



# **NCAA SITE SELECTION PROCESS**





2028  
NCAA DIVISION I MEN'S AND WOMEN'S  
OUTDOOR TRACK AND FIELD CHAMPIONSHIPS

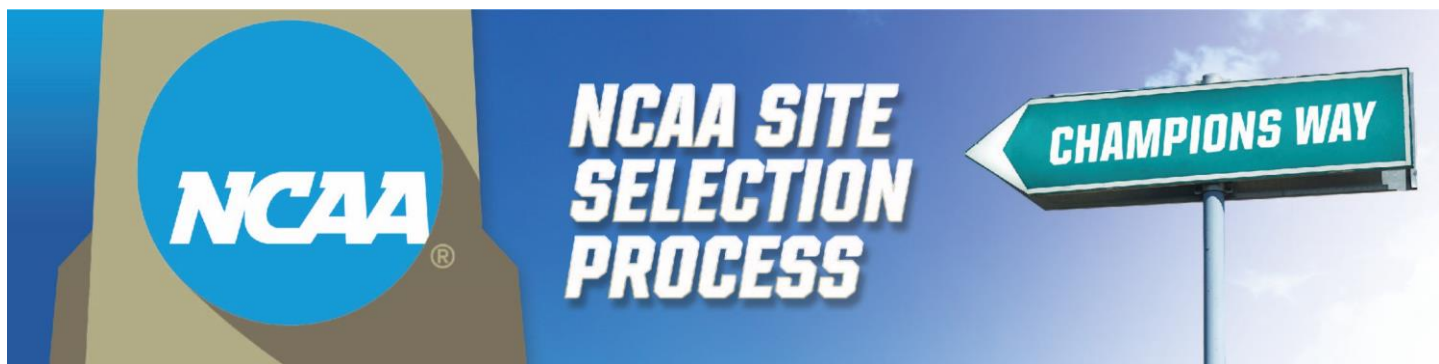
SPORTS SPECIFIC INFORMATION



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



## **SECTION I: INTRODUCTION**

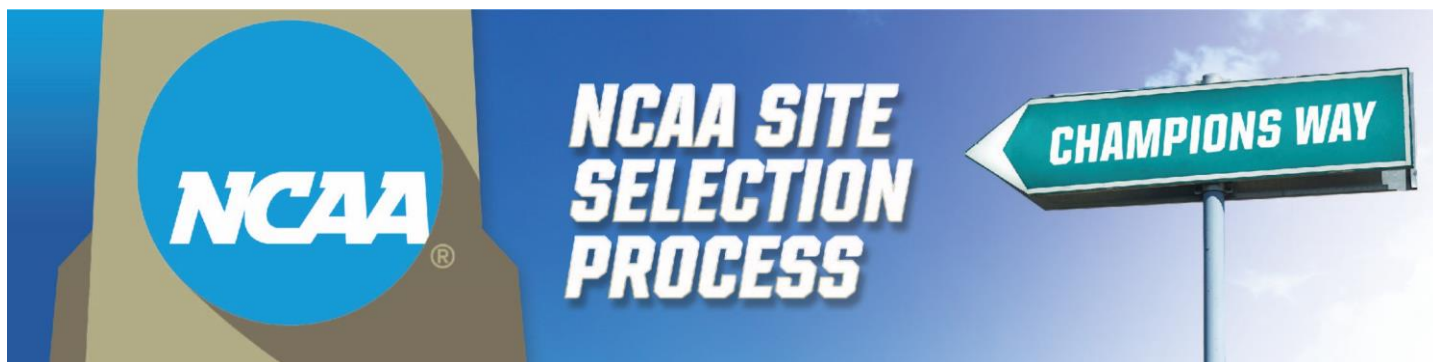
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The National Collegiate Athletic Association (“NCAA” and/or “Association”) is pleased to provide to member institutions/conferences the opportunity to submit a proposal to host one or more NCAA championships.

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 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.

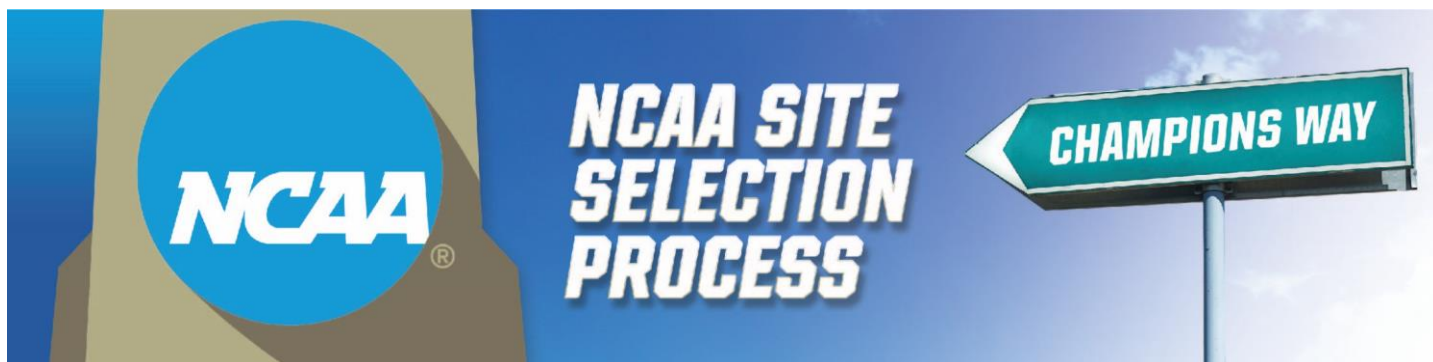




## **SECTION II: CHAMPIONSHIP STRUCTURE (FUTURE DATES/DATE FORMULA)**

DATE FORMULAS	
Outdoor Track and Field Championships Competition	Conclude on the second Saturday in June, running from Wednesday through Saturday.
2028	June 7-10

Qualifying to the Final Championships competition is accomplished through performance in the First Round Championships competition at each site (East and West) for events contested at those competitions. Twelve competitors from each individual event and 12 teams from each relay event advance from each First Round Championships competition site to the Final Championships competition. Qualification, through competition in an event at a First Round Championships competition, is required to participate in that event at the Final Championships competition with the exception of the combined events that only compete at the Final Championships competition. Any individual or relay team must remain eligible for advancement throughout all rounds of the championships. The specific event formula for advancement to the Final Championships competition, as well as tie breaking procedure, is detailed in the NCAA Division I Outdoor Track and Field Technical Manual.



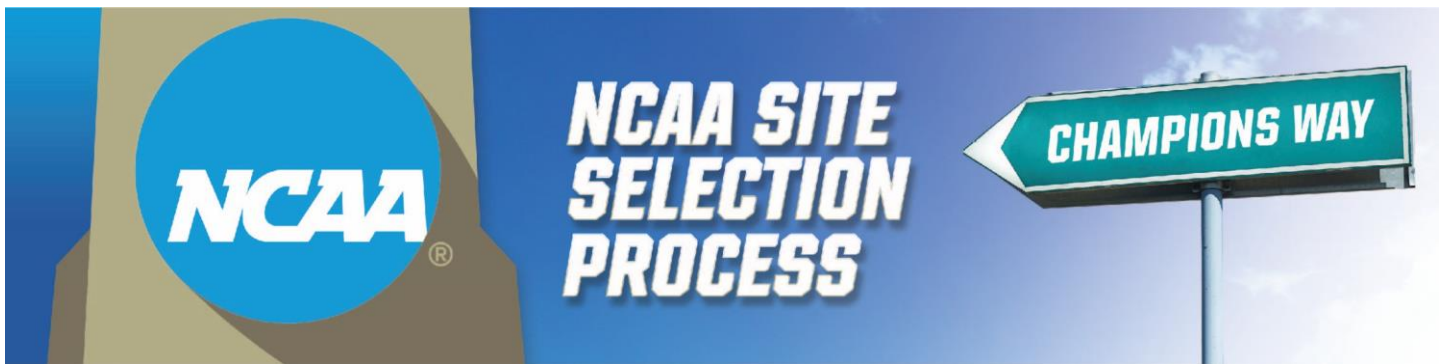
### **SECTION III: GENERAL FACILITY REQUIREMENTS**

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1. The facility must be modern, clean and accessible and have at least 10,000 seats – a proposal that includes a combination of permanent and temporary seating is acceptable, however, any cost for temporary seating is at the expense of the host and non-reimbursable by the NCAA. The seating capacity must take into account adequate seating reserved for participants (student-athletes and coaches) in close proximity to the primary warm-up and clerking areas.
2. 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 Sunday preceding the first day of competition (Wednesday) through the day after the championships (Sunday), for the purpose of preparing for, practicing for, conducting the NCAA Division I men’s and women’s outdoor track and field championships, and in the case of inclement weather that may require the championships to carry over to Sunday. During that period of time, the facility will be clean and accessible, and conditions must be safe and of championships caliber. The facility must be accessible for practice by participating institutions as of Noon (Monday) two days prior to the first day of competition.

The host site must also provide assurance that there will be no large-scale competing events (e.g., other home athletic event, graduation, 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 host must provide the use of the facility, cleaned, lighted and heated or air-conditioned in a manner acceptable to the NCAA. Facility should include lights that allow for evening competition in the main track competition area. Facilities with lights in ancillary competition areas (i.e. long throws venues) are highly preferred but not required.
5. The facility shall obtain written release from the lessees and franchisees, if any, of “club” seats, suites or boxes allowing the NCAA the 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.
6. The NCAA and the host will discuss and mutually agree upon ticket pricing, ticket on-sale dates,



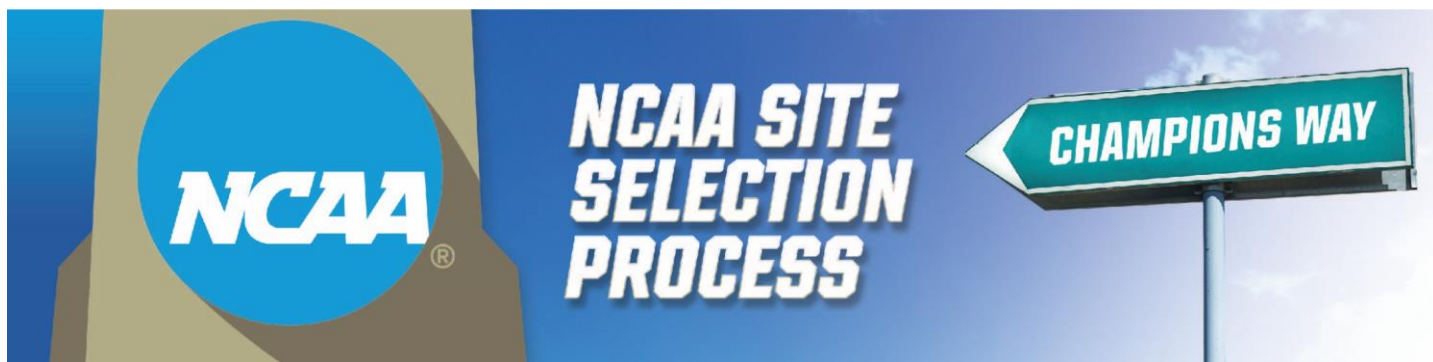
etcetera. Host should be prepared to administer at ticket pass list for all participating institutions.

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.

7. The city shall have an ordinance prohibiting ticket scalping inside the facility and facility property.
8. 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, merchandise and concessions may be sold.
9. During the season in which the facility will host the championship, it must host a minimum of one outdoor track and field meet prior to May 1.
10. 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 timing personnel directly.**
11. The NCAA track and field officials assignor will appoint 12 key official positions for the championships, including referees, starters, clerks, head umpire and head marshal. The host shall work with the NCAA officials assignor on securing and approving the balance of officials to serve at the championships. The officials cannot be under the employ of the host institution or any member of the host institution's conference. Of the officials secured by the host, 40 percent must come from outside the local association. The NCAA officials assignor can offer a list of recommended number of officials to work in each event area.

It is preferred that the host's hospitality plan includes scheduled meals for officials. Note that the NCAA will issue invitations to serve for the 12 key official positions. Transportation (flights and mileage), per diem, and stipend for the key officials and the stipend for all other selected officials will be paid and arranged by the NCAA. Lodging expense for officials shall be paid directly by the host and reimbursed by the NCAA.

12. The host shall make the necessary accommodations for the personnel to conduct video review for the championships. **The NCAA shall contract with the personnel directly.** Host will be responsible for securing volunteers to assist in this role.
13. Tracks, runways or take-off areas should consist of a high quality synthetic track material surface. These surfaces shall be able to accept a minimum of 7 mm (1/4") in spike length. In the high jump and javelin, the surface shall be able to accept a minimum of 9 mm (3/8") in spike length. It is preferred that each runway shall have a uniform resilience and that field events are conducted within the primary



spectator viewing area.

14. The track must be 400 meters in length and not less than 6.40 meters in width, and should be covered by a current engineer's measurement certification. In addition, the track is to be marked in accordance with NCAA rules.

Whenever possible, it is recommended that there be an obstacle-free zone on the inside and on the outside of the track at least 1 meter in width.

Maximum lateral inclination permitted for the track across the full width of the track, preferably toward the inside lane, and across all runways, shall not exceed 1:1,000.

Lanes shall all have the same width with a minimum of 1.067 ( $\pm 0.01$ ) meters (42") and a maximum of 1.22 ( $\pm 0.01$ ) meters (48") including the white line to the right. Lanes shall be marked on both sides by white lines 5 centimeters wide. The lanes shall be numbered with lane one on the left when facing the finish line.

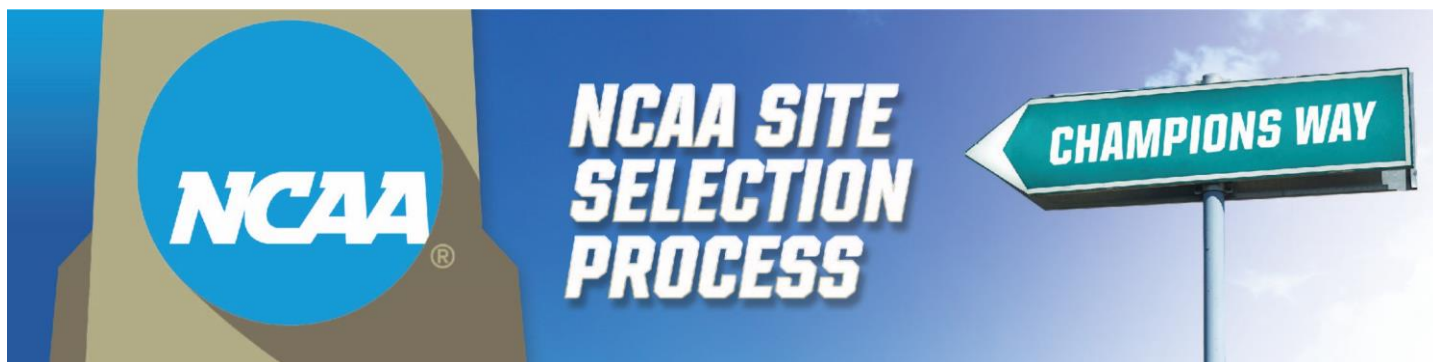
Visible start and finish lines, 5 centimeters wide, shall be marked on the track. There should be a minimum of 3 meters (9'10") behind the start line and minimum of 15 meters (49'2 1/2") beyond the finish line free of any obstruction.

A track surveyed based on the existence of a curb shall, at a minimum, have the full curves bordered by a curb of suitable material approximately 5 centimeters in height and a minimum of 5 centimeters in width. The edges of the curb shall be rounded.

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

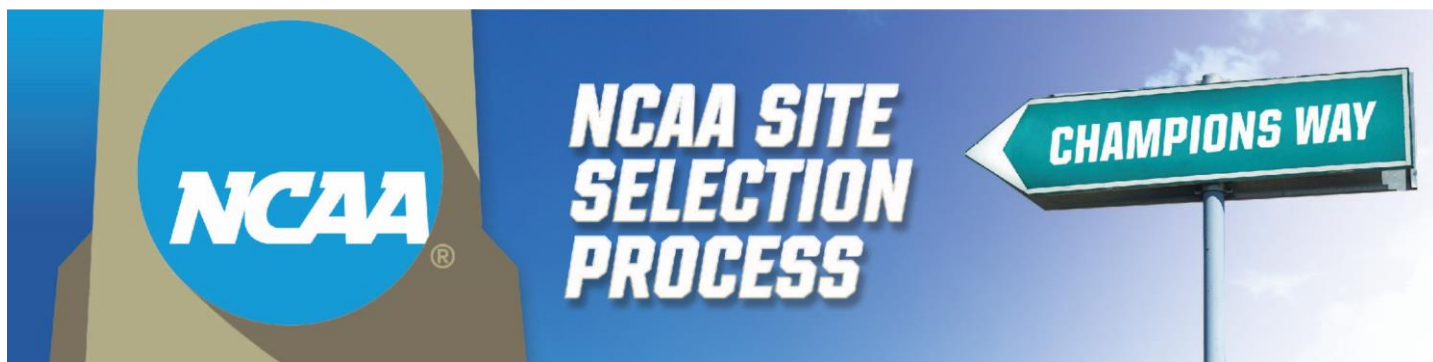
15. The field event facilities must allow for multiple field event competitions to be conducted at the same time with competitor and spectator safety in mind.
  - Two facilities are required to accommodate simultaneous competition for the pole vault, long jump, and triple jump. All runways must be at least 45 meters (147'7 1/2") in length. 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 take-off board.





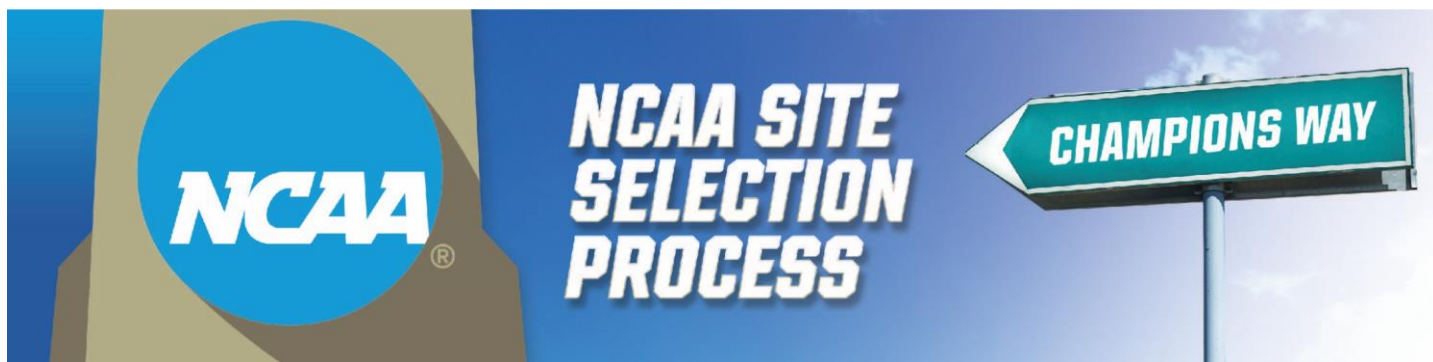
- Two facilities are required to accommodate simultaneous competition for the high jump.
  - Two facilities are required to accommodate the simultaneous competition for the shot put.
16. The hammer and discus facility must have a cage and landing area that meets NCAA facility specifications as outlined in the rules book and allows for maximum safety for participants, officials, and spectators. Adequate space for spectator seating should be provided if the facility is not within the track facility.
  17. The steeplechase water barrier must be adjustable to both the men's and women's heights.
  18. The official track and field equipment supplier of the NCAA will supply competition equipment necessary to conduct the championships. Host may be asked to provide volunteers to help with the load-in and load out of the competition equipment provided by the official NCAA equipment supplier. In addition, the host should provide a secure area for institutions to store implements, including javelins and poles, as well as any equipment provided by the NCAA equipment supplier. No other competition equipment, other than that provided by the official NCAA supplier may be used without prior consent from the NCAA and official supplier.
  19. The facility should have space available for the management of the event, including a clerking area large enough to accommodate 50 student-athletes, a warm-up area in close proximity to the clerk, and an area convenient for conducting a drug-testing program. The warm-up area must provide expansive space with plenty of track surface available for student-athletes to practice blocks starts and hurdle drills while wearing spikes.
  20. The facility should have space available in the press box to accommodate data and timing management (lane assignments, results, scoring, etc.). Space for personal computers with corresponding electrical and internet access is required. Space for video review to include power and internet must be available at track level and in an area that is enclosed and private.
  21. One area of shaded, visible space near the field of play should be made available, with wireless internet and appropriately furnished with tables, chairs and refreshments for the use of the NCAA committee representatives. This should be private space that is adjacent or nearby that is not subject to outside interference. This space should be made available beginning Sunday prior to the championships.
  22. The committee will also require a separate area of work space with a view of the track that can accommodate two individuals, a desktop printer and personal computer for use of the NCAA committee and data specialist to oversee results verification.

23. The facility should have an awards stand to accommodate eight relays (32 people) that is easily seen by spectators.
24. The venue or its official concessionaire will provide food and beverage (and related services) to the NCAA and its designated agents at costs not greater than the most favorable pricing that the venue (or its official concessionaire) offers or makes available to other clients that have used, or will use, the venue.
25. 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.
26. Enough space shall be provided to accommodate all participating institutions' team camps. This area must be in close proximity to the competition and warm-up spaces and have the ability to accommodate adequate tents or shelter for all participating teams.
27. Permanent restrooms must be on site.
28. On-site parking must be provided for participating institutions, championship personnel (NCAA staff and committee, timing/results, video review, announcers, etcetera), media, 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 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.
29. An established mixed zone area must be designated separate from spectator and hospitality areas. The mixed zone must be large enough to hang two NCAA media backdrops, that are each 20' long x 10' high, and provide two lanes of traffic divided by a physical barrier, one for student-athletes leaving the facility and one for media to conduct interviews. The area should also house an appropriate number of tables and chairs with power and internet.
30. 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.
31. Hosts must provide, in its participant manual, a list of equipment available to all teams (i.e., throwing implements, etc.) and a list of alternate training facilities, including weight room and appropriate running



paths in immediate proximity to the facility. Weight room shall be made available at no cost to participating institutions for the duration of the championships including all practice and competition days.

32. A private and secure 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.
33. The facility shall provide at least one main results area with an area for protests to be filed.
34. The NCAA or its designee will provide cups, water coolers, ice chests and water for placement in key areas including field of play, 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.
35. The competition venue shall provide video boards, LED boards, electronic event performance boards at each field event, video camera equipment, greenscreens, lighting equipment (gobos, spotlights, lighting kits, etc.), audio equipment (to include wireless microphones, boom mics, IFB's, etc.), public address system, clear com/radio communications, closed captioning, etc. for use at its expense. The NCAA shall provide planning resources, including public address announcer script templates and video board content for use. The competition venue, at its expense, shall provide a full in-venue production/control room staff for all NCAA load-in and event days (e.g., meet days, open practice days, ancillary event days). In addition, the host shall provide access to and use of control room equipment & staff prior to the Division I Men's and Women's Outdoor Track and Field Championship for any pre-production needs. Any new technologies or additional staffing resources that the competition venue possesses that are not listed in the aforementioned production requirements should also be incorporated into the in-venue production.
36. Ability to conduct a virtual coaches meeting prior to institutions arriving onsite. Host must also provide a large location onsite to conduct packet pick-up the day prior to the championships.
37. The host/facility will provide dedicated space for the officials to meet, have meals and rest throughout the duration of the championships.
38. The primary press box/area must be large enough to accommodate a minimum of 125 to 150 media. The area must have proper lighting, wired and wireless internet access with adequate bandwidth to accommodate all working media. Additionally, adequate toilet facilities for men and women (including facilities for disabled persons).
39. 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.



40. Dedicated, but limited, space for photographers should be available, as determined by the host sports information director in conjunction with NCAA.
41. A press conference area with on two six-foot tables and chair seating for 10 individuals should be made available. The facility will provide the audio needs, 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 streaming and local videotape and sound feeds to electronic media agencies will be provided at the NCAA's expense.

The facility will make available photocopier machine(s) with capabilities for reproducing heat sheets, results 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 the machine. The 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 Wednesday through Saturday. The machine shall be located in an area convenient for the media.

42. 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).
43. 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.
44. 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, results posting, and protest area.
45. The host shall provide a secure area for implement weigh-in and certification. The area should be able to accommodate the safe storage of all implements, implement carts and other set-up needs (tables, chairs, etc.). In addition, the host shall provide a secure area to store institutional vaulting poles.

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:



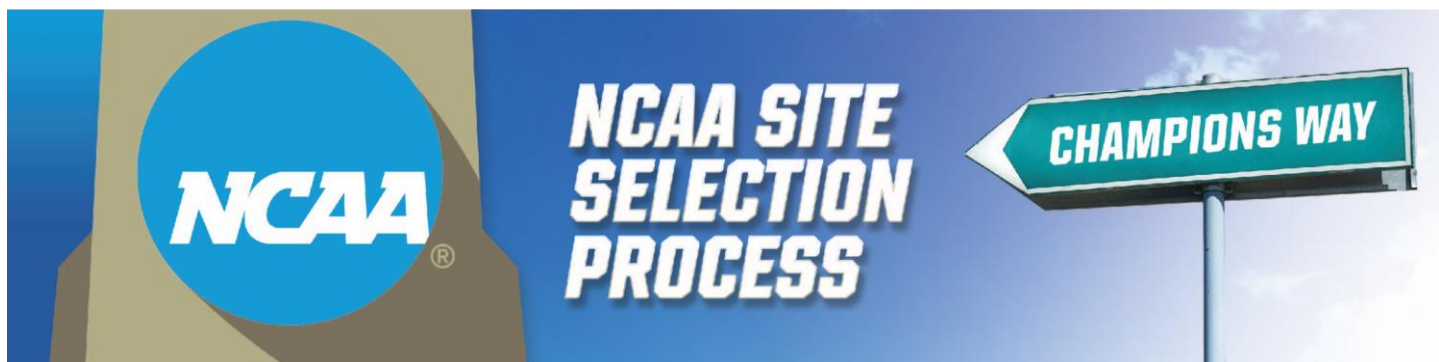


- Track and field events layout
- Warm-up and clerking areas
- Team camp area
- Participant seating
- Mixed zone
- Locker rooms (if any)
- Concessions
- Merchandise
- Restrooms
- Space for NCAA committee
- Space for official video review
- Press conference area
- Hospitality areas
- Fan event areas
- Media workroom/hospitality
- Drug testing
- Press box
- Athletic training/medical
- Public flow
- Awards Ceremony
- Video board
- TV Compound
- Officials hospitality
- Student-athlete hospitality
- Coaching boxes
- Protest area
- Parking (for all groups)

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

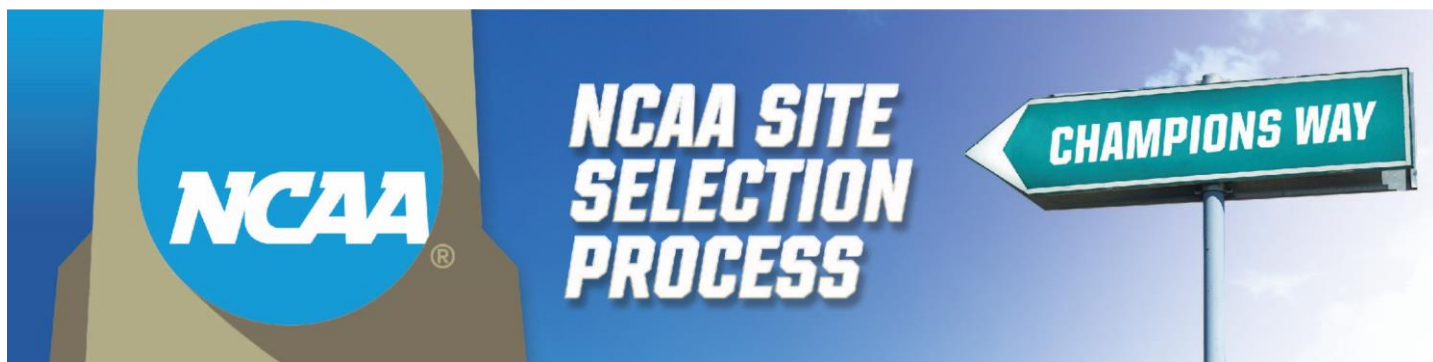
Prospective hosts who do not agree with all requirements in this document shall select either “No” or “No with Exception” and declare any issues and/or exceptions regarding the aforementioned terms. Please note: any proposed revisions to the language in this document must be specified in the bidding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



## SECTION IV: EVENT HISTORY

Year	Host	Attendance	Ticket Prices
2018	University of Oregon	20,798	Reserved Daily: \$32 Reserved All-Session: \$128 GA Daily: \$20 GA All-Session: \$80 Student GA Daily: \$10 Student GA All-Session: \$40
2019	University of Texas	20,583	Reserved Daily: \$40 Reserved All-Session: \$130 GA Daily: \$22 GA All-Session: \$75 Child Daily: \$10 Child All-Session: \$35
2020	University of Texas	Cancelled	Cancelled due to COVID-19 pandemic.
2021	University of Oregon	14,204 <i>*Limited attendance due to physical distancing during COVID-19 pandemic.</i>	Reserved Daily: \$34 Reserved All-Session: \$136  <i>*Limited reserved seating due to COVID-19 pandemic.</i>
2022	University of Oregon	23,156	Reserved Daily: \$34 Reserved All-Session: \$136 GA Daily: \$23 GA All-Session: \$92
2023	University of Texas	27,004	Reserved Daily: \$38 Reserved All-Session: \$138 GA Daily: \$24 GA All-Session: \$82 Child Daily: \$12 Child All-Session: \$32
2024	University of Oregon		
2025	University of Oregon		
2026	University of Oregon		
2027	University of Oregon		

**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 200+ personnel.



## SECTION V: LODGING

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

**Hotel Room Block**

Block	Room Type	Sun	Mon	Tue	Wed	Thu	Fri	Sat	TOTAL
Headquarter & Officials	Double/Doubles	2	8	10	10	10	10	10	60
	Kings	4	18	44	44	44	44	44	242
Timing/Results and Video Review	Double/Doubles	0	13	13	13	13	13	13	78
Teams/Individuals*	Double/Doubles	0	450	450	450	450	450	450	2700
<b>Total</b>		<b>6</b>	<b>476</b>	<b>517</b>	<b>517</b>	<b>517</b>	<b>517</b>	<b>517</b>	<b>3067</b>

The host institution is financially responsible for the officials, competition managers, announcers, NCAA committee, secretary rules editor, officials assignor, data specialist, timing/results, and video review accommodations to be reimbursed by the NCAA.

**\*Team Hotels**

The above team block accounts for approximately 60% of anticipated room needs. All hotels shall be in close proximity to the competition venue. The hotels for participants must be of comparable quality. 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 teams may arrive as early as Sunday prior to the championships and stay as late as Sunday following the championships.

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

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.



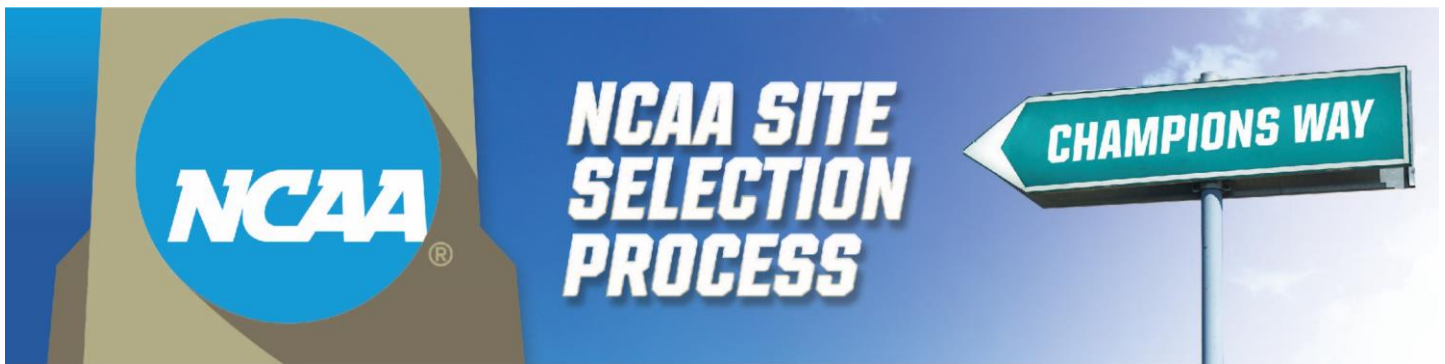


## SECTION VI: NCAA/HOST RESPONSIBILITY

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### NCAA PROVIDES:

1. Transportation and per diem for the participating teams.
2. Transportation, lodging, per diem, and stipend for twelve key officials, three competition managers, and three announcer positions, as well as a stipend for up to an additional 80 selected officials (Lodging 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 facility, including a field stencil and paint to apply one stencil.
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. Competition equipment supplied through equipment supplier.
12. Funding for operational expenses as approved in the proposed budget.
13. Limited funding for promotional efforts.
14. Personnel to conduct fully automatic timing (FAT) and results processing as well as video review. (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 and Coordinator.
3. Media Coordinator.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality (Officials, volunteers, NCAA committee/staff, student-athletes, media).
6. Food/beverage concessions.
7. Production equipment and personnel, including public address system and video board.
8. Support personnel – ushers, ticket takers, media runners, etc.
9. Security.
10. Media working area (fully equipped) with hospitality and mixed zone interview area.
11. Tickets.
12. All computers, printers, video equipment, photocopier 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. Press box personnel and meet personnel (e.g., in-venue production, public address announcers, support for timing system, etc.).
15. Other items as later requested by the NCAA.



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YES       NO       NO with Exception

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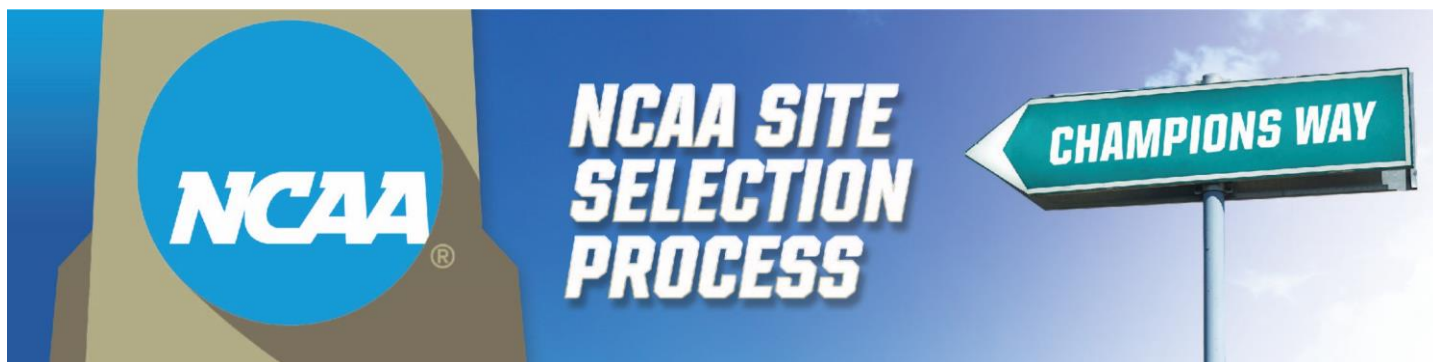


## **SECTION VII: TRANSPORTATION**

Shuttle transportation should be provided for all competition officials if their hotel is not within walking distance of the competition venue.

The only additional transportation requirements from the host for the Division I Outdoor Track and Field Championships are those related to 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](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 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.

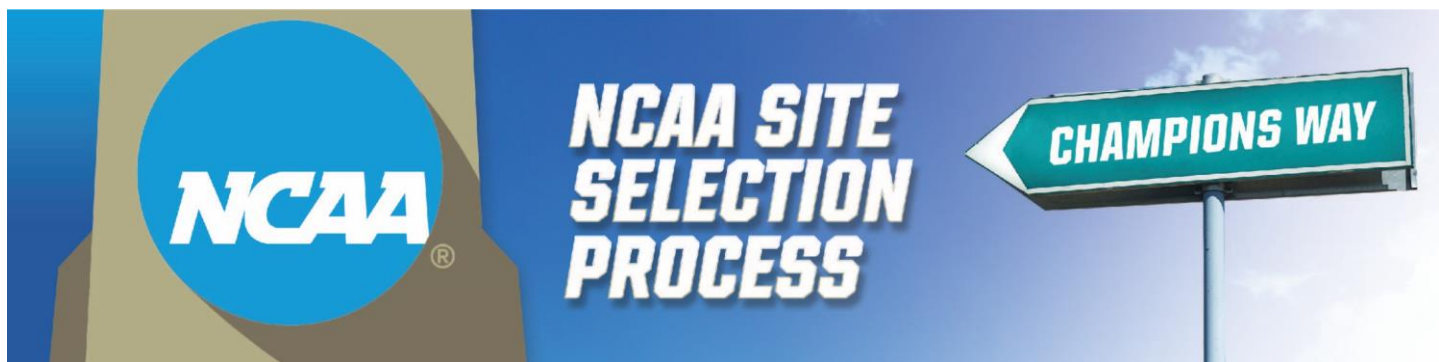
4. **Radio/TV.** The NCAA will provide the following television and radio elements to assist in promoting and selling tickets to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, tv commercials, videoboards). All spots will be made available for download via the online marketing website [NCAACHampsPromotion.com](http://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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YES       NO       NO with Exception

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## SECTION IX: TENTATIVE SCHEDULE OF EVENTS

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### **Friday prior to championships**

Manatory virtual coaches meeting

### **Saturday**

Facility preparation.

### **Sunday**

Facility preparation.

### **Monday**

Facility preparation is complete.

Venue walkthrough with NCAA committee and staff.

Practice by participants (facility available no later than Noon local time).

### **Tuesday**

Practice by participants.

Packet pick-up.

Officials' meeting.

### **Wednesday**

Day 1 of championships

### **Thursday**

Day 2 of championships

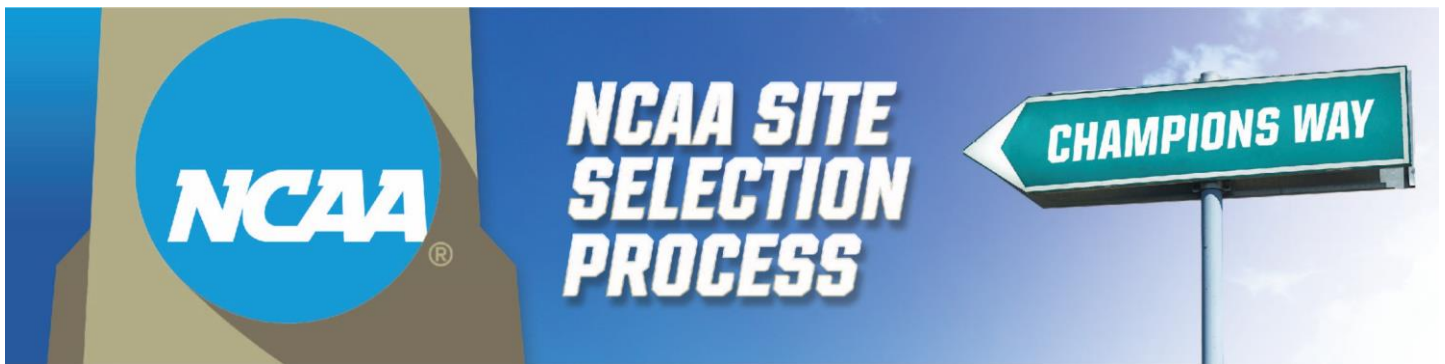
### **Friday**

Day 3 of championships.

### **Saturday**

Day 4 of championships.

\*Schedule subject to change.



## SECTION X: ANCILLARY EVENTS

### **Coaches Meeting:**

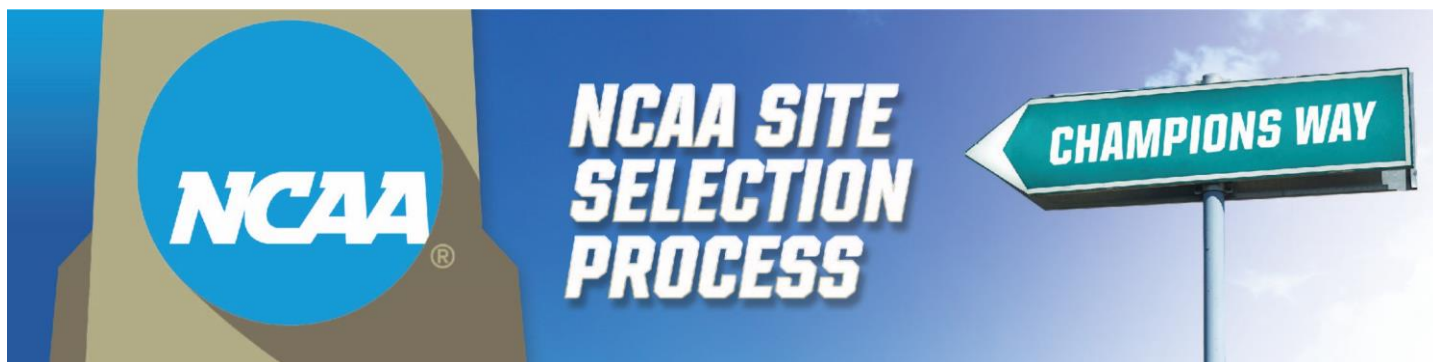
A virtual coaches meeting will be held on the Friday prior to the championships at a time agreeable between the NCAA and the host.

### **Fan Festival:**

The host site will be responsible for providing space at no charge and volunteer staff to support an interactive fan festival, which shall be produced by the LOC at the sole direction of the NCAA. The space chosen should be conveniently located to the venue. The fan festival should be fully operational for the duration of competition. The fan festival will provide fans the opportunity to enjoy programming and interactives, view historical and corporate partner driven exhibits, participate in interactive games, eat, relax and enjoy a fun, family-oriented atmosphere when they are not viewing championship competition.

1. **Facility Space.** During the event the host shall provide, free of charge, space for use as a fan festival area. This space will ideally be adjacent to the competition area but must not be outside of a ½ mile radius of the venue. This space will be selected by the NCAA.
2. **Onsite Manager.** The host shall provide one person to serve as the primary point of contact for the NCAA and/or their designated fan festival production agency and to serve as a local production manager for the fan festival. This person's responsibilities may include, but are not limited to: procuring the appropriate space, regular conference calls with the NCAA and the fan festival production agency, procuring a local audio visual company, arranging local labor, arranging advance shipping options, providing food and beverage vendors, recommending best uses of available space and resources, providing local celebrities and entertainment options, coordinating host displays, managing load-in and load-out and serving as the primary conduit of fan festival information to and from the host facility. Primary oversight of the fan festival will be handled by the NCAA and/or its designated production agency, however the local production manager will play an important role in shaping the event to meet the unique needs and opportunities of the host community.
3. **Exclusivity.** Confirmation that no agreement or understanding will be made that would entitle any corporation or third party to contract space within the chosen facility or in the same outdoor space as the NCAA fan festival without the approval of the NCAA.
4. **Utilities.** At no cost to the NCAA or its designee, the fan fest area shall provide sufficient utilities including electrical power, water hookups, internet access for all participants in all areas as needed to execute the event. If the space is outside, the host will also take financial responsibility for providing power even if this entails bringing in portable generators.
5. **Tractor-trailer and Box Truck Space.** Space for tractor-trailers and box trucks to load-in, load-out, and, if necessary, parking will be provided at or near the facility used for the fan festival. Since certain tractor-trailers





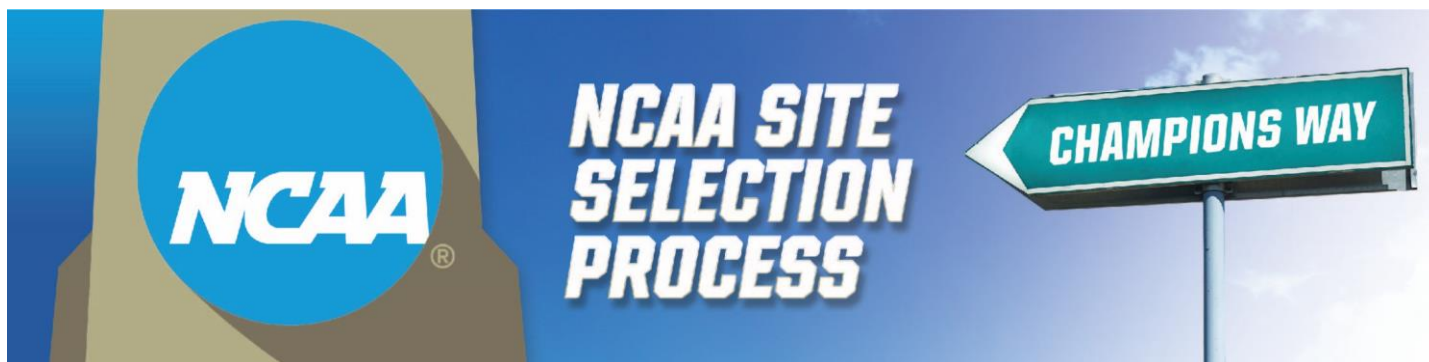
and box trucks may be used as part of a permanent fan festival display inside of the fan festival, an adequately sized entry to the area for these vehicles should also be provided.

6. Parking spaces. Up to 10 complimentary parking spaces for NCAA staff and designated fan festival participants should be provided in close proximity to the chosen facility or space.
7. Financial Arrangements. Space shall be provided to the NCAA at no charge including all basic associated charges such as tables, chairs, pipe and drape, trash cans, set-up and tear down (for temporary structures) as well as sufficient electrical power and power outlets for the fan festival space, if needed.
8. Drayage. No charges will be assessed for drayage on incoming and outgoing shipments to and from venue docks or parking lot.
9. Security. The facility shall have a comprehensive security/emergency-situation plan. In addition, at no cost to the NCAA, the host and/or venue shall provide all security personnel and equipment (e.g. magnetometers, wands, perimeter fencing if outdoors, etc.) deemed necessary by the NCAA after receiving consultation and recommendations from the venue.
10. Products. The NCAA, its designated representatives and/or official corporate partners shall have the right to provide complimentary sampling of food and/or beverages and other products/services of its choice at the NCAA fan festival without limitation. There shall be no limitations on the size and amount of sampling and no fee shall be required to be paid to a concessionaire or any other party.

The NCAA and its designees, including its official corporate partners, shall have exclusive rights to all food and beverage branding within the venue, including equipment (e.g., vending machines, soft drink fountains, etc.), cups, tableware, etc. Such branding shall have commercial marks as directed and provided by the NCAA (e.g., Coca-Cola, if a corporate partner of the NCAA at the time of the event). In the event the venue has food and beverage branding that is competitive with the NCAA's official corporate partner, such branding shall be covered at the venue or LOC's expense.

The NCAA and its designated representatives shall have the right to bring in a restaurant and/or food/beverage category partner(s) (i.e., official NCAA sponsor in the restaurant service, food and/or beverage categories) that will have the ability to distribute and/or sell any size or type of food or beverage. The restaurant, food and/or beverage category partners will not be subject to any sampling restrictions and will retain the revenue from their sales.

The NCAA and its designees shall have no obligation to make any payments to the venue or its concessionaire or any third parties with regard to sampling or NCAA restaurant, food and/or beverage category partner sales, or other sales or giveaway by the NCAA or its sponsors or other designees. For clarity, this clause shall apply to the primary NCAA fan festival area and all adjacent and related areas.



11. Merchandising. The NCAA, or its designee, shall have the exclusive right to market and sell products licensed by the NCAA and will administer all souvenir merchandising within the fan festival space. The NCAA and its designee shall have no obligation to make any payments to the venue or its concessionaire or any third party with regard to merchandising or other products.
12. Advertising. Other than permanent advertising signs outside of the facility proper, no promotional, public relations, political or advertising activity may take place in the facility during the time it is used for the NCAA fan festival without approval from the NCAA. No advertising banners, signs or displays of any kind may be hung, posted or displayed anywhere within the facility space during the dates of the NCAA fan festival without the approval of the NCAA. Any permanently affixed advertising, banners, signs or displays within the NCAA fan festival area shall be covered by the facility at its expense.
13. Promotions and Community Awareness. The local organizing committee shall include marketing, promotion and community awareness of the fan festival and ancillary events within its overall marketing and promotions budget. The NCAA will work in cooperation with the host to help create these plans and all promotional efforts must be reviewed and approved in advance by the NCAA.
14. Staffing. The facility or host shall provide and pay for all services deemed necessary for the fan fest area and ancillary events by the NCAA or its designee, including but not limited to: security; janitorial services; access to a first-aid room staffed by paramedics or other certified emergency medical personnel; maintenance and clean-up for all areas used by the NCAA or its affiliates. All such personnel are to be under the sole direction and control of the facility or host and are not to be considered employees or agents of the NCAA or its designee.
15. Street Closure and Permits (for outside venues). As needed, the LOC shall work with the NCAA or its designees on street closures and permits of any kind. If any streets are deemed necessary to close, the LOC will work with local officials and law enforcement to secure the needed permits and staff required to complete and enact these closures. The LOC and venue shall pay all permitting costs.
16. Food and Beverage Vendors. The NCAA or its designee shall control all food and beverage rights at ancillary events. Also, the NCAA may restrict the sale of certain food and beverage products within the ancillary events if they conflict with NCAA corporate champions or partners. For clarity, there shall be no food and beverage buyout required in the ancillary events, and the NCAA shall have the ability to (a) allow its quick-service restaurant or casual dining sponsor to serve food within the ancillary events with no buyout; (b) to bring in selected food trucks or vendors for event guests; and (c) bring into the ancillary events outside food and beverage for staff, crew and volunteer meals if desired. Additionally, the NCAA shall determine in its sole discretion whether alcohol will be sold or distributed at ancillary events. The venue, LOC and/or caterer shall be responsible for any permits unless otherwise directed by the NCAA.
17. Content Rights. The NCAA and/or its designee shall have the exclusive rights to produce, capture, reproduce, display, broadcast and otherwise use and distribute all images, photographs, data, footage, information and other content on and of the venue from the NCAA fan festival and all other related events (Content) on all



existing and future media outlets and platforms, including, but not limited to television, radio, Internet and mobile/wireless (and the NCAA and its designees shall not be required to pay any fees or other compensation to the venue, the LOC or any other parties with respect to the Content). The NCAA and its designee shall have the sole right and authority to designate usage of all radio and Internet broadcast, television and other media broadcast space and press locations and work areas. Except to the extent otherwise expressly agreed in writing by the NCAA, the venues and the LOC shall have no license or other rights in or to any Content, and to the extent any Content rights vest in the venue or LOC (e.g., via operation of law), the venue and LOC agree to assign all such rights throughout the world to the NCAA in perpetuity.

18. Weapons/Firearms. The venue and LOC shall ensure that subject to applicable law, the NCAA shall be permitted to prohibit the possession of firearms, guns or weapons of any kind and remove anyone from the venue who fails to comply with such prohibition. NCAA and its designees will be permitted to post signage and other written communications, and make related verbal communications, at each entry or exit point of the venue for the purpose of informing patrons and other individuals that firearms are not permitted in the venue.

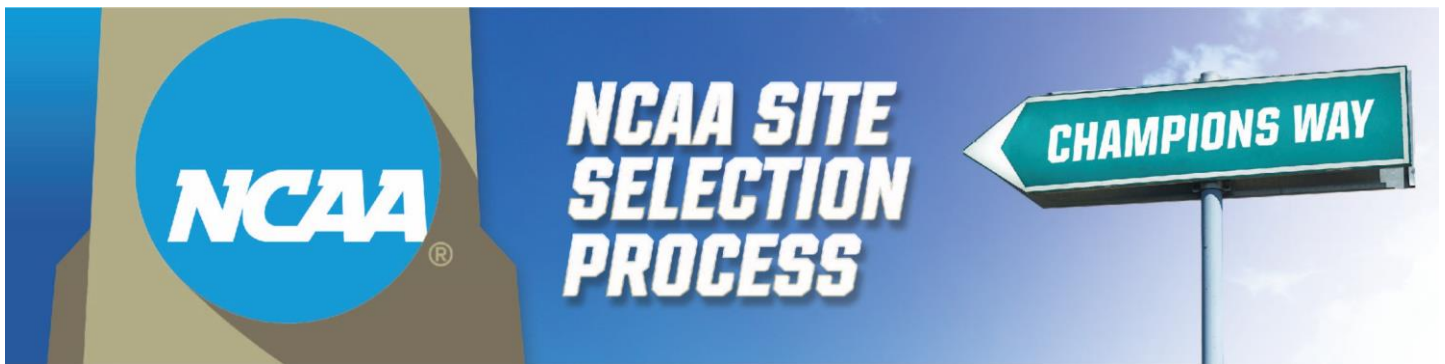
**Coaches Association:**

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

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YES     
  NO     
  NO with Exception

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## SECTION XI: VOLUNTEER NEEDS

Approximately 150 volunteers on competition day will be needed for assignments, including basket runners, block crew, awards, hospitality, concessions, parking, media and merchandise sales.

The officials' coordinator will work with the NCAA national officials assignor to assign the additional number of officials.

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

- Local/championships officials coordinator.
- Officials outside of key officials who have applied through the NCAA officiating system (to be approved by the NCAA official's assignor). The local host officials' coordinator will work with the NCAA national official's assignor to assign the additional number of officials – 80 of which are paid a set daily fee by the NCAA
- Marshals.
- Event Management
- Runners for results.
- Volunteers for Video Review.





- Video board operators.
- Awards coordinator and support staff.
- Packet Pick up coordinator.
- Drug testing couriers, if necessary.
- Sports Medicine staff to include physicians and EMT.
- Media room - heat sheets/results production, quote taker(s).
- Press conference moderator.
- Hospitality coordinator.
- National anthem singers.
- Ticket coordinator.
- Electrician.
- Crew to move hurdles, equipment and prepare track.
- Facility management.
- Ticket sellers/takers.
- Security.
- Concessions, merchandise sales.
- Ushers if necessary.
- Fan event activations (including gate giveaways).
- In-venue production.
- Parking staff.
- Additional operational needs.

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YES       NO       NO with Exception

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**SECTION XII: BUDGET HISTORY**

Expenditures Three-Year Average	
Total Expenses	\$437,100.00
Promotion	\$3,500.00
Tickets	\$7,800.00
Facility	\$64,800.00
Personnel	\$230,000.00
Entertainment	\$50,000.00
Equipment	\$20,500.00
Officiating Expenses	\$60,500.00