

CHAMPION YOUR CITY

NCAA® SITE SELECTION PROCESS





2022-23, 2023-24, 2024-25 & 2025-26
NCAA DIVISION III WRESTLING REGIONAL

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 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 championships. The administration of the championships is under the authority of the respective sports committee subject to final authority of the NCAA DIII Championships Committee. All activities and events associated with the championships are to be approved by the sport committee.



SECTION II: CHAMPIONSHIPS STRUCTURE

DATE FORMULAS	
Regionals (6):	Two weekends prior to the finals (Friday-Saturday or Saturday-Sunday).
Finals:	Second full weekend in March (Thursday-Saturday) with a Friday & Saturday competition.

Future Regional Dates

2023 - February 24-25 OR February 25-26
 2024 - February 23-24 OR February 24-25
 2025 - February 28- March 1 OR March 1-2
 2026 - February 27-28 OR February 28-March 1

Future Championship Dates

2023 – March 10 & 11
 2024 – March 8 & 9
 2025 – March 14 & 15
 2026 – March 13 & 14



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 host must agree that the facility will be in compliance with all applicable city, state or Federal regulations concerning access and seating for people with disabilities.
2. The host agrees that the facility and any practice facility must be available for the exclusive use of the NCAA from 3 p.m. the day prior to competition through 11 p.m. after the championship finals for the purpose of preparing for, practicing for and conducting the competition. During this period of time, the facility will be clean and accessible, and playing conditions must be safe and of championships caliber. The host/sponsoring agency must agree that throughout the championships, the facility will be lighted and heated in the standard manner, and that the scoreboards and public-address system will be in good working order.
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 arena floor and mat areas shall be arranged in accordance with the NCAA Wrestling Rules as far in advance as possible, but in no event later than the day prior to competition. The arena floor space should be large enough (minimum of 150' x 100' is suggested), excluding any media or press seating and the head table, to accommodate four to six full-size wrestling mats, 42' x 42', mat-side tables, video equipment and chairs for medical personnel. Please note that these mats have arrived in the past as large as 44'x44'.
5. The facility must be modern, clean and accessible and preference will be given to facilities with a seating capacity of at least 500 seats.
6. The host must have a comprehensive security and evacuation plan in case of emergencies at the facility (e.g., natural disaster, lightning, bomb threats, etc.).
7. All seats in the arena's normal wrestling configuration shall be under the control of the NCAA for its exclusive use during the championships.
8. The NCAA shall be provided exclusive complimentary use of a viewing suite, if available, during all practice and competition sessions.
9. At the discretion of the NCAA, practice sessions may be open to the public free of charge. Programs, merchandise and concessions may be sold.
10. The facility must furnish the following locker room accommodations:
 - a. At least two clean and equipped non-assigned locker rooms for use by student-athletes.
 - b. One locker room for the officials to accommodate 12 individuals.



11. The host must provide the following additional space within the facility, at its expense, with all areas subject to the approval of the NCAA:
- a. An athletic training room including a taping area must be available on site for the teams. The host/local organizing committee shall supply personnel and equipment to assist the participating teams with their sports medicine needs.
 - b. Press seating in the arena for a minimum of 10 working media, including all requested space for any Web cast production or a televising network (if applicable)..
 - c. Elevated head table for 10-20 on the arena floor. Internet connection should be available at the head table for the computer programmer.
 - e. Photographer space surrounding each mat. It is recommended that at least five feet of space be afforded to photographers from the restraining endline to the first row of seats and five feet of space for photographers on the sidelines.
 - f. Interview area for 15 with dais, podium and audio equipment.
 - g. One area of private office space, with one telephone line, facsimile machine and facsimile phone line, for the use of the NCAA.
 - h. A results control area containing at least one photocopy machine (one on the floor and/or one in the media work room) with capabilities for reproducing bout sheets and other material on bond paper with a minimum per copy speed of 75 per minute. The facility shall be responsible for the installation, service costs and paper for these machines during the championships. Each machine also shall include a collator and automatic stapler. The facility also shall arrange for on-site equipment operators and technicians to be available the entire day on Saturday and Sunday. The host also must provide an electrician on-site.
 - i. The host shall provide a minimum of two facsimile machines at the facility as required by the NCAA.
 - j. The host shall provide all necessary computer terminals, personal computers, printers and any other necessary equipment needed within the facility to operate the software package and video board (if applicable) for seeding, bracketing, scoring, etc.
 - k. The NCAA also requires an in-house communication system (cellular telephones or hand radios). Finally, two DSL lines must be provided within the arena.
 - l. One large room for drug testing, with a waiting area, toilet facilities, television, DVD player and a minimum of 500-square feet of space.



- m. On-site snack area each day for credentialed media (20), coaches (30), volunteers (20).
 - n. A warm-up space should be located near the competition area and large enough to accommodate an area the size of two full-size wrestling mats, which will need to be made available to the participants for use starting on the day before competition begins and continuing throughout the championships.
 - o. Access in the warm-up area to treadmills and stationary bicycles that are provided by the host.
 - p. The host shall obtain one mat side clock for each competition mat.
12. The NCAA shall control all meeting rooms, private clubs and restaurant space whose patrons have access into the arena without passing a ticket- or credential-checking station during the term of this lease, and all such space shall be provided at no cost to the NCAA.
13. The host shall provide in the facility, at its expense, tables, chairs, skirting, bunting, pipe-and-drape, and platforms for all areas described herein as required by the NCAA.
14. The host shall provide 10 complimentary parking spaces in prime locations at the facility to be used at the sole discretion of the NCAA. Complimentary parking spaces also must be provided for all participating teams and NCAA representatives. Approximately 50 parking spaces are recommended.
15. The host shall be responsible for and pay the costs at the facility of the coordination and installation of interior and exterior decorations.
16. The host shall provide in the facility, at no cost to the NCAA, sufficient electric power and a sufficient number of power outlets in broadcasting booths, in press locations and in identified working press areas for the operation and transmission of television and radio broadcasts and/or Web casts and for the operation of computer terminals used by the working press. Therefore, the following shall be available:
- a. 110-volt electrical outlets in all working press areas, with the minimum requirement being one outlet for every telephone in the working press room and on press row (or two inputs for every two seats in both of these areas).
 - b. Three-phase to other areas designated by the NCAA including, but not limited to, the interview room, NCAA meeting room, NCAA suite (if applicable) and other special media areas.



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	Wed.	Thur.	Fri.	Sat.	Sun.	Notes
Teams ¹				180	180	180	c/o	
Headquarters				2	2	2	c/o	
Officials				12	12	128	c/o	
Media								
Evaluators								
Association								
Total				194	194	194	c/o	

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

All hotels shall be in close proximity (ideally within walking distance) from the event venue. The team hotels must be of comparable quality and distance from the playing venue.

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

All hotels shall be in close proximity (ideally within walking distance) from the arena. The team hotel(s) must be of comparable quality and distance from the arena. A minimum of sixteen double/double sleeping rooms for each team is required. Two complimentary bedroom suites (for the head coach and the administration) are recommended.

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SECTION V: 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 \$1,000 should be allocated for these purposes. The marketing budget should only include items needed for: marketing, advertising, printing costs, grassroots opportunities and promotions.
3. **Creative Process.** A creative marketing assistance website is available to the host for their marketing needs. This marketing website, NCAACHampsPromotion.com, 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 VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation, lodging (room and tax), per diem and match fees for all officials.
2. Transportation, lodging (room and tax) and per diem for the NCAA Division III Wrestling Site Rep.
3. Championship Signage.
4. Competition Clocks and Timing System.
5. Video Review camera and laptop with instructions.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Competition and Warm-up Mats.
3. Mat set up and equipment.
4. Scales.
5. Winner's Brackets.
6. Volunteers.
7. Public relations coordination.
8. First aid/medical services/AED on-site/ambulance on-site.
9. Championships hospitality.
10. Food/beverage concessions.
11. Public address system.
12. Support personnel – ushers, ticket takers, media runners, etc.
13. Security.



14. Media room (fully equipped).
15. Media seating with constant refreshments.
16. Media coordinator.
17. Tickets.
18. Medical personnel and equipment.
19. All computers, printers, fax machines, video equipment, photocopy machine, DSL lines, etc. necessary to administer the championships, and as may be required by the NCAA.
20. Appropriate directional signage within and outside the venue.
21. Head table personnel (e.g., public address announcers, official scorer, matchmaker, chief of head table operations, etc.).
22. All necessary equipment not provided by the NCAA for the conduct of the championships.
23. Other items as later requested by the NCAA.



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SECTION VII: SCHEDULE OF EVENTS

NCAA DIVISION III WRESTLING CHAMPIONSHIPS Tentative Schedule of Events

2 Day Tournament

(Day 1)

- | | |
|------------|-----------------------------------|
| 8:45 a.m. | Skin check/weigh-ins |
| 11:00 a.m. | Preliminary Round |
| 11:30 a.m. | First Round |
| 2:00 p.m. | Consolation First Round |
| 2:30 p.m. | Championship Quarterfinals |
| 4:30 p.m. | Consolation Second & Third Rounds |

(Day 2)

- | | |
|------------|---|
| 8:45 a.m. | Skin check/weigh-ins |
| 10:00 a.m. | Championship Semi-finals & Consolation Quarterfinals |
| Noon | Consolation Semifinals |
| 1:00 p.m. | 5 th /6 th Place matches |
| 2:00 p.m. | Championship/3 rd /4 th place matches |
| 4:00 p.m. | Awards Ceremony |

*Schedule subject to change



SECTION VIII: VOLUNTEER NEEDS

Approximately 4 volunteers per day will be needed for assignments, including scoreboard operations, scoring control, table workers, hospitality, media and merchandise sales.

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