

NCAA[®] SITE SELECTION PROCESS



NCAA® SITE SELECTION PROCESS



2029, 2030 & 2031 NCAA DIVISION III MEN'S AND WOMEN'S TENNIS CHAMPIONSHIPS SPORT SPECIFIC INFORMATION

NCAA® SITE SELECTION PROCESS



Table of Contents

	Page No.
Section I Introduction.....	4
Section II Championship Structure.....	5
Section III General Facility Requirements	7
Section IV Event History.....	10
Section V Lodging.....	11
Section VI NCAA/Host Responsibility.....	14
Section VII Transportation	17
Section VIII Marketing.....	18
Section IX Tentative Schedule of Events.....	20
Section X Ancillary Events.....	21
Section XI Volunteer Needs.....	22
Section XII Budget History.....	23

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 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.

NCAA SITE SELECTION PROCESS

NCAA

SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
First/Second/Third Rounds (8)	Second Friday in May (Friday-Sunday) or Thursday-Saturday
Team Finals (Eight teams for the men and eight teams for the women)	Monday prior to Memorial Day: Monday-Thursday or Tuesday-Friday (alternates by gender; men go first odd numbered years and women go first even numbered years). Required day of rest one day prior to Team Finals.
Individual Championships Finals (32 singles players; 16 doubles teams for the men/ 32 singles players; 16 doubles teams for the women)	Friday prior to Memorial Day: *Friday-Monday or *Saturday-Tuesday (alternates by gender; men go first odd numbered years and women go first even numbered years).

The championships will use the following schedule of competition:

	<u>Team Championships</u>	<u>Individual Championships</u>
<u>2029 (May 21-29)</u>		
Men	May 21-24 (Rest 5/23)	May 25-28
Women	May 22-25 (Rest 5/24)	May 26- 29
<u>2030 (May 20-28)</u>		
Women	May 20-23 (Rest 5/22)	May 24-27
Men	May 21-24 (Rest 5/23)	May 25-28
<u>2031 (May 19-27)</u>		
Men	May 19-22 (Rest 5/21)	May 23-26
Women	May 20-23 (Rest 5/22)	May 24-27

The Division III Men's and Women's Tennis Championships consists of an eight-team championship (6-9 persons per team), single-elimination tournament per gender. Teams are selected to the championships through a combined automatic qualifier and at-large process and compete at eight (8) non-predetermined sites for first-, second-, and third-round play. The singles and doubles championships consists of a bracket of 32 singles players and 16 doubles teams per gender participating in a single-elimination tournament at the final site of the team championship.

NCAA® SITE SELECTION PROCESS



All team matches shall be regulation dual matches following current ITA Division III Rules and applicable NCAA Championship Rules. All singles and doubles matches shall follow ITA Division III Individual Tournament Rules and applicable NCAA Championship Rules. NCAA Championship rules shall supersede ITA Division III rules at the NCAA Championships. The games committee reserves the right to (adjust the format) in the best interest of the administration of the tournament.

NCAA SITE SELECTION PROCESS



SECTION III: GENERAL FACILITY REQUIREMENTS

1. The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The facility must agree that it will be in compliance with all applicable cities, state or federal regulations concerning access and seating for people with disabilities.
2. A minimum of 12 outdoor competition hard courts of similar speed and surface along with a minimum of 6 practice courts of similar speed and surface. Host sites should create an inclement weather plan that can accommodate the match load each day of the Championships. The NCAA Tennis Committee recommends at least 6 indoor hard courts in locations where they are available OR at least 12 additional outdoor hard courts available in locations without indoor courts readily available. The competition courts must be available for teams to practice starting at 6 a.m. one day prior to the start of the round of eight team matches through the conclusion of the final competition matches for the singles and doubles championships.

Indoor and outdoor hard courts must meet the specifications of a Varsity Quality Tennis Facility outlined in the current ITA Rulebook (updated every year).

3. The facility must be available from 6 a.m. Saturday preceding the competition through the conclusion of the final match for the purpose of preparing for, practicing for and conducting the competition (Tuesday of the following week). Practice will take place on the Sunday preceding competition and Saturday would be needed for set-up. During that period of time, the facility will be clean and accessible, and court conditions must be safe and of championships caliber.
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 must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
6. 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.
7. The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
 - a. An athletic training room or dedicated athletic training area to serve 5-10 student-athletes.
 - b. Shaded team area for participating teams with hospitality products (e.g. water, Powerade, and snacks).
 - c. Locker room fitted with towels and restrooms for participating teams and individuals.
 - d. Two areas of private office space, one for use of the NCAA staff and committee that can hold up to 25 people and another for the use of the officials that can hold up to 20 officials. These areas must be

NCAA SITE SELECTION PROCESS



separated.

- e. Media workspace for 10-15 with appropriate lighting, heat, air-conditioning and toilet facilities.
 - f. A room for drug testing, with a waiting area, toilet facilities and a minimum of 500 square feet of space.
 - g. Power and internet capability to adequately stream the championships.
8. The facility must have quality lighting (recommended 75+ foot candles) to allow for night play in the event that matches extend into the evening.
 9. The facility shall provide, at its expense, proper wind screening on all competitive courts, singles sticks for all courts, scorecards for all courts, umpire chairs (one per court), chairs (4 per court) or bench seating (2 per court) all courts as well as tables, chairs, skirting, bunting, pipe-and-drape and platforms for all areas described herein as required by the NCAA. Such areas include merchandise and program sales, results posting, and hospitality areas.
 10. The facility shall display matches progress in an area of the facility that is accessible to both participants and spectators. The facility shall provide electronic scoreboards in the competition area and display scores as matches are in progress. Video board preferred but not required.
 11. The facility shall provide for proper cleaning and drying of all competition courts in case of inclement weather during practices and competition which should include an adequate number of rollers (2 per court), and blowers (1 per 4 courts), with a minimum of two people (per court) to assist with drying.
 12. The host and facility shall provide on-site access to a minimum of one racket stringer, two recommended, beginning with the first day of practice and concluding with the final day of competition.
 13. On-site parking for approximately 120 vehicles must be provided for teams, tournament personnel, committee members, officials, media, etc. at no cost to the NCAA.
 14. The facility shall be responsible for and pay the costs of the coordination and installation of decorations inside and outside the competition venue, including both indoor and outdoor courts.
 15. The host/facility shall be responsible for and **pay** the costs for the coordination and installation of PlaySight cameras on at least 6 of the main competition courts. Preference is for all courts to have PlaySight cameras.
 16. 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).

NCAA SITE SELECTION PROCESS



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

☐ YES

☐ NO

☐ NO with Exception

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

NCAA SITE SELECTION PROCESS



SECTION IV: EVENT HISTORY

The chart below contains information on previous hosts since the 2017-18 season. This championship does not sell tickets to spectators so there is no attendance or ticket prices to report.

Year	Host	Attendance	Ticket Prices
2018	Claremont McKenna-Harvey Mudd-Scripps Colleges		
2019	Kalamazoo College		
2020	Washington University in St. Louis	Cancelled	
2021	University of the South and Chattanooga Sports Commission		
2022	Ogelthorpe University and Greater Orlando Sports Commission		
2023	Ogelthorpe University and Greater Orlando Sports Commission		
2024	Washington University in St. Louis		
2025	Claremont McKenna-Harvey Mudd-Scripps Colleges		
2026	University of the South and Chattanooga Sports Commission		
2027	Claremont McKenna-Harvey Mudd-Scripps Colleges		
2028	Rome Sports Commission and Berry College		

NCAA SITE SELECTION PROCESS



SECTION V: LODGING

The NCAA has partnered with On Location to manage the NCAA Championship Housing Program and all championship housing needs. On Location serves as the housing partner for hundreds of events annually and, through strong relationships with various hotel brands, can deliver the appropriate mix of amenities, location and price for hundreds of thousands of room nights each year. Utilizing their expertise, On Location will be responsible for managing the selection and contracting process for all championship housing accommodations.

Housing will be required for all participating teams, NCAA staff, committee members, media, game officials, and other special guests as designated by the NCAA. Separate hotels are needed for the NCAA, media, officials, and participating teams unless specified otherwise by the NCAA. It may be permissible for the media or game officials to be assigned to the same property as the NCAA headquarters hotel. (Game officials and teams may not stay in the same hotel.) Efforts will be made to provide some preference to the official corporate champion/partner in the hotel category (should one exist at the time of contracting) of the NCAA. While hotels are the primary housing offerings that will be contracted, alternative options may be considered in certain situations.

Bids will be awarded contingent upon the successful negotiation of housing needs at reasonable rates. Failure to secure such reasonable rates and properties may result in rescinding of the bid award.

The host institution/conference or sponsoring agency must guarantee sufficient housing is available to meet the room block needs identified in the sport specific bid specification. Properties must meet the required service levels and be in reasonable proximity to the event venues. Rooms should not be secured or contracted nor should rates be discussed with specific properties, unless requested to do so by the NCAA.

Bid responses may highlight any recommended properties On Location should consider when contracting. Specifications should also disclose any special relationships, agreements and/or financial arrangements you may have in place with the recommended properties. On Location will take into consideration all recommendations when selecting hotels; however, guarantees cannot be made that contracts will be secured with these properties.

All hotels contracted must have experience with and understand the needs of large sports related groups. For certain championship events, additional room blocks may be required for fan travel.

The NCAA or its designees shall have the exclusive right to sell products licensed by the Association for merchandising at the selected hotels (inside and outside the premises controlled by the hotels). The hotel will provide adequate space in its lobby for such sales.

NCAA SITE SELECTION PROCESS



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

Hotel Room Block

Team Competition Block

	Number of Hotels	Service Level	Sat.	Sun.	Mon.	Tues.	Wed.	TOTAL
Teams	Multiple	Full	96	110	110	120	120	556
HQ	1	Full	20	20	20	20	20	100
Officials	1	Full	0	10	20	20	20	70
Total			116	140	150	160	160	726

Individual Competition Block

	Number of Hotels	Service Level	Thurs.	Fri.	Sat.	Sun.	Mon.	Tues.	TOTAL
Teams / Ind	Multiple	Full	44/74	22/96	96	74	32	20	458
HQ	1	Full	20	20	20	20	20	20	120
Officials	1	Full	20	20	15	15	15	15	100
Total			158	158	131	109	67	55	678

¹ **Room Types Per Teams/Individuals:** Doubles/Doubles

² **Room Types Per HQ/Officials:** All King rooms

The host institution is financially responsible for the match officials and NCAA Committee accommodations to be reimbursed by the NCAA.

Team/Individual Hotel Room Blocks

The above team/individual blocks account for approximately 60% of anticipated room needs. All hotels shall be in close proximity to the competition venue. The hotels for participants must be of comparable quality. An institution is not obligated to stay at the contracted or suggested properties, and it is their responsibility to secure their own accommodations.

Please note that it is highly likely that a number of the participants in the individual portion of the championships also will have participated in the team portion of the championships. The figures indicated above are approximate numbers, particularly on the days that the team departures and individual arrivals overlap (Thursday-Tuesday).

NCAA SITE SELECTION PROCESS



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

☐ YES

☐ NO

☐ NO with Exception

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

NCAA SITE SELECTION PROCESS



SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams and individuals.
2. Transportation, per diem and match fees for all officials.
3. Transportation, per diem for the NCAA men's and women's tennis committee.
4. Awards for the participating teams.
5. Official souvenir program. Programs will be issued digitally for the foreseeable future.
6. Credentials.
7. Mementos to the official traveling parties of the participating teams.
8. Promotional assistance, including NCAA signage.
9. Funding for a head official to be selected from a national pool. The Division III Men's and Women's Tennis Committees will appoint this individual.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities/court maintenance (drying rollers & blowers).
2. Adequate Indoor facilities in case of inclement weather (hard court).
3. Lodging (room and tax) for game officials and NCAA Committee (NCAA provides funding).
4. Volunteers.
5. Public relations/media coordination.
6. First aid/medical services/AED on-site/ambulance on-site.

NCAA SITE SELECTION PROCESS



7. Championships hospitality.
8. Food/beverage concessions.
9. Public address system & announcer.
10. Support personnel – ushers, media runners, etc.
11. Hospitality for media, committee, staff, volunteers (NCAA provides funding).
12. Security.
13. Media room (fully equipped).
14. Media seating/work area with constant refreshments.
15. All computers, printers, video equipment, photocopy machines, telephone lines, LAN lines, etc. necessary to administer the championships, and as may be required by the NCAA. Specifically, PlaySight cameras on at least 6 of the main competition courts must be in place. Preference is for all courts to have PlaySight cameras.
16. Appropriate directional signage within and outside the venue.
17. Other items as later requested by the NCAA.
18. Secure public address announcers (**recommended non-student, non-intern adult**), results personnel, etc.
19. Other items as later requested by the NCAA.

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

NCAA® SITE SELECTION PROCESS



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

NCAA® SITE SELECTION PROCESS



SECTION VII: TRANSPORTATION

There are not additional transportation requirements from the host for the Division III Tennis Championships outside of the parking requirements listed in Section III.

NCAA SITE SELECTION PROCESS



SECTION VIII: Marketing

1. **Marketing Plans.** Upon selection, the host is required to submit a marketing plan for review and approval prior to activation by the NCAA marketing staff. Please refer to the appropriate marketing plan template as a 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/or attendance for the championships.

Hosts should customize and download all necessary artwork to promote the championships. 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 the championships. 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 Micro-Site Guidelines, NCAA Ticket Promotional use guidelines, and NCAA Sales Commission guidelines.

NCAA SITE SELECTION PROCESS



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

☐ YES

☐ NO

☐ NO with Exception

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

NCAA SITE SELECTION PROCESS



SECTION IX: TENTATIVE SCHEDULE OF EVENTS

Tentative Match Schedule on 12 Courts with the individual championships beginning immediately after the team championships (example shown is for an odd-numbered year)

<u>DAY</u>	<u>ROUND</u>	<u>MATCHES PER DAY</u>	<u>MATCH TIMES</u> (Sample Times)
Sunday	Men's Team Practice	0	8 a.m.–10 p.m.
Monday	Men's quarterfinals Women's Practice	4	10 a.m., 2 p.m.
Tuesday	Men's Semifinals Women's quarterfinals	6	10 a.m., 2 p.m., 5 p.m.
Wednesday	Men's Rest Day Women's Semifinals	2	Noon
Thursday	Men's Finals Women's Rest Day	1	Noon
Friday	Men's round of 32 & 16 (singles) Men's round of 16 (doubles) Women's Team Finals	33	9 a.m. – 7 p.m.
Saturday	Men's quarterfinals (singles) Men's quarterfinals (doubles) Women's round of 32 & 16 (Singles) Women's round of 16 (doubles)	40	Start at 10 a.m.
Sunday	Men's Semifinals (singles) Men's semifinals (doubles) Women's quarterfinals (singles) Women's quarterfinals (doubles)	12	Start at 10 a.m.
Monday	Men's finals (singles) Men's finals (doubles) Women's semifinals (singles) Women's semifinals (doubles)	6	Start at 10 a.m.
Tuesday	Women's finals (singles) Women's finals (doubles)	2	Start at 10 a.m.

NCAA[®] SITE SELECTION PROCESS



SECTION X: ANCILLARY EVENTS

(Coaches Association Entry) In the event of a combined NCAA DI, DII and DIII championship event and depending upon the location of the championships and feedback from its membership, the coaches association may choose to sponsor its annual convention in conjunction with the championships. Please note, however, that all coaches association activities held in conjunction with the championship are conducted at the discretion of the NCAA and are subject to NCAA approval.

NCAA SITE SELECTION PROCESS



SECTION XI: VOLUNTEER NEEDS

The host will be responsible for securing approximately 25-30 volunteers/personnel for the following areas:

- Updating results.
- Updating brackets (signage).
- Hospitality & Concessions Coordinator.
- Team/officials' liaisons.
- Merchandise sales.
- Parking Lot Attendants.
- Security.
- Court attendants (e.g. drying courts, setting out umbrellas, rotating umpire chairs).

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

☐ YES

☐ NO

☐ NO with Exception

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

NCAA SITE SELECTION PROCESS



SECTION XII: BUDGET HISTORY

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

Expenditures Three-Year Average	
Total Expenses	\$120,000
Promotion	\$2,000
Tickets	\$0.00
Facility	\$20,000
Personnel	\$38,000
Entertainment	\$30,000
Equipment	\$16,000
Officiating Expenses	\$18,000