

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



# **NCAA SITE SELECTION PROCESS**



## 2029, 2030, & 2031 NATIONAL COLLEGIATE MEN'S AND WOMEN'S RIFLE CHAMPIONSHIPS

SPORT SPECIFIC INFORMATION

# NCAA SITE SELECTION PROCESS



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### **DISCLAIMER:**

**IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE SPECIFICATIONS THAT FOLLOW AND ANY SUCH SPECIFICATIONS IN THE GENERAL BID SPECIFICATIONS DOCUMENT, THE FORMER SHALL PREVAIL AND GOVERN THE MATTER.**

# **NCAA SITE SELECTION PROCESS**



## **SECTION I: INTRODUCTION**

The National Collegiate Athletic Association (“NCAA” and/or “Association”) is pleased to provide to member institutions/conferences the opportunity to submit a proposal to host one or more NCAA championships.

The information contained in this document and the accompanying attachments provides the minimum bid specifications for hosting any of these championships, as well as essential information that will provide assistance in the development of a creative, comprehensive and competitive bid proposal. The NCAA awards the privilege of hosting an NCAA championship several years in advance so those communities may work collaboratively with the NCAA to create positive experiences for its student-athletes, participating institutions, fans and the community.

A member institution or member conference of the NCAA must be designated as the host institution/conference for the championship. The administration of the championship is under the authority of the respective sports committee subject to final authority from the NCAA Division I Competition Oversight Committee and Division II and Division III Championships Committees. All activities and events associated with the championship are to be approved by the sports committee.

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## SECTION II: CHAMPIONSHIP STRUCTURE

| DATE FORMULAS  |                                                                                              |
|----------------|----------------------------------------------------------------------------------------------|
| Championships: | Second Friday-Saturday in March:<br>March 9-10, 2029<br>March 8-9, 2030<br>March 14-15, 2031 |

**Championships.** The competitive events for the National Collegiate Men's and Women's Rifle Championships will be individual smallbore rifle three-position (60 shots) and air rifle (60 shots), with finals in each event, team smallbore rifle three-position, and team air rifle.

All NCAA member institutions that sponsor the sport of intercollegiate rifle and are otherwise eligible may participate in the championships if selected. The individual and team events in smallbore will be conducted on Friday. The individual and team competition in air rifle will be conducted on Saturday. An institution must qualify for both events unless an institution only sponsors one discipline. The overall team champion will be determined by combining the smallbore and air rifle team totals into one aggregate score for each institution. It is not permissible for an institution to change the composition of its team between the two events in the team competition. Each team will consist of five individuals. All the competitors that have qualified for the championships are eligible for the individual championships in each discipline. The relay format of the championship will place at least one competitor from each institution as counters on each relay in both smallbore and air rifle.



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## SECTION III: GENERAL FACILITY REQUIREMENTS

1. The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The facility must agree that it will be in compliance with all applicable cities, state or federal regulations concerning access and seating for people with disabilities.
2. 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.
3. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
4. The NCAA shall be provided exclusive use of meeting space during the championships.
5. The host shall provide a range facility for competition that meets the following criteria:
  - a. The facility must have the capability of accommodating the NCAA portable range or a similar set-up.
    1. The NCAA portable range is a 26-point range with a 10-meter and 50-foot firing line.
    2. Additional space (30-foot minimum) behind the 50-foot line, for competitors and range officers is required.
    3. Approximate minimum size for the total range is 100 feet wide and 80 feet long.
    4. Basketball arenas, indoor tracks and field houses have been successful past venues.
  - b. Lighting on the range shall be sufficient and uniform at the target line and both firing lines as judged by a member of the rifle committee (secretary-rules interpreter).
  - c. There shall be a clock, visible to all competitors in shooting position, on the range. A clock visible to the spectators is desirable.
  - d. A spectator area that will not interfere with the conduct of the match shall be designated. A minimum seating area for 1,000 spectators is desired.
  - e. The recommended width of the firing point is a minimum of 1.25 meters. Variations may be approved by the committee secretary-rules interpreter.
  - f. Sufficient electrical power and internet connections are required to operate the range and supporting media broadcasting equipment.
  - g. Sufficient and audible public address system is required.
6. Electronic targets. For Air Rifle (10 meter) and Smallbore (50 feet), all NCAA competitions using electronic scoring targets shall comply with USA Shooting Rule 6.3.2 and shall at a minimum be ISSF Phase I approved. The host institution will provide the necessary 26 electronic targets and monitors to be used during the

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championships. The electronic targets shall be approved by the NCAA Rifle Committee.

7. The following equipment shall be available at the facility:
  - a. Balances or scales for weighing rifles in kilograms: air rifles, 5.5 kg. (12.12 lbs.); smallbore, 8 kg. (17.6 lbs.). At least one other scale should be available.
  - b. Certified weights.
  - c. A minimum of four (4) compressed air tanks (scuba size), for student-athletes to fill their air rifles before equipment checks and/or practice. A minimum of two (2) fresh compressed air tanks available for the air rifle match day.
  - d. Projection screens, monitors and/or video boards available at the competition venue to display live match scores and results. Screens large enough for spectator viewing of match targets and scores is required. If possible, scores viewable by the competitors is desirable. Projectors, laptops and other necessary equipment to provide scoring displays must be provided.
  - e. 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 shall also include a collator and automatic stapler. The facility shall be responsible for the installation, service costs and paper for this machine during the championships. Also include one high speed hard-wired internet line along with wireless capabilities and a high speed printer.
  - f. Equipment necessary for the removal of the minimal amounts of lead from smallbore competition.
8. The host shall make available the following rooms/spaces and amenities for the championships:
  - a. The preparation area for the competitors shall be large enough to accommodate 50 competitors with equipment and be within reasonable access to the range. Each team should have a designated team area with tables and chairs to allow them to prepare for the match. Likewise, an additional preparation area should be set up for all individuals qualifiers to prepare for the match.
  - b. There should be a dry fire area available for competitors near the designated team area.
  - c. Directional signs and room signs shall be posted at appropriate locations.
  - d. A changing area for competitors must be provided for both men and women.
  - e. A hospitality area should be provided for coaches, committee, media, officials and working staff. A separate hospitality area should be provided for student-athletes. Snacks, beverages and meals must be provided.
  - f. There shall be a secure room available for 24-hour storage and security of rifles, equipment and ammunition. This area must be secure.

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- g. Unless conducted at the team hotel, the pre-match equipment-check area shall be within reasonable access to the competitor preparation area. The range area may be used for pre-match equipment check provided enough space is available. A separate space for post-match equipment check should be provided in close proximity to the range.
- h. A private meeting room shall be provided for the games committee that is convenient to the range. The room shall be used for meetings of the jury/games committee and officials during the competition.
- i. A room shall be available for the coaches meeting Thursday and shall be of adequate size to accommodate 25 people.
- j. There shall be a banquet facility available for the championships banquet to accommodate approximately 130 people.
- k. There shall be an area on or adjacent to the range for holding the awards ceremony in view of the spectators. The host shall provide an awards stand or podium for the presentation of awards.
- l. There shall be an area for post competition interviews. This area should be “dressed” appropriately to reflect the prestige of the event by (a) placing NCAA championship signage and logos on the podium and walls; (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 photographers and cameramen at the back of the area; and (e) providing a sound system (if necessary).
- m. There shall be a media workroom available and should be in close proximity to an area. The workroom and interview room must be separate rooms (e.g., not one room divided by a curtain). This workroom should be equipped with internet, electrical outlets and other necessary supplies and should accommodate 10-15 people.
- n. A refreshment area should be set up adjacent to or in the media workroom to accommodate the working press throughout open practices and competition. Only NCAA, Dasani/Coke and/or generic drinking cups (devoid of commercial identification) should be used in the refreshment area.
- o. An athletic training room stocked with towels, ice and other necessary equipment, and staff it with the appropriate personnel prior to and during competition and practice sessions.
- p. A room for drug testing that has a waiting area, separate toilet facilities for men and women, and adequate space to hold up to 12 student-athletes and six drug-testing crew personnel.
- q. A space for the gunsmith with tables and chairs.
- r. A head table with space and adequate electricity for the technical directors, web stream crew, public address announcer, music, NCAA staff, NCAA committee and range officers.
- s. Adequate and secure storage space for the NCAA mobile range shipment. Ability to ship and receive



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mobile range shipment.

9. At the discretion of the NCAA, practice sessions may be open to the public at no admittance charge. Merchandise and concessions may be sold.
10. The facility shall provide, at its expense, tables, chairs, skirting, pipe-and-drape and platforms for all areas described herein as required by the NCAA.
11. The facility shall provide complimentary parking spaces for the participating teams, NCAA representatives and officials.
12. 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.
13. The facility shall be responsible for, and pay the costs of, the coordination and installation of interior and exterior decorations.
14. The facility and host shall be responsible for the removal and/or covering of any existing signage at the discretion of the NCAA.
15. If broadcast rights are obtained in the future, the NCAA will work with future hosts of 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

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## SECTION IV: EVENT HISTORY

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

| Year | Host                                                 | Attendance | Ticket Prices                                                                                                                                                             |
|------|------------------------------------------------------|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2018 | The Military College of South Carolina (The Citadel) | 438        | Single Session Adult: \$8<br>Single Session Student/Senior: \$5                                                                                                           |
| 2019 | West Virginia University                             | 2,105      | Single Session Adult: \$10<br>Single Session Child: \$5<br>Single Session Group: \$5                                                                                      |
| 2020 | <b>Cancelled – due to COVID</b>                      | -          | Single Session Adult: \$10<br>Single Session Student/Senior: \$6                                                                                                          |
| 2021 | The Ohio State University                            | 0          | Single Session Adult: \$8<br>Single Session Student/Senior: \$5                                                                                                           |
| 2022 | U.S. Air Force Academy                               | 178        | All Session Adult: \$10<br>All Session Senior: \$8<br>All Session Child: \$5                                                                                              |
| 2023 | Akron University                                     | 132        | Single Session Adult: \$13<br>Single Session Student: \$8<br>Single Session Child: \$8<br>All Session Adult: \$18<br>All Session Student: \$10<br>All Session Child: \$10 |
| 2024 | West Virginia University                             | 1,000      | Single Session Adult: \$10<br>Single Session Child: \$5<br>All Session Adult: \$20<br>All Session Child: \$10                                                             |
| 2025 | University of Kentucky                               | 635        | Single Session Adult: \$15<br>Single Session Child: \$12<br>All Session Adult: \$25<br>All Session Youth/Senior: \$20                                                     |
| 2026 | The Ohio State University                            | -          |                                                                                                                                                                           |
| 2027 | Georgia Southern University                          | -          |                                                                                                                                                                           |
| 2028 | West Virginia University                             | -          |                                                                                                                                                                           |

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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.

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## Hotel Room Block

|                    | Number<br>of Hotels | Service<br>Level | Mon. | Tue. | Wed. | Thur. | Fri. | Sat. | Sun. | Notes |
|--------------------|---------------------|------------------|------|------|------|-------|------|------|------|-------|
| Teams <sup>1</sup> |                     |                  | 0    | 25   | 65   | 65    | 65   | 60   | c/o  |       |
| Headquarters       |                     |                  | 5    | 10   | 10   | 10    | 10   | 10   | c/o  |       |
| Officials          |                     |                  | 0    | 4    | 4    | 4     | 4    | 4    | c/o  |       |
| <b>Total</b>       |                     |                  | 5    | 39   | 79   | 79    | 79   | 74   | c/o  |       |

<sup>1</sup> **Room Types:** 55 Doubles, 10 Kings, \_\_\_ Suites, \_\_\_ Other (please explain)

All hotels shall be in close proximity (within 30 miles or 30 minutes) from the event venue. The team hotels must be of comparable quality and distance from the playing venue. Double/double non-smoking rooms shall be reserved for the participants.

The host institution is financially responsible (room and tax and parking only) for the officials and NCAA committee accommodations to be reimbursed by the NCAA.

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☐ YES

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## SECTION VI: NCAA/HOST RESPONSIBILITY

### NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, game fee and per diem and for all officials.
3. Transportation and per diem for the NCAA sport committee.
4. Awards for the participating teams.
5. Official game program (digital) and merchandise.
6. Credentials.
7. Participation award to the official traveling parties of the participating teams.
8. Volunteer apparel.
9. Promotional assistance, including NCAA signage.
10. Hydration product (e.g., water, electrolyte solution, coolers, etc.).
11. 300 inspection stickers for rifles and jackets.
12. Student-athlete identification bibs.
13. Mobile range (ballistic wall, bullet traps, building supplies, steel conduit, button checkers, measuring devices, rifle template, prone mats, chair covers, range numbers, box fans, monitor stands).

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

1. Facilities.
2. Key personnel – all workers and other volunteers.
3. Lodging expenses (room and tax) for officials, technical directors and gunsmith.
4. Lodging expenses (room and tax) for NCAA sports committee.
5. Media coordination.
6. First aid/medical services/AED on-site/ambulance on-site.



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7. Championships hospitality.
8. Meals for student-athletes, coaches, officials, NCAA committee/staff and other match personnel on Thursday, Friday and Saturday at the match venue.
9. Food/beverage concessions.
10. Public address system and announcer.
11. Support personnel – ushers, ticket takers, media runners, etc.
12. Security.
13. Media room (fully equipped and with internet access).
14. Media seating/work area with constant refreshments.
15. Tickets and ticket operations.
16. All computers, printers, fax machines, video equipment, photocopy machines, telephone lines, DSL lines, internet connections (wireless and hard wired) etc. necessary to administer the championships and as may be required by the NCAA.
17. Appropriate directional signage inside and outside the venue.
18. Athletic training staff.
19. Banquet venue.
20. Electronic Targets.
21. 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.

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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 guideline when submitting your plan for review.
2. **Budgets.** When the proposed budget is submitted, a minimum of \$4,000 should be allocated for these purposes. The marketing budget should only include items needed for: marketing, advertising, printing costs, grassroots opportunities and promotions.
3. **Creative Process.** A creative marketing assistance website is available to the host for their marketing needs. This marketing website, [NCAACHampsPromotion.com](http://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 requests, for both artwork and reimbursement, must be approved by the NCAA prior to proceeding with production. Artwork requests and approvals will be managed through the website. Should you not have a local vendor, a list of preferred NCAA vendors is available on the website.

4. **Radio/TV.** Radio/TV. The NCAA will provide the following television and radio elements to assist in promoting 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](http://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

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### **Tuesday**

Games committee, range officers, technical directors, and NCAA staff arrive.

4 or 5 p.m. Committee walkthrough.

7 p.m. Mandatory coaches meeting.

### **Wednesday**

2:30 p.m. – Games committee, tournament director, range officers, technical directors and NCAA staff.

3 – 5 p.m. – Equipment check and registration (team hotel if permitted or host location).

### **Thursday**

8:15 a.m. – 11:30 a.m. – Air Rifle Practice

11:30 a.m. – Break for range change over.

12:30 – 4:45 p.m. – Smallbore Practice

7 p.m. – NCAA Championships Banquet

### **Friday**

8:45 a.m. – 4 p.m. – Smallbore – Individual and Team Competition with Finals

### **Saturday**

8:45 a.m. – 3 p.m. – Air Rifle – Individual and Team Competition with Finals

Awards: Upon completion of Finals

(Note: Finals are for individual championships only – air rifle and smallbore)

Schedule subject to change.

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## SECTION X: ANICILARY EVENTS

Arrangements should be made for a banquet to be held Thursday evening for the official travel parties (7) for each of the eight participating teams plus the official travel parties for the eight individual competitors. Other people who should be on the guest list include members of the NCAA Men's and Women's Rifle 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 \$50 per person is typical for this event. Approximate attendance is around 130 people.

Also, if room and arrangements can be made easily, the host may consider having banquet tickets for sale to each team for additional team personnel. Cost of the ticket should be based on the cost per plate. (Typically, the host has between 3-5 tickets available for sale for each team, depending on space.)

The format of the banquet has called for short welcome statements by representatives of the host institution and/or community, dinner, highlight video, guest speaker and Elite 90 awards presentation.

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## SECTION XI: VOLUNTEERS

Approximately 10-15 volunteers per day will be needed for various assignments.

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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                  | \$70,000 |
| Promotion                       | \$2,000  |
| Tickets                         | \$500    |
| Facility                        | \$16,000 |
| Personnel                       | \$24,000 |
| Entertainment                   | \$13,000 |
| Equipment                       | \$12,000 |
| Officiating Expenses            | \$6,000  |