

# ***CHAMPION YOUR CITY***

**NCAA® SITE SELECTION PROCESS**





2022, 2023, 2024 AND 2025  
NCAA DIVISION III MEN'S AND WOMEN'S CROSS COUNTRY  
REGIONAL CHAMPIONSHIPS  
SPORT SPECIFIC INFORMATION



## Table of Contents

		Page No.
Section I	Introduction.....	4
Section II	Championship Structure.....	5
Section III	Facility/course Requirements.....	6
Section IV	Lodging Specifications.....	9
Section V	NCAA/Host Responsibility.....	10
Section VI	Schedule of Events.....	12
Section VII	Transportation.....	13
Section VIII	Volunteer Needs.....	14
Section IX	Coaches Association.....	15

***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 the Division III cross country regionals, 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 DIII Championships Committee. All activities and events associated with the championship are to be approved by the sports committee.



## SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Regional Competition National Championships	Seven days prior to the national championships (Saturday): Saturday prior to the Thanksgiving holiday
2022	November 12
2023	November 11
2024	November 16
2025	November 15

The Division III Men's and Women's Cross Country Regional Championships provide an opportunity for all institutions within a particular region to compete at the championship. For a complete listing of institutions within a region, refer to the Division III Men's and Women's Cross Country Pre-Championships Manual for a list of institutions by region which sponsor cross country ([www.NCAA.org](http://www.NCAA.org), select Division III championships, cross country).

The Division III Men's and Women's Cross Country Championships provide for a maximum of 32 (seven person) teams and 56 individuals per gender for a total of 280 competitors per gender. To be eligible to participate in the championships, teams and individuals must qualify from their respective regions.

16 teams automatically qualify to the championships races by finishing as one of the top two teams at any of the eight regional championships. The remaining 16 at-large teams are selected by the NCAA Division III track and field committee. 56 individuals automatically qualify to the championships races by being one of the top seven regional finishers not on an advancing team. Men's races will be 8,000 meters and the women's races will be 6,000 meters.



### SECTION III: GENERAL FACILITY/COURSE 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/course 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/course must be available from 6 a.m. Friday preceding the competition through the conclusion of the final race for the purpose of preparing for, practicing for and conducting the competition (Saturday is competition day – the women’s race will go first in odd years, men’s race will go first in even years). During that period of time, the facility/course will be clean and accessible, and racing conditions must be safe and of championships caliber.
3. The NCAA specifically disclaims any responsibility to investigate the safety or code compliance of the facility/course and parking lots or the component products, equipment, materials, designs and constructions.
4. The championships courses must conform to specifications outlined in Rule 8 (Cross Country) of the NCAA Track and Field/Cross Country Rules Book. Special attention must be paid to the following:
  - Course Distance: Men – 8,000 meters; Women – 6,000 meters.
  - Preferred that both courses be a minimum of 10 meters wide at all points.
  - Entire course shall be clearly marked using either natural or artificial boundary markers.
  - The start line must be surveyed to permit each competitor to line up equidistantly from the first turn.
  - The first turn should be at a minimum of 400 meters (600 meters or more preferred).
  - The finish straightaway should not narrow and be a minimum of 10 meters during the last 200 meters (300 meters preferred).
  - Any deviations from the NCAA Track and Field/Cross Country 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 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 committee reserves the right to withdraw the bid.
5. The facility/course must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
6. The NCAA shall be provided exclusive use of meeting space in a private area during the championships.
7. During competition, the course, in conjunction with the timing crew, must be equipped to relay key split marks throughout the course (e.g., every mile or kilometer) to competitors.



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.
9. The facility/course 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 15 with appropriate power, Internet access, lighting, heat, air-conditioning and toilet facilities.
  - c. One area of private office space for use of the games committee.
  - d. A statistics control area containing one photocopy machine with capabilities for reproducing statistics and other material with a minimum per-copy speed of 75 per minute. The copy machine also shall include a collator and automatic stapler. The facility/course shall be responsible for the installation, service costs and four different colors of 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 must secure the primary timing group for the regional championships and ensure that the necessary timing technology is in place to conduct the championships. The timing group must be approved by the track and field and cross country committee well in advance of the meet. In addition, note the following requirements for meet management: 1) Employ three methods of timing and recording places (including chip timing and **finish line video** – emphasis placed on the use of video); 2) Supply and ensure application of bib and hip number on participating student-athletes; and 3) Conduct a complete review of the finish.
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 (if applicable), results posting, awards platform/area, and protest area.
12. The facility/course shall provide complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations.
13. The facility/course shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations at the course and ancillary events.
14. The facility/course shall provide at least one main results area and protest area.
15. The host institution/conference/sponsoring agency must submit a facility/course 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/course diagram to include the following:

- Men's and women's course layout with start and finish lines marked
- Post-competition recognition area
- Team tent areas
- Locker rooms (if any)
- Concessions
- Merchandise
- Restrooms
- Media area
- Drug testing
- Sports Medicine area
- Public flow
- Video board (if applicable)
- 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

The host institution/conference/sponsoring agency is responsible for securing hotel accommodations for NCAA representatives and officials and is responsible for providing recommendations to participating teams. All hotels shall be in close proximity to the competition venue. The team hotel(s) must be of comparable quality and distance from the venue.

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 V: NCAA/HOST RESPONSIBILITY

---

### **NCAA PROVIDES:**

1. Transportation and per diem for the NCAA sport committee representative as outlined in the NCAA Division III Men's and Women's Cross Country Host Operations Manual.
2. Funding for promotional efforts.
3. Funding for championship operational expenses as approved in the bid process.
4. Basic signage package.
5. Merchandise from Event1.

### **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 room (fully equipped).
11. Tickets with the ability to accept credit card purchases.
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.

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 VI: SCHEDULE OF EVENTS

---

### **Friday**

Course preparation.  
Course walk-through with NCAA site representative.  
Course review and practice by participants.  
Packet pick-up.  
Mandatory coaches meeting.

### **Saturday**

Course preparation.  
Course review and practice by participants.  
Women's race – race start time to be determined.\*  
Men's race – race start time to be determined.\*  
Post-competition recognition ceremony.

\*The men's race will go first in even years, the women's race will go first in odd years. Start times are subject to the approval of the track and field and cross country committee.



---

## SECTION VII: TRANSPORTATION

Local transportation for the participating teams shall be the responsibility of the participating institutions.



## 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 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 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 post-recognition 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.