



NCAA SITE SELECTION PROCESS





2026 & 2027
NCAA DIVISION I MEN'S AND WOMEN'S CROSS COUNTRY
CHAMPIONSHIPS

SPORT SPECIFIC INFORMATION



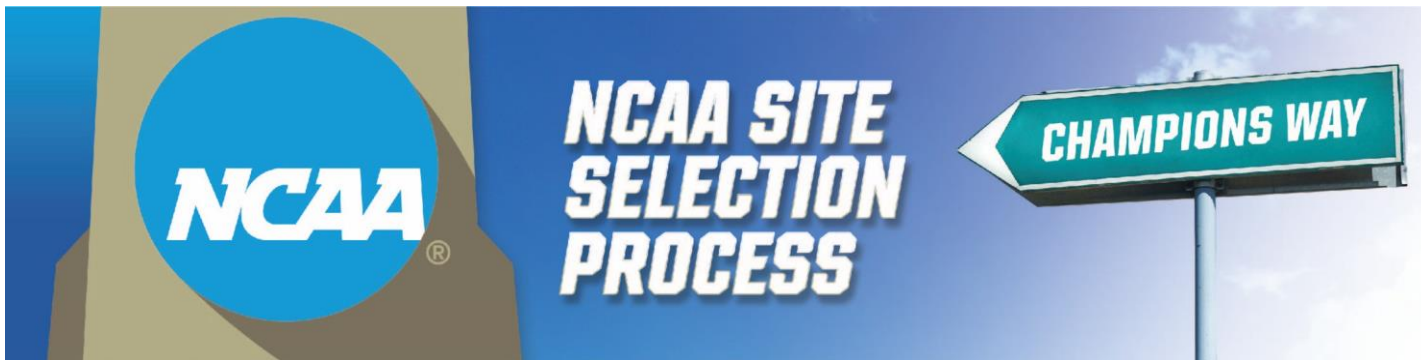
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IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE SPECIFICATIONS THAT FOLLOW AND ANY SUCH SPECIFICATIONS IN THE GENERAL BID SPECIFICATIONS DOCUMENT, THE FORMER SHALL PREVAIL AND GOVERN THE MATTER.



SECTION I: INTRODUCTION

The National Collegiate Athletic Association (“NCAA” and/or “Association”) is pleased to provide to member institutions/conferences the opportunity to submit a proposal to host 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 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 Division I Competition Oversight Committee and Division II and Division III Championships Committees. All activities and events associated with the championship are to be approved by the sports committee.



SECTION II: CHAMPIONSHIP STRUCTURE (Future Dates/Date Formula)

DATE FORMULAS	
National Championships	Saturday prior to the Thanksgiving holiday
2026	November 21
2027	November 20

The Division I Men’s and Women’s Cross Country Championships provide for a maximum of 31 (five-seven person) teams and 38 individuals per gender for a total of 255 competitors per gender. To be eligible to participate in the championships, teams and individuals must qualify through participation at their respective regional championship sites.

Eighteen teams automatically qualify to the championships races by finishing as one of the top two teams at any of the nine regional championship races. The remaining 13 at-large teams are selected by the NCAA Division I track and field/cross country subcommittee. Thirty-six individuals automatically qualify to the championships races by being one of the top four regional finishers not on an advancing team. Two additional individuals are selected at-large by the committee. Men’s championship races will be 10,000 meters while women’s championship races will be 6,000 meters. However, courses should have the capabilities to run 6,000 meters, 8,000 meters and 10,000 meters.

SECTION III: GENERAL FACILITY REQUIREMENTS

1. The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The 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 be available from 7 a.m. Wednesday preceding the competition through two days after the championships (Monday) for the purpose of preparing for, practicing for, conducting the competition (Saturday is competition day – the women will race first followed by the men) and in the case of inclement weather that may require the championships to carry over to Sunday or Monday. During that period of time, the facility will be clean and accessible, and racing conditions must be safe and of championships caliber. The facility shall be set with all course markings (i.e. mile/km marks, start line, etc.) in place prior to the start of practice.

The host site must also provide assurance that there will be no large-scale competing events (e.g., home football game, convention, conference, etc.) within the host city that would negatively impact the student-athlete and spectator experience. This includes assurance of adequate hotels, rental cars, travel accommodations (flights in/out of host city), support staff/personnel, availability and access to dining/restaurant options, and access to championship resources and infrastructure items (e.g., tents, scaffolding, generators, security, parking/traffic control, etc.).

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 championships courses must conform to specifications outlined in the NCAA Cross Country/Track and Field Rules Book. Special attention must be paid to the following:
 - Course Distance: Men – 10,000 meters; Women – 6,000 meters. (Note: Course should be capable of running an 8,000 meter race distance as well).
 - The start line must be at least 84 meters wide and able to accommodate 42 two-meter wide starting boxes.
 - The distance to the beginning of the first turn must not be less than 600 meters (800 meters is preferred).
 - The preferred width of the course should not be less than 10 meters throughout.
 - Should the course change after the bid is awarded or deemed that the course does not meet the noted specifications, the track and field/cross country committee reserves the right to withdraw the bid.
5. During competition, the facility must be equipped to relay key split marks throughout the course (e.g. every mile or kilometer) to competitors (e.g. read aloud or make electronic clocks visually available). Additionally, all course markings (i.e. mile/km marks, start line, etc.) must be in place prior to the start of practice.

6. The facility/course must have a comprehensive safety and security plan in case of inclement weather conditions or emergencies.
7. At the discretion of the NCAA, practice sessions may be open to the public at no admittance charge. Programs, merchandise and concessions may be sold during practice sessions, if applicable.
8. The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
 - a. A sports medicine area for student-athletes.
 - b. Media work space for 60 with appropriate power, Internet access, lighting, heat, air- conditioning and toilet facilities.
 - c. One area of private meeting space for use of the games committee/NCAA committee and staff.
 - d. A results control area containing one photocopy machine with capabilities for reproducing results and other materials 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 paper for these machines during the championships.
 - e. A room for drug testing, with a waiting area, separate toilet facilities (one for each gender) and a minimum of 500 square feet of space.
 - f. Access to showers and locker rooms either at the competition venue, on campus or in another near by location for athletes to utilize at the conclusion of competition. Large athletic lockers rooms are preferred and recommended.
 - g. A location to conduct packet pickup the day prior to the championships.
9. The host shall make the necessary accommodations for the personnel to conduct fully automatic timing (FAT) and results processing for the championships (e.g. power, internet, working space, etc.). **The NCAA will hire the timing group.**
10. The facility/course shall provide tents, tables, chairs, skirting, bunting, pipe-and-drape and platforms for all areas described herein as required by the NCAA. Areas include, but are not limited to merchandise and program sales, clerking, athlete recovery, medical, mixed zone, and protest area.
11. The facility/course shall provide adequate complimentary parking spaces for the participating teams, NCAA committee/staff, timing and officials in prime locations. Sufficient parking spaces must also be made available to attending spectators. If there is any cost associated with securing adequate parking, that cost shall be the responsibility of the host.
12. A traffic support plan for all spectator and participant vehicles shall be provided.

13. The facility/course shall be responsible for and pay the costs of the coordination and installation of all signage/decorations at the course and ancillary events. NCAA will provide a signage package.
14. The facility/course shall provide at least one main results area and a protest area for coaches that is separated from the public.
15. Ability to conduct a virtual coaches meeting prior to institutions arriving onsite.
16. A full complement of facility/course crew personnel must be on site at all times during practice and competition.
17. The facility/course will provide a public-address system. It is also required to have a video board(s) and associated equipment to display meet results, live action, and NCAA messaging. Plans to accommodate the video board(s) should be detailed in the facility/course questionnaire.
18. The facility/course should have an awards platform or stage to accommodate a minimum of 40 individuals that is easily seen by spectators.
19. Host should be able to secure meet personnel as outlined in the NCAA Cross Country/Track and Field Rules Book. The host will submit to the NCAA their recommendations for referee, head starter, head clerk, two assistant clerks, finish line judge, and announcer, but final approval is with the NCAA committee. All seven of these positions are paid. The host will need to also secure the balance of officials, subject to the approval of the NCAA track and field/cross country committee, to include additional clerks, marshals, umpires and required assistant/recall starters as outlined in the NCAA Cross Country/Track and Field Rules.
20. During the season in which the facility will host the championship, the host will be required to host the pre-national meet in October, on the fifth weekend prior to the national championships weekend. The pre-national meet can be held on either Friday or Saturday of that fifth weekend prior to the national championships weekend and must be open to any Division I institution that would like to participate. The host will be required to utilize the same timing company that the NCAA has contracted for the national championships. Date for the pre-national meet should be mutually agreed upon with the NCAA committee.
21. The host must meet all electrical power, lighting, internet, parking, etc., to accommodate NCAA broadcast or streaming. If power is inadequate for the needs of NCAA broadcast or streaming, the host will be responsible for the cost to supplement support through necessary generators. Please reference the NCAA General Bid Document for specifics.
22. If broadcast rights are obtained in the future, the NCAA will work with future hosts on the details of the requirements. For broadcast specific details please reference the General Section, Broadcast, Media and Internet. Please complete the power verification form and attach it with your bid (available in the bid portal).

23. The NCAA and the host will discuss and mutually agree upon ticket pricing, ticket on-sale dates, etcetera. Host should be prepared to administer a ticket pass list for all participating institutions.

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.

24. The host will make available a banquet space to accommodate up to 900 individuals, participating student-athletes and institutional personnel, on Thursday evening prior to the championships.

The host institution/conference/sponsoring agency must submit a facility diagram with bid materials which indicates the location of the areas noted below. In addition, include a written description of the course [e.g. start rolls out flat for 860 meters before a gradual right hand turn. A rise in elevation (approximate 3% grade) occurs at one kilometer mark, etc.].

Facility diagram to include:

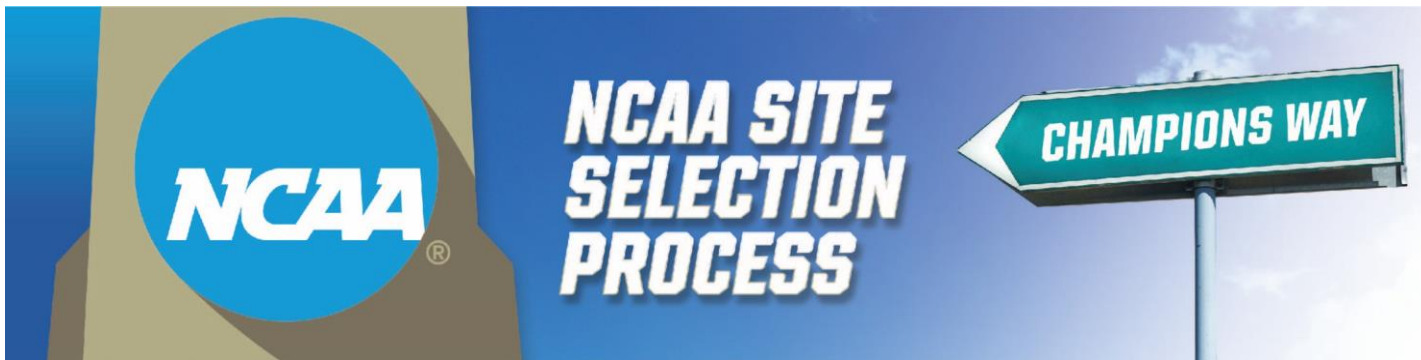
- Men's and women's course layout with start and finish lines marked
- Post-race recovery area
- Awards area
- Team tent areas
- Locker rooms/shower locations for post meet.
- Concessions
- Merchandise
- Restrooms (permanent and temporary including quantities)
- Media area
- Drug testing
- Sports Medicine area
- Public flow
- Parking
- Clerking
- Video board(s)
- Timing/results area
- Protest area



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

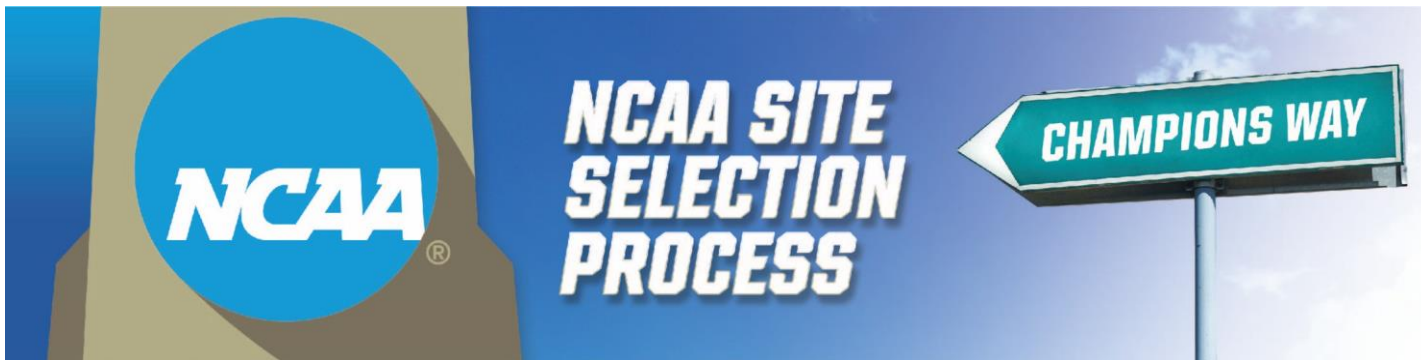
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SECTION IV: EVENT HISTORY

Year	Host	Attendance	Ticket Prices
2018	University of Wisconsin, Madison	4,030	\$10
2019	Indiana State University	2,977	\$10
2020	Oklahoma State University	LIMITED	*Note: Pandemic restrictions affected ticket sales plans.
2021	Florida State University	2,449	\$10
2022	Oklahoma State University	3,240	\$10
2023	University of Virginia		\$20
2024	University of Wisconsin, Madison		
2025	University of Missouri, Columbia		

Media Attendance: Media attendance varies, but typically consists of popular running media outlets and the high majority of media being institutional sport information directors, team content personnel and photographers. Total credentialed media may be as high as 150 personnel.



SECTION V: LODGING

The NCAA has partnered with On Location to manage the NCAA Championship Housing Program and all championship housing needs. On Location serves as the housing partner for hundreds of events annually and, through strong relationships with various hotel brands, can deliver the appropriate mix of amenities, location and price for hundreds of thousands of room nights each year. Utilizing their expertise, On Location 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 preference to the official corporate champion/partner in the hotel category (should one exist at the time of contracting) of the NCAA. While hotels are the primary housing offerings that will be contracted, alternative options may be considered in certain situations.

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

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

Bid responses may highlight any recommended properties On Location should consider when contracting. Specifications should also disclose any special relationships, agreements and/or financial arrangements you may have in place with the recommended properties. On Location will take into consideration all recommendations when selecting hotels; however, guarantees cannot be made that contracts will be secured with these properties.

All hotels contracted must have experience with and understand the needs of large sports related groups. For certain championship events, additional room blocks may be required for fan travel.

The NCAA or its designees shall have the exclusive right to sell products licensed by the Association for merchandising at the selected hotels (inside and outside the premises controlled by the hotels). The hotel will provide adequate space in its lobby for such sales.



Contracted properties will be responsible for complying with all requirements in the contract terms as presented in the sample contract.

Hotel Room Block

Block	Room Type	Wed	Thu	Fri	Sat	Total
Headquarter & Officials	Double/Doubles	15	15	15	15	60
	Kings	11	11	11	11	44
Teams/Individuals	Double/Doubles	77	153	153	20	403
TOTAL		100	177	183	30	490

Team Allocation: The above Teams/Individuals block accounts for about 60% of the anticipated room needs for participants. On Location contracts only 60% of anticipated room needs as courtesy blocks, since teams are not required to stay in NCAA contracted blocks for cross country. Upwards of 500 rooms may be needed for participants and team personnel.

The host institution is financially responsible for the payment of the key officials, announcer, NCAA committee, and timing/results accommodations at the headquarter hotel and will be reimbursed by the NCAA through the host budget system.

Team Hotels

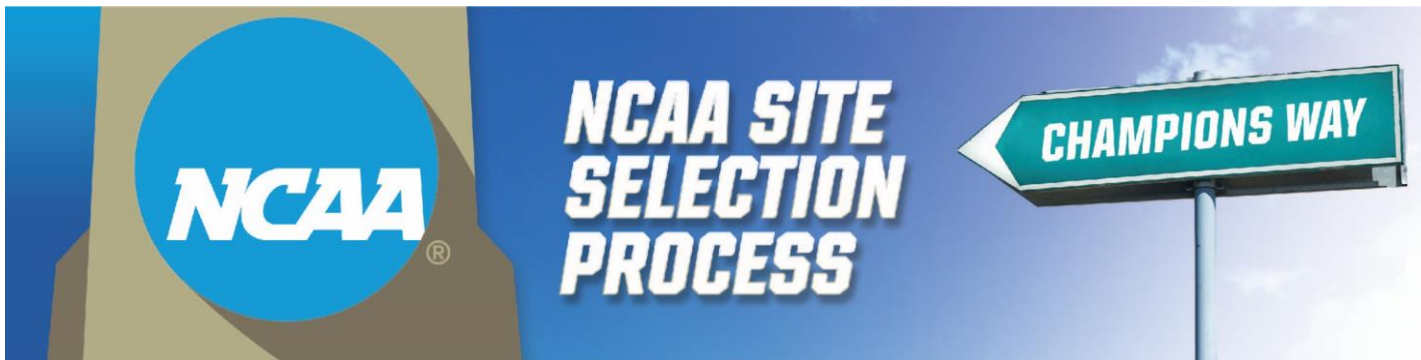
All hotels shall be in close proximity to the competition venue. The hotels for participants must be of comparable quality. As previously noted an institution is not obligated to stay at the contracted or suggested properties, and it is their responsibility to secure their own accommodations. Lodging requests will vary, but some rooms must be available as early as Wednesday and as late as Sunday of championship week.

There also must be sufficient hotel space to accommodate spectators attending the event.

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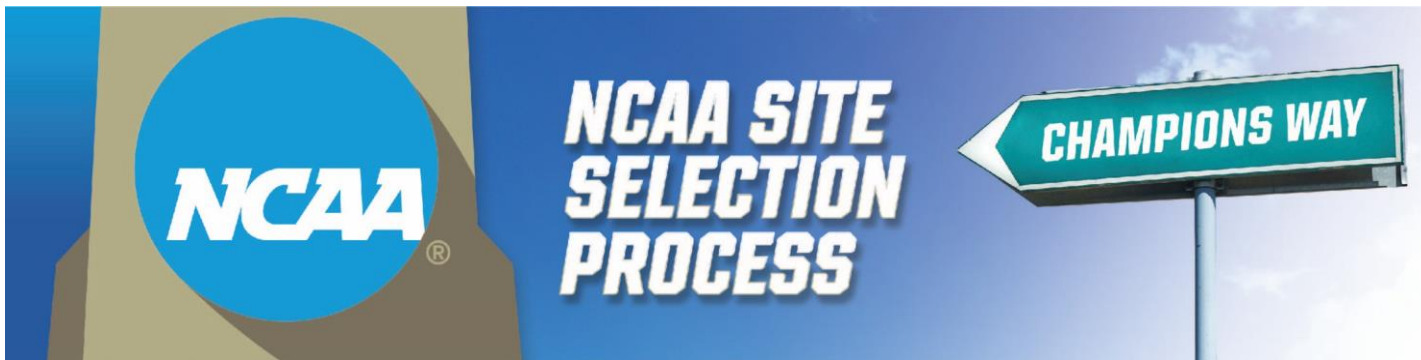
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SECTION VI: NCAA/HOST RESPONSIBILITY

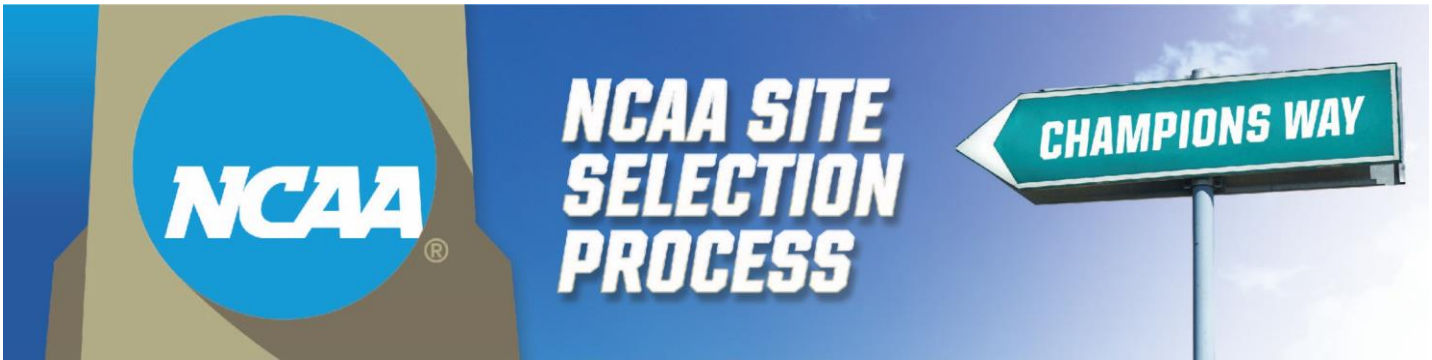
NCAA PROVIDES:

1. Transportation and per diem for the participating teams.
2. Transportation, lodging, per diem, and stipend for seven key official positions. (Lodging, per diem, and stipend should be paid by the host and reimbursed by the NCAA through the financial report.)
3. Transportation, lodging and per diem for the NCAA committee. (Lodging should be paid by the host and reimbursed by the NCAA through the financial report.)
4. A limited number of banners and other signage to dress the course, including a field stencil and paint to apply stencils.
5. Awards for the participating teams.
6. Championship mementos for participating teams (distributed after the championships).
7. Credentials, lanyards and credential boards.
8. Apparel for officials and volunteers.
9. Merchandise.
10. Hydration product and equipment for participants.
11. Limited funding for promotional efforts.
12. Funding for operational expenses as approved in the proposed budget.
13. Personnel to conduct fully automatic timing (FAT) and results processing. (Lodging should be paid by the host and reimbursed by the NCAA through the financial report.)



HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Volunteers.
3. Media coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality (limited allowance in operational budget for student-athletes, NCAA committee/staff, officials and volunteers).
6. Food/beverage concessions.
7. Production equipment and personnel, including public address system and video board(s).
8. Support personnel –ticket takers, media runners, packet pickup staffing, etc.
9. Security.
10. Media area.
11. Tickets, if applicable.
12. All computers, printers, video equipment, photocopy machines, internet, etc. necessary to administer the championships, and as may be required by the NCAA.
13. Appropriate directional signage within and outside the venue.
14. Meet personnel.
15. Other items as later requested by the NCAA.



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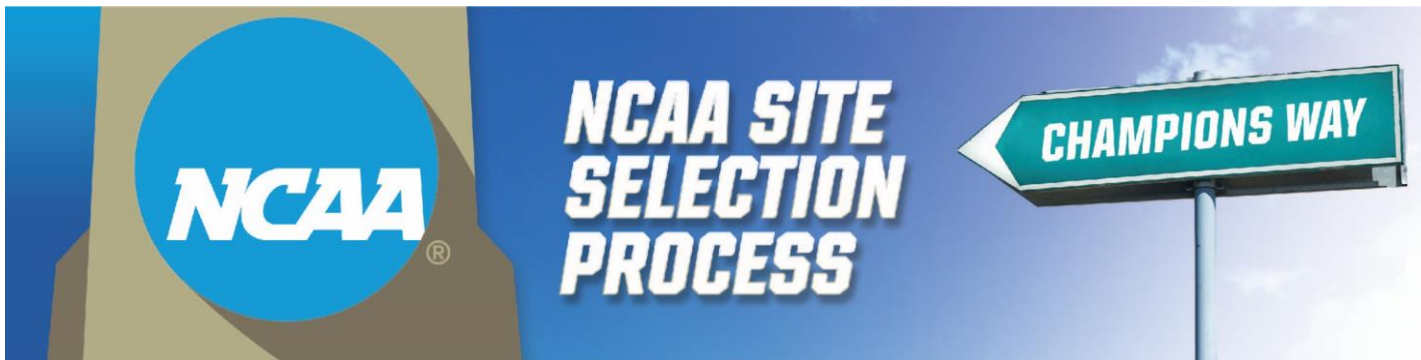
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SECTION VII: TRANSPORTATION

There are no additional transportation requirements from the host for the Division I Cross Country Championships outside of the parking requirements listed in Section III.



SECTION VIII: MARKETING

1. **Marketing Plans.** Upon selection, the host is required to submit a marketing plan for review and approval prior to activation by the NCAA marketing staff. Please refer to the appropriate marketing plan template as a guide.
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 artwork and reimbursement requests 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.

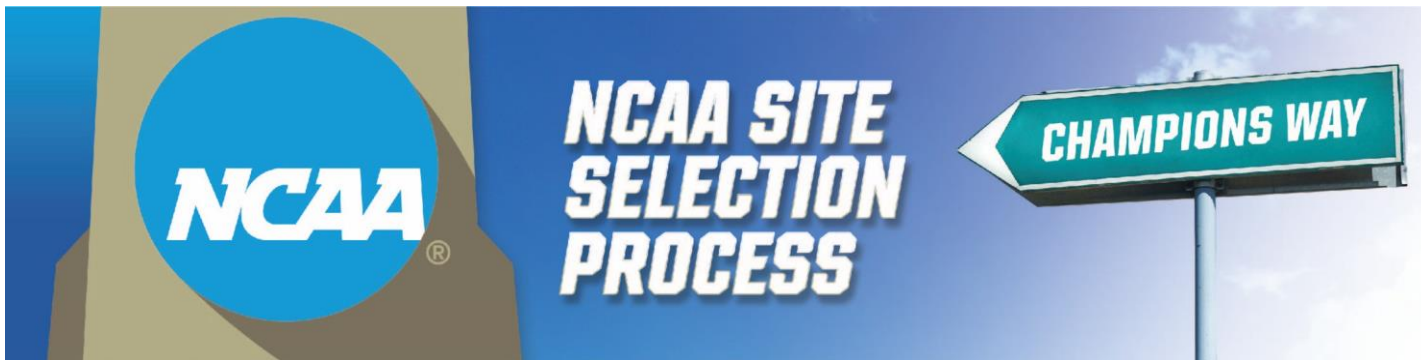
4. **Radio/TV.** The NCAA will provide the following television and radio elements to assist in promoting and selling tickets to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, tv commercials, videoboards). All spots will be made 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 IX: TENTATIVE SCHEDULE OF EVENTS

Tuesday

Mandatory virtual coaches meeting.

Wednesday

Course preparation

Course walk-through with NCAA committee and staff

Thursday

Course preparation

Course review and practice by participants (All course markings must be on the course prior to first practice)

Banquet

Friday

Course preparation

Course review and practice by participants

Packet pick-up

Press conference

Saturday

Course preparation

Course review and warm-up by participants

Women's race – race start time to be determined

Men's race – race start time to be determined



Post-competition awards ceremony

*Start times are subject to the approval of the track and field/cross country committee



SECTION X: ANCILLARY EVENTS

A virtual coaches meeting will be held on the Tuesday prior to the championships at a time agreeable between the NCAA and the host.

Additionally, the host is expected to plan and prepare for a banquet for approximately 900 people on the Thursday prior to the championships. The banquet should include a food and beverage plan, audio visual and entertainment component (e.g. speaker, video, etc.).

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

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SECTION XI: VOLUNTEER NEEDS

Approximately 75-150 volunteers on competition day will be needed for assignments, including course safety, finish chute, concessions, parking, media and merchandise sales.

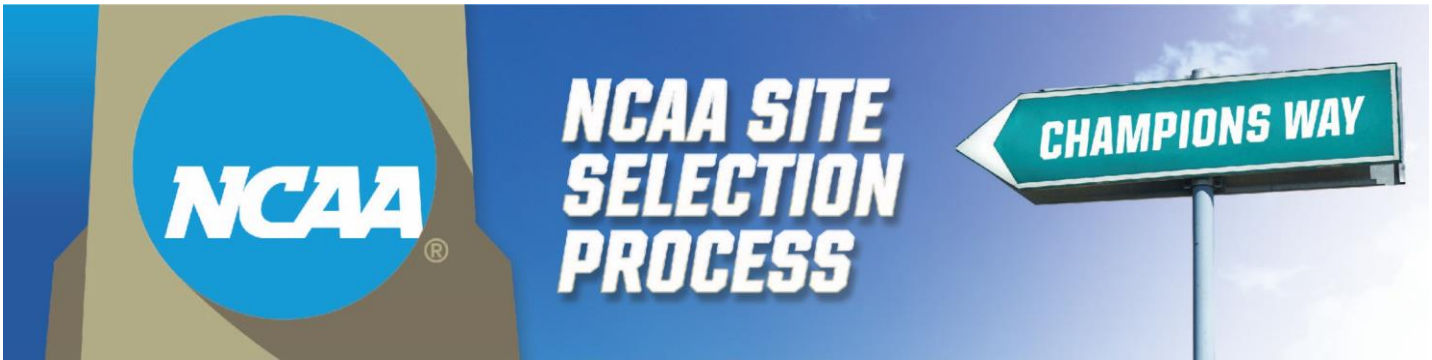
The host will be responsible for securing volunteers/personnel for the following areas:

- Officials outside of key officials.
- Marshals.
- Event Mgmt.
- Student-athlete baskets/bags.
- Results runners.
- Video board operators.
- Awards coordinators.
- Packet pick-up coordinator.
- Drug testing couriers, if necessary.
- Sports medicine staff to include physicians and EMT.
- Media room and start lists/results production.
- Hospitality coordinator.
- National anthem singer.
- Ticket coordinator.
- Electrician.
- Facility management.
- Ticket sellers/takers.
- Security.
- Concessions, merchandise sales.
- Ushers if necessary.
- Additional operational needs.

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SECTION XII: BUDGET HISTORY

The chart below contains the three-year average of expenditures for the championships.

Expenditures Three-Year Average	
Total Expenses	\$120,100.00
Promotion	\$2,000.00
Tickets	\$1,000.00
Facility	\$17,100.00
Personnel	\$19,500.00
Entertainment	\$38,000.00
Equipment	\$39,900.00
Officiating	\$2,600.00