

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





2028, 2029 & 2030  
NCAA DIVISION I MEN'S AND WOMEN'S SINGLES AND DOUBLES  
TENNIS CHAMPIONSHIPS  
SPORT SPECIFIC INFORMATION

# NCAA SITE SELECTION PROCESS



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



## SECTION I: INTRODUCTION

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

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

A member institution or member conference of the NCAA must be designated as the host institution/conference for the championship. The administration of the championship is under the authority of the respective 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: CHAMPIONSHIPS STRUCTURE

DATE FORMULA	
Individual championship finals (singles (64)/doubles (32) for both men and women at finals site)	Fall Singles and Doubles (if pilot is approved) Individual championships will begin on Tuesday through Sunday the week before Thanksgiving.
	Spring Singles and Doubles (if pilot not approved) Individual championships will begin on Monday, the day following the team finals and will conclude six days later (Saturday).

The Division I men's and women's singles and doubles championships consist of a bracket of 64 singles players and 32 doubles teams per gender participating in the single-elimination tournament. There is a two-year pilot during the 2024-25 and 2025-26 academic years for the singles and doubles championships to take place in the fall instead of the spring. Following the completion of the pilot, a decision will be made in the Spring of 2026 to either extend the pilot permanently or to discontinue the pilot and return the singles and doubles championships to the spring.

Should the pilot become permanent, all bids received will be evaluated for awarding in 2028, 2029 and 2030. Should the singles and doubles championships return to the Spring, the championship will be held following the conclusion of the team championships at the previously awarded team championship site in Orlando. The team championships have been awarded to Orlando from 2027-28 through 2036-37.

DATES AVAILABLE FOR BID	
2028	November 14-19, 2028
2029	November 13-18, 2029
2030	November 19-24, 2030



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## 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. At the finals site, a minimum of twelve (12) uniformly lighted outdoor competition hard-surface courts of similar speed and surface; minimum of six (6) indoor courts of similar speed and surface to the outdoor competition courts (preference within 30 minutes of the competition site), and an additional minimum of twelve (12) outdoor practice courts with same or similar surface to the competition courts must be available for individuals to practice starting at 6 a.m. two days before the start of the singles round of 64 matches through the conclusion of the final competition matches for the singles and doubles championships. The preferred layout for the competition courts is two banks of six courts in a row.
3. The host and facility agree that the facility shall be available for the use of the NCAA starting at 6 a.m. Sunday before the competition and until the conclusion of the final individual championships matches. During that period of time, the facility will be clean and accessible, and playing conditions must be safe and of championships caliber.
4. The NCAA specifically disclaims any responsibility to investigate the safety or code compliance of the facility and parking lots or the component products, equipment, materials, designs and constructions.
5. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
6. The NCAA shall be provided exclusive use of two (2) separate, private meeting spaces [one for 25 people (officials) and one for 20 people (committee)] at the competition tennis facility during the championships. It is preferred that at least one space has a view of the competition courts.
7. At the discretion of the NCAA, practice sessions may be open to the public at no admittance charge, and programs, merchandise and concessions may be sold.
8. The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
  - a. An athletic training area for student-athletes with a certified athletic trainer on hand and accessible at all times at the competition site. It is also preferred that a massage therapist be on duty or available.
  - b. Media work space for 20 with appropriate lighting, heat, air-conditioning and toilet facilities.
  - c. A minimum of four separate and comparable locker rooms dedicated for exclusive use by the competing individuals.

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- d. A shaded courtside tournament desk space with one high-speed printer and internet capabilities for reproducing statistics and other material. The facility shall be responsible for the installation, service costs and paper for these machines during the championships.
  - e. A room for drug testing, with a waiting area, toilet facilities and a minimum of 500 square feet of space.
  - f. Hospitality space for NCAA committee and staff (20), officials (25), working staff and media (numbers determined by host). A separate space should be provided for participant hospitality.
    - o Meals should be provided for NCAA committee and staff, officials, and working staff and media on competition and practice days.
    - o A student-athlete lounge area with beverages (e.g. smoothies, water, sports drinks), fruit, and healthy snacks for use during competition and practice days. This area must be separate from officials and tournament personnel and proximate to the competition facility.
  - g. Temporary or permanent shaded areas for participants and spectators are recommended. Air-conditioned space for participants is recommended.
9. The facility shall provide, at its expense, proper wind screening on all competitive courts, singles sticks for all courts, umpire chairs with umbrella/covering (one per court), chairs, participant benches, tables, skirting, pipe-and-drape and platforms for all areas described herein as required by the NCAA.
10. The facility shall provide for proper cleaning and drying of all competition and practice courts in case of inclement weather during practices and competition which should include six (6) VAPTRs, an adequate number of rollers, squeegees and blowers (two per court), with a minimum of two people per court to assist with drying.
11. The host and facility shall provide on-site access to a minimum of two racket stringers beginning with the first day of practice and concluding through the final day of competition.
12. The facility shall provide complimentary parking spaces for the participating teams (170), NCAA representatives (8) and officials (10) in prime locations.
13. The facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations. (i.e., bracket boards etc.)
14. The facility shall provide a main electronic scoreboard that has the capability of displaying team and individual match results throughout the championships for each bank of six courts and twelve (12) electronic scoreboards (one for each individual court). The ability to electronically display scores online and on court at all times is required. A manual backup scoring system must be available.
15. The host shall secure sufficient facilities for hosting one required banquet/celebration on Monday before



competition that will hold approximately 450 people.).

16. The facility should provide for a minimum of 1,500 spectator seating. Elevated or unobstructed views for spectators is preferred. Permanent seating (minimum of 150) in the indoor facility is preferred.
17. The facility shall provide a comprehensive court resurfacing plan for competition and practice courts. At a minimum, the competition and practice courts should be resurfaced within the calendar year of the championship. The plan should include court patching capabilities.
18. The committee encourages bidders to provide a list of enhancements that the host will provide at its own expense related to broadcasting the championships via linear television or streaming (e.g. production expenses).

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 bid 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. Please note that the attendance and ticket prices reflect a combined team and individual championship at the same site until Fall 2024 at Baylor University.

Year	Host	Attendance	Ticket Prices
2018	Wake Forest University	7,433	All-Session Adult: \$75 All-Session Student: \$50 Single Session Adult: \$10 Single Session Student: \$3
2019	University of Central Florida and Greater Orlando Sports Commission	6,652	All-Session Adult: \$100 All-Session Team Adult: \$50 Single Session Team Adult: \$20 Single Session Individual Adult: \$10
2020	Oklahoma State University	Cancelled	All-Session Adult: \$120 All-Session Student: \$75 Single Session Adult: \$15 Single Session Student: \$8
2021	University of Central Florida and Greater Orlando Sports Commission	8,367	Single Session Adult: \$10 *Note: Pandemic restrictions affected ticket sales plans.
2022	University of Illinois at Urbana-Champaign	3,356	All-Session Adult: \$100 All-Session Team Adult: \$50 Single Session Team Adult: \$15 Single Session Individual Adult: \$10
2023	University of Central Florida and Greater Orlando Sports Commission	5,207	All-Session Adult: \$125 Team Session: \$75 Individual Sessions: \$50 Single Session – Team: \$20 Single Session – Individual: \$10
2024	Oklahoma State University	5,904	All-Session Adult: \$125 Single Session – Team: \$20 Single Session – Individual: \$10
Fall 2024	Baylor University	1,738	All-Session Adult: \$55 Single Session: \$10
Spring 2025	Baylor University	2,966	All-Session Adult: \$75 Single Session: \$20

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

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

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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, is able to deliver the appropriate mix of amenities, location and price for hundreds of thousands of room nights each year. Utilizing their expertise, On Location will be responsible for managing the selection and contracting process for all championship housing accommodations.

Housing will be required for all participating teams, NCAA staff, committee members, media, game officials, and other special guests as designated by the NCAA. Separate hotels are needed for the NCAA, media, officials, and participating teams unless specified otherwise by the NCAA. It may be permissible for the media or game officials to be assigned to the same property as the NCAA headquarters hotel. (Game officials and teams may not stay in the same hotel.) Efforts will be made to provide some preference to the official corporate champion/partner in the hotel category (should one exist at the time of contracting) of the NCAA. While hotels are the primary housing offerings that will be contracted, alternative options may be considered in certain situations.

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

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

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

All hotels contracted must have experience with and understand the needs of large sports related groups. For certain championship events, additional room blocks may be required for fan travel.

The NCAA or its designees shall have the exclusive right to sell products licensed by the Association for merchandising at the selected hotels (inside and outside the premises controlled by the hotels). The hotel will provide adequate space in its lobby for such sales.

Contracted properties will be responsible for complying with all requirements in the contract terms as presented in the sample contract.

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## Hotel Room Block – Individual Week (Fall)

	Number of Hotels	Service Level	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Sun	Notes
Participants <sup>1</sup>	Varies	Full	175	175	175	135	100	80	80	65	55	
Headquarters & Officials	1	Full	20	30	50	50	50	50	50	50	50	
<b>Total</b>			195	205	225	185	150	130	130	115	105	

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

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

All hotels shall be in close proximity (30 miles or 30 minutes) from the event venue. The participant hotels must be of comparable quality and distance from the competition venue. Participants prefer to have meeting rooms available for team meals and meetings. Participants are responsible for paying their own rooms. Singles and doubles participants are not required 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

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# **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 through RefQuest.
4. Practice coordinator to schedule practices and warmups and court assigner to assign match courts.
5. Awards for the participating individuals.
6. Official souvenir program (digital).
7. Credentials.
8. Student-athlete mementos to the official traveling parties of the participating individuals.
9. Funding for host/volunteer apparel.
10. Apparel for officials.
11. Funding for promotional efforts.
12. Merchandise from Event 1.
13. Hydration product and equipment for participants.
14. Signage package to decorate venue.
15. Funding for operational expenses as approved in the proposed budget.
16. Official NCAA tennis balls for competition.

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

1. Competition, practice, banquet and required auxiliary facilities per bid specifications.
2. Volunteers.

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3. Key personnel – racquet stringers, merchandise sales, hospitality coordinator, etc.
4. Public relations media coordination.
5. First aid/medical services/AED on site/ambulance on site/doctor on site.
6. Championships hospitality (meals, student-athlete lounge, etc.).
7. Food/beverage concessions.
8. Public address system.
9. Support personnel – ball runners, ticket takers, media runners, etc.
10. Security.
11. Media interview room (fully equipped).
12. Media seating/work area with constant refreshments and internet access.
13. Tickets and ticket operations.
14. All computers, printers, video equipment, photocopy machines, internet access etc. necessary to administer the championships, and as may be required by the NCAA.
15. Appropriate directional signage within and outside the venue.
16. Public address announcers, scoreboard operators, etc.
17. Scoreboards, as required in bid specifications, at no additional cost to NCAA. Videoboard, at no cost to the NCAA, strongly preferred.
18. Lodging (room and tax) for all officials and NCAA sport committee to be reimbursed by the NCAA through the financial report.
19. Web stream of each court inside and outside if not broadcasted on linear television.
20. Marketing resources at a minimum of \$4,000 in the proposed budget.
21. ITA certified electronic line calling equipment for all competition courts.
22. Support for awards celebration – staging, music, PA, etc.





23. Marketing plan to be approved by the NCAA committee with focus on driving local attendance and community engagement.
24. Other items as later requested by the NCAA.

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## SECTION VII: TRANSPORTATION

There are no additional transportation requirements from the host for the Division I Tennis 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 guide.
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.

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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 and NCAA Micro-Site Guidelines.

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## SECTION IX: TENTATIVE SCHEDULE OF EVENTS

Match times are subject to change based on if there is a television broadcast agreement.

### Tentative Match Schedule

<u>DAY</u>	<u>ROUND</u>	<u>MATCHES PER DAY</u>	<u>TIMES</u>
Sunday	Men's and women's practices	0	8 a.m.–9 p.m.
Monday	Men's and women's practices	0	8 a.m.–6 p.m.
Tuesday	Men's and women's round of 64 (singles)	64	Start at 9 a.m.
Wednesday	Men's and women's round of 32 (singles and doubles)	64	Start at 9 a.m.
Thursday	Men's and women's round of 16 (singles and doubles)	32	Start at 10 a.m.
Friday	Men's and women's quarterfinals (singles and doubles)	16	Start at 10 a.m.
Saturday	Men's and women's semifinals (singles and doubles)	8	Start at 10 a.m.
Sunday	Men's and women's finals (singles and doubles)	4	Start at 11 a.m.

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## SECTION X: ANCILLARY EVENTS

The Intercollegiate Tennis Association (ITA) will conduct its wheelchair singles semifinals and finals concurrently with the NCAA singles semifinals and finals. The ITA will pay any additional expenses associated with this event and coordinate directly with the participants. The host should demonstrate accessible facilities for the participants.

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## SECTION XI: VOLUNTEER NEEDS

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

- Ball runners to be used during the individual (singles/doubles) championship matches.
- Media runners.
- Parking lot attendants.
- Merchandise sales.
- Hospitality coordinator.
- National anthem singers.
- Ticket sellers/takers/ushers.
- Security.
- Scoreboard coordinator.
- Videoboard operator.

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## SECTION XII: BUDGET HISTORY

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

Expenditures Three-Year Average	
Total Expenses	\$164,000.00
Promotion	\$2,000.00
Tickets	\$0.00
Facility	\$14,000.00
Personnel	\$71,000.00
Entertainment	\$47,000.00
Equipment	\$8,000.00
Officiating Expenses	\$22,000.00