

NCAA[®] SITE SELECTION PROCESS



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

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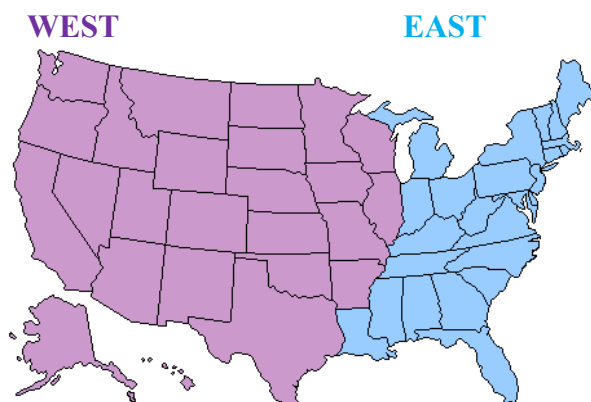
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SECTION II: CHAMPIONSHIP STRUCTURE (FUTURE DATES/DATE FORMULA)

DATE FORMULAS	
Outdoor Track and Field First Round Championship Competition	Conclude on the Saturday, 11 days prior to the start of the national championships meet (Wednesday-Saturday)
2029	May 23-26
2030	May 22-25
2031	May 28-31

In the event that there are changes to the format of the First Round Championships, this contract would be revised allowing the selected host first right of refusal to host the championships under the new parameters.

Each of the two sites for the Division I men's and women's outdoor track and field first round championship competition provide for 48 competitors in 18 individual events and 24 teams in two (2) relay events per gender (the combined events are not contested at the first round sites). In total, an estimated 1600-1800 student-athletes are expected to compete at each of the two sites. Individuals and relays are determined by a descending order list of season-best performances among institutions within their prescribed geographic region. Performances must be achieved March 1 through the second Sunday prior to the start of first round championship competition. Individuals and relays will advance to the national championships based on place and performance at first round championship competition – the top 12 individuals and relay teams per event. The regional alignment for first round sites is outlined on the map below.



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SECTION III: GENERAL FACILITY REQUIREMENTS

1. The facility must be modern, clean and accessible and must have at least 4,000 seats (5,000 preferred), 2,500 of which must be permanent. 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 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 first round championship competition, 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 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.
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 facility will be responsible for the security and distribution of tickets to groups specified by the NCAA.

7. The city shall have an ordinance prohibiting ticket scalping inside the facility and facility property.

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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 host, in working with the NCAA national officials assignor, will help secure a full complement of qualified officials to serve at the championships. Candidates for the following seven key official positions will be selected by the NCAA national officials assignor: four referees and three starters. Additionally, all other officiating positions will be approved by the national officials assignor and must be selected from officials that apply through the NCAA officials registration platform. The announcers must be approved by the NCAA committee. The officials cannot be under the employ of the host institution or any member of the host institution's conference. 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 seven 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 the seven key officials shall be paid directly by the host and reimbursed by the NCAA. The host is responsible for the housing (double occupancy) and related housing cost for all additional officials beyond the seven key officials.
12. The host shall reserve two non-smoking, single hotel rooms from Monday through Sunday for the NCAA site representatives attending the meet. Hotel should include complimentary parking for the site representatives. The lodging expenses (room and tax) shall be paid by the host and then reimbursed by the NCAA.
13. 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 may be responsible for securing additional volunteers to support the video review team in this role.
14. Hosts are required to live stream the 1st Round of the Outdoor Track & Field Championship to be distributed on ESPN+. The host is required to have at least 1 announcer and 4 cameras for the production of the live streaming.
15. Tracks, runways and 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 that each runway shall have a uniform resilience and that field events are conducted within the primary spectator viewing area.
16. 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

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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 at least 15 centimeters in height. 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. The cones shall be placed at distances not exceeding 1.5 meters indoor. For a track surveyed for a curb, a regulation curb must be in place.

17. 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.
 - 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.
18. 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 main track competition area.
19. The steeplechase water barrier must be adjustable to both the men's and women's heights.

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20. The host/facility is responsible for supplying all equipment required to conduct the championships unless the official NCAA equipment supplier provides equipment. In addition, the host should provide a secure area for institutions to store implements, including javelins and poles.
21. 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.
22. 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 near the track and in an area that is enclosed and private.
23. One area of shaded, visible space near the competition area should be made available, with internet and appropriately furnished with a table, chairs and refreshments for the use of the NCAA site representatives. The games committee should also have a private space that is adjacent or nearby that is not subject to outside interference. This space may also serve as the location for the official video review service to be contracted by the NCAA.
24. 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.
25. 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.
26. Permanent restrooms must be on site.
27. 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 space 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.
28. An established mixed zone area must be designated separate from spectator and hospitality areas.
29. 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.

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30. 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 appropriate running paths in immediate proximity to the facility and whether your institution has an indoor track facility.
31. A 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.
32. The facility shall provide at least one main results area with an area for protests to be filed.
32. A limited number of banners and other signage including a field stencil and paint will be provided for dressing the facility. These items will be provided at the NCAA's expense.
33. The facility will provide the following state-of-the-art meet equipment: public-address system, a video board and associated cameras to display meet updates, live action, replays, and NCAA messaging, and electronic event performance boards positioned at each field event.
34. 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.
35. The host/facility will provide dedicated space for the officials to meet, have meals and rest throughout the duration of the championships.
36. The primary press box/area must be large enough to accommodate a minimum of 10 to 25 media. The area must have proper lighting, internet access and adequate toilet facilities for men and women (including facilities for disabled persons).
37. 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.
38. Dedicated, but limited, space for photographers should be available, as determined by the host sports information director.
39. An interview area/mixed zone should be made available for all days of competition. The facility will provide the lighting, draping, and other necessary furnishings (if necessary) at its expense.
40. The facility will make available one copy machine with capabilities for reproducing results and other material on 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 available Wednesday through Saturday. The machine shall be located in



an area convenient for the media.

41. All procedures at the competition to include, but not limited to spike regulations and preferred lanes will be decisions of the Track and Field/Cross Country Committee that will be communicated through the NCAA.

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 | • Space for official video review |
| • Warm-up and clerking areas | • Video board |
| • Team camp space and participant seating | • Hospitality areas |
| • Mixed zone | • Media workspace |
| • Locker rooms (if any) | • Drug testing |
| • Concessions | • Press box |
| • Merchandise | • Training room |
| • Restrooms | • Public flow |
| • Space for NCAA site reps. | • Coaches boxes |
| | • Parking (for all groups) |

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

Past/Future Hosts	East First Round Hosts	West First Round Hosts
2021	University of North Florida	Texas A&M University
2022	Indiana University	University of Arkansas
2023	University of North Florida	University of California, Sacramento
2024	University of Kentucky	University of Arkansas
2025	University of North Florida	Texas A&M University
2026	University of Kentucky	University of Arkansas
2027	University of North Florida	Texas A&M University
2028	University of Kentucky	University of Arkansas

Attendance History and Ticket Pricing: The NCAA outdoor track and field first rounds can expect approximately 1,000-2,000 in paid spectators per day. A combination of ticket pricing for all-session reserved, all-session general admission and single day tickets is offered. The NCAA and the host will discuss and mutually agree upon ticket pricing, ticket on-sale dates, etcetera. Most recently tickets have been sold for an all-session price of \$75 (Adult) and \$55 (Youth). Single-day pricing has been \$20 (Adult) and \$15 (Youth). Host should be prepared to administer a ticket pass list for all participating institutions.

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.

SECTION V: LODGING

The host institution/conference/sponsoring agency is responsible for securing non-risk/attrition free hotel blocks as options for all participating teams. All efforts should be made to provide some deference to the NCAA's official corporate partner in the hotel category (should one exist at the time of the bid). All hotels shall be in close proximity to the competition venue. The team hotels must be of comparable quality and distance from the venue. All hotels contracted must have experience with and understand the needs of large sports related groups. Teams are responsible for making their own hotel arrangements and are not required to stay in any host secured blocks.

Efforts should be made to assist teams in securing sleeping rooms for each participating team at favorable rates for the duration of the championships (check-in as early as Sunday prior to the event and check out as late as Sunday following the event).

In addition, the host is responsible for the competition officials accommodations. Lodging expense for the seven key officials and three competition managers shall be paid directly by the host and reimbursed by the NCAA. The host is

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responsible for the housing (double occupancy) and related housing cost for all additional officials beyond the seven key officials. Quantity of rooms is dependent on number of officials traveling in from outside the championship location.

The host is expected to secure lodging arrangements at favorable rates for the following groups (inclusive of complimentary hotel parking):

- NCAA Site Reps - 2 rooms (Sunday-Sunday)
- Competition Managers – 3 rooms (Monday-Sunday)
- Key Officials – 7 rooms (Tuesday-Sunday)
- Additional competition officials - ~40 rooms (Tuesday-Sunday). Quantity of rooms is dependent on number of officials traveling in from outside the championship location.
- Timers – approx. 7 rooms (Monday-Sunday)
- Official video review representatives – 6 rooms (Tuesday-Sunday)

Hotel Room Block

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Notes
Teams*	See note below regarding ability to ensure upward of 1,200 rooms are available to teams for the entire week.							
Site Reps	2	2	2	2	2	2	2	Both kings
Comp. Managers		3	3	3	3	3	3	All 3 kings
Key Officials			7	7	7	7	7	All 7 kings
Additional Officials			~40	~40	~40	~40	~40	All doubles
Timers		7	7	7	7	7	7	4 doubles/3 kings
Video review			6	6	6	6	6	All 6 doubles
Total	2	12	65	65	65	65	65	

*In addition, as previously mentioned, the community of the host institution/conference/sponsoring agency should demonstrate an ability to house the championship participants (including team personnel) at favorable rates for the duration of the championships (approximately 1,200 rooms should be available Monday with check out on Sunday). All hotels shall be in close proximity to the competition venue. The hotels for participants must be of comparable quality. The host institution shall advise competing teams of hotel accommodations available in the area. An institution is not obligated to stay at the suggested properties and is responsible for securing its own accommodations. There also must be sufficient hotel space to accommodate spectators attending the event. Lodging requests will vary, but some rooms for teams may be needed as early as Sunday of meet week.

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SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem for two NCAA site representatives. (Lodging should be paid by the host and reimbursed by the NCAA)
2. Transportation, lodging, per diem, and stipend for seven key official positions and three competition managers, as well as a stipend for up to an additional 80 selected officials (Lodging should be paid by the host – the NCAA will only reimburse for the housing of the seven key officials and three competition managers. The host is responsible for the cost associated with the housing of the additional 80 selected officials which may be housed in double bedded rooms.).
3. Transportation and lodging for timers and video review. (Lodging should be paid by the host and reimbursed by the NCAA)
4. A limited number of banners and other signage to dress the facility, including a field stencil and paint to apply one stencil.
5. Limited funding for promotional efforts.
6. Personnel to conduct fully automatic timing (FAT) and results processing.
7. Personnel to conduct official video review.
8. A stipend in the amount of \$35,000 to offset operational expense. Note: the host will retain all gate, spectator parking, and food concession receipts.
9. Broadcast stipend (if applicable).
10. Merchandise.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities and corresponding equipment per NCAA Track and Field Rules Book (unless equipment is provided by official NCAA equipment supplier).
2. Volunteers and Coordinator.
3. Media coordination.
4. First aid/medical services/AED on-site/ambulance on-site.

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5. Championships hospitality (Officials, volunteers, meet personnel (timing, video review, etc.), site representatives).
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 tent and mixed zone (all fully equipped).
11. Tickets.
12. All computers, printers, video equipment, photocopy machines, internet, power, 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, support for timing system, etc.).
15. Meet personnel.
16. 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 Outdoor Track and Field First Rounds outside of the parking requirements listed in Section III.

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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.** A minimum of \$2,500 should be allocated for marketing 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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SECTION IX: TENTATIVE SCHEDULE OF EVENTS

Friday prior to championships

Manatory virtual coaches meeting.

Monday

Facility preparation.

Venue walkthrough with NCAA site representatives.

Practice by participants (facility available no later than 12 p.m. local time).

Tuesday

Practice by participants.

Packet pick-up.

Meet management meeting.

Officials' meeting.

Wednesday

Day 1 of first rounds

Thursday

Day 2 of first rounds

Friday

Day 3 of first rounds

Saturday

Day 4 of first rounds

*Schedule subject to change.



SECTION X: ANCILLARY EVENTS

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

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

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

- 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.
- 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).
- 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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SECTION XII: BUDGET HISTORY

The NCAA Division I Outdoor Track and Field East and West First Round Competition are a stipend event. The NCAA will provide a stipend for this event in the amount of \$35,000 per site. The host site will retain all gate, spectator parking, and food concession receipts.