants and fans. When contemplating the bid, the NCAA will examine the capability of the potential host to conduct all Academy activities safely. In determining whether a proposed site has the proper facilities and staff in place to provide a quality experience, the NCAA will consider the site's ability to ensure that the benefits inherent in the Academy will be provided fairly to all participants. Hosts will provide an environment that is safe, healthy and free of discrimination. The NCAA's focus will be selecting a site that promotes an atmosphere of inclusion, respect, and safety for all persons regardless of race, gender, religious beliefs or sexual orientation.
- vi. Preference will be given to sites with a proven history of hosting basketball events and hosts are asked to provide experience with hosting similar events.
- vii. The Academy venue agrees it shall not enter into any agreement or understanding that would permit any corporation or other third party to be entitled, during the time the venue and surrounding area are to be reserved for the NCAA, to any unauthorized commercial activity. This includes but is not limited to the provision of hospitality or entertainment, ticket sales/services, sampling, merchandise sales, providing product or equipment, or temporary signage or display privileges in the venue and surrounding area (e.g., parking lots, frontage property and any other adjacent areas the venue may make available to the NCAA). Nor shall the venue limit or prohibit the ability of the NCAA or its designees (in the event such an activity has been approved by the NCAA) to offer or engage in such activity.
- viii. The Academy venue shall furnish the premises set up for college basketball, provided the NCAA or its designees shall have the right to provide any and all items necessary for Academy activities and all related events, including but not limited to the equipment noted in Section 5.
- ix. The host shall provide the use of the venue cleaned, lighted, heated and air-conditioned in a manner acceptable to the NCAA, including but not limited to all existing scoreboards, video boards, in-house cameras, video control room equipment, sound system, in-house television/radio/internet/wired and wireless network/telephone system and public address systems, camera positions and cabling. Use of all such systems shall be under the sole control of the NCAA or its designees.
- x. After being awarded, the venue and surrounding areas/facilities that are to be used shall not be materially modified in a way that would reduce overall space or individual spaces available to the NCAA or to the general public in the aisles,

entranceways and hallways without the NCAA's prior consent.

- xii. Four months before hosting the Academy, the host and surrounding areas/facilities are responsible for developing and submitting a comprehensive safety and security plan to the NCAA. The Academy safety and security plan should include an overview of their minors' policies and procedures and safeguards related to participant safety from sexual and other abuse while attending the Academy, including lodging. The NCAA reserves the right to require the site to augment its safety plan.
  - xiii. The NCAA shall print the specified credentials and shall be in control of all credentials at the site.
  - xiv. The host should provide recycling containers for plastic, paper and aluminum in back-of-house locations.
  - xv. Newly constructed venues must be operational at the time of the bid award.
- b. Venue Space.
- i. A range of 225,000 – 400,000 square feet of first-class exhibit space. The venue shall be cleaned, lighted, and have heating/air conditioning, and shall be compliant with all applicable laws, rules and regulations (including ADA and similar regulations). If requested by the NCAA, the venue shall (at the venue's expense) provide a professional (e.g., a civil/structural engineer reasonably acceptable to the NCAA) opinion confirming the suitability and safety of the venue for the Academy. The venue (at the venue's expense) shall implement any recommendations of such professional to cause the venue to be suitable/safe for the conduct of the Academy.
  - ii. NCAA shall have exclusive use of the venue and the venue and host shall ensure no corporation or third party (other than NCAA designees) conducts and/or is entitled to conduct, any hospitality activity, fan activity, promotional/marketing activity or entertainment activity at the Academy venue. The NCAA (and its designees) shall not be limited with respect to its offering/conducting such hospitality activity, fan activity, promotional/marketing activity and/or entertainment activity at its sole discretion. Should other entities desire space within the venue, the NCAA shall have the exclusive right to sublet all venue space and assign space to third parties as necessary. For clarity, this clause shall apply to the primary venue and all adjacent and related areas (e.g., adjacent property, frontage, parking, etc.).
  - iii. The venue shall have a comprehensive Plan of Operations. This Plan shall include the competition venue's portion of the public safety plan, guest services, and other event venue services subject to NCAA review and approval.
- c. Academy Venue Space

The venue must be able to accommodate the following, all subject to the approval of the NCAA. Preference will be given to prospective bidders who provide any and all spaces deemed necessary for the event at no cost to the NCAA or its designees:

The venue shall accommodate a minimum of ten basketball courts, each 116' x 60' ft and surrounding bleachers/run off, a minimum of 15,000 square feet per court.

The venue shall include a minimum of 5 breakout rooms that can hold 100 people each.

The venue shall include a minimum of one break room for NCAA and production company staff members and volunteers that is a minimum of 3,000 square feet in size.

- i. A locker room, with dedicated toilet facilities, for the Academy participants.
- ii. A locker room for game officials with dedicated toilet facilities.
- iii. Athletic training room with a minimum of 500 square feet shall. Unless provided by the NCAA, supplies and refreshments for the training room shall be provided by local health care partner or venue under the supervision of and at the expense of the NCAA. A complete list of required supplies will be provided.
- iv. One private NCAA office with a minimum of 500 square feet and appropriately furnished with tables and chairs.
- v. One Academy staff lounge with a minimum of 500 square feet and appropriately furnished with tables and chairs. It is preferred this space has dedicated restroom facilities.
- vi. One host operations and storage area.
- vii. Media seating, with a view of the playing floors, for a minimum of 50 individuals. Location of the media seating section(s) within the venue to be determined in conjunction with the NCAA. The venue is responsible for the build of the media seating section(s), which could include converting a portion of the general seating area into a tabled media seating section, in addition to traditional courtside and press box seating areas.
- viii. An upper video photography area with space for two cameras for the NCAA's media designees per court.
- ix. 250 complimentary parking spaces in close proximity to the camp venues, all to be distributed by the host according to NCAA policies to participants, Academy coaches, operational personnel, officials, clinicians and media. 75 of these spaces should be overnight parking in close proximity.

- x. A minimum of eight parking spots for participant buses in close proximity to the venue.
- xi. An Academy participant refreshment area for the number of Participants anticipated at the venue.
- xii. A registration area equipped with necessary furniture, power and data services to process 500 individuals.
- xiii. The venue shall provide space at its expense for tractor-trailers to unload/load up and, if necessary, to park. It is anticipated that most of the trucks shall leave the venue during the event and shall return for the load out.
- xiv. A box office or designated area to conduct ticket sales.

d. Staffing.

Bidders shall provide any and all services deemed necessary for the event at no cost to the NCAA or its designees, including but not limited to: janitorial and cleaning services including daily aisle and court cleaning, security personnel, a first-aid room staffed by paramedics or other certified emergency medical personnel, maintenance and clean-up for all areas used by the NCAA or its patrons (e.g., restrooms,). Reasonably in advance of the event (and no later than four months preceding the event), the venue shall present a Plan of Operations to NCAA and its designee for the provision of all services necessary for the Academy event and identify any service providers that are exclusive or preferred providers at the venue. The NCAA and its designee shall have the right, in their sole discretion, to arrange for such services themselves and contract directly with the venue's service providers or outside vendors of their choice (and the costs for such services shall be reimbursed by the host or venue to the NCAA and designee).

e. Security.

The Academy venue is required to provide experienced, qualified security personnel in all positions for the event at the host or venue's expense. A comprehensive Plan of Operations with identification of key personnel and their experience shall be provided to, discussed and agreed upon with the NCAA and its event producer at least four months prior to the Academy with regular updates as needed. The NCAA and/or its event producer, at their sole discretion may contract directly with a security organization of their choice and (in such case) the venue will reimburse the cost of contracting with such security organization.

f. Seating/Tickets.

- i. In the configuration required for the Academy, the venue must have a minimum of 50 unobstructed seats at each court. One of the courts must have a minimum of 80 unobstructed seats.

- ii. Unless otherwise directed by the NCAA, Academy sessions will not be open to the public. In the event the NCAA elects to offer tickets for admission to the event, it will notify the host, and the effective price for admission (if any) will be subject to the NCAA's sole discretion.
  - iii. Concessions may be sold during Academy sessions. All such sales must be conducted in accordance with the direction and parameters of the NCAA and its designees. Entrance locations for various constituents will be identified and each entrance must be staffed by an adequate number of security/venue staff. Signage must clearly identify all entrances.
  - iv. The venue and surrounding areas/facilities that are to be used must be compliant with all applicable city, state or federal laws and regulations, including those concerning access and seating for the disabled. At the NCAA's request, the venue(s) shall provide written certification of such compliance.
  - v. The cost of all risers, bleachers, and any other venue owned seating shall be the responsibility of the host/venue. If additional seating is needed above what the venue has on hand, the NCAA will work with the venue on rental options and the costs will be a permitted reimbursable expense subject to preapproval by the NCAA.
- g. Playing Floors.
- i. For the duration of the Academy, at its expense, the NCAA may provide the venue with the playing floors. If provided, the playing floors shall be designed, planned, selected, shipped and managed by the NCAA.
  - ii. The NCAA shall coordinate, in conjunction with the venue and designated vendor, the construction and installation of the playing floors. The venue shall provide labor for the set- up, maintenance, and post-event removal of the playing floors at no cost to the NCAA or its designee.
  - iii. The playing floors may be installed over an ice surface, provided the venue demonstrates a significant history of safe competition in such circumstances (e.g., college or professional basketball games played on the floor over the ice surface several times per month between June and August).
  - iv. The NCAA shall have sole discretion regarding the approval of size, placement and number of placements (if any) of the venue's name, host(s) logo(s)/name(s), designs and plans.
- h. Equipment.

The host shall provide the following unless notified otherwise by the NCAA. Preference will be given to prospective bidders who provide any and all equipment

deemed necessary for the event at no cost to the NCAA. In some cases, the host shall be asked to secure these items from an NCAA- designated vendor/supplier. All are subject to the approval of the NCAA and must comply with NCAA rules. The Academy cannot be awarded to the next year's championship regional host sites.

- i. Tables and chairs for courtside and all work and meeting areas as designated by the NCAA.
- ii. If the venue has an existing video board capable of displaying score, time remaining, fouls, numbers of timeouts, etc., and a working control room to operate the video board, the venue shall be required to provide full operations, including staffing, to operate cameras, the control room and editing equipment, and to operate video boards and the control room during Academy activities at the NCAA's discretion. The NCAA shall have the sole right to all content of internal and external video boards and messaging systems.
- iii. On-site laundry equipment for cleaning participants' apparel.
- iv. Any new technologies the venue possesses or are deemed appropriate by the NCAA that are not listed as the aforementioned production requirements shall also be incorporated into the in-venue production.
- v. One laptop per court capable of connecting to the internet to keep live stats of the games.
- vi. Handheld radios for communication between Academy personnel.
- vii. Three high speed copiers for duplication of Academy-related materials.
- viii. Interior and exterior decorations (e.g., design, production and installation), with the NCAA having approval of the format and locations. The NCAA shall develop specific designs and color schemes for such decorations.
- ix. For the duration of the Academy, at its expense, the NCAA shall provide the venue with standard basketball playing equipment. as detailed in Rule No. 1 of the NCAA Basketball Rules and Interpretations, including but not limited to scoreboards, backboards, standards and rims.

The NCAA may provide the following:

- Backboards, meeting NCAA specifications.
- Breakaway rims.
- Game clocks for each playing floor.
- Shot clocks above each basket or at each end of each playing floor.
- Separate on-off switches for shot clocks and game clocks on each floor.
- Boards displaying the score and time remaining at each court.
- All equipment for the operation of the scoreboards and shot clocks.
- A manual backup shot clock system at each court.

i. Products.

- i. The NCAA and its designated representatives shall have the right, with no obligation to make payments of any kind to the venue and surrounding areas/facilities that are to be used or their concessionaire or any other third parties, to provide food and beverages of its choice in any areas other than those normally used for general fan concessions. This includes but is not limited to the locker rooms, refreshment areas, dorms, other working areas or gathering areas, hospitality space and office space as noted herein.
- ii. The host agrees it will not charge the NCAA or its designated representatives a minimum person fee for catered meals or food and beverage items at the venue.
- iii. The host agrees it will not charge the NCAA or its designated representatives a corkage or handling fee for the movement and placement of donated food and beverage products.
- iv. The NCAA and its designated representatives shall have the right to provide any and all items associated with Academy activities and related events, including but not limited to backboards, rims, nets, goal standards, bench chairs, basketballs, cups, water bottles, ice chests, water coolers, mops, and other equipment and/or signage on or adjacent to the court. If furnished by the NCAA, in its sole discretion, those items will be provided at the NCAA's expense.

j. Utilities.

- i. At no cost to the NCAA or its designee, the venue shall provide sufficient utilities including electrical power, phone and internet as needed to execute the event (including for the Academy all ancillary needs, such as television trucks).
- ii. The venue and surrounding areas/facilities that are to be used shall provide the NCAA ample electric power to produce the event.

(a) Telecommunications, Hard-Wired and Wireless Internet and Video.

Hard-Wired Internet Service. The venue or host shall provide to the NCAA hard-wired internet connections for use by the NCAA, host staff and other designated constituents. The venue or host and surrounding areas/facilities that are to be used shall also provide hard-wired internet service, cabling and connections in NCAA designated work areas, including but not limited to the offices, Academy management office, courtside and other areas as designated by the NCAA.

For events that require webcasting, the host shall provide 20 Mbps sustained upload speed with dependable QoS, dedicated to one wired internet connection to each broadcast location. A static IP is preferred. The

connection should be no more than 150 feet from the broadcast location. The venue(s) shall also provide an IT representative during the predetermined setup time with the production crew. Additionally, the IT representative must be available by phone to work through any issues throughout the event.

Official live statistics may be provided by the host(s) using NCAA LiveStats (or such other statistics collection application designated by the NCAA), and all such data shall be exclusively owned and controlled for distribution by the NCAA. Host(s) may be required to acquire rights to use NCAA LiveStats (or other software) to supply appropriate feeds. The costs to upgrade or purchase this software shall be the responsibility of the host. Generally, the software version that will be required will be the latest version available by the application developer (in the case of NCAA LiveStats). Specific requirements will be shared with Academy venues before the event, and the host shall make the necessary upgrades or purchases before the start of the Academy.

Wireless Internet. The host and surrounding areas/facilities shall provide a secured wireless network to support the NCAA, host staff, media and others approved by the NCAA. Locations where wireless connections must be accessible include but are not limited to courtside, media seating areas, NCAA and host work areas. Technical specifications for the wireless network will vary per site depending on the configuration of the various locations and spatial limitations. The minimum technical specifications shall be as follows:

- (b) External Access. The venue or host must provide dedicated bandwidth to support a minimum of 1,000 wireless devices per site at courtside or other areas. Minimum bandwidth requirements will be determined by the NCAA during a site visit to the venue.
- (c) Wireless Deployment. The venue or host must provide a sufficient number of access points supporting IEEE 802.11g, 802.11n, and 802.11ac technology.
- (d) Wireless Security and Management. The wireless network must include hardware and software to support industry-standard security requirements that will provide encryption tools, a methodology to restrict user access and support real-time reporting of usage and bandwidth utilization.
- (e) The venue and surrounding areas/facilities that are to be used shall work with the NCAA's designee to create a sufficient number of access codes for the NCAA staff, host and print media approved to use the wireless network.
- (f) The venue and surrounding areas/facilities that are to be used shall provide sufficient broadband capacity to support both the hard-wired and wireless network requirements.

- (g) In addition to wireless and courtside internet needed for operations of the Academy, the venue shall provide adequate wireless internet capabilities to support all fans in attendance during Academy sessions.

k. Broadcast Rights.

The venue and surrounding areas/facilities that are to be used shall assign to the NCAA the exclusive rights to broadcast Academy sessions and related events on all media platforms or outlets, including television, radio, mobile, internet and all other forms of media now in existence and those to be developed in the future; to record the broadcasts for all uses of the NCAA's choosing; to transmit game and related event information via the internet or other means; and to photograph the games by any means, including but not limited to still, videotape or other cameras. The NCAA shall have the sole right and authority to designate usage of all radio broadcast, television and other media broadcast and floor-space press locations, tables and work areas.

l. Advertising, Signs, Decorations and Commercialism.

The host and venue shall not license any third-party marketing, advertising or other commercial rights to the Academy. The grant of any such commercial rights to Academy events shall be controlled and administered by the NCAA in its sole discretion.

Without limiting the foregoing, the host will adhere to the following guidelines, unless otherwise approved by the NCAA in writing:

- i. If present for normal operations in the venue, host signs/banners without commercial identification may remain in place, provided the design and placement are approved by the NCAA.
- ii. All commercial insignia, including but not limited to identification and advertisements, that can be viewed from any seating area (including anywhere on the seats) may be covered or removed at the NCAA's discretion. This includes any name of the venue containing logos or branding marks. (See item i. (4) that follows.)
- iii. If the official name of the venue includes a commercial reference, the NCAA shall have sole discretion regarding the display of the venue name inside the seating area. The NCAA may require any or all commercial-naming references be removed or covered.
- iv. Only NCAA marks provided by the NCAA and the American flag can be displayed on the facing of the backboard, on the orange basket ring (including the ring brace) or on the shot clock. Any commercial or professional sport references must be removed or covered. Only NCAA marks are permitted elsewhere on the backboard, including on the top of the backboard. The NCAA shall have sole

discretion in determining the size and placement of items on the backboard, the orange basket ring (including the ring brace) and shot clock.

- v. The NCAA may require goal standards be free of all commercial advertising. However, the name of the goal manufacturer can appear twice on each goal unit arm (provided it is a reasonable size as determined by the NCAA) at each end of the floor. The NCAA may request all other marks be covered or removed.
- vi. No alcohol sales or distribution will be allowed.
- vii. Lottery/gambling signage must be removed or covered if it can be seen from the general seating area. Otherwise, subject to NCAA approval, such signage may remain in other areas of the venue; however, at a minimum, if the signage is backlit, the lights must be turned off.
- viii. Displays/activation areas showcasing products shall be deactivated (e.g., lights off, television monitors off, portable display products removed, etc.).

Temporary displays brought into the venue or surrounding areas/facilities during the NCAA event are prohibited.

During a site visit the season of the awarded venue, the NCAA will review all moveable displays inside the concourse and outside on each venue property, and determine, in its sole discretion, whether those displays may remain or must be removed/covered. (Note: "Moveable" displays include all vehicles, regardless of whether they are free-standing on the ground or located on any type of platform or staging.)

The NCAA shall have the right to display branding/recognition for the Association on any video or LED monitors where there is a split-screen showing NCAA content and electronic advertising.

- ix. The venue and/or surrounding areas/facilities that are to be used shall agree that, other than permanent advertising signs outside the venue proper, it will not allow any promotional, public relations, political or advertising activity inside or outside (on venue-owned property) the venue during the time the venue and surrounding areas/facilities are leased to the NCAA, without the express written advance approval of the NCAA.
- x. Except for use by the venue and surrounding areas/facilities in the event of an emergency, the NCAA shall have the sole, exclusive and complete control over the video, sound and public- address systems and all other audible or visible information or communication systems in the Academy venue(s) and surrounding areas/facilities.
- xi. Other than messages promoting the Academy, other NCAA events, the NCAA or specifically relating to the conduct of the Academy (e.g., fouls, timeouts

remaining), no LED, matrix or video board messages may be displayed inside the venue or inside surrounding areas/facilities that are to be used by the NCAA unless specifically authorized by the NCAA.

- xii. Upon request by the NCAA, the venue and/or surrounding areas/facilities that are to be used shall make reasonable space(s) available inside or outside the venue for NCAA or NCAA designee promotional activities composed of displays and booths authorized by the NCAA. The NCAA and others with permission from the NCAA shall be entitled to distribute, within the designated area(s), approved promotional items, including but not limited to flyers, giveaways and product samples. The NCAA will provide the venue and surrounding areas/facilities that are to be used notice of product samples intended to be available. The NCAA will consider requests by the venue and surrounding areas/facilities that are to be used to limit product sampling based on each specific venue's pre-existing contractual obligations to third parties.
  - xiii. The NCAA shall have the right to display branding/recognition (e.g., signage, banners, scorer's table, video board, ribbon board, PA announcements, inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) for the Association and media partners inside and outside of the venue. These locations include but are not limited to the concourse, within the seating bowl and venue exterior without limitation.
  - xiv. The NCAA shall have the sole discretion to determine that any advertising, marketing identification, banners, signs, decals, sampling, distribution or displays of any kind that exist anywhere inside or outside the venue shall be covered, removed or otherwise limited.
- m. Food and Beverage Concessions.
- i. The venue shall retain, operate and control all food and beverage concession rights subject to the provisions of this section unless otherwise prescribed by the NCAA.
  - ii. The venue or their concessionaire shall provide food and beverages in all refreshment areas, and restaurants at costs comparable to the most favorable price for other customers during other events in the venue.
  - iii. Unless prior approval is granted from the NCAA, no food, beverages or merchandise of any nature may be vended or dispensed in the seating areas during the Academy; however, they may be sold in the seating areas before and between sessions as specified by the NCAA.
  - iv. No alcoholic beverages or nonalcoholic beer may be sold or dispensed for consumption in the venue, nor shall any such beverages be brought to the venue during the Academy (i.e., during the period from the time access is available to spectators until all patrons have left the venue unless otherwise approved by the NCAA.

- v. Items such as newspapers, handbills, flyers, memorabilia, T-shirts, caps, etc. (except products sold or authorized by the NCAA or its vendors) may not be distributed on these premises. Demographic or other studies may not be conducted unless approved in advance by the NCAA.

## 7. MEDICAL

Whereas, athletics healthcare is the actionable, accountable and visible pillar of well-being and health of the participants and the cornerstone to risk mitigation for the sports sponsoring organization.

Whereas, the NCAAs' expectation of sports healthcare for the duration of the event is based upon reasonable standards for women's collegiate basketball, a contact sport, the following manual is a guide to the local venue procedures for the duration of the event.

The healthcare providers will have responsibilities to all designated credentialed personnel of the event, particularly those with direct access to the field of play (FOP):

- a) Student-athletes
- b) Officials
- c) Coaches
- d) Managers
- e) Administrators

A Head Athletic Trainer will be identified as the designated leader for the administration, planning, activation and communication of operations. The Head Athletic Trainer will report directly to a Physician who is available via direct telecommunication or on-site for the duration of the event. The Head Athletic Trainer should be familiar with the sport of basketball and available to the event as a full focus of their time, energy and expertise leading up to the event, during the event and available for an after-action debrief at the end of the event.

All healthcare personnel will validate their credentials, license, or registration to provide services within the State of the event. The Head Athletic Trainer will validate the identity of the medical staff and their credential(s).

Athletic trainers will be assigned to each court (Field of Play) according to the on-site schedule of events. An athletic trainer will be present and attentive to the participants, officials and credentialed personnel and activities of their assigned court. Athletic trainers will be available to the participants for pre-event preparation, usual and customary support such as preventative taping, readiness for the activity and general advice. Athletic trainers are expected to work to the level of their license/credential, and, as such, provide guidance and recommendations relative to the activity status of a student-athlete.

Medical personnel will remain available during the transition from the conclusion of the event, clearing of the venue and a final assessment of the venue and participants as being 'clear'. The

Exit Interview by the healthcare team will ask each participant of their current health status.

A physician will be present at the venue during a pre-determined time for illness/injury 'Call', at least once per day and available via phone 24/7. The Head Athletic Trainer will have a network of Specialists for the event duration. This would include, but not limited to, a dentist, orthopedic, primary care and ophthalmologist.

Communications to the public or the media will be managed by the NCAA administration, who will be identified prior to the event. Healthcare providers are not to address the public or the media regarding the participants or activities of the event. All inquiries for such will be to the NCAA communications leader.

Social media generated from the event and from credentialed personnel of the event must follow guidelines of the site administrator.

## **8. INSURANCE**

Host(s) must maintain and provide evidence of the following insurance coverages:

- Commercial General Liability (CGL) insurance written on an occurrence form providing coverage for bodily injury and property damage, and personal and advertising injury, including products/completed-operations coverage, contractual liability coverage and incidental medical malpractice coverage for claims arising from healthcare services that the Host provides. Coverage must be issued by an admitted insurance carrier with an A.M. Best rating of A-VII or better and cannot exclude liability arising from sexual abuse and molestation, athletic participation, spectators, or food-borne illness. NCAA and its officers, directors, agents, employees and volunteers must be named as additional insureds ("NCAA Additional insureds") and the policy must have minimum limits of:
  - \$5,000,000 Per Occurrence
  - \$5,000,000 General Aggregate
  - \$5,000,000 Products/Completed Operations Aggregate
- a. Automobile Liability Insurance, covering owned, non-owned, leased or hired autos, with a minimum combined single limit of \$5,000,000 Each Accident.
- b. Workers' Compensation Insurance in compliance with the laws of the state or province where the host(s) and or the venue is located, covering employees, volunteers, temporary workers and leased workers.
- c. Employers' Liability Insurance covering employees, volunteers, temporary workers and leased workers with minimum limits of:
  - \$1,000,000 Each Accident
  - \$1,000,000 Disease - Each Employee
  - \$1,000,000 Disease - Policy Limit
- d. Coverage limits may be satisfied through a combination of primary and

umbrella/excess policies and shall follow form of the underlying coverage. A certificate of insurance must be submitted to the NCAA 90 days prior to the Event. State institutions, if serving as host and are subject to state governing tort laws, are not permitted to provide proof of limited liability under state laws instead of CGL coverage. Additionally, self-insurance does not satisfy this insurance requirement. As part of your bid response, please attach a copy of your most recent certificate of insurance as an exhibit and describe the ways, if any, that your current insurance program does not comply with the requirements set forth herein.

## 9. ANCILLARY EVENT SPACES

The ancillary venues shall provide the use of the venue(s) cleaned, lighted and heated, and airconditioned in a manner acceptable to the NCAA, including but not limited to all existing video equipment, sound systems, in-house television/radio/internet/wired and wireless network/telephone system and public address systems. Use of all such systems shall be under the sole control of the NCAA or its designees. Ancillary event spaces must be available July 23 – 30, 2023,

- a. One large meeting room with enough seating for 500 to 1,000 individuals.
- b. Five breakout meeting rooms with enough seating for 125 individuals in each classroom for life skills presentations other Academy programming.
- c. A dining room or a combination of multiple rooms capable of feeding 750 individuals.

## 10. LODGING

The host shall source/contract local high-quality hotel(s), for players, chaperones, officials, Academy coaches, operations staff and partners. It is anticipated that hosts will be able to negotiate competitive room rates based on the details provided in this document.

Please note the following hotel contracting steps:

**Step 1:** NCAA to Provide Hotel Agreement Template. Hotel properties will enter into a contractual agreement with the NCAA. The NCAA will provide hosts with a hotel agreement template to execute agreements with proposed hotels.

Any cross-outs, redlines, or alterations to any hotel contract will not be accepted.

**Step 2:** Signed Hotel Agreements. Signed hotel agreements must be submitted to the NCAA for review. Signed hotel agreements must be submitted in the final bid proposal.

**Step 3:** Dot Map. A dot map, showing locations of all designated hotel options in relation to the Academy venue will be required. Maps must be submitted as part of the final bid proposal.

The NCAA will select all hotels and reserve the right for Short’s Travel to source/contract other hotels in addition to the properties recommended by the host.

**a. Academy Operations Lodging**

- i. Preferential consideration will be given to hosts that provide high-quality full and/or select- service, hotel accommodations Monday, July 24 – Sunday, July 30, 2023, as close to the Academy venue as possible, based on the following specifications:

**NCAA College Academy Room Block: Total = 875 rooms (Full or Select-Service Hotels)**

Group	Notes
Up to 500 Players/Chaperone Rooms	Double/Double rooms required.
Up to 100 Academy Coaches Rooms	Double/Double rooms required.
Up to 200 Officials Rooms	Double/Double rooms required.
Up to 25 Life Skills Presenters Rooms	King and/or Double/Double rooms required.
Up to 50 Staff/Medical Rooms	King rooms required.

**WBCA Room Block: Total = 500 rooms (Full-Service Hotels)**

Group	Notes
Up to 500 Colleges Coaches Rooms	King and Double/Double rooms required.

- ii. All contracted room rates are commissionable by 10%. Commission payments should be made payable to Short’s Travel.
- iii. Player/chaperone room blocks cannot be assigned at the same property as the WBCA room block (s).
- iv. The use of casino hotels is prohibited.
- v. Hotels must provide a flat, commissionable room rate, for single or multiple occupancy for the Academy year.
- vi. Hotels agree that the NCAA will have the option to reduce room blocks, up to 100%, without penalty, up to the cut-off date of 7 days prior to arrival.
- vii. Any construction/renovation projects in or on property must be completed no later than May of the year in which it is hosting.

- viii. Two (2) complimentary meeting rooms (private and lockable) with a minimum of 1,500 sq. ft. each, will be required.
- ix. The NCAA and/or its partners may provide food and beverage products. Corkage fees must be waived under these circumstances.
- x. Select guest rooms (room and tax) will be billed to an NCAA master account.
- xi. No advance payment shall be required for individuals utilizing rooms in pursuant to the NCAA agreement.
- xii. 1:25 comps are required.
- xiii. The NCAA will require the following concessions at Academy Hotels:
  - (a) Any portage fees, union fees, resort fees, etc., must be waived.
  - (b) Complimentary breakfast
  - (c) Complimentary meeting space
  - (d) Complimentary self-parking
  - (e) Complimentary Wi-Fi

## **11. HOST**

- a. The host shall work in close cooperation with the NCAA staff to ensure the policies and the mission of the Division I Women's Basketball Oversight Committee are met.
  - i. Administration of the Academy is under the authority of the NCAA Division I Women's Basketball Oversight Committee, subject to the final authority of the NCAA Division I Board of Directors. All activities and events associated with the academy are to be administered and approved by the Division I Women's Basketball Oversight Committee. Each host agrees to administer the academy under the terms of these specifications and the Academy Host Operations Manual.
  - ii. Each host shall administer the finances of the Academy in accordance with the Association's executive regulations and consistent with the budget approved by the NCAA. Each host shall appoint a diverse group of individuals to assume the positions the host is responsible for staffing to administer the Academy.

## **12. FINANCIAL ADMINISTRATION**

- a. In an effort to provide more consistency and an efficient partnership with host communities, the NCAA is instituting the following financial structure for the selected site covered by these bid specifications. The following financial arrangements shall apply:

- i. The honorarium for hosting the Academy shall not exceed \$50,000.
- ii. The NCAA may receive reimbursement of various Academy expenses identified in the Academy budget.

As part of its bid, the host is encouraged to provide a detailed plan reflecting proposed modifications to the minimum basic financial structure outlined below that represents an additional commitment by the host. Examples may include forgoing, for the benefit of the NCAA, any portion of revenue or expense allocation reserved to the host and/or offer additional forms of value to the NCAA.

The host shall submit, as part of its bid, a detailed budget for the Academy event. This shall include all revenue sources and expenditure uses, including the amount retained by the host or the sponsoring agency. Any modifications to the approved budget must have prior approval from the NCAA staff. The NCAA proposed budget and financial report template must be completed and submitted as part of the bid proposal. The bid budget needs to be submitted electronically using the “Budget System” tab via the online Bid and Profile System. (See Section VI for instructions on how to access this system)

The following are minimum financial parameters for completing the proposed budget for the specified site:

- iii. Academy Receipts. Includes all revenue from sale of tickets.
  - (a) Tickets (only necessary to report actuals)
  - (b) Other Revenue (includes food/beverage, parking and other event-related revenues)
- iv. Academy Expenditures. Each sponsoring agency shall submit an Academy budget that includes the following:
  - (a) Ticket Expense (charge card expenses, commissions, state and city taxes, ticket vendor fee, host box office fee). As part of the tax-related expense associated with the Academy, the host shall be required to remit all state and local taxes to the appropriate agencies. Hosts shall remit the taxes on the sale of all tickets from the Academy. Also note, that as part of the bid process, it is the responsibility of the host to accurately report all state and local tax rates to the NCAA, so that the proper remittance is completed.
  - (b) Equipment (Academy equipment)
  - (c) Facility Rental Supplies and Personnel
  - (d) The NCAA views reduced or rent-free use of Academy venues as a favorable term and condition for a bid submission. The venue rental shall include all personnel

and services deemed necessary by the NCAA, including but not limited to ushers, ticket sellers, ticket takers and other ticket personnel, Academy production staff, exit personnel, security personnel, fire personnel, a first-aid room staffed by paramedics or other certified emergency personnel, maintenance, construction, and clean-up of the venue, venue grounds, etc. All personnel shall be under the sole direction and control of the venue and are not to be considered employees or agents of the NCAA.

(e) Academy Management Personnel

The NCAA shall reimburse for all Academy operating personnel and services deemed necessary by the NCAA, including but not limited to site administrator(s), court attendants, official timers, scoreboard operators, shot-clock operators, official scorer, statisticians, registration personnel, and medical personnel staffing the site as determined by the NCAA (e.g., paramedics and emergency personnel not already addressed in the budget for ambulance service). Budgeted amounts shall be entered on the proposed budget and must be approved by the NCAA in order to receive a reimbursement. Preference will be given to prospective bidders who provide any and all services or equipment deemed necessary for the Academy at no cost to the NCAA or its designees.

The venue must secure one ambulance per site, and corresponding certified medical personnel, to serve tournament participants for all drills and games. Costs associated with the ambulance and the medical personnel are a reimbursable expense but must be approved in advance by the NCAA. If the ambulance(s) noted above is needed for the general public, it may be used for that purpose. Additionally, sites must work with a local health care provider to oversee all medical operations at the site, provide an adequate number of physicians determined by the NCAA and designate a certified athletic trainer to act as the lead athletic trainer.

(f) Entertainment (media hospitality, meetings, luncheons and banquets, participants' refreshments)

- v. Hosts shall make every effort to categorize all expenses in letters (a) through (e) above, in order to provide the most accurate financial reporting for the event.
- vi. Additional Financial Requirements. The following additional financial requirements shall also apply to the bid response:
  - (a) Submit all actual financial information via the approved NCAA Host Reporting System no later than 35 days after the last date of the Academy.
  - (b) Adhere to the established and agreed-upon budget for the operation and execution of the event, and as such, any changes to the budget must be approved by the NCAA.

- (c) Provide detailed consistency in budget to actual reporting in the NCAA Host Reporting System, to depict the most accurate detail of revenues and expenses for the event(s). Note that all efforts should be made, both in budget and actual formats, to use the category described as “other” only sparingly, and to make all attempts to fit the revenues and expenses within the defined categories provided above.

### **13. BID SUBMISSION**

- a. The following must be completed and submitted by prospective hosts to serve as a complete bid submission:
  - i. Complete all questions related to the Academy Bid Specifications and upload the signed Academy Bid Specifications agreement to the Championships Bid and Profile System.
  - ii. Upload signed Venue Lease Agreement and Venue Questionnaire to the Championships Bid and Profile System.
  - iii. Update Key Contacts in the Championships Bid and Profile System. Bidding parties should enter their key contacts within the provided form in the bid system.
  - iv. Upload the Enhancements and/or Exceptions to Bid Specifications Form (Attachment A) to the Championships Bid and Profile System.
  - v. Upload the Academy Venue Space Assignments Form to Championships Bid and Profile System.
  - vi. Complete the proposed budget using the Championships Bid and Profile System — Budget System tab and template.
  - vii. Upload photos and diagrams of the proposed venue.
  - viii. Upload the safety and security plan for the venue.
  - ix. Hotel agreements and hotel dot map.
- b. The Bid Specification Agreement and venue lease agreement must contain the appropriate signatures (if applicable) and complete responses and/or information. Final versions of each of the aforementioned agreements/documents must be uploaded to the NCAA Championships Bid and Profile System, which can be accessed by clicking on the following link:

[NCAA Championships Bid and Profile System](#)

All materials must be received by the NCAA no later than 11:59 p.m. Eastern time January 18, 2023.

Questions and Requests Related to Bid Materials. Lynne Andrew of the NCAA staff has been designated to receive, coordinate and facilitate the response to any and all questions, requests for clarification or additional information pertaining to these materials:

Lynne Andrew  
Associate Director of Women's Basketball Championship  
[landrew@ncaa.org](mailto:landrew@ncaa.org)  
317-917-6666 (work)

All questions should be submitted to Lynne through the designated bid preparer. Additionally, any/all responses and/or clarifications will be provided directly to the bid preparer with the understanding that he/she will disseminate locally.

Answers may be immediately provided if the questions are administrative in nature and easily found in the specifications of the event, and the answers do not give a competitive advantage to the bid city posing the question.

Questions or requests pertaining to process or a clarification of the materials in any way, and which are deemed beneficial to all bid sites, will be available in the Academy documents found on the Championships Bid and Profile System. Time-sensitive clarifications may be distributed at any point if deemed appropriate given the nature of the clarification or the benefit it would provide to all cities preparing a bid.

Questions or requests that pertain to a city or venue-specific matter will be answered to the extent possible, only to the bid preparer making the request. To the extent the general concept of the answer is deemed appropriate for all bid cities to have, it will be provided accordingly.

#### **14. AGREEMENT TO TERMS AND CONDITIONS**

The site host that is bidding on the Academy agrees to all terms and conditions as outlined above in the Academy Bid Specifications. We agree to comply with all the requirements listed in this document and to administer the designated site of the Academy in accordance with the policies of the NCAA. Prospective hosts that agree with all the requirements listed in this document for the designated site shall signify agreement by selecting "Yes" below.

YES  NO

Prospective hosts who do not agree with all requirements in this document shall select "No" above and complete Attachment A specifying the terms the prospective host is proposing. Please note any proposed revisions to the language in this document must be specified in Attachment A to be considered. Any revisions, deletions, stipulations,

etc., made directly in this document to the specifications listed above shall not be accepted.

(NOTE: This form must carry the signatures of both the host and the venue manager).

**Bid Preparer (Host) Information**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization/Association: \_\_\_\_\_

Date: \_\_\_\_\_

Address (Please list street, city, state, zip code for overnight mail.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Signature of Bid Preparer (Host)

**Venue Manager Information**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company/Venue: \_\_\_\_\_

Date: \_\_\_\_\_

Address (Please list street, city, state, zip code for overnight mail.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Signature of Venue Manager