

## **NCAA Championships** **Hotel Management Program**

The NCAA has partnered with Anthony Travel, Inc. to manage the NCAA Championship Housing Program and all championship housing needs at predetermined sites. Anthony Travel serves as the housing partner for hundreds of events annually and, through strong relationships with various hotel brands, is able to deliver the appropriate mix of amenities, location and price for hundreds of thousands of room nights each year. Utilizing their expertise, Anthony Travel will be responsible for managing the selection and contracting process for all championship housing accommodations.

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.) 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.

At this point in time, Anthony Travel is NOT involved with non-predetermined sites at the various rounds of competition. As such, hosts should adhere to the published procedures for securing hotel rooms for competing institutions.

Championships bids at predetermined sites 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.

## **How to Book Rooms...**

### **NCAA Championships – Participating Teams/Individuals (effective 2014-15 and beyond)**

#### **Team Championships**

For those teams advancing to a predetermined site in an NCAA championship, there is no change to the current procedures. Teams will be required to stay at the hotel as prescribed by the NCAA in the participant manual.

In preliminary rounds, participating teams must be at the hotel designated by the hosting institution or follow any policies on how to change hotels, if applicable.

Again, there are no changes to how teams secure hotel rooms for NCAA team championships.

#### **Individual Team Championships**

For those individuals and teams participating in NCAA championships, unless otherwise noted, e.g. Divisions I, II and III wrestling, the NCAA will provide a list of available hotels at the NCAA championship from which individuals and teams may elect to secure

rooms. This list will be published not later than one year in advance of the championship. Individuals and teams are NOT required to stay within this block and may secure their own housing at alternate properties at any point in time once sites are known prior to contracting rooms.

Note: due to the ability for individuals and teams to stay at any desired property, the NCAA will not contract blocks sufficient enough to house all participants but will assist as needed any individuals or teams having issues. Please refer to the championship's participant manual for additional housing information in that given year.

To book rooms within an NCAA block, individuals and teams should call the hotel properties on the provided list and then follow the hotel's instructions and contract for securing rooms. Individuals and teams will continue to be directly responsible for their own blocks and payment of the blocks.

Individuals and teams may also call at any point in time hotels in the various cities hosting NCAA championships to secure rooms. The hotels, if hosting an NCAA block, will direct the teams on how to gain access to the block and reserve rooms. If the hotel is not providing an NCAA block, teams may still contract rooms as desired still at the institution's expense.

#### **Host Institution/Conference/Sponsoring Agency Obligations – Predetermined Sites**

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. 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. Properties considered by Anthony Travel and the NCAA must meet the required service levels, room type needs, amenities, and proximity to venues required by the specific championship. Bid responses should 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.

#### **The Contracting Process**

During the bid evaluation process, the host institution/conference or sponsoring agency will be contacted by Anthony Travel to obtain additional information on their housing recommendations. Once the bid is awarded, Anthony Travel will manage a request for proposal (RFP) process to evaluate, secure and contract all hotels for the necessary room blocks and sports specific housing needs. Housing recommendations provided in the bid specifications will be taken into consideration; however there is no guarantee that these properties will be contracted. Prior to being finalized, housing recommendations will be presented to the NCAA to obtain feedback/input. All hotel contracts will be drafted using a standard contract template and signed by the NCAA. Information related to the room blocks and housing will be communicated on a timely basis to the host institution/conference or sponsoring agency and the participating teams. Each team will be responsible for making their housing reservations and providing final rooming lists. In

making housing arrangements, NCAA rules state once the teams/qualifiers have been determined and assigned to their hotel, the reservations should be reconfirmed in the names of the institutions; and thereafter, the institutions shall be responsible for the reservations. Participating institutions are ultimately responsible for the rooms reserved by the NCAA / Anthony Travel.

Please refer to sport-specific bid documentation for additional specific championship housing needs and expectations.

### **Individual/Team Championships**

Anthony Travel will secure hotel rooms for at least 60% of the anticipated block needs for participants and teams of individual team championships unless other issues (e.g. remote location) preclude them in doing so. Since participating individuals/teams are not required in every instance to stay in an NCAA-secured property, teams MAY contract their own blocks at any hotel. Teams may also contact and be added to an NCAA block at a specific property but must adhere to the terms of the agreement with the hotel. A list of participating hotels by championship will be noted in the pre-championship manual and participant manual.

The above approach applies to the following championships (finals site only).

- DI/DII/DIII Cross Country Championships
- DI/DII/DIII Outdoor Track and Field Championships
- DI/DII/DIII Indoor Track and Field Championships
- DI/DII/DIII Swimming and Diving Championships
- DI/DII/DIII Tennis Championships

Teams must secure their own housing at the preliminary rounds, if applicable, of the above championships.

The following championships are excluded from this category as team are required to stay at NCAA-provided housing as defined by that championship's sport committee.

- DI/DII/DIII Wrestling Championships
- DI/DII/DIII Rowing Championships

### **Team Championships**

Anthony Travel will contract sufficient hotel rooms for participating teams, officials and headquarters blocks at all NCAA team championships final sites with the exception of the following.

- Women's Final Four.
- Men's Final Four.
- Men's College World Series.

Anthony Travel will also contract sufficient hotel rooms for participating teams, officials and headquarters blocks at the following preliminary rounds.

- DI Women's Volleyball Regionals

- DI Men's Ice Hockey Regionals
- DI Men's Lacrosse Quarterfinals
- DI Women's Basketball Championship Regionals (starting in 2015)
- DI Men's Basketball Championship First, Second/Third and Regionals – tentative (starting in 2016)

### **Preliminary Rounds**

Unless otherwise noted in the pre-championships manual or host manual for a specific championship, hosts of non-predetermined sites must secure hotel rooms for the competing institution(s). Anthony Travel will NOT be involved in these rounds and process.

### **For More Information**

For more information on the NCAA hotel program, please contact Tricia Gorgas ([triciagorgas@anthonytravel.com](mailto:triciagorgas@anthonytravel.com)), the individual championship manager or Jeff Jarnecke ([jjarnecke@ncaa.org](mailto:jjarnecke@ncaa.org)).