



NCAA SITE SELECTION PROCESS





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2027 & 2028 NATIONAL COLLEGIATE MEN'S GYMNASTICS CHAMPIONSHIPS

SPORT SPECIFIC INFORMATION

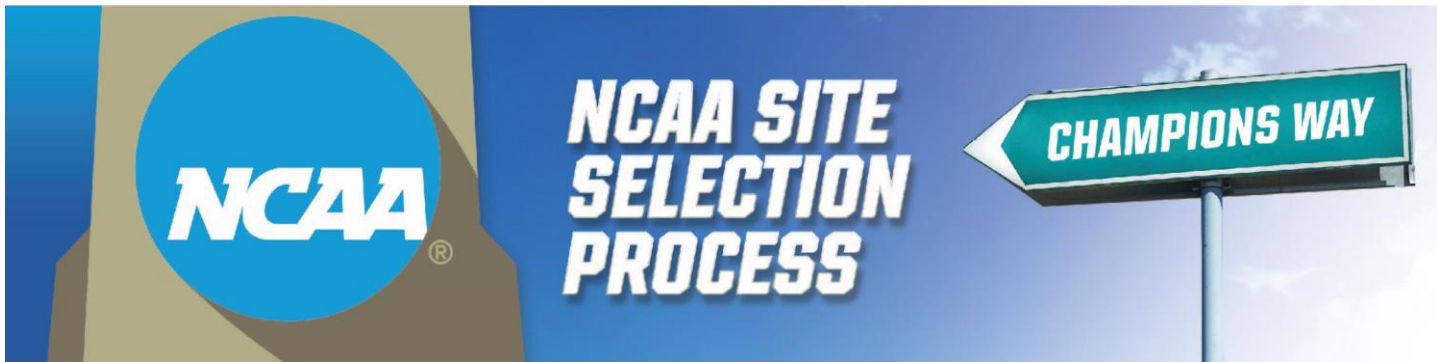


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IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE SPECIFICATIONS THAT FOLLOW AND ANY SUCH SPECIFICATIONS IN THE GENERAL BID SPECIFICATIONS DOCUMENT, THE FORMER SHALL PREVAIL AND GOVERN THE MATTER.

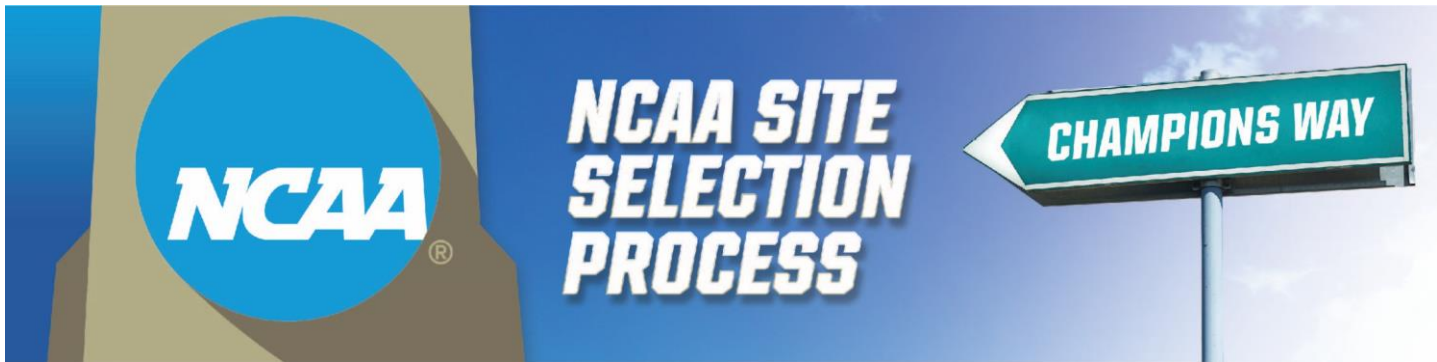


SECTION I: INTRODUCTION

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

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

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



SECTION II: CHAMPIONSHIP STRUCTURE

DEFAULT DATE FORMULAS	
Championships Qualifier and Finals	Third Weekend in April

The NCAA Men's Gymnastics Committee will consider bids for multiple years and/or single year bids.

2027 – Championships Qualifier April 16; Finals April 17 (Practice Day April 15)

2028 – Championships Qualifier April 14; Finals April 15 (Practice Day April 13)

Championships Qualifier. Based on the NCAA national qualifying average, the top 12 teams, the top five all-around competitors who are not members of a selected team, and the top five individuals per event who are not members of a selected team or have not already been selected in the all-around, will compete in the championships qualifier. There will be two competition sessions. The meet format will consist of six rotations of six groups. Student-athletes who qualify as individuals in the all-around and individual events will be placed with one of the six teams in each session of the championships qualifier.

Championships Finals. The top three teams and the top three all-around competitors not on one of the qualifying teams, plus the top three individuals on each event not already qualified on a team or as an all-around competitor, will advance from each qualifying session to the championships finals. The meet format will consist of six rotations of six groups. Each group will consist of one team, one event specialist and one all-around competitor.

NOTE: The NCAA National Collegiate Men's Gymnastics Committee is discussing a potential date formula change to the Wednesday through Saturday (Practice Day Tuesday) the second or third weekend of April. Bidders should include availability for April 6-10 and April 13-17 in 2027 and April 4-8 and April 11-15 in 2028, in addition to the dates listed above.



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 city, state or federal regulations concerning access and seating for people with disabilities.
2. The facility must be available from noon on Sunday preceding the competition through the conclusion of the finals for the purpose of setting up; practicing for and conducting the competition (Wednesday and Thursday are practice days; Friday and Saturday are competition days).
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. Equipment: American Athletic, Inc. (AAI) will supply all competition equipment. No institutional equipment may be used unless approved by the NCAA committee. AAI representatives will be on-site at practice and competition sessions during the championship.
5. It is required for the host to rent a podium for the gymnastics equipment. The NCAA will provide up to \$40,000 for rental of the podium and any additional cost will be at the expense of the host.
6. Computer Scoring: The NCAA will contract the services of a company to provide all scoring for the competition.

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

Preliminaries and Team Final

- Each team's event and total score.
- Scores for all-around and individual event participants must rotate on the display.
- Score of most recent participant on each event.

7. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
8. The NCAA shall be provided exclusive use of meeting space in the facility during the championships.
9. 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.
10. The facility must provide the meeting rooms, work spaces and equipment listed in the Facility and Site Specs at its expense with all areas subject to the approval of the NCAA.
11. The facility shall provide complimentary parking spaces for the participating teams, NCAA representatives and

officials in prime locations.

12. The facility will provide parking space immediately adjacent and accessible to the venue as identified by the NCAA to accommodate television/web stream truck parking.
13. The facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations.
14. The facility and host shall be responsible for the removal and/or covering of any existing signage at the discretion of the NCAA.

A. Conditions and Availability.

1. The facility must be modern, clean and accessible and must have at least 5,000 seats. Competition conditions must meet NCAA regulations and must be of championship caliber.
2. The facility must be in compliance with all applicable city, state and federal regulations concerning access and seating for disabled persons. The facility must have a comprehensive security/emergency-situation plan.
3. 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 Championships Qualifier (e.g., Friday) through noon the day after the championship for the purpose of setting up, practicing for and conducting the National Collegiate Men's Gymnastics Championships.
4. The facility must be provided, cleaned, lighted and heated or air-conditioned in a manner acceptable to the NCAA, including a public-address system in excellent working order.
5. The NCAA will have exclusive rights to use all meeting rooms, private clubs and restaurants in the facility during the term of this agreement. All such space will be provided to the NCAA at no cost.
6. The facility will not enter into any agreement or understanding that would permit any corporation or other third party to be entitled to hospitality, entertainment or temporary signage privileges in the facility and surrounding area (i.e., parking lots, frontage property and any other adjacent areas that the facility may provide to the NCAA).
7. The facility will not be materially modified in a way that would reduce space available to the public in the aisles, entranceways, and hallways without the NCAA's prior consent.
8. During the season in which the facility will host the championship, it is recommended to host a minimum of one college gymnastics competition prior to April 1.

B. Facility Requirements.

1. Venue dimensions: Size of venue varies but must be able to accommodate set-up with a podium. The smallest



square footage recently was 11,040 square feet. Host must confirm the venue can accommodate set-up with a podium.

2. AAI will provide all of the gymnastics equipment required for the championships. The purchase of equipment may not be included as an item of expenses in the host institution's budget.
3. Head table should be on raised platform with space for 20 people and adequate power.

C. Meeting rooms and work spaces.

The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:

1. Media work space for 30 with appropriate power, lighting, heat, air-conditioning and toilet facilities.
2. Space for photographers in the competition area.
3. A room for drug testing, with a waiting area, toilet facilities and a minimum of 500 square feet of space.
4. A judges meeting room capable of seating 36 people.
5. A coaches meeting room capable of seating 75 people with projector and screen.
6. Athletic training room for student-athletes.
7. Hospitality areas for participants, media, credentialed guests and working staff. There must be a separate hospitality area for officials.
8. At least two (three to six is preferable) clean and equipped, team locker rooms. Each locker room should accommodate up to three teams and have its own shower and toilet facilities.

D. Equipment.

1. The facility shall provide, at its expense, tables, chairs, skirting, pipe-and-drape, awards platform, corrals and platforms for all areas described herein as required by the NCAA.
2. One photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per-copy speed of 75 per minute. The copy machine also shall include a collator and automatic stapler. The facility shall be responsible for the installation, service costs and four different colors of paper for these machines during the championships.
3. Wireless internet access in the competition area and media workroom.



E. Electrical Requirements.

1. If broadcast rights are obtained in the future, the NCAA will work with future hosts of 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).
2. The NCAA has the exclusive rights to broadcast the games on television and radio, to record the games and broadcasts thereof for videotapes, CDs and DVDs and to photograph the games by means of still, videotape or other motion picture cameras. The NCAA shall have the sole right and authority to designate usage of all broadcast, telecast and floor-level press locations, tables and work areas.

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, attendance and ticket price history since the 2017-18 season.

Year	Host	Attendance	Ticket Prices
2018	University of Illinois Chicago	5,422	Adult All Session – \$30 Student All Session – \$25 Group All Session – \$12 Adult Single Session – \$15 Student Single Session – \$10 Group Single Session – \$8
2019	University of Illinois Urbana-Champaign	4,263	Adult All Session – \$30 Student All Session – \$25 Group All Session – \$15 Adult Single Session – \$15 Student Single Session – \$10 Group Single Session – \$8
2020	University of Michigan	Cancelled	Adult All Session – \$25 Student All Session – \$20 Adult Single Session – \$10 Student Single Session – \$7 Group Single Session – \$5
2021	University of Minnesota, Twin Cities	548	Adult All Session – \$40 Student All Session – \$30 Adult Single Session – \$10 Student Single Session – \$0 Group Single Session – \$9 *Note: Pandemic restrictions affected ticket sales plans.
2022	University of Oklahoma	3,168	Adult All Session – \$25 Student All Session – \$10 Group All Session – \$15 Adult Single Session – \$10 Student Single Session – \$5 Group Single Session – \$5
2023	Pennsylvania State University	4,127	Adult All Session – \$30 Student All Session – \$25 Group All Session – \$12 Adult Single Session – \$15 Student Single Session – \$10 Group Single Session – \$8



2024	The Ohio State University		
2025	University of Michigan		
2026	University of Illinois Urbana-Champaign		

Media Attendance & points of origin (Local vs national)

This event typically attracts local media, some gymnastics-specific media outlets and institutional sports information directors. Participating institutions also hire photographers for action shots.



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 deference to the official corporate champion/partner in the hotel category (should one exist at the time of contracting) of the NCAA. While hotels are the primary housing offerings that will be contracted, alternative options may be considered in certain situations.

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

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

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 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	Service Level	Mon	Tue	Wed	Thu	Fri	Sat	TOTAL
Teams	Double/Double	Full	0	0	72	72	72	72	288
	King	Full	0	0	8	8	8	8	32
Headquarters & Officials	King	Full	2	7	12	42	42	42	147
Total			2	7	92	123	123	123	470

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

All hotels shall be in close proximity (ideally within walking distance) from the arena. The team hotel(s) must be of comparable quality and distance from the arena. Two complimentary bedroom suites (for the head coach and the administration) are recommended. Note that teams are not mandated to stay within the contracted block. The headquarters and officials can be at the same hotel.

It is recommended that the team hotel provide complimentary breakfast and a meeting room for teams to utilize during their stay.

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SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, per diem and officiating fees for all officials.
3. Transportation and per diem for the NCAA sport committee.
4. Awards for the participating teams.
5. Official souvenir program and merchandise.
6. Credentials.
7. Hydration product (e.g., water, electrolyte solution, coolers, etc.).
8. Participation award to the official traveling parties of the participating teams.
9. Volunteer apparel.
10. Promotional assistance, including NCAA signage.
11. Gymnastics equipment and scoring system.
12. PA script and run of show.
13. Signage.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities. Competition venue, banquet venue and meeting space.
2. Lodging and parking for officials.
3. Lodging and parking for NCAA sport committee and NCAA staff.
4. Key personnel – all workers and other volunteers.
5. Public relations/media coordination.



6. Head table and meet personnel (e.g., public address announcers, floor managers, staging manager, team escorts, etc.).
7. Support personnel – ushers, ticket takers, ticket sellers, media runners, etc.
8. Security.
9. First aid/medical services/AED on-site/ambulance on-site.
10. Championships hospitality.
11. Food/beverage concessions.
12. Public address system and announcers.
13. Tickets and ticket operations.
14. Media seating/work area.
15. Production staff, music and video board operators.
16. Athletic training staff.
17. Appropriate directional signage within and outside the venue and awards signage.
18. All computers, printers, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championships, and as may be required by the NCAA.
19. Auxiliary spaces and equipment as outlined in the Facility/Site Specifications.
20. Other items as later requested by the NCAA.



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CHAMPIONS WAY

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SECTION VII: TRANSPORTATION

1. **Teams**. Local transportation for the participating teams shall be the responsibility of the participating institutions.
2. **Officials**. Local ground transportation will be arranged and paid for by the NCAA.
3. **Committee/NCAA Staff**. Local ground transportation will be arranged and paid for by the NCAA.



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 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, 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.** The NCAA will provide the following television and radio elements to assist in promoting and selling tickets to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, tv commercials, videoboards). All spots will be made available for download via the online marketing website NCAACHampsPromotion.com.
5. **Support Documents.** Hosts should refer to the following support documents when developing marketing plans and budgets: NCAA Ticket Promotional Use Guidelines, NCAA Sales Commission Guidelines, and NCAA Micro-Site Guidelines.



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SECTION IX: TENTATIVE SCHEDULE OF EVENTS

Wednesday

9 a.m. – 8 p.m.	Facility available for scheduled practices
4 p.m.	Committee walkthrough of venue and equipment measurement

Thursday

9 a.m.	Coaches Administrative meeting (mandatory)
9 – 11 a.m.	Open Practice
11 a.m. – 2 p.m.	Session I Practice
2 – 5 p.m.	Session II Practice
6:30 p.m.	NCAA/CGA Awards Banquet

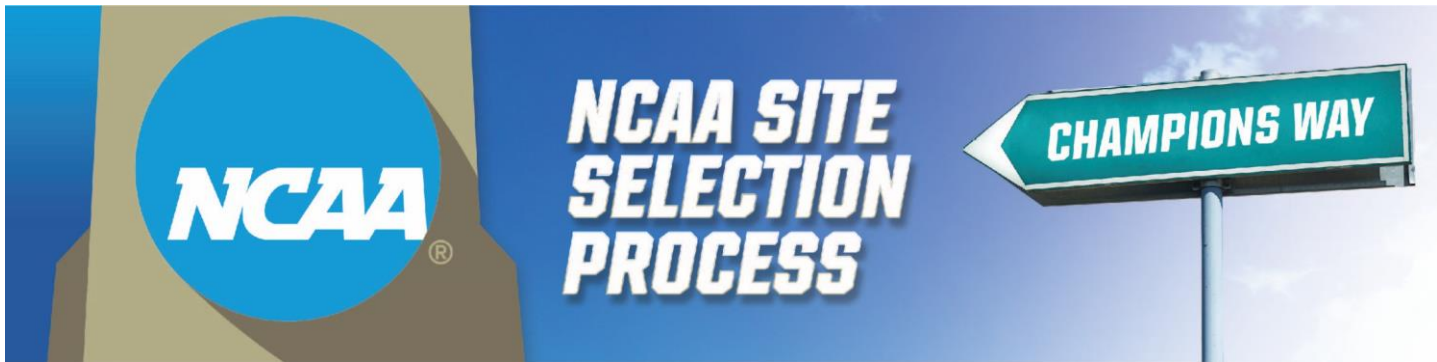
Friday

9 – 10 a.m.	Open Practice
10 – 11:23 a.m.	Session I Open Warm-up
11:24 a.m. – 12:41 p.m.	Session I Controlled Warm-up
1 – 4 p.m.	SESSION I
4 – 5:23 p.m.	Session II Open Warm-up
5:24 – 6:41 p.m.	Session II Controlled Warm-up
7 – 10 p.m.	SESSION II
After	Draw Meeting

Saturday

9 a.m.	Coaches Meeting/CGA Meeting
9 a.m. – 1 p.m.	Open Practice
3 – 4:17 p.m.	Session III Open Warm-up
4:18 – 5:41 p.m.	Session III Controlled Warm-up
6 – 9 p.m.	SESSION III

Schedule subject to change.



SECTION X: ANCILLARY EVENTS

Banquet. Arrangements should be made for a banquet to be held Thursday night for the official travel parties for each of the participating teams and individuals. Other people who should be on the guest list include members of the NCAA Men's Gymnastics Committee, NCAA championship administrator, CGA representatives, additional host institution personnel (i.e. president, faculty athletics representative and workers greatly involved in the conduct of the championship). A budget of \$40 per person is typical for this event. The space should accommodate approximately 400 guests.

Officials working the competition (judges) should **not** be invited.

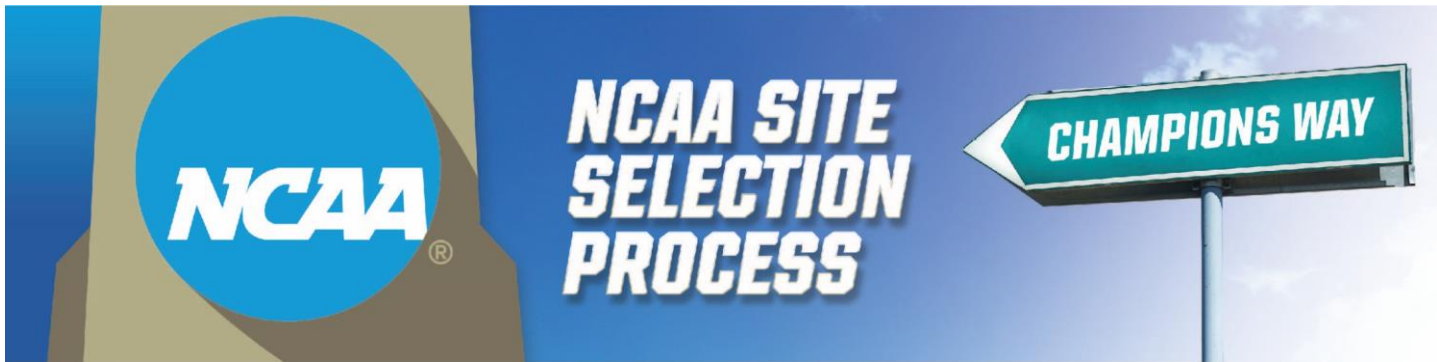
Also, if room and arrangements can be made easily, the host may consider having banquet tickets for sale to each team for additional team personnel. Cost of the ticket should be based on the cost per plate.

The banquet is coordinated by the NCAA, the host, and the Collegiate Gymnastics Association (CGA). The format of the banquet has called for short welcome statements by representatives of the host institution and community, dinner, a student-athlete speech, Elite 90 award, Nissen award and other CGA awards.

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SECTION XI: VOLUNTEER NEEDS

Hosts must provide an adequate number of staff to perform the following functions:

1. Two floor managers to control the flow of activity on the floor and to ensure a well-run competition.
2. Staging manager.
3. Production manager and assistants to help with awards and opening ceremonies.
4. Judges' assistants at each event.
5. Six team leaders.
6. Media room and photo marshals.
7. Drug-testing couriers, if applicable.
8. Runners for various duties.
9. Hospitality room host(s) or hostess(es).
10. Volunteers to help set up gymnastics equipment and podium.

The following staff are also required:

1. Adequate security, with at least one uniformed security person.
2. Ticket sellers.
3. Ticket takers.
4. Ushers.
5. Concession workers.
6. NCAA merchandise sellers, if applicable.
7. Scoreboard/video board operators.
8. Three announcers and spotter.

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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	\$78,144.00
Promotion	\$2,846.00
Tickets	\$998.00
Facility	\$9,352.00
Personnel	\$41,031.00
Entertainment	\$10,676.00
Equipment	\$190.00
Officiating Expenses	\$15,840.00