

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





2029, 2030 & 2031

NATIONAL COLLEGIATE ACROBATICS AND TUMBLING CHAMPIONSHIP

SPORTS SPECIFIC INFORMATION

# NCAA® SITE SELECTION PROCESS



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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.**

# **NCAA SITE SELECTION PROCESS**



## **SECTION I: INTRODUCTION**

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

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

A member institution or member conference of the NCAA must be designated as the host institution/conference for the championship. The administration of the championship is under the authority of the respective sport or sports oversight committee and the appropriate NCAA governing body. All activities and events associated with the championship are to be approved by the respective sport or sports oversight committee.

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## SECTION II: CHAMPIONSHIP STRUCTURE

| DATE FORMULA       |                                                |
|--------------------|------------------------------------------------|
| Championship       | Fourth full weekend in April (Thursday-Sunday) |
| CHAMPIONSHIP DATES |                                                |
| 2029               | April 26-29, 2029                              |
| 2030               | April 25-28, 2030                              |
| 2031               | April 24-27, 2031                              |

The NCAA Acrobatics and Tumbling Championships provide for a maximum team field of 12 teams.

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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 city, state or federal regulations concerning access and seating for people with disabilities.
2. The facility shall not permit any advertising, commercial identification, banners, signs, decals or displays of any kind, including NCAA corporate champions/partners, to be hung, posted or displayed anywhere within the facility property (i.e., any place that can be seen from spectator seating areas), including the scoreboard, during the term of this contract, other than NCAA banners, television and radio banners or other identification as approved in advance by the NCAA.
3. The host and facility agree that the facility shall be available for the exclusive use of the NCAA starting at 6 a.m. the Monday prior to competition and six hours after the conclusion of the championship. During that period of time, the facility will be clean and accessible, and playing conditions must be safe and of championship caliber. The facility must agree that throughout the championship, it will be lighted and heated in the standard manner, and that the scoreboards and public-address system will be in good working order. If the facility needs to be used by another event, it must require NCAA approval, and locker room usage will be determined by the NCAA.
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 competition floor (wood floor basketball or volleyball court) shall be arranged in accordance with the NCATA Code of Points as far in advance as possible but in no event later than the Monday prior to competition. The competition floor must have enough space for 60 individuals in the bench area for each team.
6. The facility must be modern, clean and accessible to have at least 3,500 seats. If you are interested in hosting and have less than 3,500 seats, please reach out to NCAA staff to discuss your seating plans and capacity.
7. The facility must have a private entrance for teams to enter the building separate than the general public.
8. The facility must have a warm-up gym (wood floor basketball or volleyball court) in or attached to the main competition venue, or in close proximity. The warm-up gym must have a clock and sound system available to play music. The warm-up gym must be soundproof to the competition floor.
9. The facility must have a comprehensive security and evacuation plan in case of emergencies.
10. All seats in the arena's normal acrobatics and tumbling configuration shall be under the control of the NCAA for its exclusive use during the championship. The facility or host must have the ability to allocate tickets for traveling institutions (online or physical copies).
11. Practice sessions are closed to the general public. All practices are open to the media and the building should be staffed in this manner.

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12. The facility must furnish the following locker room accommodations.
  - a. Four clean and equipped team locker rooms. Each locker room should accommodate 45 individuals and have its own running water, shower and toilet facilities.
  - b. Two locker rooms for the officials to accommodate the eleven individuals that comprise the crew of officials and associated staff.
13. The facility must provide the following additional space, at its expense, with all areas subject to the approval of the NCAA:
  - a. An athletic training room for 10-12 people.
  - b. Media workspace with appropriate lighting, heat, air conditioning and toilet facilities, as well as monitors to show the television broadcast and postgame interviews.
  - c. A refreshment area adjacent to the media work room with light snacks, soft drinks and water.
  - d. Photographer space on the competition floor that does not interfere with the officials. Finally, a separate photographer workspace must be created to seat 25 photographers with internet, tables, and chairs. It is preferred that this is the same place as the working media, but separate from the press conference room, if possible.
  - e. Interview area for 50 with dais, podium and audio equipment. In addition, television platforms should be available in the rear of the room.
  - f. A video distribution area adjacent to the interview area.
  - g. One area of private meeting space with internet access for use by the NCAA to accommodate up to 40 individuals.
  - h. One working space on practice day for team content that are in a location near the team locker rooms.
  - i. Separate hospitality areas for teams, officials and the women's acrobatics and tumbling committee/VIPs/event personnel/media.
  - j. A statistics control area containing one photocopy machine with capability for reproducing statistics and other material in color with a minimum per-copy speed of 75 per minute. The facility shall be responsible for the installation, service costs and paper for this machine during the championship. The machine also shall include a collator and automatic stapler. The facility also shall arrange for on-site equipment operators and technicians to be available Thursday through Sunday as scheduled by the NCAA.
  - k. A secured wireless network (WLAN) to support all credentialed individuals including the NCAA, host

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institution/conference staff, radio rightsholders, credentialed media and others. Wireless accessible locations must include event personnel areas, NCAA and host institution/conference work areas, media interview room and media workroom. Technical specifications for the WLAN will vary per site depending on the configuration of the various locations and spatial limitations. The NCAA will work with the facility to create a sufficient number of sign-on and access codes for the NCAA staff, host institution/conference staff and credentialed media approved to use the WLAN. The facility shall provide all credentialed individuals with complimentary wireless access. The facility shall provide high-speed data services technical support at no charge to the NCAA and other users during the event.

- I. Two separate rooms for drug testing, each with a waiting area, toilet facilities and a minimum of 500-square feet of space.
14. The NCAA shall control all meeting rooms, private clubs and restaurant space whose patrons have access into the arena without passing a ticket-or credential-checking station during the term of this lease, and all such space shall be provided at no cost to the NCAA.
15. The facility shall provide, at its expense, tables, chairs, skirting, bunting, pipe-and-drape, and platforms for all areas described herein as required by the NCAA.
16. The facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior signage and decorations as designated by the NCAA.
17. The facility shall provide 15 complimentary parking spaces in prime locations to be used at the sole discretion of the NCAA.
18. The NCAA owns the exclusive rights to stream the games on the Internet; broadcast the games on television and radio; to record the competition and broadcasts thereof for future use and distribution; 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 press locations, tables and work areas.
19. The facility shall provide, at no cost to the NCAA or its designees, sufficient lighting and electric power and a sufficient number of power outlets in broadcasting booths, in press locations and in identified working press and interview areas for the operation and transmission of color television and radio broadcasts, operation and transmission of NCAA interviews and for the operation of equipment used by the working press. This includes, but is not limited to, media areas, media workroom, media interview room, interview breakout rooms, audio/video distribution area. Any supplemental lighting and/or electrical power shall be obtained from the NCAA's official suppliers in these areas unless authorized otherwise by the NCAA. Additionally, at no cost to the NCAA, lighting and electrical shall be provided at the ancillary event venues that sufficiently meets the operating needs of the ancillary events.
20. The facility agrees that the NCAA will be paid the predetermined ticket admission rate for each suite admission. 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 during the championship.

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21. The facility shall provide at least one main electronic scoreboard. A second scoreboard and/or videoboard are preferred.
22. 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 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 and 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 fifty (50) 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, lighting operators, audio operator, control room EIC, four (4) cameramen, two (2) utilities, camera shader, a DJ/music playback operator and a Photoshop/After Effects editor.
23. 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. 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.
24. In order to be eligible to engage in the sale of alcohol during a NCAA championship event or ancillary event, the following criteria must be satisfied by any NCAA host institution, event venue, and alcohol concessionaire:
  - Host institution and its authorized agent (e.g., alcohol concessionaire), if any, must have a written policy in place for, and be actively engaged in, the sale of alcohol during regular season athletics events at the same venue and be properly licensed by the local and state authorities to carry on such operations.
  - If applicable, any event venue that is not owned or controlled by the host institution ("non-host venue"), or its authorized agent (e.g., alcohol concessionaire), must have a written policy in place for, and be actively engaged in, the sale of alcohol during its regular course of business and be properly licensed by the local and state authorities to carry on such operations.
  - The alcohol management policy of the host institution, event venue, or alcohol concessionaire (whichever may be the case) must address the following:
    - Prevention of alcohol sales to visibly intoxicated patrons
    - Prevention of alcohol sales to minors
    - Serving sizes and quantities
    - Alcohol sales cut-off time
    - Outside beverages
    - Security and disturbances
    - Alcohol management training requirements for employees

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- Beer and wine (or beverages with similar alcohol by volume) are the only alcoholic beverages to be sold to general attendees, and hard liquor is only permitted in designated suite and hospitality areas.
- Sale of alcoholic beverages by roving vendors (e.g. hawking) is prohibited within the spectator seating.
- Prior to the championship event, fully signed copies of the NCAA Concessionaire Indemnity and Insurance Agreement(s), NCAA Host Alcohol Indemnity and Insurance Agreement (if any), and NCAA Host/Venue Alcohol Agreement(s) must be submitted to the NCAA.
- Prior to the event, copies of the concessionaire's, host's and/or venue's certificates of insurance (to the extent applicable) must be submitted to the NCAA to confirm it is compliant with insurance requirements set forth in their respective Indemnity and Insurance Agreements.

## Broadcast, Digital, Media and Internet.

1. For events that will be streamed live on NCAA.com, the competition venue shall provide:
  - a. A sustained, symmetrical connection of at least 100 Mbps, dependable QoS, and at least one dedicated wired Internet connection. Static IP address(es), free of any firewall restrictions, requested. Partner will provide router/switch to connect multiple hardware components. The connection should be no more than 150 feet from the broadcast location. The venue shall also make available on-site IT support, as needed.
  - b. A secure production space of 8'x8', at minimum, for equipment setup with one 8' table and four chairs. If this space is to include talent, another table and additional space is required. All cameras will be wired to this production location.
  - c. Access to sufficient electrical power to operate equipment reasonably necessary to effectuate a quality, high-definition webcast. In most cases, equipment can be run on a standard power outlet as long as it is a dedicated 20 AMP, single phase 110V outlet (non GFI).
  - d. Access and use of existing wire, cabling, set locations and other equipment, at no cost to the broadcast partner.
  - e. Storage for production equipment shipped to each host site (approximately large 20 boxes is also suggested).
  - f. The broadcast partner shall not be assessed any origination, access, hookup, scaffolding or similar fees by the applicable venue site operator in connection with the production of coverage related to the championship.
2. **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.
3. **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
- 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.

4. **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](#).

5. **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.
6. **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.
7. **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.

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8. **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 venue shall work with the broadcast partner to secure the best possible rates for production if union entities exist in the competition venue.

9. **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.
10. **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.
11. **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.
12. **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. In addition, broadcast partners require 150 Mbps symmetrical. 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.

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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 2019 season for the NCATA Championship.

| Year | Host                      | Attendance    | Ticket Prices                                                                                                                                                                                                                    |
|------|---------------------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2019 | Baylor University         | 2,640         | All-Session (Adult) \$30<br>All-Session (Youth) \$10<br>Single-Session (Adult) \$10<br>Single-Session (Youth) \$5<br>Group Tickets \$5                                                                                           |
| 2020 | N/A – COVID-19            |               |                                                                                                                                                                                                                                  |
| 2021 | Baylor University         | 1,322*        | *Note: Championship field cut to 4 teams due to pandemic restrictions. No all-session tickets were sold due to COVID-related restrictions.<br><br>Single-Session (Adult) \$10<br>Single-Session (Youth) \$5<br>Group Tickets \$5 |
| 2022 | University of Oregon      | 4,523         | All-Session (Adult) \$30<br>All-Session (Youth) \$15<br>Single-Session (Adult) \$10<br>Single-Session (Youth) \$5<br>Group Tickets \$5                                                                                           |
| 2023 | West Liberty University   | Not available | All-Session (Adult) \$30<br>Single-Session (Adult) \$10<br>Single-Session (Youth, Senior, Military) \$5<br>Group Tickets \$5                                                                                                     |
| 2024 | Fairmont State University | 2,219         | All-Session \$38<br>Single-Session \$10                                                                                                                                                                                          |
| 2025 | Augustana University      | 3,055         | All Session \$35<br>Single Session (all ages): \$10<br>Single Session Group: \$6                                                                                                                                                 |
| 2026 | Azusa Pacific University  | 1,937         | All-Session (Adult) \$45<br>All-Session (Youth) \$15<br>Single-Session (Adult) \$15<br>Single-Session (Youth) \$5                                                                                                                |
| 2027 | TBA                       |               |                                                                                                                                                                                                                                  |
| 2028 | TBA                       |               |                                                                                                                                                                                                                                  |

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## SECTION V: LODGING SPECIFICATIONS

### General Guidelines:

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 deference 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 Anthony Travel 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. Anthony Travel 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 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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## Hotel Room Block

|                  | Number of Hotels                | Service Level                           | Room Type      | Team Arrivals | Practice/ Banquet | Opening Round | Qtrs | Semi | Champ |       |
|------------------|---------------------------------|-----------------------------------------|----------------|---------------|-------------------|---------------|------|------|-------|-------|
|                  |                                 |                                         |                | Tue           | Wed.              | Thurs.        | Fri. | Sat. | Sun.  | TOTAL |
| Teams (12)       | No more than 6, fewer preferred | Full service preferred but not required | Double/Doubles | 180           | 180               | 180           | 120  | 60   | 30    | 750   |
|                  |                                 |                                         | Kings          | 60            | 60                | 60            | 40   | 20   | 10    | 250   |
|                  |                                 |                                         | Suites         | 12            | 12                | 12            | 8    | 4    | 2     | 50    |
| HQ and Officials | 1 preferred, 2 max              | Full service preferred but not required | Kings          | 10            | 22                | 22            | 22   | 22   | 22    | 120   |
|                  |                                 |                                         | Suite          | 2             | 2                 | 2             | 2    | 2    | 2     | 12    |
| TOTAL            |                                 |                                         |                | 264           | 276               | 276           | 192  | 108  | 66    | 1,182 |

**Team Hotels.** Each team hotel shall be of comparable quality, provide comparable rates and be located a similar distance from the facility (less than 15 miles preferred but within 30 miles). Other requirements:

- (1) A minimum of 20 (at least 15 double/doubles and 1 suite) non-smoking 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 room to one-bedroom suites for the head coach at the team rate.
- (4) One complimentary meeting space per team to accommodate a minimum of 35 people per team for the duration of their stay. All meeting rooms should have a 24 hour hold.
- (5) Complimentary breakfast is preferred.

**NCAA Headquarters Hotel.** The room block should include 24 rooms, at a special rate (includes twelve rooms for the officials).

- (1) Two of these rooms should be upgraded to suites. These suites will be assigned by the NCAA staff.
- (2) All meeting space should be provided on a complimentary basis (regardless of meeting site).
- (3) The NCAA will control these rooms. No reservations shall be made within this room block without the approval of the NCAA.



The host institution is financially responsible for the game official and committee 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.

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 VI: NCAA/HOST RESPONSIBILITY**

### **NCAA PROVIDES:**

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, lodging (room and tax), per diem and game fees for all officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA sport committee.
4. Awards for the participating teams.
5. Official souvenir program (digital).
6. Merchandise.
7. Credentials.
8. Mementos to the official traveling parties of the participating teams.
9. Volunteer apparel.
10. Budget assistance for hotel lounge.
11. Promotional assistance including NCAA signage.
12. Competition and warm-up mats.
13. Hydration product and equipment (coolers, ice chest, etc.).

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

1. Facilities.
2. Volunteers.
3. Public relations/media coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Athletic training staff.
6. Championships hospitality.

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7. Hotel lounge activations, staffing, and planning.
8. Food/beverage concessions.
9. Public address system.
10. Support personnel – ushers, ticket takers, media runners, etc.
11. Security.
12. Media room (fully equipped).
13. Media seating/work area with hospitality.
14. Tickets.
15. All computers, printers, video equipment, photocopy machines, wireless Internet network, etc. necessary to administer the championships, and as may be required by the NCAA.
16. Appropriate directional signage within and outside the venue.
17. Standard meet staffing (e.g., public address announcers, timer, videoboard producer).
18. 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.

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☐ NO

☐ NO with Exception

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## SECTION VII: TRANSPORTATION

There are no additional transportation requirements from the host for the National Collegiate Acrobatics and Tumbling Championships outside of the parking requirements listed in Section III.

# NCAA SITE SELECTION PROCESS



## SECTION VIII: MARKETING

1. **Marketing Plans.** Upon selection, the host is required to submit a marketing plan for review and approval by the NCAA marketing staff prior to activation. 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](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 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. If you do not have a local vendor, a list of preferred NCAA vendors is available on the website.

4. **Radio/TV.** The NCAA will provide 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.

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 IX: TENTATIVE SCHEDULE OF EVENTS

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### **Tuesday**

Morning

All Day

Afternoon

NCAA staff and committee arrives

Team arrivals

Facility Walkthrough

### **Wednesday**

All Day

Evening

Practices

Banquet

### **Thursday**

10:30 a.m.

1:30 p.m.

4:30 p.m.

7:00 p.m.

Opening Round Meet #1

Opening Round Meet #2

Opening Round Meet #3

Opening Round Meet #4

### **Friday**

10:30 a.m.

1:30 p.m.

4:30 p.m.

7:00 p.m.

Quarterfinal Meet #1

Quarterfinal Meet #2

Quarterfinal Meet #3

Quarterfinal Meet #4

### **Saturday**

TBD

TBD

Semifinal Meet #1

Semifinal Meet #2

### **Sunday**

TBD

Championship Meet

## SECTION X: ANCILLARY EVENTS

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The following ancillary events are anticipated to take place in conjunction with the NCAA NC Acrobatics and Tumbling Championship.

**Banquet.** A banquet on Wednesday evening to accommodate 500 people.

**USA Gymnastics for All Acrobatics and Tumbling National Championships.** The USA Gymnastics Acrobatics and Tumbling National Championships within the Gymnastics for All Discipline and will feature over 300 participants of all ages and abilities competing in 5 difficulty levels. This event takes place at a separate location in the locale of the NCAA championship.

Venue needs include: (1) Competition Hall 1- size should be at least 70' x 100' with a 25' ceiling and stadium type seating for 500; (2) Competition Hall 2 -size should be at least 70' x 100' with a 25' ceiling with seating for 500; (3) Warm up Hall – size should be at least 50' x 50'; (4) Two (2) Meeting Rooms – Rooms of varying size accommodating an officials' meeting room and a staff meal room; and (5) One (1) Show Office

The NCAA is not involved in planning and execution of this event. Please contact Lori Laznovsky, Gymnastics for All and Emerging Disciplines Program Director, for additional information. (llaznovsky@usagym.org)

## SECTION XI: VOLUNTEER NEEDS

Approximately 40 volunteers per day will be needed for assignments, including scoreboard operations, scoring control, spotters, hospitality, media and merchandise sales.

1. Media runners.
2. Public address announcer and spotters.
3. Merchandise sales.
4. Hospitality coordinator.
5. National anthem singers and color guards.
6. Ticket sellers/takers/ushers.
7. Game day manager, and assistants to help with pregame activities and awards ceremony.
8. Other duties to be determined.

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☐ YES

☐ NO

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## SECTION XII: BUDGET HISTORY

The chart below contains the anticipated expenditures for the championship.

| Anticipated Expenditures             |          |
|--------------------------------------|----------|
| Total Expenses                       | \$90,000 |
| Personnel and Professional Services  | \$12,000 |
| Facilities, Equipment and Security   | \$31,000 |
| Production and Presentation          | \$13,000 |
| Entertainment and Hospitality        | \$29,000 |
| Non-Staff Travel (Officials Lodging) | \$5,000  |

