

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





2028, 2029, and 2030 NCAA DIVISION II

MEN'S AND WOMEN'S CROSS COUNTRY NATIONAL 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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**NCAA**

## **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 sports committee subject to final authority from the NCAA Division I Competition Oversight Committee and Division II and Division III Championships Committees. All activities and events associated with the championship are to be approved by the sports committee.





## SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
National Championships	*Saturday prior to the Thanksgiving Holiday

DATES AVAILABLE FOR BID	
2028-29	November 18, 2028
2029-30	November 17, 2029
2030-31	November 23, 2030

The Division II Men's and Women's Cross Country Championships provide for a maximum of 34 (five, seven person) teams and minimum of 24 individuals per gender for a total of approximately 262 competitors per gender. To be eligible to participate in the championships, teams and individuals must qualify at their respective regional meets.

Twenty-four teams automatically qualify to the championships by finishing as one of the top three teams at their regional meet. The remaining 10 at-large teams are selected by the NCAA Division II Cross Country Committee. The top two individual finishers per region who are not part of a selected team automatically qualify to the championships, as well as any other individuals who finish in the top five at the regional meet and are not part of a selected team. Men's races will be 10,000 meters while women's races will be 6,000 meters. However, courses should have the capabilities to run 6,000 meters, 8,000 meters and 10,000 meters. Men will run first in even years and women will run first in odd years.

\*\*\* Note: Division II is in the middle of the triennial budget process. Any recommendations that impact the format (e.g., championship structure, participants) would be effective for the 2027-28 academic year. The Division II Championships Committee will review sport committee requests in February 2026. If a request is submitted that impacts the format of this championship, the bid specs will be updated by March 1, 2026 to serve as notice to bidders on the potential change(s). Final approval by the Division II governance structure is anticipated by late October 2026. Championship managers will communicate with bidders in early November to confirm any changes to the format as part of the bid review process.



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## SECTION III: GENERAL FACILITY REQUIREMENTS

1. The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The facility must agree that it will be in compliance with all applicable cities, state or federal regulations concerning access and seating for people with disabilities.
2. The facility must be available 7 a.m. Wednesday preceding the competition through the conclusion of the final race for the purpose of preparing the course, practice and conducting the competition. During that period of time, the facility must be clean and accessible, and racing conditions must be safe and of championships caliber. In case of inclement weather that may require the championships to carry over to Sunday or Monday. The NCAA committee and staff will conduct an official walk-through Wednesday afternoon to ensure that the course is competition ready.

The host site must also provide assurance that there will be no large-scale competing events (e.g., home football game, 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 championships courses must conform to specifications outlined in the NCAA Track and Field/Cross Country Rules Book. Some rules and championships specifications to note are:
  - Course Distance: Men – 10,000 meters; Women – 6,000 meters. (Note: Course should be capable of running an 8,000 meter race distance as well).
  - Both courses' optimal width is not less than 10 meters wide at all points. Cart paths and concrete throughways should be covered.
  - Entire course shall be clearly marked using either natural or artificial boundary markers.
  - The start line must be surveyed to permit each competitor to line up equidistantly from the first turn.
  - The starting line shall be wide enough to provide at least a 50-centimeter space for each of the four front-line team starters and a 50-centimeter space for each individual starter.
  - The optimal first turn should be at a minimum of 600 meters (800 meters or more preferred).
  - The finish straightaway should not narrow and be a minimum of 10 meters during the last 200 meters (300 meters preferred).
  - Finish line shall be located at right angles to the course line.

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5. During competition, the facility must be equipped to relay key split marks throughout the course to competitors. Every mile should be marked and significant kilometers throughout the race should be marked, in particular the halfway point of each race. Times should be announced or presented on a clock throughout the race as well. Additionally, all course markings (i.e. mile/km marks, start line, etc.) must be in place prior to the start of practice.
6. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
7. The host will make available a banquet space to accommodate up to 900 individuals, participating student-athletes and institutional personnel, on Friday evening prior to the championships (if applicable).
8. 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 during practice sessions.
9. The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
  - a. A sports medicine/athletic training area for student-athletes.
  - b. An area designated for the timing company at the finish line, with adequate space (3-4 people and all equipment), power, Internet access, lighting, heat/air, and toilet facilities.
  - c. Media workspace with appropriate power, Internet access, lighting, heat, air-conditioning and toilet facilities.
  - d. One area of private meeting space for use by the NCAA committee/staff (approximately 10 people).
  - e. A results control area containing two photocopy machines with capabilities for reproducing statistics and other material with a minimum per-copy speed of 75 per minute. The copy machine also shall include a collator and automatic stapler. The facility shall be responsible for the installation, service costs and four different colors of paper for these machines during the championships.
  - f. A room for drug testing, with a waiting area, separate toilet facilities (one for each gender), and a minimum of 500 square feet of space.
  - g. A location to conduct packet pickup the day prior to the championships.
  - h. An additional practice area, if possible, to allow teams to practice off the course to protect the race course in case of inclement weather.

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10. The host/facility 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.
11. Host should be able to secure meet personnel as outlined in the NCAA Cross Country/Track and Field Rules Book. The host will submit to the NCAA their recommendations for Referee, Head Starter, Head Clerk, Assistant Clerk, Shoe Control Official and Finish Line Judge, but final approval is with the NCAA committee. All these positions are paid.
12. The host shall make the necessary accommodations to conduct full automatic timing (FAT) and results processing for the championships (e.g. powers, internet, working space, etc.) **The NCAA will hire the timing group.**
13. The facility/course should have an awards platform or stage to accommodate a minimum of 40 individuals that is easily seen by spectators.
14. The host/facility shall provide complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations.
15. The host/facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations (i.e. hanging banners, directional signage, etc.). NCAA will provide signage package.
16. The facility should provide at least one main results area and a protest area for coaches that is separated from the public.
17. A full complement of facility/course crew personnel must always be on site during the practices and competition.
18. Must meet all electrical power, lighting, internet, parking, etc., to accommodate television or web streaming. Please reference the NCAA General Bid Document for specifics.
19. During the season in which the facility will host the championship, it is preferred the hosting entity host the pre-national meet in October.
20. The host institution/conference/sponsoring agency must submit a facility diagram with bid materials which indicates the location of the areas noted below. In addition, include a written description of the course [e.g. start rolls out flat for 860 meters before a gradual right hand turn. A rise in elevation (approximate 3% grade) occurs at one kilometer mark, etc.].





Facility diagram to include:

- Men's and women's course layout with start and finish lines marked
- Awards ceremony location/set-up
- Team tent areas
- Locker rooms/restrooms
- Concessions
- Merchandise
- Interview/press conference area
- Hospitality areas
- Media work area
- Committee meeting room
- Drug testing
- Announcers' area
- Medical/athletic training area
- Public flow
- Web streaming production location
- Video board or location for placing portable video board
- Timing area
- Results area
- Protest area
- Clerking tent area

21. If broadcast rights are obtained in the future, the NCAA will work with future hosts on the details of the requirements. For broadcast specific details please reference the General Section, Broadcast, Media and Internet. Please complete the power verification form and attach it with your bid (available in the bid portal).

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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.** The NCAA Division II Cross Country Championship has been conducted annually since 1973, with the exception of 2020 when the championship was not conducted because of the COVID-19 pandemic. The following provides the championship history of past championship game hosts:

Year	Host	Attendance	Ticket Prices
2018	Slippery Rock University of Pennsylvania; Sports Pittsburgh		No tickets sold.
2019	California State University, Sacramento; Sacramentos Sports Commission		No tickets sold.
2020	Cancelled	Cancelled	
2021	St. Leo University; Tampa Bay Sports Commission	1,526	All-Session Adult: \$8 All-Session Student: \$5 Single Session Senior: \$6
2022	Seattle Pacific University	452	\$10
2023	Missouri Southern State University	1,086	\$10
2024	California State University, Sacramento; Sacramentos Sports Commission	357 cars	\$20 per car
2025	University of Wisconsin, Parkside		
2026	Kansas City Sports Commission, Mid-America Intercollegiate Athletics Association		
2027	University of Alabama in Huntsville, and Huntsville Sports Commission		

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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.





### Hotel Room Block

Block	Room Type	Wed	Thu	Fri	Sat	Total
Headquarter & Officials	Double/Doubles	10	10	10	10	40
	Kings	12	12	12	12	48
Teams/Individuals	Double/Doubles	80	170	170	30	420
TOTAL		102	192	192	52	358

**Team Allocation:** The above Teams/Individuals block accounts for about 60% of the anticipated room needs for participants. On Location contracts only 60% of anticipated room needs as courtesy blocks, since teams are not required to stay in NCAA contracted blocks for cross country. Upwards of 500 rooms may be needed for participants and team personnel.

The host institution is financially responsible for the payment of the key officials, announcer, NCAA committee, and timing/results accommodations at the headquarter hotel and will 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. As previously noted 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 rooms must be available as early as Wednesday and as late as Sunday of championship week.

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

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## SECTION VI: NCAA/HOST RESPONSIBILITY

### NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation and per diem for the NCAA committee.
3. Personnel to conduct fully automatic timing (FAT) and results processing. (Lodging should be paid by the host and reimbursed by the NCAA through the financial report.)
4. Bibs and hip numbers.
5. Awards for the participating teams and individuals.
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. Signage package.
12. Limited funding for promotional efforts.
13. Funding for operational expenses as approved in the proposed budget.

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

1. Facilities.
2. Appropriate personnel and volunteers.
3. Lodging, travel expenses for those who are driving, per diem and fees for officials should be paid by the host and reimbursed by the NCAA through the financial report.
4. Lodging expenses for the NCAA committee and staff (NCAA will reimburse through the bid system).

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5. Public announcer fee (NCAA will reimburse through the bid system).
6. Media coordination.
7. First aid/medical services/AED on-site/ambulance on-site.
8. Championships hospitality (limited allowance in operational budget for student-athletes, NCAA committee/staff, officials and volunteers).
9. Food/beverage concessions.
10. Production equipment and personnel, including public address system and video board(s).
11. Support personnel – ushers, ticket takers packet pickup staffing, etc.
12. Security.
13. Media area (fully equipped).
14. Tickets, if applicable.
15. All computers, printers, fax machines, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championships, and as may be required by the NCAA.
16. Appropriate directional signage within and outside the venue.
17. Meet personnel.
18. Other items as later requested by the NCAA.
19. Necessary meeting rooms and areas as outlined in this document.

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## **SECTION VII: TRANSPORTATION**

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There are no additional transportation requirements from the host for the Division I Cross Country Championships 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.** When the proposed budget is submitted, a minimum of \$4,000 should be allocated for these purposes. The marketing budget should only include items needed for: marketing, advertising, printing costs, grassroots opportunities and promotions.
3. **Creative Process.** A creative marketing assistance website is available to the host for their marketing needs. This marketing website, [NCAACHampsPromotion.com](http://NCAACHampsPromotion.com), is a comprehensive tool designed to help hosts create marketing pieces which will generate awareness and promote tickets and or attendance for the championship.

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

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

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



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## SECTION IX: Tentative Schedule of Events

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### **Monday**

Virtual coaches meeting

### **Wednesday**

Course preparation

Committee arrives and conducts official walk-through

### **Thursday**

Course preparation

Course available for practice (all course markings must be on the course prior to the first practice)

### **Friday**

Course preparation

Course available for practice

Declarations and packet pick-up

Banquet (if applicable)

### **Saturday**

Course preparation

Course available for practice

Races – times to be determined by host, subject to the approval of the NCAA committee

Post-competition awards ceremony





## SECTION XI: ANCILLARY EVENTS

A virtual coaches meeting will be held on 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 Friday prior to the championships. The banquet should include a food and beverage plan, audio visual and entertainment component (e.g. speaker, video, etc.). Banquets are at the discretion of the NCAA sport committee.

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

**The committee welcomes ideas and input from hosts regarding the banquet set-up and opportunities for creative alternatives to a formal banquet.**

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## SECTION XI: VOLUNTEER NEEDS

Approximately 75 volunteers will be needed for assignments, including course safety, finish chute, hospitality, concessions, parking and merchandise sales. Specific volunteer needs are listed below. For more information, please refer to the Host Operations Manual, which outlines general personnel needs, and the NCAA Track and Field and Cross Country Rules Book, which outlines officiating needs and responsibilities.

- Course Marshals.
- Event Mgmt.
- Student-athlete basket carriers.
- Video board operators.
- Awards coordinators.
- Packet pick-up coordinator.
- Drug testing couriers, if necessary.
- Sports medicine staff to include physicians and EMT.
- Media room and heat sheets/results production.
- Runners for results.
- Hospitality coordinator.
- National anthem singer.
- Ticket coordinator.
- Electrician.
- Facility management.
- Ticket sellers/takers.
- Security.
- Concessions, merchandise sales.
- Parking attendants, if necessary.



- Additional operational needs.

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

## SECTION XII: BUDGET HISTORY

Expenditures Three-Year Average	
Total Expenses	\$74,000
Promotion	\$2,000
Tickets	\$0.00
Facility	\$32,000
Personnel	\$10,000
Entertainment	\$6,000
Equipment	\$22,000
Officiating Expenses	\$2,000