

# ***CHAMPION YOUR CITY***

**NCAA® SITE SELECTION PROCESS**





2024

## NCAA DIVISION III MEN'S VOLLEYBALL 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.**



## SECTION I: CHAMPIONSHIP STRUCTURE

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DATE FORMULA	
Finals	Fourth full weekend in April (Friday-Saturday)

The championship currently provides for a field of four teams at the final site for 2024. Competition at the finals will be single-elimination, best three-of-five-set matches.

Competition dates are as follows:

April 26-28, 2024



## SECTION II: 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 must be able to seat a minimum of 1,000 spectators and the facility must have free playing space above the playing area and shall measure a minimum of 23' in height from the playing surface.
3. The net system will be provided by Sports Imports and the competition floor will be provided by Sport Court. It is highly recommended that an additional floor space be available for pre-match warm ups.
4. The competition facility shall be ready for competition and reserved for the exclusive use of the NCAA for the purpose of preparing for; practicing for and conducting the competition from at least noon local time the day prior to the first team practice until the conclusion of the final match. During that period of time, the facility will be clean and accessible, and playing conditions must be safe and of championships caliber. The championship should be the primary event in the facility and other activities should be moved to accommodate the championship.
5. The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
  - a. Four separate locker room areas within the facility (with restrooms within the locker rooms) for the participating teams.
  - b. Two locker rooms for the officials separate from the team locker rooms that can accommodate up to eight officials. These locker rooms should include showers and restrooms.
  - c. An athletic training area for student-athletes.
  - d. Media work space with appropriate lighting, heat, air-conditioning and toilet facilities for media working the championship.
  - e. A separate post-match interview area within the facility.
  - f. A room for drug testing, with a waiting area, toilet facilities and a minimum of 500 square feet of space.
  - g. Separate hospitality areas for teams, event personnel, officials, and the men's volleyball committee/VIPs.
  - h. Private meeting space for the use of the NCAA.
  - i. Banquet facilities with a seating capacity of 150-200. This facility is not required to be on campus.



6. Each participating team must be provided a minimum of 85 minutes of practice time on the competition floor the day prior to competition. On match days, all practices will be 55 minutes if time permits. All official team practice sessions will be closed.
7. The host must keep statistics and provide updated statistics to each team bench and the media immediately following each set of each match.
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 facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
10. Programs, NCAA merchandise and concessions may be sold.
11. The facility shall provide at least one main electronic scoreboard. A video board is highly recommended, but not required.
12. No commercial advertising banners, signs or displays of any kind may be hung, posted or displayed anywhere within the seating area (i.e., any place that can be seen from the playing court or seats) or on the scoreboard during practice or competition, as specified by the NCAA. Commercial signage that is unable to be removed must be covered.
13. The facility shall provide complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations.
14. The facility shall provide, at its expense, tables, chairs, skirting, bunting and pipe-and-drape for all areas described herein as required by the NCAA.
15. The facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations.

**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 III: LODGING**

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.



#### **Hotel Room Block – 4 team championship**

	Number of Hotels	Service Level	Wed.	Thur.	Fri.	Sat.	Sun.	Mon.	Notes
Teams <sup>1</sup>	1		48	48	48	36	c/o		
Headquarters	1		8	8	8	8	c/o		
Officials			0	5	5	5	c/o		
Media									
Evaluators									
Association									
<b>Total</b>			56	61	61	49	c/o		

#### **Hotel Room Block – 8 team championship**

	Number of Hotels	Service Level	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.	Notes
Teams <sup>1</sup>	1		96	96	72	48	36	c/o	
Headquarters	1		8	8	8	8	8	c/o	
Officials			0	5	5	5	5	c/o	
Media									
Evaluators									
Association									
<b>Total</b>			104	109	85	61	49	c/o	

**<sup>1</sup>Room Types:**   X   Doubles,   X   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.

The host institution is financially responsible for the committee and officials accommodations to be reimbursed by the NCAA.

All hotels shall be in close proximity (ideally within walking distance) from the arena. The team hotel(s) must be of comparable quality and distance from the arena. A minimum of 11 double/double sleeping rooms and one king room for each team is required (maximum of 14 double/double and one king room). All team hotels should include free wireless Internet access, parking (both bus and car/van) and, if possible, free breakfast.





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## **SECTION IV: NCAA/HOST RESPONSIBILITY**

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### **NCAA PROVIDES:**

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, lodging (room and tax), per diem and game fee for all officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA sport committee.
4. Awards for the participating teams.
5. Credentials.
6. Funding for promotional efforts.
7. Powerade product and equipment for sidelines.

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

1. Facilities.
2. Volunteers/Support personnel – ushers, ticket takers, media runners, etc.
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. Security.
9. Media room (fully equipped).
10. Media seating/work area with hospitality.
11. Tickets.



12. All computers, printers, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championship, and as may be required by the NCAA.
13. Appropriate directional signage within and outside the venue.
14. Other items as later requested by the NCAA.
15. Head table personnel (e.g., public address announcers, official scorer, libero tracker, statisticians, etc.)

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## SECTION V: SCHEDULE OF EVENTS

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### **4 Team Championship**

#### **Thursday**

Team Practices (8:30 a.m. – 4:30 p.m.)  
Coaches and administrators meeting  
(TBD) Student-athlete banquet (5 p.m.)

#### **Friday**

Team Practices (9 a.m. – 12:55 p.m.)  
Two semi-final matches (5 and 7:30 p.m.)

#### **Saturday**

Team Practices (1:30-3:25 p.m.)

#### **Sunday**

Team Practices (9-10:55 a.m.)  
Championship (2 p.m.)

### **8 Team Championship**

#### **Wednesday**

Team Practices (9 a.m. – 5 p.m.)  
Coaches and administrators meeting (TBD)  
Student-athlete banquet (6 p.m.)

#### **Thursday**

Four quarterfinal matches (Noon, 2:30, 5 and 7:30 p.m.)

#### **Friday**

Team Practices (9 a.m. – 12:55 p.m.)  
Two semi-final matches (5 and 7:30 p.m.)

#### **Saturday**

Team Practices (1:30-3:25 p.m.)

#### **Sunday**

Team Practices (10-11:55 a.m.)  
Championship (7 p.m.)



## SECTION VI: VOLUNTEER NEEDS

Approximately 20 volunteers per day will be needed for assignments, including scoreboard operations, three-person ball rotation staff, hospitality, media runners, floor sweepers, merchandise/program sales, ticket sales, assist with Special Olympics initiative and ushering duties.

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## **SECTION VII: COACHES ASSOCIATION**

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The American Volleyball Coaches Association (AVCA) presents all-American awards during the student-athlete banquet Thursday (or Wednesday) night. The coaches association does not sponsor its annual convention in conjunction with the NCAA Division III Men's Volleyball Championship. There is a possibility that the AVCA may sponsor a clinic in conjunction with the Championship.





## 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 \$2,000 should be allocated for these purposes. The marketing budget should only include items needed for: marketing, advertising, printing costs, grassroots opportunities and promotions.
3. **Creative Process.** A creative marketing assistance website is available to the host for their marketing needs. This marketing website, [NCAACHampsPromotion.com](http://NCAACHampsPromotion.com), is a comprehensive tool designed to help hosts create marketing pieces which will generate awareness and promote tickets and or attendance for the championship.

Hosts should customize and download all necessary artwork to promote the championship. Every effort should be made to use the online marketing templates, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided.

All requests, for both artwork and reimbursement, must be approved by the NCAA prior to proceeding with production. Artwork requests and approvals will be managed through the website. Should you not have a local vendor, a list of preferred NCAA vendors is available on the website.

4. **Radio/TV.** Radio/TV. The NCAA will provide the following television and radio elements to assist in promoting and selling tickets to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, tv commercials, videoboards). All spots will be made available for download via the online marketing website [NCAACHampsPromotion.com](http://NCAACHampsPromotion.com)
5. **Support Documents.** Hosts should refer to the following support documents when developing marketing plans and budgets: NCAA Ticket Promotional Use Guidelines, NCAA Sales Commission Guidelines, and NCAA Micro-Site Guidelines.



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