

CHAMPION YOUR CITY

NCAA® SITE SELECTION PROCESS





2023, 2024 and 2026 NCAA DIVISION II MEN'S AND WOMEN'S
SWIMMING AND DIVING CHAMPIONSHIP
SPORT SPECIFIC INFORMATION



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



SECTION I: INTRODUCTION

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

The information contained in this document and the accompanying attachments provide 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 from the NCAA DII Championships Committee. All activities and events associated with the championship are to be approved by the sports committee.



SECTION II: CHAMPIONSHIPS STRUCTURE

DATE FORMULAS	
Men's and Women's Championships	Second Wednesday-Saturday in March

DATES AVAILABLE FOR BID	
Men's and Women's Championships	March 8-11, 2023
	March 13-16, 2024
	March 12-15, 2025 (Festival Year - bid separately)
	March 11-14, 2026

On the Tuesday prior to the start of the championships, a qualification diving meet will be conducted at the finals site. The meet will be conducted March 7, 2023, March 12, 2024, March 11, 2025 and March 10, 2026 respectively.

The times that must be achieved to qualify for the NCAA swimming and diving championships are listed in the Division II Men's and Women's Swimming and Diving Pre-Championships Manual and on the NCAA Web site. All participants must meet the established minimum performance standard during the appropriate time period, as specified in the manual. Refer to the selection of participants section of the pre-championships manual for detailed explanations.

For the men's and women's combined swimming and diving championships, 380 student-athletes will be selected. Entries are limited in number and no team shall be allowed more than 18 contestants. Teams with selected swimmers and relays meeting specific qualification standard times may bring relay-only participants.



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 city, state and federal regulations concerning access and seating for people with disabilities.
2. The facility must be in compliance with the current NCAA Swimming and Diving Rules.
3. The host/facility must have a comprehensive security/emergency-situation plan.
4. The facility must have a combination of permanent and temporary seating to accommodate at least 500 swimming spectators and 250 diving spectators. Seating for 1,500 spectators is preferred. The facility must be modern, clean and accessible. Conditions must meet NCAA regulations and must be of championship caliber.
5. The facility and surrounding areas (i.e., parking lots, frontage property and any other adjacent area that the facility may provide to the NCAA) must be available for move-in from 2 p.m. Sunday of meet week for the purpose of preparing for, practicing for and conducting the Division II Swimming and Diving Championships. Furthermore, it is expected that access to the pools and diving area used for competition and practice be limited to those participants/coaches who have qualified for the championships, with practice consideration given to host institution's swimming and diving teams per NCAA approval.
6. The facility must be clean, appropriately lit, and have adequate air quality.
7. The NCAA will have exclusive rights to use all meeting rooms, private clubs and restaurants in the facility during the term of this agreement. All such space will be provided to the NCAA at no cost.
8. The facility will not enter into any agreement or understanding that would permit any corporation or other third party to be entitled to hospitality, entertainment or temporary signage privileges in the facility and surrounding area (i.e., parking lots, frontage property and any other adjacent areas that the facility may provide to the NCAA).
9. The facility will not be materially modified in a way that would reduce space available to the public in the aisles, entranceways and hallways without the NCAA's prior consent.
10. The NCAA and its designated representatives shall have the right, with no obligation to make any payments to the facility or its concessionaire or any other third party, to provide food and beverages of its choice in the media refreshment area, other working areas and locker rooms at the facility.
11. During the season in which the facility will host the championship, it must host a minimum of one college swimming and diving meet prior to the championships.



12. The venue must have the ability to configure the pool, or access to another pool, to provide a minimum of 8 warm-up/cool down lanes, with 10 preferred. If other pools are available on site, hosts must specify whether those additional pools are available for use by the competitors during the week of the championships.
13. The competition pool must meet NCAA rules. Specifically, it must meet the following requirements:
 - a. 25 yard course.
 - b. Minimum water depth of 7 feet (2.13 meters).
 - c. 8 lanes, 7 feet in width (9 feet width preferred), with additional width outside lanes 1 and 8.
 - d. Track style starting blocks.
 - e. Electronic relay judging platforms (RJPs). Specifications must meet NCAA rules.
 - f. Backstroke ledges for all lanes.
14. The diving well must meet NCAA rules. Specifically, it must meet the following:
 - a. It is preferred that the diving well be separated from the swimming competition and warm-up pools.
 - b. Two one-meter diving springboards.
 - c. Two three-meter diving springboards.
 - d. Surface of the boards and platforms must be non-slip and safe. It will be the responsibility of the host to make any necessary updates to the boards to ensure student-athlete safety.
 - e. A permanent hot tub should be available for divers. If a permanent hot tub is not available, a temporary tub must be provided. Hosts must secure necessary approval in advance of the championships.
 - f. The host must have all diving equipment and areas previewed by a qualified diving specialist prior to the arrival of the NCAA committee/staff, and must make any necessary adjustments at their expense.
15. The pool and pool deck must have all necessary markings as outlined in the NCAA rules book.
16. Pool deck width of at least 20 feet is preferred. The deck must have enough room to accommodate bleachers for the participating institutions, as well as space for the head tables (swimming and diving). Seating for diving coaches (chairs preferable) should also be provided by the diving well.
17. The water temperature for the competition and warm-up pools must be between 79- and 81-degrees Fahrenheit (26° and 27°C) for competition. The air temperature on deck level shall not be more than four degrees Fahrenheit below the water temperature. For diving wells that are separate from the competition/warm-up pools, the water should be between 82- and 86-degrees Fahrenheit (28° and 30°C) for competition. Special consideration also should be given to heating and ventilation for the comfort of spectators and competitors. The host must be able to monitor air and water temperature on site as requested.
18. Areas on deck should be designated for the following:
 - a. Race ready area.
 - b. Awards ready area.
 - c. Awards stand large enough to accommodate top eight individuals and relays. The host must provide the awards stand.



19. An electronic scoreboard and public address system (including backup, if possible) must be available. The scoreboard should be large enough to display eight competitors and their institution with the time achieved in each respective race, and should be in view of spectators and participants. The scoreboard should have capability to reflect diving scores and team scores (at least 10 at a time) as well. Ideally a second scoreboard or video board will be available to display the updated team scores and show footage from the races, if possible.
20. An athletic training facility with adequate modalities must be available for student-athletes within or immediately adjacent to the competition venue. Ice baths accommodating at least 5 participants at one time must be available immediately adjacent to the competition deck.
21. An area large enough to accommodate 25 massage therapy tables are preferred within or immediately adjacent to the competition venue.
22. The facility will provide the following equipment at its expense, unless an item noted is provided by an NCAA contractor: Electronic timing system, with two back-ups, connected to electronic scoreboard (touch pads for both ends of the pool must be available); automatic relay takeoff judging equipment; microphones for starter and referee; computer for seeding and results; public-address system; copier(s); scoreboard(s) and video board(s); media equipment; music system; lap counters; stopwatches, clip boards and pencils.

The facility/host must secure equipment necessary for electronic video review of relay take-offs/exchanges at their expense. Specifications for the video review are outlined in the NCAA rules book.

The host/facility must secure a technician to be available throughout the week to address any equipment and timing malfunctions.

23. A computerized scoring system must be available for diving competition.
24. Sufficient electrical power, lighting, parking, etc., to accommodate television or webstream broadcast are required. Please reference the NCAA General Bid Document for specifics.
25. Adequate locker rooms with restrooms, showers and changing areas must be available for participating student-athletes. Locker rooms assignments are not necessary, but adequate lockers must be available. Participating student-athletes will provide their own locks.
26. On-site parking must be provided for teams, tournament personnel, committee members, NCAA staff, officials, media, broadcast personnel and etc.
27. Permanent restrooms must be available for spectators, as well as on deck for non-participants.
28. Seats for the diving judges must be provided. It is suggested that the chairs for diving judges be at a height suitable for judging the competition on each board. Diving flash cards (at least eight) must be available for backup in the event of computer failure.



29. An elevated platform(s) is required for many workers during the meet. There should be room for approximately 10 people to sit at this table.
30. A table for diving personnel (approximately 6-8) must be provided for the diving events.
31. A media seating area should be established in the stands. Only photographers (potentially a limited number) will be allowed on deck. All other media will have access only to the media work room, interview area and the media seating in the stands. Since the deck will be very crowded, deck access for media should be closely monitored.
32. When bulkheads are used at either the start or turning end of the pool, the referee shall verify that the competition course measures to the correct distance both before and after each day of competition. Such measurements shall be done by laser with a device provided by the host institution or host facility. Failure to adhere to this requirement shall render any times recorded or records achieved null and void.
33. The facility must provide the following additional space, at its expense, with all areas subject to the approval of the NCAA:
 - a. Media work area (adequate power, internet and copying capabilities must be available).
 - b. Interview area.
 - c. A private room for viewing relay exchanges.
 - d. A private area immediately off-deck for the games committee to meet, if necessary.
 - e. Registration area (pre-meet and on competition days).
 - f. Hospitality area(s) for coaches, volunteers/host staff, committee, officials, VIP.
 - g. Area for student-athlete hospitality.
 - h. Area for ticket sales.
 - i. Isolated area large enough to accommodate drug testing with separate bathrooms is required.
 - j. Separate area with mats needed for divers for stretching and tumbling.
 - k. Areas for concessions sales and merchandise sales.
34. An area close to the competition venue with appropriate seating for 150 must be available for the coaches meeting Tuesday.
35. The facility will provide, at its expense, all tables, chairs, skirting, bunting, pipe-and-drape and platforms for all areas described herein as required by the NCAA.
36. The facility will make available one photocopier machine with capabilities for reproducing statistics and other material with a minimum per copy speed of 75 per minute. The facility will be responsible for the installation, service costs and paper for these machines for the tournament. Each machine shall also include a collator and automatic stapler, with an additional collator available capable of handling 12 separate sheets of paper. The facility will also provide equipment operators and technicians to be available Tuesday through Saturday during the championship week.
37. The host shall submit a facility diagram with bid materials. The facility diagram should indicate the location of the following areas:



- a. Competition pool.
- b. Warm-up pool.
- c. Diving well.
- d. Race ready area.
- e. Awards ready area.
- f. Awards stand.
- g. Team seating.
- h. Head table.
- i. Diving table.
- j. Athletic training.
- k. Locker rooms.
- l. Restrooms.
- m. Massage therapy area.
- n. Ice baths.
- o. Video review room.
- p. Committee meeting room.
- q. Scoreboards and video boards.
- r. Media work room.
- s. Interview area.
- t. Potential drug testing area.
- u. Hospitality areas.
- v. Participant entrances.

36. Commercial Advertisements/Signage

- a. The facility will not permit any advertising, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the pool area proper (i.e., any place that can be seen from the pool deck or stands), including the scoreboard, other than NCAA banners and television and radio banners as approved in advance by the NCAA. Any permanently affixed (or previously leased) advertising, banners, signs or displays in the pool area proper must be covered by the facility at its expense, as designated by the NCAA. This includes, but is not limited to, the following:
 - (1) Lighted advertising displays or dioramas.
 - (2) Advertising displays for lotteries, casinos or organizations promoting open sports book gambling.
 - (3) Banners, signs, displays or advertising mentioning or promoting any professional sports organizations.
 - (4) Advertising displays for liquor, tobacco, beer or wine products.
- b. The facility will agree that, other than permanent advertising signs outside the facility proper, it will not allow any promotional, public relations, political or advertising activity in the facility area during the time



the facility is leased to the NCAA without the express written consent of the NCAA.

- c. Except for use by the facility in the event of an emergency, the NCAA will have complete control over the video, sound and public-address systems, and all other audible or visible information or communication systems in the facility.
- d. No electronic scoreboard advertising of any kind or messages promoting non-NCAA events in the facility may be displayed during practice or competition. The following kinds of messages are permissible: Announcements of results from other NCAA competition; reminders that NCAA merchandise and concessions are on sale on the concourse; or any public-service announcements or promotional messages specifically provided by the NCAA.

The prospective host that is bidding on this championship agrees to all terms and conditions as outlined above in this Championship Bid Specifications Agreement. We agree to comply with all the requirements listed in this document and to administer the designated championship in accordance with the policies of the NCAA and the applicable NCAA sports committee. Prospective hosts that agree with all the requirements listed in this document for the designated championship shall signify agreement by selecting “Yes” below.

YES NO NO with Exception

Prospective hosts who do not agree with all requirements in this document shall select either “No” or “No with Exception” and declare any issues and/or exceptions regarding the aforementioned terms. Please note: any proposed revisions to the language in this document must be specified in the bid portal to be considered.



SECTION IV: MARKETING REQUIREMENTS

1. **Marketing Plans.** Upon selection, the host is required to submit a marketing plan for review and approval by the NCAA marketing staff before activation. 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 \$4,000 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 its 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 before 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.** The NCAA will provide television and radio elements to assist in promoting and selling tickets to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, TV commercials, videoboards). All spots will be made available for download via the online marketing website NCAACHampsPromotion.com
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.



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SECTION V: 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.) 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 on 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.



Hotel Room Block

	Number of Hotels	Service Level	Sun.	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Notes
Headquarters ¹ (NCAA Staff, committee and officials)	1	Full	2	33	33	26	26	26	26	
Total			2	33	33	26	26	26	26	

¹ **Room Types:** ___ Doubles, X Kings, ___ Suites, ___ Other (please explain)

All hotels shall be in close proximity (ideally within walking distance) from the event venue.

The host institution is financially responsible for the officials and NCAA Committee accommodations to be reimbursed by the NCAA.

The host institution shall advise competing teams (in the meet information materials) of hotel/motel accommodations available in the area. An institution is not obligated to stay at the suggested properties; however, it is responsible for securing its own accommodations. Sufficient hotel space is needed to accommodate 800 student-athletes/coaches/travel party members. There also must be sufficient hotel space to accommodate spectators attending the event. Lodging requests will vary, but some rooms must be available as early as Sunday of meet week.

The number of rooms in the NCAA room block is subject to change closer to the championships.

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SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, lodging (room and tax), per diem and championship fees for all officials.
3. Transportation and per diem for the NCAA committee. (Lodging should be paid by the host and reimbursed by the NCAA through the financial report.)
4. Awards for the participating teams.
5. Championship mementos for participating teams (distributed after the championships).
6. Backstroke flags.
7. Credentials (if applicable).
8. Apparel for officials and volunteers.
9. Merchandise from Event 1.
10. Hydration product and equipment for participants.
11. Basic signage package.
12. Funding for promotional efforts as approved in the proposed budget.
13. Funding for operational expenses as approved in the proposed budget.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities inclusive of all required equipment.
2. Timing and scoring equipment (if the NCAA does not provide through their contracted provider).
3. Scoreboard(s) and videoboard(s).
4. Video review equipment and review room.
5. Necessary meeting rooms and designated areas as outlined in this document.



6. Lodging for all officials and NCAA committee members. Lodging will be reimbursed by the NCAA through the financial report.
7. Various personnel and volunteers.
8. Media coordination.
9. First aid/medical services/AED on-site/ambulance on-site.
10. Championships hospitality.
11. Food/beverage concessions.
12. Public address system.
13. Support personnel – ushers, ticket takers, media runners, etc.
14. Security.
15. Media room (fully equipped).
16. Media seating/work area with constant refreshments.
17. Tickets.
18. All computers, printers, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championships, and as may be required by the NCAA in order to meet championship requirements.
19. Appropriate directional signage within and outside the venue.
20. Other equipment and items as later requested by the NCAA.
21. Head table personnel as requested by the NCAA.



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SECTION VII: SCHEDULE OF EVENTS

Wednesday

Trials – 10 a.m.		Finals – 6 p.m.	
#3	200-yard Individual Medley (W)	#1	1,000-yard Freestyle (W) – last heat of time finals
#4	200-yard Individual Medley (M)	#2	1,000-yard Freestyle (M) – last heat of time finals
#5	50-yard Freestyle (W)	#3	200-yard Individual Medley (W)
#6	50-yard Freestyle (M)	#4	200-yard Individual Medley (M)
#8	200-yard Medley Relay (W)	#5	50-yard Freestyle (W)
#9	200-yard Medley Relay (M)	#6	50-yard Freestyle (M)
#1	1,000-yard Freestyle (W) – All but last heat of time finals	#7	3-meter Diving (W) – Finals
#2	1,000-yard Freestyle (M) – All but last heat of time finals	#8	200-yard Medley Relay (W)
#7	3-meter Diving (W) – Trials 2:00 p.m.	#9	200-yard Medley Relay (M)

Thursday

Trials – 10 a.m.		Finals – 6 p.m.	
#10	200-yard Freestyle Relay (W)	#10	200-yard Freestyle (W)
#11	200-yard Freestyle Relay (M)	#11	200-yard Freestyle (M)
#12	400-yard Individual Medley (W)	#12	400-yard Individual Relay (W)
#13	400-yard Individual Medley (M)	#13	400-yard Individual Relay (M)
#14	100-yard Butterfly (W)	#14	100-yard Butterfly (W)
#15	100-yard Butterfly (M)	#15	100-yard Butterfly (M)
#16	200-yard Freestyle (W)	#16	200-yard Freestyle (W)
#17	200-yard Freestyle (M)	#17	200-yard Freestyle (M)
#19	400-yard Medley Relay (W)	#18	1-meter Diving (M) – Finals
#20	400-yard Medley Relay (M)	#19	400-yard Medley Relay (W)
#18	1-meter Diving (M) – Trials 2:00 p.m.	#20	400-yard Medley Relay (M)

Friday

Trials – 10 a.m.		Finals – 6 p.m.	
#21	500-yard Freestyle (W)	#21	500-yard Freestyle (W)
#22	500-yard Freestyle (M)	#22	500-yard Freestyle (M)
#23	100-yard Backstroke (W)	#23	100-yard Backstroke (W)
#24	100-yard Backstroke (M)	#24	100-yard Backstroke (M)
#25	100-yard Breaststroke (W)	#25	100-yard Breaststroke (W)
#26	100-yard Breaststroke (M)	#26	100-yard Breaststroke (M)
#27	200-yard Butterfly (W)	#27	200-yard Butterfly (W)
#28	200-yard Butterfly (M)	#28	200-yard Butterfly (M)



#30 800-yard Freestyle Relay (W) – All but last heat of time finals	#29 1-meter Diving (W) – Finals
#31 800-yard Freestyle Relay (M) – All but last heat of time finals	#30 800-yard Freestyle Relay (W) – Last heat of time finals
#29 1-meter Diving (W) – Trials 2:00 p.m.	#31 800-yard Freestyle Relay (M) – Last heat of time finals

Saturday

Trials – 10 a.m.	Finals – 6 p.m.
#34 100-yard Freestyle (W)	#32 1,650-yard Freestyle (W) – Last heat of time finals
#35 100-yard Freestyle (M)	#33 1,650-yard Freestyle (M) – Last heat of time finals
#36 200-yard Backstroke (W)	#34 100-yard Freestyle (W)
#37 200-yard Backstroke (M)	#35 100-yard Freestyle (M)
#38 200-yard Breaststroke (W)	#36 200-yard Backstroke (W)
#39 200-yard Breaststroke (M)	#37 200-yard Backstroke (M)
#41 400-yard Freestyle Relay (W)	#38 200-yard Breaststroke (W)
#42 400-yard Freestyle Relay (M)	#39 200-yard Breaststroke (M)
#32 1,650-yard Freestyle (W) – All but last heat of time finals	#40 3-meter Diving (M) – Finals
#33 1,650-yard Freestyle (M) – All but last heat of time finals	#41 400-yard Freestyle Relay (W)
#40 3-meter Diving (M) – Trials 2:00 p.m.	#42 400-yard Freestyle Relay (M)

In even championships years, the women’s diving events will go first; and during the odd championships years, the men’s diving events will go first.



SECTION VIII: VOLUNTEER NEEDS

Approximately 50 volunteers per day will be needed for assignment to the following areas: ticket sales, team registration/packet pick-up, deck access security, deck control, music assistant, national anthem singers (evening finals only), awards ready area, media (preparation and results posting), hospitality areas, videoboard/scoreboard operations, diving scoring and swimming timing systems oversight, spotters, merchandise sales and timers (16 per session for a total of 8 sessions). Note that the exact numbers of volunteers needed for each area indicated above varies by site dependent on the number of shifts required to meet needs for overseeing the championships throughout the week.

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