

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



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## **2028, 2029 and 2030 NCAA DIVISION III MEN'S AND WOMEN'S CROSS COUNTRY CHAMPIONSHIPS SPORT SPECIFIC INFORMATION**

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**IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE SPECIFICATIONS THAT FOLLOW AND ANY SUCH SPECIFICATIONS IN THE GENERAL BID SPECIFICATIONS DOCUMENT, THE FORMER SHALL PREVAIL AND GOVERN THE MATTER.**

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## **SECTION I: INTRODUCTION**

The National Collegiate Athletic Association (“NCAA” and/or “Association”) is pleased to provide to member institutions/conferences the opportunity to submit a proposal to host one or more NCAA championships.

The information contained in this document and the accompanying attachments provides the minimum bid specifications for hosting any of these championships, as well as essential information that will provide assistance in the development of a creative, comprehensive and competitive bid proposal. The NCAA awards the privilege of hosting an NCAA championship several years in advance so those communities may work collaboratively with the NCAA to create positive experiences for its student-athletes, participating institutions, fans and the community.

A member institution or member conference of the NCAA must be designated as the host institution/conference for the championship. The administration of the championship is under the authority of the respective 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.

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## SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
National Championships	Saturday prior to the Thanksgiving holiday
2028	November 18
2029	November 17
2030	November 23

The Division III Men's and Women's Cross Country Championships provide for a maximum of 32 (seven person) teams and 70 individuals per gender for a total of 294 competitors per gender. To be eligible to participate in the championships, teams and individuals must qualify from their respective regions (refer to the Division III Men's and Women's Cross Country Pre-Championships Manual for a list of institutions by region which sponsor cross country – [www.NCAA.org](http://www.NCAA.org), select fall sports, cross country).

Ten teams automatically qualify to the championships races by finishing as the top team at any of the 10 regional championships. The remaining 22 at-large teams are selected by the NCAA Division III track and field committee. Seventy individuals automatically qualify to the championships races by being one of the top seven regional finishers not on an advancing team. Men's races will be 8,000 meters and women's races will be 6,000 meters.



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## SECTION III: GENERAL FACILITY/COURSE 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/course 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/course must be available from 8 a.m. Wednesday preceding the competition through the conclusion of the final race for the purpose of preparing for, practicing for and conducting the competition (Saturday is competition day – the women's race will go first in even years, men will go first in odd years). During that period of time, the facility/course will be clean and accessible, and racing conditions must be safe and of championships caliber.
3. The NCAA specifically disclaims any responsibility to investigate the safety or code compliance of the facility/course 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. Special attention must be paid to the following:
  - Course Distance: Men – 8,000 meters; Women – 6,000 meters.
  - Preferred that both courses be a minimum of 10 meters wide at all points.
  - The start line must be able to accommodate 52 two-meter wide starting boxes.
  - 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 first turn should be at a minimum of 400 meters (600 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).
  - Any deviations from the NCAA Track and Field/Cross Country Rules book should be clearly articulated by the prospective host to include the distance at which the deviation occurs and the distance that this deviation continues. Although in line with the rules, the Track and Field committee has the authority to choose a course that does not meet the preferences, host should arrange the course to meet and exceed minimums.
  - Should the course change after the bid is awarded, the track and field committee reserves the right to withdraw the bid.
5. The facility/course must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
6. The NCAA shall be provided exclusive use of meeting space in a private area during the championships.
7. The facility must meet all electrical power, lighting, internet, parking, etc., to accommodate timing and web streaming. Please reference the NCAA General Bid Document for specifics.

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8. During competition, the course, in conjunction with the timing crew, must be equipped to relay key split marks throughout the course (e.g., every mile or kilometer) to competitors.
9. The host will make available a banquet space to accommodate up to 1,000 individuals, participating student-athletes and institutional personnel, on Friday evening prior to the championships.
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.
11. The facility/course must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
  - a. A sports medicine area not less than 500 sq. feet for student-athletes.
  - b. Media workspace for 15-25 with appropriate power, Internet access, lighting, heat, air-conditioning and toilet facilities
  - c. One area of private office space for 10 to 12 people working comfortably, with internet for use of the NCAA.
  - d. A statistics 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/course shall be responsible for the installation, service costs and four different colors of paper for these machines during the championships.
  - e. The facility/course shall provide a facsimile machine.
  - f. A room for drug testing, with a waiting area, gender specific restroom facilities and a minimum of 500 square feet of space.
12. The facility/course 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, awards platform/area, and protest area.
13. The facility/course shall provide complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations.
14. The facility/course shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations at the course and ancillary events.
15. The facility/course shall provide at least one main results area and protest area.

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16. A meeting space in close proximity to the competition venue to conduct packet pick-up (space for 300) must be made available.
17. The host should make available a committee workroom for 10 to 12 individuals at the host hotel or facility/course. This workroom should be in close proximity to the competition venue (preferred) and accessible to the committee from 5 p.m. Wednesday through 9 a.m. on the day of the championships. The room must accommodate up to 12 individuals and internet access as requested by the NCAA.
18. The facility/course should have an awards platform or stage to accommodate a minimum of 40 that is easily seen by spectators.
19. A full complement of facility/course crew personnel must be on site at all times during practice and competition.
20. 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/course. These items will be provided at the NCAA's expense.
21. The facility/course will provide public-address system. It is also preferred to have a video board and associated cameras to display meet results, live action, and NCAA messaging. Plans to accommodate the video board should be detailed in the facility/course questionnaire.
- 22. During the season in which the facility will host the championship, the host will be required to host the pre-national meet in October. Date should be mutually agreed upon with NCAA.**
23. The host institution/conference/sponsoring agency must submit a facility/course 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 percent grade) occurs at one kilometer mark, etc.].

Facility/course diagram to include the following:

- Men's and women's course layout
- Awards ceremony
- Team tent areas
- Locker rooms (if any)
- Concessions
- Merchandise
- Restrooms
- Press conference area/media work area
- Hospitality areas
- Drug testing
- Training room
- Public flow



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- Video board

24. Newly constructed courses will not be considered until the course has demonstrated it is capable of hosting that site's regional race within three years prior to the submission of a national bid.
25. 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).

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	Attendance	Ticket Prices
2017	Principia College	810	General Admission: \$10
2018	University of Wisconsin, Oshkosh	2,169	General Admission: \$5
2019	Spalding University and the Louisville Sports Commission	2,020	General Admission: \$10
2020	Rose-Hulman Institute of Technology	Cancelled	
2021	Spalding University and the Louisville Sports Commission	1,846	General Admission: \$10
2022	The University of Olivet and the Greater Lansing Sports Commission	2,122	General Admission \$10
2023	Dickinson College	1,295	General Admission \$10
2024	Rose-Hulman Institute of Technology	2,837	General Admission \$10

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## SECTION V: LODGING

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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.

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

Block	Room Type	Wed	Thu	Fri	Sat	Total
Headquarter & Officials	Double/Doubles	0	4	4	0	8
	Kings	15	15	15	15	60
Teams/Individuals	Double/Doubles	0	168	168	56	392
TOTAL		11	183	183	67	444

**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, lodging (room and tax), per diem and game fee for all officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA sport committee.
4. Awards for the participating teams.
5. Digital programs.
6. Credentials.
7. Mementos to the official traveling parties of the participating teams.
8. Volunteer apparel.
9. Funding for promotional efforts.
10. Securing of timing personnel.
11. Ordering of bibs and hip numbers.

### **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.

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8. Support personnel – ushers, ticket takers, media runners, etc.
9. Security.
10. Media room (fully equipped).
11. Tickets with the ability to accept credit card purchases.
12. 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.
13. Appropriate directional signage within and outside the venue.
14. Other items as later requested by the NCAA.
15. 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 \$4,000 should be budgeted for these purposes.

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## **SECTION VII: TRANSPORTATION**

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

### **Tuesday**

Mandatory virtual coaches meeting.

### **Wednesday**

Course preparation

Course walk-through with NCAA committee and staff

### **Thursday**

Course preparation

Course review and practice by participants (All course markings must be on the course prior to first practice)

### **Friday**

Course preparation

Course review and practice by participants

Packet pick-up

Press conference

Banquet

### **Saturday**

Course preparation

Course review and warm-up by participants

Women's race – race start time to be determined

Men's race – race start time to be determined

Post-competition awards ceremony

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## **SECTION X: ANCILLARY EVENTS**

A virtual coaches meeting will be held on the Tuesday 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 Thursday prior to the championships. The banquet should include a food and beverage plan, audio visual and entertainment component (e.g. speaker, video, etc.).

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.

## **SECTION XI: VOLUNTEER NEEDS**

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Approximately 75-150 volunteers on competition day will be needed for assignments, including course safety, finish chute, concessions, parking, media and merchandise sales.

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

- Officials outside of key officials.
- Marshals.
- Event Mgmt.
- Student-athlete baskets/bags.
- Results runners.
- 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 start lists/results production.
- Hospitality coordinator.
- National anthem singer.
- Ticket coordinator.
- Electrician.
- Facility management.
- Ticket sellers/takers.
- Security.
- Concessions, merchandise sales.
- Ushers if necessary.
- Additional operational needs.

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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	\$101,500.00
Promotion	\$2,000.00
Tickets	\$500.00
Facility	\$25,000.00
Personnel	\$15,000.00
Entertainment	\$35,000.00
Equipment	\$20,000.00
Officiating	\$4,000.00