

# ***CHAMPION YOUR CITY***

**NCAA® SITE SELECTION PROCESS**





2023 - 2026 NCAA MEN'S AND WOMEN'S SWIMMING & DIVING  
CHAMPIONSHIPS

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**

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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 Division III Swimming and Diving Championships through the 2023-2026 academic years.

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 NCAA DIII Championships Committee. All activities and events associated with the championship are to be approved by the sports committee.



## SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS FOR FINALS	
Combined Men's & Women's Championships	Third Wednesday through Saturday in March

Available championship dates for bid are as follows:

March 15-18, 2023

March 20-23, 2024

March 19-22, 2025

March 18-21, 2026

The championship provides for a field of 579 student-athletes (260 Male, 319 Female).



### **SECTION III: GENERAL FACILITY AND EVENT 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 or federal regulations concerning access and seating for people with disabilities.
2. The facility must be available by Noon, Monday preceding the competition through the conclusion of the championships for the purpose of preparing for, practicing for and conducting the competition.
3. The host and facility agree that the facility shall be clean and accessible, and playing conditions must be safe and of championships caliber.
4. 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.
5. The facility shall be in accordance with the current NCAA Swimming & Diving Rules as far in advance as possible, but in no event later than Monday before the competition.
6. The competition pool must meet NCAA rules. Specific expectations are listed below:
  - a. 25-yard course.
  - b. Minimum water depth of 7 feet (2.13 meters).
  - c. Not less than 8 lanes, 7 feet in width, with additional width outside lanes 1 and 8.
  - d. Track style starting blocks (wedges) are preferred for the championships.
  - e. Electronic relay judging platforms (RJPs). Specifications must meet NCAA rules.
  - f. Electronic timing system.
  - g. Backstroke ledges are preferred for the championship.
7. The diving well must meet NCAA rules. Specific expectations are listed below:
  - a. Be at least 60 feet in length and 75 feet in width.
  - b. Two one-meter diving springboards (less than one year old preferred).
  - c. Two three-meter diving springboards (less than one year old preferred).
  - d. Surface of the boards and platforms must be non-slip and safe.
  - e. It will be the responsibility of the host to make any necessary updates to the boards to ensure student-athlete safety.
  - f. It is preferred that the diving well be separated from the swimming competition and warm-up pools.
  - g. 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.
  - h. 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.





8. The facility must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.
9. Programs, official NCAA merchandise only (unless a buyout exists) and concessions may be sold.
10. The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
  - a. First aid/medical/athletic training area for all student-athletes.
  - b. Media work area large enough to hold 10 people with adequate tables, chairs, internet service (preferably wireless) copy machines, phone lines and facsimile lines available.
  - c. Private meeting room for swimming and diving committee (large enough to hold 12-15 people).
  - d. Head table for 10 persons, to include official scorers, time-keepers, and designated committee members.
  - e. A statistics control area containing two copy machines. The copy machines shall include a collator and automatic stapler. The facility shall be responsible for the installation, service costs and two different colors of paper for the machine during the championships.
  - f. The facility shall provide the use of a facsimile machine within the facility.
  - g. A room for drug testing, with a waiting area and gender specific toilet facilities and a minimum of 500 square feet of space.
  - h. Area for press, coaches and officials hospitality to accommodate at least 6, 5ft. round tables.
  - i. Two areas, one for student-athlete hospitality and one for volunteer hospitality (preferred).
  - j. Ticket sales area.
  - k. Area for merchandise and concession sales.
  - l. Minimum spectator seating for 2,000.
  - m. Minimum of two locker rooms available for student-athletes (see page 5 for number of participants locker rooms must accommodate).
  - n. Enough deck space to accommodate seating for a minimum of 800 people.



11. The facility shall provide, at its expense, two tables with skirting for NCAA awards ceremony as well as an awards stand that is large enough to accommodate 8, 4 person relay teams.
12. The host will make available a banquet space to accommodate a minimum of 900-1,000 individuals, participating student-athletes and institutional personnel, on Tuesday evening prior to the championships.
13. The facility shall designate a parking area for the participating institutions and meet personnel. Parking passes should be provided for meet personnel. Maps and parking fee information (if applicable) should be included in the coaches' information packet.
14. The facility shall be responsible for and pay the costs of the coordination and installation of official NCAA championship signage.
15. The facility shall provide a scoreboard with eight-lane display that can also display the top 10 teams (preferably 20).
16. The facility shall provide a scoreboard with the capability to interface with diving programs, score cards, or electronic pads in order to display diving scores and provide personnel to run the program.
17. The facility shall have video replay capabilities.

**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: MARKETING REQUIREMENTS

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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 \$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 their marketing needs. This marketing website, [NCAACHampsPromotion.com](http://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.** 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](http://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**

The prospective host must submit a letter confirming hotel availability to accommodate at least 900 student-athletes, coaches, athletics staff members. It is recommended that this letter also confirms accommodations for spectators attending the event. All hotels shall be in close proximity (ideally within walking distance) from the facility. The team hotel(s) must be of comparable quality and distance from the facility.

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	Mon.	Tues.	Wed.	Thur.	Fri.	Sat.	Notes
Teams <sup>1</sup>			50	250	250	250	250	200	
Headquarters			60	80	80	80	80	50	
<b>Total</b>			110	330	330	330	330	250	

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## **SECTION VI: NCAA/HOST RESPONSIBILITY**

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### **NCAA PROVIDES:**

1. Transportation and per diem reimbursement for the participants.
2. Transportation, lodging (room and tax), per diem and game fee for all officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA sport committee.
4. Awards for participating teams.
5. Hydration product (e.g., water, electrolyte solution, coolers, etc.)
6. Official souvenir program in digital form.
7. Credentials.
8. Basic championship signage.
9. Volunteer and officials apparel.
10. Backstroke flags and lane lines.
11. Mementos to the official traveling parties of the participating teams.
12. Funding for promotional efforts.

### **HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:**

1. Facilities.
2. Volunteers.
3. Public relations coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality.
6. Food/beverage concessions.
7. Public address system.



8. Support personnel – ticket takers, media runners, etc.
9. Security.
10. On-site Timing Technician.
11. Media room (fully equipped).
12. Media seating/work area with constant refreshments.
13. Tickets.
14. Appropriate directional signage within and outside the venue.
15. Other items as later requested by the NCAA.

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## SECTION VII: TENTATIVE SCHEDULE OF EVENTS

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### **Championships**

#### **Monday**

Practice 4 – 9 p.m.

Registration – Noon- 9 p.m.

#### **Tuesday**

Practice – 7 a.m. – 5:30 p.m.

Registration – 7 a.m. – 5:30 p.m.

Scratch Box – 7 a.m. – 5 p.m.

Diving Coaches Meeting – 2:30 p.m.

Swimming Coaches Meeting – 3:30 p.m.

Championship Banquet – 6:30 p.m.

#### **Wednesday**

Warm-up – 7– 9:45 a.m. and 4:30 – 5:45 p.m.

Scratch Box – 7 a.m. – 5 p.m.

Swimming Trials – 10 a.m.

Diving Trials – 1 p.m.

Swimming Finals – 6 p.m.

Diving Finals – Approximately 7:30 p.m.



### **Thursday**

Warm-up – 7 – 9:45 a.m. and 4:30 – 5:45 p.m.

Scratch Box – 7 a.m. – 5 p.m.

Swimming Trials – 10 a.m.

Diving Trials – 1 p.m.

Swimming Finals – 6 p.m.

Diving Finals – Approximately 7:30 p.m.

### **Friday**

Warm-up – 7 – 9:45 a.m. and 4:30 – 5:45 p.m.

Scratch Box – 7 a.m. – 5 p.m.

Swimming Trials – 10 a.m.

Diving Trials – 1 p.m.

Swimming Finals – 6 p.m.

Diving Finals – Approximately 7:30 p.m.

### **Saturday**

Warm-up – 7 – 9:45 a.m. and 4:30 – 5:45 p.m.

Scratch Box – 7 a.m. – 5 p.m.

Swimming Trials – 10 a.m.

Diving Trials – 1 p.m.

Swimming Finals – 6 p.m.

Diving Finals – Approximately 7:30 p.m.

\*All times local



**SECTION VIII: TRANSPORTATION**

Local transportation for the participating teams shall be the responsibility of the participating institutions.





## **SECTION IX: VOLUNTEER NEEDS**

Approximately 100-150 volunteers per day will be needed for various assignments, including: relay take off judges, timers, registration personnel, results runners, hospitality personnel, and ticket and merchandise sales.

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## SECTION X: COACHES ASSOCIATION

CSCAA may conduct a meeting during championships week. This meeting is open to all member coaches.



**SECTION XI: AGREEMENT TO TERMS AND CONDITIONS**

**PLEASE NOTE:** The Division III Swimming & Diving Committee will consider bids for multiple years and/or single year bids. Please indicate the year(s) in which you are interested in serving as host:

\_\_\_\_\_ 2023 (March 15-18)

\_\_\_\_\_ 2024 (March 20-23)

\_\_\_\_\_ 2025 (March 19-22)

\_\_\_\_\_ 2026 (March 18-21)

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In addition to this form please submit the following:

- key contact form
- proposed budget and financial report

**SIGNED:**

Sponsoring Agency Representative \_\_\_\_\_

Agency \_\_\_\_\_

Address **(Please list street, city, state and zip code for overnight mail.)**

\_\_\_\_\_

Telephone Number (\_\_\_\_) \_\_\_\_\_ Facsimile Number (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_