

NCAA[®] SITE SELECTION PROCESS



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

SPORTS SPECIFIC INFORMATION

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IN THE EVENT OF ANY CONFLICT OF INCONSISTENCY BETWEEN THE SPECIFICATIONS THAT FOLLOW AND ANY SUCH SPECIFICATIONS IN THE GENERAL BID SPECIFICATION DOCUMENTS, 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.

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

DATE FORMULAS	
Outdoor Track and Field Championships Competition	Conclude on the second Saturday in June, running from Wednesday through Saturday.
2029	June 6-9
2030	June 5-8
2031	June 11-14

Qualifying to the Final Championships competition is accomplished through performance in the First Round Championships competition at each site (East and West) for events contested at those competitions. Twelve competitors from each individual event and 12 teams from each relay event advance from each First Round Championships competition site to the Final Championships competition. Qualification, through competition in an event at a First Round Championships competition, is required to participate in that event at the Final Championships competition with the exception of the combined events that only compete at the Final Championships competition. Any individual or relay team must remain eligible for advancement throughout all rounds of the championships. The specific event formula for advancement to the Final Championships competition, as well as tie breaking procedure, is detailed in the NCAA Division I Outdoor Track and Field Technical Manual.

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SECTION III: GENERAL FACILITY REQUIREMENTS

1. The facility must be modern, clean and accessible and have at least 10,000 seats – 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 and any other adjacent area that the facility may provide to the NCAA) must be available for move-in from noon the Sunday preceding the first day of competition (Wednesday) through the day after the championships (Sunday), for the purpose of preparing for, practicing for, conducting the NCAA Division I men's and women's outdoor track and field championships, and in the case of inclement weather 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 as of Noon (Monday) 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, graduation, 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. Facility should include lights that allow for evening competition in the main track competition area. Facilities with lights in ancillary competition areas (i.e. long throws venues) are highly preferred but not required.
5. The facility 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.

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6. The NCAA and the host will discuss and mutually agree upon ticket pricing, ticket on-sale dates, etcetera. Host should be prepared to administer at 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.

7. The city shall have an ordinance prohibiting ticket scalping inside the facility and facility property.
8. At the discretion of the NCAA, practice sessions may be open to the public at no admittance charge. The facility should be appropriately staffed, and programs, merchandise and concessions may be sold.
9. During the season in which the facility will host the championship, it must host a minimum of one outdoor track and field meet prior to May 1.
10. 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.**
11. The NCAA track and field officials assignor will appoint 12 key official positions for the championships, including referees, starters, clerks, head umpire and 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 12 key official positions. Transportation (flights and mileage), per diem, and stipend for the key officials and the stipend for all other selected officials will be paid and arranged by the NCAA. Lodging expense for officials shall be paid directly by the host and reimbursed by the NCAA.

12. The host shall make the necessary accommodations for the personnel to conduct video review for the championships. **The NCAA shall contract with the personnel directly.** Host will be responsible for securing volunteers to assist in this role.
13. Tracks, runways or take-off areas should consist of a high quality synthetic track material surface. These surfaces shall be able to accept a minimum of 7 mm (1/4") in spike length. In the high jump and javelin, the surface shall be able to accept a minimum of 9 mm (3/8") in spike length. It is preferred

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

14. The track must be 400 meters in length and not less than 6.40 meters in width, and should be covered by a current engineer's measurement certification. In addition, the track is to be marked in accordance with NCAA rules.

Whenever possible, it is recommended that there be an obstacle-free zone on the inside and on the outside of the track at least 1 meter in width.

Maximum lateral inclination permitted for the track across the full width of the track, preferably toward the inside lane, and across all runways, shall not exceed 1:1,000.

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

Visible start and finish lines, 5 centimeters wide, shall be marked on the track. There should be a minimum of 3 meters (9'10") behind the start line and minimum of 15 meters (49'2 1/2") beyond the finish line free of any obstruction.

A track surveyed based on the existence of a curb shall, at a minimum, have the full curves 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.

Cones may be used to replace a curb temporarily when the curb interferes with other events, but not as a substitute for a curb. If a section of the curb must be temporarily removed for any reason, its place shall be marked by a white line 5 centimeters in width and by cones. The cones shall be placed on the track on top of the line so that the outward face of the cone coincides with the edge of the white line closest to the track. For a track surveyed for a curb, a regulation curb must be in place.

15. The field event facilities must allow for multiple field event competitions to be conducted at the same time with competitor and spectator safety in mind.
 - Two facilities are required to accommodate simultaneous competition for the pole vault, long jump, and triple jump. All runways must be at least 45 meters (147'7 1/2") in length. 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.

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- Two facilities are required to accommodate simultaneous competition for the high jump.
 - Two facilities are required to accommodate the simultaneous competition for the shot put
16. The hammer and discus facility must have a cage and landing area that meets NCAA facility specifications as outlined in the rules book and allows for maximum safety for participants, officials, and spectators. Adequate space for spectator seating should be provided if the facility is not within the track facility.
 17. The steeplechase water barrier must be adjustable to both the men's and women's heights.
 18. The official track and field equipment supplier of the NCAA will supply competition equipment necessary to conduct the championships. Host may be asked to provide volunteers to help with the load-in and load out of the competition equipment provided by the official NCAA equipment supplier. In addition, the host should provide a secure area for institutions to store implements, including javelins and poles, as well as any equipment provided by the NCAA equipment supplier. No other competition equipment, other than that provided by the official NCAA supplier may be used without prior consent from the NCAA and official supplier.
 19. The facility should have space available for the management of the event, including a clerking area large enough to accommodate 50 student-athletes, a warm-up area in close proximity to the clerk, 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.
 20. 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. Space for video review to include power and internet must be available at track level and in an area that is enclosed and private.
 21. One area of shaded, visible space near the field of play should be made available, with wireless internet and appropriately furnished with tables, chairs and refreshments for the use of the NCAA committee representatives. This should be private space that is adjacent or nearby that is not subject to outside interference. This space should be made available beginning Sunday prior to the championships.
 22. 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.

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23. The facility should have an awards stand to accommodate eight relays (32 people) that is easily seen by spectators.
24. The venue or its official concessionaire will provide food and beverage (and related services) to the NCAA and its designated agents at costs not greater than the most favorable pricing that the venue (or its official concessionaire) offers or makes available to other clients that have used, or will use, the venue.
25. Concessions and an athletic training facility must be available on site. If permanent facilities are not available, tents set up in or adjacent to facility may be used to meet this requirement.
26. Enough space shall be provided to accommodate all participating institutions' team camps. This area must be in close proximity to the competition and warm-up spaces and have the ability to accommodate adequate tents or shelter for all participating teams.
27. Permanent restrooms must be on site.
28. On-site parking must be provided for participating institutions, championship personnel (NCAA staff and committee, timing/results, video review, announcers, 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.
29. An established mixed zone area must be designated separate from spectator and hospitality areas. The mixed zone must be large enough to hang two NCAA media backdrops, that are each 20' long x 10' high, and provide two lanes of traffic divided by a physical barrier, one for student-athletes leaving the facility and one for media to conduct interviews. The area should also house an appropriate number of tables and chairs with power and internet.
30. 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.
31. 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.

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32. 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.
33. The facility shall provide at least one main results area with an area for protests to be filed.
34. The NCAA or its designee will provide cups, water coolers, ice chests and water for placement in key areas including field of play, warm-up, 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.
35. The competition venue shall provide video boards, LED boards, electronic event performance boards at each field event, video camera equipment, greenscreens, lighting equipment (gobos, spotlights, lighting kits, etc.), audio equipment (to include wireless microphones, boom mics, IFB's, etc.), public address system, clear com/radio communications, closed captioning, etc. for use at its expense. The NCAA shall provide planning resources, including public address announcer script templates and video board content for use. The competition venue, at its expense, shall provide a full in-venue production/control room staff for all NCAA load-in and event days (e.g., meet days, open practice days, ancillary event days). In addition, the host shall provide access to and use of control room equipment & staff prior to the Division I Men's and Women's Outdoor Track and Field Championship for any pre-production needs. Any new technologies or additional staffing resources that the competition venue possesses that are not listed in the aforementioned production requirements should also be incorporated into the in-venue production.
36. 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.
37. The host/facility will provide dedicated space for the officials to meet, have meals and rest throughout the duration of the championships.
38. The primary press box/area must be large enough to accommodate a minimum of 125 to 150 media. The area must have proper lighting, wired and wireless internet access with adequate bandwidth to accommodate all working media. Additionally, adequate toilet facilities for men and women (including facilities for disabled persons).
39. 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 and at the facility.
40. Dedicated, but limited, space for photographers should be available, as determined by the host sports information director in conjunction with NCAA.

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41. A press conference area with on two six-foot tables and chair seating for 10 individuals should be made available. The facility will provide the audio needs, 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.

The facility will make available photocopy machine(s) with capabilities for reproducing heat sheets, results and other material on bond paper with a minimum per copy speed of 75 per minute. The facility will be responsible for the installation, service costs and paper for the machine. The machine will also include a collator and automatic stapler, with an additional collator available capable of handling 12 separate sheets of paper. There will also be provided equipment operators and technicians to be available Wednesday through Saturday. The machine shall be located in an area convenient for the media.

42. 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.
43. 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.
44. The host shall provide a secure area for implement weigh-in and certification. The area should be able to accommodate the safe 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.

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

Facility diagram to include:

- Track and field events layout
- Warm-up and clerking areas
- Team camp area
- Participant seating
- Mixed zone
- Locker rooms (if any)
- Concessions
- Merchandise
- Restrooms
- Space for NCAA committee
- Space for official video review
- Press conference area
- Hospitality areas
- Fan event areas
- Media workroom/hospitality
- Drug testing
- Press box
- Athletic training/medical

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- Public flow
- Awards Ceremony
- Video board
- TV Compound
- Officials hospitality
- Student-athlete hospitality
- Coaching boxes
- Protest area
- Parking (for all groups)

BROADCAST, MEDIA AND INTERNET

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 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

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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	University of Oregon	20,798	Reserved Daily: \$32 Reserved All-Session: \$128 GA Daily: \$20 GA All-Session: \$80 Student GA Daily: \$10 Student GA All-Session: \$40
2019	University of Texas	20,583	Reserved Daily: \$40 Reserved All-Session: \$130 GA Daily: \$22 GA All-Session: \$75 Child Daily: \$10 Child All-Session: \$35
2020	University of Texas	Cancelled	Cancelled due to COVID-19 pandemic.
2021	University of Oregon	14,204 <i>*Limited attendance due to physical distancing during COVID-19 pandemic.</i>	Reserved Daily: \$34 Reserved All-Session: \$136 <i>*Limited reserved seating due to COVID-19 pandemic.</i>
2022	University of Oregon	23,156	Reserved Daily: \$34 Reserved All-Session: \$136 GA Daily: \$23 GA All-Session: \$92
2023	University of Texas	27,004	Reserved Daily: \$38 Reserved All-Session: \$138 GA Daily: \$24 GA All-Session: \$82 Child Daily: \$12 Child All-Session: \$32
2024	University of Oregon	33,134	Reserved Daily: \$34 Reserved All-Session: \$136 GA Daily: \$23 GA All-Session: \$92
2025	University of Oregon	23,140	Reserved Daily: \$40 Reserved All-Session: \$150 GA Daily: \$25 GA All-Session: \$100
2026	University of Oregon		
2027	University of Oregon		
2028	University of Oregon		

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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 200+ personnel.

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.

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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.

Hotel Room Block

Block	Room Type	Sun	Mon	Tue	Wed	Thu	Fri	Sat	TOTAL
Headquarter & Officials	Double/Doubles	2	8	10	10	10	10	10	60
	Kings	4	18	44	44	44	44	44	242
Timing/Results and Video Review	Double/Doubles	0	13	13	13	13	13	13	78
Teams/Individuals*	Double/Doubles	0	450	450	450	450	450	450	2700
Total		6	476	517	517	517	517	517	3067

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

*Team Hotels

The above team block accounts for approximately 60% of anticipated room needs. 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 Sunday prior to the championships and stay as late as Sunday following the championships.

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, lodging, per diem, and stipend for twelve key officials, three competition managers, and three announcer positions, as well as a stipend for up to an additional 80 selected officials (Lodging should be paid 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. A limited number of banners and other signage to dress the facility, including a field stencil and paint to apply one stencil.
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. Competition equipment supplied through equipment supplier.
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, NCAA committee/staff, 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 working area (fully equipped) with hospitality and mixed zone interview area.
11. Tickets.
12. All computers, printers, video equipment, photocopy machines, Internet, 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 and meet personnel (e.g., in-venue production, public address announcers, support for timing system, etc.).
15. Other items as later requested by the NCAA.

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

☐ 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 Outdoor Track and Field Championships are those related to 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 \$10,000 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.** The NCAA will provide all creative/artwork in conjunction with the championship. This includes, but is not limited to print pieces, digital banners, email blasts, social media, promotional signage, etc.
4. **Radio/TV.** The NCAA will provide video 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 NCAA marketing team.
5. **Support Documents.** Hosts should refer to the following support documents when developing marketing plans and budgets: NCAA Ticket Promotional Use Guidelines, NCAA Marketing Template, Marketing Ideas, and NCAA Micro-Site Guidelines.



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SECTION IX: TENTATIVE SCHEDULE OF EVENTS

Friday prior to championships

Manatory virtual coaches meeting

Saturday

Facility preparation.

Sunday

Facility preparation.

Monday

Facility preparation is complete.

Venue walkthrough with NCAA committee and staff.

Practice by participants (facility available no later than Noon local time).

Tuesday

Practice by participants.

Packet pick-up.

Officials' meeting.

Wednesday

Day 1 of championships

Thursday

Day 2 of championships

Friday

Day 3 of championships.

Saturday

Day 4 of championships.

*Schedule subject to change.

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SECTION X: ANCILLARY EVENTS

Coaches Meeting:

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

FAN FESTIVAL AND ANCILLARY EVENTS

During the championship, the NCAA may request at no cost space for use as a fan festival or similar ancillary event which may be produced by the LOC or a designated production company at the sole direction of the NCAA. The space chosen should be conveniently located to the venue. The fan festival or related ancillary event should be fully operational for the duration of competition.

Coaches Association:

The United States Track and Field and Cross Country Coaches Association (USTFCCCA) may conduct a business meeting following the mandatory coaches meeting. All coaches association activities held in conjunction with the championships are conducted at the discretion of the NCAA and are subject to NCAA approval.

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SECTION XI: VOLUNTEER NEEDS

Approximately 150 volunteers on competition day will be needed for assignments, including basket runners, block crew, awards, hospitality, concessions, parking, media and merchandise sales.

The officials' coordinator will work with the NCAA national officials assignor to assign the additional number of officials.

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 – 80 of which are paid a set daily fee by the NCAA
- Marshals.
- Event Management
- Runners for results.
- 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 room - heat sheets/results production, quote taker(s).
- Press conference moderator.
- Hospitality coordinator.
- National anthem singers.
- Ticket coordinator.

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- Electrician.
- Crew to move hurdles, equipment and prepare track.
- Facility management.
- Ticket sellers/takers.
- Security.
- Concessions, merchandise sales.
- Ushers if necessary.
- Fan event activations (including gate giveaways).
- In-venue production.
- Parking staff.
- Additional operational needs.

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SECTION XII: BUDGET HISTORY

Expenditures Three-Year Average	
Total Expenses	\$437,100.00
Promotion	\$3,500.00
Tickets	\$7,800.00
Facility	\$64,800.00
Personnel	\$230,000.00
Entertainment	\$50,000.00
Equipment	\$20,500.00
Officiating Expenses	\$60,500.00