

# ***CHAMPION YOUR CITY***

**NCAA® SITE SELECTION PROCESS**





2023, 2024, 2025 and 2026  
NATIONAL COLLEGIATE WOMEN'S GYMNASTICS CHAMPIONSHIPS  
Regionals

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**

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

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

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



## SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Regionals (4):	FIRST SATURDAY IN APRIL (Thursday – Saturday)

Regional competition consisting of nine teams, three all-around competitors and four individual specialist per event (all of whom are not on a qualifying team) will be conducted at four predetermined sites to determine the participants in the national championships. The top two teams and the top all-around competitor (who are not on an advancing team) from each regional will receive an automatic berth to the national championships. In addition, the top specialist on each event (not on a qualifying team or the all-arounder) at the regional site advance to the national championships.

**PLEASE NOTE:** The NCAA Women’s Gymnastics Committee will consider bids for the 2023, 2024, 2025 and/or 2026 National Collegiate Women’s Gymnastics Regionals. The committee also will consider multi-year bids. Please indicate the year(s) in which you are interested in serving as host:

- \_\_\_\_\_ March 30 – April 1, 2023
- \_\_\_\_\_ April 4 – 6, 2024
- \_\_\_\_\_ April 3 – 5, 2025
- \_\_\_\_\_ April 2 – 4, 2026



### SECTION III: GENERAL FACILITY REQUIREMENTS

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In addition to those items listed in the Championships Bid Specifications document, please note the following:

1. The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The facility must agree that it will be in compliance with all applicable cities, state or federal regulations concerning access and seating for people with disabilities.
2. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
3. The NCAA specifically disclaims any responsibility to investigate the safety or code compliance of the facility and parking lots or the component products, equipment, materials, designs and constructions.
4. The purchase of equipment may not be included as an item of expenses in the host institution's budget.
  - a. The gymnastics committee requires that prospective host institutions provide all American Athletic, Inc (AAI) equipment. Specific pieces of apparatus are required on the competitive floor (refer to the enclosed equipment list). AAI will provide all equipment for nationals. Please note that some items may be added or deleted due to future changes to equipment specifications. Equipment company personnel will staff the competition venue at nationals.
  - b. Miscellaneous.
    - (1) The institution needs to provide the score flashers (16-4/event, 5 at vault) for each scoring table.
    - (2) Chalk holders and chalk.
    - (3) Spare parts - turnbuckles, load binders, vaulting springs, etc.
    - (4) Wire brushes, spray water bottles, stop watches, start value charts, panel mats, etc.
5. 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 area(s) that can adequately accommodate the student-athletes (approximately 100).
  - b. Separate area to hold participant hospitality (practice and competition days).
  - b. Media work space for 40 with appropriate lighting, heat, air-conditioning and toilet facilities. Must be separate from athletic training area.
  - c. Two areas of private office space, one for the use of the NCAA site representative and one for the use of the judges (18).



- d. A statistics control area containing one photocopier machine with capabilities for reproducing statistics and other material on bond paper with a minimum per-copy speed of 75 per minute. The copy machine also shall include a collator and automatic stapler. The facility shall be responsible for the installation, service costs and four different colors of paper for these machines during the championships.
  - e. A large room for drug testing, with a waiting area, toilet facilities and a minimum of 500 square feet of space.
  - f. Six, separate, clean and equitable team locker rooms. Each locker room should accommodate 20 student-athletes and have its own mirrors, shower and toilet facilities.
  - g. Two separate locker rooms for the judges and male coaching staff.
  - h. Interview area for 30 with dais, podium and audio equipment. In addition, television platforms must be available in the rear of the room.
6. The facility shall provide, at its expense, tables, chairs, skirting, bunting, pipe-and-drape, awards platform, corrals and platforms for all areas described herein as required by the NCAA.
  7. The facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations and signage.
  8. The venue must meet and abide by all television guidelines as indicated in the NCAA Broadcast Manual, Section 2 ([www.ncaa.com/media](http://www.ncaa.com/media)).
  9. Size of venue shall be a minimum of 26,500 square feet (125' W x 215' L). The facility shall have at least 6,000 permanent and/or temporary seats.
  10. The facility shall provide complimentary parking spaces for the participating teams, NCAA representatives and judges in prime locations (approximately 30 for regionals).
  11. The facility shall provide at least one main scoreboard/leader, sound system and a video board. The facility, at its own expense, shall provide access to any video boards, LED boards or matrix boards. In addition, the facility, at its own expense, shall provide a full in-venue production for all NCAA event days. This production shall include a fully staffed and operational in-venue broadcast / video board control room on all event days (e.g., game days, open practice days and other NCAA event days). In addition, the production shall include access and use of control room equipment prior to event days for any pre-production needed the week of the event: editing suites, play back equipment, video storage and editing systems.

The facility will provide a minimum of one main scoreboard. The following information must be displayed in real time:

- Each team's total score
- Score of each competing gymnasts in the lineup



- Score of the all-around and/or individual event competitor
- Total score of top 8 all-arounders

12. The host and facility agree that the facility shall be available for use of the NCAA starting at 8 a.m. Tuesday through the conclusion of the competition for the purpose of preparing for; practicing for and conducting the competition (Thursday – Saturday are competition days). During that period of time, the facility will be clean and accessible, and playing conditions must be safe and of championships caliber.
  
13. If the regional is not picked up by a linear broadcaster, then it is the responsibility of the host to produce a webstream of the event or work with the NCAA to find another digital production/distribution outlet. Minimally, the stream must include the following:
  - At least four cameras (one for each event). In addition, cell phones are not permitted as the camera source.
  - Personnel must be able to deliver neutral audio play-by-play and commentary. (Host institutions may choose to use personnel who have announced the school's regular-season broadcasts but those personnel must deliver a neutral commentary during the championship webcast.)
  - Current and overall scores should be onscreen if technically possible.
  - Every effort should be made to ensure that graphics are neutral and include only NCAA marks.

More information on these requirements can be found at [Digital/Social page on NCAA.com/media](https://www.ncaa.com/media).

**The prospective host that is bidding on this championship agrees to all terms and conditions as outlined above in this Championship Bid Specifications Agreement. We agree to comply with all the requirements listed in this document and to administer the designated championship in accordance with the policies of the NCAA and the applicable NCAA sports committee. Prospective hosts that agree with all the requirements listed in this document for the designated championship shall signify agreement by selecting “Yes” below.**

YES       NO       NO with Exception

**Prospective hosts who do not agree with all requirements in this document shall select either “No” or “No with Exception” and declare any issues and/or exceptions regarding the aforementioned terms. Please note: any proposed revisions to the language in this document must be specified in the bidding portal to be considered.**





**SECTION IV: LODGING SPECIFICATIONS**

Housing will be required for all participating teams, NCAA site representative, media, game officials, and other special guests as designated by the NCAA. Separate hotels are needed for the NCAA, media, officials and participating teams unless specified otherwise by the NCAA. It may be permissible for the media or game officials to be assigned to the same property as the NCAA headquarters hotel. (Game officials and teams may not stay in the same hotel.) Efforts will be made to provide some deference to the official corporate champion/partner in the hotel category (should one exist at the time of contracting) of the NCAA. While hotels are the primary housing offerings that will be contracted, alternative options may be considered in certain situations.

Bids will be awarded contingent upon the successful negotiation of housing needs at reasonable rates. Failure to secure such reasonable rates and properties may result in rescinding of the bid award.

The host institution/conference or sponsoring agency must guarantee sufficient housing is available to meet the room block needs identified in the sport specific bid specification. Properties must meet the required service levels and be in reasonable proximity to the event venues. Rooms should not be secured or contracted nor should rates be discussed with specific properties, unless requested to do so by the NCAA. For NCAA women’s gymnastics regionals, hosts will execute the contracts for hotel rooms.

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**

	Number of Hotels	Service Level	Wed.	Thur.	Fri.	Sat.	Notes
Teams <sup>1</sup>	1 or more	Full service	40	195	195	195	
Headquarters	1 (can be with Judges)		1	1	1	1	
Judges	1 (can be HQ)		17	17	17	17	
<b>Total</b>			58	213	213	213	

<sup>1</sup> Room Types: \_\_\_\_



Doubles, \_\_\_ Kings, \_\_\_ Suites, \_\_\_ Other (please explain)

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

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

Team Hotels. The prospective host shall recommend whether one, two or four hotels are proposed for the participating teams. Each hotel shall be of comparable quality, provide comparable rates and be located a similar distance from the facility. Other requirements:

- (1) A minimum of 20 double/double nonsmoking sleeping rooms for each team is required.
- (2) A minimum of 55 double/double nonsmoking sleeping rooms for the individual qualifiers is required.
- (3) The designated hotels should be full service and have indoor access to the rooms.
- (4) For each team, upgrade two sleeping rooms to one-bedroom suites for the head coach and the director of athletics at the team rate.
- (5) Complimentary meeting/banquet rooms, if requested by the team.
- (6) Complimentary internet/Wi-Fi access.
- (7) Hold rooms for fans at a special rate (20 per team).

NCAA headquarters hotel. 20 rooms, at a special rate (includes eighteen rooms for the judges).

- (1) Two of these rooms shall be upgraded to parlor suites. These suites will be assigned by the NCAA staff.
- (2) All meeting space shall be provided on a complimentary basis (regardless of meeting site).
- (4) All hospitality suites must provide Coca-Cola products, or those of the NCAA corporate partner at the time of the championship.



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## SECTION V: NCAA/HOST RESPONSIBILITY

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### NCAA PROVIDES:

1. Transportation, lodging (room and tax), per diem and game fee for all judges and the meet referee.
2. Transportation, lodging (room and tax) and per diem for the NCAA committee or site representative.
3. Official souvenir program and merchandise.
4. Credentials.
5. AAI, under a contract with the NCAA, shall provide any supplemental or missing matting and equipment, if needed. Host is responsible for shipment of the matting and/or equipment.
6. Assistance with signage, marketing and promotions.
7. Meet referee and all judges.

### HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Head table personnel (e.g., public address announcer, computer technician, music technician, etc.)
3. Volunteers.
4. First aid/medical services/AED on-site/ambulance on-site/athletic training.
5. Championships hospitality.
6. Food/beverage concessions.
7. Public address system, scoreboard/leader board, sound system.
8. Support personnel – ushers, ticket takers, media runners, floor manager, etc.
9. Security.
10. Media room (fully equipped).
11. Media seating/work area with constant refreshments.



12. Tickets.
13. Ground transportation for judges.
14. 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.
15. Appropriate directional signage within and outside the venue.
16. Competition webstreams.
17. Other items as later requested by the NCAA.

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## SECTION VI: MARKETING

- 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.
- Budgets.** When the proposed budget is submitted, a minimum of \$2,500 should be allocated for these purposes. The marketing budget should only include items needed for: marketing, advertising, printing costs, grassroots opportunities and promotions.
- Creative Process.** A creative marketing assistance website is available to the host for their marketing needs. This marketing website, [NCAACHampsPromotion.com](http://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.
- Radio/TV.** Host institutions/conferences may create television and/or radio advertisements, if approved in advance by NCAA staff. The following must be submitted for approval:
  - Script and footage for television ads.
  - Script for radio ads.
- Support Documents.** Hosts should refer to the following support documents when developing marketing plans and budgets: NCAA Ticket Promotional Use Guidelines, NCAA Sales Commission Guidelines, and NCAA Micro-Site Guidelines.

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## SECTION VII: VOLUNTEER NEEDS

Approximately 60 - 75 volunteers per day will be needed for assignments, including scoreboard operations, scoring control, spotters, hospitality, media and merchandise/program sales.

1. One floor manager to control the flow of activity on the floor and to ensure a well-run competition.
2. Staging manager.
3. Assistance with awards and march in.
4. Judges' assistants at each event.
5. Four team leaders.
6. Scoreboard/video board operators.
7. One announcer and one spotter.
8. Media room, interview room personnel and photo marshals.
9. Drug-testing couriers, if applicable.
10. Runners for various duties.
11. Hospitality room host(s).
12. Volunteers to help set up gymnastics equipment.

The following staff are required:

1. Adequate security, with at least five uniformed security personnel.
2. Ticket sellers.
3. Ticket takers.
4. Ushers.
5. Concession workers.
6. NCAA merchandise/program sellers.
7. Volunteers to assist with march in, fan activities, etc.

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**SECTION VIII: TENTATIVE SCHEDULE OF EVENTS**

**Wednesday**

Upon arrival                              Equipment check with site representative, meet referee and tournament director

**Thursday**

11 a.m.    Administrative meeting for teams participating in first round  
 11:30 a.m. – Noon                              Look through for teams participating in first round  
 Noon    Training room opens  
 1 – 2:28 p.m.                                    Warm-ups for Session 1  
 2:48 p.m.                                        March Ins/National Anthem  
 2:54 p.m.                                        March to first event  
 2:56 p.m.                                        Touch warmup start  
 3 p.m.    Competition starts  
 6 p.m.    Administrative meeting for teams/individuals participating in the second round  
 6:45 – 7:45 p.m.                                Look through for teams/individuals participating in the second round

**Friday**

11 a.m.    Training room opens  
 Noon – 1:28 p.m.                              Warm-ups for Session 2  
 1:48 p.m.                                        March Ins/National Anthem  
 1:54 p.m.                                        March to first event  
 1:56 p.m.                                        Touch warmup start  
 2 p.m.    Competition start for Session 2  
 5 – 6:28 p.m.                                    Warm-ups for Session 3  
 6:48 p.m.                                        March Ins/National Anthem  
 6:54 p.m.                                        March to first event  
 6:56 p.m.                                        Touch warmup start  
 7 p.m.    Competition start for Session 3

**Saturday**

4 p.m.    Training room opens  
 5 – 6:28 p.m.                                    Warm-ups for Regional Final  
 6:48 p.m.                                        March Ins/National Anthem  
 6:54 p.m.                                        March to first event  
 6:56 p.m.                                        Touch warmup start  
 7 p.m.    Competition starts for Regional Final