

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





2029, 2030, AND 2031  
NATIONAL COLLEGIATE WOMEN'S GYMNASTICS CHAMPIONSHIPS  
NATIONAL CHAMPIONSHIPS

SPORTS 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 sport or sports oversight committee and the appropriate NCAA governing body. All activities and events associated with the championship are to be approved by the respective sport or sports oversight committee.

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## SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Regionals (4):	Two regional competitions will occur on a Wednesday, Thursday, Saturday format and two regional competitions will occur on a Thursday, Friday, Sunday format. All competition will conclude the weekend of the first Saturday in April.
National championship	The national championships will occur two weeks after regionals on a Thursday and Saturday format or a Friday and Sunday format.

The National Collegiate Women's Gymnastics Championships will consist of 8 teams, 4 all-around competitors and 16 event specialists (all of whom are not on a qualifying team). Semifinal team, all-around and individual finals competition will be conducted in two semifinal sessions on Thursday or Friday. The top two teams from each session will advance to the championship final competition on Saturday or Sunday.

**PLEASE NOTE:** The NCAA Women's Gymnastics Committee will consider bids for the 2029, 2030 and 2031 National Collegiate Women's Gymnastics Championships. The committee also will consider multi-year bids. Championship dates are as follows:

- April 19-21, 2029
- April 18-20, 2030
- April 17-19, 2031



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## SECTION III: GENERAL FACILITY REQUIREMENTS

In addition to those items listed in the Championships Bid Specifications document, please note the following:

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. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
3. 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.
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 NCAA will designate the scoring system to be used at the national championships.
6. The purchase of equipment may not be included as an item of expenses in the host institution's budget.
  - a. The women's gymnastics committee requires that prospective host institutions provide all American Athletic, Inc (AAI) equipment. AAI will provide all equipment for nationals. Please note that some items may be added or deleted due to future changes to equipment specifications. Equipment company personnel will staff the competition venue at nationals. *\*AAI as the NCAA's official equipment supplier is subject to change based on future RFP processes.*
  - b. Miscellaneous.
    - (1) The institution needs to provide an appropriate number of score flashers for each scoring table, if deemed necessary by the women's gymnastics committee.
    - (2) Chalk holders and chalk.
    - (3) Spare parts (turnbuckles, load binders, vaulting springs, etc.).
    - (4) Wire brushes, spray water bottles, stop watches, start value charts, panel mats, etc.
7. 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. The venue or its official concessionaire will provide food and beverage (and related services) to the NCAA and its designated agents at costs not greater than the most favorable pricing that the venue (or its official concessionaire) offers or makes available to other clients that have used, or will use, the venue.
8. The facility must provide the following additional space at its expense with all areas subject to the approval of

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the NCAA:

- a. An athletic training area(s) that can adequately accommodate the student-athletes (approximately 70 per session).
  - b. Separate area to hold participant hospitality (all practice and competition sessions).
  - c. Media work space for 60 with appropriate lighting, heat, air-conditioning and toilet facilities.
  - d. Two areas of private office space, one for the use of the NCAA (16) and one for the use of the judges (26).
  - e. A statistics control area containing one photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per-copy speed of 75 per minute. The copy machine also shall include a collator and automatic stapler. The facility shall be responsible for the installation, service costs and four different colors of paper for these machines during the championships.
  - f. The facility shall provide a facsimile machine.
  - g. A large room for drug testing, with a waiting area, toilet facilities and a minimum of 500 square feet of space.
  - h. Six separate, clean, and equitable team locker rooms. Each locker room should accommodate 20 student-athletes plus coaches, and should have its own mirrors, shower and toilet facilities.
  - i. Two separate locker rooms for the judges and male coaching staff.
  - j. Interview area set for 30 with dais, podium and audio equipment. In addition, television platforms must be available in the rear of the room.
9. The facility shall provide, at its expense, tables, chairs, skirting, bunting, pipe-and-drape, awards platform, corrals and platforms for all areas described herein as required by the NCAA.
  10. The facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations.
  11. Size of venue shall be a minimum of 26,500 square feet (125' W x 215' L), with a larger footprint preferred. The facility shall have at least 8,000 permanent and/or temporary seats for hosting the national championships.
  12. The facility shall provide complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations (approximately 80 for nationals).
  13. At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video

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walls, LED fascia, and all external digital signage. This includes any and all digital inventory at the time of the championship and is inclusive of any new inventory that may be added by the venue after this bid document is signed. The NCAA shall provide and control all content displayed on the boards. The competition venue, at its expense, shall provide a full in-venue production / control room staff for all NCAA load-in and event days (e.g., game days, open practice days, ancillary event days). In addition, the host shall provide access to and use of control room equipment & staff prior to the championship for any pre-production needs. Minimum equipment requirements include: character generator, HD video playback server-capable of storing at least six (6) GB of content, video switcher-capable of handling at least six (6) sources, video replay machine- capable of four (4) in and two (2) out, four (4) cameras, a multi view monitor and an audio playback device. Minimum personnel requirements include: director, technical director, video playback operator, LED/ribbons operator, character generator operator, replay operator, audio operator, control room EIC, four (4) cameramen, two (2) utilities and a DJ/music playback operator.

In addition to the above, the competition venue, at its expense, shall provide video camera equipment, green screens, lighting equipment (gobos, spotlights, lighting kits, etc.), audio equipment (to include wireless microphones, boom mics, IFB's, etc.), clear com/radio communications, closed captioning, etc. if needed for NCAA use. Any new technologies or additional staffing resources that the competition venue possesses that are not listed in the aforementioned production requirements should also be incorporated into the in-venue production.

Regarding scoring, the following information must be displayed in real time:

- Each team's total score
- Score of each competing gymnasts in the lineup
- Score of the all-around and/or individual event competitor
- Total score of top 8 all-arounders

14. The facility must be available from 8 a.m. Monday (with a Thursday/Saturday format) or Tuesday (with a Friday/Sunday format) preceding the competition through the conclusion of the competition for the purpose of preparing for; practicing for and conducting the competition. During that period of time, the facility will be clean and accessible, and playing conditions must be safe and of championship caliber.
15. The facility shall provide, at no cost to the NCAA, sufficient electric power and a sufficient number of power outlets in broadcasting booths, in press locations and in identified working press areas for the operation and transmission of color television and radio broadcasts and for the operation of computer terminals used by the working press. Therefore, the following shall be available:
  - a. 110-volt electrical outlets in all working press areas, with the minimum requirement being one outlet for every telephone in the working press room and on press row (or two inputs for every two seats in both of these areas).
  - b. 3-phase to other areas designated by the NCAA including, but not limited to the interview room, NCAA meeting room, NCAA soccer committee suite, television and radio booths, and other special



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media areas.

15. The NCAA owns the exclusive rights to broadcast the games on television and radio, to record the games and broadcasts thereof and to photograph the games by means of still, videotape or other motion picture cameras. The NCAA shall have the sole right and authority to designate usage of all broadcast, telecast and media locations and work areas.
16. The facility agrees that the NCAA will be paid the predetermined ticket admission rate for each suite admission, not to exceed the cost of tickets in the general seating area. The host agrees championship receipts shall include the predetermined ticket admission rate for each suite admission and that all users of the suites shall purchase tickets to access suites for attendance of games played in the championship.
17. At no charge, the NCAA will have full access to, and control of, any and all LED and other digital signage inventory, both internal and external to the competition venue. This includes TV monitors, video screens, video walls, LED fascia, and all external signage, digital or otherwise. This includes any and all digital inventory at the time of the championship, and is inclusive of any new inventory that may be added by the venue after this bid document is signed.
18. The NCAA and its designated representatives shall have the right, with no obligation to make payments of any kind to the competition venue and surrounding areas/facilities that are to be used or their concessionaire or any other third parties, to provide food and beverages of its choice in any areas other than those for general fan concessions including, but not limited to, the locker rooms, media refreshment area, other working areas, private suites or gathering areas, hospitality space and office space as noted herein. If NCAA Corporate Champion/Partner requests to sample/sell product within venue footprint for general fan consumption, the competition venue agrees to make best efforts to accommodate or negotiate the parameters.
19. For all product placed in the locker rooms, please make best efforts to consider and utilize NCAA Corporate Champion/Partner product if applicable.

## 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:

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- 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
- 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.

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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 Health 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.

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, 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.

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

☐ YES

☐ NO

☐ NO with Exception

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



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## SECTION IV: EVENT HISTORY

The chart below contains information on previous hosts, attendance and ticket price history since the 2017-18 season.

Year	Host	Attendance	Ticket Prices
2018	University of Missouri, Columbia and St. Louis Sports Commission	17,582	All-Session Adult: \$22 Single Session Adult: \$22
2019	Texas Woman's University and Knight Eady	22,109	All-Session Adult: \$55 Single Session Adult (semifinals): \$20 Single Session Adult (final): \$25
2020	Texas Woman's University and Knight Eady	Cancelled due to COVID-19 pandemic	
2021	Texas Woman's University and Knight Eady	5,934	Single Session Adult (semifinals): \$31.50 Single Session Adult (final) \$37 <i>*Pandemic restrictions affected ticket sales plans.</i>
2022	Texas Woman's University and Knight Eady	10,250	All-Session Adult: \$77 Single Session Adult (semifinals): \$24 Single Session Adult (final): \$30 All-Session Team: \$82 Single Session Team (final): \$30
2023	Texas Woman's University and Knight Eady	17,471	All-Session Adult: \$77 Single Session Adult (semifinals): \$24 Single Session Adult (final): \$30 Single Session Team (semifinals): \$31 Single Session Team (final): \$34
2024	Texas Woman's University and Knight Eady	18,542	All-Session Adult: \$71-126 Single Session Adult (semifinals): \$13-42 Single Session Adult (final): \$42-86 Single Session Team (semifinals): \$36-40 Single Session Team (final): \$36-40
2025	Texas Woman's University and Knight Eady	23,312	All-Session Adult: \$90-190 Single Session Adult (semifinals): \$15-50 Single Session Adult (final): \$30-150 Single Session Team (semifinals): \$40-45 Single Session Team (final): \$40-45
2026	Texas Woman's University and Knight Eady		TBD
2027	Texas Woman's University and Knight Eady		TBD



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## 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 with all requirements in the contract terms as presented in the sample contract.

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Room block:

				Arrival	Practice	Comp	Rest	Comp	
Block	Room Type	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun*
Headquarter & Officials	Kings	8	68	68	68	68	68	68	68
	Suite	2	2	2	2	2	2	2	2
Teams (8) & Indiv.	Double/doubles	0	0	240	240	240	220	220	220
	Suite	0	0	8	8	8	8	8	8
TOTAL		10	70	318	318	318	298	298	298

Team Allocations: 20 double/doubles, 1 suite; Individuals: 20 individuals  
(3 others traveling per individual for a total of 60 additional 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 competition venue. The team hotel(s) must be of comparable quality and distance from the competition venue.

Participant Hotels. The prospective host shall recommend hotels for the participating teams. Other requirements:

- (1) A minimum of 20 double/double nonsmoking sleeping rooms for each team is required.
- (2) The designated hotels should be full service and have indoor access to the rooms.
- (3) For each team, upgrade one sleeping rooms to one-bedroom suites for the head coach at the team rate.
- (4) Complimentary meeting rooms.
- (5) Complimentary internet access.
- (6) Hold rooms for fans at a special rate (20 per team).

NCAA headquarters hotel. 70 rooms, at a special rate.

- (1) Two of these rooms shall be upgraded to parlor suites. These suites will be assigned by the NCAA staff.
- (2) Complimentary meeting rooms.
- (4) The NCAA will control these 70 rooms. No reservations shall be made within this room block without the approval of the NCAA.
- (5) All hospitality suites must provide Coca-Cola products, or those of the NCAA corporate partner at the time of the championship.

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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 official travel parties of the participating teams and individuals.
2. Transportation, lodging (room and tax), per diem and game fee for all judges and the meet referee.
3. Transportation, lodging (room and tax) and per diem for the NCAA committee or site representative.
4. Official souvenir program and merchandise.
5. Awards for the participating teams and individuals.
6. Credentials.
7. AAI, under a contract with the NCAA, shall provide all matting and equipment. *\*AAI as the NCAA's official equipment supplier is subject to change based on future RFP processes.*
8. Assistance with signage, marketing and promotions.
9. Assistance with march-in ceremony.
10. Meet referee and all judges.
11. One technician to run ScoreKeeper and one Director for Score Verification.
12. Mementos to the official traveling parties of the participating teams.
13. Funding for volunteer apparel.
14. Funding for promotional efforts and venue signage.
15. Hydration product and equipment (back of house, participants, media, and hospitality).

### HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities and Podium.
2. Volunteers.
3. Public relations coordination.

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4. First aid/medical services/AED on-site/ambulance on-site/athletic training.
5. Championships hospitality.
6. Food/beverage concessions.
8. Public address system, scoreboard/leader board, sound system.
9. Support personnel – ushers, ticket takers, media runners, etc.
10. Security.
11. Media room (fully equipped).
12. Media seating/work area with constant refreshments.
13. Tickets.
14. Ground transportation for judges.
15. All computers, printers, fax machines, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championships, and as may be required by the NCAA.
16. Appropriate directional signage within and outside the venue
17. Head table personnel (e.g., public address announcer, computer technician, music technician, etc.)
18. Other items as later requested by the NCAA.



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## SECTION VII: TRANSPORTATION

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Local transportation for the participating teams shall be the responsibility of the participating institutions. The host should accommodate transportation for officials to and from the airport, hotel, and venue as needed.

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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 \$25,000 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.** The NCAA will provide all creative/artwork in conjunction with the championship. This includes, but is not limited to print pieces, digital banners, email blasts, social media, promotional signage, etc.
4. **Radio/TV.** The NCAA will provide video 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 NCAA marketing team.
5. **Support Documents.** Hosts should refer to the following support documents when developing marketing plans and budgets: NCAA Ticket Promotional Use Guidelines, NCAA Marketing Template, Marketing Ideas, and NCAA Micro-Site Guidelines.

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## SECTION IX: TENTATIVE SCHEDULE OF EVENTS

\*All times are local. Schedule subject to change.

### Tuesday of Championship Week

Evening Coaches Meeting and Equipment Check

### Wednesday of Championship Week

Assigned times Media opportunities for participating teams

9:30 a.m. Training room opens

11:30 a.m. – 1:18 p.m. Practice Session I

2:30 – 4:18 p.m. Practice Session II

### Thursday of Championship Week

#### Semifinal I

#### Semifinal II

Open stretch	1:17 – 1:37 p.m.	5:47 – 6:07 p.m.
Transition	1:37 – 1:39 p.m.	6:07 – 6:09 p.m.
Warm-up Rotation 1	1:39 – 1:56 p.m.	6:09 – 6:26 p.m.
Transition	1:56 – 1:58 p.m.	6:26 – 6:28 p.m.
Warm-up Rotation 2	1:58 – 2:15 p.m.	6:28 – 6:45 p.m.
Transition	2:15 – 2:17 p.m.	6:45 – 6:47 p.m.
Warm-up Rotation 3	2:17 – 2:34 p.m.	6:47 – 7:04 p.m.
Transition	2:34 – 2:36 p.m.	7:04 – 7:06 p.m.
Warm-up Rotation 4	2:36 – 2:53 p.m.	7:06 – 7:23 p.m.
Clear floor	2:53 p.m.	7:23 p.m.
Lineup	3:08 p.m.	7:38 p.m.
March-in/Intros/National Anthem	3:17 p.m.	7:47 p.m.
Transition to first event	3:29 p.m.	7:59 p.m.
Touch warm-up	3:31:30 p.m.	8:01:30 p.m.
Competition begins	3:36 p.m.	8:06 p.m.

Post competition Awards ceremony for IES/AA





### Friday of Championship Week

#### **Teams #1 and #2 from Session 1**

10:00 – 10:20 a.m.	Open Stretch on Floor Exercise
10:20 – 10:45 a.m.	Visualization open to all events
10:45 – 11:30 a.m.	Athletic training available for teams #1 and #2 from Session 1

#### **Teams #1 and #2 from Session 2**

11:00 – 11:20 a.m.	Open Stretch on Floor Exercise
11:20 – 11:45 a.m.	Visualization open to all events
11:45 – 12:30 p.m.	Athletic training available for teams #1 and #2 from session 2

### Saturday of Championship Week

Open stretch	12:55 – 1:15 p.m.
Transition	1:15 – 1:17 p.m.
Warm-up Rotation 1	1:17 – 1:32 p.m.
Transition	1:32 – 1:34 p.m.
Warm-up Rotation 2	1:34 – 1:49 p.m.
Transition	1:49 – 1:51 p.m.
Warm-up Rotation 3	1:51 – 2:06 p.m.
Transition	2:06 – 2:08 p.m.
Warm-up Rotation 4	2:08 – 2:23 p.m.
Clear floor	2:23 p.m.
Lineup	2:38 p.m.
March-in/Team Intros/National Anthem	2:47 p.m.
Transition to first event	2:59 p.m.
Touch warm-up	3:02 p.m.
Competition begins	3:06 p.m.

Post Competition

Awards Ceremony

# NCAA SITE SELECTION PROCESS

NCAA

## SECTION X: ANCILLARY EVENTS

### READERS BECOME LEADERS

Through partnerships with the LOC, NCAA and local school districts, local elementary schools will engage in the NCAA Team Works Readers Become Leaders literacy program for elementary school children that will launch in the fall. A competition will be encouraged and each school will tabulate the number of minutes each student reads. The top schools will advance in a tournament-style competition. The school that reads the most at the conclusion of the competition will be announced in April at the championship open practice and receive recognition, a trophy, banner and prizes.

At a shared expense, the LOC shall provide funds to assist with the purchase of books, prizing and expenses related to the field trip to open practice which could include bus transportation and lunches for the students. The NCAA will lead a collaborative effort with the LOC and representatives from the local school district(s) to determine the targeted number of participants for the program and field trip to open practice. NCAA staff contact will work in collaboration with the LOC to recruit program volunteers and open practice staff for Celebration event.

#### LOC Responsibilities:

- Designate an LOC member or volunteer to serve as the Community Relations liaison. This individual should not have any other major responsibilities related to the championship other than community relations and is ultimately responsible for the school district recruitment process;
- Identify local school district contacts to be targeted in the recruitment process;
- Identify representatives from local literacy programs to serve on a community outreach committee to assist in promoting Readers Become Leaders and recruiting participants;
- Work with the LOC's Community Relations contact to promote the program in the local area;
- Assist in securing key community personnel and provide weekly tracking of program participants.
- This individual will assist with on-site logistics for the open practice field trip.

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

1. Two floor managers to control the flow of activity on the floor and to ensure a well-run competition.
2. Production manager, and assistants to help with awards and march in.
3. Judges' assistants at each event. (one per judge)
4. Four team leaders for march in.
5. Scoreboard/video board operators.
6. One announcer and one spotter.
7. Media room, interview room personnel and photo marshals.
8. Drug-testing couriers, if applicable.
9. Runners for various duties.
10. Hospitality room host(s).
11. Volunteers to help set up gymnastics equipment, and podium, if used.
12. Adequate security, with at least five uniformed security personnel.
13. Ticket sellers.
14. Ticket takers.
15. Ushers.
16. Concession workers.
17. NCAA merchandise/program sellers, if applicable.
18. Volunteers to assist with autograph session, fan activities.
19. Other staff 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.**

# 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	\$245,000
Promotion	\$27,000
Tickets	\$61,000
Facility	\$83,000
Personnel	\$5,000
Entertainment	\$65,000
Equipment	\$4,000