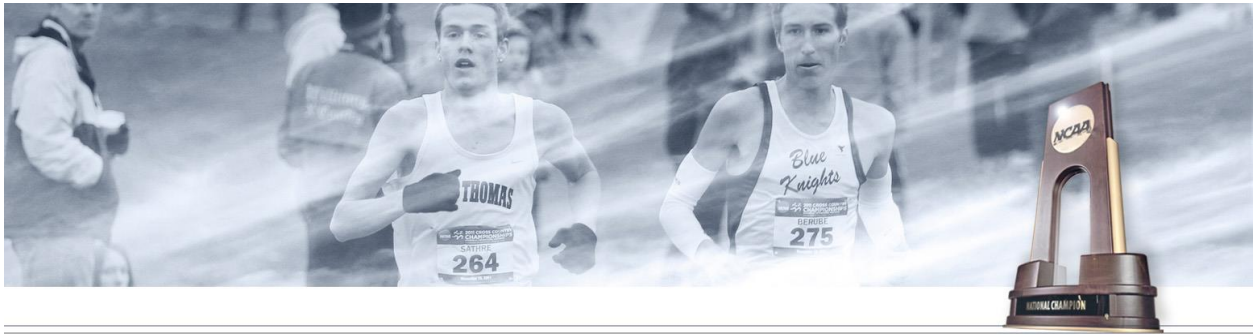


 **CHAMPION YOUR CITY.**



NCAA® SITE SELECTION PROCESS AND INFORMATION



2019 NCAA DIVISION II MEN'S AND WOMEN'S CROSS COUNTRY REGIONAL CHAMPIONSHIPS

SPORT SPECIFIC INFORMATION



CHAMPION YOUR CITY.

NCAA® SITE SELECTION PROCESS AND INFORMATION

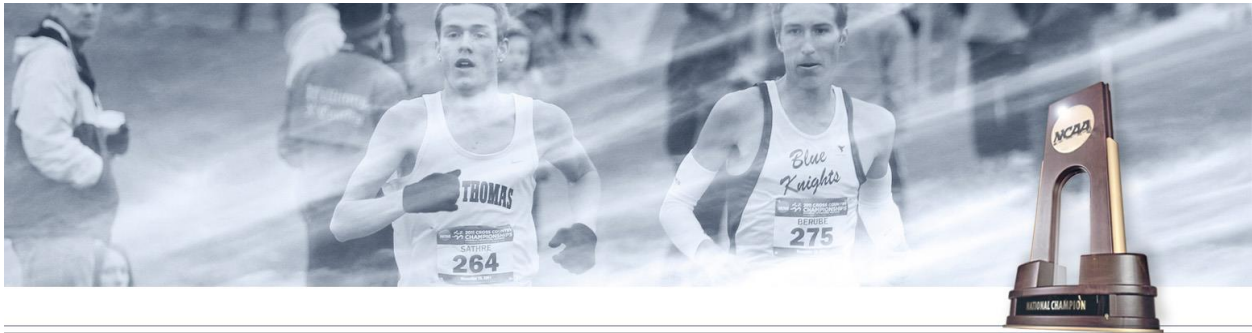


Table of Contents

	Page No.
Section I Introduction	4
Section II Championship Structure.....	5
Section III Facility Requirements.....	6
Section IV Lodging Specifications	9
Section V NCAA/Host Responsibility.....	11
Section VI Marketing	13
Section VII Schedule of Events	15
Section VIII Volunteer Needs	16
Section IX Coaches Association	17

IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE SPECIFICATIONS THAT FOLLOW AND ANY SUCH SPECIFICATIONS IN THE HOST CITY BID SPECIFICATIONS DOCUMENT, THE FORMER SHALL PREVAIL AND GOVERN THE MATTER.





SECTION I: INTRODUCTION

The National Collegiate Athletic Association (“NCAA” and/or “Association”) is pleased to provide to member institutions/conferences the opportunity to submit a proposal to host one or more NCAA championships.

The information contained in this document and the accompanying attachments provides the minimum bid specifications for hosting any of these championships, as well as essential information that will provide assistance in the development of a creative, comprehensive and competitive bid proposal. The NCAA awards the privilege of hosting an NCAA championship to institutions’ several years in advance so those communities may work collaboratively with the NCAA to create positive experiences for its student-athletes, participating institutions, fans and the community.

A member institution or member conference of the NCAA must be designated as the host institution/conference for the championship. The administration of the championship is under the authority of the respective sports committee subject to final authority of the appropriate NCAA Championships Cabinet or Committee. All activities and events associated with the championship are to be approved by the sports committee.





SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Regionals (8)	*Two weeks prior to the national championships (Saturday)
National Championships	*Saturday prior to the Thanksgiving holiday

DATES AVAILABLE FOR BID	
2019	November 9, 2019

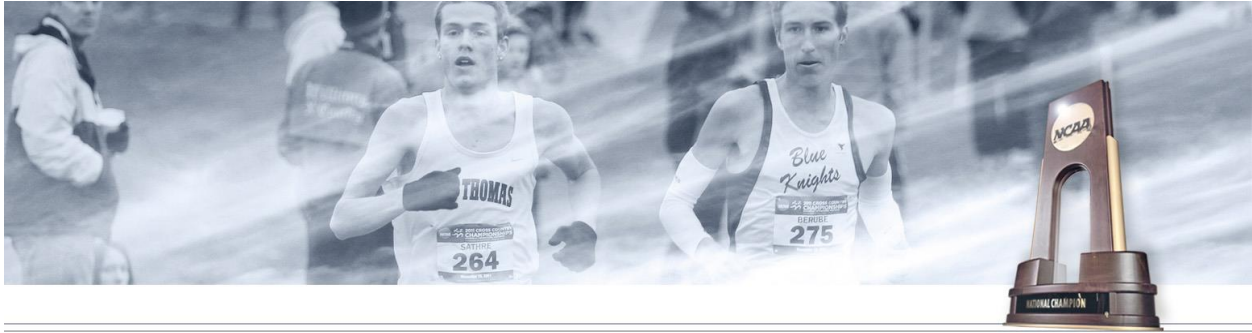
*Please note that the date formula is different for years in which the championships are part of the NCAA Division II National Championships Festival.

The Division II Men’s and Women’s Cross Country Championships provide for a maximum of 34 (five-seven person) teams and 24 individuals per gender for a total of 262 competitors per gender. To be eligible to participate in the championships, teams and individuals must qualify at their respective regional meets.

Twenty-four teams automatically qualify to the championships by finishing as one of the top three teams at their regional meet. The remaining ten (10) at-large spots will be filled using selection criteria set by the NCAA Division II Men’s and Women’s Cross Country Committee. The top two individual finishers who are not part of a selected team automatically qualify to the championships, as well as any other individuals who finish in the top five and are not part of a selected team. The remaining at-large spots will be filled using the individual score ratio as detailed in the selection procedures. Men’s races will be 10,000 meters while women’s races will be 6,000 meters. Men will run first in even years and women will run first in odd years.

*Please note this qualification process may change prior to the championship dates available through the bid process.



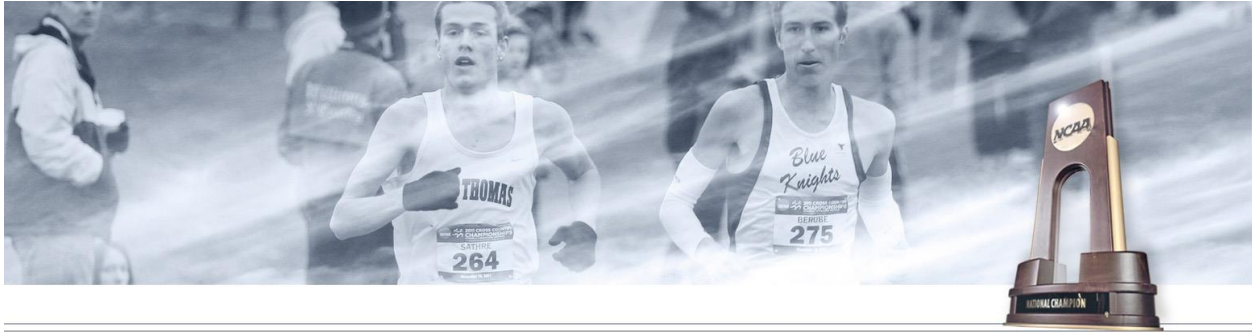


SECTION III: GENERAL FACILITY REQUIREMENTS

1. The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The facility must agree that it will be in compliance with all applicable cities, state or federal regulations concerning access and seating for people with disabilities.
2. The facility must be available 6 a.m. two days prior to competition through the conclusion of the final race for the purpose of preparing, team practice and conducting the competition. During that period of time, the facility will be clean and accessible, and racing conditions must be safe and of championships caliber. The NCAA site representative will conduct an official walk-through the day prior to the races to ensure that the course is competition ready.
3. The NCAA specifically disclaims any responsibility to investigate the safety or code compliance of the facility and parking lots or the component products, equipment, materials, designs and constructions.
4. The championships courses must conform to specifications outlined in Rule 1-12 (Cross Country) of the NCAA Track and Field/Cross Country Rules Book. Some rules and championships specifications to note are:
 - Course Distance: Men – 10,000 meters; Women – 6,000 meters.
 - Both courses' optimal width is not less than 4 meters wide at all points. Cart paths and concrete throughways should be covered.
 - 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 starting line shall be wide enough to provide at least a 50-centimeter space for each of the four front-line team starters and a 50-centimeter space for each individual starter.
 - The optimal first turn should be at a minimum of 200 meters (400 meters or more preferred).
 - The finish straightaway should not narrow and be a minimum of 4 meters during the last 100 meters.
 - Finish line shall be located perpendicular to the course line.
5. During competition, the facility must be equipped to relay key split marks throughout the course to competitors. Every mile should be marked and significant kilometers throughout the race should be marked, in particular the halfway point of each race. Times should be announced or presented on a clock throughout the race as well.
6. The facility must have a comprehensive safety and security plan in case of inclement weather conditions or emergencies.
7. The games committee (approximately 4-5 people) shall be provided exclusive use of meeting space in a private area during the championships.



8. At the discretion of the NCAA, practice sessions may be open to the public at no admittance charge. Programs, merchandise and concessions may be sold during practice sessions.
9. The host/facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
 - a. A sports medicine area for student-athletes.
 - b. An area designated for the timing company at the finish line, with adequate space, power, Internet access, lighting, heat/air, and toilet facilities.
 - c. Media work space with appropriate power, Internet access, lighting, heat, air-conditioning and toilet facilities.
 - d. One area of private meeting space for use of the games committee.
 - e. 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 shall be responsible for the installation, service costs and four different colors of paper for these machines during the championships.
 - f. 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.
 - g. An additional practice area, if possible, to allow teams to practice off the course to protect the race course in the case of inclement weather.
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, according to the current NCAA Track and Field and Cross Country Rules Book. In addition, note the following requirements for meet management: 1) Employ three methods of timing and recording places (chip timing, FinishLynx, and video – emphasis placed on the use of FinishLynx); 2) Supply and ensure application of hip number and bibs on participating student-athletes; and 3) Conduct a complete review of the finish.
11. The host/facility shall provide 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, results posting, and protest area.
12. The host/facility shall provide complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations.
13. The host/facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations (i.e. hanging banners, directional signage, etc.).



14. The facility shall provide at least one main results area and a protest area that is separated from the public.

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

Facility diagram to include:

- Men's and women's course layout with start and finish lines marked
- Post-competition awards area
- Team tent areas
- Locker rooms/restrooms
- Concessions
- Merchandise
- Media area
- Drug testing
- Sports Medicine area
- Public flow
- Videoboard (if applicable)
- Results area
- Protest area
- Clerking tent 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





General Guidelines:

Housing will be required for all participating teams, NCAA staff, committee members, media, game officials, and other special guests as designated by the NCAA. Separate hotels are needed for the NCAA, media, officials and participating teams unless specified otherwise by the NCAA. It may be permissible for the media or game officials to be assigned to the same property as the NCAA headquarters hotel. (Game officials and teams may not stay in the same hotel if possible.) Efforts will be made to provide some deference to the official corporate champion/partner in the hotel category (should one exist at the time of contracting) of the NCAA. While hotels are the primary housing offerings that will be contracted, alternative options may be considered in certain situations.

Bids will be awarded contingent upon the successful negotiation of housing needs at reasonable rates. Failure to secure such reasonable rates and properties may result in rescinding of the bid award.

The host institution/conference or sponsoring agency must guarantee sufficient housing is available to meet the room block needs identified in the sport specific bid specification. Properties must meet the required service levels and be in reasonable proximity to the event venues. Rooms should not be secured or contracted nor should rates be discussed with specific properties, unless requested to do so by the NCAA.

Bid responses may highlight any recommended properties Anthony Travel should consider when contracting. Specifications should also disclose any special relationships, agreements and/or financial arrangements you may have in place with the recommended properties. Anthony Travel will take into consideration all recommendations when selecting hotels; however, guarantees cannot be made that contracts will be secured with these properties.

All hotels contracted must have experience with and understand the needs of large groups. For certain championship events, additional room blocks may be required for fan travel.

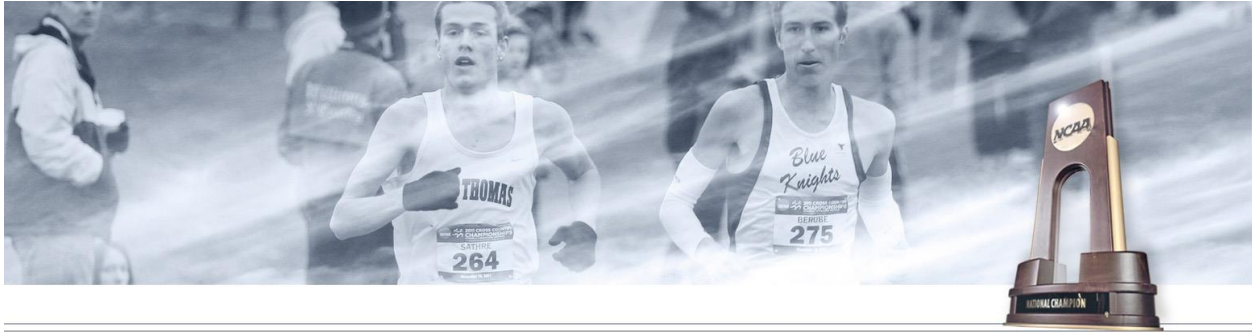
The NCAA or its designees shall have the exclusive right to sell products licensed by the Association for merchandising at the selected hotels (inside and outside the premises controlled by the hotels). The hotel will provide adequate space in its lobby for such sales.

Contracted properties will be responsible for complying will all requirements in the contract terms as presented in the sample contract.

The host institution/conference/sponsoring agency is responsible for ensuring that an adequate number of hotel rooms are available for all participating teams (ideally four double/double and two single rooms for each team) at favorable rates. The team hotels must be of comparable quality and distance from the playing venue. The host must secure hotel reservations for officials (if necessary) and NCAA representatives as noted below. All hotels shall be in close proximity to the competition venue. The host institution is financially responsible for the official and site representative accommodations to be reimbursed by the NCAA.

Hotel Room Block (all single rooms)





	Number of Hotels	Service Level	Thurs	Fri.	Sat.	Notes
Headquarters	1	Full	4	6	6	Site representative, officials, timing, etc.
Total			4	6	6	

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



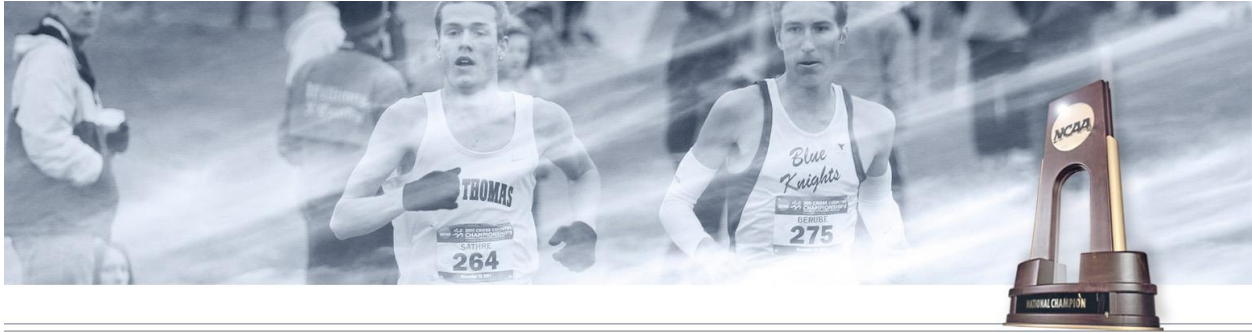


NCAA PROVIDES:

1. Transportation and per diem for the NCAA site representative. (Lodging should be paid by the host and reimbursed by the NCAA through the financial report.)
2. Approved lodging, transportation, per diem, and fees for the approved officials. All approved expenses should be paid by the host institution and reimbursed by the NCAA through the financial report.
3. Basic signage package.
4. Merchandise from Event1.
5. Funding for promotional efforts.
6. Funding for championship operational expenses as approved in the bid process.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Appropriate personnel and volunteers.
3. Media coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality (limited allowance in operational budget).
6. Food/beverage concessions.
7. Hydration for student-athletes at practice and meet.
8. Public address system.
9. Security.
10. Timing personnel and equipment.
11. Media area (fully equipped).
12. Tickets and credentials for participating teams, if applicable.



13. All computers, printers, fax machines, video equipment, photocopy machines, DSL lines, etc. necessary to administer the championships, and as may be required by the NCAA.
14. Appropriate directional signage within and outside the venue.
15. Other items as later requested by the NCAA.
16. Meet personnel (e.g., public address announcers, support for timing system, chief of operations, etc.)
17. Bibs and hip numbers.
18. Necessary meeting rooms and areas as outlined in this document.
19. Creation and maintenance of regional website.

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: MARKETING



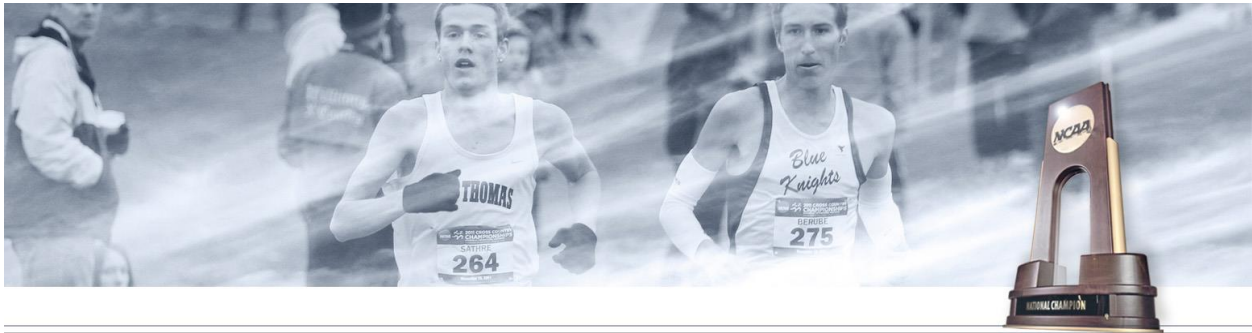


1. **Marketing Plans.** Upon selection, the host is required to submit a marketing plan for review and approval prior to activation by the NCAA marketing staff. Please refer to the appropriate marketing plan template as a guideline when submitting your plan for review.
2. **Budgets.** When the proposed budget is submitted, a minimum of \$1,000 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.** Host institutions/conferences may create television and/or radio advertisements, if approved in advance by NCAA staff. The following must be submitted for approval:
 - a. Script and footage for television ads.
 - b. Script for radio ads.
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.



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 VII: SCHEDULE OF EVENTS

Two days prior to meet

Course preparation

Course available for practice

Day prior to meet

Course preparation

Course walk-through with NCAA site representative

Course available for practice

Declarations/packet pick-up

Mandatory coaches meeting

Race day

Course preparation

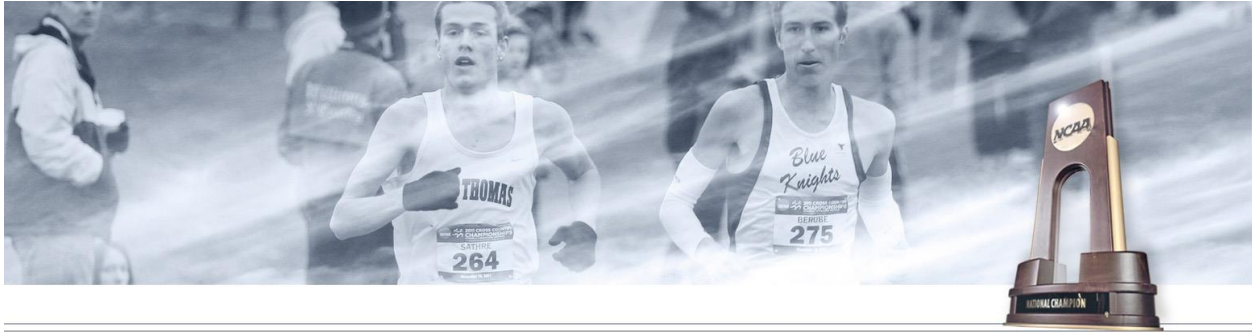
Course available for practice

Races – times to be determined by regional host, subject to the approval of the NCAA committee

Post-competition awards ceremony

No banquet or social should be conducted as part of the regional meets.





SECTION VIII: VOLUNTEER NEEDS

Approximately 75 volunteers on competition day will be needed for assignments, including course safety and security, finish chute, concessions, parking, media and merchandise sales. For full details, please refer to the Host Operations Manual, which outlines general personnel needs, and the NCAA Track and Field and Cross Country Rules Book, which outlines officiating needs and responsibilities.

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) may conduct a business meeting following the mandatory coaches meeting and presents awards during 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.

