

# ***CHAMPION YOUR CITY***

**NCAA® SITE SELECTION PROCESS**





2023, 2024, 2025 and 2026  
NCAA DIVISION I WOMEN'S  
SWIMMING AND DIVING CHAMPIONSHIPS  
SPORTS SPECIFIC INFORMATION



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***IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE SPECIFICATIONS THAT FOLLOW AND ANY SUCH SPECIFICATIONS IN THE GENERAL BID SPECIFICATIONS DOCUMENT, THE FORMER SHALL PREVAIL AND GOVERN THE MATTER.***

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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 NCAA Competition Oversight Committee. All activities and events associated with the championship are to be approved by the sports committee.



**SECTION II: CHAMPIONSHIP STRUCTURE**

<b>DATE FORMULAS</b>	
DI Women's Swimming and Diving Championships	Third Wednesday-Saturday in March

<b>DATES AVAILABLE FOR BID</b>	
2023	March 15-18, 2023
2024	March 20-23, 2024
2025	March 19-22, 2025
2026	March 18-21, 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. The facility must be in compliance with the current NCAA Swimming and Diving Rules Book.
3. The host/facility must have a comprehensive security/emergency-situation plan.
4. The facility must have a combination of permanent and temporary seating to accommodate at a *minimum* 1,200 spectators with 3,000 spectators preferred. The facility must be modern, clean and accessible. Conditions must meet NCAA regulations and must be of championship caliber.
5. The facility and surrounding areas (i.e., parking lots, frontage property and any other adjacent area that the facility may provide to the NCAA) must be available for the exclusive use of the championships Monday prior to the championships through the conclusion of the meet. During this time, the facility shall not be available for any other use. The facility should be set up and competition ready by **noon** on Monday.
6. The facility must be clean, appropriately lit, and have adequate air quality.
7. The NCAA will have exclusive rights to use all meeting rooms, private clubs and restaurants in the facility during the term of this agreement. All such space will be provided to the NCAA at no cost.
8. The facility will not enter into any agreement or understanding that would permit any corporation or other third party to be entitled to hospitality, entertainment or temporary signage privileges in the facility and surrounding area (i.e., parking lots, frontage property and any other adjacent areas that the facility may provide to the NCAA).
9. The facility will not be materially modified in a way that would reduce space available to the public in the aisles, entranceways and hallways without the NCAA's prior consent.
10. The NCAA and its designated representatives shall have the right, with no obligation to make any payments to the facility or its concessionaire or any other third party, to provide food and beverages of its choice in the media refreshment area, other working areas and locker rooms at the facility.
11. During the season in which the facility will host the championship, it must host a minimum of one college swimming meet prior to the championships.



12. The warm-up pool must have a minimum of 8 lanes, with 10 preferred. If other pools are available on site, hosts must specify whether those additional pools are available for use by the competitors during the week of the championships.
13. The competition pool must meet NCAA rules and bid specifications. Specifically, it must meet the following requirements:
  - a. 25 yard course.
  - b. Minimum water depth of 7 feet (2.13 meters).
  - c. 8 lanes, 7 feet in width, with additional width outside lanes 1 and 8.
  - d. Track style starting blocks are required for the championships.
  - e. Electronic relay judging platforms (RJPs) are required for the championships.
  - f. Backstroke ledges are required for the championships.
14. The diving well must meet NCAA rules. Specifically, it must meet the following requirements:
  - a. Be at least 60 feet in length and 75 feet in width.
  - b. Two one-meter diving springboards less than one year old.
  - c. Two three-meter diving springboards less than one year old.
  - d. Diving tower with takeoff platforms at 5, 7.5 and 10 meters.
  - e. Surface of the boards and platforms must be non-slip and safe.
  - f. All springboards and platforms must be safe. It will be the responsibility of the host to make any necessary updates to the boards and platforms to ensure student-athlete safety.
  - g. It is preferred that the diving well be separated from the swimming competition and warm-up pools.
  - h. A permanent hot tub should be available for divers. If a permanent hot tub is not available, a temporary tub must be provided. Hosts must secure necessary approval in advance of the championships.
  - i. Underwater viewing window is preferred.
  - j. The host must have all diving equipment and areas assessed by a qualified diving specialist prior to the arrival of the NCAA committee/staff, and must make any necessary adjustments needed at their expense.
15. The pool and pool deck must have all necessary markings as outlined in the NCAA rules book.
16. Pool deck width of at least 20 feet is preferred. The deck must have enough room to accommodate bleachers for the participating institutions, as well as space for the head tables (swimming and diving). Seating for diving coaches (chairs preferable) should also be provided by the diving well.



17. The water temperature for the competition and warm-up pools must be between 79 and 81 degrees Fahrenheit [26° and 27°C] for competition. The air temperature on deck level shall not be more than four degrees Fahrenheit below the water temperature. For diving wells that are separate from the competition/warm-up pools, the water should be between 82 and 86 degrees Fahrenheit [28° and 30°C] for competition. Special consideration also should be given to heating and ventilation for the comfort of spectators and competitors. Hosts should provide a detailed description of the facility's ventilation system. The host must be able to monitor air and water temperature on site as requested.
18. Areas on deck should be designated for the following:
  - a. Race ready area.
  - b. Awards ready area.
  - c. Awards stand large enough to accommodate top eight individuals and relays. The host must provide the awards stand.
19. An electronic scoreboard and public address system (including backup, if possible) must be available. The scoreboard must be large enough to display eight competitors and their institution with the time achieved in each respective race, and should be in view of spectators and participants. The scoreboard must have capability to reflect diving scores and team scores (at least 10 at a time) as well. Ideally a second scoreboard or video board will be available to display the updated team scores and show footage from the races, if possible.
20. An athletic training facility with adequate modalities must be available for student-athletes within or immediately adjacent to the competition venue. Ice baths to accommodate 20-25 student-athletes at one time must be available immediately adjacent to the competition deck.
21. An area large enough to accommodate 55-60 massage therapy tables for all participating teams must be available within or immediately adjacent to the competition venue.
22. The facility will provide the following equipment at its expense unless an item noted is provided via an NCAA contractor: Electronic timing system, with two back-ups, connected to electronic scoreboard (touch pads for **both ends** of the pool should be available); automatic relay takeoff judging equipment; backstroke ledges for all lanes of the competition pool; microphones for starter and referee; computer for seeding and results; public-address system; copier(s); fax machine(s); scoreboard(s) and video board(s); media equipment; music system; lap counters; stopwatches, clip boards and pencils.

The facility timing system must be able to integrate with the various broadcasting outlets provided by the NCAA. If issues arise with the timing system's ability to integrate with the broadcast providers, the institution assumes all responsibilities (financial and technical) to ensure the process is in place and in accordance with the needs of all broadcasting partners.

The host/facility must secure a technician to be available throughout the week to address any equipment and timing malfunctions.





23. A computerized scoring system must be available for diving competition.
24. **Sufficient electrical power, lighting, parking, etc., to accommodate television are required. Please reference the NCAA General Bid Document for specifics.**
25. Adequate locker rooms with restrooms, showers and changing areas must be available for participating student-athletes. Locker rooms assignments are not necessary, but adequate lockers must be available. Participating athletes will provide their own locks.
26. On-site parking must be provided for teams, tournament personnel, committee members, officials, media, ESPN, etc.
27. Permanent restrooms must be available for spectators, as well as on deck for non-participants.
28. Seating that is elevated for the diving judges must be provided. It is suggested that the chairs for diving judges be at a height suitable for judging the competition on each board. Diving flash cards (at least eight) must be available for backup in the event of computer failure.
29. An elevated platform(s) is required for many workers during the meet. There should be room for approximately 10-15 people to sit at this table.
30. An elevated table for diving personnel (approximately 6-8) must be provided for the diving events.
31. A media seating area should be established in the stands. Only photographers (potentially a limited number) will be allowed on deck. All other media will have access only to the media work room, interview area, and media seating in the stands.
32. A press seating area should be established, with limited deck access. Since the deck will be very crowded, deck access for media should be closely monitored.
33. When bulkheads are used at either the start or turning end of the pool, the referee shall verify that the competition course measures to the correct distance both before and after each day of competition. Such measurements shall be done by laser with a device provided by the host institution or host facility. Failure to adhere to this requirement shall render any times recorded or records achieved null and void.



34. An area close to the competition venue with appropriate seating must be available for the coaches meetings Wednesday diving – 75, swimming – 250).
35. The facility must provide the following additional space, at its expense, with all areas subject to the approval of the NCAA:
  - a. Media work area (adequate power, internet and copying capabilities must be available).
  - b. Interview area.
  - c. A private room for viewing relay exchanges.
  - d. A private area immediately off-deck for the games committee to meet, if necessary.
  - e. Registration area (pre-meet and on competition days).
  - f. Hospitality area(s) for coaches, volunteers/host staff, committee, officials, VIP.
  - g. Area for student-athlete hospitality.
  - h. Area for ticket sales.
  - i. Isolated area large enough to accommodate drug testing with separate bathrooms is required.
  - j. Separate area with mats needed for divers for stretching and tumbling.
  - k. Areas for concessions sales and merchandise sales.
36. The facility will provide, at its expense, all tables, chairs, skirting, bunting, pipe-and-drape and platforms for all areas described herein as required by the NCAA.
37. The facility will make available two photocopier machines with capabilities for reproducing statistics and other material with a minimum per copy speed of 75 per minute. The facility will be responsible for the installation, service costs and paper for these machines for the tournament. Each machine shall also include a collator and automatic stapler, with an additional collator available capable of handling 12 separate sheets of paper. The facility will also provide equipment operators and technicians to be available Wednesday through Saturday during the meet.
38. The host shall submit a facility diagram with bid materials. The facility diagram should indicate the recommended locations for the following areas:
  - a. Competition pool.
  - b. Warm-up pool.
  - c. Diving well.
  - d. Race ready area.
  - e. Awards ready area.
  - f. Awards stand.
  - g. Team seating.
  - h. Head table.
  - i. Diving table.
  - j. Athletic training.



- k. Locker rooms.
- l. Restrooms.
- m. Massage therapy area.
- n. Ice baths.
- o. Video review room.
- p. Committee meeting room.
- q. Scoreboards and video boards.
- r. Media work room.
- s. Interview area.
- t. Potential drug testing area.
- u. Hospitality areas.
- v. Participant entrances.

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: 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**

	Number of Hotels	Service Level	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Notes
Headquarters	1	Full	10	17	30	48	48	48	48	c/o	NCAA, Committee, Officials, ESPN, etc.
<b>Total</b>			10	17	30	48	48	48	48		



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. Hotel rooms at various properties should be reserved for the competing teams.

The host institution is financially responsible for the officials and NCAA committee accommodations to be reimbursed by the NCAA.

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## SECTION V: NCAA/HOST RESPONSIBILITY

### **NCAA PROVIDES:**

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation and per diem for the NCAA committee.
3. Mileage, per diem, and championship fees for all paid officials and coordinators through Arbiter.
4. Awards for all participating individuals and teams.
5. Championship mementos for participating teams (distributed after the championships).
6. Credentials.
7. Backstroke flags and lane lines.
8. Apparel for officials and volunteers.
9. Merchandise from Event 1.
10. Hydration product and equipment for participants.
11. Basic signage package.
12. Funding for promotional efforts.
13. Funding for operational expenses as approved in the proposed budget.

### **HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:**

1. Lodging for all paid officials and coordinators, committee and NCAA contractors will be paid by the host and reimbursed by the NCAA through the financial report.
2. Facilities, inclusive of all required equipment needed to support the work of the NCAA timing provider (e.g. truss/poles for attaching video cameras used to facilitate video review).
3. Various personnel and volunteers (see Section VIII for details).
4. Media coordination.
5. First aid/medical services/AED on-site/ambulance on-site.



6. Championships hospitality.
7. Food/beverage concessions.
8. Timing and scoring equipment (if NCAA does not provide through their contracted provider).
9. Scoreboard and videoboard.
10. Video review equipment and review room.
11. Necessary meeting rooms and designated areas as outlined in this document.
12. Public address system.
13. Support personnel – ushers, ticket takers, media runners, etc.
14. Security.
15. Media room (fully equipped).
16. Media seating/work area with constant refreshments.
17. Tickets.
18. All computers, printers, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championships, and as may be required by the NCAA in order to meet championship requirements.
19. Appropriate directional signage within and outside the venue.
20. Other equipment and items as later requested by the NCAA.



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## SECTION VI: MARKETING

- 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.
- 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.
- 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.** The NCAA will provide the following television and radio elements to assist in promoting and selling tickets to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, tv commercials, videoboards). All spots will be made available for download via the online marketing website [NCAACHampsPromotion.com](http://NCAACHampsPromotion.com).
5. **Support Documents.** Hosts should refer to the following support documents when developing marketing plans and budgets: NCAA Ticket Promotional Use Guidelines, NCAA Sales Commission Guidelines, and NCAA Micro-Site Guidelines.

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**SECTION VII: SCHEDULE OF EVENTS**

**Monday**

Facility must be set up and ready for competition by noon – NCAA committee/staff/host walk-through.  
NCAA staff arrives on site.  
Facility open for practice – specific time to be determined.

**Tuesday**

Facility open for practice.  
Registration.

**Wednesday**

Facility open for practice.  
Registration.  
Diving and swimming coaches meetings.  
Day 1 – 800 free relay timed finals.

**Thursday**

Facility open for practice.  
Approximately 10 a.m. – Day 2 Swimming Trials  
Approximately 12:30 p.m. – 1 meter Diving Trials  
10 min. following trials – 1 meter Diving Consolation Finals (9-16)  
Approximately 6 p.m. – Day 2 Finals  
    200 Freestyle Relay Consolation  
    200 Freestyle Relay Final  
    **AWARDS 200 FREESTYLE RELAY**  
    500 Freestyle Consolation  
    500 Freestyle Final  
    **AWARDS 500 FREESTYLE**  
    200 Individual Medley Consolation  
    200 Individual Medley Final  
    **AWARDS 200 IM**  
    50 Freestyle Consolation  
    50 Freestyle Final  
    **AWARDS 50 FREESTYLE**  
    One-meter Diving Finals  
    **AWARDS ONE-METER DIVING**  
    400 Medley Relay Consolation  
    400 Medley Relay Final  
    **AWARDS 400 MEDLEY RELAY**



### **Friday**

Facility open for practice.

Approximately 10 a.m. – Day 3 Swimming Trials

Approximately 12:30 p.m. – 3 meter Diving Trials

10 min. following trials – 3 meter Diving Consolation Finals (9-16)

Approximately 6 p.m. – Day 2 Finals

400 Individual Medley Consolation

400 Individual Medley Final

**AWARDS 400 INDIVIDUAL MEDLEY**

100 Butterfly Consolation

100 Butterfly Final

**AWARDS 100 BUTTERFLY**

200 Freestyle Consolation

200 Freestyle Final

**AWARDS 200 FREESTYLE**

100 Breaststroke Consolation

100 Breaststroke Final

**AWARDS 100 BREASTSTROKE**

100 Backstroke Consolation

100 Backstroke Final

**AWARDS 100 BACKSTROKE**

Three-meter Diving Finals

**AWARDS THREE-METER DIVING**

200 Medley Relay Consolation

200 Medley Relay Final

**AWARDS 200 MEDLEY RELAY**

### **Saturday**

Facility open for practice.

Approximately 10 a.m. – Day 3 Swimming Trials

Approximately 12:15 p.m. – Platform Diving Trials

10 min. following trials – Platform Diving Consolation Finals (9-16)

Approximately 6 p.m. – Day 3 Finals

1,650 Freestyle - Last heat of timed finals

**AWARDS 1,650 FREESTYLE**

200 Backstroke Consolation

200 Backstroke Final

**AWARDS 200 BACKSTROKE**

100 Freestyle Consolation

100 Freestyle Final

**AWARDS 100 FREESTYLE**



200 Breaststroke Consolation  
200 Breaststroke Final  
**AWARDS 200 BREASTSTROKE**  
200 Butterfly Consolation  
200 Butterfly Final  
**AWARDS 200 BUTTERFLY**  
Platform Diving Finals  
**AWARDS PLATFORM DIVING**  
400 Freestyle Relay Consolation  
400 Freestyle Relay Final  
**AWARDS 400 FREESTYLE**  
**TEAM AWARDS**



## SECTION VIII: VOLUNTEER/PERSONNEL NEEDS

The NCAA committee will secure individuals for the following positions:

- Key swimming officials [announcer, referee, assistant referee, starters (2), head take-off judge, head stroke judge, head turn judge, officials' coordinator];
- Key diving officials [diving referee, diving judges (8)];
- Volunteer head timers/turn judges (16);
- Administrative referee;
- Diving data specialist;
- Swimming data specialist.

The officials' coordinator may work with the committee, NCAA staff, and the head referee to assign 16 volunteer positions of head timer/turn judge.

**The host will be responsible for securing volunteers/personnel for the following areas:**

- Eight (8) volunteer timers for each session.
- Diving announcer.
- DiveMeets operator.
- Manual diving scorers.
- Timing system operator and technician.
- Videoboard/scoreboard operators.
- Awards presenters.
- Awards personnel.
- Registration.
- Drug testing couriers, if necessary.
- Training room.
- Media room and heat sheets/results production.
- Hospitality.
- National anthem singers.
- Music coordinator.
- Electrician.
- Race ready.
- Facility management.
- Lifeguards.
- Ticket sellers/takers.
- Security.
- Concessions, merchandise sales.
- Ushers if necessary.
- Additional operational needs.



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