

NCAA[®] SITE SELECTION PROCESS



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2028, 2029, 2030, and 2031
NCAA DIVISION II MEN'S AND WOMEN'S
TENNIS CHAMPIONSHIP
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 GENERAL BID SPECIFICATIONS DOCUMENT, THE FORMER SHALL PREVAIL AND GOVERN THE MATTER.

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SECTION I: INTRODUCTION

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

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

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

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SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS – 8 team Format Structure	
Preliminary Rounds	Thursday – Saturday or Monday – Wednesday prior to Finals (alternates by gender).
Finals*	Third Wednesday- Saturday or Thursday - Sunday in May (alternates by gender).

The team championships shall comprise a maximum of 34 teams for the men and 48 teams for the women. The teams will play a single-elimination tournament at as many as 8 regional sites (up to eight teams at each site) per gender and the finals site (8-team bracket) to determine the national champion.

Dual-Match Format:

1. Three doubles followed by six singles (3-6 format). The format is three six-game pro-set doubles matches with a seven-point tiebreak at 6-all. Doubles will be followed by six best-of-three set singles matches.
2. Seven team points. The team that wins two of the three doubles matches receives one point. Each singles match is worth one point. Four or more points are required to win the team match.
 - a. After the doubles point has been decided, any remaining doubles match shall be abandoned.
 - b. Once the outcome of the team match has been decided, all uncompleted matches shall be abandoned.
3. Scoring. No-ad scoring will be used for both doubles and singles matches.

The championships will use the following schedule of competition:

(One Gender)

Wednesday - Quarterfinals
Thursday – Day of rest
Friday – Semifinals
Saturday – Finals

(One Gender)

Thursday - Quarterfinals
Friday – Day of Rest
Saturday – Semifinals
Sunday – Finals

Championship Dates

May 17-21, 2028
May 16-20, 2029
May 15-19, 2030
May 21-25, 2031

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SECTION III: GENERAL FACILITY REQUIREMENTS

1. The Americans with Disabilities Act 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. At the finals site, a minimum of twelve (12) uniformly lighted outdoor competition hard-surface courts of similar speed and surface; minimum of six (6) indoor courts of similar speed and surface to the outdoor competition courts (preference within 30 minutes of the competition site), and an additional minimum of twelve (12) outdoor practice courts with same or similar surface to the competition courts must be available for teams to practice starting at 6 a.m. one day before the start of the quarterfinal of team matches through the conclusion of the final competition matches. The preferred layout for the competition courts is two banks of six courts in a row.
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 facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
5. The NCAA shall be provided exclusive use of meeting space at the competition tennis facility during the championships.
6. At the discretion of the NCAA, practice sessions may be open to the public at no admittance charge. Merchandise and concessions may be sold.
7. The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
 - a. A training area for approximately 25 student-athletes at one time.
 - b. Media work space for 15 with appropriate lighting, air-conditioning, internet access and toilet facilities.
 - c. Two areas of private office space, one for use of the NCAA (12 individuals) and one for the use of the officials. (24 individuals)
 - d. A shaded courtside tournament desk space with two high-speed printers and internet capabilities for reproducing statistics and other material. The facility shall be responsible for the installation, service costs

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and paper for these machines during the championships.

- e. A room for drug testing, with a waiting area, toilet facilities (separate for each gender) and a minimum of 500 square feet of space.
- f. Hospitality space for NCAA committee and staff (15), officials (25), working staff and media (numbers determined by host). A separate space should be provided for team hospitality.
 - Meals should be provided for NCAA committee and staff, officials, and working staff and media on competition and practice days.
 - A student-athlete lounge area with beverages, fruit, and snacks for use during competition. This area must be separated from officials and tournament personnel.
8. The facility shall provide, at its expense, proper wind screening on all competitive courts, singles sticks for all courts, umpire chairs for all courts, chairs or bench seating for change-overs for all courts, tables, chairs, skirting, bunting, pipe-and-drape and platforms for all areas described herein as required by the NCAA. Areas include merchandise sales, results posting, and hospitality areas.
9. The facility shall provide for proper cleaning and drying of all competition courts in case of inclement weather during practices and competition which should include an adequate number of rollers, squeegees and blowers (2 per court), with a minimum of two people (per court) to assist with drying.
10. The host and facility shall provide on-site access to a minimum of one racket stringer beginning with the first day of practice and concluding with the final day of competition.
11. The facility shall provide 20 complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations.
12. The facility shall be responsible for and pay the costs of the coordination and installation of decorations inside and outside the competition venue, including both indoor and outdoor courts.
13. The host shall secure sufficient facilities enough for approximately 250 individuals, for the hosting of championships banquet.
14. The facility shall provide 25 two-way radios for the committee, Tournament Director, Sports Information Director, score reporters, officials and other designated by the committee.
15. Ensure space is available for storage of awards, water and hydration product, tennis balls and other pertinent equipment.

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16. The facility must provide ice for practice and competition days.
17. The host/facility shall be responsible for and pay the costs for the coordination and installation of PlaySight cameras on at least 6 of the main competition courts. Preference is for all courts to have PlaySight cameras.
18. If broadcast rights are obtained in the future, the NCAA will work with future hosts on 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.



SECTION IV: EVENT HISTORY

The chart below contains information on previous hosts since the 2020-21 season. Tickets are no longer sold for the DII men's and women's tennis championships.

Year	Host
2021	Pacific West Conference and City of Surprise
2022	Rollins College and Greater Orlando Sports Commission
2023	Rollins College and Greater Orlando Sports Commission
2024	Rollins College and Greater Orlando Sports Commission
2025	Rollins College and Greater Orlando Sports Commission
2026	Pacific West Conference and City of Surprise
2027	Pacific West Conference and City of Surprise
2028	To Be Determined

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SECTION V: LODGING SPECIFICATIONS

The NCAA has partnered with On Location. to manage the NCAA Championship Housing Program and all championship housing needs. On Location serves as the housing partner for hundreds of events annually and, through strong relationships with various hotel brands, can deliver the appropriate mix of amenities, location and price for hundreds of thousands of room nights each year. Utilizing their expertise, On Location will be responsible for managing the selection and contracting process for all championship housing accommodations.

Housing will be required for all participating teams, NCAA staff, committee members, media, game officials, and other special guests as designated by the NCAA. Separate hotels are needed for the NCAA, media, officials, and participating teams unless specified otherwise by the NCAA. It may be permissible for the media or game officials to be assigned to the same property as the NCAA headquarters hotel. (Game officials and teams may not stay in the same hotel.) Efforts will be made to provide some preference to the official corporate champion/partner in the hotel category (should one exist at the time of contracting) of the NCAA. While hotels are the primary housing offerings that will be contracted, alternative options may be considered in certain situations.

Bids will be awarded contingent upon the successful negotiation of housing needs at reasonable rates. Failure to secure such reasonable rates and properties may result in rescinding of the bid award.

The host institution/conference or sponsoring agency must guarantee sufficient housing is available to meet the room block needs identified in the sport specific bid specification. Properties must meet the required service levels and be in reasonable proximity to the event venues. Rooms should not be secured or contracted nor should rates be discussed with specific properties, unless requested to do so by the NCAA.

Bid responses may highlight any recommended properties On Location should consider when contracting. Specifications should also disclose any special relationships, agreements and/or financial arrangements you may have in place with the recommended properties. On Location will take into consideration all recommendations when selecting hotels; however, guarantees cannot be made that contracts will be secured with these properties.

All hotels contracted must have experience with and understand the needs of large sports related groups. For certain championship events, additional room blocks may be required for fan travel.

The NCAA or its designees shall have the exclusive right to sell products licensed by the Association for merchandising at the selected hotels (inside and outside the premises controlled by the hotels). The hotel will provide adequate space in its lobby for such sales.

Contracted properties will be responsible for complying will all requirements in the contract terms as presented in the sample contract.

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Specific Guidelines:

Hotel Room Block (Format change to eight teams per gender)

	Number of Hotels	Sun.	Mon.	Tues.	Wed.	Thurs	Fri.	Sat.	Sun.	Notes
Teams ¹			84	112	112	84	42	28	14	
Headquarters /Officials	1	11	13	24	24	24	24	24	0	
Media										
Evaluators										
Association										
Total		11	97	136	136	108	66	52	14	

¹ **Room Types:** ___ Doubles, ___ Kings, ___ Suites, ___ Other (please explain)

All hotels shall be in close proximity (ideally within walking distance) from the event venue. The team hotels must be of comparable quality and distance from the playing venue. More teams may arrive Sunday than indicated.

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

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SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, per diem and game fee for all officials.
3. Transportation, and per diem for the NCAA sport committee.
4. Awards for the participating teams.
5. Official souvenir program (digital).
6. Credentials.
7. Funding for volunteer apparel.
8. Funding for promotional efforts.
9. NCAA Signage.
10. Official NCAA tennis Balls for competition.
11. Scorecards.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Host to cover lodging expenses for NCAA committee, staff, and officials (NCAA will reimburse through the bid system).
3. Volunteers.
4. Public relations coordination.
5. First aid/medical services/AED on-site/ambulance on-site.
6. Championships hospitality.

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7. Food/beverage concessions.
8. Public address system and announcer.
9. Volunteers.
10. Security.
11. Media room (fully equipped).
12. Media seating/work area with constant refreshments.
13. Tickets, if applicable.
14. Provide a secure, private Wi-Fi onsite for NCAA use. This network must be separate from any public or guest networks.
15. All computers with internet access (preferably wireless), printers, video equipment, photocopy machines, telephone lines, etc. necessary to administer the championships, and as may be required by the NCAA. Specifically, PlaySight cameras on at least 6 of the main competition courts must be in place. Preference is for all courts to have PlaySight cameras.
16. Appropriate directional signage within and outside the venue.
17. Other items as later requested by the NCAA.
18. Secure public address announcers, results personnel, etc.

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SECTION VII: TRANSPORTATION

There are no additional transportation requirements from the host for the Division II Tennis Championships outside of the parking requirements listed in Section III.

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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, 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, and 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.

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SECTION IX: TENTATIVE SCHEDULE OF EVENTS

Schedule Change with new Format

Event	Date	Time
Mandatory Virtual Coaches Meeting	Wednesday	TBD
Committee Arrival/Walk-through	Monday	Noon
Teams Arrive	Monday/Tuesday	All Day
Teams Practice	Tuesday/Wednesday	<i>To be assigned by committee</i>
Officials Arrive	Tuesday	All Day (by 5 p.m.)
Student Athlete Banquet	Tuesday	6 p.m.
*Quarterfinals	Wednesday Thursday	Noon Noon
*Semifinals	Friday Saturday	Noon Noon
*Finals	Saturday Sunday	Noon Noon

Times are subject to change

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SECTION X: ANCILLARY EVENTS

A virtual coaches meeting will be held on Wednesday prior to the championships at a time agreeable between the NCAA and the host.

Additionally, the host is expected to plan and prepare for a banquet for approximately 400 people on the Monday prior to the championships. The banquet should include a food and beverage plan, audio visual and entertainment component (e.g. speaker, video, etc.). Banquets are at the discretion of the NCAA sport committee.

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SECTION XI: VOLUNTEER NEEDS

Approximately 25 volunteers per day will be needed for various assignments, including results updating, hospitality, concessions, and merchandise sales.

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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	\$86,877.00
Promotion	\$3,000.00
Tickets	\$0.00
Facility	\$1,500.00
Personnel	\$15,877.00
Entertainment	\$33,000.00
Equipment	\$8,500.00
Officiating Expenses	\$25,000