

# ***NCAA<sup>®</sup> SITE SELECTION PROCESS***



# **NCAA® SITE SELECTION PROCESS**



## **2029, 2030 & 2031 NCAA DIVISION I WOMEN'S SWIMMING AND DIVING CHAMPIONSHIPS**

**SPORT-SPECIFIC INFORMATION**

# NCAA® SITE SELECTION PROCESS



## Table of Contents

	Page No.
Section I	Introduction ..... 4
Section II	Championships Structure ..... 5
Section III	General Facility Requirements ..... 6
Section IV	Event History ..... 14
Section V	Lodging Specifications ..... 15
Section VI	NCAA/Host Responsibility ..... 17
Section VII	Transportation ..... 19
Section VIII	Marketing ..... 19
Section IX	Tentative Schedule of Events ..... 21
Section X	Ancillary Events ..... 23
Section XI	Volunteer Needs ..... 23
Section XII	Budget History ..... 24

**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.**

# **NCAA SITE SELECTION PROCESS**

The NCAA logo, featuring the letters "NCAA" in a bold, black, sans-serif font, centered within a yellow circle.

## **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 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.

# NCAA SITE SELECTION PROCESS



## SECTION II: CHAMPIONSHIPS STRUCTURE

DATE FORMULAS	
Women's Championships	Third Thursday – Saturday in March with the first night of competition on Wednesday night.

DATES AVAILABLE FOR BID	
2029	March 14-17, 2029
2030	March 20-23, 2030
2031	March 19-22, 2031

### NOTES:

The NCAA Division I Men's and Women's Swimming and Diving Committee will have a strong preference for submitted bids to host both the men's and women's championships at the same location in the same year.

The committee is discussing a potential date formula change if a linear broadcast window is available.



# NCAA SITE SELECTION PROCESS

NCAA

## SECTION III: GENERAL FACILITY REQUIREMENTS

1. The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The facility must agree that it will be in compliance with all applicable cities, state or federal regulations concerning access and seating for people with disabilities.
2. The facility must be in compliance with the current NCAA Swimming and Diving Rules Book.
3. The host/facility must have a comprehensive security/emergency-situation plan.
4. The facility must have a combination of permanent and temporary seating to accommodate at a *minimum* 1,500 spectators with preference for seating to accommodate 1,800 spectators. The facility must be modern, clean and accessible. Conditions must meet NCAA regulations and must be of championship caliber.
5. The facility and surrounding areas (i.e., parking lots, frontage property and any other adjacent area that the facility may provide to the NCAA) must be available for the exclusive use of the championships Monday prior to the championships through the conclusion of the meet. During this time, the facility shall not be available for any other use. The facility should be set up and competition ready by **noon** on Monday.
6. The facility must be clean, appropriately lit, and have adequate air quality.
7. 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.
8. 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).
9. 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.
10. The NCAA and its designated representatives shall have the right, with no obligation to make any payments to the facility or its concessionaire or any other third party, to provide food and beverages of its choice in the media refreshment area, other working areas and locker rooms at the facility.
11. During the season in which the facility will host the championship, it must host a minimum of one college swimming meet prior to the championships.
12. The warm-up pool must have a minimum of 8 lanes, with 10 preferred. If other pools are available on site, hosts must specify whether those additional pools are available for use by the competitors during the week of the championships. Strong preference will be given to facilities that guarantee access to additional pools to the NCAA.

# NCAA SITE SELECTION PROCESS



13. The competition pool must meet NCAA playing rules and bid specifications. Specifically, it must meet the following requirements:
  - a. 25-yard course.
  - b. Minimum water depth of 7 feet (2.13 meters).
  - c. 8 lanes, 7 feet in width, with additional width outside lanes 1 and 8.
  - d. Track style starting blocks are required for the championships.
  - e. Electronic relay takeoff judging equipment are required for the championships (currently provided by the NCAA timing vendor).
  - f. Backstroke ledges are required for the championships (currently provided by the NCAA timing vendor).
14. The diving well must meet NCAA playing rules. Specifically, it must meet the following requirements:
  - a. Be at least 60 feet in length and 75 feet in width.
  - b. Two one-meter diving springboards less than one year old.
  - c. Two three-meter diving springboards less than one year old.
  - d. Diving tower with takeoff platforms at 5, 7.5 and 10 meters.
  - e. Surface of the boards and platforms must be non-slip and safe. Rough-Tex surface is strongly recommended.
  - f. All springboards and platforms must be safe. It will be the responsibility of the host to make any necessary updates to the boards and platforms to ensure student-athlete safety.
  - g. It is preferred that the diving well be separated from the swimming competition and warm-up pools.
  - h. A permanent hot tub should be available for divers. If a permanent hot tub is not available, a temporary tub must be provided. Hosts must secure necessary approval in advance of the championships.
  - i. The host must have all diving equipment and areas assessed by a qualified diving specialist prior to the arrival of the NCAA committee/staff, and must make any necessary adjustments needed at their expense.
15. The pool and pool deck must have all necessary markings as outlined in the NCAA playing rules book.
16. Pool deck width of at least 20 feet is preferred. The deck must have enough room to accommodate bleachers for the participating institutions (approximately 700 people), as well as space for the head tables (swimming and diving). Seating for diving coaches (50 folding chairs) should also be provided by the diving well.
17. The water temperature for the competition and warm-up pools must be between 79 and 81 degrees Fahrenheit [26° and 27°C] for competition. The air temperature on deck level shall not be more than four degrees Fahrenheit below the water temperature. For diving wells that are separate from the competition/warm-up pools, the water should be between 82 and 86 degrees Fahrenheit [28° and 30°C] for competition. Special consideration also should be given to heating and ventilation for the comfort of spectators and competitors. Hosts should provide a detailed description of the facility's ventilation system. The host must be able to monitor air and water temperature on site as requested.

# NCAA SITE SELECTION PROCESS



18. Areas on deck should be designated for the following:
  - a. Race ready area.
  - b. Awards ready area.
  - c. Awards stand large enough to accommodate top eight individuals and relays. The host must provide the awards stand.
19. An electronic scoreboard and public address system (including backup, if possible) must be available. The scoreboard must be large enough to display eight competitors and their institution with the time achieved in each respective race, and should be in view of spectators and participants. The scoreboard must have capability to reflect diving scores and team scores (at least 10 at a time) as well. Ideally a second scoreboard or video board will be available to display the updated team scores and show footage from the races, if possible.
20. An athletic training facility with adequate modalities must be available for student-athletes within or immediately adjacent to the competition venue. Ice baths to accommodate 20-25 student-athletes at one time must be available immediately adjacent to the competition deck.
21. An area large enough to accommodate no less than 50 massage therapy tables for all participating teams must be available within or immediately adjacent to the competition venue.
22. The facility will provide the following equipment at its expense unless an item noted is provided via an NCAA contractor: Electronic timing system, with two back-ups, connected to electronic scoreboard (touch pads for **both ends** of the pool should be available); automatic relay takeoff judging equipment; backstroke ledges for all lanes of the competition pool; microphones for starter and referee; computer for seeding and results; public-address system; copier(s); printers; scoreboard(s) and video board(s); media equipment; music system; lap counters; stopwatches, clip boards and pencils.

The facility timing system must be able to integrate with the various broadcasting outlets provided by the NCAA. If issues arise with the timing system's ability to integrate with the broadcast providers, the institution assumes all responsibilities (financial and technical) to ensure the process is in place and in accordance with the needs of all broadcasting partners.

The host/facility must secure a technician to be available throughout the week to address any equipment and timing malfunctions.
23. A computerized scoring system must be available for diving competition.
24. The host, at its own expense, is required to do live streaming of the preliminary sessions each day of competition to be distributed on ESPN+. Announcers should be provided by the host.
25. Adequate locker rooms with restrooms, showers and changing areas must be available for approximately 400 participating student-athletes. Gender-neutral changing rooms must be provided. Locker rooms assignments are not necessary, but adequate lockers must be available. Participating athletes will provide their own locks.



# NCAA SITE SELECTION PROCESS



26. On-site parking for approximately 225 vehicles must be provided for teams, tournament personnel, committee members, officials, media, ESPN, etc. at no cost to the NCAA.
27. Permanent restrooms must be available for spectators, as well as on deck for non-participants. A gender-neutral restroom must be provided.
28. Seating that is elevated and padded for the diving judges must be provided. It is suggested that the chairs for diving judges be at a height suitable for judging the competition on each board. Diving flash cards (at least eight) must be available for backup in the event of computer failure.
29. An elevated platform(s) is required for the swimming head table. There should be room for approximately 10 people to sit at this table.
30. An elevated table for diving personnel (approximately 4) must be provided for the diving events.
31. A workspace for the NCAA committee should be provided for times when committee members are not working (18 people).
32. A meeting room for the officials (approximately 35) must be provided in close proximity to the competition pool and available at all times throughout the event.
33. A media seating area should be established in the stands. Only photographers (potentially a limited number) will be allowed on deck. All other media will have access only to the media work room, interview area, and media seating in the stands.
34. When bulkheads are used at either the start or turning end of the pool, the referee shall verify that the competition course measures to the correct distance both before and after each day of competition. Such measurements shall be done by laser with a device provided by the host institution or host facility. Failure to adhere to this requirement shall render any times recorded or records achieved null and void.
35. The facility must provide the following additional space, at its expense, with all areas subject to the approval of the NCAA:
  - a. Media work area (adequate power, internet and printing/copying capabilities must be available).
  - b. Interview area.
  - c. A private room for viewing relay exchanges (can be in the scoring/timing room).
  - d. A private area immediately off-deck for the games committee to meet, if necessary.
  - e. Registration area (pre-meet and on competition days).
  - f. Hospitality area(s) for coaches, student-athletes, volunteers/host staff, committee, officials, VIP.
  - g. Area for ticket sales.
  - h. Isolated area large enough to accommodate drug testing with separate bathrooms is required.
  - i. Separate area with mats needed for divers for stretching and tumbling. Preferably a room or space off-

# NCAA SITE SELECTION PROCESS

NCAA

- deck with a higher ceiling; prefer to have a dry diving board and trampoline in a space that can fit at least 20 divers at one time.
- j. Areas for concessions sales and merchandise sales.
36. The facility will provide all tables, chairs, skirting, pipe-and-drape and platforms for all areas described herein as required by the NCAA.
37. The facility will make available all computers, printers, video equipment, copy machines, internet access, etc. necessary to administer the championships, and as may be required by the NCAA. The facility will also provide equipment operators and technicians to be available Wednesday through Saturday during the meet.
38. The host shall submit a facility diagram with bid materials. The facility diagram should indicate the recommended locations for the following areas:
- a. Competition pool.
  - b. Warm-up pool.
  - c. Diving well.
  - d. Race ready area.
  - e. Awards ready area.
  - f. Awards stand.
  - g. Team seating.
  - h. Swimming head table.
  - i. Diving head table.
  - j. Athletic training room.
  - k. Locker rooms.
  - l. Restrooms.
  - m. Massage therapy area.
  - n. Ice baths.
  - o. Video review room.
  - p. Committee meeting room.
  - q. Officials meeting room.
  - r. Diving dryland area.
  - s. Scoreboards and video boards.
  - t. Media work room.
  - u. Interview area.
  - v. Potential drug testing area.
  - w. Hospitality areas.
  - x. Participant entrances.

## Broadcast

1. **Television Truck Parking and Technical Setup.** Adequate television facilities and space shall be available at no cost for all NCAA championship venues for broadcast partners. An area for parking the mobile unit shall be available within 150 feet of the power service closest to the anticipated camera positions or announce booth.

# NCAA SITE SELECTION PROCESS

NCAA

This designated area should provide enough room for two TV production trucks 65 feet long by 25 feet wide. There must be room for a third vehicle (Uplink truck) to park in proximity (within 100 feet) to the primary mobile unit. In addition, the primary television entity must have adequate space in the television compound to install work trailers.

2. **Television Power Requirements.** The competition venue shall provide the access to sufficient and reliable electrical power to operate equipment reasonably necessary to effectuate a first-quality, high-definition color telecast. Minimum power requirements are as follows:

- One Truck Event + Uplink
  - Minimum = (1) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
- Two Truck Event + Uplink
  - Minimum = (2) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
- Three Truck Event + Uplink
  - Minimum = (3) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
- Four Truck Event + Uplink
  - Minimum = (4) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
- Five Truck Event + Uplink
  - Minimum = (5) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
- Six Truck Event + Uplink
  - Minimum = (6) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
- If the competition venue does not meet the power requirements above and a generator is required, at no cost to the NCAA or its broadcast partner, the venue shall be responsible for a dual twin pack, crystal sync with operator; operator to stay with such generator from hook up to power down.

NCAA reserves the right to request additional power as needed for enhanced productions.

3. **Lighting Requirements.** Light levels shall meet the requirements noted within the NCAA's Best Lighting Practices. Those requirements can be found by clicking on the following link: [NCAA Best Lighting Practices](#).

All potential sites that submit a bid to host a future NCAA championship event must provide a professional lighting survey. Some NCAA championship sites are awarded in advance, and the competition venue must provide a follow-up professional lighting survey to the NCAA before the event. The NCAA preferred lighting vendor may be available to conduct a lighting survey at competition venue if needed and requested. The venue can provide at its own expense supplemental lighting to meet the NCAA lighting requirements.

Additional lighting information can be found here: <https://www.ncaa.com/flysystem/public-s3/files/2024-12/NCAA%20Summary%202024.pdf>

4. **Broadcast Partner Site Survey.** The NCAA's broadcast partner, in conjunction with the NCAA and the competition venue, will conduct a site survey in advance of the championship to determine the host set location,

# NCAA SITE SELECTION PROCESS



camera locations and determine the need for “seat kills.” If necessary, this survey will be determined by the NCAA in conjunction with the broadcast entity and host.

5. **Announce Booth/Announce Position.** The primary broadcast partner shall have access to first choice of all available television booths or courtside table space at no charge. Appropriate seating shall be made available for broadcast announce positions. For outdoor championships, the announce position shall provide protection from the weather. Protection includes coverage from the sun, rain or snow and a climate-controlled area.
6. **Camera Locations and Platforms.** Competition venues shall be required to provide locations for all camera positions that are industry standard for a national telecast for specific sports. Any existing camera platforms sufficient for a broadcast of the event at the venue must meet Occupational Safety and Health Administration (OSHA) standards. If not, the venue is responsible for ensuring OSHA compliance at the venue’s expense. The broadcast partner shall have the right to install, maintain and remove wires, cables and apparatus for the broadcast. The broadcast partner will cover or secure any exposed wires. The installation of any temporary camera platforms or lifts shall be at the broadcast partner’s expense.
7. **Venue Fees.** At no cost to the NCAA, its broadcast partner shall have exclusive right to the venue property, surrounding area/facilities, or any other area designated for NCAA or its broadcast partner’s use, including but not limited to meeting rooms, hospitality areas, retail stands/stores, private clubs and restaurants in the competition venue or the surrounding area during the period noted above.

The competition venue, at no cost to the NCAA or its broadcast partner, shall provide the use of the venue cleaned, lighted and heated or air conditioned in a manner acceptable to the NCAA or its broadcast, including but not limited to all existing scoreboards, video boards, LED screens, in-house cameras, video control room equipment, sound system, lighting equipment, in-house television/radio/Internet/wired and wireless network/telephone system and public address systems, camera positions and cabling. Use of all such systems shall be under the sole control of the NCAA or its broadcast partner. The competition venue must provide lighting for television broadcasts in accordance with the NCAA championship best lighting practices that are in effect at the time of competition. (See the NCAA Broadcast Services Page for current lighting specifications). The venue shall work with the broadcast partner to secure the best possible rates for production if union entities exist in the competition venue.

8. **Meal Area/Catering.** Competition venues must provide an adequate location at no charge for the broadcast partner to accommodate crew catering. Depending on the event, television crews normally number in size between 40 and 100 people. Venues shall provide adequate tables and chairs for the crew catering at no cost to the NCAA or its broadcast partner.
9. **Audio/Video Distribution Area.** Competition venues shall provide two eight-foot tables and chairs near the broadcast mobile unit or an alternative area approved by the NCAA media coordinator accessible by the media for the audio/video distribution area. Competition venues will provide adequate power and equipment based on the NCAA projected estimate of media attending the championship. For select championships, an area in the press conference room shall be made available for an NCAA crew to shoot the press conferences and uplink them for national media. The hosts must provide this audio/visual distribution equipment unless the NCAA has hired a third party to provide.



# NCAA SITE SELECTION PROCESS

NCAA

10. **Interview Room.** If requested, the competition venue shall provide a separate dedicated space for the broadcast partner at no charge. The space shall have power for television needs. For selected rounds of championships, broadcast partners may request multiple spaces if available. Each host should designate a press interview room or area at the facility.
11. **Data and Telecommunications Services.** The competition venue is required to provide a secured high-speed data network to support the NCAA, broadcast partners, host institution/conference staff, radio-rights holders, media and other users approved by the NCAA. The competition venue must provide dedicated bandwidth to support back-of-house locations such as the print media workroom, photo workroom, press conference interview room, NCAA and host.

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

☐ YES      ☐ NO      ☐ NO with Exception

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



# NCAA SITE SELECTION PROCESS

NCAA

## 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	The Ohio State University	10,762	All-Session: \$80 Single Session (Prelim Swim): \$15 Single Session (Prelim Dive): \$10 Single-Session (Finals): \$20
2019	University of Texas at Austin	19,909	All-Session: \$90 Single Session (Prelim): \$15 Single-Session (Finals): \$20
2020	University of Georgia	Cancelled	All-Session: \$90 Single Session (Prelim): \$15 Single-Session (Finals): \$20
2021	North Carolina State University and the Greensboro Sports Commission	0	*Note: Pandemic restrictions affected ticket sales plans.
2022	Georgia Institute of Technology	24,137	All-Session: \$120 Single-Session (Prelim): \$15 Single-Session (Finals): \$25
2023	University of Tennessee, Knoxville	8,583	All-Session: \$130 Single-Session (Prelim): \$15 Single-Session (Finals): \$25
2024	University of Georgia	9,457	All-Session: \$130 Single-Session (Prelim): \$10 Single-Session (Finals): \$20
2025	Washington State University	12,709	All-Session: \$130 Single-Session (Finals): \$20

### Media Attendance & points of origin (Local vs national)

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

# NCAA SITE SELECTION PROCESS



## SECTION V: LODGING

The NCAA has partnered with On Location to manage the NCAA Championship Housing Program and all championship housing needs. On Location serves as the housing partner for hundreds of events annually and, through strong relationships with various hotel brands, can deliver the appropriate mix of amenities, location and price for hundreds of thousands of room nights each year. Utilizing their expertise, On Location will be responsible for managing the selection and contracting process for all championship housing accommodations.

Housing will be required for all participating teams, NCAA staff, committee members, media, game officials, and other special guests as designated by the NCAA. Separate hotels are needed for the NCAA, media, officials and participating teams unless specified otherwise by the NCAA. It may be permissible for the media or game officials to be assigned to the same property as the NCAA headquarters hotel. Efforts will be made to provide some preference to the official corporate champion/partner in the hotel category (should one exist at the time of contracting) of the NCAA. While hotels are the primary housing offerings that will be contracted, alternative options may be considered in certain situations.

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

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

Bid responses may highlight any recommended properties On Location should consider when contracting. Specifications should also disclose any special relationships, agreements and/or financial arrangements you may have in place with the recommended properties. On Location will take into consideration all recommendations when selecting hotels; however, guarantees cannot be made that contracts will be secured with these properties.

All hotels contracted must have experience with and understand the needs of large 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.

***See hotel room block on next page.***

# NCAA SITE SELECTION PROCESS

NCAA

## Hotel Room Block

	Number of Hotels	Service Level	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Notes
Headquarters & Officials	1	Full	15	24	40	55	55	55	55	c/o	NCAA, Committee, Officials, ESPN, etc.
Teams & Individuals <sup>1</sup>	Various		30	57	75	114	114	114	114	c/o	
<b>Total</b>			45	81	115	169	169	169	169		

<sup>1</sup>Double/Double for team rooms.

The host institution is financially responsible for the game officials and NCAA committee accommodations to be reimbursed by the NCAA.

All hotels shall be in close proximity (ideally within walking distance) from the competition venue. The team hotels must be of comparable quality and distance from the competition venue. Hotel rooms at various properties should be reserved for the competing teams. Teams and individuals are not mandated to stay at the contracted properties.

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

☐ YES

☐ NO

☐ NO with Exception

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

# NCAA SITE SELECTION PROCESS



## SECTION VI: NCAA/HOST RESPONSIBILITY

### NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation and per diem for the NCAA committee
3. Mileage, per diem, and championship fees for all paid officials and coordinators through RefQuest.
4. Awards for all participating individuals and teams.
5. Championship mementos for participating teams (distributed after the championships).
6. Credentials.
7. Backstroke flags, lane lines, timing and scoring equipment and timing services.
8. Apparel for officials and volunteers.
9. Merchandise from Event 1.
10. Hydration product and equipment for participants.
11. Basic signage package.
12. Funding for promotional efforts.
13. Funding for operational expenses as approved in the proposed budget.

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

1. Lodging for all paid officials and coordinators, committee and NCAA contractors will be paid by the host and reimbursed by the NCAA through the financial report.
2. Facilities, inclusive of all required equipment needed to support the work of the NCAA timing provider (e.g. truss/poles for attaching video cameras used to facilitate video review).
3. Various personnel and volunteers (see Section VIII for details).
4. Media coordination.
5. First aid/medical services/AED on-site/ambulance on-site/physician on-site.

# NCAA SITE SELECTION PROCESS

NCAA

6. Championships hospitality.
7. Food/beverage concessions.
8. Timing and scoring equipment (if NCAA does not provide through their contracted provider).
9. Scoreboard and videoboard.
10. Video review equipment and review room.
11. Necessary meeting rooms and designated areas as outlined in this document.
12. Public address system.
13. Support personnel – ushers, ticket takers, media runners, etc.
14. Security.
15. Media room (fully equipped).
16. Media seating/work area with constant refreshments.
17. Tickets.
18. All computers, printers, video equipment, photocopy machines, telephone lines, internet lines, etc. necessary to administer the championships, and as may be required by the NCAA in order to meet championship requirements.
19. Appropriate directional signage within and outside the venue.
20. Other equipment and 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.

☐ YES

☐ NO

☐ NO with Exception

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



# NCAA SITE SELECTION PROCESS

NCAA

## SECTION VII: TRANSPORTATION

There are no additional transportation requirements from the host for the Division I Women's Swimming and Diving Championships outside of the parking requirements listed in Section III.

## SECTION VIII: MARKETING

1. **Marketing Plans.** Upon selection, the host is required to submit a marketing plan for review and approval prior to activation by the NCAA marketing staff. Please refer to the appropriate marketing plan template as a guideline when submitting your plan for review.
2. **Budgets.** When the proposed budget is submitted, a minimum of \$4,000 should be allocated for these purposes. The marketing budget should only include items needed for: marketing, advertising, printing costs, grassroots opportunities and promotions.
3. **Creative Process.** A creative marketing assistance website is available to the host for their marketing needs. This marketing website, [NCAACHampsPromotion.com](http://NCAACHampsPromotion.com), is a comprehensive tool designed to help hosts create marketing pieces which will generate awareness and promote tickets and/or attendance for the championship.

Hosts should customize and download all necessary artwork to promote the championship. Every effort should be made to use the online marketing templates, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided.

All artwork and reimbursement requests must be approved by the NCAA prior to proceeding with production. Artwork requests and approvals will be managed through the website. Should you not have a local vendor, a list of preferred NCAA vendors is available on the website.

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

# NCAA® SITE SELECTION PROCESS



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

☐ YES

☐ NO

☐ NO with Exception

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

# NCAA SITE SELECTION PROCESS



## SECTION IX: TENTATIVE SCHEDULE OF EVENTS

### Monday

Facility must be set up and ready for competition by noon – NCAA committee/staff/host walk-through.

NCAA staff arrives on site.

Facility open for practice – by 4 p.m. local time.

### Tuesday

Facility open for practice.

Registration.

Diving and swimming coaches meetings.

### Wednesday

Facility open for practice.

Registration.

Approximately 10 a.m. – Day 1 Swimming Prelims

Approximately 6 p.m. – Day 1 Finals

1,650 Yard Freestyle – last heat of timed finals

**AWARDS 1,650 YARD FREESTYLE**

200 Medley Relay – all heats of timed final

**AWARDS 200 MEDLEY RELAY**

45-minute break after completion of last heat

800 Freestyle Relay – all heats of timed final

**AWARDS 800 FREESTYLE RELAY**

### Thursday

Facility open for practice.

Approximately 10 a.m. – Day 2 Swimming Prelims

Approximately 12:15 p.m. – One-meter Diving Prelims

10 min. following trials – One-meter Diving Consolation Finals (9-16)

Approximately 6 p.m. – Day 2 Finals

100 Butterfly Final

**AWARDS 100 BUTTERFLY**

400 Individual Medley Final

**AWARDS 400 INDIVIDUAL MEDLEY**

One-meter Diving Finals Rounds 1-3

200 Freestyle Final

**AWARDS 200 FREESTYLE**

100 Backstroke Final

**AWARDS 100 BACKSTROKE**

One-meter Diving Finals Rounds 4-6

**AWARDS ONE-METER DIVING**

200 Freestyle Relay – last heat of timed final

**AWARDS 200 FREESTYLE RELAY**

# NCAA SITE SELECTION PROCESS



## Friday

Facility open for practice.

Approximately 10 a.m. – Day 3 Swimming Prelims

Approximately 12:15 p.m. – Three-meter Diving Prelims

10 min. following trials – Three-meter Diving Consolation Finals (9-16)

Approximately 6 p.m. – Day 2 Finals

200 Backstroke Final

**AWARDS 200 BACKSTROKE**

200 Breaststroke Final

**AWARDS 200 BREASTSTROKE**

Three-meter Diving Finals Rounds 1-3

50 Freestyle Final

**AWARDS 50 FREESTYLE**

500 Freestyle Final

**AWARDS 500 FREESTYLE**

Three-meter Diving Finals Rounds 4-6

**AWARDS THREE-METER DIVING**

400 Medley Relay – last heat of timed final

**AWARDS 400 MEDLEY RELAY**

## Saturday

Facility open for practice.

Approximately 10 a.m. – Day 3 Swimming Prelims

Approximately Noon – Platform Diving Prelims

10 min. following trials – Platform Diving Consolation Finals (9-16)

Approximately 6 p.m. – Day 3 Finals

200 Individual Medley Final

**AWARDS 200 IM**

100 Freestyle Final

**AWARDS 100 FREESTYLE**

Platform Diving Finals Rounds 1-3

200 Butterfly Final

**AWARDS 200 BUTTERFLY**

100 Breaststroke Final

**AWARDS 100 BREASTSTROKE**

Platform Diving Finals Rounds 4-6

**AWARDS PLATFORM DIVING**

400 Freestyle Relay – last heat of timed final

**AWARDS 400 FREESTYLE RELAY**

**TEAM AWARDS**

**Note: All times and event order subject to change.**

# NCAA SITE SELECTION PROCESS



## 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

The NCAA committee will secure individuals for the following positions:

- Key swimming officials [announcer, referee, assistant referee, starters (2), head take-off judge, head stroke judge, head turn judge, officials' coordinator];
- Key diving officials [diving referee, diving judges (8)];
- Volunteer head timers/turn judges (18);
- Administrative referee;
- Diving data specialist;
- Swimming data specialist.

The officials' coordinator may work with the committee, NCAA staff, and the head referee to assign 18 volunteer positions of head timer/turn judge.

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

- Diving announcer (if not provided by the NCAA).
- DiveMeets operator.
- Manual diving scorers.
- Timing system operator and technician (if not provided by the NCAA).
- Videoboard/scoreboard operators.
- Awards personnel.
- Registration personnel.
- Drug testing couriers, if necessary.
- Athletic training room and medical personnel.
- Media room and heat sheets/results production.
- Hospitality.
- National anthem singers.
- Music coordinator.
- Electrician.
- Race ready.
- Facility management.
- Lifeguards.
- Ticket sellers/takers.
- Security.
- Concessions, merchandise sales.
- Additional operational needs.



# NCAA SITE SELECTION PROCESS

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

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 XII: BUDGET HISTORY

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

Expenditures Three-Year Average	
Total Expenses	\$184,000.00
Promotion	\$2,000.00
Tickets	\$9,000.00
Facility	\$39,000.00
Personnel	\$50,000.00
Entertainment	\$45,000.00
Equipment	\$14,000.00
Officiating Expenses	\$22,000.00
State and City Taxes	\$6,000.00