



NCAA SITE SELECTION PROCESS





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2027 & 2028
NATIONAL COLLEGIATE MEN'S AND WOMEN'S
FENCING CHAMPIONSHIPS

SPORT SPECIFIC BID 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 the National Collegiate Men’s and Women’s Fencing 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 championships. The administration of the championship is under the authority of the NCAA Fencing Committee, subject to final authority of the appropriate NCAA Oversight Committee or Championships Committee. All activities and events associated with the championships are to be approved by the sports committee.



SECTION II: CHAMPIONSHIPS STRUCTURE

DATE FORMULAS	
Regionals	Regionals are the weekend of the first full week in March (Sunday-Sunday)
Championship	Two weeks following regionals (Thursday-Sunday)

The NCAA Men’s and Women’s Fencing Committee, subject to the approval of the NCAA Division I Championships/Competition Cabinet, determines the format for the National Collegiate Men’s and Women’s Fencing Championships. Dates for the 2027 and 2028 Championships are as follows:

<u>Year</u>	<u>Championship</u>
2027	March 25-28
2028	March 23-26

The fencing championships include individual events in each of the six weapons (women’s sabre, women’s foil, women’s epee, men’s sabre, men’s foil and men’s epee). A total of 144 student-athletes compete at the championships.

Fencers compete in a round-robin tournament format of 24 fencers in five-touch bouts. After the round robin, the top four fencers in each event fence in direct elimination, 15-touch bouts, for first, second, and semifinalists placing. A team champion is determined by combining the number of points (bouts won) by each team (men’s and women’s fencers) throughout the round-robin portion of the competition. The team with the highest point total is named the National Collegiate Men’s and Women’s Fencing Champion.

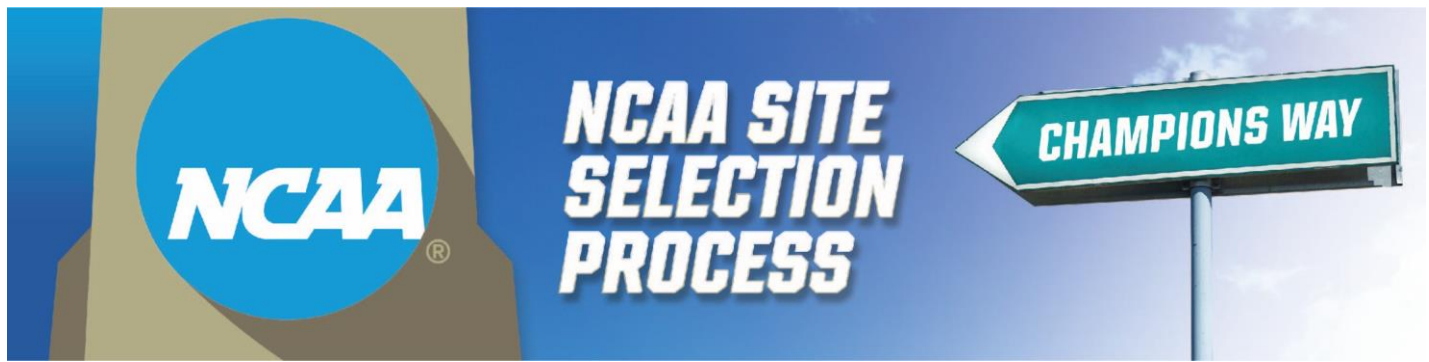


SECTION III: GENERAL FACILITY REQUIREMENTS

1. The facility must be available from 6 a.m. Tuesday preceding the competition through the conclusion of the final round for the purpose of preparing for; practicing for and conducting the competition (Tuesday is a set-up day, Wednesday is a practice day; Thursday, Friday, Saturday and Sunday are competition days).
2. The facility must be able to accommodate a set-up of a minimum of 9 competition strips, and 6 practice strips. Each competition strip set up requires a space of 70 feet long by 36 feet wide which is enclosed by 3 foot tall pipe and drape, forming a corral. Two or more strips may be included in one corral if it provides appropriate amount of space. Sufficient space between each corral must be provided for movement of participants on the competition floor. See below for a sample strip set up.

Additionally, a raised strip set up, used for the semi-finals and finals of each individual weapon, is utilized on Friday and Sunday. A separate location (within the same venue, or within reasonable distance from it) must be provided for this set-up. Additional spectator seating must be provided.

3. Two tables and three chairs should be provided at each strip for the video replay, boom operator and referee. USA Fencing rules require a minimum one-meter space between the scorer's table and competition strip. See below for a sample strip set up.
4. Four chairs should be provided in each corner of the corral area for participating student-athletes (Eight total chairs per corral). See below for a sample strip set up.
5. Provide separate men's and women's dressing areas and clean restroom facilities. Personnel responsible for care of the facilities must be available for the duration of the championships.
6. At least six practice strips should be available. This area can be in an adjacent room or sectioned off within the competition venue.
7. There should be adequate space in the venue for all fencers and coaches to leave their extra equipment, bags and personal items during the competition each day. The equipment area should not be the same as the spectator area. This area should be secured and monitored during competition, allowing teams the ability to leave their equipment in this area for the duration of the tournament (overnight, etc.). Each institution should have a designated area large enough to accommodate all their participating student-athletes.
8. An athletic training room should be set up and available for use 90 minutes prior to each day of the championships. If there is not a permanent training room within the competition facility, a space should be provided to accommodate this need. Athletic training services should be provided by the host institution. In the event a certified athletic training with knowledge of fencing injuries is available to be at the championships, efforts should be made to secure their services throughout the duration of the championships.



9. A tournament administration table for the official scorer, announcer, fencing committee and NCAA staff should be set up on the competition floor, and large enough to accommodate up to 15 people. This area should be elevated off the ground, approximately three feet, so that each competition strip can be viewed clearly.
10. Set up a public address system at the tournament administration table that can be heard throughout the facility. This system should be tested prior to each session.
11. A minimum of two large video projection screens, for participant/spectator viewing of scoring information and standings should be set up in the venue. These screens must be visible to all student-athletes, coaches and spectators, with one location as close to the tournament administration table as possible.
12. Designate a drug-testing facility near the competition site per the NCAA Drug-Testing Manual.
13. Set up an equipment repair workshop area with three sturdy tables and 3 chairs for the armorers.
14. Set up a participant registration area within the competition venue. This area should be open as indicated on the event schedule and adequately staffed to allow teams to efficiently check-in prior to competition.
15. Separate hospitality rooms/areas for student-athletes, coaches and officials should be set up for the length of the competition. If a hospitality area for volunteers is provided, it should be in a separate location than other hospitality areas.
16. The tournament manager will organize all practice times. Throughout the championships, the practice area should be open until 6 p.m. (local host time) daily or as deemed by the tournament host staff.
17. Adequate seating should be provided for spectators. Spectators should have a clear view of the fencers, referee and electronic scoring equipment that is set up at each strip.
18. Arrange for the playing of the national anthem each day. An American flag should always be displayed.
19. Artificial noisemakers, air horns or similar devices are NOT PERMITTED in the arena at any time. The tournament director is responsible for enforcement of this rule by displaying signage.
20. Provide all general and electrical equipment listed in the host operations manual.
21. Provide reserved parking areas for participating teams (which may include busses), the fencing committee, NCAA staff and other event personnel as appropriate.
22. The facility shall provide, at no cost to the NCAA, sufficient electric power and a sufficient number of power outlets in broadcasting booths, in press locations and in identified working press areas for the operation and transmission of color television and radio broadcasts and for the operation of computer terminals used by the working press. Therefore, the following shall be available:
 - a. 110-volt electrical outlets in all working press areas, with the minimum requirement being



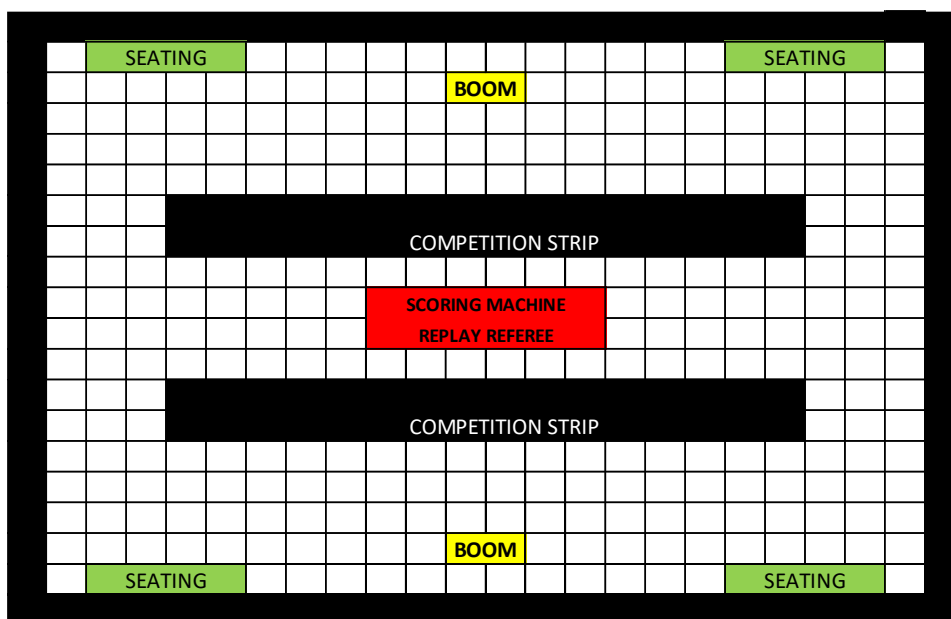
one outlet for every telephone in the working press room and on press row (or two inputs for every two seats in both of these areas).

- b. 3-phase to other areas designated by the NCAA including, but not limited to the interview room, NCAA meeting room, NCAA soccer committee suite, television and radio booths, and other special media areas.
24. The NCAA owns the exclusive rights to broadcast the games on television and radio, to record the games and broadcasts thereof 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 media locations and work areas.
25. 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).
26. The facility agrees that the NCAA will be paid the predetermined ticket admission rate for each suite admission, not to exceed the cost of tickets in the general seating area. The host agrees championship receipts shall include the predetermined ticket admission rate for each suite admission and that all users of the suites shall purchase tickets to access suites for attendance of games played in the championship.
27. At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory at the time of the championship and is inclusive of any new inventory that may be added by the venue after this bid document is signed.
28. The competition venue, at its expense, shall provide video boards, LED equipment, matrix boards, video camera equipment, clear com/radio communications, etc. for NCAA use. The NCAA shall provide and control all content displayed on the boards. The competition venue, at its expense, shall provide a full in-venue production staff for all NCAA event days. This production shall include a fully staffed and operational in-venue broadcast/video board control room on all event days (e.g., game days, open practice days). In addition, the production shall include access and use of control room equipment prior to the Division I Women's Soccer Championship for any pre-production needed, editing suites, play back equipment, video storage and editing systems. Any new technologies that the competition venue possesses that are not listed in the aforementioned production requirements should also be incorporated into the in-venue production (i.e., electronic scorer's tables and operators).
29. 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.



30. The facility shall not permit any advertising, commercial identification, banners, signs, decals or displays of any kind, including NCAA corporate champions/partners, to be hung, posted or displayed anywhere within the facility property (i.e., any place that can be seen from spectator seating areas), including the scoreboard, during the term of this contract, other than NCAA banners, television and radio banners or other identification as approved in advance by the NCAA.

Sample strip set-up
(Double strip corral pictured)



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
2017	Notre Dame University	1,023	All-Session Adult: \$25 All-Session Student: \$15 Single Session Adult: \$8 Single Session Student: \$5
2018	Penn State University	2,020	All-Session Adult: \$20 All-Session Student: \$14 Single Session Adult: \$8 Single Session Student: \$5
2019	Cleveland State University	1,143	All-Session Adult: \$25 All-Session Student: \$12 Single Session Adult: \$10 Single Session Student: \$5
2020	Cancelled due to COVID-19		
2021	Penn State University	No tickets sold due to COVID-19	
2022	Notre Dame University	2,227	All-Session Adult: \$15 All-Session Student: \$10 Single Session Adult: \$6 Single Session Student: \$3
2023	Duke University	1,615	All-Session Adult: \$30 All-Session Student: \$15 Single Session Adult: \$10 Single Session Student: \$5
2024	Ohio State University		



2025	Penn State University		
2026	Notre Dame University		

SECTION V: LODGING

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 Anthony Travel 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. Anthony Travel 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

	Number of Hotels	Service Level	Tue.	Wed.	Thur.	Fri.	Sat.	Notes
Headquarters/Teams ¹			75	175	175	175	150	
Officials			10	30	30	30	30	
Total			95	205	205	205	180	

¹ **Room Types:** ____ Doubles, ____ Kings, ____ Suites, ____ Other (please explain)

All hotels shall be in close proximity from the event venue. If more than one team hotel is utilized, they all must be of comparable quality and distance from the competition venue.

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

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

YES NO NO with Exception

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SECTION VI: NCAA/HOST RESPONSIBILITY

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. Host is reimbursed for lodging.
3. Transportation, lodging (room and tax) and per diem for the NCAA committee. Host is reimbursed for lodging
4. Awards for the participating teams.
5. Official souvenir program.
6. Credentials (if applicable).
7. Volunteer apparel
8. Funding for promotional efforts.

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 onsite.
5. Championships hospitality.
6. Food/beverage concessions.
7. Public address announcer and system.
8. Support personnel – ushers, ticket takers, media runners, etc.
9. Security.

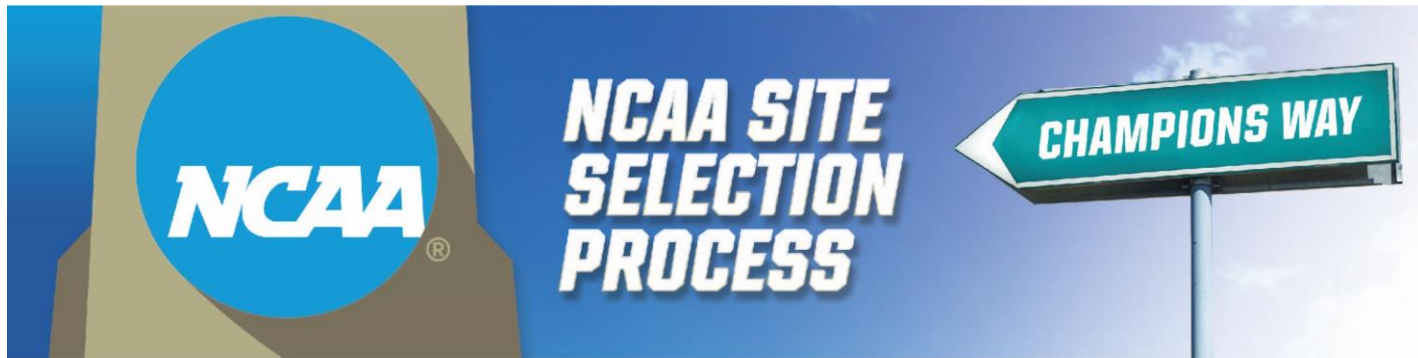


10. Media room (fully equipped).
11. Media seating/work area with constant refreshments.
12. Tickets sales coordination.
13. All computers, printers, fax machines, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championships, and as may be required by the NCAA.
14. Appropriate directional signage within and outside the venue.
15. Other items as later requested by the NCAA.

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.

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SECTION VII: TRANSPORTATION

There are no additional transportation requirements from the host for the National Collegiate Fencing Championship 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 guideline when submitting your plan for review. The below information will also serve as a guideline for requirements.
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.** 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, video boards). 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.



SECTION IX: SCHEDULE OF EVENTS

Times based on a 9-strip format championships. Times subject to change based on strip format.

Tuesday

- 5 p.m. NCAA Men's and Women's Fencing Committee/Team arrivals
- 7 p.m. Fencing committee meeting with host institution staff

Wednesday

- 10 a.m. National committee meeting and site inspection
- 3:30–7 p.m. Participant registration/Apparel and equipment check
Participating student-athlete practice

Thursday

- 8–9 a.m. Participant registration
- 8:00 a.m. Mandatory officials meeting
Armory opens/equipment check
Designated area open for practice until the conclusion of the last round
Athletic training room opens
- 9:00 a.m. Referees report to strips
- 9:15 a.m. National Anthem
- 9:30 a.m. <Gender> Epee, rounds 1-3
<Gender> Foil, rounds 1-3
<Gender> Sabre, rounds 1-3

Friday

- 7:30 a.m. Armory opens/equipment check
Designated area open for practice until the conclusion of the last round
Athletic training room opens
- 8:45 a.m. National Anthem
- 9:00 a.m. <Gender> Epee, rounds 4-6
<Gender> Foil, rounds 4-6
<Gender> Sabre, rounds 4-6
- 1-4 p.m. Apparel and equipment check (<Gender>)
Participant registration
- 1:30 p.m. <Gender>'s six semi-final bouts (two per weapon) will be fenced consecutively. These bouts will be followed, after a three-minute break, by the three championship bouts.
The <Gender>'s individual awards presentation will be immediately following the finals.

Saturday

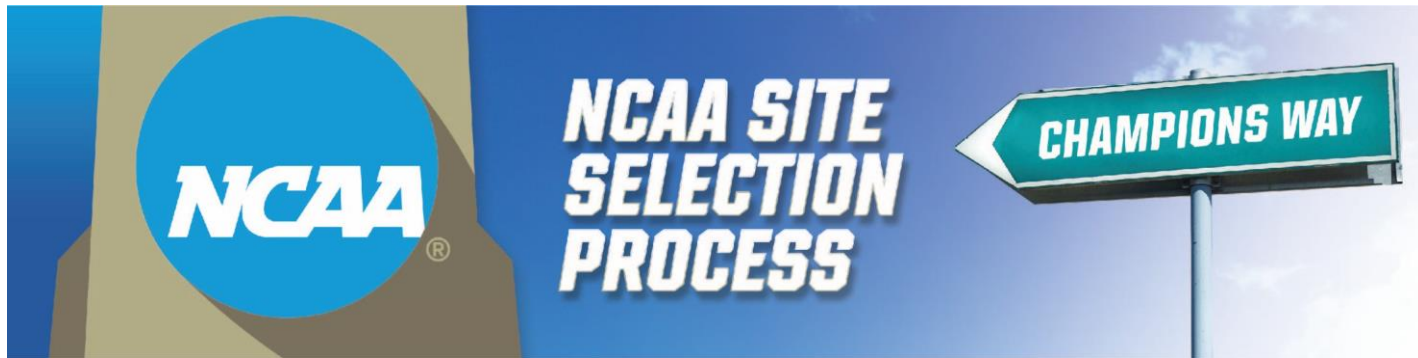
- 8-9 a.m. Participant registration



Training room opens
Designated area open for practice until the conclusion of the last round
Armory opens
9:15 a.m. National Anthem
9:30 a.m. <Gender> Epee, rounds 1-3
<Gender> Foil, rounds 1-3
<Gender> Sabre, rounds 1-3

Sunday

7:30 a.m. Training room opens
Armory opens
8:45 a.m. National Anthem
9:00 a.m. <Gender> Epee, rounds 4-6
<Gender> Foil, rounds 4-6
<Gender> Sabre, rounds 4-6
1:30 p.m. *<Gender>'s six semi-final bouts (two per weapon) will be fenced consecutively. These bouts will be followed, after a three-minute break, by the three championship bouts.
The <Gender>'s individual and team awards presentation will be immediately following the finals.



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

A number of volunteers will be needed throughout the duration of competition, including the following:

- Scoring/video assistant- 2 per competition strip at all times.
- Student-athlete registration
- Hospitality assistant
- Merchandise sales
- Tickets
- Ushers

Minimal fencing experience is needed for these positions. Referees and event staff will assist in training of volunteers on the day of their shift as necessary.

The host shall work with the fencing committee and NCAA to ensure these needs are met for each day.

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

YES NO NO with Exception

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SECTION XII: BUDGET HISTORY

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

Expenditures Three-Year Average	
Total Expenses	\$115,681.00
Promotion	\$4,297.00
Tickets	\$573.00
Facility	\$11,802.00
Personnel	\$32,835.00
Entertainment	\$36,471.00
Equipment	\$2,961.00
Officiating Expenses	\$26,743.00