

NCAA[®] SITE SELECTION PROCESS



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2029, 2030 & 2031 NCAA DIVISIONS I, II, AND III WOMEN'S ROWING CHAMPIONSHIPS

SPORT SPECIFIC INFORMATION

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Disclaimer:

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.

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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 Divisions I, II, and III Women’s Rowing Championships.

The information contained in this document and the accompanying attachments provides the minimum bid specifications for hosting 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 sport or sports oversight committee and the appropriate NCAA governing body. All activities and events associated with the championship are to be approved by the respective sport or sports oversight committee.

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SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Women's Rowing Championships	LAST FRIDAY IN MAY THROUGH LAST SUNDAY IN MAY OR FIRST SUNDAY IN JUNE
2029	May 25-27
2030	May 24-26
2031	May 30 – June 1

PLEASE NOTE: The Divisions I, II and III Women's Rowing Committees will consider bids for multiple years and/or single year bids.

The NCAA Women's Rowing Championships are held during the same weekend at the same site with all three divisions competing amongst their own division. Currently, the Division I Championship provides for a field of 22 teams as defined by two Eight boats and a Four boat. In Division II, there will be six teams, as defined by an Eight boat and a Four boat. In Division III, there will be eight teams, defined by two Eight boats. Division I and competition is held Friday, Saturday and Sunday, while Division II and Division III competition is held Friday and Saturday.

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 host and facility agree that the facility shall be available for use of the NCAA starting at 6 a.m. Tuesday before the competition and until the conclusion of the final round. During that period of time, the facility will be clean and accessible, and conditions must be safe and of championships caliber.
3. The racecourse must be available beginning on Wednesday afternoon during the week of the championships. The course must be staffed with security and officials prior to any participants being allowed on the water for practice.
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. 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.
7. Course Specifications

Water. Current is even flow rate between all lanes. Water can be maintained at a set level on each competition day. In addition, use of the watercourse must be restricted and controlled, including but not limited to, the restriction of public crafts from the racecourse area.

Preferred: Current is less than one meter per minute, and control of the water at a constant level.

Wind. Normal wind and weather records for May and June should be obtained from the National Weather Service for the past five years to ensure, so far as is possible, that unfair or unrowable conditions on the water are unlikely to occur.

Direction of Course. As a precaution against unfair conditions being caused by cross winds, it is recommended that the course run along the axis of the prevailing wind. When a course is to be made on an existing lake, wind and water conditions must be observed and assessed beforehand, and meteorological records for the past five years should be collected.

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Construction of Course. It must be possible to construct all the course installations. Expense for temporary construction necessary to the conduct of the event may be claimed as an expense on your financial report; however, expense for construction of permanent facilities is not reimbursable.

The wires of the “Albano” buoy system, both longitudinal and lateral, must be anchored at both ends. The start installations must be firmly anchored, preferably with easy access to the bank. The finish end of the course must be in a position as near as possible to an area that can accommodate spectators. A suitable raised structure must be provided for the officials to clearly observe the finish line.

Preferred: A permanent finish line tower to house referee, timing, and committee panels.

Length. The course must be 2,000 meters – straight and unobstructed – plus 100 meters minimum of clear water beyond the finish.

Preferred: At least 200 meters of clear water at the finish.

Width. The course must have at least seven lanes, each a minimum width of 12.5 meters (41.6 feet), a maximum width of 15 meters (50 feet), with a recommended width of 13.5 meters (45 feet). On each side, there must be at least five meters of clear water between the outside lane and the bank or any permanent structure. Preferred: Minimum total width of course is approximately 120 meters (400 feet) with a maximum of 152.5 meters (500 feet).

Preferred: A course with 8 lanes.

Depth. The water shall be at least three meters deep throughout the course; recommended depth is 3.5 meters.

Obstructions. Fixed obstructions (e.g., pylons, island) are not permitted on the course.

8. The course must meet the following set-up specifications for a seven-lane buoy course: All course markings, including warm-up buoys, must be in place prior to the first practice session.

Open strip of land, free of buildings and landscaping (except grandstands and finish tower) should be located on at least one side of the course, spanning 60 yards onto the banks.

Albano System. The outside of each lane must be clearly marked with a straight line of buoys from start to finish. The buoys should be placed not more than 12.5 meters apart, but ten meters is preferable. It is recommended that the buoys be spherical and have a maximum diameter of six inches. Buoys of the same color should be used throughout except the first 100 meters and each 250 meters, which should be marked with a row of different colored buoys. It is recommended that yellow buoys (generally) should be used, with bright red buoys to mark the intermediate distances. It is also recommended that all buoys in the first 100 meters and the last 250 meters be red or of a different color. On some courses, however, the color of the surrounding countryside is such that it is better to reverse the use of the red and yellow buoys. The system of buoys that is preferred by the NCAA is generally known as the Albano system.

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Start. The only markers at the start should be the aligner's sight markers - a thin wire fixed vertically in front of the aligner's hut and a vertical marker on the opposite side of the course. A thin black line on a yellow or white background is recommended. There should be no buoys on the start line.

Distance Markers. On at least one side of the course, markers should be placed clearly indicating the distances at each 250 meters. These markers may be signboards (six feet by three feet) on the banks of an artificial course or on large buoys (three feet cube) or other structures when the course is on a lake. Figures should be painted black on a white or yellow background.

Finish. There should be fixed sight markers on each side of the course for use by the judges and for photography at the finish. One of these markers (a thin wire) should be firmly fixed in a vertical position on the finish tower in front of the judges and the other on the opposite bank. If the bank is too far away, a structure must be very firmly anchored or fixed in the water; otherwise use of a "double-wire" marking system is required. (The double-wire system is preferred.) A thin, black line on a yellow or white background is recommended for this marker.

Lane Wires. Wires must be fixed securely at each end. A tensioning device must be installed at one end of each wire. Tension required is 600 to 800 pounds (300 to 400 kilograms). In order to keep the longitudinal wires straight in a side wind, it is necessary to install cross wires linked to the longitudinal wires at every 500 meters. The wires should be at a depth of not less than one meter, and the buoys will hold the wires at this depth if the tail wires are cut to the correct length. See NCAA Women's Rowing Host Operations Manual for further details.

Finish targets (may be at the start and/or finish). Large steering markers/targets in the center of each lane and visible over 1,000 meters of the course should be placed behind the start and/or finish (course dependent) and should be 9 feet high by 3 feet wide. Steering markers must be placed on all floating or intermediate starts if there are no overhead markers.

Directional Signs. It is convenient to have available several road-traffic directional signs for controlling traffic on the water and, in particular, some "No Entry" signs. These can be hung on the overhead lane markers, fixed to the boat launching docks or to posts on the bank. The proper control of boat traffic on and off the water is a most important safety measure.

Buoys.

See NCAA Women's Rowing Host Operations for details.

Staging Area. The docking area must have the ability to launch/retrieve seven, 8-oared boats simultaneously. An additional docking area must be available for the launches. These docks may be fixed or floating, depending on construction or water level, but in either case, the top of the dock should be no higher than six inches above the surface of the water.

Preferred: Ability to launch/retrieve twelve, eight-oared boats simultaneously.

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Start Installations.

Starting Platforms. Boats must be held securely by the stern at the start. This is usually done by a person lying on a floating platform that is firmly fixed in the center of each lane, but it can be moved forwards and backwards so that the boats may be properly aligned.

Start Tower. This should be placed on the center line of the course at a distance behind the start line of 30 to 50 meters, with covered platform, control room and an unobstructed view to start launching docks and to finish tower. The starter should be standing on a platform 20 feet above water level, and he or she must also be clearly visible to all competitors. The starter should be equipped with a red flag having a white diagonal cross superimposed on it, a public address system, large exterior clock (or time display), blackboard, and sand bags in one-, two- and five-pound increments.

The signal to start must be clearly visible and/or audible to all crews simultaneously including crews in warm-up area where feasible. The audible signal is most satisfactorily conveyed by a microphone and a loudspeaker system to a series of speakers, one at each start installation, or at least one between each pair of installations.

There must be a special two-way, closed-circuit intercom or dedicated radios between the starter and the judge at the start for the control and the judging of the beginning of each race.

There must be a one-way communication between the aligner and the start launching docks. This can be by radio or by special intercom to the stake boat personnel who must wear headsets. The precise method of adjusting the start launching docks must be decided before an intercom is designed. If radio is used, this does not matter.

Aligner's Hut. The aligner's hut should be a fixed structure placed exactly on the bank at the start line, not less than 15 meters from the outside of lane number one. It should be constructed to accommodate seating capacity for four persons, aligning equipment, and video equipment. The judge at the start must have a clear view of the starter and must be able to communicate verbally with him or her. The aligner must be able to communicate verbally with those who are manning each start pontoon. Both individuals must have a clear view of the bows of all crews on the start line.

Markers at the Start. Markers at the start can be set up in several different ways, but one requirement common to all is for a large, back marker that will need to be 15- to 18-feet high, depending on the lie of the land, and erected on firm ground. This marker should be clearly visible over the first 1,250 meters.

The front marker, which must line up exactly between the boats on the start and the back marker, should be a much shorter marker similar to the back marker and also erected on firm ground about 100 feet in front of the back marker. If this is not possible, a short marker post may be placed on the back of each start pontoon. This system is satisfactory provided the start launching docks are very steady.

Another method is to put up overhead markers behind the start provided they can be lined up satisfactorily with the back markers.

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Mooring. Should be located, for all rowing shells and motorboats, near start, five meters behind or before start line, 20 meters in length each.

Finish Tower/Structure

This must be a structure constructed exactly opposite the finish line. If possible, together with the grandstand, the finish tower should be placed on whichever bank provides its front with shelter from the sun for the greater part of the day, usually the south bank. It should also be placed approximately 90 to 100 feet from the outside of the racing lanes. If it is much less than 90 feet, there will be difficulties with the focus of the photo-finish camera. If it is more than 100 feet, there may be difficulties for the judges to sight the crews accurately. Although the structural design of the finish tower must be left to the architect and engineers, the following requirements should be met as much as possible.

Judges/Referees. The tower must have space for at least six judges to sit opposite the finish line, minimum of 100 square feet. Each judge must have a clear view of all lanes and the sight marker on the far bank from behind the vertical wire. This area should have a staircase for judges use on the weather side, and be glassed in (if possible).

Photo Finish. A suitable camera must be installed in the tower on the finish line to make a video record of each boat as it crosses the line. There should also be 75 square feet of space for photo-finish lab and evaluation.

Internet Access: a minimum 20 Mbps upload speed with dependable AoS, dedicated to a wired connection is needed for the Web streamed broadcast. An additional dedicated line would be needed for the timing company.

Audible Signal. Some instrument, such as an electric horn, must be installed on the tower to give a sound signal to crews as they cross the finish line. This signal will be linked to the judges' timing equipment and sound off as the timing button is pressed.

Timing Equipment. At the NCAA discretion/expense, timing equipment must also be installed in the tower. It will be installed together in the same room as the photo-finish cameras and should include minimum of 100 square feet of working space.

Preferred: The NCAA timing vendor time at least one event at the host site prior to the championship set up.

Race Control/Communications Office. The finish tower is also the focal point for race administration and should be the nerve center of the race control communications. It should be linked to each of the radio circuits, A minimum of 100 square feet of space should be allocated for this purpose.

Commentary. The public-address system should be installed at the level of the finish tower with the best view of the course.

Results Board. At NCAA discretion/expense, With the judging, photo-finish and timing operations all being carried out in the finish tower, a video board and/or scoreboard equipment also should be installed in the finish line area. The video board and/or score board should be located visible to the spectator area.

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Preferred: A set up monitors in the team boat storage area for showing the broadcast and showing a results feed.

Television. Space for a television platform, minimum of 175 square feet of space.

First Aid. The ground floor of the finish tower may serve as a first-aid post, particularly for a competitor who has been rescued from the water.

Security. Once boats and trailers begin to arrive there must be 24-hour security for the site.

Additional Facility Requirements.

Boat Storage. The storage area should have ease of access to the water for teams and a map should be provided prior to teams arriving for assigned placement of boats. An area should be designated for storing of boat trailers. Both of these areas must be secured and staffed at all times.

Boat Weigh-In. An area with a flat, concrete, or blacktop surface should be secured, along with (2) three-sided 60x60 tents to cover the entire weigh-in area. Note: A building can be used instead of tents if specifications are met. Two calibrated scales should be provided for this purpose. A technician must be onsite from the company where the scales were rented to deal with any issues.

Competitors Area. A secure area, isolated from public access, must be provided for competitors. Entrance and approaches to tented competitor area must be free of spectators, walkways, or intersections with spectators. This area should include student-athlete hospitality and space for each team to setup their boats and team area.

Coxswain Weigh-In. An area with a flat, concrete or blacktop surface should be secured, along with (1) three-sided 10x10 tent to cover the entire weigh-in area. Note: A building can be used instead of tents if specifications are met. A weigh-in machine independently certified for accuracy must be made available. An adequate supply of dead weight (e.g., 200lbs) must be supplied. Pre-weighed polytene bags of sand and one pound, two pound and five pound denominations are most suitable for carrying in a boat and are to be provided by the host. The bags must be securely sealed.

Drug-Testing. Separate area of 100 square feet with restroom facilities must be provided.

Restrooms. Portable toilets are acceptable. They must be accessible from entrance, and for every eight-hour period, one unit per 20 people should be available. Portable restrooms should also be available to accommodate the student-athletes at the boat storage/student-athlete areas.

Massage Room. Area to accommodate five massage tables, 150 square feet in area. This can be housed in the medical area/tent

Media Area. The areas used for the media workroom/tent should be in close proximity to the course in order to facilitate the media's work, ideally near the finish line. This area should also be equipped with an adequate

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number of internet connections, electrical outlets, and other necessary supplies. A refreshment area should be set up adjacent to or in this area to accommodate the working press throughout competition.

Medical Area. An area which must be accessible from the exterior, and to ambulances. One physician's room or first aid post of 100 square feet must be provided.

Parking. Team bus and van parking should be provided in close proximity to the race course. A bus and van drop off area should be provided. The host should also provide for boat trailer parking, and a plan for fan parking should be prepared.

Tents. Tents and/or permanent structures for athletic trainer stations, sports committees, student-athlete area/hospitality, coaches, media and officials should be provided.

9. Equipment Needs.

Audio. An audio system(s) will be provided in the following areas: awards, tower, launch area, boat announcer, control commission, student-athlete area, and boat storage area.

Award Stand. A raised awards stand needs to be available to accommodate the top award finishers.

Bleachers. An adequate amount of seating should be provided for fans in consultation with the NCAA.

Boat Storage. The storage area should have ease of access to the water for teams and a map should be provided prior to teams arriving for assigned placement of boats. An area should be designated for storing of boat trailers. Both areas must be secured and staffed at all times.

Clocks. An atomic clock must be displayed prominently at the start to allow crews to know when their race is due to start. Regatta time clocks shall be set up at the start, the control commission and at the weigh-in location.

Flags. For the judge/referee's launches, six small bells, six small red flags, and six small white flags are needed. The starter will require one large bell and one large red flag with a white cross, and the aligner will need to be supplied with one large red flag and one large white flag. Additionally, one yellow, one emerald green, and one royal blue flag will be needed to display on a flagpole to indicate which division is racing.

Golf Carts. There should be a minimum of six carts available for medical staff, NCAA and committee members and officials.

Headsets. Total of 10 needed

Launches. A total of 18 launches will be required, with 14 being wakeless launches. These will be allocated as follows (* denotes wakeless):

Judge/Referee^	*7
Announcers and video	*1
Rescue/first aid#	2/3

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Course marshals	3
Press/administrators	*2
Water distribution (can be kayaks/canoes)	2

^At least 7 judge/referee launches should be provided. These launches must be constructed with a design and speed so that the judge/referee can carry out their duties properly. The launches should be capable of a speed of not less than 24 knots with rapid acceleration, good maneuverability and with as little as possible wash created. The catamaran type of hull design gives the best results as far as wash is concerned, keeping the stern waves more nearly parallel than any other. The launches must be stable at all speeds and have sufficient space beside the driver for the umpire to stand comfortably with their flags, electric megaphone and bell easily accessible. It must be possible to place the bell in a secure place so that it cannot fall over and ring unintentionally. It is convenient for the umpire if a clip board is provided for papers.

#Two to three safety launches must be on the water for all practice sessions.

Scales. Two calibrated scales should be provided for boat weigh-in, and a qualified technician for the scales must be onsite to manage any issues. A weigh-in machine independently certified for accuracy must be made available for coxswain weigh-in. An adequate supply of dead weight (e.g. 200 pounds) must be supplied. Pre-weighed polytene bags of sand in one-, two-, and five-pound denominations are most suitable for carrying in a boat and are to be provided.

Starter Equipment. The starter will need to have the following: one radio, clock, blackboard, video equipment, six red discs, and 16 sets of bow numbers (approximately 8 inches by 5 inches, with white figures painted on black background).

Stopwatches. Total of 10 needed.

Two-way radios. Total of 50 needed for all staff and personnel, with battery capabilities for 5 hours and a minimum of 6 channels.

10. **Medical:**

On practice days and during competition, the following is required: (1) the on-site presence of a person(s) qualified and delegated to render emergency care to a stricken participant; (2) a physician should be on site beginning ninety minutes prior to first race and remain on site until races have concluded for the day; (3) planned access to a medical facility, including a plan for communication and transportation between the competition site and the medical facility for prompt medical services, if warranted; (4) access to a working telephone or other telecommunications device; and (5) a thorough understanding by all parties, including the leadership of the visiting teams, of the personnel and procedures associated with the emergency-care plan. The entire regatta staff is encouraged to become proficient in cardiopulmonary resuscitation techniques. The host institution must provide standard procedures and equipment for handling injuries involving blood.

During the championship the following is required:

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1. Two launches carrying an open water lifeguard should be on the water during practice and racing, one located one at the start line and one at the finish line. Drinking water should be available on all launches and distributed to student-athletes upon request.
2. A medical center or at least a first aid post should be established adjacent to a pontoon suitable for a rescue launch to land an injured person. An ambulance should be available at all times. Ideally, all medical services should be adjacent to the staging area and should be staffed throughout all training and race hours. A list of on-call doctors should be distributed to each head coach via the participant manual.

11. Broadcast

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.

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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
2017	Metro Atlantic Athletic Conference	4,153	Adult – All session: \$40 Adult – Single Day: \$15 Child – Single Day: \$10 Child – All Session: \$25
2018	University of Central Florida / Suncoast Aquatic Nature Center Association	2,085	Adult: \$40 Student: \$25 Suite (F&B): \$115 Suite (No F&B): \$130 Adult: \$15 Student: \$10 Team: \$15
2019	Indiana University/Indiana Sports Corporation	2,365	Adult – All session: \$40 Adult – Single Day: \$15 Child – Single Day: \$10 Child – All Session: \$25 Senior – Single Day: \$3
2020	University of Tennessee/Oak Ridge Rowing Association	CANCELLED	N/A
2021	University of Central Florida / Suncoast Aquatic Nature Center Association	2,134	Adult: \$40 Student: \$25 Suite (F&B): \$115 Suite (No F&B): \$130 Adult: \$15 Student: \$10 Team: \$15
2022	University of Central Florida / Suncoast Aquatic Nature Center Association	1,711	Adult: \$40 Student: \$25 Suite (F&B): \$115 Suite (No F&B): \$130 Adult: \$15 Student: \$10 Team: \$15
2023	Temple University/ Camden County Boathouse	1,456	Adult – All session: \$40 Adult – Single Day: \$15 Team – All Session: \$45 Child – All Session: \$10

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2024	Marietta College / Cincinnati USA Sports Commission	1,995	Adult – All Session: \$50 Adult – Single Day: \$30 Student – All Session: \$40 Child – Single Day: \$25 Group – All Session: \$15 Group – Single Day: \$5
2025	Metro Atlantic Athletic Conference/The Ivy League		Adult – All Session: \$50 Adult – Single Day: \$30 Student – All Session: \$40 Student – Single Day: \$25 VIP – Single Day: \$60

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

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Hotel Room Block

	Number of Hotels	Service Level	Tues	Wed	Thurs	Fri	Sat	Sun	Notes
Division I Teams			374 – DD*/66 Kings*	374 – DD/66 Kings	374 – DD/66 Kings	374 – DD/66 Kings	374 – DD/66 Kings	XX*	
Division II Teams			72 – DD*/6 Kings*	72 – DD/6 Kings	72 – DD/6 Kings	72 – DD/6 Kings	72 – DD/6 Kings	XX*	
Division III Teams			112 – DD*/8 Kings*	112 – DD/8 Kings	112 – DD/8 Kings	112 – DD/8 Kings	XX*	XX*	
Headquarters			35 Kings	50 Kings	50 Kings	50 Kings	50 Kings	XX*	
Evaluators									
Association									
Total			536 – DD*/115 Kings*	536 – DD/130 Kings	536 – DD/130 Kings	536 – DD/130 Kings	424 – DD*/122 Kings*	XX*	

¹ **Room Types:** 558 Doubles, 130 Kings, ___ Suites, ___ Other (please explain)

*Number of rooms needed for Tuesday or Sunday night will vary depending on site and whether teams can get in or out.

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

The host institution/conference/sponsoring agency is responsible for securing hotel accommodations for all participating teams; NCAA staff; committee members and other special guests; officials and the media. Separate hotels must be available for the NCAA, media, officials and participating teams. All efforts should be made to provide some deference to the NCAA's official corporate partner in the hotel category (should one exist at the time of the bid). All hotels shall be in close proximity from the course. The team hotel(s) must be of comparable quality and distance from the course. A minimum of 17 double/double and three king sleeping rooms for each Division I team is required (22 teams). A minimum of 12 double/double and one king sleeping rooms for each Division II team is required (six teams). A minimum of 14 double-double rooms and one king sleeping room per Division III team is required (eight teams).

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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 for the participating teams.
2. Transportation, per diem, and stipend for twenty-five key official positions. (Lodging should be paid by the host and reimbursed by the NCAA through the financial report.)
3. Transportation and per diem for the NCAA committee. (Lodging should be paid by the host and reimbursed by the NCAA through the financial report.)
4. Banners and other signage to dress the facility.
5. Awards for the participating crews.
6. Championship mementos for participating teams (distributed at the championships).
7. Credentials.
8. Apparel for officials and volunteers.
9. Merchandise from Event 1.
10. Hydration product and equipment for participants.
11. Funding for promotional efforts.
12. Funding for operational expenses as approved in the proposed budget.
13. Personnel to conduct automatic timing and results processing as well as splits. (Lodging should be paid by the host and reimbursed by the NCAA through the financial report.)

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Volunteers
3. Media Coordinator.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality.

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6. Food/beverage concessions.
7. Production equipment and personnel, including public address system and video board
8. Support personnel – ushers, media runners, etc.
9. Security.
10. Media room/tent (fully equipped).
11. Media seating/work area with constant refreshments.
12. Tickets.
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. Host will be required to submit a marketing plan after they are selected to host which shall be approved prior to activation by the NCAA marketing staff. When the proposed budget is submitted a minimum of \$4,000 should be budgeted for these purposes.
16. Host should identify individuals for the following positions:
 - Regatta Director
 - Control Commission
 - Start Communication and Timing
 - Site Manager
 - Course Marshall
 - Maintenance
 - Launch
 - Regatta information
 - Media Coordinator
 - Medical Staff
17. Other items as later requested by the NCAA.

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☐ YES

☐ NO

☐ NO with Exception

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SECTION VII: TRANSPORTATION

The host shall provide complimentary parking for motor coaches and team vans for use by each team during its competition in the host facility. There will be no charge for this service.

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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 (provided closer to championship) as a guideline when submitting your plan for review.
2. **Budgets.** When the proposed budget is submitted, a minimum of \$1,000 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, 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

NCAA Divisions I, II and III Women's Rowing Championships Tentative Schedule of Events

Note: The below competition schedule is from the 2025 NCAA Women's Rowing Championships, thus this is only a sample.

Tuesday

10 a.m. Trailers may arrive and will be parked behind the Rangers' Station until 8 a.m. on Wednesday
6 p.m. NCAA Committee and Host Regatta Management Meeting/Walkthrough

Wednesday

8 a.m. Park opens for trailer drop-off.
10 a.m. - 7 p.m. Team Packet Pick up
Noon - 7 p.m. Boat scale available for test weighing
1 p.m. - 4:30 p.m. Head Official available for coxswain questions
3 - 7 p.m. Course available for practice.

Thursday

5:30 a.m. Park opens for teams.
7 - 8:30 a.m. Head Official available for coxswain questions
7 a.m. - Noon Boat scale available for test weighing
7 - 10 a.m. Course available for practice.
Noon - 1:30 p.m. Pre-championships coaches administrative meeting via Teams webinar.
3 - 7 p.m. Boat scale available for test weighing
3:30 - 7 p.m. Course available for practice.

Friday

Time	Division	Event
5:30 a.m.	All Divisions	Park opens for teams
6:12-11 a.m.	All Divisions	Coxswain weigh-in available
6:30-7:30 a.m.	All Divisions	Course open for practice
*7 a.m.	All Divisions	Latest teams can launch for practice
7:12 a.m.	All Divisions	Course open for race warm-up
8:12 a.m.	Division III	II Eights Heat 1

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8:24 a.m.	Division III	II Eights Heat 2
8:36 a.m.	Division III	I Eights Heat 1
8:48 a.m.	Division III	I Eights Heat 2
9 a.m.	Division II	Eights Heat 1
9:12 a.m.	Division II	Eights Heat 2
9:24 a.m.	Division II	Fours Heat 1
9:36 a.m.	Division II	Fours Heat 2
9:48 a.m.	Division I	I Eights Heat 1
10 a.m.	Division I	I Eights Heat 2
10:12 a.m.	Division I	I Eights Heat 3
10:24 a.m.	Division I	I Eights Heat 4
10:36 a.m.	Division I	II Eights Heat 1
10:48 a.m.	Division I	II Eights Heat 2
11 a.m.	Division I	II Eights Heat 3
11:12 a.m.	Division I	II Eights Heat 4
11:24 a.m.	Division I	Fours Heat 1
11:36 a.m.	Division I	Fours Heat 2
11:48 a.m.	Division I	Fours Heat 3
Noon	Division I	Fours Heat 4
12:30 p.m.	All Divisions	Committee Meeting
12:45 p.m.	All Divisions	Regatta Director/Committee Chairs' Meeting
2:48 p.m.	All Divisions	Course open for race warm-up
3:48 p.m.	Division III	II Eights Repechage
4 p.m.	Division III	I Eights Repechage
4:12 p.m.	Division II	Eights Repechage
4:24 p.m.	Division II	Fours Repechage
4:30 – 6 p.m.	All Divisions	Course open for practice (or immediately following the final race)
4:30 p.m.	All Divisions	Committee Meeting
5 p.m.	All Divisions	Regatta Director/ Committee Chairs' Meeting
*5:30 p.m.	All Divisions	Latest teams can launch for practice

Saturday

Time	Division	Event
5:30 a.m.	All Divisions	Park open for teams
6:12-10:36 a.m.	All Divisions	Coxswain weigh-in available
6:30-7:30 a.m.	All Divisions	Course open for practice
*7 a.m.	All Divisions	Latest teams can launch for practice

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7:12 a.m.	All Divisions	Course open for race warm-up
8:12 a.m.	Division I	I Eights C/D Semifinals
8:24 a.m.	Division I	I Eights C/D Semifinals
8:36 a.m.	Division I	I Eights A/B Semifinals
8:48 a.m.	Division I	I Eights A/B Semifinals
9 a.m.	Division I	II Eights C/D Semifinals
9:12 a.m.	Division I	II Eights C/D Semifinals
9:24 a.m.	Division I	II Eights A/B Semifinals
9:36 a.m.	Division I	II Eights A/B Semifinals
9:48 a.m.	Division I	Fours C/D Semifinals
10 a.m.	Division I	Fours C/D Semifinals
10:12 a.m.	Division I	Fours A/B Semifinals
10:24 a.m.	Division I	Fours A/B Semifinals
10:36 a.m.	Division III	II Eights Petite Final
10:48 a.m.	Division III	II Eights Grand Final
11 a.m.	Division II	Fours Petite Final (places 5-6)
11:12 a.m.	Division II	Fours Grand Final (places 1-4)
11:24 a.m.	Division III	I Eights Petite Final (places 7-8)
11:36 a.m.	Division III	I Eights Grand Final (places 1-6)
11:48 a.m.	Division II	II Eights Petite Final (places 5-6)
Noon	Division II	II Eights Grand Final (places 1-4)
12:45 p.m.	Division III	**Awards Ceremony
1 p.m.	Division II	** Awards Ceremony
1:30 p.m.	Division I	Committee Meeting
2 p.m.	Division I	Regatta Director/ Committee Chair Meeting
3-5 p.m.	Division I	Course open for practice
*4:30 p.m.	Division I	Latest teams can launch for practice

***Division II/III awards will start approximately 40 minutes following the last race of the day.*

Sunday

Time	Division	Event
5:30 a.m.	Division I	Park open for teams
6:12-10 a.m.	Division I	Coxswain weigh-in available
6:30-7:30 a.m.	Division I	Course open for practice
*7 a.m.	Division I	Latest teams can launch for practice
7:12 a.m.	Division I	Course open for race warm-up
8:12 a.m.	Division I	Fours D Final (places 19-22)

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8:24 a.m.	Division I	Fours C Final (places 13-18)
8:36 a.m.	Division I	II Eights D Final (places 19-22)
8:48 a.m.	Division I	II Eights C Final (places 13-18)
9 a.m.	Division I	I Eights D Final (places 19-22)
9:12 a.m.	Division I	I Eights C Final (places 13-18)
9:24 a.m.	Division I	Fours Petite Final (places 7-12)
9:36 a.m.	Division I	Fours Grand Final (places 1-6)
9:48 a.m.	Division I	II Eights Petite Final (places 7-12)
10:00 a.m.	Division I	II Eights Grand Final (places 1-6)
10:12 a.m.	Division I	I Eights Petite Final (places 7-12)
10:24 a.m.	Division I	I Eights Grand Final (places 1-6)
11:00 a.m.	Division I	**Awards Ceremony

***Division I awards will start approximately 40 minutes following the last race of the day.*

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SECTION X: ANCILLARY EVENTS

None for these championships at this time.

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SECTION XI: VOLUNTEER NEEDS

Approximately 75 volunteers per day will be needed and secured by the host.

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

- Stakeboat holders.
- Event Management.
- Video board operators.
- Awards coordinator.
- Packet Pick up coordinator
- Drug testing couriers, if necessary.
- Sports Medicine staff to include physicians and EMT.
- Media room and heat sheets/results production.
- Hospitality coordinator.
- National anthem singers.
- Ticket coordinator.
- Electrician.
- Launch drivers.
- Ticket sellers/takers.
- Security.
- Concessions, merchandise sales.
- Additional operational needs.

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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	\$280,000
Promotion	\$1,000
Tickets	\$0
Facility	\$39,000
Personnel	\$87,000
Entertainment	\$50,000
Equipment	\$96,000
Officiating Expenses	\$43,000