

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



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2029, 2030 and 2031  
NCAA DIVISION III MEN'S GOLF CHAMPIONSHIPS

SPORT SPECIFIC INFORMATION

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



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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 to institutions several years in advance so those communities may work collaboratively with the NCAA to create positive experiences for its student-athletes, participating institutions, fans and the community.

A member institution or member conference of the NCAA must be designated as the host institution/conference for the championship. The administration of the championship is under the authority of the respective sport or sports oversight committee and the appropriate NCAA governing body. All activities and events associated with the championship are to be approved by the respective sport or sports oversight committee.

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## SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULA	
Finals:	Second Tuesday in May (Tuesday-Friday) even-numbered years; Third Tuesday in May (Tuesday-Friday) odd-numbered years

DATES	
2029	May 15-18, 2029
2030	May 14-17, 2030
2031	May 20-23, 2031

The championship provides for a field of 43 teams and ten individuals at one finals site (two golf courses). The finals will be conducted over 72 holes of stroke play with two practice rounds the two days prior to the start of the championship. A cut will be made following 36 holes of competition to the top 18 teams and top six individuals not on those teams.

(The championship structure is subject to change.)



## 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 follow all applicable cities, state or federal regulations concerning access and seating for people with disabilities.
2. The facility must have either 36 holes or two 18-hole courses near one another.
3. The facility must be available from 6 a.m. Sunday preceding the competition through the conclusion of the final round for the purpose of preparing for, practicing for and conducting the competition (Sunday and Monday are practice rounds; Tuesday-Friday are competition days). Note: After 36 holes of competition only one 18-hole golf course will be needed.
4. The facilities must collaborate with the Head Rules Official and the Director of Course Setup to appropriately prepare the courses for the championships, including marking and staking. Additionally, the facility is required to provide officials with carts, necessary equipment, and materials for setting up the courses at least two days before the practice round.
5. The host and facility agree that the facility shall be available for use of the NCAA starting at 6 a.m. Sunday before the competition and until the conclusion of the final round. During that period, the facility will be clean and accessible, and playing conditions must be safe and of championship caliber.
6. 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.
7. The course shall be arranged in accordance with the USGA Rules of Golf as far in advance as possible, but not later than Sunday before the competition. This includes the following:
  - An appropriately sized practice area should be provided which includes an area to hit every club in the bag, as well as a suitable putting green and short-game area.

NOTE: The course(s) should have a driving range large enough to accommodate 25 teams of five players. If this is not possible, it is acceptable for another local range to be rented by the host if that location is within 10 minutes of the championship course(s).

8. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
9. The NCAA shall be provided exclusive use of meeting space in the clubhouse during the championships at no cost to the NCAA.
10. 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.

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11. The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
  - a. A training area for student-athletes.
  - b. Media workspace for 20 with appropriate lighting, heat, air-conditioning and restroom facilities.
  - c. Two areas of private office space, with internet connections (either wireless or hard wire) one for the use of the NCAA and one for the use of the rule's officials. These areas should also include printers for use of the NCAA and rules officials.
  - d. A statistics control area containing one photocopy machine with capabilities for reproducing statistics and other material on bond paper 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. This area should also include one high-speed hard-wired internet line along with wireless capabilities and a high-speed printer.
  - e. A room for drug testing, with a waiting area, restroom facilities and a minimum of 500 square feet of space.
  - f. An area for Scoreboard by Clippd to set up scoring central with internet connection and printer.
12. The facility shall provide, at its expense, tables, chairs, skirting, bunting, pipe-and-drape and platforms for all areas described herein as required by the NCAA.
13. The facility shall provide complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations.
14. The facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations.
15. The facility shall provide at least one main scoreboard near the clubhouse as well as a minimum of two on-course leaderboards (manual or electronic).
16. The course will supply electric golf carts for use by competing institutions, the NCAA committee and officials (approximately 75) at no cost to the NCAA.
17. If broadcast rights are obtained in the future, the NCAA will work with future hosts on the details of the requirements. 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

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

Year	Host	Site	Attendance	Ticket Prices*
2018	Guilford College and the Greensboro Sports Commission	Grandover Resort – Greensboro, North Carolina		
2019	Transylvania University	Keene Trace Golf Club – Nicholasville, Kentucky		
2020	Cancelled (COVID)			
2021	Bethany College and Presidents' Athletic Conference	Oglebay Resort - Wheeling, West Virginia		
2022	Oglethorpe University and Central Florida Sports Commission	Mission Resort + Club – Howey-in-the-Hills, Florida		
2023	Transylvania University	Keene Trace Golf Club - Nicholasville, Kentucky		
2024	University of Nevada, Las Vegas and Las Vegas Convention and Visitors Authority	Boulder Creek Golf Club and The Legacy Golf Club – Boulder City, Nevada		
2025	St. John Fisher University and Rochester NY Sports Commission	Midvale Country Club and Cobblestone Creek Country Club –Penfield, New York		
2026	Oglethorpe University and Greater Orlando Sports Commission	Mission Resort + Club – Howey-in-the-Hills, Florida		

***\*Tickets are not sold for the Division III Men's Golf Championships.***

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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. 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 with all requirements in the contract terms as presented in the sample contract.

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## Hotel Room Block

	Room Type	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Total
Teams & Individuals	Double/Doubles	4	140	140	140	140	140	90	45	839
	Kings	1	30	30	30	30	30	20	10	181
Headquarters & Officials	Double/Doubles	0	0	0	6	9	9	4	4	32
	Kings	5	12	22	22	22	22	22	10	137
	Suites	0	1	1	1	1	1	1	1	7
<b>Total</b>		<b>10</b>	<b>183</b>	<b>193</b>	<b>199</b>	<b>202</b>	<b>202</b>	<b>137</b>	<b>70</b>	<b>1186</b>

The host institution is initially financially responsible for accommodations for the national committee and rules officials. The host will then be reimbursed by the NCAA for these expenses through the host budget.

All hotels shall be in close proximity from the event venue. The team hotels must be of comparable quality and distance from the playing venue and must provide a warm breakfast for all participants, NCAA staff, and rules officials.

The Head Rules Official, NCAA Championship Manager, and the chair of the national committee may arrive before Saturday to begin course set-up and course markings.

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## SECTION VI: NCAA/HOST RESPONSIBILITY

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### NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams and individuals.
2. Transportation, lodging (room and tax) and per diem for all rules officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA sport committee.
4. Awards for the participating teams and individuals.
5. Digital program.
6. Credentials (if applicable).
7. Student-athlete mementos to the official traveling parties of the participating teams and individuals.
8. Event management and volunteer apparel.
9. Funding for promotional efforts.
10. Flags/Scoresheets/Tee Markers/Scorecards/Designated Coaches Credentials and Tees for competition.
11. NCAA Signage.

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

1. Facilities.
2. Volunteers.
3. Public relations coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality.
6. Food/beverage concessions.
7. Public address system.
8. Support personnel.

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9. Security.
10. Media room (fully equipped).
11. Media seating/work area with constant refreshments.
12. All printers, video equipment, photocopy machines, telephone lines, high speed internet lines, etc. necessary to administer the championships, and as may be required by the NCAA.
13. Appropriate directional signage inside and outside the venue.
14. Other items as later requested by the NCAA.

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## SECTION VII: TRANSPORTATION

Local transportation for the participating teams shall be the responsibility of both the host and the participating teams. The host should ensure that a minimum of 35 15-passenger vans or large sport utility vehicles are available for teams to rent upon their arrival at the championship site. All efforts should be made to provide some deference to the NCAA's official corporate partner in the car rental category (should one exist at the time of the bid.)

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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 tickets and/or attendance to the championship. Several formats will be provided 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

(Schedule Subject to Change)

### **Saturday**

All course set-up and signage installation should be completed.

### **Sunday**

Practice Round – Shotgun start – Both Courses (approximately 10 a.m.).  
NCAA Student-Athlete Banquet in the evening.

### **Monday**

Practice Round – Shotgun – Both Courses (approximately 9 a.m.).  
Coaches Meeting after the practice round.

### **Tuesday**

First Round – Tee Times – Both Courses.

### **Wednesday**

Second Round – Tee Times – Both Courses  
Cut after Second Round

### **Thursday**

Third Round – Tee Times – Primary Course

### **Friday**

Final Round – Tee Times – Primary Course  
Awards Ceremony following play.

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## SECTION X: ANCILLARY EVENTS

### BANQUET:

Arrangements should be made for an ancillary event to be held the evening of the first practice day for the official travel parties for each of the participating institutions. Other individuals who should be on the guest list include members of the NCAA Division III Men's Golf Committee, NCAA championship administrator, and additional host institution personnel (i.e. president, faculty athletics representative and individuals greatly involved in the conduct of the championship). Hosts should plan for approximately 340 people to attend the ancillary event.

Rules officials for the championships **cannot** be invited nor should parents or family of the participating athletes.

The format of the ancillary event includes a short welcome statement by representatives of the host institution, dinner, slide show of participants, announcement of PING All-region Selections (if available), recognition of the NCAA Elite Scholar-Athlete Award recipient. When possible, an inspirational guest speaker affiliated with the sport is encouraged. The event can be informal in nature. The event must include a buffet-style meal. Hosts should plan for additional photo opportunities and entertainment activities outside of the event.

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## SECTION XI: VOLUNTEER NEEDS

Approximately 75-100 volunteers per day will be needed for assignments, including scoreboard operations, scoring control, spotters, parking attendants, hospitality, media and merchandise sales.

At least three to four volunteers will be needed daily to assist with hospitality needs, both on and off the course. At least four volunteers will be needed daily to serve as starters as participants tee off. The number of volunteer spotters and shuttle drivers needed on the course will depend largely on the setup and specific needs of the course itself. Similarly, the number of volunteers needed for media and merchandise sales will depend on the setup of those operations. On the final day of competition, a minimum of ten volunteer standard bearers may be needed if preferred by the host/NCAA committee.

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## SECTION XII: BUDGET HISTORY

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

Expenditures 3-year Average	
Total Expenses	\$137,000.00
Promotion	\$1000.00
Tickets*	\$0.00
Facility	\$69,000.00
Personnel	\$22,000.00
Entertainment	\$31,000.00
Equipment	\$14,000.00

***\*Tickets are not sold for the Division III Men's Golf Championships.***