

CHAMPION YOUR CITY

NCAA® SITE SELECTION PROCESS





2022, 2023, 2024 & 2025
NCAA DIVISION I MEN'S AND WOMEN'S CROSS COUNTRY REGIONAL
CHAMPIONSHIPS (All Regions)

SPORT SPECIFIC INFORMATION



Table of Contents

		Page No.
Section I	Introduction	4
Section II	Championship Structure	5
Section III	Facility/Course Requirements	6
Section IV	Lodging Specifications	10
Section V	NCAA/Host Responsibility	11
Section VI	Marketing	13
Section VII	Schedule of Events	15
Section VIII	Volunteer Needs	16
Section IX	Coaches Association	16

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.



SECTION I: INTRODUCTION

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

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

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

Bids for the 2022-2025 regional championships will be considered for all nine regions.



SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Regionals (9)	Eight days prior to the national championships (Friday)
2022	November 11
2023	November 10
2024	November 15
2025	November 14

The Division I Men’s and Women’s Cross Country Regional Championships provide an opportunity for all institutions within a particular region to compete at the championships. For a complete list of institutions within a region, refer to the Division I Men’s and Women’s Cross Country Pre-Championships Manual – www.NCAA.org, select Division I, Championships, fall sports, cross country.

The Division I Men’s and Women’s Cross Country Championships provide for a maximum of 31 (five-seven person) teams and 38 individuals per gender for a total of 255 competitors per gender. To be eligible to participate in the championships, teams and individuals must qualify through participation at their respective regional championship sites.

Eighteen teams automatically qualify to the championships races by finishing as one of the top two teams at any of the nine regional championship races. The remaining 13 at-large teams are selected by the NCAA Division I track and field/cross country subcommittee. Thirty-six individuals automatically qualify to the championships races by being one of the top four regional finishers not on an advancing team. Two additional individuals are selected at-large by the committee. Men’s championship races will be 10,000 meters while women’s championship races will be 6,000 meters. However, courses should have the capabilities to run 6,000 meters, 8,000 meters and 10,000 meters.



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 available from 7 a.m. Thursday preceding the competition through the day after the championships (Saturday) for the purpose of preparing for, practicing for, conducting the competition (Friday is competition day – the women will race first followed by the men) and in the case of inclement weather that may require the championships to carry over to Saturday. During that period of time, the facility will be clean and accessible, and racing conditions must be safe and of championships caliber. The facility shall be set with all course markings (i.e. mile/km marks, start line, etc.) in place prior to the start of practice.
3. The NCAA specifically disclaims any responsibility to investigate the safety or code compliance of the facility and parking lots or the component products, equipment, materials, designs and constructions.
4. The championships courses must conform to specifications outlined in the NCAA Cross Country/Track and Field Rules Book. Special attention must be paid to the following:
 - Course Distance: Men – 10,000 meters; Women – 6,000 meters. (Note: Course should be capable of running an 8,000 meter race distance as well).
 - The starting line shall be wide enough to provide at least a 50-centimeter space for each of four front-line team starters and a 50-centimeter space for each individual starter.
 - The optimal distance to the first turn is 600 meters (800 meters preferred).
 - The preferred width of the course is not less than 10 meters throughout.
 - Any deviations to rules within the NCAA Cross Country/Track and Field Rules book should be clearly articulated by the prospective host to include the distance at which the deviation occurs and the distance that this deviation continues. Although in line with the rules, the track and field/cross country committee has the authority to choose a course that does not meet the preferences, host should arrange the course to meet and exceed minimums.
 - Should the course change after the bid is awarded, the track and field/cross country committee reserves the right to withdraw the bid.
5. During competition, the facility must be equipped to relay key split marks throughout the course (e.g. every mile or kilometer) to competitors (e.g. read aloud or make electronic clocks visually available). Additionally, all course markings (i.e. mile/km marks, start line, etc.) must be in place prior to the start of practice.
6. The facility/course must have a comprehensive safety and security plan in case of inclement weather conditions or emergencies.



7. The games committee/NCAA site representative shall be provided exclusive use of meeting space in a private area during the championships.
8. At the discretion of the NCAA, practice sessions may be open to the public at no admittance charge. Programs, merchandise and concessions may be sold during practice sessions, if applicable.
9. The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
 - a. A sports medicine area for student-athletes.
 - b. Media work space for 30 with appropriate power, Internet access, lighting, heat, air-conditioning and toilet facilities.
 - c. One area of private meeting space for use of the games committee/NCAA site representative.
 - d. A results control area containing one photocopier machine with capabilities for reproducing results and other materials with a minimum per-copy speed of 75 per minute. The copy machine also shall include a collator and automatic stapler. The facility shall be responsible for the installation, service costs and paper for these machines during the championships.
 - e. A room for drug testing, with a waiting area, separate toilet facilities (one for each gender) and a minimum of 500 square feet of space.
10. The host must secure the primary timing and results group for the regional championships and ensure that the necessary timing technology is in place to conduct the championships. In addition, note the following requirements for meet management: 1) Employ three methods of timing and recording places (chip timing, FinishLynx, and video – emphasis placed on the use of FinishLynx); 2) split timing with a minimum of 2 splits for the women's race and 3 splits for the men's race; 3) Supply and ensure application of hip numbers and bibs on participating student-athletes; and 4) Conduct a complete review of the finish. The host will recommend within the bid submission the timing group by attaching a contract. **The NCAA committee must approve all timing groups before a contract is signed.**
11. The facility/course shall provide tents, tables, chairs, skirting, bunting, pipe-and-drape and platforms for all areas described herein as required by the NCAA. Areas include merchandise, clerking, results posting, and protest area.
12. The facility/course shall provide complimentary parking spaces for the participating teams, NCAA site representatives, timing and officials in prime locations.
13. The facility/course shall be responsible for and pay the costs of the coordination and installation of all signage/decorations at the course and ancillary events. NCAA will provide a basic signage package for each regional site.



14. The facility/course shall provide at least one main results area and a protest area for coaches that is separated from the public.
15. A meeting space in close proximity to the competition venue to conduct the coaches meeting with an adjacent room able to accommodate packet pick-up. All head coaches are required to be at the coaches meeting and to go through packet pick-up, so plan according to the number of teams in the region.
16. A full complement of facility/course crew personnel must be on site at all times during practice and competition.
17. The facility/course will provide a public-address system. It is also preferred to have a video board and associated cameras to display meet results, live action, and NCAA messaging. Plans to accommodate the video board should be detailed in the facility/course questionnaire. Preference may be given to hosts willing to provide a video board for the regional championships.
18. Hosts are highly encouraged to do live web streaming of both regional championship races (if no broadcast or streaming entity is designated by the NCAA). Preference may be given to hosts willing to web stream the regional championships.
18. Host should be able to secure meet personnel as outlined in the NCAA Cross Country/Track and Field Rules Book. The host will submit to the NCAA their recommendations for referee and starter, but final approval is with the NCAA committee. Both of these positions are paid. The host will need to secure additional officials to include clerks of the course, marshals, and required assistant starters as outlined in the NCAA Cross Country/Track and Field Rules.

The host institution/conference/sponsoring agency must submit a facility diagram with bid materials which indicates the location of the areas noted below. In addition, include a written description of the course [e.g. start rolls out flat for 860 meters before a gradual right hand turn. A rise in elevation (approximate 3% grade) occurs at one kilometer mark, etc.].

Facility diagram to include:

- Men's and women's course layout with start and finish lines marked
- Awards area
- Team tent areas
- Locker rooms (if any)
- Concessions
- Merchandise
- Restrooms
- Media area
- Drug testing
- Sports Medicine area
- Public flow
- Parking
- Clerking
- Video board (if applicable)
- Results area
- Protest area

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

The host institution/conference/sponsoring agency is responsible for securing hotel blocks as options for all participating teams and NCAA representatives. All efforts should be made to provide some deference to the NCAA's official corporate partner in the hotel category (should one exist at the time of the bid). All hotels shall be in close proximity to the competition venue. The team hotel(s) must be of comparable quality and distance from the venue.

Efforts should be made to assist teams in securing sleeping rooms for each participating team at favorable rates (\$100-\$130) for the duration of the championships (early check-in on Wednesday and check out on Friday). Refer to the Division I Men's and Women's Cross Country Pre-Championships Manual for a list of eligible institutions in each region.

In addition, the host is responsible for securing hotel accommodations for the NCAA sport committee representative and the meet starter and referee, if necessary (check-in on Thursday and check out on Friday).

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SECTION V: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation, lodging and per diem for the NCAA sport committee representative as outlined in the NCAA Division I Men's and Women's Cross Country Host Operations Manual. Host pays for the lodging expenses (room and tax) and will be reimbursed by NCAA through the online host reporting system budget.
2. Transportation, per diem, and game fee for the meet referee as outlined in the NCAA Division I Men's and Women's Cross Country Host Operations Manual. Host will pay for these expenses and will be reimbursed by the NCAA through the online host reporting system budget.
3. Game fee for the meet starter as outlined in the NCAA Division I Men's and Women's Cross Country Host Operations Manual. Host will pay for this expense and will be reimbursed by the NCAA through the online host reporting system budget.
4. Funding for promotional efforts.
5. Funding for championship operational expenses as approved in the bid process (see Financial Administration document for more details)
6. Basic signage package.
7. Merchandise.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Volunteers.
3. Media coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality (limited allowance in operational budget).
6. Food/beverage concessions.
7. Hydration for student-athletes at practice and meet.
8. Public address system.



9. Support personnel –ticket takers, media runners, etc.
10. Security.
11. Media area.
12. Tickets, if applicable.
13. All computers, printers, fax machines, video equipment, photocopy machines, DSL lines, internet, etc. necessary to administer the championships, and as may be required by the NCAA.
14. Appropriate directional signage within and outside the venue.
15. Creation and maintenance of regional microsite. (See NCAA microsite guidelines)
16. Meet personnel (e.g., public address announcers, support for timing system, etc.)
17. Securing of timing personnel. (Must be approved by NCAA committee before signing contract)
18. Ordering of bibs, pins and hip numbers.
19. Other items as later requested by the NCAA.

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SECTION VI: MARKETING

1. **Marketing Plans.** Upon selection, the host is required to submit a marketing plan for review and approval prior to activation by the NCAA marketing staff. Please refer to the appropriate marketing plan template as a guideline when submitting your plan for review.
2. **Budgets.** When the proposed budget is submitted, a minimum of \$500 should be allocated for these purposes. The marketing budget should only include items needed for: marketing, advertising, printing costs, grassroots opportunities and promotions.
3. **Creative Process.** A creative marketing assistance website is available to the host for their marketing needs. This marketing website, NCAACHampsPromotion.com, is a comprehensive tool designed to help hosts create marketing pieces which will generate awareness and promote tickets and or attendance for the championship.

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

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

4. **Radio/TV.** Host institutions/conferences may create television and/or radio advertisements, if approved in advance by NCAA staff. The following must be submitted for approval:
 - a. Script and footage for television ads.
 - b. Script for radio ads.
5. **Support Documents.** Hosts should refer to the following support documents when developing marketing plans and budgets: NCAA Ticket Promotional Use Guidelines, NCAA Sales Commission Guidelines, and NCAA Micro-Site Guidelines.



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SECTION VII: SCHEDULE OF EVENTS

Thursday

Course preparation.
Course walk-through with NCAA site representative.
Course review and practice by participants.
Packet pick-up.
Mandatory coaches meeting.

Friday

Course preparation.
Course review and warm-up by participants.
Women's race – race start time to be determined.
Men's race – race start time to be determined.
Post-competition recognition ceremony.

*Start times are subject to the approval of the track and field/cross country committee.



SECTION VIII: VOLUNTEER NEEDS

Approximately 75-150 volunteers on competition day will be needed for assignments, including course safety, finish chute, concessions, parking, media and merchandise sales.

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SECTION IX: COACHES ASSOCIATION

The United States Track and Field and Cross Country Coaches Association (USTFCCCA) conducts a business meeting following the mandatory coaches meeting and presents awards following the conclusion of the NCAA regional championships. All coaches association activities held in conjunction with the championship are conducted at the discretion of the NCAA and are subject to NCAA approval.