Section I. Introduction

The NAIA Cross Country National Championships features 36 Men’s and 36 Women’s teams and individual qualifiers with over 600 athletes. The men's championship is an 8K race and the women's championship is a 5K race. This Championship is a one-day event featuring winners and selected qualifiers from Conference Competitions.

Your completion of this bid is an official application to host the NAIA Cross Country National Championships.

After submission the NAIA national office will review all bids and will give all complete bids full consideration. Following the initial review some bidders may be awarded official telephone interviews. After all telephone interviews, finalists could possibly be awarded an official site visit.

Please be advised that after appropriate site visits, a contract shall be offered to the selected site based upon the terms and conditions of this bid. If you have any questions relative to the completion of this bid or about the NAIA Cross Country National Championships in general, please contact:

Courtney Fegter

Championship Event Manager

NAIA National Office - Department of Championships
120 W 12th Street, Suite 700
Kansas City, MO 64106

Main: (816) 595-8156

Cell: (308) 991-1039

Section II. Designation of Bid

This bid submitted is to host the 2022 & 2024 NAIA Cross Country National Championships.

 November 18, 2022

 November 22, 2024

**Name:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.

**Institution/Affiliation:** Click or tap here to enter text.

**Email Address:** Click or tap here to enter text.

**Phone Number:** Click or tap here to enter text.

Section III. Statement/Acknowledgement of Event Policy

The official name of the event shall be the NAIA Cross Country National Championships and must be conducted under the direct control and supervision of the National Association of Intercollegiate Athletics (NAIA). The NAIA will approve the designation of the host site event chairperson and committees, who will work with the NAIA National Office sport manager in organizing and conducting the championship. The acceptance of a bid and designation of a host site does not become official until an event contract has been executed between the host and the NAIA.

1. To indemnify fully and save harmless the NAIA, its officers, agents and employees of and from any and all claims, demands and causes of action, including cost of attorney's fees arising out of anything done or purported to have been done by the host or any of its agents.
2. Corporations with business interests beyond the local area of the championship site shall not be solicited for financial support without the prior approval of the NAIA. The NAIA grants to the host all rights for sponsorship for the championship with the exception of any sponsor that would be listed “above the title”. For example, such a title would be ABC Sponsor NAIA Cross Country National Championships. Such a title sponsor can be secured by the Host if a) the sponsor is approved by the NAIA; b) the sponsorship is greater than $10,000. If a title sponsor is secured, the Host retains 80 percent of the title sponsorship and NAIA shall be paid 20-percent of the sponsorship. For title sponsorships sold by the NAIA, proceeds are shared 50/50. The Host shall have the rights to sell “presenting sponsorships” for its championship, for example, the NAIA Cross Country National Championships presented by ABC Company, as well as any other non-title sponsorships, retaining all revenues from these sponsorships.
3. Alcoholic beverages and tobacco products of any form shall not be advertised, sold, disbursed, or brought to the site of the championship event.
4. To honor all NAIA membership cards, passes, and credentials for admittance to the event.
5. The sale of promotional items denoting "NAIA" or approved complimentary items given to officials and volunteers (i.e, t-shirts, caps, etc.) shall be marketed, sold, and/or purchased only by or through an authorized licensee of the NAIA. The host shall prohibit all souvenir and promotional sales at event headquarters and/or the event site that have not been approved by the NAIA.
6. The NAIA shall be responsible for any and all negotiations for radio and television rights in consultation with the host, and such rights shall be designated as event income.
7. The host shall be responsible for conducting an approved NAIA Champions of Character program immediately prior to or during the championship. The Host will work with the NAIA sport manager in creating, promoting and coordinating a Champions of Character program/event that will integrate the participating student-athletes/coaches and the local community.

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| **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 NAIA. 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 exception regarding this aforementioned terms. Please note: any proposed revisions to the language in this document must be specified in writing to be considered.** |

Section IV. AT-SITE VISIT GUARANTEE

The prospective host site agrees to the following statement (please check the box provided and sign):

If selected for a site visit, we will provide travel, lodging, and meal expenses for at least two NAIA representatives for the duration of the visit.

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Section V. INSTITUTIONAL DATA (if applicable):
NOTE: An NAIA institution is not required to bid. If you are bidding with an NAIA institution, list below.

NAME OF INSTITUTION: Click or tap here to enter text.

ADDRESS: Click or tap here to enter text.

PHONE: Click or tap here to enter text.

President/CEO: Click or tap here to enter text.

Athletic Director: Click or tap here to enter text.

Soccer Coach: Click or tap here to enter text.

Section VI. Venue Information:

Name of Course: Click or tap here to enter text.

Size of Main Competition Area: Click or tap here to enter text.

Size of Warm-Up Space: Click or tap here to enter text.

Spectator Capacity: Click or tap here to enter text.

Style of Seating: Click or tap here to enter text.

Other: Click or tap here to enter text.

Alternate Seating Available? Click or tap here to enter text.

Describe the ownership and operation of the facility: Click or tap here to enter text.

Type of Course (Golf Course, Private/Public, etc…)? Click or tap here to enter text.

Sound System: Click or tap here to enter text.

Lighting: Click or tap here to enter text.

Section VII. 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 physical and mentally disabled. The host must agree that the facility will be in compliance with all applicable city, state or federal regulations concerning access and searing for people with disabilities.
2. The host agrees that the facility and any practice facility shall be available for the exclusive use of the NAIA starting at 8 a.m. Thursday preceding that championship through Friday after the conclusion of the championship contest for the purpose of preparing for, practicing for and conducting competition. During that period of time, the facility will be clean and accessible, and playing conditions must be safe and of championship caliber. The host/institution/conference/sponsoring agency must agree that throughout the championship, the facility will be lighted and public-address system will be in good working order.
3. The NAIA specifically disclaims any responsibility to investigate the safety or code compliance of the facility and parking lots or the component products, equipment, materials, design and construction.
4. The competition space shall be arranged in accordance with the respective sports rules as far in advance as possible, but in no event later than the day prior to practice.
5. Provide a certified cross country course that can host a 5K women's race and an 8K men's race and is approved by the NAIA. This facility should include adequate spectator space, a concession area, a souvenir area, ticket booths, a public address system, electronic timing system with display, and a restroom facility.
6. The facility must be Championship caliber course. Please include a diagram and map of the course with designated spectator sections, timing area, awards area, start/finish line (if applicable), etc. delineated.
7. A practice schedule will be developed by the NAIA in consultation with the host. Practice sites shall be the main competition and warm-up areas and shall be made available one day prior to the start of the championship.
8. The host must have a comprehensive security and evacuation plan in case of emergencies at the facility (e.g., natural disaster, lightning, active shooter, etc.).
9. The host must provide the following additional space in the facility, at its expense, with all areas subject to the approval of the NAIA:
	1. An athletic training room(s) including a taping area, must be available on site for the teams. The host/local organizing committee shall supply personnel and equipment to assist the participating teams with their sports medicine needs. An adequate number of supplies must be provided by the host/local organizing committee.
	2. Two separate rooms reserved for drug testing. These rooms shall be clean, secure and confidential, where drug testing can occur. The rooms shall include a bathroom, a table and chairs.
	3. Press box media space to accommodate up to 10 working media, including all requested space in the press box for the video-streaming production company.
	4. Media work space to accommodate up to 10 working media with appropriate electrical outlets, lighting, heat, air conditioning and toilet facilities.
	5. The media work space should be equipped with a minimum of two (2) telephone lines, four (4) Ethernet lines in addition to password protected wireless internet, one (1) high-speed network printer with stapling, collating and scanning capabilities and up to six (6) two-way radios.
	6. A scoring/statistical area near the officials equipped with table, chairs, working laptop with internet connection, and one (1) high-speed network printer with stapling, collating and scanning capabilities.
	7. Eight (8) recording devices for officials to do verbal critiques and a minimum of three people managing verbal critiques to download and email critiques to coaches.
	8. One area of private office space to accommodate up to 10 people, with a telephone, for the use of the NAIA.
	9. A private hospitality area for officials secluded from coaches, teams and the public.
	10. An area for the Championship Vendor, selected by the NAIA, to market and sell NAIA merchandise. The sales area shall be a minimum of 10x20 feet and equipped with tables, chairs, electricity, phone lines and a wireless internet connection.
	11. An area for the Photography Concession Vendor to market and sell championship photography. The sales area shall be a minimum of 10x10 feet and equipped with tables, chairs, electricity, phone lines and a wireless internet connection.
	12. The host shall provide in the facility, at its expense, tables, chairs, skirting, bunting, pipe-and-drape, and platforms for all areas described herein as required by the NAIA.
	13. The host shall provide complimentary parking spaces in prime locations at the facility to be used at the sole discretion of the NAIA. In addition, complimentary parking for television production vehicles, team buses and other team vehicles also must be provided.
	14. The host shall be responsible for and pay the costs of the coordination and installation of interior and exterior signage.
	15. The host shall provide appropriate space to fulfill NAIA contractual signage commitments.

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* 1. The host facility must agree to NAIA pipe-and-drape, signage and other areas of the main competition area as necessary.

Section VIII. MARKETING REQUIREMENTS

1. The Host shall be responsible for the advance publicity and promotion of the Championships to include any paid advertising, posters, flyers and related expenses.
2. The Host shall be responsible for the development of a marketing, public relations and media outreach strategy to promote the Championships. The Host shall submit a written strategy to the NAIA Marketing Department 120 days prior to the Championships, as well as take part in regularly scheduled meetings with the NAIA Marketing liaison at 90, 60, 30 and 15 days prior to the Championships. The purpose of these meetings will be to update the status of the strategic plan and find opportunities to join forces to promote the event and drive attendance. The NAIA will submit a “Best Practices” document six months prior to the Championships and will be available for consultation as needed by the Host city. The Host shall also recap the results of the media outreach strategy 30 days after the conclusion of the Championships.
3. The Host shall provide the official photographer and photography services to include reproduction, sales and distribution covering the open Student-Athlete Experience Event, Championship Events and Championships Awards Ceremony. The photographer shall send a minimum of fifty (50) digital photos free of charge, selected by the NAIA, to the NAIA National Office within ten (10) days after completion of the Championships. Photos of each winning team receiving their championship banner must be included.
4. The Host is responsible for all costs associated with the overall production of a live, high-definition (HD) video stream for all matches, to be determined by the NAIA. This responsibility includes the hiring of a production company and incurring expenses relate to the production. The NAIA must approve the use of the production company. The NAIA reserves the right to select the video streaming or online broadcasting platform for each match. The NAIA owns the exclusive rights of how that content is distributed.

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Section IX. LODGING

General Guidelines:

Housing will be required for all participating teams, NAIA staff, committee members, media, game officials and other special guests as designated by the NAIA. Separate hotels are needed for officials and participating teams, officials and teams may not stay at the same hotel. It may be permissible for NAIA staff and committee members to stay at the same hotel as participating teams. While hotels are the primary housing offerings that will be contracted, alternative options may be considered in certain situations.

The bid 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 NAIA.

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 NAIA or its designees shall have the exclusive right to sell products licensed by the NAIA for merchandising at the selected hotels. The hotel will provide adequate space in its lobby for such sales.

Each team hotel must be a full service hotel (onsite catering and team meeting space) for each team.

Specific Guidelines:

1. The host shall negotiate the best possible rates for team housing which includes a block of not less than 500 rooms (double-double), complimentary suite for the NAIA headquarters, and complimentary rooms for NAIA representatives, committee members and referees.
2. The host shall provide one meeting room and one headquarters room at the headquarters hotel.
3. The host shall provide appropriate space to fulfill NAIA signage commitments.
4. The NAIA reserves the right to secure a block of rooms and the right to market rooms to parents of student-athletes and fans in general. These rooms will be secured by a third party hotel vendor chosen by the NAIA. The host agrees to market the availability of these rooms on appropriate championship website or collateral.
5. Rates must be compliant with NAIA typical room rate ceiling.

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Please list each proposed hotel. Rates and exact mileage to the competition venue.

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| **Hotel 1 (headquarter hotel):** | Click or tap here to enter text. |
| **Mileage from Competition Venue:** | Click or tap here to enter text. |
| **Rate:** | Click or tap here to enter text. |
| **Number of double queen rooms:** | Click or tap here to enter text. |
| **Hotel 2:** | Click or tap here to enter text. |
| **Mileage from Competition Venue:** | Click or tap here to enter text. |
| **Rate:** | Click or tap here to enter text. |
| **Number of double queen rooms:** | Click or tap here to enter text. |
| **Hotel 3:** | Click or tap here to enter text. |
| **Mileage from Competition Venue:** | Click or tap here to enter text. |
| **Rate:** | Click or tap here to enter text. |
| **Number of double queen rooms:** | Click or tap here to enter text. |
| **Hotel 4:** | Click or tap here to enter text. |
| **Mileage from Competition Venue:** | Click or tap here to enter text. |
| **Rate:** | Click or tap here to enter text. |
| **Number of double queen rooms:** | Click or tap here to enter text. |
| **Hotel 5:** | Click or tap here to enter text. |
| **Mileage from Competition Venue:** | Click or tap here to enter text. |
| **Rate:** | Click or tap here to enter text. |
| **Number of double queen rooms:** | Click or tap here to enter text. |

Section X. PARTICPATING INSTITUTIONS/NAIA/HOST RESPONSIBILITY

PARTICIPATING TEAMS:

1. Participating institutions shall designate official traveling parties with a maximum of 7 runners per team.
2. Participating institutions shall pay for the cost of transportation, housing, and meals (with the exception of the championship banquets) in route to and from, and while at the Championship.
3. All participating teams must stay at the designated headquarters hotel or assigned properties for the duration of the Championship, as assigned by the NAIA/Host. The duration consists of all activities from pre-tournament functions through completion of competition.
4. Participating teams shall attend and participate in the Championship banquets, official opening ceremonies and any awards presentations as deemed necessary by the NAIA.
5. Participating institutions shall be responsible for medical, hospitalization, travel, and accident insurance for all members of the traveling party.
6. Participating institutions shall supervise the conduct of their athletes and staff, and assume any financial responsibility in the case of any property damages, unauthorized charges, etc.

NAIA PROVIDES:

1. The NAIA, in cooperation with the Host, shall coordinate and administer the Championship, including the qualification of teams, seeding, pairings, and match times.
2. The NAIA shall select and assign the Jury of Appeals representing the NAIA Cross Country Coaches Association. The Jury will be responsible for the management of appeals during the Championship.
3. Practice times and sites will be assigned by the Host in cooperation with the NAIA.
4. The Host, in conjunction with the NAIA, shall select and Head Starters and Officials for the Championships.
5. The NAIA shall order and ship all approved awards for the Championship. The cost of such awards will be covered by the Host.
6. The NAIA shall order and ship all credentials for use by participants, coaches, authorized media, volunteers and officials for the Championship. The cost of such credentials will be covered by the Host.
7. The NAIA shall oversee the production of a combined Competition Program/Media Guide. Production includes creation, layout and gathering of all content to produce a finished program, to be completed by the host.
8. The NAIA, in consultation with the Host, shall have final approval of the agenda for the Championship banquet, parade of teams and awards ceremonies.
9. The NAIA, in consultation with the Host, shall prepare all entry information and related materials.
10. The NAIA, in consultation with the Host, shall be responsible for any and all negotiations for broadcast rights. The NAIA owns all rights to broadcasting the Championship.
11. The NAIA will support, coordinate and be responsible for the general administration of the drug-testing program. The NAIA staff may contract with an outside agency to assist in the NAIA administration of the program including, but not limited to, specimen collection, laboratory testing services, results management and appeal consultation administration.
12. The NAIA will alert the Host, within a minimum of 120 days of the Championship, a commercial ad split based on all possible video-streaming and television commercial ad inventory, regardless of the platform used.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facility
2. Volunteers
3. Championship hospitality
4. Food/beverage concessions
5. The Host shall provide one (1) meeting room and one (1) headquarters room (which can be a suite) at the event hotel. These rooms shall be used for the Coaches Meeting and Team Registration. The Host shall provide meeting space at the competition venue as deemed necessary by the NAIA.
6. The Host shall be responsible for the printing of event tickets and the management of all Championship admissions. The copy for the front and backside of Championship tickets and the cost of admissions must be approved by the NAIA Sport Manager
7. The Host shall be responsible for all expenses related directly to the administration of the Championship, including but not limited to printing, postage, telephone calls, supplies, and shipping back signage provided back the NAIA National Office
8. The Host shall be responsible for providing a high quality timer and chip timing system to enhance the quality of the event and provide the best experience possible. The timing company will be approved by the NAIA.
9. The Host shall pay for all approved Championship awards. The NAIA will be responsible for ordering and coordinating the shipping of such awards.
10. The Host shall pay for all costs associated with the printing and production of credentials for use by participants, coaches, authorized media, volunteers and staff. The NAIA will be responsible for ordering such credentials for the Championship.
11. The Host shall be responsible for all expenses related to printing of all programs. In addition the host shall employ a graphic designer to create the game program from the template provided under the direction and oversight of the NAIA National Office. These templates will be given to the host from National Office 60 days prior to the event. Complimentary copies will be given to the head coaches of participating institutions, Games Committee members, credentialed media personnel and officials.
12. The Host is responsible for all costs associated with the overall production of live, high-definition (HD) video-stream for the competition. This responsibility includes the hiring of a production company and incurring expenses related to the production. The NAIA must approve the use of the production company. The NAIA reserves the right to exclusive rights of how the content is distributed. For additional video-streaming and statistical requirements refer to “Facility Standards for National Championship Final Site Hosts.”
13. The Host shall provide the official videographer and videotaping services that will include recording all Championship games, the Championship, Banquet and the Opening Ceremony. Any additional recordings of other events not mentioned in this contract, will need written approval from the NAIA. The videographer shall send free of charge a DVD copy of each game of the Championship to the NAIA National Office within ten (10) days after completion of the event. The videographer shall upload digital files to the NAIA within ten (10) days using the NAIA FTP site. The Host and Videographer may sell completed video footage and DVD’s of the Championship games, Championship Banquet and Opening Ceremony for one calendar year after the completion of the Championship games by paying a 50% royalty of the Gross Retail Price for each of the products being sold. The Host will retain the remaining 50% of the Retail Price for any products sold. The Gross Retail Price for any products must be approved in advance by the NAIA. Any costs associated with the production of the video footage and DVD’s will be included in the 50% share of the Gross Retail Price retained by the Host. Any monies and/or percentages of these sales to the videographer is the responsibility of the Host. Any sales tax or other taxes are the responsibility of the Host.
14. The Host shall provide appropriate space (including installation) at the Championship Venue, Hotel and Banquet(s) to fulfill NAIA National Office contractual signage commitments.
15. The Host shall provide all Championship personnel necessary to conduct the Championship, including but not limited to ticket sellers and takers, adequate security/police, concession vendors, maintenance crew, hospitality workers, and ball persons.
16. The Host shall provide statistical personnel necessary for the administration of the competition, including but not limited to course marshals, volunteers, and public address announcers.
17. The NAIA will either assign a staff member from the athletic communications team or an accredited person to serve in this role under the NAIA’s direction. Should a full-time staff member be assigned, the host shall be responsible for the travel, hotel and $35 per diem for this individual. Should an independent accredited person be assigned by NAIA staff to serve in this role, the Host will be charged $200 and will also provide mileage reimbursement, hotel room and $35 per diem.
18. The Host shall provide complimentary airport pickup and return to the airport for NAIA Staff, Competition Committee and officials.
19. The Host shall secure the best available rates on vehicle rentals for teams and provide the information to the NAIA for distribution to participating institutions.
20. The Host shall provide travel, housing, meals, and/or meal expenses up to $35 per diem (less provided meals) for a maximum of two (2) NAIA representatives.
21. The Host shall provide all travel, housing, meals and/or meal expenses up to $35 per diem for Head Starters and Officials. Official’s ground travel shall be reimbursed at the rate established by the Internal Revenue Service at the time of the event.
22. The host shall be responsible for providing the hotels blocked for participants and staff.
23. The Host shall provide an ATA-Certified trainer and appropriate medical staff to cover all sessions (including scheduled practices) of the Championship including the operation and administration of a training room. The NAIA will solicit the donation of training supplies for use by the Championship trainers and medical staff. If complimentary supplies cannot be obtained, the cost of training supplies would be an authorized Championship expense.
24. The Host shall provide medical coverage for the Championship to include a physician and ambulance service on-site or immediately on-call throughout the Championship. On-site medical equipment should include, but is not limited to AED’s (Automated External Defibrillators), backboards, crutches, splints/braces and biohazard containers.
25. The Host shall be responsible for designating an individual to serve as the Drug Testing Coordinator. The Drug Testing Coordinator must be an individual that has a reporting line external to a coaching staff member and he/she may not have any coaching related responsibilities. The Drug Testing Coordinator may not serve in any other capacity during the Championship while drug testing is taking place.
26. The Site Coordinator and Competition Director must provide volunteers to serve as couriers (individual championship) or escorts (team championships).
27. The Host shall be responsible for developing a, “Teaming up for Character” event/program for NAIA student-athletes and coaches to work directly with youth organizations, schools and civic groups to educate, promote and incorporate the five core character values of Integrity, Respect, Responsibility, Sportsmanship and Servant Leadership within the Championship. The plan for this event must be submitted to the NAIA Sport Manager no later than six months prior to the Championship for approval. The NAIA will provide suggestions and information for implementing this program.
28. The Host shall be responsible for developing an opening “Student-Athlete Experience Event,” for all coaches, student-athletes. The plan for this event must be presented to the NAIA Sport Manager in writing no later than six months prior to the event for approval.
	1. The Student-Athlete Experience Event will take place on the evening prior to the first day of championship competition.
	2. The event should include enough food for participants to replace a dinner meal, exciting and engaging entertainment and audio/visual to show highlight videos and special presentations.
	3. Tickets will be provided on the following basis: Participating teams; NAIA staff (10); Potential Hall of Fame Inductees.
29. The Host shall obtain general comprehensive liability insurance for the Championship at a minimum of $1,000,000 per occurrence, naming the NAIA as an additionally insured party.

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Section XI. FINANCIAL INFORMATION

The Host will guarantee the NAIA the sum on $5,000 (minimum rights fee). The Host will be responsible for all authorized event expenses and retain all event income.

Please indicate your bid to host the 2022 and 2024 NAIA Cross Country National Championships.

Click or tap here to enter text.

Signature