

 **CHAMPION YOUR CITY.**



NCAA® SITE SELECTION PROCESS AND INFORMATION



## 2025 and 2026 NCAA DIVISION II MEN'S GOLF REGIONALS

### SPORT SPECIFIC INFORMATION





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





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## SECTION I: INTRODUCTION

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The National Collegiate Athletic Association (“NCAA” and/or “Association”) is pleased to provide 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 to institutions’ 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 and is subject to final authority of the appropriate NCAA Championships Cabinet or Committee. All activities and events associated with the championship are to be approved by the sports committee.





## SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Regionals (4)	Thursday to Saturday one and a half weeks prior to the finals
Finals	Monday to Friday during the third full week in the month of May.

2025: May 8-10, 2025; practice day May 7

2026: May 7-9, 2026; practice day May 6

The NCAA Division II Men's Golf Championships will consist of both team and individual competition conducted concurrently. Ten teams and the top four individuals not with a team will be selected from each region to compete in one of four 54-hole regional tournaments, each consisting of 20 teams and eight individuals from two adjacent sport regions. A minimum of three and maximum of seven teams will advance to the finals, based on results from the prior year's championships. In addition, the top two individuals not with a team from each regional (regardless of region) will advance to the finals. Tiebreakers and playoffs will be used to determine advancement to the finals, as well as team and individual champions.

The men's golf committee has the ability to implement an administrative cut after 36 holes of play to the top 15 teams and top six individuals not on those teams. The administrative cut will only occur after all other options to complete 54 holes of play by all 108 participants have been exhausted.

(The championship format is subject to change.)



### 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 host and facility agree that the facility shall be available for exclusive use by the NCAA starting at 6 a.m. on the day before the competition and until the conclusion of the final round. (Wednesday is a practice round day; Thursday, Friday, and Saturday are competition days). During that period of time, the facility will be clean and accessible, and playing conditions must be safe and of championships caliber.
3. 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.
4. The course shall be arranged in accordance with the Rules of Golf as far in advance as possible, but in no event later than 36 hours prior to the start of competition. This includes the following:
  - a. Fairways that are 20-30 yards wide depending upon the design of the hole. The fairways should provide prime landing areas that are fair which provide firm, tight turf. The fairways should be cut to a height of 7/16 of an inch.
  - b. A practice area should be provided which includes an area to hit every club in the bag, as well as a putting green and short-game area. Artificial surfaces shall not be used on the practice facilities.
  - c. Putting greens should be cut each morning. The speed of the greens and hole locations will be determined during a site visit. Typically, greens are at least 10.5 on the stimpmer. Collars and approaches around the green should be cut to 1/4" to 3/8 of an inch.
  - d. Courtesy walks to the fairways should be cut on each hole to a length of 1.5 inches.
5. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
6. The NCAA shall be provided exclusive use of meeting space in the clubhouse during the championships at no cost to the NCAA.
7. At the discretion of the NCAA, practice sessions may be open to the public at no admittance charge. Programs, merchandise and concessions may be sold.
8. 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 area for medical professionals and student-athletes.
  - b. Media workspace for 10-15 with appropriate lighting, heat, air-conditioning and restroom facilities.
  - c. Two areas of private meeting space with internet connections (either wireless or hard wire); one for the use of the NCAA and one for the use of the officials. These areas will be used for both respective groups for their operational needs throughout the competition.
  - d. A statistics control area containing one photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per-copy speed of 75 per minute. The copy machine shall also include a collator and automatic stapler. The facility shall be responsible for the installation, service costs and four different colors of paper for these machines during the championships. This area should also include one high speed hard-wired internet line along with wireless capabilities and a high-speed printer.
  - e. A room for drug testing that has a waiting area, toilet facilities and a minimum of 500 square feet of space.
  - f. An area for Golfstat representatives to set up scoring central. This area should be at least 200 square feet in size.
9. 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.
  10. The facility shall provide approximately 50 complimentary parking spaces for the participating teams, NCAA representatives, officials and Golfstat in prime locations.
  11. The facility shall be responsible for, and pay the costs of, the coordination and installation of limited interior and exterior decorations and signage. This would include championship signage and hole information.
  12. The facility shall provide at least one main scoreboard, as well as options for a minimum of two on-course leaderboards (manual or electronic).
  13. The course will supply electric golf carts (approximately 60) for use by competing institutions, the NCAA committee members, officials and Golfstat at no additional cost to 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.**







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## SECTION IV: MARKETING

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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.** 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 V: LODGING

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### **General Guidelines:**

Housing will be required for all participating teams, NCAA staff, committee members, media, game officials, and other special guests as designated 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. 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.

If desired by the host, NCAA hotel partner Anthony Travel can assist with hotel contracting. Any lodging specifications should disclose any special relationships, agreements and/or financial arrangements you may have in place with the recommended properties. Recommendations will be taken into consideration when finalizing hotels for the championships; however, guarantees cannot be made that contracts will be secured with the recommended 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.

### ***Hotel Room Block***





	Number of Hotels	Service Level	Tues.	Wed.	Thur.	Fri.	Sat.	Sun.	Notes
Teams <sup>1</sup>			60	96	96	96	30	c/o	
Headquarters			1	1	1	1	1	c/o	
Officials			5	5	5	5	5	c/o	
Media									
Evaluators									
Association									
<b>Total</b>			66	102	102	102	36	c/o	

**Note: Some teams may stay over on Saturday night should flights not be available for teams to leave following the conclusion of play.**

<sup>1</sup> **Room Types:** 88 Doubles, 8 Kings

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

All hotels shall be in close proximity from the golf course. The team hotel(s) must be of comparable quality and distance from the golf course. A minimum of three double/double sleeping rooms for each team and a minimum of one double/double sleeping room for each individual is required. Additional roll away beds are recommended. It is strongly recommended that the room rate include a hot breakfast for each day of competition and the practice round.

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## SECTION VI: NCAA/HOST RESPONSIBILITY

### **NCAA PROVIDES:**

1. Reimbursement of all approved operational expenses.
2. General championships signage.
3. Per diem reimbursement for participating teams.
4. Transportation, lodging (room and tax), and per diem for all officials.
5. Transportation, lodging (room and tax) and per diem for the NCAA site representative(s).
6. Digital program.
7. Funding for promotional efforts.
8. Championship equipment including, but not limited to: pin flags, scorecards, scoresheets, hard cards, tees, and designated coaches credentials.

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

1. Facilities and all necessary equipment (golf carts, etc.).
2. Volunteers.
3. Public relations coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality.
6. Food/beverage concessions.
7. Public address system.
8. Credentials.
9. Support personnel as needed.
10. Security personnel as needed.



11. Media room (fully equipped).
12. Media seating/work area with constant refreshments.
13. All computers, printers, fax machines, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championships and as may be required by the NCAA.
14. Appropriate directional signage inside and outside the venue.
15. Other items as later requested by the NCAA.

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## SECTION VII: SCHEDULE OF EVENTS

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### Tentative Regional Schedule of Events

#### **Wednesday**

Practice Round – Shotgun (Noon)

Student-Athlete/Coaches Meeting (immediately prior to or following practice round)

#### **Thursday**

First Round – Tee Times beginning at 7:30 a.m. (morning wave) and Noon (afternoon wave)

#### **Friday**

Second Round – Tee Times beginning at 7:30 a.m. (morning wave) and Noon (afternoon wave)

#### **Saturday**

Third Round – Tee Times beginning at 7:30 a.m. (morning wave) and 11:50 a.m. (afternoon wave)

\* Schedule Subject to Change.







## SECTION VIII: TRANSPORTATION

Local transportation for the participating teams shall be the responsibility of both the host and the participating teams. The host should work with local agencies to ensure that 15-passenger vans, or large SUV's, are available for teams to rent upon their arrival into the championship site. A minimum of 15 vehicles should be available for Regionals. All efforts should be made to provide some deference to the NCAA's official corporate partner in the car rental category (should one exist at the time of the bid).

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## SECTION IX: VOLUNTEER NEEDS

Approximately 40-50 volunteers per day will be needed for assignments including: scoreboard operations, scoring control, live scorers, spotters, hospitality, media and merchandise sales.

A minimum of ten volunteers will be needed for scoring control, both in the scoring central area and on various holes throughout the golf course. At least five volunteers will be needed daily to assist with hospitality needs, both on and off the course. At least two volunteers will be needed daily to serve as starters as participants tee off. The number of volunteer spotters and shuttle drivers needed on the course will depend largely on the setup and specific needs of the course itself. Similarly, the number of volunteers needed for media and merchandise sales will depend on the setup of those operations.

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