

CHAMPION YOUR CITY

NCAA® SITE SELECTION PROCESS





2023, 2024, 2025 & 2026
NCAA DIVISION I MEN'S AND WOMEN'S
OUTDOOR TRACK AND FIELD FIRST ROUND CHAMPIONSHIPS
SPORT SPECIFIC INFORMATION



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IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE SPECIFICATIONS THAT FOLLOW AND ANY SUCH SPECIFICATIONS IN THE 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 first round championship competition of the Division I Men’s and Women’s Outdoor Track and Field Championships.

The information contained in this document and the accompanying attachments provide the minimum bid specifications for hosting the 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 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 championships. The administration of the championships 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 championships are to be approved by the sports committee.

Bids for the 2023-2026 outdoor track and field first round competition will be considered for both regions.

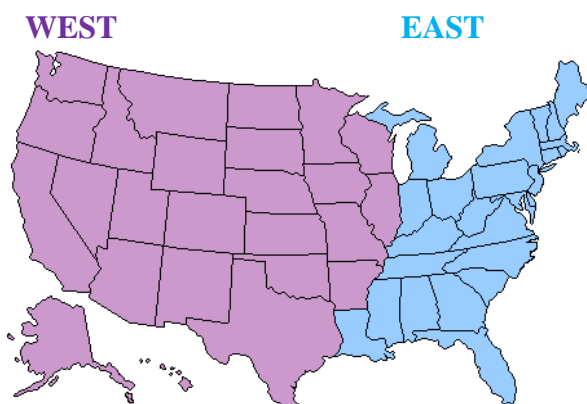


SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Outdoor Track and Field First Round Championship Competition	Conclude on the Saturday, 11 days prior to the start of the national championships meet (Thursday-Saturday)
2023	May 25-27
2024	May 23-25
2025	May 29-31
2026	May 28-30

In the event that there are changes to the format of the First Round Championships, this contract would be revised allowing the selected host first right of refusal to host the championships under the new parameters.

Each of the two sites for the Division I men's and women's outdoor track and field first round championship competition provide for 48 competitors in 18 individual events and 24 teams in two (2) relay events per gender (the combined events are not contested at the first round sites). In total, an estimated 1600-1800 student-athletes are expected to compete at each of the two sites. Individuals and relays are determined by a descending order list of season-best performances among institutions within their prescribed geographic region. Performances must be achieved March 1 through the second Sunday prior to the start of first round championship competition. Individuals and relays will advance to the national championships based on place and performance at first round championship competition – the top 12 individuals and relay teams per event. The regional alignment for first round sites is outlined on the map below.





SECTION III: GENERAL FACILITY REQUIREMENTS

1. The facility must be modern, clean and accessible and must have at least 4,000 seats (5,000 preferred), 2,500 of which must be permanent. The seating capacity must take into account adequate seating reserved for participants (student-athletes and coaches) in close proximity to the primary warm-up and clerking areas.
2. The facility and surrounding area (i.e., parking lots, frontage property and any other adjacent area that the facility may provide to the NCAA) must be available for move-in from noon the Monday preceding the first day of competition (Thursday) through the day after the championships (Sunday), for the purpose of preparing for, practicing for, conducting the NCAA Division I men's and women's outdoor track and field first round championship competition, and in the case of inclement weather that may require the championships to carry over to Sunday. During that period of time, the facility will be clean and accessible, and conditions must be safe and of championships caliber. The facility must be accessible for practice by participating institutions as of 12 p.m. two days prior to the first day of competition.
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 host must provide the use of the facility, cleaned, lighted and heated or air-conditioned in a manner acceptable to the NCAA. Facility should include lights that allow for evening competition in the main track competition area. Facilities with lights in ancillary competition areas (i.e. long throws venues) are preferred but not required.
5. The facility shall obtain written release from the lessees and franchisees, if any, of "club" seats, suites or boxes allowing the NCAA the said use of such during championship events. If applicable, the local organizing committee (LOC) will be responsible for relocating all displaced suite and box ticket holders in the general seating areas contained in the LOC's allotment of tickets.
6. The facility will be responsible for the security and distribution of tickets to groups specified by the NCAA.
7. The city shall have an ordinance prohibiting ticket scalping inside the facility and facility property.
8. At the discretion of the NCAA, practice sessions may be open to the public at no admittance charge. The facility should be appropriately staffed, and programs, merchandise and concessions may be sold.
9. During the season in which the facility will host the championship, it must host a minimum of one outdoor track and field meet prior to May 1.
10. The host shall make the necessary accommodations for the personnel to conduct fully automatic timing (FAT) and results processing for the championships. The NCAA shall contract with the timing personnel directly.



11. The host, in working with the NCAA national officials assignor, will help secure a full complement of qualified officials to serve at the championships. Candidates for the following key official positions will be paid positions and will be selected by the NCAA national officials assignor: four referees and three starters. Additionally the clerk, head implement inspector, head umpire, head marshal and all other officiating positions will be approved by the national officials assignor. The announcers must be approved by the NCAA committee. The key officials cannot be under the employ of the host institution or any member of the host institution's conference. It is preferred that the host's hospitality plan includes scheduled meals for officials. Note that the NCAA will issue invitations to serve for the paid key official positions. Transportation (mileage only; flights will be paid and arranged by the NCAA) and lodging expense, per diem, and stipend shall be paid directly by the host and reimbursed by the NCAA.
12. The host shall reserve two non-smoking, single hotel rooms from Tuesday through Sunday for the NCAA site representatives attending the meet. Hotel should include complimentary parking for the site representatives. The lodging expenses (room and tax) shall be paid by the host and then reimbursed by the NCAA.
13. The host shall make the necessary accommodations for the personnel to conduct video review for the championships. The NCAA shall contract with the personnel directly. Host will be responsible for securing 5-8 volunteers to assist in this role.
14. Hosts are highly encouraged to do live web streaming of the entire championship (if no broadcast or streaming entity is designated by the NCAA). Preference may be given to bidders willing to web stream the duration of the championship.
15. Tracks, runways and take-off areas should consist of a high quality synthetic track material surface. These surfaces shall be able to accept a minimum of 7 mm (1/4") in spike length. In the high jump and javelin, the surface shall be able to accept a minimum of 9 mm (3/8") in spike length. It is preferred that each runway shall have a uniform resilience and that field events are conducted within the primary spectator viewing area.
16. The track must be 400 meters in length and not less than 6.40 meters in width, and should be covered by a current engineer's measurement certification. In addition, the track is to be marked in accordance with NCAA rules.

Whenever possible, it is recommended that there be an obstacle-free zone on the inside and on the outside of the track at least 1 meter in width.

Maximum lateral inclination permitted for the track across the full width of the track, preferably toward the inside lane, and across all runways, shall not exceed 1:1,000.

Lanes shall all have the same width with a minimum of 1.067 (± 0.01) meters (42") and a maximum of 1.22 (± 0.01) meters (48") including the white line to the right. Lanes shall be marked on both sides by white lines 5 centimeters wide. The lanes shall be numbered with lane one on the left when facing the finish line.



Visible start and finish lines, 5 centimeters wide, shall be marked on the track. There should be a minimum of 3 meters (9'10") behind the start line and minimum of 15 meters (49'2 1/2") beyond the finish line free of any obstruction.

A track surveyed based on the existence of a curb shall, at a minimum, have the full curves bordered by a curb of suitable material approximately 5 centimeters in height and a minimum of 5 centimeters in width. The edges of the curb shall be rounded.

Cones may be used to replace a curb temporarily when the curb interferes with other events, but not as a substitute for a curb. If a section of the curb must be temporarily removed for any reason, its place shall be marked by a white line 5 centimeters in width and by cones at least 15 centimeters in height. The cones shall be placed on the track on top of the line so that the outward face of the cone coincides with the edge of the white line closest to the track. The cones shall be placed at distances not exceeding 1.5 meters indoors. For a track surveyed for a curb, a regulation curb must be in place.

17. The field event facilities must allow for multiple field event competitions to be conducted at the same time with competitor and spectator safety in mind.
 - Two facilities are required to accommodate simultaneous competition for the pole vault, long jump, and triple jump. All runways must be at least 45 meters (147'7 1/2") in length. For the pole vault, this minimum shall be measured from the back of the box. For the long and triple jumps, this minimum shall be measured from the take-off board.
 - Two facilities are required to accommodate simultaneous competition for the high jump.
 - Two facilities are required to accommodate the simultaneous competition for the shot put.
18. The hammer and discus facility must have a cage and landing area that meets NCAA facility specifications as outlined in the rules book and allows for maximum safety for participants, officials, and spectators. Adequate space for spectator seating should be provided if the facility is not within the main track competition area.
19. The steeplechase water barrier must be adjustable to both the men's and women's heights.
20. The host/facility is responsible for supplying all equipment required to conduct the championships unless the official NCAA equipment supplier provides equipment. In addition, the host should provide a secure area for institutions to store implements, including javelins and poles.
21. The facility should have space available for the management of the event, including a clerking area large enough to accommodate 50 student-athletes, a warm-up area in close proximity to the clerk, and an area convenient for conducting a drug-testing program.



22. The facility should have space available in the press box to accommodate data and timing management (lane assignments, results, scoring, etc.). Space for personal computers with corresponding electrical and internet access is required. Space for video review to include power and internet must be available near the track and in an area that is enclosed.
23. One area of shaded, visible space near the field of play should be made available, with internet and appropriately furnished with a table, chairs and refreshments for the use of the NCAA site representatives. The games committee should also have a private space that is adjacent or nearby that is not subject to outside interference. This space may also serve as the location for the official video review service to be contracted by the NCAA.
24. Concessions and an athletic training facility must be available on site. If permanent facilities are not available, tents set up in or adjacent to facility may be used to meet this requirement. Enough space shall be provided to accommodate participating institutions.
25. Permanent restrooms must be on site.
26. On-site parking must be provided for participating institutions, championship personnel and officials on a complimentary basis. If immediate parking is not available for participating institutions, a bus/van drop-off area must be designated. If necessary, hosts may limit the number of parking passes distributed to an institution based on the institution's number of participating student-athletes. Sufficient parking space must also be made available to attending spectators.
27. An established mixed zone area must be designated separate from spectator and hospitality areas.
28. A full complement of facility crew personnel must be on site at all times during practice and competition. Established plans for handling facility needs in the event of inclement weather must be reviewed by the NCAA in advance of the championships.
29. Hosts must provide, in its participant manual, a list of equipment available to all teams (i.e., throwing implements, etc.) and a list of alternate training facilities, including appropriate running paths in immediate proximity to the facility and whether your institution has an indoor track facility.
30. A room for drug testing with a common waiting area, separate toilet facilities for men and women, and a minimum of 500 square feet of space, must be available.
31. The facility shall provide at least one main results area with an area for protests to be filed.
32. A limited number of banners and other signage including a field stencil and paint will be provided for dressing the facility. These items will be provided at the NCAA's expense.



33. The facility will provide the following state-of-the-art meet equipment: public-address system, a video board and associated cameras to display meet updates, live action, replays, and NCAA messaging, and electronic event performance boards positioned at each field event.
34. The host/facility will provide meeting space in close proximity to the competition venue to conduct the coaches meeting (space for 400) and packet pick-up along with necessary table and chairs.
35. The host/facility will provide dedicated space for the officials to meet, have meals and rest throughout the duration of the championships.
36. The primary press box/area must be large enough to accommodate a minimum of 10 to 25 media. The area must have proper lighting, a minimum of two phone lines, internet access and adequate toilet facilities for men and women (including facilities for disabled persons).
37. 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 and other working areas at the facility.
38. Dedicated, but limited, space for photographers should be available, as determined by the host sports information director.
39. An interview area within the mixed zone set with one six-foot table and chair seating for 10 individuals should be made available. The facility will provide the lighting, draping, a seated interview area and camera platforms (if necessary) at its expense. Other press conference equipment and personnel selected by the NCAA to administer satellite and local videotape and sound feeds to electronic media agencies will be provided at the NCAA's expense.
40. The facility will make available one photocopier machine with capabilities for reproducing results and other material on bond paper with a minimum per copy speed of 75 per minute. The facility will be responsible for the installation, service costs and paper for the machine. The machine will also include a collator and automatic stapler, with an additional collator available capable of handling 12 separate sheets of paper. There will also be provided equipment operators and technicians available Thursday through Saturday. The machine shall be located in an area convenient for the media.
41. All procedures at the competition to include, but not limited to spike regulations and preferred lanes will be decisions of the Track and Field/Cross Country Committee that will be communicated through the NCAA.



The host institution/conference/sponsoring agency must submit a facility diagram with bid materials which indicates the location of the areas noted below.

Facility diagram to include:

- Track and field events layout
- Warm-up and clerking areas
- Participant seating
- Mixed zone
- Locker rooms (if any)
- Concessions
- Merchandise
- Restrooms
- Space for NCAA site reps.
- Space for official video review
- Press conference area
- Hospitality areas
- Media workroom
- Drug testing
- Press box
- Training room
- Public flow
- Video board
- Parking (for all groups)

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, timing, official video review 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.

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. Effort should be made to hold sleeping rooms for participating student-athletes and coaches at multiple hotel properties at an affordable room rate. Rooms should be held in advance by the meet director beginning for the night prior to the first practice day. The meet director will recommend team hotels of comparable quality and rates. Properties must meet the required service levels and be in reasonable proximity to the event venues.

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.

Bid responses should highlight any recommended properties the host would contract. Specifications should also disclose any special relationships, agreements and/or financial arrangements you may have in place with the recommended 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	Tues	Wed	Thurs	Fri	Sat	Notes
Teams ¹								
Headquarters								
Site Reps			2	2	2	2	2	Both kings
Officials				7	7	7	7	All 7 kings
Timers			8	8	8	8	8	4 doubles/4 kings
Video review				6	6	6	6	All 6 doubles
Media								
Association								
Total			10	23	23	23	23	

¹ **Room Types:** ___ Doubles, ___ Kings, ___ Suites, ___ Other (please explain)

All hotels shall be in close proximity to the event venue. The team hotels must be of comparable quality and distance from the competition venue.

The host institution is financially responsible for the key official accommodations to be reimbursed by the NCAA.

The host is expected to secure lodging arrangements at favorable rates for the following groups (inclusive of complimentary hotel parking):

- NCAA Site Reps - 2 rooms (Tuesday-Sunday)
- NCAA Key Officials – 7 rooms (Wednesday-Sunday)
- Timers – approx. 8 rooms (Tuesday-Sunday);
- Official video review representatives – 6 double bedded rooms (Wednesday-Sunday)

In addition, the community of the host institution/conference/sponsoring agency should demonstrate an ability to house the championship participants (including team personnel) at favorable rates (\$100-\$130) for the duration of the championships (approximately 1,200 rooms should be available Tuesday with check out on Sunday). All hotels shall be in close proximity to the competition venue. The hotels for participants must be of comparable quality. The host



institution shall advise competing teams of hotel accommodations available in the area. An institution is not obligated to stay at the suggested properties and is responsible for securing its own accommodations. There also must be sufficient hotel space to accommodate spectators attending the event. Lodging requests will vary, but some rooms must be available as early as Sunday of meet week.

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SECTION V: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem for two NCAA site representatives. (Lodging should be paid by the host and reimbursed by the NCAA)
2. Transportation, lodging, per diem, and stipend for seven key official positions, as well as a stipend for up to an additional 70 selected officials (Should be paid by the host and reimbursed by the NCAA).
3. Transportation and lodging for timers and video review - see section IV. (Lodging should be paid by the host and reimbursed by the NCAA)
4. A limited number of banners and other signage to dress the facility, including a field stencil and paint to apply one stencil.
5. Limited funding for promotional efforts.
6. Personnel to conduct fully automatic timing (FAT) and results processing.
7. Personnel to conduct official video review.
8. A stipend in the amount of \$30,000 to offset operational expense. Note that the host will retain all gate, spectator parking, and food concession receipts.
9. Merchandise.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities and corresponding equipment per NCAA Track and Field Rules Book (unless equipment is provided by official NCAA equipment supplier).
2. Volunteers and Coordinator.
3. Media coordination.
4. First aid/medical services/AED on-site/ambulance on-site.

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5. Championships hospitality (Officials, volunteers, site representatives).
6. Food/beverage concessions.
7. Production equipment and personnel, including public address system, and video board.
8. Support personnel – ushers, ticket takers, media runners, etc.
9. Security.
10. Media tent (fully equipped).
11. Tickets.
12. All computers, printers, fax machines, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championships, and as may be required by the NCAA.
13. Appropriate directional signage within and outside the venue.
14. Press box personnel (e.g., public address announcers, support for timing system, chief of operations, etc.).
15. Meet personnel.
16. 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 \$2,500 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

Tuesday

Facility preparation.

Practice by participants (facility available no later than 12:00 p.m.).

Wednesday

Practice by participants.

Packet pick-up.

Coaches technical meeting.

Trainers meeting.

Officials' meeting.

Thursday

Day 1 of championships

Friday

Day 2 of championships.

Saturday

Day 3 of championships.

*Schedule subject to change.



SECTION VIII: VOLUNTEER NEEDS

Approximately 100 volunteers on competition day will be needed for assignments, including basket runners, block crew, hospitality, concessions, parking, media and merchandise sales.

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

- Officials outside of key officials in consultation with NCAA national officials assignor.
- Marshals.
- Event Mgmt.
- Runners for results.
- Volunteers for Video Review.
- Video board operators.
- Packet Pick-up coordinator
- Drug testing couriers, if necessary.
- Sports Medicine staff to include physicians and EMT.
- Media room and heat sheets/results production.
- Hospitality coordinator.
- National anthem singers.
- Ticket coordinator.
- Electrician.
- Crew to move hurdles and prepare track.
- Facility management.
- Ticket sellers/takers.
- Security.
- Concessions, merchandise sales.
- Ushers if necessary.
- Additional operational needs.



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SECTION IX: COACHES ASSOCIATION

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