

NCAA[®] SITE SELECTION PROCESS



NCAA® SITE SELECTION PROCESS



2029, 2030 & 2031 NCAA DIVISION II MEN'S AND WOMEN'S INDOOR TRACK AND FIELD CHAMPIONSHIPS SPORTS SPECIFIC INFORMATION

NCAA[®] SITE SELECTION PROCESS



Table of Contents

	Page No.
Section I Introduction	4
Section II Championships Structure	5
Section III General Facility Requirements	6
Section IV Event History	13
Section V Lodging	14
Section VI NCAA/Host Responsibility	16
Section VII Transportation	19
Section VIII Marketing	20
Section IX Tentative Schedule of Events	22
Section X Ancillary Events	23
Section XI Volunteer Needs	24
Section XII Budget History	26

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.

NCAA SITE SELECTION PROCESS



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.

NCAA SITE SELECTION PROCESS



SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULA
Second full weekend in March (Friday-Saturday)

DATES AVAILABLE FOR BID
March 9-10, 2029
March 8-9, 2030
March 14-15, 2031

The Division II Championships Committee has approved a qualifying procedure that allows for the top 18 declared student-athletes per individual event, top 16 declared student-athletes in combined events and the top 12 declared relay teams per gender will be accepted into the competition. The stated maximums are absolute and will not be extended as a result of ties.

The following events have been approved for the championships for both genders.

60 Meters	5000 Meters	Shot Put
60 Meter Hurdles	4x400 Meter Relay	Weight Throw
200 Meters	Distance Medley Relay	Pentathlon (Women)
400 Meters	High Jump	Heptathlon (Men)
800 Meters	Pole Vault	
Mile	Long Jump	
3000 Meters	Triple Jump	

*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 2026 to confirm any changes to the format as part of the bid review process.

NCAA SITE SELECTION PROCESS



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 in compliance with the current NCAA Cross Country and Track and Field Rules Book.
3. The facility should have a **minimum** seating capacity of 1,500 seats.
4. 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 the Sunday preceding the first day of competition through the day after the championship for the purpose of preparing for the championships, practice for participants, and conducting the championships. During that period of time, the facility must be clean and accessible, and conditions must be safe and of championships caliber. The NCAA committee and staff will conduct an official walk-through Tuesday afternoon and/or Wednesday morning to ensure that the facility is competition ready. Official practice will begin Wednesday morning.
5. 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.
6. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
7. The host must provide the use of the facility, cleaned, lighted and heated or air-conditioned in a manner acceptable to the NCAA.
8. The facility/host shall obtain written release from the lessees and franchisees, if any, of "club" seats, suites or boxes allowing the NCAA 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.
9. 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.
10. The city shall have an ordinance prohibiting ticket scalping inside the facility and facility property.
11. 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 (if applicable), merchandise and concessions may be sold.
12. During the season in which the facility will host the championship, it must host a minimum of one indoor track and field meet.

NCAA SITE SELECTION PROCESS



13. 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 personnel directly.
14. Track and field facilities must be modern, safe and of championship caliber.
15. The host shall work with the NCAA National Officials Assignor to secure a full complement of qualified officials (60) to serve at the championships. The host's hospitality plan shall include scheduled meals for officials.
16. Tracks, runways or take-off areas should be covered with synthetic material surface. These surfaces should be able to accept 6 mm (1/4") spikes for synthetic surfaces. Where technically possible, each runway shall have a uniform resilience.

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

17. It is preferred that field events are conducted within the primary spectator viewing area.
18. Maximum lateral inclination of the straight-aways permitted shall not exceed 1:100, one percent (1%). The maximum downward inclination permitted in the running direction shall not exceed 1:250, four-tenths of one percent (.4%), at any point and 1:1,000, one-tenth of one percent (.1%), over-all.

Lanes shall all have the same width with a recommended 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 a 5 centimeters wide line. The lanes shall be numbered with lane one on the left when facing the finish line.

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

19. Indoor tracks may vary in size. It is the preference of the NCAA Division II Track and Field Committee that the track be a 200 meter banked track. Other track types will be considered but preference will be given to facilities with a 200 meter banked track, assuming all other bid specifications are met.

It shall consist of two horizontal straights and two curves with consistent radii, which may be banked. The curves shall be bordered with a curb of suitable material approximately 5 cm in height and width.

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. A track surveyed for a curb, a regulation curb must be in place.

NCAA SITE SELECTION PROCESS



The track should have a minimum of six lanes. Lanes should have a recommended minimum of 36" including the line to the right. Lanes shall be marked by lines 50 mm (2") wide.

It is recommended that a maximum angle of banking should not be more than 18 degrees for a 200-meter track. This angle may vary based upon the size of a track. The angle of banking in all lanes should be the same at any cross section.

It is recommended that the inside radius of the curves on a 200-meter track should not be less than 18 meters (59' ¾") and not more than 21 meters (68' 10 ¾").

20. The pole vault, long jump and triple jump facilities must have at least 40 meter runways, with a preferred minimum of 45 meters or the capability to extend to 45 meter runways. For the pole vault, this minimum shall be measured from the back of the box. For the long and triple jumps, this minimum shall be measured from the edge nearest pit of the event's take-off board. Two runways for pole vault, long jump, and triple jump are preferred.

For the triple jump competition, it is required that a synthetic insert be available to replace the long jump board.

21. The shot put and high jump areas should be able to handle competitions at the same time with competitor and spectator safety. It is preferred that the high jump is situated so that it does not interfere with running events. Dual high jump areas and shot put areas for simultaneous competitions in the combined events are preferred.
22. The weight throw facility must have an acceptable cage and landing area that will allow maximum safety and also provide safe and adequate spectator space, subject to the approval of the track and field committee. The weight throw area should have safety boards placed at a minimum of 100 feet from the circle. These boards should be sturdy enough to absorb the force of the implements at the end of its travel. The committee will adjust the competition schedule accordingly based on the safety of the weight throw area.

The surface of the throwing circle shall be level and made of a band of metal 6 mm in thickness or suitable rigid material firmly secured flush with the throwing surface, the top of which shall be flush with the surface outside the circle. The interior surface should be of concrete or material providing a similar surface, subject to approval of the track and field committee, and shall be 19 (+/-6) mm lower than the surface outside the circle.

23. The host shall provide an area that is able to be secured at all times for implement weigh in and certification. This area should be able to accommodate 4- 8 feet tables as well as implement carts. An area to store implements, including pole vaults, is required.
24. The facility should have space available for the management of the event including a clerking area large enough to house at least 50 athletes, a warm-up area for athletes prior to reporting to the clerk, an athlete interview area and an area convenient for conducting a drug-testing program.
25. 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.

NCAA SITE SELECTION PROCESS



26. The facility should have space available in the press box or other comparable location to accommodate data and timing management (lane assignments, results, scoring, etc.). Space for personal computers with corresponding electrical and internet access is required. The NCAA will contract the services of the timing group. Space is needed to accommodate ten people.
27. The host needs to work with the timing company to provide following necessary requirements for the fully automatic timing system: power, computer network, finish line poles, start line poles (including 200 meter start.), lighting and communication.
28. The press box must be large enough to accommodate the actual management of the event. An area must also be provided to host the media.
29. The media work area must be large enough to accommodate a minimum of 25 media. The area must have proper lighting, and internet access, and be adjacent to an area available for light snacks, soft drinks and water.
30. The facility will provide the following state-of-the-art public-address system at its expense. Inclusion of a video board and associated cameras to display meet updates, live action, replays, and NCAA messaging, and electronic event performance boards reporting marks for each field event is preferred.
31. The facility shall provide at least one main results area for posting.
32. One area should be made available, furnished with tables, chairs and refreshments, for the use of the NCAA committee from the time the committee arrives, through the duration of the championships. The space should be private, in view of the track, and adjacent to or near the timing area. The room must accommodate up to 15 individuals and contain office equipment (photocopy machine, laser printer, etc.) and internet access as required by the NCAA.
33. The host/facility will provide meeting space in close proximity to the competition venue to conduct packet pick-up along with necessary table and chairs.
34. The host/facility will provide dedicated space for the officials to meet and rest throughout the duration of the championships.
35. A hospitality area to serve scheduled meals to officials, NCAA committee and key personnel must be made available by the facility.
36. On-site parking must be provided for participating institutions, championship personnel 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. The facility will provide a minimum of 15 complimentary parking spaces in prime locations to be used at the sole discretion of the NCAA.

NCAA SITE SELECTION PROCESS



37. 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. Enough space shall be provided to accommodate each participating institution.
38. 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.
39. The NCAA or its designee will provide cups, water coolers, ice chests, and water for placement in key areas including 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.
40. 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.
41. Permanent restrooms must be on site.
42. The host institution/sponsoring agency shall maintain throughout the term of the lease, comprehensive general public liability insurance covering personal injury and property damage. The host institution/sponsoring agency further agrees to indemnify and hold harmless the NCAA and its employees from and against all claims of liability to third parties for injury to or death of persons or loss of damage to property arising out of or in connection with the performance of the contract between the two parties.
43. Dedicated, but limited, space for photographers should be available, as determined by the NCAA media coordinator and host sports information director.
44. An interview area should be made available in a location nearby the track and ability to have quiet interviews. The facility will provide the necessary 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 satellite and local videotape and sound feeds to electronic media agencies will be provided at the NCAA's expense.
45. The host will make available to the NCAA, at NCAA expense, two photocopy machines with capabilities for reproducing statistics 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 these machines for the tournament. Each 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 Friday and Saturday as scheduled by the NCAA. The machines shall be located in an area convenient for the media.
46. The facility should have an awards area and awards stand to accommodate the top 8 individuals and relays (4 people on each stand) and must be placed to be easily seen by the spectators.

NCAA SITE SELECTION PROCESS



47. 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.
48. 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 (if applicable), results posting, and protest area.
49. The host will make available a space to accommodate approximately 900-1,000 individuals on Thursday evening prior to the championships for a banquet and/or social.

NOTE: The sport committee will determine if a banquet and or/social is applicable based on host venue options.

50. 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
- Participant seating
- Team camp area
- Awards area
- Locker rooms (if any)
- Concessions
- Merchandise
- Restrooms
- Committee work space
- Press conference area
- Hospitality areas
- Media area
- Drug testing
- Press box or comparable location
- Training room
- Public flow
- Video board
- Gill Truck Parking
- Timing Truck Parking
- Protest area
- Coaching boxes
- Parking for teams, officials, media, spectators, NCAA committee/staff, volunteers

NCAA[®] SITE SELECTION PROCESS



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.

NCAA SITE SELECTION PROCESS



SECTION IV: EVENT HISTORY

The chart below contains information on previous hosts, attendance, and ticket price history since the 2017-18 season.

Year	Host	Attendance	Ticket Prices
2018	Host: Pittsburg State University & The Crawford County Convention & Visitors Bureau	1,651	All-Session Adult: \$20 Single Session Adult: \$12 Single Session Student: \$7
2019	Host: Pittsburg State University & The Crawford County Convention & Visitors Bureau	1,432	All-Session Adult: \$20 Single Session Adult: \$15 Single Session Student: \$10
2020	Host: University of Montevallo and City of Birmingham	Championship cancelled before completion.	All-Session Adult: \$20 Single Session Adult: \$15 Single Session Student: \$10
2021	Host: University of Montevallo and City of Birmingham	Championship closed to the public due to COVID-19.	Championship closed to the public due to COVID-19.
2022	Host: Pittsburg State University & The Crawford County Convention & Visitors Bureau	876	All-Session Adult: \$20 Single Session Adult: \$15 Single Session Student: \$10
2023	Host: Norfolk State University	1,846	All-Session: \$25 Single Session Adult: \$20 Single Session Student: \$15
2024	Host: Pittsburg State University & The Crawford County Convention & Visitors Bureau	1,459	All-Session: \$30 Single Session Adult: \$20 Single Session Student: \$10
*2025	*Host: University of Indianapolis & The Indiana Sports Corporation	1,720	All-Session: \$40 Single Session Adult: \$20 Single Session Student: \$15
2026	Host: Norfolk State University		
2027	Host: University of Montevallo and City of Birmingham		
2028	Host: Great Northwest Athletic Conference and Spokane Sports Commission		

*Notes Festival Year

NCAA SITE SELECTION PROCESS



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.

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

NCAA SITE SELECTION PROCESS



Hotel Room Block

Block	Room Type	Tue	Wed	Thu	Fri	Sat	TOTAL
Headquarters & Officials	Double/Doubles	0	0	30	30	30	90
	Kings	15	22	35	35	35	142
Teams/Individuals	Double/Doubles	41	168	168	168	168	713
TOTAL		56	190	233	233	233	945

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

Team Hotels

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

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

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

☐ YES ☐ NO ☐ NO with Exception

Prospective hosts who do not agree with all requirements in this document shall select either "No" or "No with Exception" and declare any issues and/or exceptions regarding the aforementioned terms. Please note: any proposed revisions to the language in this document must be specified in the bidding portal to be considered.

NCAA SITE SELECTION PROCESS



SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
2. Approved transportation, per diem and stipend for nine key official positions as well as the fee for an additional 60 supplemental officials. (Lodging should be paid by the host and reimbursed by the NCAA through the financial report).
3. Transportation and per diem for the NCAA sport committee. (Lodging should be paid by the host and reimbursed by the NCAA through the financial report).
4. Awards for the participating teams and individuals.
5. Championship mementos for participating teams.
6. Credentials, lanyards and credential boards.
7. Apparel for officials and volunteers.
8. Merchandise from Event 1 to be sold by venue.
9. Hydration product and equipment for participants.
10. Basic signage package.
11. Bibs and hip numbers.
12. Timing company and equipment.
13. Funding for promotional efforts.
14. Funding for operational expenses as approved in the proposed budget.
15. Various equipment (provided by Gill).

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.

NCAA SITE SELECTION PROCESS



2. Volunteers
3. Media coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality (include in budget and reimbursed athletes, committee, volunteers, officials, coaches).
6. Food/beverage concessions.
7. Adequate power for all operations.
8. Adequate public address system for all events.
9. Support personnel – ushers, ticket takers, media runners, etc.
10. Security.
11. Media room (fully equipped).
12. Media seating/work area with constant refreshments.
13. Tickets.
14. 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.
15. Appropriate directional signage within and outside the venue.
16. Equipment that is not provided by Gill.
17. Other items as later requested by the NCAA.
18. Host will be required to submit a marketing plan after they are selected to host which shall be approved prior to activation by the NCAA marketing staff. When the proposed budget is submitted a minimum of \$1,500 should be budgeted for these purposes.

NCAA[®] SITE SELECTION PROCESS



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.

NCAA[®] SITE SELECTION PROCESS



SECTION VII: TRANSPORTATION

There are no additional transportation requirements from the host for the Division II Track and Field Championships outside of the parking requirements listed in Section III.

NCAA SITE SELECTION PROCESS



SECTION VIII: MARKETING

1. **Marketing Plans.** Upon selection, the host is required to submit a marketing plan for review and approval prior to activation by the NCAA marketing staff. Please refer to the appropriate marketing plan template as a guide.
2. **Budgets.** When the proposed budget is submitted, a minimum of \$4,000 should be allocated for these purposes. The marketing budget should only include items needed for: marketing, advertising, printing costs, grassroots opportunities and promotions.
3. **Creative Process.** A creative marketing assistance website is available to the host for their marketing needs. This marketing website, NCAACHampsPromotion.com, is a comprehensive tool designed to help hosts create marketing pieces which will generate awareness and promote tickets and or attendance for the championship.

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

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

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

NCAA[®] SITE SELECTION PROCESS



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.

NCAA[®] SITE SELECTION PROCESS



SECTION IX: TENTATIVE SCHEDULE OF EVENTS (Championships Week)

Prior to arrival

Mandatory virtual coaches meeting.

Tuesday

NCAA committee arrives and conducts walk-through.

Wednesday

Practice

Packet pick-up

Thursday

Practice

Packet pick-up

Banquet/Social (if applicable)

Officials meeting

Friday

Day 1 of competition

Saturday

Day 2 of competition

Team awards presentation

*Schedule subject to change.

NCAA SITE SELECTION PROCESS

NCAA

SECTION X: ANCILLARY EVENTS

A virtual coaches meeting will be held on the week 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 1,000 people on the Thursday prior to the championships. The banquet should include a food and beverage plan, audio visual and entertainment component (e.g. speaker, video, etc.). Banquets are at the discretion of the NCAA sport committee.

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

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.

NCAA SITE SELECTION PROCESS



SECTION XI: VOLUNTEER NEEDS

Approximately 60 volunteers will be needed for each competition day. Volunteers/host staff should also be available during practice days.

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

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

NCAA SITE SELECTION PROCESS



- Security.
- Concessions, merchandise sales.
- Ushers if necessary.
- Parking staff.
- Additional operational needs.

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.

NCAA SITE SELECTION PROCESS

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

SECTION XII: BUDGET HISTORY

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

Expenditures Three-Year Average	
Total Expenses	\$85,000.00
Promotion	\$2,000.00
Tickets	\$2,000.00
Facility	\$22,000.00
Officiating	\$10,000.00
Personnel	\$32,000.00
Entertainment	\$14,000.00
Equipment	\$2,000.00