

CHAMPION YOUR CITY

NCAA® SITE SELECTION PROCESS





2022, 2023, 2024 & 2025
NCAA DIVISION I MEN'S AND WOMEN'S CROSS COUNTRY
CHAMPIONSHIPS

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: 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 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 subject to final authority of the NCAA Competition Oversight Committee. All activities and events associated with the championship are to be approved by the sports committee.



SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
National Championships	Saturday prior to the Thanksgiving holiday
2022	November 19
2023	November 18
2024	November 23
2025	November 22

The Division I Men’s and Women’s Cross Country Championships provide for a maximum of 31 (five-seven person) teams and 38 individuals per gender for a total of 255 competitors per gender. To be eligible to participate in the championships, teams and individuals must qualify through participation at their respective regional championship sites.

Eighteen teams automatically qualify to the championships races by finishing as one of the top two teams at any of the nine regional championship races. The remaining 13 at-large teams are selected by the NCAA Division I track and field/cross country subcommittee. Thirty-six individuals automatically qualify to the championships races by being one of the top four regional finishers not on an advancing team. Two additional individuals are selected at-large by the committee. Men’s championship races will be 10,000 meters while women’s championship races will be 6,000 meters. However, courses should have the capabilities to run 6,000 meters, 8,000 meters and 10,000 meters.



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 facility must be available from 7 a.m. Wednesday preceding the competition through two days after the championships (Monday) for the purpose of preparing for, practicing for, conducting the competition (Saturday is competition day – the women will race first followed by the men) and in the case of inclement weather that may require the championships to carry over to Sunday or Monday. During that period of time, the facility will be clean and accessible, and racing conditions must be safe and of championships caliber. The facility shall be set with all course markings (i.e. mile/km marks, start line, etc.) in place prior to the start of practice.
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 championships courses must conform to specifications outlined in the NCAA Cross Country/Track and Field Rules Book. Special attention must be paid to the following:
 - Course Distance: Men – 10,000 meters; Women – 6,000 meters. (Note: Course should be capable of running an 8,000 meter race distance as well).
 - The start line must be at least 84 meters wide and able to accommodate 42 two-meter wide starting boxes.
 - The optimal distance to the first turn should not be less than 600 meters (800 meters is preferred).
 - The preferred width of the course should not be less than 10 meters throughout.
 - Any deviations to rules within the NCAA Cross Country/Track and Field Rules book should be clearly articulated by the prospective host to include the distance at which the deviation occurs and the distance that this deviation continues. Although in line with the rules, the track and field/cross country committee has the authority to choose a course that does not meet the preferences, host should arrange the course to meet and exceed minimums.
 - Should the course change after the bid is awarded, the track and field/cross country committee reserves the right to withdraw the bid.
5. During competition, the facility must be equipped to relay key split marks throughout the course (e.g. every mile or kilometer) to competitors (e.g. read aloud or make electronic clocks visually available). Additionally, all course markings (i.e. mile/km marks, start line, etc.) must be in place prior to the start of practice.
6. The facility/course must have a comprehensive safety and security plan in case of inclement weather conditions or emergencies.



7. The NCAA committee shall be provided exclusive use of meeting space in a private area during the championships.
8. 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 during practice sessions, if applicable.
9. The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
 - a. A sports medicine area for student-athletes.
 - b. Media work space for 60 with appropriate power, Internet access, lighting, heat, air- conditioning and toilet facilities.
 - c. One area of private meeting space for use of the games committee/NCAA committee and staff.
 - d. A results control area containing one photocopy machine with capabilities for reproducing results and other materials with a minimum per-copy speed of 75 per minute. The copy machine also shall include a collator and automatic stapler. The facility shall be responsible for the installation, service costs and paper for these machines during the championships.
 - e. A room for drug testing, with a waiting area, separate toilet facilities (one for each gender) and a minimum of 500 square feet of space.
10. The host shall make the necessary accommodations for the personnel to conduct fully automatic timing (FAT) and results processing for the championships. **The NCAA will hire the timing group.**
11. The facility/course shall provide, at its expense, tents, tables, chairs, skirting, bunting, pipe-and-drape and platforms for all areas described herein as required by the NCAA. Areas include merchandise and program sales, clerking, results posting, athlete recovery and protest area.
12. The facility/course shall provide complimentary parking spaces for the participating teams, NCAA committee/staff, timing and officials in prime locations.
13. The facility/course shall be responsible for and pay the costs of the coordination and installation of all signage/decorations at the course and ancillary events. NCAA will provide a signage package.
14. The facility/course shall provide at least one main results area and a protest area for coaches that is separated from the public.
15. A meeting space in close proximity to the competition venue to conduct the coaches meeting with an adjacent room able to accommodate packet pick-up must be made available. All head coaches are required to be at the coaches meeting and to go through packet pick-up, so plan accordingly based on the number of participating institutions.



16. A full complement of facility/course crew personnel must be on site at all times during practice and competition.
17. The facility/course will provide a public-address system. It is also required to have a video board and associated cameras to display meet results, live action, and NCAA messaging. Plans to accommodate the video board should be detailed in the facility/course questionnaire.
18. The facility/course should have an awards platform or stage to accommodate a minimum of 40 individuals that is easily seen by spectators.
19. Host should be able to secure meet personnel as outlined in the NCAA Cross Country/Track and Field Rules Book. The host will submit to the NCAA their recommendations for referee, head starter, head clerk, two assistant clerks, finish line judge, and announcer, but final approval is with the NCAA. All seven of these positions are paid. The host will need to also secure the balance of officials, subject to the approval of the NCAA track and field/cross country committee, to include clerks of the course, marshals, and required assistant starters as outlined in the NCAA Cross Country/Track and Field Rules. Of the officials secured by the host, 40 percent must come from outside the local association.
20. The facility will be responsible for the security and distribution of tickets to groups specified by the NCAA. The cost of clerical work, envelopes, postage and printing will be included as an expense in the NCAA approved budget.
21. During the season in which the facility will host the championship, the host will be required to host the pre-national meet in October which must be open to any Division I institution that would like to participate. Host will be required to utilize the same timing company that the NCAA has contracted for the national championships. Date for the pre-national meet should be mutually agreed upon with NCAA.
22. The facility will make available two photocopy machines with capabilities for reproducing heat sheets, results and other material on bond paper with a minimum per copy speed of 75 per minute. The facility will be responsible for the installation, service costs and paper for the machine. The machine will also include a collator and automatic stapler, with an additional collator available capable of handling 12 separate sheets of paper. The host must also provide equipment operators and technicians to be available Friday and Saturday. The machine shall be located in an area convenient for the media.
23. Must meet all electrical power, lighting, internet, parking, etc., to accommodate television or web streaming. Please reference the NCAA General Bid Document for specifics.
24. The host will make available a banquet space to accommodate up to 900 individuals, participating student-athletes and institutional personnel, on Thursday evening prior to the championships.

The host institution/conference/sponsoring agency must submit a facility diagram with bid materials which indicates the location of the areas noted below. In addition, include a written description of the course [e.g. start rolls out flat for 860 meters before a gradual right hand turn. A rise in elevation (approximate 3% grade) occurs at one kilometer mark, etc.].



Facility diagram to include:

- Men's and women's course layout with start and finish lines marked
- Post-race recovery area
- Awards area
- Team tent areas
- Locker rooms (if any)
- Concessions
- Merchandise
- Restrooms
- Media area
- Drug testing
- Sports Medicine area
- Public flow
- Parking
- Clerking
- Video board
- Results area
- Protest area

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: LODGING

Housing will be required for all participating teams, NCAA staff, committee members, media, meet officials, timing 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.



Headquarter Hotel Room Block

	Wed.	Thurs	Fri.	Sat.
Double/Doubles	8	8	8	5
Kings	15	16	21	5
Total	23	24	29	10

The host is expected to ensure lodging arrangements at favorable rates for the following groups at the headquarters hotel:

- NCAA Sports Committee and NCAA Staff
- Timing/Results
- NCAA Key Officials and Announcer

The host institution is financially responsible for the key officials, announcer, sport committee, and timing/results accommodations at the headquarter hotel to be reimbursed by the NCAA.

Team Hotels

In addition, the community of the host institution/conference/sponsoring agency should demonstrate an ability to house the championship participants (including team personnel) at favorable rates (\$115-\$150) for the duration of the championships (approximately 700 rooms should be available Thursday with check out on Saturday). All hotels shall be in close proximity to the competition venue. The hotels for participants must be of comparable quality. The host institution shall advise competing teams of hotel accommodations available in the area. An institution is not obligated to stay at the suggested properties and is responsible for securing its own accommodations. There also must be sufficient hotel space to accommodate spectators attending the event. Lodging requests will vary, but some rooms must be available as early as Wednesday and as late as Sunday of meet week.



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SECTION V: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem for the participating teams.
2. Transportation, lodging, per diem, and stipend for seven key official positions. (Lodging, per diem, and stipend should be paid by the host and reimbursed by the NCAA through the financial report.)
3. Transportation, lodging and per diem for the NCAA committee. (Lodging should be paid by the host and reimbursed by the NCAA through the financial report.)
4. A limited number of banners and other signage to dress the course, including a field stencil and paint to apply stencils.
5. Awards for the participating teams.
6. Championship mementos for participating teams (distributed after the championships).
7. Credentials, lanyards and credential boards.
8. Apparel for officials and volunteers.
9. Merchandise.
10. Hydration product and equipment for participants.
11. Limited funding for promotional efforts.
12. Funding for operational expenses as approved in the proposed budget.
13. Personnel to conduct fully automatic timing (FAT) and results processing. (Lodging should be paid by the host and reimbursed by the NCAA through the financial report.)



HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Volunteers.
3. Media coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality (limited allowance in operational budget for student-athletes, NCAA committee/staff, officials and volunteers).
6. Food/beverage concessions.
7. Production equipment and personnel, including public address system and video board.
8. Support personnel –ticket takers, media runners, etc.
9. Security.
10. Media area.
11. Tickets, if applicable.
12. All computers, printers, fax machines, video equipment, photocopy machines, DSL lines, internet, etc. necessary to administer the championships, and as may be required by the NCAA.
13. Appropriate directional signage within and outside the venue.
14. Meet personnel.
15. Other items as later requested by the NCAA.



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SECTION VI: 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.** 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, video boards). 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 VII: SCHEDULE OF EVENTS

Wednesday

Course preparation

Course walk-through with NCAA committee and staff

Thursday

Course preparation

Course review and practice by participants (All course markings must be on the course prior to first practice)

Banquet

Friday

Course preparation

Course review and practice by participants

Packet pick-up and coaches meeting

Press conference

Saturday

Course preparation

Course review and warm-up by participants

Women's race – race start time to be determined

Men's race – race start time to be determined

Post-competition awards ceremony

*Start times are subject to the approval of the track and field/cross country committee



SECTION VIII: VOLUNTEER NEEDS

Approximately 75-150 volunteers on competition day will be needed for assignments, including course safety, finish chute, concessions, parking, media and merchandise sales.

The host will be responsible for securing volunteers/personnel for the following areas:

- Officials outside of key officials
- Marshals.
- Event Mgmt.
- Student-athlete baskets.
- Runners for results.
- Video board operators.
- Awards coordinators.
- Packet pick-up coordinator.
- Drug testing couriers, if necessary.
- Sports medicine staff to include physicians and EMT.
- Media room and heat sheets/results production.
- Hospitality coordinator.
- National anthem singer.
- Ticket coordinator.
- Electrician.
- Facility management.
- Ticket sellers/takers.
- Security.
- Concessions, merchandise sales.
- Ushers if necessary.
- Additional operational needs.
-

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SECTION IX: COACHES ASSOCIATION

The United States Track and Field and Cross Country Coaches Association (USTFCCCA) conducts a business meeting following the mandatory coaches meeting and presents awards following the conclusion of the NCAA championships awards ceremony. All coaches association activities held in conjunction with the championship are conducted at the discretion of the NCAA and are subject to NCAA approval.