

 **CHAMPION YOUR CITY.**



NCAA® SITE SELECTION PROCESS AND INFORMATION



2019 AND 2020 NCAA DIVISION II WRESTLING
SUPER 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.





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 Super Regional championships.

The information contained in this document and the accompanying attachments provides the minimum bid specifications for hosting any of these Super Regional tournaments, 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 event 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 event. The administration of the championship is under the authority of the respective sports committee 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	
Super Regionals (4):	Two weeks prior to finals (Friday-Saturday or Saturday-Sunday or Sunday-Monday). February 22-24, 2019 and February 28-March 1, 2020.
Finals (for reference)	Second full week (Friday-Saturday in March (Friday-Saturday competition) March 8-9, 2019 and MArch 13-14, 2020.

The NCAA Division II Wrestling Super Regional Championships shall be conducted in the following ten weight classes:

- | | |
|-------------------|------------------------------|
| 125 pounds | 165 pounds |
| 133 pounds | 174 pounds |
| 141 pounds | 184 pounds |
| 149 pounds | 197 pounds |
| 157 pounds | Heavyweight (183-285) |

The Division II Wrestling Committee, subject to the approval of the NCAA Division II Championships Committee, will determine annually the total number of qualifying positions. Beginning in with the 2019 championships, the NCAA Division II Championships Committee will increase to 180 positions. Consideration should be given in the case the qualifiers would increase. The following formula has been approved for the allocation of qualifiers for the Division II championships:

Qualifiers	
Super Regional One	30
Super Regional Two	30
Super Regional Three	30
Super Regional Four	30
Super Regional Five	30
Super Regional Six	30
 Total Qualifiers	 180



In the event DII Wrestling realigns into a different number or size (number of institutions) of regions then this contract would be revised allowing the currently selected bids first right of refusal in regard to any new or revised super regional site which would include an adjusted number of teams at each site.



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. For super region competition the facility must be available for the exclusive use of the NCAA from 9 a.m. the Thursday preceding the competition through 3 a.m. after the super regional competition for the purpose of preparing for, practicing for and conducting the competition.
3. During this period of time, the facility will be clean and accessible, and playing conditions must be safe and of championships caliber. The sponsoring agency must agree that throughout the championships, the facility will be lighted and heated in the standard manner, and that the scoreboards and public-address system will be in good working order.
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 arena floor and mat areas shall be arranged in accordance with the NCAA Wrestling Rules as far in advance as possible, but in no event later than one day prior to competition. The arena floor space should be large enough (minimum of 150' x 100' is suggested), excluding any media or press seating and the head table, to accommodate a four mats full-size wrestling mats, 42' x 42', mat-side tables, video equipment and chairs for evaluators and medical personnel. Less may be acceptable but a plan should be submitted in the bid on how this will work.
6. The facility must be modern, clean and accessible and preference will be given to facilities with a seating capacity of at least 500 seats.

The facility must have a comprehensive security and evacuation plan in case of emergencies.
7. All seats in the arena's normal wrestling configuration shall be under the control of the NCAA for its exclusive use.
8. The NCAA shall be provided exclusive complimentary use of a viewing suite, if available, during all practice and competition sessions.
9. At the discretion of the NCAA, practice sessions may be open to the public free of charge. Programs, merchandise and concessions may be sold.
10. The facility must furnish the following locker room accommodations:



- a. At least two clean and equipped non-assigned locker rooms for use by student-athletes.
 - b. One locker room for the officials to accommodate between six to eight individuals.
11. The facility must provide the following additional space, at its expense, with all areas subject to the approval of the NCAA:
- a. A training room.
 - b. Press seating in the arena for up to 15.
 - c. A head table (preference for this to be elevated) for 8-10 on the arena floor. Communications should be available to other parts of the arena (all mat-side tables), the NCAA suite, if applicable, and with outside lines. Internet connection should be available at the head table for all seats. Wireless internet is also highly recommended but does not replace the requirement for hardline internet connections.
 - d. Media work room for up to 15 with appropriate lighting, heat, air conditioning. A minimum of five Internet connections should be available. The NCAA corporate champion/partner for beverages (e.g., Coca-Cola) should always be stocked with such beverages in the media room, coaches' hospitality area, volunteer hospitality area, etc. In addition, snacks should always be available for the media.
 - e. Photographer space surrounding each mat. It is recommended that at least five feet of space be afforded to photographers from the restraining endline to the first row of seats and five feet of space for photographers on the sidelines.
 - f. Interview area for 5-10 with dais, podium and audio equipment.
 - g. One area of private office space no smaller than 8' by 8', with one telephone line, multiple internet connections, for the use of the NCAA site representative if needed.
 - h. A results control area no smaller than 8' by 8', containing two photocopy machines (one on the floor and one in the media work room) with capabilities for reproducing bracket sheets and other material on bond paper with a minimum per copy speed of 75 per minute. The facility shall be responsible for the installation, service costs and paper for these machines during the championships. Each machine also shall include a collator and automatic stapler. The facility also shall arrange for on-site equipment operators and technicians to be available the entire day of competition.
 - i. The facility shall provide all necessary computer terminals, personal computers, printers and any other necessary equipment to operate the software package and video board, if applicable, for seeding, bracketing, scoring, etc.
 - j. If needed, the facility shall arrange to install in the working press area five private lines and instruments.



restricted to local, "800", collect and credit-card calls. The NCAA also requires an in-house communication system (cellular telephones or hand radios). Finally, two DSL lines may be needed to be provided within the arena.

- k. Two separate rooms for drug testing, each with a waiting area, toilet facilities, television, DVD player and a minimum of 500-square feet of space.
 - l. On-site meal area each day for the media (10-15) and volunteers (25).
 - m. A warm-up space should be located near the competition area and large enough to accommodate an area the size of two full-size wrestling mats, which will need to be made available to the participants for use starting the day before competition and continuing throughout the championships.
 - n. A secure and private area large enough to accommodate the weighing-in of 160 wrestlers. It is recommended to have pipe and drape to stanchion off the area for five separate lines.
 - o. If possible, access in warm up area to either treadmills and/or stationary bicycles for the participants.
12. 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.
13. 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.
14. The facility shall provide up to 20 complimentary parking spaces in prime locations to be used at the sole discretion of the NCAA. Complimentary parking spaces also must be provided for all participating teams and NCAA representatives. Approximately 50 parking spaces is recommended.
15. The facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior decoration which include items such as signage and other visual enhancements.
16. The facility shall provide, at no cost to the NCAA, sufficient electric power and a sufficient number of power outlets in broadcasting booths, in press locations and in identified working press areas for the operation and transmission of television and/or radio broadcasts and for the operation of computer terminals used by the working press. Therefore, the following shall be available:
- a. 110-volt electrical outlets in all working press areas, with the minimum requirement being one outlet for every telephone in the working press room and on press row (or two inputs for every two seats in both of these areas).



- b. Three-phase to other areas designated by the NCAA including, but not limited to, the interview room, NCAA meeting room, NCAA suite and other special media areas.
17. The NCAA owns the exclusive rights to broadcast the event on television and radio, to record the event and broadcasts thereof and to photograph the event 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.
18. The facility agrees that the NCAA will have the use of a suite overlooking the arena floor and as close as possible to center mid-court to be accessed solely by representatives of the NCAA, providing for private use by the NCAA as needed for business meetings prior to and during the competition. This is provided there are viewing suites inside the arena.
19. The facility agrees that the NCAA will be paid the predetermined ticket admission rate for each suite admission, not to exceed the cost of tickets in the general seating area. The host agrees championships 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 all sessions of the championships. Children two years of age and under may be admitted without a ticket, provided the child sits on the lap of a person with a valid admission ticket.
20. The NCAA will design the official Division II Wrestling Championships logo for the event. All entities involved in the championships shall use this logo and no other.
21. All activities using the NCAA's name or registered marks (e.g., NCAA, National Collegiate Championships) must have the prior approval of the NCAA.
22. The facility agrees that no advertisements denoting, publicizing or promoting the sale of alcoholic beverages, cigarettes and tobacco products, professional sports organizations, or organizations or individuals promoting gambling shall be hung, installed or displayed anywhere within the facility during the term of the rental period. Any such advertisements existing at the time agreement is reached between the NCAA and the facility, institution or sponsoring agency shall be covered during the rental period.
23. The facility shall not permit any advertising, commercial identification, banners, signs, decals or displays of any kind, including NCAA corporate 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, mats or floor, during the term of this contract, other than NCAA banners and television and radio banners as approved in advance by the NCAA. Any permanently-affixed (or previously leased) advertising, commercial identification, banners, signs, decals or displays in the facility shall be covered by the facility at its expense, as designated by the NCAA. This includes, but is not limited to the following:
 - a. Lighted advertising displays or dioramas.
 - b. Advertising displays for lotteries, casinos or organizations promoting open sports gambling.



- c. Banners, signs, displays or advertising mentioning or promoting any professional sports organizations.
 - d. Advertising displays for liquor, tobacco, beer (including non-alcoholic beer) or wine products.
24. The facility shall not permit any temporary banners, signs, displays or advertising to be posted, hung or displayed in the arena during any session of the championships.
 25. No advertisements shall be displayed on the press tables prior to or during the conduct of the championships.
 26. No advertisements shall be displayed on the mats prior to or during the conduct of the championships.
 27. No announcements, except those approved in advance by the NCAA, or for public emergencies, shall be allowed over the public-address system.
 28. No newspaper, handbills, fliers, memorabilia or promotional announcements of any nature may be distributed or dispensed in the arena, nor may any messages be displayed on an electronic message board or scoreboard at any time without the prior approval of 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.



SECTION IV: 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 \$1,000 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.** Host institutions/conferences may create television and/or radio advertisements, if approved in advance by NCAA staff. The following must be submitted for approval:
 - a. Script and footage for television ads.
 - b. Script for radio ads.
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

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. 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

	Number of Hotels	Service Level	Tues.	Wed.	Thur.	Fri.	Sat.	Notes
Teams ¹	Multiple if needed				100 Doubles	100 Doubles	100 Doubles	Once determination of the one day tournament is made only two of the three days may be needed.
Site Representative	Same as officials				1	1	1	
Officials	1				4	4	4	
Media								
Evaluators								
Association								
Total			150	150	150	150	150	

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

All hotels shall be in close proximity 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 official’s accommodations to be reimbursed by the NCAA.

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SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation, per diem (\$45/day) and game fee (\$150/session) for the officials.
2. Transportation, lodging (room and tax) and per diem for the NCAA Site Representative.
3. Awards for the participating teams.
4. Promotional assistance, including NCAA signage.
5. Other financial enhancements for the creation of additional signage for the venue and other opportunities for additional promotional and enhancement funding is potentially available.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facility.
2. Key administrative personnel.
3. Media, public relations coordination.
4. Creation of championship website and web maintenance.
5. First aid/medical services.
6. Championship hospitality – for teams, media, VIPs.
7. Food/beverage concessions.
8. Public address system and one announcer.
9. Support personnel--ushers, ticket taker, runners, etc.
10. Table personnel – timekeeper, crew chief, runner, scorekeeper, backup, and towel tapper.
11. Media room (fully equipped and with internet access).
12. Media seating/work area.
13. Credentials
14. Tickets.
15. All computers, printers, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championships, and as may be required by the NCAA.



- 16. Appropriate directional signage within and outside the venue.
- 17. Other items as later requested by the NCAA.

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SECTION VII: SAMPLE SCHEDULE OF EVENTS

***This is just a sample schedule of events.**

Friday

- 12 p.m. Practice Area/Training Room Open
- 6 p.m. Coaches Seeding Meeting

Saturday

- 6 a.m. Practice Area/Training Room Open
- 7:50 a.m. Medical/Skin Check
- 8 a.m. Weigh-Ins
- 9 a.m. Table Workers Meeting
- 9 a.m. Doors Open
- 10 a.m. - 5 p.m. Session I – All Rounds except placement
4 Mats; 140 matches (7 hours)
- 6 p.m. Doors Open
- 7 p.m. Session II – Placement Matches
2 Mats; 20 Matches (1 hour)





SECTION VIII: VOLUNTEER NEEDS

Approximately 30-40 volunteers per day will be needed for assignments, including scoring, timing, towel tapping, video camera operation, hospitality, media and merchandise sales. These positions are utilized throughout the championship and are strongly encouraged to attend a training session prior to the championships.

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