

NCAA[®] SITE SELECTION PROCESS





2028, 2029 & 2030
NATIONAL COLLEGIATE MEN'S WATER POLO CHAMPIONSHIP

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.....	6
Section IV Event History.....	15
Section V Lodging	16
Section VI NCAA/Host Responsibility.....	18
Section VII Transportation	20
Section VIII Marketing.....	21
Section IX Tentative Schedule of Events.....	23
Section X Ancillary Events.....	24
Section XI Volunteer Needs.....	25
Section XII Budget History.....	26

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 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.

NCAA SITE SELECTION PROCESS



SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Opening round game	Wednesday prior to the championship (if necessary).
Finals (eight teams)	First weekend in December (Friday-Sunday); the championship may be conducted the first weekend in December (Thursday-Saturday) only if a participating institution has a policy that precludes the institution from participating on a Sunday.

The NCAA Men's Water Polo Committee will consider bids for multiple years and/or single year bids:

2028 – December 1-2, 2028

2029 – November 30 – Dec. 2, 2029

2030 – December 6-8, 2030

The championship provides for a field of eight teams; however, there is the potential one opening round game prior to the championship at the site of the championship finals. If the opening round game is played, it will be played on Wednesday prior to the championship. The host venue shall be available to host the opening round game the Wednesday prior to the championship (if necessary), as well as the finals at the pre-determined site that you are currently bidding on. If selected to host the finals, the host institution/conference will later be asked to submit an opening round proposed budget in advance of that competition that they would host the Wednesday prior to the championship (if necessary). This would most likely be requested within a few months to one year out from the date of competition.

The facility must be available for practices on Tuesday the week of the championship.

There currently are seven automatic qualifiers and two at-large teams. Seven teams will automatically advance to the finals site. The other teams may play in an opening round game to determine the other team which will advance to play in the quarterfinal games on the first day. The four advancing teams will compete in semifinal games on the second day and the third day will be the championship game.

SECTION III: GENERAL FACILITY REQUIREMENTS

Listed below are specific requirements a facility must meet to be considered to host the National Collegiate Men's Water Polo Championship. The competition venue shall be arranged in accordance with the NCAA Water Polo Rules as far in advance as possible, but in no event later than 9 a.m. Wednesday prior to competition and through 3 a.m. after the championship contest. It is the responsibility of the host institution/conference to provide a field of play that meets as closely as possible the maximum measurements for length and width and equals or exceeds the minimum depth, as described below. Any deviation must have the consent of the NCAA Water Polo Rules Committee.

1. The uniform distance between the goal lines must not exceed 25 meters (82 feet) nor be less than 22.9 meters (75 feet). The uniform width must not exceed 20 meters (66 feet) nor be less than 13 meters (43 feet).
2. The minimum depth of the water shall be 2 meters (6.5 feet) or 2.13 meters (7 feet) in facilities that were built after January 1, 1990.
3. The boundary of the field of play, marked with an end line, at each end of the pool is 0.30 meters behind the goal line.
4. It is recommended that the minimum distance from the goal line to the pool wall be 1.66 meters.
5. It is recommended that the water temperature be maintained between 78 and 81 degrees Fahrenheit (25.6 and 27.2 degrees Celsius).
6. Please see Rule 1, Section 6 of the [NCAA Water Polo Rules & Interpretations](#) for distinctive pool marking requirements.
7. The team benches shall both be situated on the side opposite the scorer's table, unless permanent structural facility restrictions prevent such location. The team bench shall be located at the corner behind the goal line. The team area may extend no farther along the boundary line than the mark for the re-entry area 2 meters from the corner of the field of play. The team area may only be expanded at the corner of the pool behind the goal line. The team area should be marked to separate the area from any public area.
8. Sufficient space must be provided to enable referees to have free way from end to end of the field of play. It is recommended that two referee ramps be provided, running from one end of the field of play to the other end of the field of play on each side of the pool.
9. Space must be provided at the goal lines for the goal judges on the same side of the pool as the scorer's table.
10. The scoring table must be centered on the side of the field of play, with a minimum of seven seats for the announcer and scoring personnel. There should also be three seats adjacent to the scorer's table for the national coordinator of officials, an evaluator of officials (if applicable), and the NCAA championship manager. There also needs to be seating for the NCAA Men's Water Polo Committee (five) and any other applicable NCAA staff. It is recommended that the scoring table be elevated.

NCAA SITE SELECTION PROCESS



11. The following equipment must be provided by the venue:
 - a. Four visible shot clocks, one at each corner of the field of play, displaying the time in descending order. In addition, the host must have a minimum of two shot clocks, preferably four, as back-up, readily available. The shot clocks must be set to blank when less than 30 seconds remain in a period and a new 30-second period of possession is awarded.
 - b. A visible game clock, displaying the time in descending order. The host must also have a back-up game clock, readily available. It is recommended that the shot clocks be integrated with the game clock. The horn for the game clock and the horn for the shot clock must have acoustically different sounds.
 - c. Public address system.
 - d. Exclusion and timeout boards, visible to both teams and the scoring table. These may be combined into one board or be separated.
 - e. Three separate exclusion flags (red, white and blue), each measuring 0.35m by 0.20m.
 - f. Goals. A minimum of two floating goals, plus extras for training areas and back-up. The goals shall be floating goals with net backing and constructed as follows:
 - (1) Two goal posts and a crossbar, rigidly constructed, rectangular with a dimension of .075 meters (3 inches), facing the field of play and painted white shall be located on the goal lines at each end, equal distance from the sides and not less than 0.30 meters in front of the ends of the field of play.
 - (2) The inner sides of the goal posts shall be 3 meters (10 feet) apart and the underside of the cross bar shall be 0.90 meters (3 feet) from the water surface.
 - (3) Limp nets shall be securely fastened to the goal posts and crossbar to enclose the entire goal area and shall be attached to the goal fixtures in such a manner as to allow not less than 0.30 meters clear space behind the goal line everywhere within the goal area.
12. The target light of NCAA championships for television broadcasting should be a range of 125 to 150 maintained vertical foot candles. The minimum levels should read 125-foot candles. The lighting should be evenly distributed on the primary playing surface. The perimeter of the playing surface should have sufficient spill light into the spectator areas. Vertical light levels should be maximized without creating severe glare for student-athletes and spectators. Lighting is highly recommended.
13. Meeting rooms available within or near aquatics facility – one room for committee use. One room also for the officials post-game debrief equipped with a television monitor with computer connection capability.
14. A warm-up pool in close proximity to the competition venue is preferred.

NCAA SITE SELECTION PROCESS



15. The facility must furnish the following locker room accommodations:
 - Four clean and equipped team locker rooms are recommended; however, a minimum of two team locker rooms are required. Each locker should accommodate 16 players and have its own shower and toilet facilities.
 - Two locker rooms ideally for the game officials to accommodate four individuals. If all officials assigned are the same gender, then one locker room will suffice. The locker room(s) must be secured.
16. The facility must provide the following additional areas:
 - An athletic training room/area.
 - Media work space for 20 with appropriate lighting, heat, air conditioning, and toilet facilities.
 - Interview area for 20 with necessary equipment and power.
 - Two separate rooms for drug testing, each with a waiting area and toilet facilities.

Approximate Number of Participants:

Student-Athletes/Coaches	160
Administrators/Conference Representatives	16
Officials	8
NCAA Committee Members/Staff	8
Goal Judges	8
Table Workers	10

17. 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.
18. The facility shall not permit any advertising, commercial identification, banners, signs, decals or displays of any kind, including NCAA corporate champions/partners, to be hung, posted or displayed anywhere within the facility property (i.e., any place that can be seen from spectator seating areas), including the scoreboard, during the term of this contract, other than NCAA banners, television and radio banners or other identification as approved in advance by the NCAA.
19. The host is required to live stream the opening round game.

A. Conditions and Availability.

1. The facility must be modern, clean, accessible, and the playing conditions must meet NCAA regulations and must be of championship caliber.
2. The facility must be in compliance with all applicable city, state and federal regulations concerning access and seating for disabled persons. The facility must have a comprehensive security/emergency-situation plan.

NCAA SITE SELECTION PROCESS



3. 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 9 a.m. the Wednesday preceding the first game through 3 a.m. the day after the championship for the purpose of preparing for, practicing for and conducting the Men's Water Polo Championship.
4. The facility must provide the use of the pool, cleaned, lighted and heated or air-conditioned in a manner acceptable to the NCAA, including a public-address system in excellent working order.
5. The NCAA will have exclusive rights to use all meeting rooms, private clubs and restaurants in the facility during the term of this agreement. All such space will be provided to the NCAA at no cost.
6. The facility will not enter into any agreement or understanding that would permit any corporation or other third party to be entitled to hospitality, entertainment or temporary signage privileges in the facility and surrounding area (i.e., parking lots, frontage property and any other adjacent areas that the facility may provide to the NCAA).
7. The facility will not be materially modified in a way that would reduce space available to the public in the aisles, entranceways and hallways without the NCAA's prior consent.

B. Seating and Tickets.

1. No complimentary tickets are permitted for NCAA championships competition. All tickets requested by a participating institution must be paid for by the institution. Each participating team is offered a minimum of 50 tickets. It is the responsibility of the participating team to notify the host institution of the number of tickets being used. All financial arrangements are to be made upon arrival and are the responsibility of the participating institutions. It is recommended that the seating capacity for the venue accommodate a minimum of 500 spectators.
2. If an institution would like to provide a ticket pass list for their student-athletes, this list must be provided to the host institution at the pre-championship administrative meeting. A new list may be provided for each competitive session.
3. This procedure must abide by Bylaw 16.2 and the institution requesting tickets will be billed for all tickets that are requested.
4. The location of all team tickets and seating for bands and cheerleaders must be approved by the NCAA Men's Water Polo Committee.
5. Any special ticket plans or prices (e.g., for senior citizens, youth groups, group discounts, etc.) must be approved in advance by the NCAA national office.
6. For all sessions of the championship, ticket-back advertising to offset the printing costs is permissible if the institution first receives approval from the NCAA national office and submits a draft of the ticket back

NCAA SITE SELECTION PROCESS



for review. NCAA corporate champions and corporate partners have first right of refusal on this and in all other areas of corporate or commercial involvement. **Please contact the national office immediately if you plan any type of commercial involvement in this area or if you use computerized tickets that have commercial identification on the ticket stock.**

7. Seating for media representatives must be designated and away from the scorer's table.
8. The facility used for the competition is expected to be in compliance with all applicable city, state or Federal regulations concerning access and seating for the disabled.

C. Working Space and Equipment.

1. Practice/warm-up balls -- A minimum of 20 balls of good quality and proper inflation should be available for each team before each practice session and game.
2. A working public address system must be available in the venue.
3. Drinking cups, water bottles and coolers with the NCAA logo will be sent to the tournament manager under separate cover. These should be reserved for use on the team benches, on the scorer's table and in the media interview room.
4. Two air horns for the bench, plus two back-up air horns. In addition, there should also be air horns at the desk (six total).
5. The provision of officiating risers on both sides of the pool is recommended.

D. Locker Rooms and Athletic Training Room/Area.

1. Ensure that each locker room is clean and adequately supplied with towels, soap, toilet paper, refreshments, and a dry erase board and markers for all practices and games.
2. Provide an athletic training room/area stocked with towels and other necessary equipment, and staff it with the appropriate personnel prior to and during the game and practice sessions.

E. Ancillary Working Space and Equipment.

1. Meeting rooms available within or near aquatics facility – one room for committee use. In addition, one room should be available for use by the officials that is equipped with a television monitor and with computer connection capability.
2. Media work space for 20 with appropriate lighting, heat, air conditioning, and toilet facilities.
3. Interview area for 20 with necessary equipment and power. The postgame interview room should be “dressed” appropriately to reflect the prestige of the event by: (a) placing the NCAA provided press

NCAA SITE SELECTION PROCESS



conference back drop banner behind the podium; (b) using draping on tables and other areas as necessary; (c) setting up a platform for the interviewees and moderator; (d) providing a riser for cameras at the back of the room; and (e) providing a sound system, if necessary.

4. Two separate rooms for drug testing, each with a waiting area and toilet facilities.
5. Arrange for a press hospitality room, if feasible, with admittance only by appropriately identified personnel. The host institution will control the distribution of credentials to all hospitality rooms.
6. Arrange an area for each team to videotape each game. Each participating team is automatically authorized to videotape their games; it is not necessary to have them sign any form.

F. Electrical Requirements.

1. The host facility should have the ability to provide up to five ethernet lines for radio and Internet broadcasts for the media of the participating teams.
2. Electrical outlets and surge protectors must be available for use by the scorer's equipment.

Broadcast, Media and Internet.

1. Television Truck Parking and Technical Setup. Adequate television facilities and space shall be available at no cost for all NCAA championship venues for broadcast partners. An area for parking the mobile unit shall be available within 150 feet of the power service closest to the anticipated camera positions or announce booth. This designated area should provide enough room for two TV production trucks 65 feet long by 25 feet wide. There must be room for a third vehicle (Uplink truck) to park in proximity (within 100 feet) to the primary mobile unit. In addition, the primary television entity must have adequate space in the television compound to install work trailers.

2. Television Power Requirements. The competition venue shall provide the access to sufficient and reliable electrical power to operate equipment reasonably necessary to effectuate a first-quality, high-definition color telecast. Minimum power requirements are as follows:

- One Truck Event + Uplink
 - Minimum = (1) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
- Two Truck Event + Uplink
 - Minimum = (2) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
- Three Truck Event + Uplink
 - Minimum = (3) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
- Four Truck Event + Uplink
 - Minimum = (4) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
- Five Truck Event + Uplink
 - Minimum = (5) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V

NCAA SITE SELECTION PROCESS



- Six Truck Event + Uplink
 - Minimum = (6) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
- If the competition venue does not meet the power requirements above and a generator is required, at no cost to the NCAA or its broadcast partner, the venue shall be responsible for a dual twin pack, crystal sync with operator; operator to stay with such generator from hook up to power down.

NCAA reserves the right to request additional power as needed for enhanced productions.

3. **Lighting Requirements.** Light levels shall meet the requirements noted within the NCAA's Best Lighting Practices. Those requirements can be found by clicking on the following link: [NCAA Best Lighting Practices](#).

All potential sites that submit a bid to host a future NCAA championship event must provide a professional lighting survey. Some NCAA championship sites are awarded in advance, and the competition venue must provide a follow-up professional lighting survey to the NCAA before the event. The NCAA preferred lighting vendor may be available to conduct a lighting survey at competition venue if needed and requested. The venue can provide at its own expense supplemental lighting to meet the NCAA lighting requirements.

Additional lighting information can be found here: <https://www.ncaa.com/flysystem/public-s3/files/2024-12/NCAA%20Summary%202024.pdf>

4. **Broadcast Partner Site Survey.** The NCAA's broadcast partner, in conjunction with the NCAA and the competition venue, will conduct a site survey in advance of the championship to determine the host set location, camera locations and determine the need for "seat kills." If necessary, this survey will be determined by the NCAA in conjunction with the broadcast entity and host.
5. **Announce Booth/Announce Position.** The primary broadcast partner shall have access to first choice of all available television booths or courtside table space at no charge. Appropriate seating shall be made available for broadcast announce positions. For outdoor championships, the announce position shall provide protection from the weather. Protection includes coverage from the sun, rain or snow and a climate-controlled area.
6. **Camera Locations and Platforms.** Competition venues shall be required to provide locations for all camera positions that are industry standard for a national telecast for specific sports. Any existing camera platforms sufficient for a broadcast of the event at the venue must meet Occupational Safety and Hazard Administration (OSHA) standards. If not, the venue is responsible for ensuring OSHA compliance at the venue's expense. The broadcast partner shall have the right to install, maintain and remove wires, cables and apparatus for the broadcast. The broadcast partner will cover or secure any exposed wires. The installation of any temporary camera platforms or lifts shall be at the broadcast partner's expense.
7. **Venue Fees.** At no cost to the NCAA, its broadcast partner shall have exclusive right to the venue property, surrounding area/facilities, or any other area designated for NCAA or its broadcast partner's use, including but not limited to meeting rooms, hospitality areas, retail stands/stores, private clubs and restaurants in the competition venue or the surrounding area during the period noted above.

NCAA SITE SELECTION PROCESS



The competition venue, at no cost to the NCAA or its broadcast partner, shall provide the use of the venue cleaned, lighted and heated or air conditioned in a manner acceptable to the NCAA or its broadcast partner, including but not limited to all existing scoreboards, video boards, LED screens, in-house cameras, video control room equipment, sound system, lighting equipment, in-house television/radio/Internet/wired and wireless network/telephone system and public address systems, camera positions and cabling. Use of all such systems shall be under the sole control of the NCAA or its broadcast partner. The competition venue must provide lighting for television broadcasts in accordance with the NCAA championship best lighting practices that are in effect at the time of competition. (See the NCAA Broadcast Services Page for current lighting specifications). The venue shall work with the broadcast partner to secure the best possible rates for production if union entities exist in the competition venue.

8. **Meal Area/Catering.** Competition venues must provide an adequate location at no charge for the broadcast partner to accommodate crew catering. Depending on the event, television crews normally number in size between 40 and 100 people. Venues shall provide adequate tables and chairs for the crew catering at no cost to the NCAA or its broadcast partner.
9. **Audio/Video Distribution Area.** Competition venues shall provide two eight-foot tables and chairs near the broadcast mobile unit or an alternative area approved by the NCAA media coordinator accessible by the media for the audio/video distribution area. Competition venues will provide adequate power and equipment based on the NCAA projected estimate of media attending the championship. For select championships, an area in the press conference room shall be made available for an NCAA crew to shoot the press conferences and uplink them for national media. The hosts must provide this audio/visual distribution equipment unless the NCAA has hired a third party to provide.
10. **Interview Room.** If requested, the competition venue shall provide a separate dedicated space for the broadcast partner at no charge. The space shall have power for television needs. For selected rounds of championships, broadcast partners may request multiple spaces if available. Each host should designate a press interview room or area at the facility.
11. **Data and Telecommunications Services.** The competition venue is required to provide a secured high-speed data network to support the NCAA, broadcast partners, host institution/conference staff, radio-rights holders, media and other users approved by the NCAA. The competition venue must provide dedicated bandwidth to support back-of-house locations such as the print media workroom, photo workroom, press conference interview room, NCAA and host.
12. For events that will be streamed live on NCAA.com, the competition venue shall provide:
 - A sustained, symmetrical connection of at least 100 Mbps, dependable QoS, and at least one dedicated wired Internet connection. Static IP address(es), free of any firewall restrictions, requested. Partner will provide router/switch to connect multiple hardware components. The connection should be no more than 150 feet from the broadcast location. The venue shall also make available on-site IT support, as needed.

NCAA SITE SELECTION PROCESS



- A secure, weather-proof production space of 8'x8', at minimum, for equipment setup with one 8' table and four chairs. If this space is to include talent, another table and additional space is required. All cameras will be wired to this production location.
- Access to sufficient electrical power to operate equipment reasonably necessary to effectuate a quality, high-definition webcast. In most cases, equipment can be run on a standard power outlet as long as it is a dedicated 20 AMP, single phase 110V outlet (non GFI).
- Access and use of existing wire, cabling, set locations and other equipment, at no cost to the broadcast partner.
- Storage for production equipment shipped to each host site (approximately large 20 boxes is also suggested).
- The broadcast partner shall not be assessed any origination, access, hookup or similar fees by the applicable venue site operator in connection with the production of coverage related to the championship.
- Access to lighting reasonably necessary to effectuate a first-quality, high-definition color telecast. Please click [here](#) for a summary of lighting requirements.
- Official live statistics shall be provided by the host institution/conference and are exclusive to www.ncaa.com unless otherwise noted by the NCAA. Host institutions/conferences may be required to purchase or upgrade necessary software to supply appropriate feeds. The costs to upgrade or purchase this software shall be the responsibility of the host institution/conference. Generally, the software version that will be required will be the latest version available by the manufacturer. All hosts at predetermined championship sites are required to use NCAA LiveStats software for sports in which the product is available. Specific requirements will be shared with competition venues before the event and the host institution shall make the necessary upgrades or purchases before the start of competition.

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, attendance and ticket price history since 2017-18 season.

Year	Host	Attendance	Ticket Prices
2017	University of Southern California	2948	All-Session Adult: \$35 Single Session Adult: \$20
2018	Stanford University	4063	All-Session Adult: \$40 All-Session Student: \$25 Single Session Adult: \$25 Single Session Student: \$15
2019	University of the Pacific	2,290	All-Session Adult: \$55 All-Session Student: \$40 Single Session Adult: \$35
2020	University of Southern California	0	N/A
2021	UCLA	0	N/A
2022	University of California, Berkeley	2,139	All-Session Adult: \$80 Single Session Adult: \$50 Single Session Student: \$30
2023	University of Southern California	4,177	All-Session Adult: \$100 Single Session Adult: \$70 Single Session Student: \$60
2024	Stanford University	6,078	All-Session Adult: \$80 Single Session Adult: \$40 Single Session Student: \$25
2025	Stanford University		
2026	University of California, San Diego		
2027	University of California, Davis		

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.

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

NCAA SITE SELECTION PROCESS



Hotel Room Block

	Number of Hotels	Service Level	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	Notes
Teams ¹	2	Full-service	60	120	120	120	60	30	Should be 13 doubles/two king rooms per team May use single hotel.
Headquarters ²	1	3-4 star	2	7	14	18	21	21	NCAA staff/committee, others
Officials	1	3-4 star	0	4	8	8	8	8	May stay at HQ hotel
Total			62	131	142	146	89	59	

¹**Room Types:** 15 Doubles per team, 1 Suites,

²**Room Types:** All king rooms

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

All hotels shall be in close proximity (ideally within walking distance) from the event venue. The team hotels must be of comparable quality and distance from the playing venue. The hotel should provide complimentary meeting space for teams.

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.
2. Transportation, officiating fees, and per diem for the four officials.
3. Transportation and per diem for the NCAA Men's Water Polo Committee (seven individuals).
4. Awards for the participating teams.
5. Participant awards (formerly mementos) for the official travel parties of the participating teams.
6. Official souvenir program.
7. Credentials.
8. Promotional assistance, including NCAA signage.
9. Funding for promotional efforts.
10. Volunteer apparel.
11. Solid yellow water polo balls to be used for practices and game competition.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities – competition venue, banquet site for 150 people and off-site meeting space if required.
2. Lodging and parking for officials.
3. \$35 fee per game currently for the desk/table personnel-official scorer, exclusion secretary, game timer, shot clock timer, timeout secretary, exclusion board operator (desk/table personnel are selected by the Secretary-Rules Editor).
4. \$35 fee per game for goal judges (goal judges selected by the NCAA Coordinator of Officials).
5. Lodging and parking for NCAA sport committee.
6. Volunteers (including ball retrievers).
7. Key administrative personnel.
8. Media, public relations coordination.
9. First aid/medical services.
10. Championship hospitality – for teams, media, VIPs and credentialed staff.
11. Championship banquet. Each participating team will receive 21 complimentary admissions.
12. Food/beverage concessions.

NCAA SITE SELECTION PROCESS



13. Public address system and announcer.
14. Support personnel--ushers, ticket takers, runners, etc.
15. Security.
16. Media room (fully equipped and with internet access).
17. Media seating/work area.
18. Ticket operations.
19. All computers, printers, fax machines, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championship, and as may be required by the NCAA.
20. Appropriate directional signage within and outside the venue.
21. 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

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



SECTION VII: TRANSPORTATION

There are no additional transportation requirements from the host for the National Collegiate Men’s Water Polo Championship 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 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.

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: SCHEDULE OF EVENTS (*Tentative*)

NOTE: All times subject to change.

Game Times

Wednesday

Opening round game

Friday

Game 1 – 2 vs 7 Noon

Game 2 – 3 vs 6 2 p.m.

Game 3 – 1 vs 8 4 p.m.

Game 4 – 4 vs 5 6 p.m.

Saturday

Game 5

Winner Game 3 vs Winner Game 4 – 3 p.m.

Game 6

Winner Game 2 vs Winner Game 1 – 5 p.m.

Sunday

Championship Game

Winner Game 5 vs Winner Game 6 TBD

Practice Times

Tuesday

Practice for opening round game (if necessary). Teams should contact host to set up a time.

Wednesday

11 a.m. – 7 p.m. – each team is allotted one hour and should contact the host to set up time slot.

Thursday (closed – 60 minutes)

Team 7 – 8-9 a.m.

Team 2 – 9:05-10:05 a.m.

Team 6 – 10:10-11:10 a.m.

Team 3 – 11:15 a.m.-12:15 p.m.

Team 8 – 12:20-1:20 p.m.

Team 1 – 1:25-2:25 p.m.

Team 5 – 2:30-3:30 p.m.

Team 4 – 3:35-4:35 p.m.

Friday (open – 30 minutes shared time)

7&3 – 8-8:30 a.m.

6&2 – 8:35-9:05 a.m.

8&4 – 10:05-10:35 a.m.

5&1 – 10:40-11:10 a.m.

Saturday (open – 30 minutes)

Winner Game 1 – 11-11:30 a.m.

Winner Game 2 – 11:35 am-12:05 p.m.

Winner Game 3 – 12:10-12:40 p.m.

Winner Game 4 – 12:45-1:15 p.m.

Sunday (open – 30 minutes)

Winner Game 5 – 11-11:30 a.m.

Winner Game 6 – 11:35 a.m.-12:05 p.m.

NCAA SITE SELECTION PROCESS



SECTION X: ANCILLARY EVENTS

Arrangements should be made for a banquet to be held Thursday night for the official travel parties (20) for each of the eight participating teams. Other people who should be on the guest list include members of the NCAA National Collegiate Men's Water Polo Committee, NCAA championship administrator, additional host institution personnel (i.e. president, faculty athletics representative and workers greatly involved in the conduct of the championship). A budget of \$35 per person is typical for this event.

Officials working the game (line judges, scorer, and referees) should **not** be invited.

Also if room and arrangements can be made easily, the host may consider having banquet tickets for sale to each team for their interested parties. Cost of the ticket should be based on the cost per plate.

The format of the banquet has called for short welcome statements by representatives of the host institution and community, dinner, guest speaker, highlight video, Elite 90 award, and student-athlete speeches.

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 XI: VOLUNTEER NEEDS

Approximately 30 volunteers per day will be needed for assignments, including scoreboard operations, scoring control, spotters, hospitality, media and merchandise sales.

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 championship.

Expenditures Three-Year Average	
Total Expenses	\$60900
Promotion	\$1500
Tickets	\$400
Facility	\$7000
Personnel	\$26000
Entertainment	\$15000
Equipment	\$6000
Officiating Expenses	\$5000