



NCAA SITE SELECTION PROCESS





2026 & 2027 NCAA DIVISION II
MEN'S AND WOMEN'S CROSS COUNTRY NATIONAL CHAMPIONSHIPS
SPORT SPECIFIC INFORMATION



NCAA SITE SELECTION PROCESS



Table of Contents

		Page No.
Section I	Introduction.....	4
Section II	Championship Structure.....	5
Section III	General Facility Requirements.....	6
Section IV	Event History.....	10
Section V	Lodging.....	11
Section VI	NCAA/Host Responsibility.....	13
Section VII	Transportation.....	15
Section VIII	Marketing.....	16
Section IX	Tentative Schedule of Events.....	17
Section X	Ancillary Events.....	18
Section XI	Volunteer Needs.....	19
Section XII	Budget History.....	21

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.



NCAA SITE SELECTION PROCESS



SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Regionals (8)	*Saturday two weeks prior to the national championships
National Championships	*Saturday prior to the Thanksgiving Holiday

DATES AVAILABLE FOR BID	
2026	December 4 or 5, 2026*
2027	November 20, 2027

*Please note that the date formula is different for years in which the championships are part of the NCAA Division II National Championships Festival.

The Division II Men’s and Women’s Cross Country Championships provide for a maximum of 34 (five, seven person) teams and minimum of 24 individuals per gender for a total of approximately 262 competitors per gender. To be eligible to participate in the championships, teams and individuals must qualify at their respective regional meets.

Twenty-four teams automatically qualify to the championships by finishing as one of the top three teams at their regional meet. The remaining 10 at-large teams are selected by the NCAA Division II Cross Country Committee. The top two individual finishers per region who are not part of a selected team automatically qualify to the championships, as well as any other individuals who finish in the top five at the regional meet and are not part of a selected team. Men’s races will be 10,000 meters while women’s races will be 6,000 meters. However, courses should have the capabilities to run 6,000 meters, 8,000 meters and 10,000 meters. Men will run first in even years and women will run first in odd years.

*Please note that the date formula is different for years in which the championships are part of the NCAA Division II National Championships Festival.

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 8 a.m. Wednesday preceding the competition through the conclusion of the final race for the purpose of preparing the course, practice and conducting the competition. During that period of time, the facility must be clean and accessible, and racing conditions must be safe and of championships caliber. The NCAA committee and staff will conduct an official walk-through Wednesday afternoon to ensure that the course is competition ready.
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 Track and Field/Cross Country Rules Book. Some rules and championships specifications to note are:
 - 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).
 - Both courses' optimal width is not less than 10 meters wide at all points. Cart paths and concrete throughways should be covered.
 - Entire course shall be clearly marked using either natural or artificial boundary markers.
 - The start line must be surveyed to permit each competitor to line up equidistantly from the first turn.
 - The starting line shall be wide enough to provide at least a 50-centimeter space for each of the four front-line team starters and a 50-centimeter space for each individual starter.
 - The optimal first turn should be at a minimum of 600 meters (800 meters or more preferred).
 - The finish straightaway should not narrow and be a minimum of 10 meters during the last 200 meters (300 meters preferred).
 - Finish line shall be located at right angles to the course line.
5. During competition, the facility must be equipped to relay key split marks throughout the course to competitors. Every mile should be marked and significant kilometers throughout the race should be marked, in particular the halfway point of each race. Times should be announced or presented on a clock throughout the race as well.
6. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.



NCAA SITE SELECTION PROCESS



7. The NCAA shall be provided exclusive use of meeting space for approximately 10 people in a private area during the championships.
8. 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.
9. 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/athletic training area for student-athletes.
 - b. An area designated for the timing company at the finish line, with adequate space (3-4 people and all equipment), power, Internet access, lighting, heat/air, and toilet facilities.
 - c. Media workspace with appropriate power, Internet access, lighting, heat, air-conditioning and toilet facilities.
 - d. One area of private meeting space for use by the NCAA committee/staff (approximately 10 people).
 - e. A statistics control area containing two photocopy machines with capabilities for reproducing statistics and other material 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.
 - f. 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.
 - g. An additional practice area, if possible, to allow teams to practice off the course to protect the race course in the case of inclement weather.
10. The host/facility 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.
11. The facility/course should have an awards platform or stage to accommodate a minimum of 40 individuals that is easily seen by spectators.
12. The host/facility shall provide complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations.



13. The host/facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations (i.e. hanging banners, directional signage, etc.).
14. The facility shall provide at least one main results area.
15. The facility should provide a protest area that is separated from the public.
16. Must meet all electrical power, lighting, internet, parking, etc., to accommodate television or web streaming. Please reference the NCAA General Bid Document for specifics.
17. During the season in which the facility will host the championship, it is preferred the hosting entity host the pre-national meet in October.
18. 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
- Awards ceremony location/set-up
- Team tent areas
- Locker rooms/restrooms
- Concessions
- Merchandise
- Interview/press conference area
- Hospitality areas
- Media work area
- Committee meeting room
- Drug testing
- Announcers' area
- Medical/athletic training area
- Public flow
- Web streaming production location
- Video board or location for placing portable video board
- Timing area



NCAA SITE SELECTION PROCESS



- Results area
- Protest area
- Clerking tent area

19. 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).

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

1. **Past/Future Hosts.** The NCAA Division II Cross Country Championship has been conducted annually since 1973, with the exception of 2020 when the championship was not conducted because of the COVID-19 pandemic. The following provides the championship history of past championship game hosts:

Year	Host	Attendance	Ticket Prices
2018	Slippery Rock University of Pennsylvania; Sports Pittsburgh		No tickets sold.
2019	California State University, Sacramento; Sacramentos Sports Commission		No tickets sold.
2020	Cancelled	Cancelled	
2021	St. Leo University; Tampa Bay Sports Commission	1,526	All-Session Adult: \$8 All-Session Student: \$5 Single Session Senior: \$6
2022	Seattle Pacific University		No tickets sold.
2023	Missouri Southern State University		
2024	California State University, Sacramento; Sacramentos Sports Commission		
2025	University of Wisconsin, Parkside		



NCAA SITE SELECTION PROCESS



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.

Hotel Room Block

	Number of Hotels	Service Level	Room Type	Wed.	Thurs	Fri.	Sat.	Notes
Headquarters & Officials	1	Full	Double/Double	10	10	10	10	Committee, staff, timing crew, officials, guests, etc.
			King	12	12	12	12	
Total				22	22	22	22	

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.



NCAA SITE SELECTION PROCESS



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

NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation and per diem for the NCAA committee.
3. Timing company.
4. Bibs and hip numbers.
5. Awards for the participating teams and individuals.
6. Championship mementos for participating teams (distributed after the championships).
7. Credentials.
8. Apparel for officials and volunteers.
9. Merchandise from Event1.



10. Hydration product and equipment for participants.
11. Signage package.
12. Funding for promotional efforts.
13. Funding for operational expenses as approved in the proposed budget.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Appropriate personnel and volunteers.
3. Lodging, travel expenses for those who are driving, per diem and fees for officials should be paid by the host and reimbursed by the NCAA through the financial report.
4. Lodging for the NCAA committee.
5. Media coordination.
6. First aid/medical services/AED on-site/ambulance on-site.
7. Championships hospitality.
8. Food/beverage concessions.
9. Public address system.
10. Support personnel – ushers, ticket takers, media runners, etc.
11. Security.
12. Media area (fully equipped).
13. Media seating/work area with constant refreshments.



NCAA SITE SELECTION PROCESS



14. Tickets.
15. 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.
16. Appropriate directional signage within and outside the venue.
17. Banquet facilities and set-up.
18. Other items as later requested by the NCAA.
19. Necessary meeting rooms and areas as outlined in this document.

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 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.



NCAA SITE SELECTION PROCESS



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

YES NO NO with Exception

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

SECTION IX: Tentative Schedule of Events

Wednesday

Committee arrives and conducts official walk-through

Thursday

Course available for practice

Friday

Course available for practice

Declarations and packet pick-up

Mandatory coaches meeting

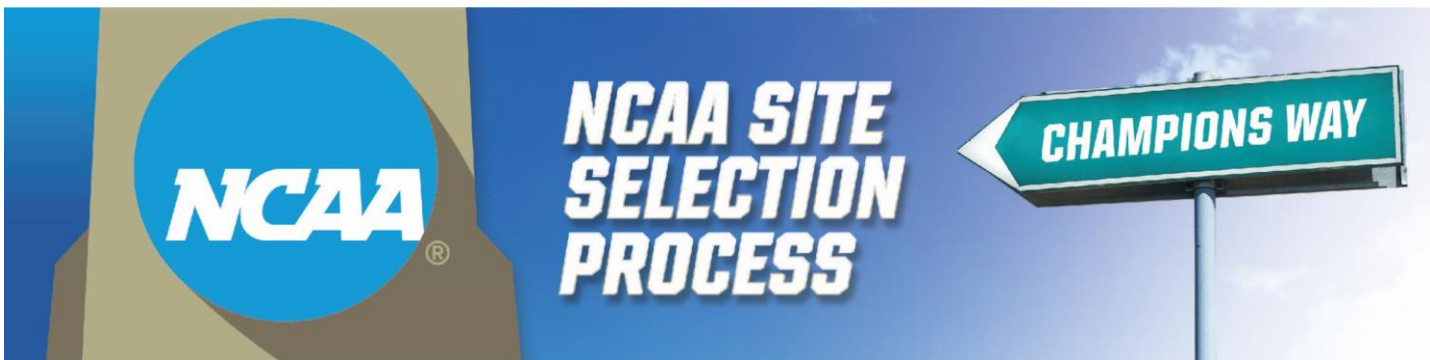
Championships banquet or applicable event

Saturday

Course available for practice

Races – times to be determined by host, subject to the approval of the NCAA committee

Awards ceremony



SECTION XI: ANCILLARY EVENTS

A banquet or applicable event should be held Friday night for all participating teams and individuals, host personnel, NCAA staff and committee, and various other groups and individuals. Officials are not permitted to attend the banquet. The host should plan to provide for approximately 900 people, and it is recommended to use at least six to eight service lines and place desserts, salads and drinks on the tables if the host chooses to provide these. Entertainment or other enhancements may be provided, subject to the approval of the committee. U.S. Track and Field and Cross Country Coaches Association awards will be presented at the banquet, along with the NCAA Elite 90 awards.

The committee welcomes ideas and input from hosts regarding the banquet set-up and opportunities for creative alternatives to a formal banquet.

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.



NCAA SITE SELECTION PROCESS



SECTION XI: VOLUNTEER NEEDS

Approximately 75 volunteers will be needed for assignments, including course safety, finish chute, hospitality, concessions, parking and merchandise sales. Specific volunteer needs are listed below. For more information, please refer to the Host Operations Manual, which outlines general personnel needs, and the NCAA Track and Field and Cross Country Rules Book, which outlines officiating needs and responsibilities.

- Course Marshals.
- Event Mgmt.
- Student-athlete basket carriers.
- 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 heat sheets/results production.
- Runners for results.
- Hospitality coordinator.
- National anthem singer.
- Ticket coordinator.
- Electrician.
- Facility management.
- Ticket sellers/takers.
- Security.
- Concessions, merchandise sales.



- Parking attendants, if necessary.
- Additional operational needs.

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.



NCAA SITE SELECTION PROCESS



SECTION XII: BUDGET HISTORY

Expenditures Three-Year Average	
Total Expenses	\$21325.00
Promotion	\$419.00
Tickets	\$0.00
Facility	\$5506.00
Personnel	\$0.00
Entertainment	\$7768.00
Equipment	\$4692.00
Officiating Expenses	\$144.00