

NCAA[®] SITE SELECTION PROCESS



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2029, 2030 and 2031 NCAA DIVISION III WRESTLING CHAMPIONSHIPS SPORT SPECIFIC INFORMATION

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Table of Contents

	Page No.
Section I Introduction	4
Section II Championship Structure.....	5
Section III General Facility Requirements	6
Section IV Event History	10
Section V Lodging.....	11
Section VI NCAA/Host Responsibility.....	13
Section VII Transportation	15
Section VIII Marketing	16
Section IX Tentative Schedule of Events.....	18
Section X Ancillary Events	20
Section XI Volunteer Needs.....	21
Section XII Budget History	22

Disclaimer:

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 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 championships. The administration of the championships is under the authority of the respective sports committee subject to final authority of the NCAA DIII Championships Committee. All activities and events associated with the championships are to be approved by the sport committee.



SECTION II: CHAMPIONSHIPS STRUCTURE

DATE FORMULAS	
Regionals (7):	Two weekends prior to the finals (Friday-Saturday or Saturday-Sunday)
Finals:	Second full weekend in March (Thursday-Saturday) with a Friday & Saturday competition.

Future Championship Dates

2029 – March 9 & 10

2030 – March 15 & 16

2031 – March 14 & 15

*All sites interested in hosting a combined divisions (DI, DII, DIII) NCAA wrestling championships are encouraged to contact Mark Bedics (mbedics@ncaa.org) for additional requirements and information.





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 host must agree that the facility will be in compliance with all applicable city, state or Federal regulations concerning access and seating for people with disabilities.
2. The host agrees that the facility and any practice facility must be available for the exclusive use of the NCAA from 9 a.m. the Tuesday preceding the competition through 3 a.m. after the championship finals for the purpose of preparing for, practicing for and conducting the competition. During this period of time, the facility will be clean and accessible, and playing conditions must be safe and of championships caliber. The host/sponsoring agency must agree that throughout the championships, the facility will be lighted and heated in the standard manner, and that the scoreboards and public-address system will be in good working order.
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 arena floor and mat areas shall be arranged in accordance with the NCAA Wrestling Rules as far in advance as possible, but in no event later than the Tuesday prior to competition. The arena floor space should be large enough (minimum of 150' x 100' is suggested), excluding any media or press seating and the head table, to accommodate six full-size wrestling mats, 42' x 42', mat-side tables, video equipment and chairs for medical personnel. Please note that these mats have arrived in the past as large as 44'x44'.
5. The facility must be modern, clean and accessible and preference will be given to facilities with a seating capacity of at least 2,500 seats.
6. The host must have a comprehensive security and evacuation plan in case of emergencies at the facility (e.g., natural disaster, lightning, bomb threats, etc.).
7. All seats in the arena's normal wrestling configuration shall be under the control of the NCAA for its exclusive use during the championships.
8. The NCAA shall be provided exclusive complimentary use of a viewing suite, if available, during all practice and competition sessions.
9. At the discretion of the NCAA, practice sessions may be open to the public free of charge. Programs, merchandise and concessions may be sold.
10. The facility must furnish the following locker room accommodations:
 - a. At least two clean and equipped non-assigned locker rooms for use by student-athletes.
 - b. One locker room for the officials to accommodate 14 individuals.

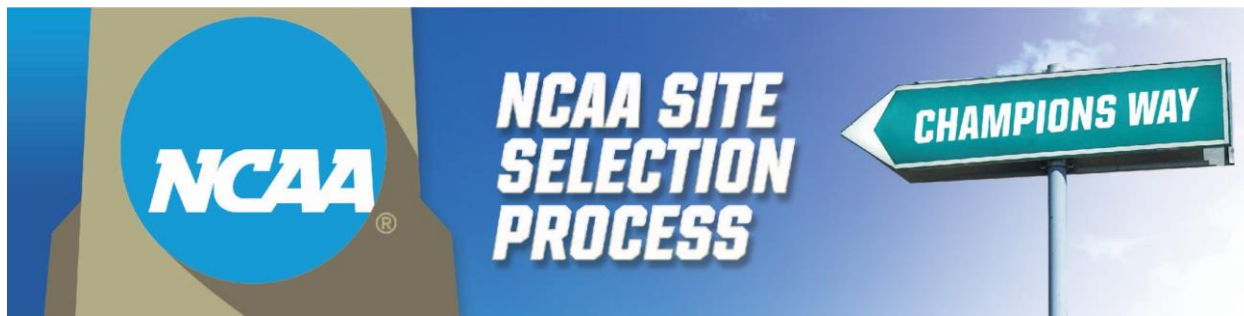


11. The host must provide the following additional space within the facility, at its expense, with all areas subject to the approval of the NCAA:
 - a. An athletic training room including a taping area must be available on site for the teams. The host/local organizing committee shall supply personnel and equipment to assist the participating teams with their sports medicine needs.
 - b. Press seating in the arena for a minimum of 40 working media, including all requested space for any Web cast production or a televising network (if applicable)..
 - c. Elevated head table for 15 on the arena floor. Telephone communications should be available to other parts of the arena (all mat-side tables), the NCAA suite (if applicable) and with outside lines. Internet connection should be available at the head table for the computer programmer.
 - d. Media work room for 20 with appropriate lighting, heat and air conditioning. A minimum of 10 Internet connections should be available. It is recommended that a minimum of two computers with Internet connections be made available. The NCAA corporate champion/partner for beverages (e.g., Coca-Cola) should always be stocked with such beverages in the media room, coaches' hospitality area, volunteer hospitality area, etc. In addition, snacks should always be available for the media.
 - e. Photographer space surrounding each mat. It is recommended that at least five feet of space be afforded to photographers from the restraining endline to the first row of seats and five feet of space for photographers on the sidelines.
 - f. Interview area for 15 with dais, podium and audio equipment.
 - g. One area of private office space, with one telephone line, facsimile machine and facsimile phone line, for the use of the NCAA.
 - h. A results control area containing two photocopy machines (one on the floor and one in the media work room) with capabilities for reproducing bout sheets and other material on bond paper with a minimum per copy speed of 75 per minute. The facility shall be responsible for the installation, service costs and paper for these machines during the championships. Each machine also shall include a collator and automatic stapler. The facility also shall arrange for on-site equipment operators and technicians to be available the entire day on Saturday and Sunday. The host also must provide an electrician on-site.
 - i. The host shall provide a minimum of two facsimile machines at the facility as required by the NCAA.
 - j. The host shall provide all necessary computer terminals, personal computers, printers and any other necessary equipment needed within the facility to operate the software package and video board (if applicable) for seeding, bracketing, scoring, etc.





- k. The host shall arrange to install in the working press area of the facility five private lines and instruments, restricted to local, "800", collect and credit-card calls. The NCAA also requires an in-house communication system (cellular telephones or hand radios). Finally, two DSL lines must be provided within the arena.
 - l. One large room for drug testing, with a waiting area, toilet facilities, television, DVD player and a minimum of 500-square feet of space.
 - m. On-site meal area each day for the media (20), coaches (150), volunteers (75) and a student-athletes (210).
 - n. A warm-up space should be located near the competition area and large enough to accommodate an area the size of two full-size wrestling mats, which will need to be made available to the participants for use starting on the day before competition begins and continuing throughout the championships.
 - o. A secure and private area large enough to accommodate the weighing-in of 210 wrestlers with pipe and drape to stanchion off the area for five separate lines.
 - p. Access in the warm-up area to treadmills and stationary bicycles that are provided by the host.
 - q. The NCAA may request the hosts to obtain four mat side score clocks for the event.
 - r. Carpet the arena floor.
12. The NCAA shall control all meeting rooms, private clubs and restaurant space whose patrons have access into the arena without passing a ticket- or credential-checking station during the term of this lease, and all such space shall be provided at no cost to the NCAA.
13. The host shall provide in the facility, at its expense, tables, chairs, skirting, bunting, pipe-and-drape, and platforms for all areas described herein as required by the NCAA.
14. The host shall provide 10 complimentary parking spaces in prime locations at the facility to be used at the sole discretion of the NCAA. Complimentary parking spaces also must be provided for all participating teams and NCAA representatives. Approximately 50 parking spaces are recommended.
15. The host shall be responsible for and pay the costs at the facility of the coordination and installation of interior and exterior decorations.
16. The host shall provide in the facility, at no cost to the NCAA, sufficient electric power and a sufficient number of power outlets in broadcasting booths, in press locations and in identified working press areas for the operation and transmission of television and radio broadcasts and/or Web casts and for the operation of computer terminals used by the working press. Therefore, the following shall be available:



- a. 110-volt electrical outlets in all working press areas, with the minimum requirement being one outlet for every telephone in the working press room and on press row (or two inputs for every two seats in both of these areas).
 - b. Three-phase to other areas designated by the NCAA including, but not limited to, the interview room, NCAA meeting room, NCAA suite (if applicable) and other special media areas.
 - c. 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).
17. The facility shall retain, operate and control all food and beverage concession rights subject to the provisions of this section.
18. The facility or its concessionaire shall provide food and beverage in all refreshment areas, restaurants and suites (if applicable) at costs comparable to the most favorable price for other customers during other events in the arena.
19. Due to the length of each session, food, beverages and official NCAA merchandise may be vended in the seating areas.
20. No alcoholic beverages, including beer and nonalcoholic beer, shall be sold or dispensed for public or private consumption anywhere in the arena complex prior to or during the conduct of the championships, nor shall any such beverages be brought to the site during the championships. "Prior to" as used herein means the period of time beginning with the opening of turnstiles for public entrance to the facility.
21. Alcoholic beverages shall not be delivered to private viewing suites on the dates of NCAA practice or competition.
22. At no charge, the NCAA will have full access to and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes television monitors, video screens, video walls, LED fascia, and all external digital signage. This includes any and all digital inventory at the time of the championship and is inclusive of any new inventory that may be added by the venue after this bid document is signed. The NCAA shall provide and control all content displayed on the boards. The competition venue, at its expense, shall provide a full in-venue production/control room staff for all NCAA load-in and event days [e.g., game days, open practice day(s), etc.]. In addition, the host shall provide access to and use of control room equipment and staff prior to the championship for any pre-production needs. Ideal minimum equipment requirements include: character generator; HD video playback server-capable of storing at least six (6) GB of content; video switcher-capable of handling at least six (6) sources; video replay machine - capable of four (4) in and two (2) out, four (4) cameras; a multi-view monitor; and an audio playback device. Ideal minimum personnel requirements include: director and/or technical director; video playback operator; LED/ribbon board(s) operator; character generator operator; replay operator; audio





operator; control room engineer; four (4) camera operators; two (2) utility staff members to assist the camera operators; and a disc jockey (DJ)/music playback operator.

23. In addition, the competition venue, at its expense, shall provide access to lighting equipment (gobos, spotlights, etc.), audio equipment (to include wireless microphones, IFB's, etc.), clear com/radio communications, closed captioning, etc. for NCAA use. Any new technologies or additional staffing resources that the competition venue possesses that are not listed in the aforementioned production requirements should also be incorporated into the in-venue production if possible._

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.



SECTION IV: EVENT HISTORY

The chart below contains information on previous hosts, attendance and ticket price history since the 2019 season.

Year	Host	Attendance	Ticket Prices
2019	Ferrum College	2,121	Adult: \$13 Student: \$10 All Session - Group: \$32 All Session - Group: \$24 All Session - Adult: \$47 All Session - Student: \$40
2020	American Rivers Conference	CANCELLED	N/A
2021	University of Wisconsin, La Crosse	CANCELLED	N/A
2022	American Rivers Conference	8,675	Adult: \$18 Student: \$15 Team: \$18
2023	Ferrum College	2,618	Adult: \$13 Student: \$10 All Session - Group: \$32 All Session - Group: \$24 All Session - Adult: \$47 All Session - Student: \$40
2024	University of Wisconsin, La Crosse	10,379	Adult: \$15 Student: \$13 Suite: \$15 All Session - Adult: \$50 All Session - Student: \$40 All Session - Suite: \$60
2025	Johnson & Wales University	9,460	Adult: \$25 Student: \$15 All Session - Adult: \$65 All Session - Student: \$55 All Session - Suite: \$75





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

Hotel Room Block

	Number of Hotels	Service Level	Tue.	Wed.	Thur.	Fri.	*Sat.	Sun.	Notes
Teams ¹			0	450	470	470	470	c/o	Doubles
Headquarters			8	25	25	30	30	c/o	King
Officials			0	0	16	16	16	c/o	King or double
Media									
Evaluators									
Association									
Total			8	501	511	511	511	c/o	

¹ **Room Types:** __x__ Doubles, __x__ Kings, ___ Suites, ___ Other (please explain)

All hotels shall be in close proximity (ideally within walking distance) from the event venue. The team hotels must be of comparable quality and distance from the playing venue.

The host institution is financially responsible for the official accommodations to be reimbursed by the NCAA.

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SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation, lodging (room and tax), per diem and game fee for all officials.
2. Transportation, lodging (room and tax) and per diem for the NCAA Division III Wrestling Committee.
3. Official souvenir program (May be in digital form).
4. Awards and mementos for participating teams.
5. Hydration product (e.g., water, electrolyte solution, coolers, etc.).
6. Volunteer apparel
7. Credentials.
8. Official Merchandise.
9. Championship Signage.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. 3-4 Warm-up Mats.
3. Mat, equipment, signage set up
4. Scales.
5. Winner's Brackets.
6. Volunteers
7. Public relations coordination.



8. First aid/medical services/AED on-site/ambulance on-site.
9. Championships hospitality.
10. Food/beverage concessions.
11. Public address system.
12. Support personnel – ushers, ticket takers, media runners, etc.
13. Security.
14. Media room (fully equipped).
15. Media seating/work area with constant refreshments.
16. Media coordinator.
17. Tickets.
18. Medical personnel and equipment.
19. 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.
20. Appropriate directional signage within and outside the venue.
21. Radios and communications headsets/telephones.
22. Head table personnel (e.g., public address announcers, official scorer, matchmaker, chief of head table operations, etc.).
23. All necessary equipment not provided by the NCAA for the conduct of the championships.
24. Other items as later requested by the NCAA.

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SECTION VII: TRANSPORTATION

The hosts must provide airport transportation to and from the assigned hotel for NCAA Wrestling Committee members, head table personnel and officials. A shuttle service must also be provided to and from the arena and the hotel (if the hotel is not within walking distance) for the officials.

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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 guideline when submitting your plan for review.
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 requests, for both artwork and reimbursement, 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.** 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

NCAA DIVISION III WRESTLING CHAMPIONSHIPS Tentative Schedule of Events

Tuesday

All day Mat and equipment load in

Wednesday

All day Teams, committees and NCAA staff arrive
4 - 5 p.m. NWCA Executive Committee Meeting
4 p.m. Committee walk-thru
5-8 p.m. Team registration
5-8 p.m. Mats available for practice

Thursday

9 a.m. - 2 p.m. Team registration
9 a.m. - 6 p.m. Mats available for practice
2 p.m. **NCAA Coaches meeting**
3 p.m. NWCA Coaches meeting
6 - 9 p.m. Scales only available (mats closed)
6 p.m. NWCA Coaches Social
9 p.m. Officials meeting

Friday

7 a.m. Mats available for practice
8:50 a.m. Skin Checks
9 a.m. Weigh-ins
10:30 a.m. **Session I begins**
6 p.m. **Session II begins**
10 p.m. **Session II ends**

Saturday

7 a.m. Mats available for practice
8:50 a.m. Skin Checks
9 a.m. Weigh-ins
10 a.m. **Session III begins**
6 p.m. **Session IV begins**
10 p.m. **Session IV ends/Closing ceremony**

*Schedule subject to change



The NCAA Division III Wrestling Championships shall be conducted in the following 10 weight classes: The same 10 weights will also be used in regional qualifying tournaments. A pairings formula will be used at the championship site:

125 pounds	165 pounds
133 pounds	174 pounds
141 pounds	184 pounds
149 pounds	197 pounds
157 pounds	Heavyweight (183-285)



SECTION X: ANCILLARY EVENTS

At this time, there are no ancillary events in conjunction with this championship. The committee encourages the host to creatively engage in community outreach during the championship.





SECTION XI: VOLUNTEER NEEDS

Approximately 148 volunteers per day will be needed for assignments, including scoreboard operations, scoring control, table workers, hospitality, media and merchandise sales.

1. Match Personnel. Besides officials, the following personnel are needed each day:
 - a. Official scorer
 - b. 6 clock operators and scoreboard operators
 - c. One public-address announcer
 - d. At least two statisticians
 - e. 6 Spotters
 - f. 25+ mat movers
 - g. Four drug-testing couriers, if applicable

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SECTION XII: BUDGET HISTORY

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

Expenditures Three-Year Average	
Total Expenses	\$142,693
Promotion	\$4,343
Tickets	\$9,963
Facility	\$31,420
Personnel	\$39,521
Entertainment	\$13,559
Equipment	\$14,914
Officiating Expenses	\$8,974

