Section I. Introduction

The NAIA Men’s & Women’s Indoor Track & Field National Championships is a 110+ institutions three day competition featuring individual qualifiers.

Your completion of this bid is an official application to host the 2023 and 2024 NAIA Men’s & Women’s Indoor Track & Field 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 Men’s & Women’s Indoor Track & Field 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 2023 & 2024 NAIA Men’s & Women’s Indoor Track & Field National Championships.

 March 2-4, 2023

 February 29 – March 2, 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 Men’s & Women’s Indoor Track & Field 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 Men’s & Women’s Indoor Track & Field 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 $15,000. 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 Men’s & Women’s Indoor Track & Field 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.

Head Track & Field Coach: Click or tap here to enter text.

Section VI. Venue Information:

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

Track Size: Click or tap here to enter text.

Track Surface: Click or tap here to enter text.

High Jump Location & Surface: Click or tap here to enter text.

Long & Triple Jump Pits (number of lanes, direction of lanes, length, location and surface): Click or tap here to enter text.

Pole Vault (number of lanes, direction of lanes, length, location and surface): Click or tap here to enter text.

Throws rings (number of rings, length, location and surface): Click or tap here to enter text.

Javelin (direction of lane, length, location and surface : Click or tap here to enter text.

Video Board for Live Streaming & Results: Click or tap here to enter text.

Timing System Set-Up: Click or tap here to enter text.

Internet and Wi-Fi capabilities: Click or tap here to enter text.

Sound System: Click or tap here to enter text.

Lighting: Click or tap here to enter text.

Seating Capacity: Click or tap here to enter text.

Fan & Team Entrances: Click or tap here to enter text.

Restrooms: Click or tap here to enter text.

Officials Hospitality Area: Click or tap here to enter text.

Concessions for Fans: Click or tap here to enter text.

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

Additional notes about the facility: 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. Tuesday preceding that championship through Saturday 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 host agrees to provide a USATF-certified marathon course including all necessary permits, course markings, marshals, aid stations, and medical support.
4. 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.
5. The track facility 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.
6. The Host shall provide the necessary meeting room space during the course of the event. These rooms shall be used for team registration and the Track and Field Coaches’ Technical Championships meeting (Tuesday).
7. The facility must be modern, clean and accessible and have at least 3,000 permanent seats. Please include a seating diagram and color-coded map of the stadium with designated seating sections, lockers, press box, suites (if applicable), etc. delineated.
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. All seats in the facility shall be under the control of the NAIA for its exclusive use during the championship.
10. The facility or nearby facility must furnish the following locker room accommodations:
	1. Two locker rooms with working showers and hot water.
11. 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 towels for the locker room and sidelines 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 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 timing area for the official timer of the championships, and provide technical support for timing set-up.
	7. A live stream area for production that must have reliable, dedicated (NOT SHARED) Internet upload capability on site, preferably with proximity to the video source output. This internet line is wired, not wireless. A high-definition (HD) quality production, there is a minimum upload speed of 10MB from that wired Internet line. Separate Internet connection (2nd wire) to monitor streaming event and upload archived content. This connection is best if it is wired internet, but wireless is acceptable.
	8. One area of private space for the games committee to accommodate up to 8 people, with access to internet and a printer connected to the timer to print results.
	9. A private hospitality area for coaches secluded from the public.
	10. A private hospitality area for officials secluded from coaches, teams and the public.
	11. 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.
	12. 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.
	13. The host shall provide in the facility, at its expense, tables, chairs and tents for all areas described herein as required by the NAIA.
	14. 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.
	15. The host shall be responsible for and pay the costs of the coordination and installation of interior and exterior signage.
	16. The host shall provide appropriate space to fulfill NAIA contractual signage commitments.

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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 twenty (20) digital action photos free of charge, selected by the NAIA, to the NAIA National Office representative at the championship after completion of each day of the championships. Additionally, the photographer will provide photos of each winning team receiving their championship banner at the conclusion of the championship in high resolution. The NAIA national office should be given full access to all digital photos from the championship within ten (10) days after completion of the championships.
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 750 rooms (double-double), complimentary suite for the NAIA headquarters, and complimentary rooms for NAIA representatives, committee members and referees.
2. The host shall provide appropriate space to fulfill NAIA signage commitments.
3. 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 pay for the cost of transportation, housing, and meals (with the exception of the Student-Athlete Experience Event) in route to and from, and while at the Championship.
2. 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.
3. Participating teams shall attend and participate in the Student-Athlete Experience Event, official opening ceremonies and any awards presentations as deemed necessary by the NAIA.
4. Participating institutions shall be responsible for medical, hospitalization, travel, and accident insurance for all members of the traveling party.
5. 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.
6. Participating institutions shall submit entry materials in accordance with established procedures and deadlines. They shall also pay the established entry fees, made payable to the Host, during registration on Thursday prior to the start of the Championships. Entry fees shall be $100.00 per gender team plus $11.00 per student-athlete on the final declared roster, regardless of the number of events. The maximum any one institution pays in entry fees is capped at $400 (combined cost for both men’s and women’s teams).

NAIA PROVIDES:

1. The NAIA and the NAIA Indoor Track and Field Games Committee, in cooperation with the Host, shall coordinate and administer the Championships, including, but not limited to, the qualification of individuals and teams, compiling periodic performance lists throughout the season, team notifications, establishing deadlines, and the Championships schedule. The NAIA Indoor Track and Field Games Committee will serve as the meet committee and as the Jury of Appeals. The Jury of Appeals will be responsible for hearing protests.
2. The NAIA shall select and assign up to four (4) starters for the Championships.
3. The NAIA shall select a minimum of three (3) and a maximum of four (4) head event referees for the Championships.
4. The NAIA shall assign a Media Coordinator to be in charge of all media relations and publicity efforts.
5. The NAIA shall assign a Video Liaison to be in charge of all video streaming of the Championships.
6. The NAIA shall order and ship all approved awards for the Championships. The cost of such awards shall be covered by the Host.
7. The NAIA shall order and ship all credentials for the Championships to be use by coaches, authorized media and officials. Student-athletes will use their assigned participant bib numbers to gain entrance into the Championships venue. The cost of such credentials will be covered by the Host.
8. The NAIA shall provide general information content for the souvenir program including VIP messages, previous results, Championships history, scholar athlete information, and any other relevant information.
9. The NAIA, in consultation with the Host, shall have final approval of the agenda for the Open Student-Athlete Experience Event (Tuesday), the Track & Field Coaches’ Technical Meeting Championships Meeting (Tuesday) and the Championships Awards Ceremony (Friday).
10. The NAIA shall prepare all entry information and related materials in consultation with the Host. The NAIA shall provide said materials to participating NAIA institutions.
11. 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.
12. 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.
13. 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. 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 pay for all approved Championship awards. The NAIA will be responsible for ordering and coordinating the shipping of such awards.
9. 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.
10. The Host shall provide competitor bibs with numbers or names of participants, and safety pins for all participants. Competitor bibs shall be accepted for participating student-athletes to gain entrance into the Championships venue. The NAIA logo shall be on the bibs.
11. The Host shall pay the cost of administering meet entry procedures in Direct Athletics. The NAIA will oversee the administration of meet entry procedures in Direct Athletics.
12. 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.
13. The Host is responsible for all costs associated with the overall production of live, high-definition (HD) video-stream for all events. 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.”
14. The Host shall provide the official videographer and videotaping services that will include recording all Championship games, the Championship, Semifinalist 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.
15. The Host shall provide appropriate space (including installation) at the Championship Venue, Hotel and Banquet(s) to fulfill NAIA National Office contractual signage commitments.
16. 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.
17. The Host shall provide timing personnel necessary for the administration of the championships, including but not limited to timing crew and public address announcers.
18. The Host shall select and assign a USATF certified Supervisor of Officials for the Championships in consultation with the NAIA to help hire and coordinate officials.
19. 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.
20. The Host shall provide complimentary airport pickup and return to the airport for NAIA Staff, Competition Committee and officials.
21. 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.
22. 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.
23. The Host shall provide all travel, housing, meals and/or meal expenses up to $35 per diem for a minimum of three (3) head event officials and four (4) starters for the duration of the event. Official’s ground travel shall be reimbursed at the rate established by the Internal Revenue Service at the time of the event.
24. The Host shall provide a $200 stipend for a minimum of five (5) games committee members.
25. The Host shall provide a minimum of six courtesy cars for use by the NAIA Sport Manager, NAIA Media Coordinator, Starters and Head Event Officials. Vehicles shall be assigned by the NAIA Sport Manager.
26. The host shall be responsible for providing the hotels blocked for participants and staff.
27. 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.
28. 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.
29. 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.
30. The Site Coordinator and host must provide volunteers to serve as couriers (individual championship) or escorts (team championships).
31. 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.
32. 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. Complimentary tickets will be provided to teams.
33. 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.
34. The Host will provide professional timing and data management to conduct the timing aspects of the Championships

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Section XI. FINANCIAL INFORMATION

The Host will guarantee the NAIA the sum on $10,000 (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 2023 and 2024 NAIA Men’s & Women’s Indoor Track & Field National Championships.

Click or tap here to enter text.

Signature