

NCAA[®] SITE SELECTION PROCESS



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2028-29, 2029-30 & 2030-31 NCAA DIVISION III MEN'S AND WOMEN'S SWIMMING & DIVING 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 and sports commissions/foundations 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 aid 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.

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SECTION II: CHAMPIONSHIP STRUCTURE

DIVISION III MEN'S AND WOMEN'S SWIMMING & DIVING DATE FORMULA

Division III Combined Men's & Women's Championships

Third Wednesday through Saturday in March

Available Division III championships dates for bid are:

March 21-24, 2029

March 20-23, 2030

March 19-22, 2031

The Division III championships provide for a field of 579 student-athletes (260 Male, 319 Female).

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SECTION III: GENERAL FACILITY AND EVENT 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 city, state or federal regulations concerning access and seating for people with disabilities.
2. The facility must be available by Noon, Monday preceding the competition through the conclusion of the championships for the purpose of preparing for, practicing for and conducting the competition.
3. The facility shall be clean and accessible, and facility conditions must be safe and of championships caliber. All signage should be in place Tuesday prior to the beginning of the practice period.
4. 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.
5. The facility shall be in accordance with the current NCAA swimming & diving rules as far in advance as possible, but no later than Monday before the competition.
6. The competition pool must meet NCAA rules. Specific expectations are listed below:
 - a. 25-yard course.
 - b. Minimum water depth of 7 feet (2.13 meters).
 - c. Not less than 8 lanes, 7 feet in width, with additional width outside lanes 1 and 8.
 - d. Track style starting blocks (wedges) are required for the championships.
 - e. Electronic relay judging platforms (RJPs). Specifications must meet NCAA rules.
 - f. Electronic timing system.
 - g. Backstroke ledges are required for the championships.
7. The diving well must meet NCAA rules. Specific expectations are listed below:
 - a. Be at least 60 feet in length and 75 feet in width.
 - b. Two one-meter diving springboards (less than one year old preferred).
 - c. Two three-meter diving springboards (less than one year old preferred).
 - d. Surface of the boards and platforms must be non-slip and safe.
 - e. It is the host's responsibility to make any necessary updates to the boards to ensure student-athlete safety.
 - f. It is preferred that the diving well be separated from the swimming competition and warm-up pools.
 - g. A permanent hot tub should be available for divers. If a permanent hot tub is not available, a temporary tub must be provided. Hosts must secure necessary approval in advance of the championships.
 - h. The host must have all diving equipment and areas previewed by a qualified diving specialist prior to the arrival of the NCAA committee/staff and must make any necessary adjustments.
8. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or

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emergencies.

9. Programs, official NCAA merchandise only (unless a buyout exists) and concessions may be sold.
10. The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
 - a. First aid/medical/athletic training area for all student-athletes.
 - b. Media work area large enough to hold 10 people with adequate tables, chairs, internet service (preferably wireless) and copy machines.
 - c. Private meeting room for swimming and diving committee (large enough to hold 12-15 people).
 - d. Head table for 10 people, including championships operations staff and designated committee members.
 - e. A statistics control area containing two copy machines. The copy machines should include a collator and automatic stapler. The facility shall be responsible for the installation, service costs and ample paper and toner for the machine during the championships.
 - f. A room for drug testing, with a waiting area and gender specific toilet facilities and a minimum of 500 square feet of space.
 - g. Separate areas for press, coaches and officials' hospitality to accommodate at least 6, 5ft. round tables.
 - h. Two areas, one for student-athlete hospitality and one for volunteer hospitality (preferred).
 - i. Ticket sales area.
 - j. Areas for merchandise and concession sales.
 - k. Minimum spectator seating for 2,000.
 - l. Minimum of two locker rooms available for student-athletes (see page 5 for number of participants locker rooms must accommodate).
 - m. Enough deck space to accommodate seating for a minimum of 800 people.
11. The facility shall provide, at its expense, two tables with skirting for the NCAA awards ceremony as well as an awards stand that is large enough to accommodate 8, 4-person relay teams.
12. The facility shall provide complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations.
13. The facility shall be responsible for and pay the costs of the coordination and installation of official NCAA championship signage.
14. The facility shall provide a scoreboard with an eight-lane display that can also display the top 10 teams (preferably 20).
15. The facility should provide a scoreboard with the capability to interface with diving programs, score cards, or electronic pads to display diving scores and provide personnel to run the program.
16. The facility should have video replay capabilities.

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17. Sufficient wireless internet speed must be available throughout the tournament.
18. 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
2018	Franklin College and Indiana Sports Corporation	10,816	All-Session Adult: \$65 All-Session Student: \$25 Single Session Adult: \$12 Single Session Student: \$6
2019	Old Dominion Athletic Conference and the Greensboro Aquatic Center	11,740	All-Session Adult: \$65 All-Session Senior: \$65 Single Session Adult: \$12 Single Session Senior: \$10
2020	Old Dominion Athletic Conference and the Greensboro Aquatic Center	0	All-Session Adult: \$70 All-Session Senior: \$55 Single Session Adult: \$15 Single Session Senior: \$10
2021	Not applicable		
2022	Franklin College and Indiana Sports Corporation	11,109	All-Session Adult: \$65 All-Session Student: \$25 Single Session Adult: \$12 Single Session Student: \$6
2023	Old Dominion Athletic Conference and the Greensboro Aquatic Center	11,187	All-Session Adult: \$75 All-Session Child/Senior: \$70 Single Session Adult: \$20 Single Session Student: \$15 Single Session Group: \$6
2024	Old Dominion Athletic Conference and the Greensboro Aquatic Center	9,549	All-Session Adult: \$85 All-Session Child/Senior: \$80 Single Session Adult: \$20 Single Session Senior: \$15
2025	Old Dominion Athletic Conference and the Greensboro Aquatic Center	11,509	All-Session Adult: \$90 All-Session Student/Senior: \$85 Single Session Adult: \$25 Single Session Student/Senior: \$20

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SECTION V: LODGING

The NCAA 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, officials, and other special guests designated by the NCAA. Separate hotels are needed for the NCAA, officials, and participating teams unless specified otherwise by the NCAA. It may be permissible for the officials to be assigned to the same property as the NCAA headquarters hotel. 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 of the NCAA (should one exist at the time of contracting). 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 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

	Number of Hotels	Service Level	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Notes
Teams*	Various		50	250	250	250	250	200	
Headquarters	1	Full	60	80	80	80	80	50	NCAA, Committee, Officials, etc.
Total			110	330	330	330	330	250	

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

The host institution/conference is financially responsible for the officials' accommodations which will be reimbursed by the NCAA. All hotels shall be in close proximity (ideally within walking distance) from the competition venue. The team hotel(s) must be of comparable quality and distance from the competition venue. The participating institutions will be responsible for all hotel charges at the team hotels.

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SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES

1. Transportation and per diem reimbursement for the participants.
2. Transportation, lodging (room and tax), per diem and meet fees for all officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA sport committee.
4. Awards for participating teams.
5. Hydration product (e.g., water, electrolyte solution, coolers, etc.).
6. Official souvenir program in digital form.
7. Credentials.
8. Basic championship signage.
9. Volunteer and officials apparel.
10. Backstroke flags (if necessary).
11. Mementos to the official travel party of the participating teams.
12. Funding for promotional efforts.

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 if venue is not proximate to a hospital.
5. Championships hospitality.
6. Food/beverage concessions.
7. Public address system.

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8. Support personnel – ticket takers, media runners, etc.
9. Security.
10. On-site timing technician.
11. Media room (fully equipped).
12. Media seating/work area with constant refreshments.
13. Tickets.
14. Appropriate directional signage within and outside the venue.
15. Other items as requested by the NCAA.

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SECTION VII: TRANSPORTATION

Local transportation for the participating teams shall be the responsibility of the participating institutions. There are no additional transportation requirements from the host for the championships outside of the parking requirements listed in Section III.

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SECTION VIII: MARKETING REQUIREMENTS

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 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

Monday

- Practice: 4 – 8 p.m.
- Athletic Training Room: 4 – 8 p.m.
- Registration: 4 – 8 p.m.

Tuesday

- Practice: 8 a.m. – 8 p.m.
- Athletic Training Room: 8 a.m. – 8 p.m.
- Registration: 8 a.m. – 8 p.m.
- Scratch Deadline: 5 p.m.

Wednesday

- Athletic Training Room: 7 a.m. – ½ hour after last race
- Swimming Warm-up: 7– 9:45 a.m. and 4:30 – 5:45 p.m.
- Diving Warm-up: 7 a.m. – 10 a.m. (open boards), 10 a.m. – 12:15 p.m. (flighted), 12:15 – 12:45 p.m. (event only)
- Swimming Preliminaries: 10 a.m.
- Diving Preliminaries: 1 p.m.
- Diving Consolation Finals: 30 minutes after preliminaries
- Diving Finals: following consolation finals
- Scratch Deadline: 5 p.m.
- Swimming Finals: 6 p.m.

Thursday

- Athletic Training Room: 7 a.m. – ½ hour after last race
- Swimming Warm-up: 7– 9:45 a.m. and 4:30 – 5:45 p.m.
- Diving Warm-up: 7 a.m. – 9:45 a.m. (open boards), 9:45 a.m. – Noon (flighted), Noon – 12:30 p.m. (event only)
- Swimming Preliminaries: 10 a.m.
- Diving Preliminaries: 12:45 p.m.
- Diving Consolation Finals: 30 minutes after preliminaries
- Diving Finals: following consolation finals
- Scratch Deadline: 5 p.m.
- Special Olympics Relay: 5:45 p.m.
- Swimming Finals: 6 p.m.

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Friday

- Athletic Training Room: 7 a.m. – ½ hour after last race
- Swimming Warm-up: 7– 9:45 a.m. and 4:30 – 5:45 p.m.
- Diving Warm-up: 7 a.m. – 10 a.m. (open boards), 10 a.m. – 12:15 p.m. (flighted), 12:15 – 12:45 p.m. (event only)
- Swimming Preliminaries: 10 a.m.
- Diving Preliminaries: 1 p.m.
- Diving Consolation Finals: 30 minutes after preliminaries
- Diving Finals: following consolation finals
- Scratch Deadline: 5 p.m.
- Senior Recognition: 5:45 p.m.
- Swimming Finals: 6 p.m.

Saturday

- Athletic Training Room: 7 a.m. – ½ hour after last race
- Swimming Warm-up: 7– 9:45 a.m. and 4:30 – 5:45 p.m.
- Diving Warm-up: 7 a.m. – 9:45 a.m. (open boards), 9:45 a.m. – Noon (flighted), Noon – 12:30 p.m. (event only)
- Swimming Preliminaries: 10 a.m.
- Diving Preliminaries: 12:45 p.m.
- Diving Consolation Finals: 30 minutes after preliminaries
- Diving Finals: following consolation finals
- Swimming Finals: 6 p.m.

All times are local.

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SECTION X: ANCILLARY EVENTS

Coaches Association

The CSCAA may conduct a meeting during championships week. This meeting is open to all member coaches.

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SECTION XI: VOLUNTEER NEEDS

Approximately 25-30 volunteers per session will be needed for various assignments, including, but not limited to: relay take off judges, timers, registration personnel, results runners, hospitality personnel, awards presentations, ticket sales and merchandise sales.

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SECTION XII: BUDGET HISTORY

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

Three-Year Average Expenditures	
Total Expenses	\$188,000
Promotion	\$4,000
Tickets	\$8,000
Facility	\$22,000
Personnel	\$32,000
Entertainment	\$88,000
Equipment	\$12,000
Officials	\$20,000