



NCAA HOST BID CYCLE FREQUENTLY ASKED QUESTIONS

BID PROCESS

The NCAA is preparing to award more than 500 pre-determined sites during the 2022-23 through 2025-26 academic years. From preliminary rounds to final sites, quality venues are needed to crown champions in each of the 24 sports of the NCAA.

What does it take to bid on an NCAA championship? To begin, bids must come from member institutions or conferences. If, however, a local organizing committee is created and plans to submit a bid, they must have an NCAA member institution or conference associated with the bid. A full list of NCAA member institutions and conferences can be found at <http://www.ncaa.org/about/who-we-are/search-school>

From there, interested parties should review the bid specifications for the various championship(s) in which there is interest, paying close attention to the championship profile and requirements.

Full bid specifications are available and information can be found at www.ncaa.org/bids. Final day to submit bids will be February 3, 2020. Each championship's specifications will detail the requirements associated in hosting the event.

Bids are evaluated by each individual sport committee and then recommended sites are advanced to the respective approving authority within each division. While more information will be made available regarding the evaluation, generally bids will be measured by the following.

- Creation of meaningful student-athlete experience.
- Met technical specifications.
- Met general specifications.
- Adherence to NCAA core values and principles.
- Competitive budget including local grant money and cost relieving Value In Kind.
- Quality facilities.
- Commitment from host(s).

In-person, video conference or teleconference presentations may be utilized by sport committees if the need arises to learn more about a particular community or venue. Site visits by NCAA committees and staff are also possible as part of this process. Generally speaking, however, we anticipate these two functions being more the exception than the norm. We are mindful of budget limitations and scheduling challenges and will only ask for in-person presentations if the situation dictates.

Additional consideration will be given to bidders expressing interest in a variety of championships over the four-year period, as well as where economies and efficiencies of scale can be had over the same period. Multiple year awards and city rotations are also both viable options as a part of this bid cycle.

Each respective sport committee will review the bid submissions and will advance recommended sites to the respective approving authority. Division I sport committees submit their recommendations to the Division I Council and its subcommittees; Division II sport committees submit their recommendations to the Division II Championships Committee, which are then advanced to the Division II Management Council; and Division III sport committees submit their recommendations to the Division III Championships Committee.

The sites and hosts selected will be announced in October 2020.

NOTE: Information and dates are subject to change and may be different during the publishing of the actual bid specifications.

FAQ

Where can I find what championships are available to bid?

The complete list of championship available for bid can be found at www.ncaa.org/bids.

What do I need to bid?

All bids must include a member institution or conference if submitted by an entity other than an institution or conference. Beyond that partnership, responses to the general bid specs, sport specific bid specs, facility information and a budget are all required elements for a bid.

Is there a bid fee?

No. No fees are associated with bidding for an NCAA championship. Bid preparation expenses are the responsibilities of the bidder.

What is the “Host Symposium” and should I attend?

The Host Symposium is presented by members of the NCAA staff for prospective hosts. If you cannot attend in person, materials from the various sessions will be made available on ncaa.org/bids.

This is a free event scheduled for September 18, 2019 at the NCAA national office in Indianapolis. Travel and accommodation expenses are the responsibility of the attendee. There is no requirement to attend in order to submit a bid.

How do I get started?

Develop a strategy based on what makes sense for your area based on available facilities, community interest, championship requirements, climate, and potential calendar conflicts with other important events in your city. From there, ensure you have the appropriate partners in place to build a successful bid campaign.

How many bids should I submit?

While there is no minimum or maximum number of bids you can submit, those bids reflecting a strategy and commitment to NCAA student-athletes will have the greatest opportunity for success. This includes bids across multiple divisions and both high- and low-profile championships.

How is this process different than in the past?

This process is similar to previous cycles with the lone exception being the elimination of bid intentions.

How can I share more information about my facility and city?

As part of the bid process, you may upload photos, letters of support, videos and other information to help convey more about your venue, city and organization. This is not required, however.

Can I come to Indianapolis to meet with the national office staff?

To ensure a fair and transparent bidding environment, individual visits to the national office with the sole objective of lobbying/selling staff on a particular community or facility are not permitted. Gifts, invitations or incentives should not be provided to committees or staff in an effort to better position a bid.

What championships are not available for bid in this cycle?

86 of the 90 championships are available for bid, however, the following championships are not available for bid in this cycle:

1. Men's College World Series (longer term agreement with Omaha, Nebraska)
2. Women's College World Series (longer term agreement with Oklahoma City)
3. Division III Women's Ice Hockey (non-predetermined championship)
4. Division I FCS Football Championship (extended agreement with Frisco, Texas)

Please note, Division I men's basketball will only award preliminary round sites. Men's Final Four is not available. Division I women's basketball will award regional sites along with Women's Final Fours in 2025 and 2026.

When will sites be announced?

We plan to announce all sites in October 2020.

How do I ask specific questions about my facility and/or bid?

You can email: championshipbid@ncaa.org to ask your question(s). A member of the bid campaign team will then respond to your inquiry. Questions on the viability or potential success of a bid will not be addressed so as to ensure a fair bid process.

When will the technical bid specs be available?

The general bid specs and sport specific specs were published August 26, 2019 on this website. You can download any/all desired specifications. From there, the bid portal will then reflect the actual bid specifications asking you to accept, decline or decline with exception each content section. This means you accept the bid specs in that section as presented; reject the bid specs in that section as presented; or reject them but disclose the terms or negotiating elements of your bid.

Where can I find even more information about past and current hosts, attendance and champions of each event?

More information on NCAA championships can be found here: <https://www.ncaa.com/championships>.

Are guarantees required within my budget?

Specific information by championship will define what parameters exist around the development of your budget and any required guarantees.

What if the general bid specs and sport specific specs have differing information?

The general bid specs were developed to capture information that is common across all championships. While the information is indeed reliable, the sport specific specs and the information within them will prevail if any information is different between the two documents. If you have a specific question about bid requirements, please contact the championship manager associated with the sport.

Who are the current corporate champions and partners (sponsors) of the NCAA?

More information of current NCAA corporate champions and partners can be found here: <http://www.ncaa.org/championships/marketing>.

Where can I find more information about an NCAA member institution or conference?

More information of NCAA member institutions and conferences can be found here: <http://www.ncaa.org/about/who-we-are/search-school>.

Are there policies limiting institutions in certain states from hosting NCAA Championships?

Yes - policies exist against the use of the confederate flag. As a result, NCAA Championships cannot be hosted in the state of Mississippi.

Additionally, as an integral component of the higher education mission of our members, our Association strives to enhance the sense of community and strengthen the identity of a diverse membership. There are many challenges in today's intercollegiate athletics environment and we are faced continuously with evolving social dynamics that require us to adjust in an appropriate and effective manner. This Impact Statement calls on the membership, the national office staff and communities to ensure that NCAA events are conducted in a manner consistent with the Association's core values.

Accordingly, the NCAA Board of Governors, reaffirm that it is the policy of the NCAA to conduct events that protect the student-athlete well-being and safeguard the experience of our students, fans and campus communities alike. To that end, we expect that in awarding contracts to host events, the selection process will include as one of many criteria that each bidder must provide a statement certifying its ability to deliver and maintain an environment that is safe, healthy and free of discrimination and respects the dignity of all persons. Furthermore, we are directing the NCAA staff to inquire of all sites, which includes presently awarded predetermined sites and/or non-predetermined sites, as to how they intend on assuring its ability to deliver and maintain an environment that is safe, healthy and free of discrimination and respects the dignity of all persons.

More information on the NCAA impact statement can be found at:

<http://67.227.214.227/~bidsncaa/wp-content/uploads/2016/05/Impact-Statement-of-NCAA-Core-Values-Champs-Experience.pdf>

Can an institution/conference/LOC submit multiple bids for the same championship?

Yes - multiple bids are permitted provided a different venue is proposed. For example, an LOC may propose a venue in city X and city Y; however, an LOC may not propose the same venue in the same city but with different hosts.

What happens next if our bid is successful?

If your bid is accepted and then subsequently announced in October 2020, it is contingent on the following items:

1. Execution of host agreement (includes operating agreement to terms, bid specs and budget).
2. Submission of key contacts.
3. Submission of marketing plan (agreed upon date).
4. Submission of emergency management plan.
5. Issuance of certificate of insurance (agreed upon date).
6. Successful negotiation of hotel contracts (completed by Anthony Travel).

You will also be provided with marketing and media collateral (graphics, quotes, etc.) for publicizing the announcement.

If individuals in our community have relationships with specific sports committee members, what is the level of appropriate contact with those sports committee members to discuss a bid?

Any relationship(s) with a sport committee member are acceptable but should not be used to provide gifts, lobby or otherwise sway a committee member to select a site. Committee members are aware of their service to a sport committee and disclose any potential conflicts of interest to the Association.

Does the NCAA require a rebate within its hotel program?

Not specifically; however, there is a 10% commission required on any hotel rooms contracted as part of hosting an NCAA championship.

What information do I need to submit when bidding on the Division II National Championships Festival?

The following are the years and sports represented in each of the Festivals.

2022 NCAA Division II National Championships Fall Festival

Men's and Women's cross country
Field hockey
Men's and Women's soccer
Women's volleyball

2024 NCAA Division II National Championships Spring Festival

Men's and Women's golf
Women's lacrosse
Softball
Men's and Women's tennis

2025 NCAA Division II National Championships Winter Festival

Men's and Women's indoor track and field
Men's and Women's swimming and diving
Wrestling

2026 NCAA Division II National Championships Basketball Festival

Men's basketball
Women's basketball

In addition to submitting the individual budget for each sport represented in each festival, please ensure the following information is provided:

Festival budget section

- Recommended opening ceremony location(s) and anticipated venue rental, if any fees
- Recommended closing ceremony location(s) and anticipated venue rental, if any fees

- Recommended VIP reception location(s) and anticipated venue rental, if any fees

Uploaded under other documents

- Local organizing committee (LOC) / host structure chart
- Letters of community support, where applicable
- Listing of local transportation companies (motor coaches, car and van rentals options)
- Please share if there are any construction or plans for project remodeling during the dates in which you are bidding and if so, dates of the construction or plans for the remodeling (i.e., airport, hotels, venues, major roadways, etc.)
- Detailed information on ways host can meet the volunteer needs of the event.

What strategy or tips would you supply to help us submit a successful overall multiple bid offering?

Key points for a successful multi-bid scenario:

- Offering bids for both high profile and low-profile Championships
- Competitive pricing - facilities, travel and accommodations
- Local grants and/or cost relieving VIK
- Student-Athlete experience for both high profile and low-profile Championships

Who pays the tax on the sale of tickets to the Championship site?

The NCAA requires the host to submit a budget for ticket taxes in its budget submission, if applicable. Hosts will allot the funds necessary to pay all state and local taxes on the sale of tickets in the budget proposals. In addition, the actual amount of appropriate taxes shall be included in the final report as a reimbursable expense.

Who is responsible for remitting the taxes to the state/locality?

The NCAA requires the hosting parties (generally the venue or local organizing committee, rarely the hosting conference or institution) to remit the tax on the **gross revenue** of the championship event to the appropriate authorities.

Who is responsible for communicating the tax rate to the NCAA?

The host is responsible for informing the NCAA of all applicable taxes for the championship event. This includes, but is not limited to: state sales/amusement tax; local sales/amusement tax; special tax exemptions for NCAA events, etc.

The NCAA is a 501 (c)3 exempt organization and is therefore exempt from sales tax in many states on the purchase of goods and services. Can I use this tax exemption for my approved hosting budget?

It depends. Generally, the NCAA **cannot** pass its sales tax exemption on the purchase of goods and services to an unaffiliated third party, however; certain states may allow for this restriction to be lifted. Please contact the NCAA finance department and/or the championship manager for further information specific to your state/locality.

RESPONSIBILITIES

As a host of an NCAA Championship, hosts have the opportunity to create a special setting for the nation's best student-athletes as they compete for a national championship. Showcasing your facilities, city and hospitality, NCAA Championships hosts are integral in providing a meaningful and memorable experience for our student-athletes. Hosts are expected to provide:

- Superior competition facilities and amenities
- Quality warm up and practice facilities
- Sufficient ancillary space for meetings and events
- Local organizing committee/staffing
- Operational excellence in organizing and presenting a championship setting
- Quality hotels (contracted by the NCAA)
- Local support - both corporate and fans
- Competitive budget
- Adherence to NCAA bid specifications

And the NCAA provides the following:

- Funding for approved budgeted disbursements
- Officials
- Marketing/ticketing/branding/event presentation support
- Game equipment (balls, goals, etc.)
- Awards
- Merchandise/souvenir sales
- Game programs