

CHAMPION YOUR CITY

NCAA® SITE SELECTION PROCESS





2023, 2024, 2025 and 2026
NCAA DIVISION III MEN'S AND WOMEN'S
OUTDOOR TRACK AND FIELD 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 preliminary championship competition of the Division III Men’s and Women’s Outdoor Track and Field Championships.

The information contained in this document and the accompanying attachments provide the minimum bid specifications for hosting the 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 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 championships. The administration of the championships is under the authority of the respective sports committee subject to final authority of the NCAA DIII Championships Committee. All activities and events associated with the championships are to be approved by the sports committee.



SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Outdoor Track and Field Championship Competition	Conclude last full weekend in May prior to Memorial Day (Thursday-Saturday)
2023	May 25-27, 2023
2024	May 23-25, 2024
2025	May 22-24, 2025
2026	May 21-23, 2026

Qualification to the championships is based on the descending-order list for the season and adhering to the qualifying regulations/criteria published on www.ncaa.org. For each men's individual event contested, including the decathlon, the top 20 declared student-athletes will be accepted into the competition. For each woman's individual event contested, including the heptathlon, the top 22 declared student-athletes will be accepted into the competition. For each relay event contested, the top 16 declared relay teams will be accepted into the competition. The stated maximums are absolute and will not be extended as a result of ties.



SECTION III: GENERAL FACILITY REQUIREMENTS

1. The facility must be modern, clean and accessible and must be able to accommodate 3,000 spectators (4,000 preferred). The seating capacity must take into account adequate seating reserved for participants (student-athletes and coaches) in close proximity to the primary warm-up and clerking areas.
2. The facility and surrounding area (i.e., parking lots, frontage property and any other adjacent area that the facility may provide to the NCAA) must be available for move-in from noon the Monday preceding the first day of competition (e.g., Thursday) through the day after the championships, for the purpose of preparing for, practicing for and conducting NCAA Division III men's and women's outdoor track and field championship competition. During that period of time, the facility will be clean and accessible, and conditions must be safe and of championships caliber. The facility must be accessible for practice by participating institutions as of 10 a.m. two days prior to the first day of competition.
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 provide the use of the facility, cleaned, lighted and heated or air-conditioned (where applicable) in a manner acceptable to the NCAA.
5. The facility/host shall obtain written release from the lessees and franchisees, if any, of "club" seats, suites or boxes allowing the NCAA the said use of such during championship events. If applicable, the local organizing committee (LOC) will be responsible for relocating all displaced suite and box ticket holders in the general seating areas contained in the LOC's allotment of tickets.
6. The host 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.
7. The city shall have an ordinance prohibiting ticket scalping inside the facility and facility property.
8. At the discretion of the NCAA, practice sessions may be open to the public at no admittance charge. The facility should be appropriately staffed, and programs (if applicable), merchandise and concessions may be sold.
9. During the season in which the facility will host the championship, it must host a minimum of one outdoor track and field meet prior to May 1.
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 shall contract with the personnel directly.
11. The NCAA track and field officials assignor will appoint all key official positions for the championships, including referees, starters, head clerks, a head umpire, and a head marshal. The host shall work with the NCAA officials assignor on securing and approving the balance of officials to serve at the championships. The officials cannot be under the employ of the host



institution or any member of the host institution's conference. Of the officials secured by the host, 40 percent must come from outside the local association. The NCAA officials assignor can offer a list of recommended number of officials to work in each event area.

12. Tracks, runways or take-off areas should consist of a high quality synthetic track material surface. These surfaces must be able to accept a minimum of 7 mm spikes. It is preferred that field events are conducted within the primary spectator viewing area.

Where technically possible, each runway shall have a uniform resilience.

13. Maximum lateral inclination permitted for the track across the full width of the track, preferably toward the inside lane, and across all runways, shall not exceed 1:100 (1%).

Maximum overall downward inclination permitted in the running direction for the track, the running direction for all runways and the throwing direction for all landing sectors, measured over the full length of any straight track distance, the last 20 meters of the javelin runway, the last 40 meters of other runways and the full length of landing sectors shall not exceed 1:1,000, one-tenth of one percent (0.1%).

In the high jump, the maximum inclination of the last 15 meters of the approach and takeoff area shall not exceed 1:250, four-tenths of one percent (0.4%), in running direction toward the center of the crossbar.

The surface of the throwing circle shall be level and made of a band of metal 6 mm in thickness or suitable rigid material firmly secured flush with the throwing surface, the top of which shall be flush with the surface outside the circle. The interior surface should be of concrete or material providing a similar surface and shall be 19 (+/- 6) mm lower than the surface outside the circle.

14. The track must be 400 meters in length, not enclosed within a covered structure, not less than 8 lanes, and shall be covered by a current engineer's measurement certification. In addition, the track is to be marked in accordance with NCAA rules.

Whenever possible, it is recommended that there be an obstacle-free zone on the inside and on the outside of the track at least 1 meter in width.

Lanes shall all have the same width with a minimum of 1.067 (± 0.01) meters (42") and a maximum of 1.22 (± 0.01) meters (48") including the white line to the right. Lanes shall be marked on both sides by white lines 5 centimeters wide. The lanes shall be numbered with lane one on the left when facing the finish line.

Visible start and finish lines, 5 centimeters wide, shall be marked on the track. There should be a minimum of 3 meters (9'10") behind the start line and minimum of 15 meters (49'2 1/2") beyond the finish line free of any obstruction.

A track surveyed based on the existence of a curb shall, at a minimum, have the full curves bordered by a curb of suitable material approximately 5 centimeters in height and a minimum of 5 centimeters in width. The edges of the curb shall be rounded.



Cones may be used to replace a curb temporarily when the curb interferes with other events, but not as a substitute for a curb. If a section of the curb must be temporarily removed for any reason, its place shall be marked by a white line 5 centimeters in width and by cones at least 15 centimeters in height. The cones shall be placed on the track on top of the line so that the outward face of the cone coincides with the edge of the white line closest to the track. The cones shall be placed at distances not exceeding 4 meters. A track surveyed for a curb, a regulation curb must be in place.

15. The field event facilities must allow for multiple field event competitions to be conducted at the same time with competitor and spectator safety in mind.
16. The pole vault, long jump and triple jump facilities must have at least 40 meter runways. For the pole vault, this minimum shall be measured from the back of the box. For the long and triple jumps, this minimum shall be measured from the edge nearest pit of the event's take-off board. **Two runways for pole vault, long jump, and triple jump are preferred.**
17. A pole vault box collar, which is a device used to offer protection to pole vaulters in and around a pole vault box, shall be in place. The device must meet the most current ASTM Specification Standard and can be incorporated into the design of the pole vault box or a padding addition to an existing pole vault box.
18. The shot put and high jump areas should be able to handle competitions at the same time with competitor and spectator safety. It is preferred that the high jump is situated so that it does not interfere with running events.
19. Dual high jump areas for simultaneous competitions in the combined events are preferred.
20. The hammer and discus facility must have a cage and landing area that meets NCAA facility specifications as outlined in the rules book and allows for maximum safety for participants, officials, and spectators. Adequate space for spectator seating should be provided if the facility is not within the track facility.
21. The steeplechase water barrier must be adjustable to both the men's and women's heights.
22. The host shall provide an area that is able to be secured at all times for implement weigh in and certification. This area should be able to accommodate 4- 8 feet tables as well as implement carts. An area to store implements, including pole vaults, is required.
23. The facility should have space available for the management of the event, including a clerking area large enough to accommodate 75 student-athletes, a warm-up area in close proximity to the clerk, and an area convenient for conducting a drug-testing program.
24. The facility should have space available in the press box to accommodate data and timing management (lane assignments, results, scoring, etc.). Space for personal computers with corresponding electrical and internet access is required. The NCAA will contract the services of the timing group. Space is needed to accommodate ten people.



25. One area of shaded, visible space near the field of play should be made available, with a telephone and fax machine and appropriately furnished with a table, chairs and refreshments for the use of the NCAA committee. The committee should also have a private space (in view of track preferred) that is adjacent or nearby that is not subject to outside interference near the data processing. The committee will also require a separate area of work space with a view of the track that can accommodate two individuals, a desktop printer and personal computer for use of the NCAA committee to oversee results verification.
26. The host should make available a committee workroom at the facility. This workroom should be in close proximity to the competition venue (preferred) and accessible to the committee from 8 a.m. Monday through midnight on Saturday of the championships. The room must accommodate up to 15 individuals and contain office equipment (photocopy machine, laser printer, etc.) and internet access as required by the NCAA.
27. Concessions and an athletic training facility must be available on site. If permanent facilities are not available, tents set up in or adjacent to facility may be used to meet this requirement. Enough space shall be provided to accommodate each participating institution.
28. The facility shall have an awards stand to accommodate eight relays (32 people) that is easily seen by spectators.
29. Permanent restrooms must be on site.
30. On-site parking must be provided for participating institutions, championship personnel and officials on a complimentary basis. If immediate parking is not available for participating institutions, a bus/van drop-off area must be designated. If necessary, hosts may limit the number of parking passes distributed to an institution based on the institution's number of participating student-athletes. Sufficient parking space must also be made available to attending spectators.
31. A full complement of facility crew personnel must be on site at all times during practice and competition. Established plans for handling facility needs in the event of inclement weather must be reviewed by the NCAA in advance of the championships.
32. A room for drug testing with a common waiting area, separate toilet facilities for men and women, and a minimum of 500 square feet of space, must be available.
32. The facility shall provide at least one main results area for posting.
33. The NCAA or its designee will provide cups, water coolers, ice chests, and water for placement in key areas including warm-up, clerking, and mixed zone. A limited number of banners and other signage will be provided for dressing the facility. These items will be provided at the NCAA's expense.



34. The facility will provide the following state-of-the-art public-address system at its expense. Inclusion of a video board and associated cameras to display meet updates, live action, replays, and NCAA messaging, and electronic event performance boards reporting marks for each field event is preferred.
35. The host/facility will provide meeting space in close proximity to the competition venue to conduct the coaches meeting (space for 300) and packet pick-up along with necessary table and chairs.
36. The host/facility will provide dedicated space for the officials to meet, have meals and rest throughout the duration of the championships.
37. The media work area must be large enough to accommodate a minimum of 25 media. The area must have proper lighting, and internet access, and be adjacent to an area available for light snacks, soft drinks and water.
38. The NCAA and its designated representatives shall have the right, with no obligation to make any payments to the facility or its concessionaire or any other third party, to provide food and beverages of its choice in the media refreshment area and other working areas and at the facility.
39. Dedicated, but limited, space for photographers should be available, as determined by the NCAA media coordinator and host sports information director.
40. An interview area should be made available in a location nearby the track and ability to have quiet interviews. The facility will provide the necessary lighting, draping, a seated interview area and camera platforms (if necessary) at its expense. Other press conference equipment and personnel selected by the NCAA to administer satellite and local videotape and sound feeds to electronic media agencies will be provided at the NCAA's expense.
41. The host will make available to the NCAA, at NCAA expense, two photocopy machines with capabilities for reproducing statistics 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 these machines for the tournament. Each machine will also include a collator and automatic stapler, with an additional collator available capable of handling 12 separate sheets of paper. There will also be provided equipment operators and technicians to be available Thursday thru Saturday as scheduled by the NCAA. The machines shall be located in an area convenient for the media.
42. A hospitality area to serve scheduled meals to officials, NCAA committee and key personnel must be made available by the facility.
43. The host will make available a banquet space to accommodate up to 1,200 individuals, participating student-athletes and institutional personnel, on Thursday evening prior to the championships.
44. The facility and LOC will be responsible for and pay the costs of the coordination and installation of interior and exterior decorations in the facility.



45. The host 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 (if applicable), results posting, and protest area.
46. The host institution/conference/sponsoring agency must submit a facility diagram with bid materials which indicates the location of the areas noted below.

Facility diagram to include:

- Track and field events layout
- Warm-up and clerking areas
- Participant seating
- Awards area
- Locker rooms (if any)
- Concessions
- Merchandise
- Restrooms
- Committee work space
- Webstream Truck Parking
- Press conference area
- Hospitality areas
- Media area
- Drug testing
- Press box or comparable location
- Training room
- Public flow
- Videoboard
- Gill Truck Parking
- Timing Truck Parking

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

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 will all requirements in the contract terms as presented in the sample contract.

Hotel Room Block

	Number of Hotels	Service Level	Sat	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Notes
Teams ¹											
Headquarters			10	10	10	10	52	52	52	32	
Officials											
Media											
Evaluators											
Association											
Total			10	10	10	10	52	52	52	32	

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.

The host institution is financially responsible for the official 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.

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SECTION V: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams and individuals.
2. Transportation, lodging (room and tax), per diem and fee for twelve (12) key officials and lodging with fee for seventy (70) event officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA sport committee.
4. Awards for the participating teams.
5. Digital programs.
6. Credentials.
7. Mementos to the official traveling parties of the participating institutions.
8. Volunteer apparel.
9. Funding for promotional efforts.
10. Timing personnel and associated equipment.
11. Ordering bib and hip numbers.
12. Championship basic signage.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
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. Support personnel – ushers, ticket takers, media runners, etc.
9. Security.
10. Media seating/work area with refreshments.
11. Tickets.
12. 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.
13. Appropriate directional signage within and outside the venue.
14. Other items as later requested by the NCAA.
15. Host will be required to submit a marketing plan after they are selected to host which shall be approved prior to activation by the NCAA marketing staff. When the proposed budget is submitted a minimum of \$4,000 should be budgeted for these purposes.

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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.** 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
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

Monday

NCAA committee and staff arrive on site.

Tuesday

NCAA committee meeting and walk through for final preparations with host.
Practice by participants (facility available no later than 10 a.m.).

Wednesday

Practice by participants.
Packet pick-up.
Coaches technical meeting.
Key Officials' meeting.
Championships banquet.

Thursday

Day 1 of championships

Friday

Day 2 of championships.

Saturday

Day 3 of championships.

*Schedule subject to change.



SECTION VIII: VOLUNTEER NEEDS

Approximately 150 volunteers on competition day will be needed for assignments, including basket runners, hospitality, concessions, parking, media and merchandise sales. Volunteers are also needed to assist with the following areas during the championships:

- Assist with award presentation to student-athletes
- Assist the host SID with the distribution of results to the various areas during the championships
- Assist with escorting competing student-athletes to the nearest restroom during competition
- Serve as runners for the officials during competition
- Assist with the setup and tear down of the competition venue during the championships

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SECTION X: COACHES ASSOCIATION

The United States Track and Field and Cross Country Coaches Association (USTFCCCA) is involved with various activities during the championships. The coaches association presents awards during the championships banquet. All coaches association activities held in conjunction with the championship are conducted at the discretion of the NCAA and are subject to NCAA approval. Please note, however, that the coaches association does not sponsor its annual convention in conjunction with the championships.