



# **NCAA SITE SELECTION PROCESS**





2027 & 2028  
NCAA DIVISION II MEN'S AND WOMEN'S  
TENNIS CHAMPIONSHIP  
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

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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

| DATE FORMULAS      |   |
|--------------------|---|
| Preliminary Rounds | Saturday – Sunday or Monday – Tuesday prior to Finals (alternates by gender). |
| Finals*            | Third Tuesday - Saturday or Wednesday - Sunday in May (alternates by gender). |

The team championships shall comprise a maximum of 48 teams. The teams will play a single-elimination tournament at as many as 16 regional sites (up to five teams at each site) per gender and the finals site (16-team bracket) to determine the national champion.

### Dual-Match Format:

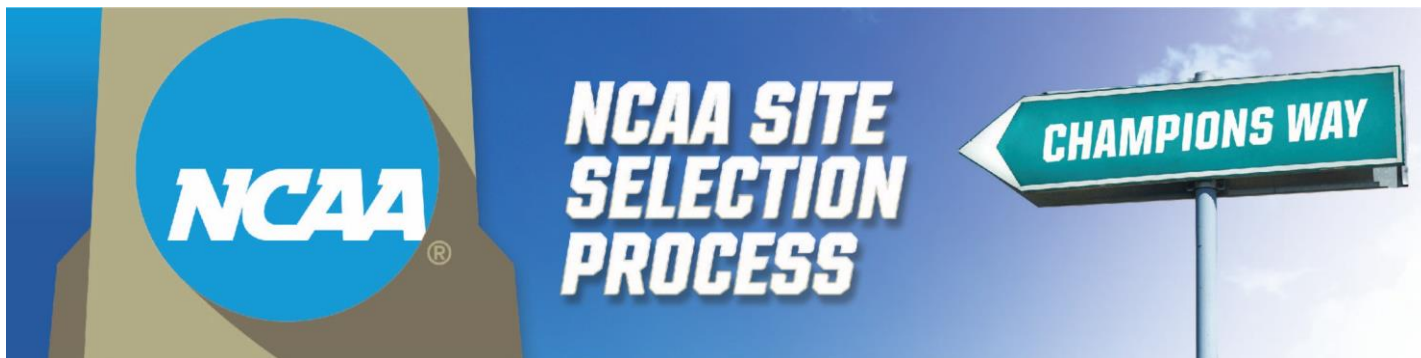
1. Three doubles followed by six singles (3-6 format). The format is three six-game pro-set doubles matches with a seven-point tiebreak at 6-all. Doubles will be followed by six best-of-three set singles matches.
2. Seven team points. The team that wins two of the three doubles matches receives one point. Each singles match is worth one point. Four or more points are required to win the team match.
  - a. After the doubles point has been decided, any remaining doubles match shall be abandoned.
  - b. Once the outcome of the team match has been decided, all uncompleted matches shall be abandoned.
3. Scoring. No-ad scoring will be used for both doubles and singles matches.

The championships will use the following schedule of competition:

(One Gender)  
 Tuesday – Round of 16  
 Wednesday – Quarterfinals  
 Thursday – Day of rest  
 Friday – Semifinals  
 Saturday – Finals

(One Gender)  
 Wednesday - Round of 16  
 Thursday – Quarterfinals  
 Friday – Day of rest  
 Saturday – Semifinals  
 Sunday – Finals

**Championship Dates**  
 May 18-23, 2027  
 May 22-27, 2028



### SECTION III: GENERAL FACILITY REQUIREMENTS

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1. The Americans with Disabilities Act 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. A minimum of 18 outdoor competition hard-surface courts (lighted preferred) of similar speed and surface in banks of six (preferred) at one site must be available at 6 a.m. for the Round of 16 matches through the conclusion of the final competition matches for the championships. It is preferred to have 24 outdoor competition hard-surface courts along with six indoor courts of similar speed and surface to the outdoor competition courts.

Per ITA regulations, a quality indoor tennis facility is one used exclusively for tennis. The playing surface shall be of hard court construction, designed specifically for tennis, and coated with a recognized tennis surface. The only lines on the playing surface shall be standard tennis court I. A multi-purpose recreational facility is not acceptable.

3. The facility must be available from 7 a.m. Monday preceding the competition through the conclusion of the final match for the purpose of preparing for, practicing for and conducting the competition (Monday-Sunday). During that period of time, the facility will be clean and accessible, and court conditions must be safe and of championships caliber.
4. 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.
5. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
6. The NCAA shall be provided exclusive use of meeting space at the competition tennis facility during the championships.
7. At the discretion of the NCAA, practice sessions may be open to the public at no admittance charge. Merchandise and concessions may be sold.
8. The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
  - a. A training area for approximately 25 student-athletes at one time.
  - b. Media work space for 15 with appropriate lighting, air-conditioning, internet access and toilet facilities.
  - c. Two areas of private office space, one for use of the NCAA (12 individuals) and one for the use of the officials. (30 individuals)

- d. A statistics control area containing one photocopier machine with capabilities for reproducing statistics and other material with a minimum per-copy speed of 75 per minute. The copier machine also shall include a collator and automatic stapler. The facility shall be responsible for the installation, service costs and two different colors of paper for these machines during the championships.
  - e. A room for drug testing, with a waiting area, toilet facilities (separate for each gender) and a minimum of 500 square feet of space.
9. The facility shall provide, at its expense, proper wind screening on all competitive courts, singles sticks for all courts, umpire chairs for all courts, chairs or bench seating for change-overs for all courts, tables, chairs, skirting, bunting, pipe-and-drape and platforms for all areas described herein as required by the NCAA. Areas include merchandise sales, results posting, and hospitality areas.
  10. The facility shall provide for proper cleaning and drying of all competition courts in case of inclement weather during practices and competition which should include an adequate number of rollers, squeegees and blowers (2 per court), with a minimum of two people (per court) to assist with drying.
  11. The host and facility shall provide on-site access to a minimum of one racket stringer beginning with the first day of practice and concluding with the final day of competition.
  12. The facility shall provide 35 complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations.
  13. The facility shall be responsible for and pay the costs of the coordination and installation of decorations inside and outside the competition venue, including both indoor and outdoor courts.
  14. The host shall secure sufficient facilities enough for approximately 350 individuals, for the hosting of championships banquet.
  15. The host institution/sponsoring agency agrees to provide 6 complimentary parking spaces in prime locations to be used at the sole discretion of the men's and women's tennis committee
  16. The facility shall provide 40 two-way radios for the committee, Tournament Director, Sports Information Director, score reporters, officials and other designated by the committee.
  17. Ensure space is available for storage of awards, water and Powerade product, tennis balls and other pertinent equipment.
  18. The facility must provide ice for practice and competition days.



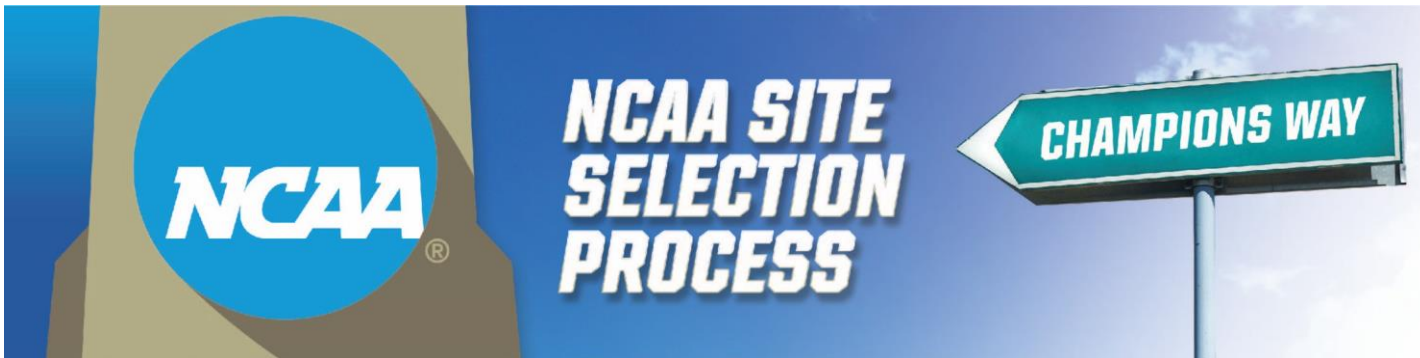
19. If broadcast rights are obtained in the future, the NCAA will work with future hosts on the details of the requirements. For broadcast specific details please reference the General Section, Broadcast, Media and Internet. Please complete the power verification form and attach it with your bid (available 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.**

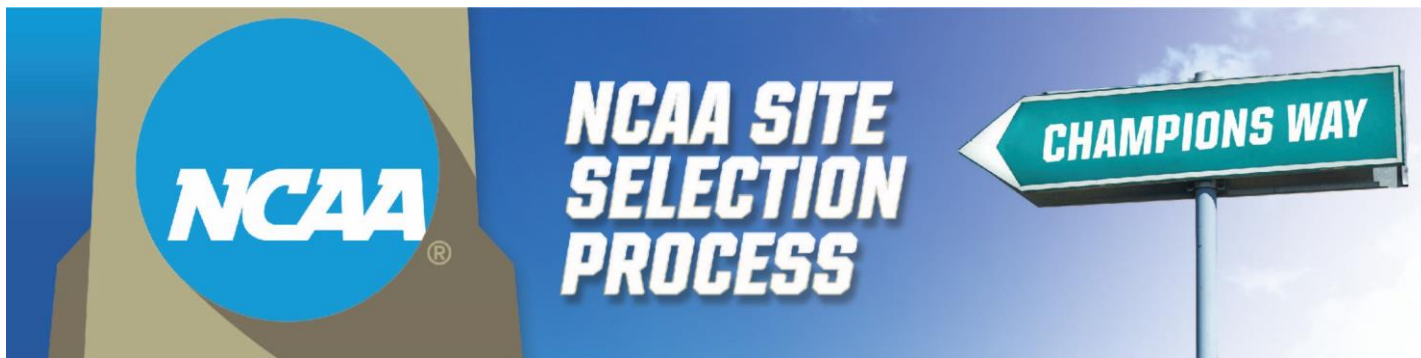




## SECTION IV: EVENT HISTORY

The chart below contains information on previous hosts since the 2017-18 season. Tickets are no longer sold for the DII men's and women's tennis championships.

| Year | Host  |
|------|---|
| 2017 | Rollins College and Greater Orlando Sports Commission |
| 2018 | Pacific West Conference and City of Surprise          |
| 2019 | Rollins College and Greater Orlando Sports Commission |
| 2020 | Cancelled due to COVID-19                             |
| 2021 | Pacific West Conference and City of Surprise          |
| 2022 | Rollins College and Greater Orlando Sports Commission |
| 2023 | Rollins College and Greater Orlando Sports Commission |
| 2024 | Rollins College and Greater Orlando Sports Commission |
| 2025 | Rollins College and Greater Orlando Sports Commission |
| 2026 | Pacific West Conference and City of Surprise          |



## SECTION V: LODGING SPECIFICATIONS

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

**Specific Guidelines:**

***Hotel Room Block***

|                    | Number of Hotels | Sun. | Mon. | Tues. | Wed. | Thurs | Fri. | Sat. | Sun. | Notes |
|--------------------|------------------|------|------|-------|------|-------|------|------|------|-------|
| Teams <sup>1</sup> |                  | 224  | 224  | 224   | 224  | 112   | 42   | 42   | 28   |       |
| Headquarters       |                  | 12   | 35   | 35    | 35   | 35    | 35   | 35   | 25   |       |
| Officials          |                  |      |      |       |      |       |      |      |      |       |
| Media              |                  |      |      |       |      |       |      |      |      |       |
| Evaluators         |                  |      |      |       |      |       |      |      |      |       |
| Association        |                  |      |      |       |      |       |      |      |      |       |
| <b>Total</b>       |                  | 236  | 249  | 249   | 249  | 137   | 67   | 53   | c/o  |       |

<sup>1</sup> **Room Types:** \_\_\_ Doubles, \_\_\_ Kings, \_\_\_ Suites, \_\_\_ Other (please explain)

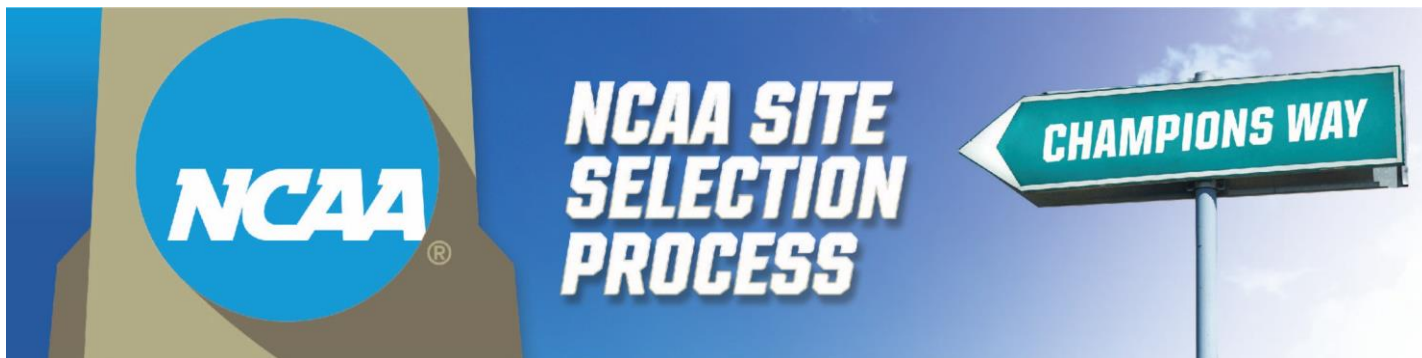
All hotels shall be in close proximity (ideally within walking distance) from the event venue. The team hotels must be of comparable quality and distance from the playing venue. More teams may arrive Sunday than indicated.

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

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## SECTION VI: NCAA/HOST RESPONSIBILITY

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### **NCAA PROVIDES:**

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, lodging (room and tax), per diem and game fee for all officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA sport committee.
4. Awards for the participating teams.
5. Official souvenir program (digital).
6. Credentials.
7. Funding for volunteer apparel.
8. Funding for promotional efforts.
9. NCAA Signage.
10. Official NCAA tennis Balls for competition.
11. Scorecards.

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

1. Facilities.
2. Volunteers.
3. Public relations coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality.
6. Food/beverage concessions.



7. Public address system.
8. Support personnel – ticket takers, media runners, etc.
9. Security.
10. Media room (fully equipped).
11. Media seating/work area with constant refreshments.
12. Tickets, if applicable.
13. All computers with internet access (preferably wireless), printers, video equipment, photocopy machines, telephone lines, etc. necessary to administer the championships, and as may be required by the NCAA.
14. Appropriate directional signage within and outside the venue.
15. Other items as later requested by the NCAA.
16. Secure public address announcers, results personnel, etc.

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## **SECTION VII: TRANSPORTATION**

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



## SECTION VIII: MARKETING

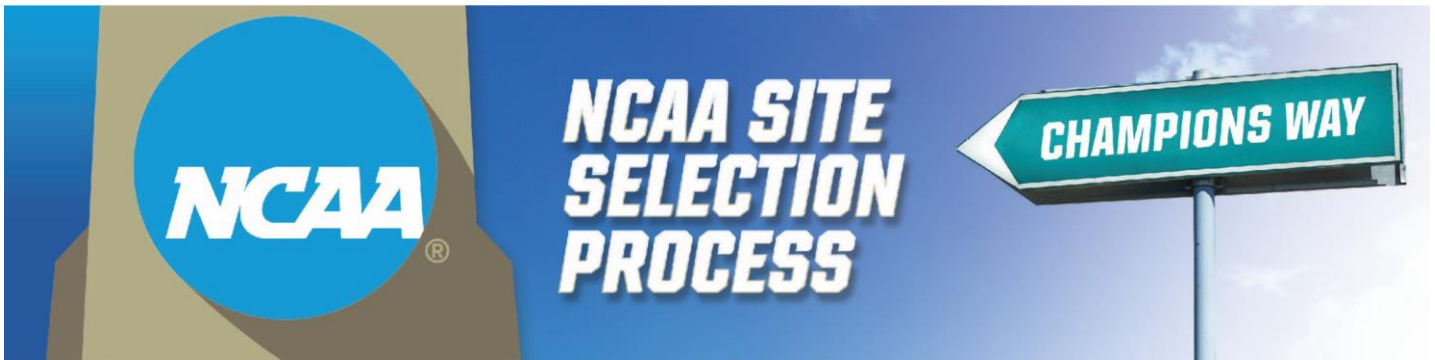
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1. **Marketing Plans.** Upon selection, the host is required to submit a marketing plan for review and approval prior to activation by the NCAA marketing staff. Please refer to the appropriate marketing plan template as a guideline when submitting your plan for review.
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 requests, for both artwork and reimbursement, must be approved by the NCAA prior to proceeding with production. Artwork requests and approvals will be managed through the website. Should you not have a local vendor, a list of preferred NCAA vendors is available on the website.

4. **Radio/TV.** 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, and 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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# NCAA SITE SELECTION PROCESS



## SECTION IX: TENTATIVE SCHEDULE OF EVENTS

| Event                                     | Date                  | Time                           |
|---|-----------------------|--------------------------------|
| Committee Arrival/Walk-through            | Sunday                | Noon                           |
| Teams Arrive                              | Sunday/Monday         | All Day                        |
| Teams Practice<br><i>(to be assigned)</i> | Monday/Tuesday        |                                |
| Officials Arrive                          | Monday                | All Day (by 5 p.m.)            |
| Student Athlete Banquet                   | Monday                | 6 p.m.                         |
| *First Rounds                             | Tuesday<br>Wednesday  | Noon & 4 p.m.<br>8 a.m. & Noon |
| *Quarterfinals                            | Wednesday<br>Thursday | 4 p.m.<br>Noon                 |
| *Semifinals                               | Friday<br>Saturday    | Noon<br>Noon                   |
| *Finals                                   | Saturday<br>Sunday    | 4 p.m.<br>Noon                 |



## **SECTION X: ANCILLARY EVENTS**

At this time, there are no ancillary events in conjunction with this championship. The committee encourages the host to creatively engage in community outreach during the championship.



## SECTION XI: VOLUNTEER NEEDS

Approximately 25 volunteers per day will be needed for various assignments, including results updating, hospitality, concessions, and merchandise sales.

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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                  | \$50,148.00 |
| Promotion                       | \$2,312.00  |
| Tickets                         | \$68.00     |
| Facility                        | \$3,668.00  |
| Personnel                       | \$11,656.00 |
| Entertainment                   | \$25,300.00 |
| Equipment                       | \$3,182.00  |
| Officiating Expenses            | \$11,890.00 |