

CHAMPION YOUR CITY

NCAA® SITE SELECTION PROCESS





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NCAA® SITE SELECTION PROCESS AND INFORMATION



2025 NCAA DIVISION II NATIONAL CHAMPIONSHIPS FESTIVAL
Championships Included: Men's and Women's Indoor Track and Field;
Men's and Women's Swimming and Diving; and Wrestling
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.





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 the Division II National Championships Winter Festival that will feature these five (5) NCAA Division II championships:

- Men’s and Women’s Indoor Track and Field
- Men’s and Women’s Swimming and Diving
- Wrestling

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 from the NCAA DII Championships Committee. All activities and events associated with the championship are to be approved by the sports committees.





SECTION II: NCAA CHAMPIONSHIP STAFF CONTACT INFORMATION

STAFF CONTACT INFORMATION	
CHAMPIONSHIP	STAFF
DIVISION II NATIONAL CHAMPIONSHIPS FESTIVAL	Manager: John Baldwin P.O. Box 6222 Indianapolis, IN 46206 jbaldwin@ncaa.org Support Staff: Nancy O'Hara
DIVISION II MEN'S AND WOMEN'S INDOOR TRACK AND FIELD	Manager: Morgan DeSpain mdeSpain@ncaa.org Support Staff: Donisha Carter
DIVISION II MEN'S AND WOMEN'S SWIMMING AND DIVING	Manager: Marie Scovron mScovron@ncaa.org Support Staff: Kerstin Hunter
DIVISION II WRESTLING	Manager: Ryan Tressel rtressel@ncaa.org Support Staff: Heidi Wurster





FOLLOW-UP QUESTIONS OR REQUESTS RELATED TO THE BID MATERIALS

While every reasonable effort has been made to provide a comprehensive set of materials, certain details may require clarification or additional information in order to assure all bid cities are responding to a comparable set of expectations regarding the requirements, commitments and deliverables of hosting an NCAA championship.

Toward that end, John Baldwin of the NCAA staff has been designated to receive, coordinate and facilitate the response to any and all questions, requests for clarification or additional information pertaining to these materials. Please direct these inquiries to jbaldwin@ncaa.org.

Answers may be immediately provided if the questions raised are administrative in nature, are easily found in the Championship Bid Minimum Specifications and Requirements of the championship, and the answers do not give a competitive advantage to bid city posing the question.

Questions or requests that pertain to the process or a clarification of the materials in any way which are deemed beneficial to all bid cities will be provided via a regular bid addendum to all bidders. Time-sensitive clarifications may be distributed at any point if deemed appropriate given the nature of the clarification or the benefit it would provide to all cities preparing a bid.

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





SECTION III: FESTIVAL & CHAMPIONSHIPS STRUCTURES

DIVISION II FESTIVAL AND CHAMPIONSHIP COMPETITION/PRACTICE VENUES DATES AND HOLD DATES

FESTIVAL EVENTS	HOLD DATES FOR VENUES	PLANNED DATES FOR EVENTS OR ACTIVATIONS
OPENING CEREMONY	March 11-13	Evening of March 11 or 13
STUDENT-ATHLETE LOUNGES / STUDY AREAS AT HOTELS	March 8-16	March 10-15
COMMUNITY ENGAGEMENT EVENTS	March 9-15	March 10-15 To be determined
VIP RECEPTION	March 12	Evening of March 12

Any additional Festival events may be added to the schedule above and will be thoroughly discussed with host(s) through the planning phases of the Division II Festival.

CHAMPIONSHIP	HOLD DATES	PRACTICE DATES	COMPETITION DATES
MEN'S AND WOMEN'S INDOOR TRACK AND FIELD	March 10-15	March 12 & 13	March 14 & 15
MEN'S AND WOMEN'S SWIMMING AND DIVING	March 8-15	March 9 & 10	March 11-15
WRESTLING	March 10-15	March 12 & 13	March 14 & 15

** All dates are subject to change based on opening ceremony and other ancillary events, pending approval by the Division II Championships Committee. A minimum of six (6) months' notice must be provided to the host if significant date changes occur (i.e., arrival and departures).*





MEN'S AND WOMEN'S INDOOR TRACK AND FIELD CHAMPIONSHIPS

DATE FORMULA	
Second full weekend in March (Friday-Saturday)	

The Division II Championships Committee has approved a qualifying procedure that allows a maximum of 270 men and 270 women to participate. All eligible student-athletes who meet an automatic standard will be entered in the championships. The Division II Men's and Women's Track and Field Committee will select student-athletes from the descending order declared performance lists until the maximum number of allowable participants has been met.

The following events have been approved for the championships for both genders.

60 Meters	5000 Meters	Shot Put
60 Meter Hurdles	4x400 Meter Relay	Weight Throw
200 Meters	Distance Medley Relay	Pentathlon (Women)
400 Meters	High Jump	Heptathlon (Men)
800 Meters	Pole Vault	
Mile	Long Jump	
3000 Meters	Triple Jump	

MEN'S AND WOMEN'S SWIMMING AND DIVING CHAMPIONSHIPS

DATE FORMULA	
Men's and Women's Championships	Second Wednesday-Saturday in March

Prior to the start of the championships, a qualification diving meet will be conducted at the finals site. The meet is tentatively scheduled for March 11, 2025.

The times that must be achieved to qualify for the NCAA swimming and diving championships are listed in the Division II Men's and Women's Swimming and Diving Pre-Championships Manual and on the NCAA Web site. All participants must meet the established minimum performance standard during the appropriate time period, as specified in the manual. Refer to the selection of participants section of the pre-championships manual for detailed explanations.

For the men's and women's combined swimming and diving championships, 380 student-athletes will be selected. Entries are limited in number and no team shall be allowed more than 18 contestants. Teams with selected swimmers and relays meeting specific qualification standard times may bring relay-only participants.

WRESTLING CHAMPIONSHIPS

DATE FORMULA	
Super Regionals (4):	Two weeks prior to finals (Friday-Saturday or Saturday-Sunday or Sunday-Monday)





Finals:	Second full weekend (Thursday-Sunday) in March (Friday-Saturday competition)
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The NCAA Division II Wrestling Championships shall be conducted in the following ten weight classes: The same ten weights will also be used in regional qualifying tournaments. A pairings formula will be used at the championship site:

125 pounds	165 pounds
133 pounds	174 pounds
141 pounds	184 pounds
149 pounds	197 pounds
157 pounds	Heavyweight (183-285)

The Division II Wrestling Committee, subject to the approval of the NCAA Division II Championships Committee, will determine annually the total number of qualifying positions. For the 2025 championships, the NCAA Division II Championships Committee has allocated 180 positions. Consideration should be given in the case the qualifiers would increase or adjust in any way. The following formula has been approved for the allocation of qualifiers for the Division II championships:

Qualifiers

Super Regional One	30
Super Regional Two	30
Super Regional Three	30
Super Regional Four	30
Super Region Five	30
Super Region Six	30
Total Qualifiers	180

In the event DII Wrestling realigns into a different number of regions or the number of qualifiers adjusts then this contract would be revised allowing the currently selected bids first right of refusal in regard to any new or revised super-regional site which would include an adjusted number of teams at each site.

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: FACILITY REQUIREMENTS

Opening Ceremony

All NCAA Division II National Championships Festival participants are invited to attend this unique kick-off event to the 2025 competition. The opening ceremony is an opportunity for the host city to showcase culture and venues that make the city great and will provide the opportunity for student-athletes, coaches, and team guests to enjoy food and entertainment before beginning the competition week. The NCAA will make a site visit to multiple locations prior to selecting the final site. The host should provide venue options to accommodate 1,600-1,800 people as part of the Festival bid and provide a recommended format for the ceremony. Past events have included professional sporting venues, TopGolf, museums, theatres, aquariums, formal presentations, reception style programming, etc. The NCAA will make the final decision on date, location and format of the ceremony.

Community Engagement Activations

The NCAA and Division II also focus on community service and as part of the Division II National Championships Festival. The host city will work with the NCAA to develop a comprehensive community outreach program to benefit the mission of Division II and provide the community a legacy of the week the Division II student-athletes are in the host city. The NCAA will make the final decision on the community engagement activations with city hosts and will conduct site visits to finalize the philanthropic efforts around the event. The host should provide recommendations of community engagement activations as a part of the bid process.

VIP Reception

The NCAA and host may provide a VIP reception and invite the local organizing committee, key volunteers and city leaders to thank the community for welcoming Division II during the weeklong Festival. The host should provide recommendations for possible VIP reception locations to accommodate up to 150 people.

NCAA Student-Athlete Breakfasts, Interactive Lounges and Study Areas

The NCAA will plan to provide student-athlete lounges and study lounges at the team hotel(s). The host should plan to accommodate a space no smaller than two rooms of a minimum of 15,000 square feet each. The space allocation will adjust based on the final lodging accommodations/ratio of student-athletes in each property and the NCAA staff will finalize the student-athlete breakfasts, interactive lounges and study areas during site visits. The host should provide an outline and detail the available space in each hotel property to accommodate these ancillary event needs.





MEN'S AND WOMEN'S INDOOR TRACK AND FIELD CHAMPIONSHIPS

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. The NCAA will rely on host organizations to confirm compliance with the act by host facilities. The host is responsible to check and see that its facility will be in compliance as of the dates of the championship and to advise the NCAA national office if it will NOT be in compliance.
2. The facility must be in compliance with the current NCAA Cross Country and Track and Field Rules Book.
3. The facility should have a **minimum** seating capacity of 1,500 seats.
4. 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 Tuesday preceding the first day of competition through noon the day after the championship for the purpose of preparing for the championships, practice for participants, and conducting the championships. During that period of time, the facility must be clean and accessible, and conditions must be safe and of championships caliber. The NCAA committee and staff will conduct an official walk-through Tuesday afternoon and/or Wednesday morning to ensure that the facility is competition ready. Official practice will begin Wednesday morning.
5. 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.
6. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
7. The host must provide the use of the facility, cleaned, lighted and heated or air-conditioned in a manner acceptable to the NCAA.
8. The facility/host shall obtain written release from the lessees and franchisees, if any, of "club" seats, suites or boxes allowing the NCAA 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.
9. The host will be responsible for the security and distribution of tickets to groups specified by the NCAA. The cost of clerical work, envelopes, postage and printing will be included as an expense in the NCAA approved budget.
10. The city shall have an ordinance prohibiting ticket scalping inside the facility and facility property.
11. 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 (if applicable), merchandise and concessions may be sold.
12. During the season in which the facility will host the championship, it must host a minimum of one indoor track and field meet.





13. 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 personnel directly.
14. Track and field facilities must be modern, safe and of championship caliber.
15. The host shall work with the NCAA National Officials Assignor to secure a full complement of qualified officials (60) to serve at the championships. The host's hospitality plan shall include scheduled meals for officials.
16. Tracks, runways or take-off areas should be covered with synthetic material surface. These surfaces should be able to accept 6 mm (1/4") spikes for synthetic surfaces. Where technically possible, each runway shall have a uniform resilience.

Where possible, all events should be unobstructed by facility limitations (e.g., shortened runways, bleacher seats, overhead beams, etc.).

17. It is preferred that field events are conducted within the primary spectator viewing area.
18. Maximum lateral inclination of the straight-aways permitted shall not exceed 1:100, one percent (1%). The maximum downward inclination permitted in the running direction shall not exceed 1:250, four-tenths of one percent (.4%), at any point and 1:1,000, one-tenth of one percent (.1%), over-all.

Lanes shall all have the same width with a recommended 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 a 5 centimeters wide line. The lanes shall be numbered with lane one on the left when facing the finish line.

There must be a minimum of 3 meters (9'10") behind the start line and 10 meters (32'9 3/4") beyond the finish line free of any obstruction. It is recommended that clearance beyond the finish line should be at least 20 meters or have adequate padding.

19. Indoor tracks may vary in size. It is the preference of the NCAA Division II Track and Field Committee that the track be a 200 meter banked track. Other track types will be considered but preference will be given to facilities with a 200 meter banked track, assuming all other bid specifications are met.

It shall consist of two horizontal straights and two curves with consistent radii, which may be banked. The curves shall be bordered with a curb of suitable material approximately 5 cm in height and width.

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 indoor. A track surveyed for a curb, a regulation curb must be in place.

The track should have a minimum of six lanes. Lanes should have a recommended minimum of 36" including the line to the right. Lanes shall be marked by lines 50 mm (2") wide.





It is recommended that a maximum angle of banking should not be more than 18 degrees for a 200-meter track. This angle may vary based upon the size of a track. The angle of banking in all lanes should be the same at any cross section.

It is recommended that the inside radius of the curves on a 200-meter track should not be less than 18 meters (59' $\frac{3}{4}$ ") and not more than 21 meters (68' $10 \frac{3}{4}$ ").

20. The pole vault, long jump and triple jump facilities must have at least 40 meter runways, with a preferred minimum of 45 meters or the capability to extend to 45 meter runways. 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 edge nearest pit of the event's take-off board. Two runways for pole vault, long jump, and triple jump are preferred.

For the triple jump competition, it is required that a synthetic insert be available to replace the long jump board.

21. The shot put and high jump areas should be able to handle competitions at the same time with competitor and spectator safety. It is preferred that the high jump is situated so that it does not interfere with running events. Dual high jump areas and shot put areas for simultaneous competitions in the combined events are preferred.
22. The weight throw facility must have an acceptable cage and landing area that will allow maximum safety and also provide safe and adequate spectator space, subject to the approval of the track and field committee. The weight throw area should have safety boards placed at a minimum of 100 feet from the circle. These boards should be sturdy enough to absorb the force of the implements at the end of its travel. The committee will adjust the competition schedule accordingly based on the safety of the weight throw area.

The surface of the throwing circle shall be level and made of a band of metal 6 mm in thickness or suitable rigid material firmly secured flush with the throwing surface, the top of which shall be flush with the surface outside the circle. The interior surface should be of concrete or material providing a similar surface, subject to approval of the track and field committee, and shall be 19 (+/-) mm lower than the surface outside the circle.

23. The host shall provide an area that is able to be secured at all times for implement weigh in and certification. This area should be able to accommodate 4- 8 feet tables as well as implement carts. An area to store implements, including pole vaults, is required.
24. The facility should have space available for the management of the event including a clerking area large enough to house at least 50 athletes, a warm-up area for athletes prior to reporting to the clerk, an athlete interview area and an area convenient for conducting a drug-testing program.
25. 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.
26. The facility should have space available in the press box or other comparable location to accommodate data and timing management (lane assignments, results, scoring, etc.). Space for personal computers with corresponding electrical and internet access is required. The NCAA will contract the services of the timing group. Space is needed to accommodate ten people.





27. The host needs to work with the timing company to provide following necessary requirements for the fully automatic timing system: power, computer network, finish line poles, start line poles (including 200 meter start.), lighting and communication.
28. The press box must be large enough to accommodate the actual management of the event. An area must also be provided to host the media.
29. The media work area must be large enough to accommodate a minimum of 25 media. The area must have proper lighting, and internet access, and be adjacent to an area available for light snacks, soft drinks and water.
30. The facility will provide the following state-of-the-art public-address system at its expense. Inclusion of a video board and associated cameras to display meet updates, live action, replays, and NCAA messaging, and electronic event performance boards reporting marks for each field event is preferred.
31. The facility shall provide at least one main results area for posting.
32. One area should be made available, furnished with tables, chairs and refreshments, for the use of the NCAA committee from the time the committee arrives, through the duration of the championships. The space should be private, in view of the track, and adjacent to or near the timing area. The room must accommodate up to 15 individuals and contain office equipment (photocopy machine, laser printer, etc.) and internet access as required by the NCAA.
33. The host/facility will provide meeting space in close proximity to the competition venue to conduct the coaches meeting (space for approximately 250) and packet pick-up along with necessary table and chairs.
34. The host/facility will provide dedicated space for the officials to meet, have meals and rest throughout the duration of the championships.
35. A hospitality area to serve scheduled meals to officials, NCAA committee and key personnel must be made available by the facility.
36. 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. The facility will provide a minimum of 15 complimentary parking spaces in prime locations to be used at the sole discretion of the NCAA.
37. 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 each participating institution.
38. 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 and at the facility.
39. The NCAA or its designee will provide cups, water coolers, ice chests, and water for placement in key areas





including warm-up, clerking, and mixed zone. A limited number of banners and other signage will be provided for dressing the facility. These items will be provided at the NCAA's expense.

40. 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.
41. Permanent restrooms must be on site.
42. The host institution/sponsoring agency shall maintain throughout the term of the lease, comprehensive general public liability insurance covering personal injury and property damage. The host institution/sponsoring agency further agrees to indemnify and hold harmless the NCAA and its employees from and against all claims of liability to third parties for injury to or death of persons or loss of damage to property arising out of or in connection with the performance of the contract between the two parties.
43. Dedicated, but limited, space for photographers should be available, as determined by the NCAA media coordinator and host sports information director.
44. An interview area should be made available in a location nearby the track and ability to have quiet interviews. The facility will provide the necessary 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.
45. The host will make available to the NCAA, at NCAA expense, two photocopy machines with capabilities for reproducing statistics 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 these machines for the tournament. Each 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 to be available Friday and Saturday as scheduled by the NCAA. The machines shall be located in an area convenient for the media.
46. The facility should have an awards area and awards stand to accommodate the top 8 individuals and relays (4 people on each stand) and must be placed to be easily seen by the spectators.
47. The facility and LOC will be responsible for and pay the costs of the coordination and installation of interior and exterior decorations in the facility.
48. The host shall provide, at its expense, tents, tables, chairs, skirting, bunting, pipe-and-drape and platforms for all areas described herein as required by the NCAA. Areas include merchandise and program sales (if applicable), results posting, and protest area.
49. The host will make available a space to accommodate approximately 900-1,000 individuals on Thursday evening prior to the championships.
50. 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
- Awards area
- Locker rooms (if any)
- Concessions
- Merchandise
- Restrooms
- Committee workspace
- Press conference area
- Hospitality areas
- Media area
- Drug testing
- Press box or comparable location
- Training room
- Public flow
- Video board
- Gill Truck Parking
- Timing Truck Parking

MEN'S AND WOMEN'S SWIMMING AND DIVING CHAMPIONSHIPS

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. The NCAA will rely on host organizations to confirm compliance with the act by host facilities. The host is responsible to check and see that its facility will be in compliance as of the dates of the championship and to advise the NCAA national office if it will NOT be in compliance.
2. The facility must be in compliance with the current NCAA Swimming and Diving Rules.
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 least 500 swimming spectators and 250 diving spectators. Seating for 1,500 spectators is 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 move-in from 2 p.m. Sunday of meet week for the purpose of preparing for, practicing for and conducting the Division II Swimming and Diving Championships. Furthermore, it is expected that access to the pools and diving area used for competition and practice be limited to those participants/coaches who have qualified for the championships, with practice consideration given to host institution's swimming and diving teams per NCAA approval.





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 and diving meet prior to the championships.
12. The venue must have the ability to configure the pool, or access to another pool, to provide a minimum of 8 warm-up/cool down 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. 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 (9 feet width preferred), with additional width outside lanes 1 and 8.
 - d. Track style starting blocks.
 - e. Electronic relay judging platforms (RJPs). Specifications must meet NCAA rules.
 - f. Backstroke ledges for all lanes.
14. The diving well must meet NCAA rules. Specifically, it must meet the following:
 - a. It is preferred that the diving well be separated from the swimming competition and warm-up pools.
 - b. Two one-meter diving springboards.
 - c. Two three-meter diving springboards.
 - d. Surface of the boards and platforms must be non-slip and safe. It will be the responsibility of the host to make any necessary updates to the boards to ensure student-athlete safety.
 - e. 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.
 - f. The host must have all diving equipment and areas previewed by a qualified diving specialist prior to the arrival of the NCAA committee/staff and must make any necessary adjustments 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. 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 should 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 should 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 accommodating at least 5 participants at one time must be available immediately adjacent to the competition deck.
21. An area large enough to accommodate 25 massage therapy tables are preferred 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 by an NCAA contractor: Electronic timing system, with two back-ups, connected to electronic scoreboard (touch pads for both ends of the pool must be available); automatic relay takeoff judging equipment; microphones for starter and referee; computer for seeding and results; public-address system; copier(s); scoreboard(s) and video board(s); media equipment; music system; lap counters; stopwatches, clip boards and pencils.

The facility/host must secure equipment necessary for electronic video review of relay take-offs/exchanges at their expense. Specifications for the video review are outlined in the NCAA rules book.

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 or webstream broadcast 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 student-athletes will provide their own locks.
26. On-site parking must be provided for teams, tournament personnel, committee members, NCAA staff, officials, media, broadcast personnel and etc.
27. Permanent restrooms must be available for spectators, as well as on deck for non-participants.
28. Seats 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 people to sit at this table.
30. A 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 the media seating in the stands. Since the deck will be very crowded, deck access for media should be closely monitored.
32. 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.
33. 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.
34. An area close to the competition venue with appropriate seating for 150 must be available for the coaches meeting Tuesday.
35. 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.

36. The facility will make available one photocopy machine 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 Tuesday through Saturday during the championship week.
37. The host shall submit a facility diagram with bid materials. The facility diagram should indicate the location of 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.
38. Commercial Advertisements/Signage
 - a. The facility will not permit any advertising, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the pool area proper (i.e., any place that can be seen from the pool deck or stands), including the scoreboard, other than NCAA banners and television and radio banners as approved in advance by the NCAA. Any permanently affixed (or previously leased) advertising, banners, signs or displays in the pool area proper must be covered by the facility at its expense, as designated by the NCAA. This includes, but is not limited to, the following:
 - (1) Lighted advertising displays or dioramas.
 - (2) Advertising displays for lotteries, casinos or organizations promoting open sports book gambling.





- (3) Banners, signs, displays or advertising mentioning or promoting any professional sports organizations.
 - (4) Advertising displays for liquor, tobacco, beer or wine products.
- b. The facility will agree that, other than permanent advertising signs outside the facility proper, it will not allow any promotional, public relations, political or advertising activity in the facility area during the time the facility is leased to the NCAA without the express written consent of the NCAA.
 - c. Except for use by the facility in the event of an emergency, the NCAA will have complete control over the video, sound and public-address systems, and all other audible or visible information or communication systems in the facility.
 - d. No electronic scoreboard advertising of any kind or messages promoting non-NCAA events in the facility may be displayed during practice or competition. The following kinds of messages are permissible: Announcements of results from other NCAA competition; reminders that NCAA merchandise and concessions are on sale on the concourse; or any public-service announcements or promotional messages specifically provided by the NCAA.

WRESTLING CHAMPIONSHIPS

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. The NCAA will rely on host organizations to confirm compliance with the act by host facilities. The host is responsible to check and see that its facility will be in compliance as of the dates of the championship and to advise the NCAA national office if it will NOT be in compliance.
2. The facility must be available for the exclusive use of the NCAA from 9 a.m. the Tuesday preceding the competition through 3 a.m. after the championships finals for the purpose of preparing for, practicing for and conducting the competition.
3. During this period of time, the facility will be clean and accessible, and playing conditions must be safe and of championships caliber. The 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.
4. 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.
5. 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 Tuesday 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 six full-size wrestling mats, 42' x 42', mat-side tables, video equipment and chairs for





evaluators and medical personnel.

6. The facility must be modern, clean and accessible and preference will be given to facilities with a seating capacity of at least 2,500 seats.
7. The facility must have a comprehensive security and evacuation plan in case of emergencies.
8. All seats in the arena's normal wrestling configuration shall be under the control of the NCAA for its exclusive use.
9. The NCAA shall be provided exclusive complimentary use of a viewing suite, if available, during all practice and competition sessions.
10. At the discretion of the NCAA, practice sessions may be open to the public free of charge. Programs, merchandise and concessions may be sold.
11. 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 14 individuals.
12. The facility must provide the following additional space, at its expense, with all areas subject to the approval of the NCAA:
 - a. An athletic training room.
 - b. Elevated Press seating in the arena for 40 (can be combined with elevated head table).
 - c. Elevated head table for 15-20 on the arena floor. Telephone communications should be available to other parts of the arena (all mat-side tables), the NCAA suite, if applicable, and with outside lines. Internet connection should be available at the head table for all seats. Wireless internet is also highly recommended but does not replace the requirement for hardline internet connections.
 - d. Media work room for 20 with appropriate lighting, heat, air conditioning. A minimum of 10 Internet connections should be available. It is recommended that a minimum of two computers with internet connections be made available. The NCAA corporate champion/partner for beverages (e.g., Coca-Cola) should always be stocked with such beverages in the media room, coaches' hospitality area, volunteer hospitality area, etc. In addition, snacks should always be available for the media.
 - 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, no smaller than 8' by 8', with one telephone line, multiple internet





connections, for the use of the NCAA.

- h. A results control area no smaller than 8' by 8' containing two photocopy machines (one on the floor and 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 Friday and Saturday.
 - i. The facility shall provide all necessary computer terminals, personal computers, printers and any other necessary equipment to operate the software package and video board, if applicable, for seeding, bracketing, scoring, etc.
 - j. The facility shall arrange to install in the working press area five private lines and instruments, restricted to local, "800", collect and credit-card calls. The NCAA also requires an in-house communication system (cellular telephones or hand radios).
 - k. Two separate rooms for drug testing, each with a waiting area, toilet facilities, television, DVD player and a minimum of 500-square feet of space.
 - l. On-site meal area each day for the media (40), coaches (90), volunteers (120) and a student-athlete lounge with two microwaves for food preparation.
 - m. 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 Wednesday and continuing throughout the championships.
 - n. A secure and private area large enough to accommodate the weighing-in of 180 wrestlers. It is recommended to have pipe and drape to stanchion off the area for five separate lines.
 - o. An awards stand to accommodate the top eight finishers. The host must also provide a photographer to take pictures of the top eight finishers in each of the 10 weight classes.
 - p. For the finals session, a raised platform (maximum height of four feet) measuring a minimum of 56' x 56' shall be provided. The staging used for this platform should have a black surface covered with black carpet and black skirting around the platform. It is recommended the high of the platform be 24 inches.
 - q. Access in warm up area to either treadmills and/or stationary bicycles.
 - r. A 10' x 10' room for video production.
13. 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.
14. The facility shall provide, at its expense, tables, chairs, skirting, bunting, pipe-and-drape, and platforms for all areas described herein as required by the NCAA. Included in these requirements is a stage (minimum size of





- 56' x 56') for the championship finals (Session IV of the championships) and stanchions surrounding the entire competition floor to assist with crowd control.
15. The facility shall provide 25 complimentary parking spaces in prime locations 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 100 parking spaces is recommended.
 16. The facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations.
 17. The facility shall provide, 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/or radio broadcasts 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 and other special media areas.
 18. The NCAA owns the exclusive rights to broadcast the event on television and radio, to record the event and broadcasts thereof and to photograph the event by means of still, videotape or other motion-picture cameras. The NCAA shall have the sole right and authority to designate usage of all broadcast, telecast and press locations, tables, and work areas.
 19. The facility agrees that the NCAA will have the use of a suite overlooking the arena floor and as close as possible to center mid-court to be accessed solely by representatives of the NCAA, providing for private use by the NCAA as needed for business meetings prior to and during the competition. This is provided there are viewing suites inside the arena.
 20. The facility agrees that the NCAA will be paid the predetermined ticket admission rate for each suite admission, not to exceed the cost of tickets in the general seating area. The host agrees championships receipts shall include the predetermined ticket admission rate for each suite admission and that all users of the suites shall purchase tickets to access suites for attendance of all sessions of the championships. Children two years of age and under may be admitted without a ticket, provided the child sits on the lap of a person with a valid admission ticket.
 21. The NCAA will design the official Division II Wrestling Championships logo for the event. All entities involved in the championships shall use this logo and no other.
 22. All activities using the NCAA's name or registered marks (e.g., NCAA, National Collegiate Championships) must have the prior approval of the NCAA.
 23. The facility agrees that no advertisements denoting, publicizing or promoting the sale of alcoholic beverages, cigarettes and tobacco products, professional sports organizations, or organizations or individuals promoting





gambling shall be hung, installed or displayed anywhere within the facility during the term of the rental period. Any such advertisements existing at the time agreement is reached between the NCAA and the facility, institution or sponsoring agency shall be covered during the rental period.

24. The facility shall not permit any advertising, commercial identification, banners, signs, decals or displays of any kind, including NCAA corporate partners, to be hung, posted or displayed anywhere within the facility property (i.e., any place that can be seen from spectator seating areas), including the scoreboard, mats or floor, during the term of this contract, other than NCAA banners and television and radio banners as approved in advance by the NCAA. Any permanently affixed (or previously leased) advertising, commercial identification, banners, signs, decals or displays in the facility shall be covered by the facility at its expense, as designated by the NCAA. This includes, but is not limited to the following:
 - a. Lighted advertising displays or dioramas.
 - b. Advertising displays for lotteries, casinos or organizations promoting open sports gambling.
 - c. Banners, signs, displays or advertising mentioning or promoting any professional sports organizations.
 - d. Advertising displays for liquor, tobacco, beer (including nonalcoholic beer) or wine products.
25. The facility shall not permit any temporary banners, signs, displays or advertising to be posted, hung or displayed in the arena during any session of the championships.
26. No advertisements shall be displayed on the press tables prior to or during the conduct of the championships.
27. No advertisements shall be displayed on the mats prior to or during the conduct of the championships.
28. The NCAA shall provide the facility with the appropriate stickers for the approved mat markings for the finals.
29. No announcements, except those approved in advance by the NCAA, or for public emergencies, shall be allowed over the public-address system.
30. No newspaper, handbills, fliers, memorabilia or promotional announcements of any nature may be distributed or dispensed in the arena, nor may any messages be displayed on an electronic message board or scoreboard at any time without the prior approval of the NCAA.





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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 V: LODGING

The NCAA has partnered with Anthony Travel, Inc. to manage the NCAA Championship Housing Program and all championship housing needs. Anthony Travel serves as the housing partner for hundreds of events annually and, through strong relationships with various hotel brands, is able to deliver the appropriate mix of amenities, location and price for hundreds of thousands of room nights each year. Utilizing their expertise, Anthony Travel will be responsible for managing the selection and contracting process for all championship housing accommodations.

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.

Host Institution/Conference/Sponsoring Agency Obligations

The host institution/conference or sponsoring agency must guarantee sufficient housing is available to meet the room block needs identified in the sports specific bid specifications. 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. Properties considered by Anthony Travel and the NCAA must meet the required service levels, room type needs, amenities, and proximity to venues required by the specific championship. Bid responses should 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.

The Contracting Process

During the bid evaluation process, the host institution/conference or sponsoring agency may be contacted by Anthony Travel to obtain additional information on their housing recommendations. Once the bid is awarded, Anthony Travel will manage a request for proposal (RFP) process to evaluate, secure and contract all hotels for the necessary room blocks and sports specific housing needs. Housing recommendations provided in the bid specifications will be taken into consideration; however, there is no guarantee that these properties will be contracted. Prior to being finalized, housing recommendations will be presented to the NCAA to obtain feedback/input. All hotel contracts will be drafted using a standard contract template and signed by the NCAA. Information related to the room blocks and housing will be communicated on a timely basis to the host institution/conference or sponsoring agency and the participating teams.

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 will all requirements in the contract terms as presented in the sample contract.

Hotel Room Block

	# of Hotels	Service Level	Wed	Thu.	Fri.	Sat.	Sun.	Mon.	Tues	Wed.	Thu.	Fri.	Sat.	Sun	Notes
Teams ¹	3 (maximum)	Full-Service					116	396	1,195	1,245	1,245	1,245	1,144	c/o	Breakfast should be included in the room rate.
Officials	1	Full-service is not necessary					64	64	64	64	81	81	81	c/o	Breakfast and suite types are preferred.
Association /Vendors	Headquarters or Team hotel	Full-Service	2	6	12	32	50	50	50	50	50	50	50	c/o	
Total	5 (max)	See above	6	6	12	32	230	510	1,309	1,359	1,376	1,376	1,275	c/o	

Team Hotel Room Block (peak night ratio):

¹ Room Types: 927 Doubles, 318 Kings, 0 Suites, 0 Other (please explain)

All hotels shall be in close proximity (ideally within walking or close driving distance) from the event venue and team hotels should be adjacent or connected to one another. The team hotels must be of comparable quality and distance from the playing venue. Each team hotel should also include wireless internet as a complimentary service, where possible.

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





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YES NO NO with Exception

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SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
2. Approved transportation, lodging (room and tax), per diem and fees for all officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA sport committee.
4. Awards for the participating teams and individuals.
5. Championship mementos for participating teams (distributed after the championships).
6. Credentials.
7. Volunteer apparel.
8. Official souvenir program (digital).
9. Merchandise from Event 1.
10. Hydration product and equipment for participants.
11. Basic signage package.
12. Bibs and hip numbers.
13. Timing company and equipment.
14. Funding for marketing and promotional efforts.
15. Funding for operational expenses as approved in the proposed budget.
16. Various equipment (provided by official equipment providers).
17. Funding for opening, closing and VIP reception events.
18. Funding for student-athlete breakfasts, interactive lounges and study areas.
19. Enhanced in-venue signage and décor.
20. Various equipment.





HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Volunteers and head table personnel, as requested.
3. Key administrative personnel.
4. Media coordination.
5. Creation of championship website and web maintenance.
6. First aid/medical services/AED on-site/ambulance on-site.
7. Championships hospitality (include in budget and reimbursed: for athletes, committee, volunteers, officials, etc.).
8. Food/beverage concessions.
9. Public address system.
10. Support personnel – ushers, ticket takers, media runners, etc.
11. Desk personnel – timekeepers, crew chiefs, runners, scorekeepers, backups and thumper (wrestling specific).
12. Security.
13. Media room (fully equipped including internet access).
14. Media seating/work area with constant refreshments.
15. Tickets.
16. 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.
17. Appropriate directional signage within and outside the venue.
18. Equipment that is not provided by official equipment providers.
19. Necessary meeting space.
20. Other items as later requested by the NCAA.



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SECTION VII: MARKETING REQUIREMENTS

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 \$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.
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.** 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
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 VIII: SCHEDULE OF EVENTS

MEN'S AND WOMEN'S INDOOR TRACK AND FIELD CHAMPIONSHIPS

Tuesday

Committee arrives and conducts walk-through.

Wednesday

Practice.

Packet pick-up.

Thursday

Practice.

Coaches meeting.

Officials meeting.

Friday

Day 1 of competition.

Saturday

Day 2 of competition.

Team awards presentation.

*A detailed schedule of events for the competition days is available upon request.

MEN'S AND WOMEN'S SWIMMING AND DIVING CHAMPIONSHIPS

Wednesday

Trials – 10 a.m.		Finals – 6 p.m.	
#3	200-yard Individual Medley (W)	#1	1,000-yard Freestyle (W) – last heat of time finals
#4	200-yard Individual Medley (M)	#2	1,000-yard Freestyle (M) – last heat of time finals
#5	50-yard Freestyle (W)	#3	200-yard Individual Medley (W)
#6	50-yard Freestyle (M)	#4	200-yard Individual Medley (M)
#8	200-yard Medley Relay (W)	#5	50-yard Freestyle (W)
#9	200-yard Medley Relay (M)	#6	50-yard Freestyle (M)
#1	1,000-yard Freestyle (W) – All but last heat of time finals	#7	3-meter Diving (W) – Finals
#2	1,000-yard Freestyle (M) – All but last heat of time finals	#8	200-yard Medley Relay (W)
#7	3-meter Diving (W) – Trials 2:00 p.m.	#9	200-yard Medley Relay (M)

Thursday

Trials – 10 a.m.		Finals – 6 p.m.	





#10 200-yard Freestyle Relay (W)	#10 200-yard Freestyle (W)
#11 200-yard Freestyle Relay (M)	#11 200-yard Freestyle (M)
#12 400-yard Individual Medley (W)	#12 400-yard Individual Relay (W)
#13 400-yard Individual Medley (M)	#13 400-yard Individual Relay (M)
#14 100-yard Butterfly (W)	#14 100-yard Butterfly (W)
#15 100-yard Butterfly (M)	#15 100-yard Butterfly (M)
#16 200-yard Freestyle (W)	#16 200-yard Freestyle (W)
#17 200-yard Freestyle (M)	#17 200-yard Freestyle (M)
#19 400-yard Medley Relay (W)	#18 1-meter Diving (M) – Finals
#20 400-yard Medley Relay (M)	#19 400-yard Medley Relay (W)
#18 1-meter Diving (M) – Trials 2:00 p.m.	#20 400-yard Medley Relay (M)

Friday

Trials – 10 a.m.	Finals – 6 p.m.
#21 500-yard Freestyle (W)	#21 500-yard Freestyle (W)
#22 500-yard Freestyle (M)	#22 500-yard Freestyle (M)
#23 100-yard Backstroke (W)	#23 100-yard Backstroke (W)
#24 100-yard Backstroke (M)	#24 100-yard Backstroke (M)
#25 100-yard Breaststroke (W)	#25 100-yard Breaststroke (W)
#26 100-yard Breaststroke (M)	#26 100-yard Breaststroke (M)
#27 200-yard Butterfly (W)	#27 200-yard Butterfly (W)
#28 200-yard Butterfly (M)	#28 200-yard Butterfly (M)
#30 800-yard Freestyle Relay (W) – All but last heat of time finals	#29 1-meter Diving (W) – Finals
#31 800-yard Freestyle Relay (M) – All but last heat of time finals	#30 800-yard Freestyle Relay (W) – Last heat of time finals
#29 1-meter Diving (W) – Trials 2:00 p.m.	#31 800-yard Freestyle Relay (M) – Last heat of time finals

Saturday

Trials – 10 a.m.	Finals – 6 p.m.
#34 100-yard Freestyle (W)	#32 1,650-yard Freestyle (W) – Last heat of time finals
#35 100-yard Freestyle (M)	#33 1,650-yard Freestyle (M) – Last heat of time finals
#36 200-yard Backstroke (W)	#34 100-yard Freestyle (W)
#37 200-yard Backstroke (M)	#35 100-yard Freestyle (M)
#38 200-yard Breaststroke (W)	#36 200-yard Backstroke (W)
#39 200-yard Breaststroke (M)	#37 200-yard Backstroke (M)
#41 400-yard Freestyle Relay (W)	#38 200-yard Breaststroke (W)
#42 400-yard Freestyle Relay (M)	#39 200-yard Breaststroke (M)
#32 1,650-yard Freestyle (W) – All but last heat of time finals	#40 3-meter Diving (M) – Finals





#33 1,650-yard Freestyle (M) – All but last heat of time finals	#41 400-yard Freestyle Relay (W)
#40 3-meter Diving (M) – Trials 2:00 p.m.	#42 400-yard Freestyle Relay (M)

In even championships years, the women’s diving events will go first; and during the odd championships years, the men’s diving events will go first.

WRESTLING CHAMPIONSHIPS

Below is a sample schedule of events and is subject to change.

Wednesday

- 9 a.m.–8 p.m. Practice Area/Training Room Open
- Noon Deadline for Late Replacement Registration
- Noon–8 p.m. Registration/Entry Verification/Credential Issue
- 5-6:30 p.m. NCAA Division II Wrestling Committee Meeting/
Facility Walk-Through

Thursday

- 9 a.m.–8 p.m. Practice Area/Training Room Open
- 9 a.m.–3 p.m. Registration/Entry Verification/Credential Issue
- Noon-1 p.m. Selected Coach and Student-Athlete Press Conference
- 1–2 p.m. NCAA Coaches Meeting (**MANDATORY**)
- 2–3 p.m. Division II Coaches Association Meeting
- 3 p.m. Medical/Skin Check
- 7–8 p.m. Table Workers Meeting
- 7–9 p.m. Coaches Hall of Fame Banquet (not NCAA sponsored)
- 9 p.m. Officials Meeting

Friday

- 7 a.m. Practice Area/Training Room Open





- 8:45 a.m. Medical/Skin Check
- 9 a.m. Weigh-Ins
- 10 a.m. Table Workers Meeting
- 10 a.m. Doors Open
- 11 a.m. Session I – 1st Round and Prelims, (120 matches),
6 mats, approx. 3 ½ hours
- 2 p.m. Meeting with Future Host School (If Necessary)
- 3 p.m. Meeting with Awards Presenter
- 4 p.m. Doors Open
- 4 p.m. Staging for Grand March
- 4:15 p.m. Grand March
- 5 p.m. Session II – 2nd Round Championship,
1st & 2nd Round Consolation, 6 mats,
(120 matches), approx. 3 ½ hours
- Saturday**
- 7 a.m. Practice Area/Training Room Open
- 8:50 a.m. Medical/Skin Check
- 9 a.m. Weigh-Ins
- 9 a.m. Doors Open
- 10 a.m. Session III – Championship Semi's,
3rd Round Consolation, Consolation Semi's
3rd, 5th, 7th place matches,
(90 matches), 4 mats, approx. 5 hours
- 6 p.m. Doors Open
- 6:25 p.m. Parade of all-Americans Staging





7 p.m. Session IV – Championships Finals, (10 matches),
 1 mat, approx. 2 ½ hours
 Team Awards Ceremony (immediately following Session IV)

**** Schedules are subject to change based on approvals from NCAA Sports Committees and determination of ancillary events.***

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 IX: VOLUNTEERS

The LOC is responsible for the creation, implementation and execution of an extensive volunteer program, including a comprehensive recruiting and a shift assignment program.

A. Goals of the Volunteer Program

The volunteer program shall strive to accomplish the following goals: (1) provide an enthusiastic and warm welcome to NCAA guests visiting the city, (2) answer questions and provide information to visitors and (3) contribute to the general atmosphere and excitement surrounding the championship.

B. Volunteer Policies

1. **Age Requirement.** Volunteers must be 18 years of age or older. Upon NCAA approval exceptions to this requirement can be individuals with driving responsibilities must be 25 years of age or older. For liability purposes, waiver forms will be provided by the NCAA for each volunteer and must be collected by the LOC prior to the first day of the championship.
2. **Student-Athlete Volunteers.** Student-athletes or prospect-aged individuals may be recruited in a manner consistent with all general public volunteers. The LOC cannot make a specific volunteer presentation to student-athletes. Student-athletes and prospect-aged individuals may apply to volunteer in the same manner as individuals from the general public.

C. Volunteer Selection

1. **Recruiting Organization.** The NCAA suggests that the LOC use an organization that has extensive experience in recruiting, training and managing volunteers. The NCAA recommends that volunteer recruiting begin no later than nine months in advance of the championship. Organizations that are solicited and provide volunteers shall not receive corporate recognition or identification.
2. **Selection Guidelines.** Volunteers shall be selected on their knowledge, pride in their city and a willingness to meet the goals of the volunteer program. Key volunteers must have the ability and flexibility to make a significant time commitment. The NCAA and the LOC shall encourage recruitment and selection of a diverse pool of volunteers, including ethnic minorities and women.
3. **Training Sessions.** The LOC shall conduct one or two large seminar-type training sessions to familiarize the volunteers with the policies, guidelines and purpose of the volunteer program. Subsequent to these sessions, committee chairs shall conduct volunteer training sessions for their respective operational areas.
4. **Volunteer Handbook.** The LOC shall create a volunteer handbook, providing championship information, volunteer responsibilities, information hotline numbers, etc.

D. Volunteer Uniforms





1. **Financial Responsibility.** At its expense, the NCAA will provide uniforms (e.g., hat, polo shirt, jackets, etc.) to its volunteers.
2. **Production Management.** The NCAA with the LOC will coordinate the ordering, production design and colors of the volunteer apparel. The championship logo and licensee’s mark may be embroidered on the apparel.
3. **Preferred Vendors.** The NCAA has an agreement with Nike and PPI to provide volunteer apparel for all NCAA championships.

The Division II Festival, including the championship volunteer needs below, will require a commitment of more than 200 volunteers per day in various capacities with the championships and Festival operations.

For the general operations of the Division II Festival, approximately 30-40 volunteers per day will be needed at student-athlete breakfasts, interactive lounges and study areas. Additionally, these volunteers will assist in a myriad of on-site championship duties including hospitality rooms, supervision at NCAA community engagement events, assist in the set-up of championships, and etc. The NCAA Festival coordinator will provide the host a detailed listing of volunteer duties to be fulfilled at hotels, championship sites and ancillary events no later than three (3) months prior to the event. The host should provide a detailed explanation of volunteer resources in their community to fulfill these volunteer needs as prescribed in this section.

MEN’S AND WOMEN’S INDOOR TRACK AND FIELD CHAMPIONSHIPS VOLUNTEER NEEDS

The NCAA officials assignor will determine the appointed officials and work with the host’s officials coordinator in securing and assigning an additional 60 selected officials to serve at the championships. In addition, approximately 60 volunteers will be needed for each competition day. Volunteers/host staff should also be available during practice days. For full details, please refer to the Host Operations Manual, which outlines general personnel needs, and the NCAA Track and Field and Cross Country Rules Book, which outlines officiating needs and responsibilities.

MEN’S AND WOMEN’S SWIMMING AND DIVING CHAMPIONSHIPS VOLUNTEER NEEDS

Approximately 50 volunteers per day will be needed for assignment to the following areas: ticket sales, team registration/packet pick-up, deck access security, deck control, music assistant, national anthem singers (evening finals only), awards ready area, media (preparation and results posting), hospitality areas, videoboard/scoreboard operations, diving scoring and swimming timing systems oversight, spotters, merchandise sales and timers (16 per session for a total of 8 sessions). Note that the exact numbers of volunteers needed for each area indicated above varies by site dependent on the number of shifts required to meet needs for overseeing the championships throughout the week.

WRESTLING CHAMPIONSHIPS VOLUNTEER NEEDS

Approximately 75 volunteers per day will be needed for assignments, including scoreboard operations, scoring control, spotters, hospitality, media and merchandise sales. A training session should be done prior to the start of the championships especially for the technical table-side workers (scoreboard operations, scoring control).



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