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2029, 2030 & 2031 NCAA DIVISION I MEN'S AND WOMEN'S INDOOR TRACK AND FIELD CHAMPIONSHIPS

SPORT SPECIFIC INFORMATION

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

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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 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.



SECTION II: CHAMPIONSHIP STRUCTURE (FUTURE DATES/DATE FORMULA)

DATE FORMULAS	
Indoor Track and Field Championships	Second Friday and Saturday in March
2029	March 9-10
2030	March 8-9
2031	March 14-15

The Division I Men's and Women's Indoor Track and Field Championships provide for each men's individual event contested, including the heptathlon, the top 16 declared student-athletes will be accepted into the competition. For each women's individual event contested, including the pentathlon, the top 16 declared student-athletes will be accepted into the competition. For each relay event contested, the top 12 declared relay teams will be accepted into the competition. The stated maximums are absolute and will not be extended as a result of ties. Seventeen (17) events are contested at the championships, 15 individual events and two (2) relays, per gender. The top eight (8) individuals or relay teams will receive awards per event and team awards are distributed for national champion through fourth place per gender.



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SECTION III: GENERAL FACILITY REQUIREMENTS

1. The facility must be modern, clean and accessible and must have at least 3,500 seats (5,000 preferred) a proposal that includes a combination of permanent and temporary seating is acceptable, however, any cost for temporary seating is at the expense of the host and non-reimbursable by the NCAA. The seating capacity must take into account adequate seating reserved for participants (student-athletes and coaches) in close proximity to the primary warm-up and clerking areas.
2. The facility and surrounding area (i.e., parking lots, frontage property, team camp areas and any other adjacent area that the facility may provide to the NCAA) must be available for move-in from noon the Monday preceding the first day of competition (Friday) through the day after the championships (Sunday) for the purpose of preparing for, practicing for, conducting the Division I men's and women's indoor track and field championships, and in the case of inclement weather or other occurrences that may require the championships to carry over to Sunday. During that period of time, the facility will be clean and accessible, and conditions must be safe and of championships caliber. The facility must be accessible for practice by participating institutions no later than 12 p.m. two days prior to the first day of competition.

The host site must also provide assurance that there will be no large-scale competing events (e.g., other home athletic event, convention, conference, etc.) within the host city that would negatively impact the student-athlete and spectator experience. This includes assurance of adequate hotels, rental cars, travel accommodations (flights in/out of host city), support staff/personnel, availability and access to dining/restaurant options, and access to championship resources and infrastructure items (e.g., tents, scaffolding, generators, security, parking/traffic control, etc.).

3. The NCAA specifically disclaims any responsibility to investigate the safety or code compliance of the facility and parking lots or the component products, equipment, materials, designs and constructions.
4. The host must provide the use of the facility, cleaned, lighted and heated or air-conditioned in a manner acceptable to the NCAA.
5. The facility/host shall obtain written release from the lessees and franchisees, if any, of "club" seats, suites or boxes allowing the NCAA the said use of such during championship events. If applicable, the local organizing committee (LOC) will be responsible for relocating all displaced suite and box ticket holders in the general seating areas contained in the LOC's allotment of tickets.
6. The city shall have an ordinance prohibiting ticket scalping inside the facility and facility property.
7. 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.
8. During the season in which the facility will host the championship, it must host a minimum of one indoor track

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and field meet prior to March 1.

9. The host shall make the necessary accommodations for the personnel to conduct fully automatic timing (FAT) and results processing for the championships. **The NCAA shall contract with the timing personnel directly.**
10. The NCAA track and field officials assignor will appoint all key official positions for the championships, including referees, starters, head clerks, a head umpire, and a head marshal. The host shall work with the NCAA officials assignor on securing and approving the balance of officials to serve at the championships. The officials cannot be under the employ of the host institution or any member of the host institution's conference. Of the officials secured by the host, 40 percent must come from outside the local association. The NCAA officials assignor can offer a list of recommended number of officials to work in each event area.

It is preferred that the host's hospitality plan includes scheduled meals for officials. Note that the NCAA will issue invitations to serve for the key official positions. Transportation, per diem, and stipend shall be paid directly to the key officials noted above, by the by the NCAA. Any other approved NCAA stipend paid to other officials working the meet will also be paid directly by the NCAA through its officiating platform. Lodging expense (room and tax) for all officials will be paid by the host and reimbursed by the NCAA through the host budget system.

11. Tracks, runways and take-off areas should be covered with synthetic material. These surfaces shall be able to accept a minimum of 7 mm (1/4") in spike length. In the high jump, the surface shall be able to accept a minimum of 9 mm (3/8") in spike length.

It is preferred that each runway shall have a uniform resilience and that field events are conducted within the primary spectator viewing area.

Where possible, all events should be unobstructed by facility limitations (e.g., shortened runways, bleacher seats, overhead beams, etc.).

12. Maximum lateral inclination of the straight-aways permitted shall not exceed 1:100, one percent (1%). The maximum downward inclination permitted in the running direction shall not exceed 1:250, four-tenths of one percent (.4%), at any point, and 1:1,000, one-tenth of one percent (.1%) overall.

Lanes shall all have the same width with a minimum of 1.067 (± 0.01) meters and a maximum of 1.22 (± 0.01) meters (42-48"), including the white line to the right. Lanes shall be marked on both sides by line 5 centimeters wide. The lanes shall be numbered with lane one on the left when facing the finish line.

There should be a minimum of 3 meters (9'10") behind the start line and 10 meters (32'9 3/4") beyond the finish line free of any obstruction. It is recommended that clearance beyond the finish line should be at least 20 meters.

13. The oval track must be 200 meters in length. It shall consist of two horizontal straights and two curves which shall be banked. A track surveyed based on the existence of a curb shall, at a minimum, have the full curves

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bordered by a curb of suitable material approximately 5 centimeters in height and a minimum of 5 centimeters in width. The edges of the curb shall be rounded.

14. The pole vault, long jump and triple jump facilities must have at least 45 meter (147'7 ½") runways. For the pole vault, this minimum shall be measured from the back of the box. For the long and triple jumps, this minimum shall be measured from the take-off board. Two runways are required for long jump and triple jump.
15. The shot put and high jump areas should be able to handle competitions at the same time with competitor and spectator safety. It is preferred that the high jump is situated so that it does not interfere with running events. It is preferred that the approach space for any one high jump pit be 85-90 feet.
16. Dual high jump and shot put areas for simultaneous competitions in the combined events are preferred. It is preferred that the approach space for any one high jump pit be 85-90 feet.
17. The weight throw facility must meet NCAA specifications and have a landing area that will allow maximum safety and also provide safe and adequate spectator space. The weight throw area shall have safety boards, placed at a recommended minimum of 100 feet from the circle. These boards should be sturdy enough to absorb the force of the implements at the end of its travel. Additionally, the venue should guarantee a minimum of 30 vertical feet free of obstruction in the entirety of the throwing area.
18. The facility should have space available for the management of the event including a clerking area large enough to accommodate 50 athletes, a warm-up area for athletes prior to reporting to the clerk, an athlete interview area and an area convenient for conducting a drug-testing program. The warm-up area must provide expansive space with plenty of track surface available for student-athletes to practice blocks starts and hurdle drills while wearing spikes.
19. The facility should have space available in the press box to accommodate data and timing management (lane assignments, results, scoring, etc.). Space for personal computers with corresponding electrical and internet access is required. The NCAA will contract the services of the timing group. Space reserved for this purpose should accommodate ten people. Space for video review to include power and internet must be available at track level and in an area that is enclosed, private and in close proximity to the protest table.
20. One area of visible space near the track should be available, appropriately furnished with tables, chairs and refreshments for the use of the NCAA committee. The committee should also have a private space that is adjacent or nearby that is not subject to outside interference. This space should be made available beginning Wednesday prior to the championships.
21. The committee will also require a separate area of work space with a view of the track that can accommodate two individuals, a desktop printer and personal computer for use of the NCAA committee and data specialist to oversee results verification.
22. The facility should have an awards stand to accommodate eight relays (32 people) that is easily seen by

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spectators.

23. The facility should have an adequate team camp space able to accommodate up to 150 different institutions and their necessary personnel and equipment (e.g., medical table). This space must be enclosed in a permanent facility in close proximity that is walkable to the competition area, preferably in the same building as the competition track.
24. Concessions and an athletic training facility must be available on site. If permanent facilities are not available for athletic training, a temporary set up in or adjacent to the facility may be used to meet this requirement. Enough space shall be provided to accommodate participating institutions.
25. Permanent restrooms must be on site.
26. On-site parking must be provided for participating institutions, championship personnel (NCAA staff and committee, timing/results, video review, etcetera), media, and officials on a complimentary basis. If immediate parking is not available for participating institutions, a bus/van drop-off area must be designated. If necessary, hosts may limit the number of parking passes distributed to an institution based on the institution's number of participating student-athletes. Sufficient parking spaces must also be made available to attending spectators. If there is any cost associated with securing adequate parking, that cost shall be the responsibility of the host.
27. An established mixed zone area must be designated separate from spectator and hospitality areas.
28. A full complement of facility crew personnel must be on site at all times during practice and competition. Established plans for handling facility needs in the event of inclement weather must be reviewed by the NCAA in advance of the championships.
29. Hosts must provide, in its participant manual, a list of equipment available to all teams (i.e., throwing implements, etc.) and a list of alternate training facilities, including weight room and appropriate running paths in immediate proximity to the facility. Weight room shall be made available at no cost to participating institutions for the duration of the championships including all practice and competition days.
30. A private and secure room for drug testing with a common waiting area, separate toilet facilities for men and women, and a minimum of 500 square feet of space, must be available.
31. The facility shall provide at least one main results area with an area for protests to be filed.
32. A section of seating closest to the warm-up and clerking area shall be reserved for participating student-athletes and coaches.

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33. The NCAA or its designee will provide cups, water coolers, ice chests, and water for placement in key areas including warm-up, competition areas, clerking, and mixed zone. A limited number of banners and other signage will be provided for dressing the facility. These items will be provided at the NCAA's expense.
34. The facility will provide the following state-of-the-art meet equipment at its expense: public-address system, a video board and associated equipment to display meet updates, live action, replays, and NCAA messaging, and electronic event performance boards reporting marks for each field event. Bids outlining a plan to enhance the championships with fully produced footage (available throughout all days of competition and with multiple camera angles) will be given additional consideration.
35. The primary press box/area must be large enough to accommodate a minimum of 50 to 60 media that can view the field of play. Additionally, an auxiliary space that can seat 50 to 60 photographers, preferably on track level near the track, must be made available. The area must have proper lighting, internet access and adequate toilet facilities for men and women (including facilities for disabled persons) and be adjacent to an area available for light snacks, soft drinks and water.
36. 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 and other working areas at the facility.
37. Dedicated, but limited, space for photographers should be available around the field of play, as well as on the periphery of the oval track as determined by the NCAA media coordinator and host sports information director.
38. An interview area within the mixed zone set with one six-foot table and chair seating for 10 individuals should be available. The facility will provide the lighting, draping, a seated interview area and camera platforms (if necessary) at its expense. Other press conference equipment and personnel selected by the NCAA to administer streaming and local videotape and sound feeds to electronic media agencies will be provided at the NCAA's expense.
39. The host will make available photocopy machine(s) with capabilities for reproducing heat sheets, results and other materials with a minimum per copy speed of 75 per minute. The facility will be responsible for the installation, service costs and paper for these machines for the championships. Each machine will also include a collator and automatic stapler, with an additional collator capable of handling 12 separate sheets of paper. Host must also provide equipment operators and technicians Friday and Saturday during the championships. The machines shall be located in an area convenient for the media.
40. The NCAA and the host will discuss and mutually agree upon ticket pricing, ticket on-sale dates, etcetera. Host should be prepared to administer a ticket pass list for all participating institutions.

The host will be responsible for the security and distribution of tickets to groups specified by the NCAA. The cost of clerical work, envelopes, postage and printing will be included as an expense in the NCAA approved budget.

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41. A hospitality area to serve scheduled meals to officials, NCAA committee/staff, and key personnel (e.g. announcers, timers, video review) must be made available by the facility.
42. The host will make available a banquet space to accommodate up to 900 individuals, participating student-athletes and institutional personnel, on Thursday evening prior to the championships.
43. Ability to conduct a virtual coaches meeting prior to institutions arriving onsite. Host must also provide a large location onsite to conduct packet pick-up the day prior to the championships.
44. The facility and LOC will be responsible for and pay the costs of the coordination and installation of interior and exterior decorations in the facility.
45. The host shall provide, at its expense, tents, tables, chairs, skirting, bunting, pipe-and-drape and platforms for all areas described herein as required by the NCAA. Areas include merchandise and program sales, results posting, and protest area.
46. The host shall provide a secure area for implement weigh-in and certification. The area should be able to accommodate the storage of all implements, implement carts and other set-up needs (tables, chairs, etc.). In addition, the host shall provide a secure area to store institutional vaulting poles.
47. The official track and field equipment supplier of the NCAA will supply equipment necessary to conduct the championships.

The host institution/conference/sponsoring agency must submit a facility diagram with bid materials which indicates the location of the areas noted below.

- Track and field events layout
- Participant seating
- Warm-up and clerking areas
- Team camp area
- Mixed zone
- Awards area
- Locker rooms (if any)
- Concessions
- Merchandise
- Restrooms
- Committee work space
- Parking for teams, officials, media, spectators, NCAA committee/staff, television production truck and volunteers
- Press conference area
- Hospitality areas
- Media workroom

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- Drug testing
- Press box
- Public flow
- Athletic training/medical
- Videoboard
- Hospitality areas
- Coaching boxes
- Protest area

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. 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.

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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, 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

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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.
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.

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SECTION IV: EVENT HISTORY

Year	Host	Attendance	Ticket Prices
2018	Texas A&M University	6,376	All-Session Adult: \$26, \$36, \$46, \$53 All-Session Child: \$20 Single-Session Adult: \$15, \$20, \$30 Single-Session Child: \$10
2019	University of Alabama Birmingham and the City of Birmingham	6,471	All-Session: \$25, \$35, \$45, \$55 Single-Session: \$15, \$25, \$35
2020	University of New Mexico	Cancelled	All-Session Adult: \$45, \$55 All-Session Child: \$25 Single-Session Adult: \$25 Single-Session Child: \$15
2021	University of Arkansas	No fans due to COVID-19 pandemic.	No fans due to COVID-19 pandemic.
2022	University of Alabama Birmingham and the City of Birmingham	4,825	All-Session: \$35, \$50, \$60 Single-Session: \$20, \$30
2023	University of New Mexico	3,467	All-Session Adult: \$45, \$55 All-Session Child: \$25 Single-Session Adult: \$25, \$35 Single-Session Child: \$15
2024	Boston College and the University of Massachusetts Lowell	6,834	All-Session: \$140 (Suites), \$85, \$65, \$50, \$40 Single-Session: \$50, \$40, \$30, \$25
2025	Norfolk State University	6,244	All-Session: \$60, \$40 Single-Session: \$35, \$25
2026	University of Arkansas		
2027	University of Arkansas		
2028	Boston College and the University of Massachusetts Lowell		

Media Attendance: Media attendance varies, but typically consists of popular running media outlets and the high majority of media being institutional sport information directors, team content personnel and photographers. Total credentialed media may be as high as 150+ personnel.

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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 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.

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

Hotel Room Block

Block	Room Type	Mon	Tue	Wed	Thu	Fri	Sat	TOTAL
Headquarters	Double/Doubles	0	2	2	8	8	8	28
	Kings	2	23	32	36	36	36	165
	Suites	2	2	2	2	2	2	12
Officials	Double/Doubles	0	0	0	30	30	30	90
	Kings	0	0	0	2	2	2	6
Teams/Individuals	Double/Doubles	0	0	400	400	400	400	1600
TOTAL		4	27	436	478	478	478	1901

The host institution is financially responsible for the officials, competition managers, announcers, NCAA committee, data specialist, timing/results, and video review accommodations to be reimbursed by the NCAA through the host budget system.

Team Hotels

All hotels shall be in close proximity to the competition venue. The hotels for participants must be of comparable quality. An institution is not obligated to stay at the contracted or suggested properties, and it is their responsibility to secure their own accommodations. Lodging requests will vary, but some teams may arrive as early as Tuesday and stay as late as Sunday of championship week.

There also must be sufficient hotel space to accommodate spectators attending the event.

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 VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem for the participating teams.
2. Transportation (air travel or mileage), lodging, per diem, and stipend for fourteen key official positions and three competition managers, as well as the fee for an additional 60 supplemental officials. Lodging should be paid for all officials and competition managers by the host and reimbursed by the NCAA through the financial report.
3. Transportation, lodging and per diem for the NCAA committee. Lodging should be paid by the host and reimbursed by the NCAA through the financial report.
4. Signage package to dress the facility.
5. Awards for the participating teams.
6. Championship mementos for participating teams (distributed after the championships).
7. Credentials, lanyards and credential boards.
8. Apparel for officials and volunteers.
9. Merchandise.
10. Hydration product and equipment for participants.
11. Equipment supplied through equipment vendor.
12. Funding for operational expenses as approved in the proposed budget.
13. Limited funding for promotional efforts.
14. Personnel to conduct fully automatic timing (FAT) and results processing as well as video review. 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 and Coordinator.

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3. Media Coordinator.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality (Officials, volunteers, committee/NCAA staff, timing/results, announcers, video review, student-athletes, media)
6. Food/beverage concessions.
7. Production equipment and personnel, including public address system and video board.
8. Support personnel – ushers, ticket takers, media runners, etc.
9. Security.
10. Media workroom (fully equipped) with hospitality and interview area.
11. Tickets.
12. All computers, printers, in-venue camera equipment, copy machines, internet (wireless and hard lines), etc. necessary to administer the championships, and as may be required by the NCAA.
13. Appropriate directional signage within and outside the venue.
14. Press box personnel (e.g., public address announcers, in-venue production staff, support for timing system, etc.).
15. Meet personnel.
16. Local officials coordinator.
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

Shuttle transportation should be provided for all competition officials if their hotel is not within walking distance of the competition venue.

The only additional transportation requirements from the host for the Division I Indoor Track and Field Championships are those related to the parking requirements listed in Section III.

NCAA SITE SELECTION PROCESS

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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 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, 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.
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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NCAA SITE SELECTION PROCESS

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SECTION IX: TENTATIVE SCHEDULE OF EVENTS

Monday

Mandatory virtual coaches meeting.

Tuesday

Facility preparation.

NCAA committee arrives to finalize meet set-up and conduct other administrative responsibilities.

Wednesday

Facility preparation.

Practice by participants.

Thursday

Practice by participants.

Packet pick-up.

Officials' meeting.

Championships banquet.

Friday

Day 1 of championships.

Saturday

Day 2 of championships.

Team awards presentation.

*Schedule subject to change.



SECTION X: ANCILLARY EVENTS

A virtual coaches meeting will be held on the Monday prior to the championships at a time agreeable between the NCAA and the host.

Additionally, the host is expected to plan and prepare for a banquet for approximately 900 people on the Thursday prior to the championships. The banquet should include a food and beverage plan, audio visual and entertainment component (e.g. speaker, video, etc.).

The United States Track and Field and Cross Country Coaches Association (USTFCCCA) may be involved with various activities during the championships. The coaches association may present awards during the championships banquet. All coaches association activities held in conjunction with the championship are conducted at the discretion of the NCAA and are subject to NCAA approval.

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☐ **YES** ☐ **NO** ☐ **NO with Exception**

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NCAA SITE SELECTION PROCESS

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SECTION XI: VOLUNTEER NEEDS

Approximately 100 volunteers on competition day will be needed for various assignments.

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

- Local/championships officials coordinator.
- Officials outside of key officials who have applied through the NCAA officiating system (to be approved by the NCAA official's assignor). The local host officials' coordinator will work with the NCAA national official's assignor to assign the additional number of officials – 60 of which are paid a set daily fee by the NCAA.
- Marshals.
- Event Management.
- Runners for results.
- Basket carriers.
- Volunteers for video review.
- Video board operators.
- Awards coordinator and support staff.
- Packet pickup coordinator and volunteers to staff each station.
- Drug testing couriers, if necessary.
- Sports Medicine staff to include physicians and EMT.
- Media workroom - heat sheets/results production, quote taker(s).
- Press conference moderator.
- Hospitality coordinator.
- National anthem singers.
- Ticket coordinator.
- Electrician.
- Crew to move hurdles, equipment and prepare track.



- Facility management.
- Ticket sellers/takers.
- Security.
- Concessions, merchandise sales.
- Ushers if necessary.
- Parking staff.
- Additional operational needs.

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NCAA SITE SELECTION PROCESS

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SECTION XII: BUDGET HISTORY

Expenditures Three-Year Average	
Total Expenses	\$160,200.00
Promotion	\$2,500.00
Tickets	\$5,100.00
Facility	\$8,500.00
Personnel	\$43,000.00
Entertainment	\$50,500.00
Equipment	\$15,200.00
Officiating Expenses	\$35,500.00