

NCAA[®] SITE SELECTION PROCESS





2029, 2030 & 2031

NCAA NATIONAL COLLEGIATE

MEN'S AND WOMEN'S SKIING CHAMPIONSHIPS

SPORT SPECIFIC INFORMATION

NCAA SITE SELECTION PROCESS



Table of Contents

	Page No.
Section I Introduction	4
Section II Championship Structure	5
Section III General Facility Requirements.....	6
Section IV Event History	8
Section V Lodging	9
Section VI NCAA/Host Responsibility	11
Section VII Transportation.....	13
Section VIII Marketing.....	14
Section IX Tentative Schedule of Events	16
Section X Ancillary Events	17
Section XI Volunteer Needs.....	18
Section XII Budget History	19

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

NCAA SITE SELECTION PROCESS



SECTION I: INTRODUCTION

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

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

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

NCAA SITE SELECTION PROCESS



SECTION II: CHAMPIONSHIP STRUCTURE

NATIONAL COLLEGIATE MEN'S AND WOMEN'S SKIING CHAMPIONSHIP	
Finals Site Date Formula	Championship concludes on the second Saturday in March
2028-29 academic year	March 7-10, 2029 (Wednesday to Saturday)
2029-30 academic year	March 6-9, 2030 (Wednesday to Saturday)
2030-31 academic year	March 5-8, 2031 (Wednesday to Saturday)

The NCAA National Collegiate Men's and Women's Skiing Championships consist of ten events: three men's Nordic events (sprint, classic and freestyle), three women's Nordic events (sprint, classic and freestyle), two men's Alpine events (slalom and giant slalom) and two women's Alpine events (slalom and giant slalom). Distances used for the classic and freestyle nordic events are 7.5K and 20K.

A tentative schedule for the championship featuring ten events would be alpine giant slalom and 7.5K nordic on Wednesday, sprint nordic on Thursday, alpine slalom on Friday, and 20K nordic on Saturday. The competition will be held over a four-day period, with men and women competing in the same event on same day. Championships format and schedule are subject to change.

NCAA SITE SELECTION PROCESS



SECTION III: GENERAL FACILITY REQUIREMENTS

1. The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The facility must agree that it will be in compliance with all applicable cities, state or federal regulations concerning access and seating for people with disabilities.
2. The facilities must be available Monday preceding the competition through the conclusion of the championships for the purpose of preparing for, practicing for and conducting the competition. Monday-unofficial practice day, Tuesday-official practice day, and competition days alternate between disciplines through Saturday, while the venues must be made available for practice on the days the discipline is not competing. During this period of time, the facility conditions must be safe and of championship caliber.
3. For Giant Slalom and Slalom Alpine events, the facility must be able to conduct competition according to International Ski Federation (FIS) rules for FIS-sanctioned events and by United States Ski and Snowboard Association (USSSA) standards for USSSA-sanctioned events including, but not limited to, the following standards: vertical drop, gates, course markings, course preparation, start and finish areas, and officials. NCAA Skiing Rules Modifications must also be able to be accommodated by the host venue.
4. For Sprint, Classical and Freestyle Nordic events, the facility must be able to meet the guidelines, course specifications, measurements, and other requirements as outlined by International Ski Federation (FIS) and United States Ski and Snowboard Association (USSSA) standards. NCAA Skiing Rules Modifications must also be able to be accommodated by the host venue.
5. Both Nordic and Alpine facilities must have a designated area for: student-athlete hospitality; wax testing; media; timing; jury meetings; athletic training; working staff; and other needs as requested by the NCAA.
6. The facilities must have designated waxing spaces available for use during the championships.
7. Facilities must have appropriate internet and power available to accommodate all needs for timing services, web-streaming providers, videoboard providers, and general media and championship operations.
8. 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.
9. The facilities must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
10. The facilities must have comprehensive safety and security plans in case of accidents or emergencies.
11. At the discretion of the NCAA, practice sessions and competitions may be open to the public at no admittance charge. In addition, programs, merchandise and concessions may be sold.

NCAA SITE SELECTION PROCESS



12. 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

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

Past and Current Hosts:

Year	Host	Location	Facilities
2021	University of New Hampshire	Jackson, New Hampshire	Cannon Mountain and Jackson Nordic Center
2022	University of Utah	Park City, Utah	Park City Mountain Resort and Soldier Hollow
2023	St. Lawrence University	Lake Placid, New York	Mt. Van Hoevenberg and Whiteface Mountain
2024	University of Colorado - Boulder	Steamboat Springs, Colorado	Mt. Werner and Howelsen Hill
2025	Dartmouth University	Hanover, New Hampshire	Dartmouth Cross Country Ski Center and Oak Hill
2026	Montana State University - Bozeman	Bozeman, Montana	Bridger Bowl and Crosscut Mountain Sports Center
2027	University of Vermont	Stowe, Vermont	Stowe Mountain Resort and Craftsbury Outdoor Center
2028	University of Utah	Park City, Utah	Utah Olympic Park and Soldier Hollow

The NCAA skiing championship will usually not ticket or collect attendance figures for the event do to issues with creating an area for ticketing.

Lift tickets could be required to reach the finish area and/or discounted lift tickets should be offered for those folks to use certain limited access lifts. So while the event does have some attendance that needs to be planned for, it is usually not anything more than normal for collegiate ski competitions.

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 the 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.

NCAA SITE SELECTION PROCESS



Hotel Room Block

	Number of Hotels	Service Level	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Notes
Teams										
Headquarters	1		10	10	10	10	10	10	10	
Officials	1		15	15	15	15	15	15	10	
Total			25	25	25	25	25	25	20	

Majority of teams will secure their own property for lodging but some teams may need the assistance of the host to identify quality properties. Teams will range in size and so each teams needs will be different. All contracted hotels shall be in close proximity to the event venues. If using multiple properties, all hotels must be of comparable quality and distance from the competition venue. The host institution is financially responsible for the official accommodations to be reimbursed 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 VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem reimbursement for participating teams.
2. Transportation, lodging (room and tax), per diem and game fee for key officials.
3. Transportation, lodging (room and tax) and per diem for NCAA skiing committee members.
4. Awards for participating teams.
5. Mementos for official travel party members of participating teams.
6. Official souvenir program.
7. Credentials.
8. Volunteer apparel.
9. Championship signage.
10. Funding for promotional efforts.
11. Funding for video boards.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Volunteers.
3. Championships officials.
4. Public relations coordination.
5. First aid, medical services, AED and ambulance on-site.
6. Championships hospitality.
7. Daily meeting space for NCAA skiing committee and coaches of participating teams.
8. Food and beverage concessions.
9. Public address system.
10. Support personnel, including forerunners, gatekeepers, etc.
11. Video review equipment for Slalom races.
12. Security personnel.
13. Media space with sufficient internet connectivity and dedicated networks for the following groups of personnel: web streaming, timing, and working media.

NCAA SITE SELECTION PROCESS



14. Lift tickets.
15. All computers, printers, video equipment, photocopy machines, DSL lines, etc. necessary to administer the championships, and as may be requested by the NCAA.
16. Appropriate directional signage within and outside the venue.
17. 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.

NCAA SITE SELECTION PROCESS



SECTION VII: TRANSPORTATION

There are no additional transportation requirements from the host for the National Collegiate Skiing Championships outside of the parking requirements at hotels and competition venues.

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

NCAA NC Skiing Championship - Sample Schedule of Events

Sunday

Evening Registration
NCAA Skiing Committee Meeting

Monday

Morning and Afternoon Registration
Unofficial Training – Alpine & Nordic
NCAA Skiing Committee & Officials Meeting
NCAA Issues Meeting

Tuesday

Official Training – Alpine and Nordic
NCAA Skiing Committee Meeting & Mandatory Coaches Meeting

Wednesday

Nordic – 7.5K distance
Alpine – Giant Slalom

Thursday

Official Training – Alpine
Nordic – Sprint distance
NCAA Skiing Committee Meeting & Mandatory Coaches Meeting

Friday

Official Training – Nordic
Alpine - Slalom
NCAA Skiing Committee Meeting & Mandatory Coaches Meeting

Saturday

Nordic - 20K distance – Mass Start
Team Awards and Celebratory Barbeque

Schedule subject to change. Gender order and Nordic discipline will rotate annually. Nordic distances have been set at 7.5K and 20K for the men and the women.

NCAA SITE SELECTION PROCESS



SECTION IX: ANCILLARY EVENTS

It is tradition that we would host an opening ceremony event on Tuesday night for the official travel parties for each of the participating institutions. Other individuals who should be on the guest list include members of the National Collegiate Men's and Women's Skiing Committee, NCAA championship administrator, and additional host institution personnel (i.e. president, faculty athletics representative and individuals greatly involved in the conduct of the championship). Hosts should plan for approximately 250 people to attend.

Officials for the championships should are not required to be invited.

The format of the event has called for short welcome statements by representatives of the host institution, dinner, slide show and recognition of participants, and recognition of the NCAA Elite 90 Award recipient.

Additionally, following the championship event we will host a BBQ (or something similar) celebration on site of the final event, following the final team awards being presented. Similar to other events, arrangements for additional tickets should be made available for purchase by interested parties.

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 X: VOLUNTEER NEEDS

Approximately 50 volunteers per day will be needed for various assignments, including forerunners, video control and gatekeepers.

Volunteers will be needed to assist with registration, course setup and teardown, scoring, timing, hospitality, and other areas determined by the host institution and skiing committee.

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: BUDGET HISTORY

The budget range has been between \$160,000 and up to \$180,000. We will work with each host in regards to the breakdown of expenses among the line items.

The chart below contains an estimated three-year average of expenditures for the championships. Note, not every budget is set up the same and so some will place certain costs within facilities and others will place it under equipment or personnel for example.

Expenditures Three-Year Average	
Total Expenses	\$177,000.00
Promotion	\$1,000.00
Tickets	\$0.00
Facility	\$53,000.00
Personnel	\$44,000.00
Entertainment	\$19,000.00
Equipment	\$40,000.00
Official Expenses	\$20,000.00