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2029, 2030 AND 2031 NCAA DIVISION III MEN'S AND WOMEN'S INDOOR TRACK AND FIELD 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	
Indoor Track and Field Championships	Second Friday and Saturday in March
2029	March 9-10
2030	March 8-9
2031	March 14-15

The Division III Men's and Women's Indoor Track and Field Championships provide for a maximum field size of twenty (20) in all men's events, including the heptathlon, and twenty (20) in all women's events, including the pentathlon, with 12 relays per gender. Qualification to the championships is based on the descending order-list for the season and adhering to the qualifying criteria. Fifteen (15) events are contested at the championships, 13 individual events and two (2) relays, per gender. The top eight (8) individuals or relay teams will receive awards per event and team awards are distributed for national champion through fourth-place per gender.

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SECTION III: GENERAL FACILITY REQUIREMENTS

1. The facility must have a minimum of 1,200 seats (3,000 preferred).
2. The facility and surrounding area (i.e., parking lots, frontage property and any other adjacent area that the facility may provide to the NCAA) must be available for move-in from noon the Monday preceding the first day of competition (e.g., Friday) through noon the day after the championship for the purpose of preparing for, practicing for and conducting the Division III men's and women's indoor track and field championships. During that period of time, the facility will be clean and accessible, and conditions must be safe and of championships caliber. The facility must be accessible for practice by participating institutions no later than 9 a.m. one day prior to the first day of competition.
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 host must provide the use of the facility, cleaned, lighted and heated or air-conditioned in a manner acceptable to the NCAA.
5. The facility/host shall obtain written release from the lessees and franchisees, if any, of "club" seats, suites or boxes allowing the NCAA the said use of such during championship events. If applicable, the local organizing committee (LOC) will be responsible for relocating all displaced suite and box ticket holders in the general seating areas contained in the LOC's allotment of tickets.
6. The host will be responsible for the security and distribution of tickets to groups specified by the NCAA. The cost of clerical work, envelopes, postage and printing will be included as an expense in the NCAA approved budget.
7. The city shall have an ordinance prohibiting ticket scalping inside the facility and facility property.
8. 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.
9. During the season in which the facility will host the championship, it must host a minimum of one indoor track and field meet prior to March 1.
10. Tracks, runways and take-off areas should be covered with synthetic material. These surfaces shall be able to accept a minimum of 7 mm.

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Where technically possible, runways shall have a uniform resilience.

Where possible, all events should be unobstructed by facility limitations (e.g., shortened runways, bleacher seats, overhead beams, etc.).

11. Maximum lateral inclination of the straight-aways permitted shall not exceed 1:100, one percent (1%). The maximum downward inclination permitted in the running direction shall not exceed 1:250, four-tenths of one percent (.4%), at any point, and 1:1,000, one-tenth of one percent (.1%) overall.

Lanes shall all have the same width with a minimum of 1.067 (± 0.01) meters and a maximum of 1.22 (± 0.01) meters, including the white line to the right. Lanes shall be marked on both sides by line 5 centimeters wide. The lanes shall be numbered with lane one on the left when facing the finish line.

There should be a minimum of 3 meters behind the start line and 10 meters beyond the finish line free of any obstruction. It is recommended that clearance beyond the finish line should be at least 20 meters.

12. The oval track shall be 200 meters in length and may not exceed 300 meters. It shall consist of two horizontal straights and two curves with consistent radii which may be banked. A track surveyed based on the existence of a curb shall, at a minimum, have the full curves bordered by a curb of suitable material approximately 5 centimeters in height and a minimum of 5 centimeters in width. The edges of the curb shall be rounded.

Cones may be used to replace a curb temporarily when the curb interferes with other events, but not as a substitute for a curb. If a section of the curb must be temporarily removed for any reason, its place shall be marked by a white line 5 centimeters in width and by cones at least 15 centimeters in height. The cones shall be placed on the track on top of the line so that the outward face of the cone coincides with the edge of the white line closest to the track. The cones shall be placed at distances not exceeding 1.5 meters indoor. A track surveyed for a curb, a regulation curb must be in place.

The track should have a minimum of six lanes. Lanes should have a recommended minimum of 1.067 meters including the line to the right.

It is recommended that the inside radius of the curves on a 200-meter track should not be less than 18 meters and not more than 21 meters.

13. The pole vault, long jump and triple jump facilities must have at least 40 meter runways. For the pole vault, this minimum shall be measured from the back of the box. For the long and triple jumps, this

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minimum shall be measured from the edge nearest pit of the event's take-off board. **Two runways for pole vault, long jump, and triple jump are preferred.**

14. A pole vault box collar, which is a device used to offer protection to pole vaulters in and around a pole vault box, shall be in place. The device must meet the most current ASTM Specification Standard and can be incorporated into the design of the pole vault box or a padding addition to an existing pole vault box.
15. The shot put and high jump areas should be able to handle competitions at the same time with competitor and spectator safety. It is preferred that the high jump is situated so that it does not interfere with running events.
16. Dual high jump areas for simultaneous competitions in the combined events are preferred.
17. The weight throw facility must meet NCAA specifications and have a landing area that will allow maximum safety and also provide safe and adequate spectator space. The weight throw area shall have safety boards, placed at a recommended minimum of 100 feet from the circle. These boards should be sturdy enough to absorb the force of the implements at the end of its travel.

The surface of the throwing circle shall be level and made of a band of metal 6 mm in thickness or suitable rigid material firmly secured flush with the throwing surface, the top of which shall be flush with the surface outside the circle. The interior surface should be of concrete or material providing a similar surface and shall be 19 (+/-6) mm lower than the surface outside the circle.

18. The facility should have space available for the management of the event including a clerking area large enough to accommodate 50 athletes, a warm up area for athletes prior to reporting to the clerk, an athlete interview area and an area convenient for conducting a drug-testing program.
19. The facility should have space available in the press box or other comparable location to accommodate data and timing management (lane assignments, results, scoring, etc.). Space for personal computers with corresponding electrical and internet access is required. The NCAA will contract the services of the timing group. Space is needed to accommodate ten people.
20. One area of visible space near the field of play should be available, with a telephone and fax machine and appropriately furnished with tables, chairs and refreshments for the use of the NCAA committee. The committee should also have a private space (in view of track preferred) that is adjacent or nearby that is not subject to outside interference near the data processing. The committee will also require a separate area of work space with a view of the track that can accommodate two individuals, a desktop

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printer and personal computer for use of the NCAA committee to oversee results verification.

21. The host should make available a committee workroom at the host hotel or facility. This workroom should be in close proximity to the competition venue (preferred) and accessible to the committee from 8 a.m. Wednesday through midnight on Saturday of the championships. The room must accommodate up to 15 individuals and contain office equipment (photocopy machine, laser printer, etc.) and internet access as required by the NCAA.
22. The facility shall have an awards stand to accommodate eight relays (32 people) that is easily seen by spectators.
23. Concessions and an athletic training facility must be available on site. If permanent facilities are not available, tents set up in or adjacent to facility may be used to meet this requirement. Enough space shall be provided to accommodate each participating institution.
24. Permanent restrooms must be on site.
25. On-site parking must be provided for participating institutions, championship personnel and officials. If immediate parking is not available for participating institutions, a bus/van drop-off area must be designated. The facility will provide a minimum of 15 complimentary parking spaces in prime locations to be used at the sole discretion of the NCAA.
26. A full complement of facility crew personnel must be on site at all times during practice and competition.
27. A room for drug testing with a common waiting area, separate toilet facilities for men and women, and a minimum of 500 square feet of space, must be available.
27. The facility shall provide at least one main results area for posting.
28. A section of seating closest to the warm-up and clerking area should be reserved for participating student-athletes and coaches is highly recommended.
29. 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. These items will be provided at the NCAA's expense.
30. The facility will provide the following state-of-the-art public-address system at its expense. Inclusion of

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a video board and associated cameras to display meet updates, live action, replays, and NCAA messaging, and electronic event performance boards reporting marks for each field event is preferred.

31. The media work area must be large enough to accommodate a minimum of 25 media. The area must have proper lighting, and internet access, and be adjacent to an area available for light snacks, soft drinks and water.
32. The NCAA and its designated representatives shall have the right, with no obligation to make any payments to the facility or its concessionaire or any other third party, to provide food and beverages of its choice in the media refreshment area and other working areas and at the facility.
33. Dedicated, but limited, space for photographers should be available in the field of play, as well as on the periphery of the oval track as determined by the NCAA media coordinator and host sports information director.
34. An interview area should be made available in a location nearby the track and ability to have quiet interviews. The facility will provide the necessary lighting, draping, a seated interview area and camera platforms (if necessary) at its expense. Other press conference equipment and personnel selected by the NCAA to administer satellite and local videotape and sound feeds to electronic media agencies will be provided at the NCAA's expense.
35. The host will make available to the NCAA, at NCAA expense, two photocopy machines with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 75 per minute. The facility will be responsible for the installation, service costs and paper for these machines for the tournament. Each machine will also include a collator and automatic stapler, with an additional collator available capable of handling 12 separate sheets of paper. There will also be provided equipment operators and technicians to be available Friday and Saturday as scheduled by the NCAA. The machines shall be located in an area convenient for the media.
36. A hospitality area to serve scheduled meals to officials, NCAA committee and key personnel must be made available by the facility.
37. The host will make available a banquet space to accommodate up to 1,100 individuals, participating student-athletes and institutional personnel, on Thursday evening prior to the championships.
38. A meeting space in close proximity to the competition venue to conduct packet pick-up must be made available.

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39. The facility and LOC will be responsible for and pay the costs of the coordination and installation of interior and exterior decorations in the facility.
40. The NCAA track and field officials assignor will appoint all key official positions for the championships, including referees, starters, head clerks, a head umpire, and a head marshal. The host shall work with the NCAA officials assignor on securing and approving the balance of officials to serve at the championships. The officials cannot be under the employ of the host institution or any member of the host institution's conference. Of the officials secured by the host, 40 percent must come from outside the local association. The NCAA officials assignor can offer a list of recommended number of officials to work in each event area.

It is preferred that the host's hospitality plan includes scheduled meals for officials. Note that the NCAA will issue invitations to serve for the paid key official positions. Transportation (mileage only; flights will be paid and arranged by the NCAA) and lodging expense (room and tax), per diem, and stipend shall be paid directly by the host to the key officials mentioned above and reimbursed by the NCAA.

41. The host shall provide an area that is able to be secured at all times for implement weigh in and certification. This area should be able to accommodate 4- 8 foot tables as well as implement carts. An area to store implements, including pole vaults, is required.
42. The host 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, and protest area.
43. The host institution/conference/sponsoring agency must submit a facility diagram with bid materials which indicates the location of the areas noted below.

Facility diagram to include:

- Track and field events layout
- Participant seating
- Warm-up and clerking areas
- Awards area
- Locker rooms (if any)
- Concessions
- Merchandise
- Restrooms
- Committee work space
- Equipment and Timing truck parking
- Press Conference area
- Hospitality areas
- Media area
- Drug testing
- Press box or comparable location

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- Training room
- Public flow
- Webstream truck parking
- Videoboard (if applicable)

44. 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

Year	Host	Attendance	Ticket Prices
2018	Birmingham-Southern College and the City of Birmingham	1,160	Adult All-Session: \$20 Student/Senior All-Session: \$17 Child All-Session: \$15 Adult: \$15 Student/Senior: \$12 Child: \$8
2019	University of Massachusetts, Boston	1,687	Adult All-Session: \$35 Student/Senior All-Session: \$25 Child All-Session: \$15 Adult: \$20 Student/Senior: \$15 Child: \$10
2020	Guilford College and Visit Winston Salem	Cancelled	
2021	University of Mount Union and Greater Cleveland Sports Commission	Cancelled	
2022	Guilford College and Visit Winston Salem	1,402	Adult All-Session: \$20 Student/Senior All-Session: \$15 Adult: \$15 Student/Senior: \$10
2023	Birmingham-Southern College and the City of Birmingham	1,238	Adult All-Session: \$20 Student/Senior All-Session: \$17 Child All-Session: \$15 Adult: \$15 Student/Senior: \$12 Child: \$8
2024	Norfolk State University and Virginia Beach Sports Center	1,737	Adult All-Session: \$20.00 Student/Senior All-Session: \$17.00 Adult: \$15.00 Student/Senior: \$12.00
2025	Nazareth College and Visit Rochester	3,246	Adult All-Session: \$20.00 Student/Senior All-Session: \$17.00 Adult: \$15.00 Student/Senior: \$12.00

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SECTION IV: 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.

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

Hotel Room Block

Block	Room Type	Tue	Wed	Thu	Fri	Sat	TOTAL
Headquarter & Officials	Double/Doubles	4	6	30	30	30	100
	Kings	17	22	40	40	40	159
Teams/Individuals	Double/Doubles	0	150	150	150	150	600
TOTAL		21	178	220	220	220	859

The host institution is financially responsible for the officials, competition managers, announcers, NCAA committee, data specialist, timing/results, and video review accommodations to 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. 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 teams may arrive as early as Tuesday and stay as late as Sunday of championship week.

There also must be sufficient hotel space to accommodate spectators attending the event.

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☐ YES ☐ NO ☐ NO with Exception

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SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem for the participating teams.
2. Transportation (air travel or mileage), lodging, per diem, and stipend for fourteen key official positions and three competition managers, as well as the fee for an additional 60 supplemental officials. Lodging should be paid for all officials and competition managers by the host and reimbursed by the NCAA through the financial report.
3. Transportation, lodging and per diem for the NCAA committee. Lodging should be paid by the host and reimbursed by the NCAA through the financial report.
4. A limited number of banners and other signage to dress the facility.
5. Awards for the participating teams.
6. Championship mementos for participating teams (distributed after the championships).
7. Credentials, lanyards and credential boards.
8. Apparel for officials and volunteers.
9. Merchandise.
10. Hydration product and equipment for participants.
11. Equipment supplied through equipment vendor.
12. Funding for operational expenses as approved in the proposed budget.
13. Limited funding for promotional efforts.
14. Personnel to conduct fully automatic timing (FAT) and results processing as well as video review. Lodging should be paid by the host and reimbursed by the NCAA through the financial report.

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HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Volunteers and Coordinator.
3. Media Coordinator.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality (Officials, volunteers, committee/NCAA staff, timing/results, announcers, video review, student-athletes, media)
6. Food/beverage concessions.
7. Production equipment and personnel, including public address system and video board.
8. Support personnel – ushers, ticket takers, media runners, etc.
9. Security.
10. Media workroom (fully equipped) with hospitality and interview area.
11. Tickets.
12. All computers, printers, in-venue camera equipment, copy machines, internet (wireless and hard lines), etc. necessary to administer the championships, and as may be required by the NCAA.
13. Appropriate directional signage within and outside the venue.
15. Press box personnel (e.g., public address announcers, in-venue production staff, support for timing system, etc.).
16. Meet personnel.
17. Local officials coordinator.

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18. Other items as later requested by the NCAA.

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SECTION VII: TRANSPORTATION

Shuttle transportation should be provided for all competition officials if their hotel is not within walking distance of the competition venue.

The only additional transportation requirements from the host for the Division III Indoor Track and Field Championships are those related to 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, 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.
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

Mandatory virtual coaches meeting.

Tuesday

Facility preparation.

NCAA committee arrives to finalize meet set-up and conduct other administrative responsibilities.

Wednesday

Facility preparation.

Practice by participants.

Thursday

Practice by participants.

Packet pick-up.

Officials' meeting.

Championships banquet.

Friday

Day 1 of championships.

Saturday

Day 2 of championships.

Team awards presentation.

*Schedule subject to change.

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SECTION X: ANCILLARY EVENTS

A virtual coaches meeting will be held on the Monday 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 1,000 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).

The United States Track and Field and Cross Country Coaches Association (USTFCCCA) may be involved with various activities during the championships. The coaches association may present awards during the championships banquet. All coaches association activities held in conjunction with the championship are conducted at the discretion of the NCAA and are subject to NCAA approval.

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SECTION XI: VOLUNTEER NEEDS

Approximately 100 volunteers on competition day will be needed for assignments, including basket runners, hospitality, concessions, parking, media and merchandise sales.

The officials' coordinator will work with the NCAA national officials assignor to assign the additional number of officials. **The host will be responsible for securing volunteers/personnel for the following areas:**

- Local/championships officials coordinator.
- Officials outside of key officials who have applied through the NCAA officiating system (to be approved by the NCAA official's assignor). The local host officials' coordinator will work with the NCAA national official's assignor to assign the additional number of officials – 60 of which are paid a set daily fee by the NCAA.
- Marshals.
- Event Management.
- Runners for results.
- Basket carriers.
- Volunteers for video review.
- Video board operators.
- Awards coordinator and support staff.
- Packet Pick up coordinator.
- Drug testing couriers, if necessary.
- Sports Medicine staff to include physicians and EMT.
- Media workroom - heat sheets/results production, quote taker(s).
- Press conference moderator.
- Hospitality coordinator.

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- National anthem singers.
- Ticket coordinator.
- Electrician.
- Crew to move hurdles, equipment and prepare track.
- Facility management.
- Ticket sellers/takers.
- Security.
- Concessions, merchandise sales.
- Ushers if necessary.
- Parking staff.
- 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	\$126,000
Promotion	\$3,000
Tickets	\$1,000
Facility	\$23,000
Personnel	\$18,000
Entertainment	\$50,000
Equipment	\$1,000
Officiating Expenses	\$30,000