

 **CHAMPION YOUR CITY.**



NCAA® SITE SELECTION PROCESS AND INFORMATION



## 2019, 2020 & 2021 NCAA DIVISION II FOOTBALL 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 HOST CITY BID SPECIFICATIONS DOCUMENT, THE FORMER SHALL PREVAIL AND GOVERN THE MATTER.***





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## 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 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 Committee. All activities and events associated with the championship are to be approved by the sport committee.



## SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
First Round (12):	Saturday of the 12 <sup>th</sup> week after the first permissible date of competition
Second Round (8):	Saturday of the 13 <sup>th</sup> week after the first permissible date of competition
Quarterfinals (4):	Saturday of the 14 <sup>th</sup> week after the first permissible date of competition
Semifinals (2):	Saturday of the 15 <sup>th</sup> week after the first permissible date of competition; however, the semifinals may be moved to the Sunday of the 15 <sup>th</sup> week after the first permissible date of competition only if there is live television and the provisions of NCAA Bylaw 31.1.4.1 (institutional policy against competition for religious reasons) and 31.1.4.4 (Noon start time rule) are satisfied. Such a move to Sunday competition would still require the advance approval of the Division II Football Committee
Championship Game (1):	Saturday of the 16 <sup>th</sup> week after the first permissible date of competition

The first permissible date of competition is the Thursday preceding September 6. The championship provides for a field of 28 teams. All first-round, second-round, quarterfinal and semifinal games will be played at the site of participating institutions. The semifinal winners will advance to the national championship game site.

Future championship dates:

December 21, 2019;  
December 19, 2020; and  
December 18, 2021.



### 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 host must agree that the facility will be in compliance with all applicable city, state or federal regulations concerning access and seating for people with disabilities.
2. The host agrees that the facility and any practice facility shall be available for the exclusive use of the NCAA starting at 9 a.m. Monday preceding the championship through Sunday after the conclusion of the championship contest for the purpose of preparing for, practicing for and conducting the 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 heated in the standard manner, and that the scoreboards and public-address system will be in good working order.
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, design and construction.
4. The competition surface 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. Any permanent field markings must be neutral.
5. The facility must be modern, clean and accessible and have at least 8,000 permanent seats. There must be at least 3,000 seats on the visitor's side of the field. Please also include a seating diagram and color-coded map of the stadium with designated seating sections, lockers, press box, suites (if applicable), etc. delineated.
6. Two comparable practice facilities, one for each team, must be provided if the championship game is played on a natural grass surface. Each field should be striped for game day conditions. Teams will not practice on the game field. If the championship game is played on an artificial turf surface, the team practices may be held at the stadium site. A practice schedule will be developed by the NCAA Division II Football Committee in consultation with the LOC.

In case of inclement weather, indoor facilities, such as a school gymnasium, must be reserved for use on Thursday and Friday for both teams.

7. The host must have a comprehensive security and evacuation plan in case of emergencies at the facility (e.g., natural disaster, lightning, bomb threats, etc.).
8. All seats in the facility shall be under the control of the NCAA for its exclusive use during the championship.
9. At the discretion of the NCAA, practice sessions may be open to the public free of charge. Programs, merchandise and concessions may be sold.





10. The facility must furnish the following locker room accommodations:
  - a. One locker room for each team to accommodate 70 individuals, with working showers and hot water. Restrooms, marker boards or chalk boards, locker stalls, or dressing hooks, towels and chairs or benches to accommodate the entire squad size must also be provided.
  - b. One locker room for the officials to accommodate nine individuals, 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 NCAA:
  - a. 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.
  - b. Press box media space to accommodate a minimum of 50 working media, including all requested space in the press box for the televising network.
  - c. Media work space to accommodate up to 50 working media with appropriate lighting, heat, air conditioning and toilet facilities. In addition, monitors shall be available to carry the television broadcast and postgame interviews. The NCAA corporate champion/partner for beverages (e.g., Coca-Cola) should always be stocked with such beverages in the press box. In addition, snacks should always be available for the media.
  - d. Photographer space. To accommodate up to 10 individuals in each end zone.
  - e. Interview area for 50 with dais, podium and audio equipment. In addition, television platforms should be available in the rear of the room. A mult box shall also be provided.
  - f. One area of private office space to accommodate up to 10 people, with a telephone, for the use of the NCAA.
  - g. A statistics/media work area containing one photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 75 per minute. The facility shall be responsible for the installation, service costs and paper for this machine during the championship. This machine also shall include a collator and automatic stapler. The facility also shall arrange for on-site equipment operators and technicians to be available the entire game day.
  - h. A facsimile machine shall be provided by the host in the media work area.
  - i. The host shall arrange with the official telecommunications provider for NCAA championships to install in the working press area private lines and instruments, restricted to local, "800", collect and credit-card



calls.

- j. Two separate rooms for drug testing, each with a waiting area, toilet facilities, television, VCR/DVD player and a minimum of 500-square feet of space.
  - k. Enclosed radio booth in the press box for each team's radio broadcast team and also for the NCAA radio broadcast team (if applicable).
  - l. Enclosed booth in the press box for each team's coaching staff.
  - m. Enclosed booth in the press box for instant replay officials and equipment; with an unobstructed view of the playing field from the sideline that is secure; minimum 10-feet wide by 6-feet deep and able to hold a minimum of three chairs.
  - n. The facility shall provide at least one main scoreboard and two fully functional play clocks that may be set to both 40 and 25 seconds. A picture of the scoreboard should be provided with your completed bid.
  - o. A video board within the venue is strongly recommended. A picture of the video board (if applicable) should also be provided with your completed bid.
12. The NCAA shall control all meeting rooms, private clubs, suites (if applicable) and restaurant space (if applicable) whose patrons have access into the stadium without passing a ticket- or credential-checking station during the term of this lease, and all such space shall be provided at no cost to the NCAA.
  13. The stadium should have a full field tarp if the stadium has natural grass.
  14. The stadium must be capable of providing three lines down on the field and two lines up in the press box for each coaching staff. Use of additional phones or alternate systems must be cleared by the NCAA Division II Football Committee for compatibility with the existing system.
  15. The host shall provide in the facility, at its expense, tables, chairs, skirting, bunting, pipe-and-drape, and platforms for all areas described herein as required by the NCAA.
  16. The host shall provide 25 complimentary parking spaces in prime locations at the facility to be used at the sole discretion of the NCAA. In addition, complimentary parking for television production vehicles, team buses and other team vehicles (four spaces per team) also must be provided.
  17. The host shall be responsible for and pay the costs of the coordination and installation of interior and exterior signage.
  18. The NCAA owns the exclusive rights to broadcast the game on television and radio, to record the game and broadcasts thereof and to photograph the game by means of still, videotape or other motion-picture cameras. The NCAA shall have the sole right and authority to designate usage of all broadcast, telecast and press





locations, tables, and work areas.

19. For broadcast specific details please reference the General Section, Broadcast, Media and Internet. Please complete the power verification form and attach it with your bid (available in the bid portal).
20. The host agrees that the NCAA will be paid the predetermined ticket admission rate for each suite admission (if applicable), not to exceed the cost of tickets in the general seating area. The host agrees championship receipts shall include the predetermined ticket admission rate for each suite admission and that all users of the suites shall purchase tickets to access suites for attendance at the championship game. Children two years of age and under may be admitted without a ticket, provided the child sits on the lap of a person with a valid admission ticket.
21. The host agrees that the NCAA will have the complimentary use of a large suite overlooking the stadium and as close as possible to the 50-yard line to be accessed solely by representatives of the NCAA, providing for private use by the NCAA as needed for business meetings prior to and during the competition. This is provided there are viewing suites inside the stadium.
22. The host facility must agree to NCAA markings at midfield and at each end zone and other areas of the playing field as necessary.
23. Television Power Requirements. The competition venue shall provide the access to sufficient and reliable electrical power to operate equipment reasonably necessary to effectuate a first-quality, high-definition color telecast. Minimum power requirements are as follows: · Service size - 200 kVA, 208 volt, three phase, three wire – no-load voltage at shore power service disconnects to be 220 volts; · 1 – 400 amp solid state circuit breaker service disconnect (can provide 2-200 amp in lieu of the 1 - 400 amp); · 1 - 3 phase, 150 amps for the television announce position · 2 – 200 amp solid state circuit breaker service disconnect; · 2 – 100 amp solid state circuit breaker service disconnects; · 2 – 120 volt, 20 amp duplex outlets each fed from a dedicated 20 amp single pole breaker; and · If a generator is required, it shall be a dual twin pack, crystal sync with operator; operator to stay with such generator from hook up to power down. NCAA reserves the right to request additional power as needed for enhanced productions.

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☐ YES

☐ NO

☐ NO with Exception



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## 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 the following 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

### **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 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 with all requirements in the contract terms as presented in the sample contract.

Each team hotel must be a full service hotel (onsite catering and team meeting space) for each team.



## **Specific Guidelines:**

### ***Hotel Room Block***

	Number of Hotels	Service Level	Wed.	Thurs	Fri.	Sat.	Sun.	Notes
Teams One <sup>1</sup>			81*	81	81	81*	c/o	
Team Two			81*	81	81	81*	c/o	
Headquarters			15	18	20	15	c/o	
Officials			0	12	12	12	c/o	
Media			16	16	16	16	c/o	
Evaluators								
Association								
<b>Total</b>			191	196	204	204	c/o	

<sup>1</sup> **Room Types:** \_\_\_ Doubles, \_\_\_ Kings, \_\_\_ Suites, \_\_\_ Other (please explain)

All hotels shall be in close proximity (ideally within walking distance) from the event venue. The team hotels must be of comparable quality and distance from the playing venue.

The host institution is financially responsible for the official accommodations to be reimbursed by the NCAA.

Please note that it would be permissible for the media and officials to be assigned to the same property as the NCAA headquarters hotel. (Officials and teams may not stay in the same hotel). The prospective host must submit two executed copies of the NCAA's form of hotel agreement for each recommended hotel [NCAA headquarters hotel, media hotel, officials' hotel and two team hotels] with the prospective host's bid package. Although it is suggested that there be five hotels, it is permissible to use fewer hotels (e.g., three), so long as each room block is maintained as follows: Teams – 81 per team; NCAA – up to 20; Media – 16; Officials – up to 12. All hotels shall be in close proximity from the stadium. The team hotels must be of comparable quality and distance from the stadium. A minimum of 80





double/double sleeping rooms for each team is required. One complimentary two-bedroom suite (for the head coach) is also required.





#### Additional Notes:

1. \* Please note that the teams may not check-in until Thursday, and might leave immediately following the game on Saturday. As such, the participating teams should not be held financially responsible for any rooms not used on either Wednesday or Saturday night.
2. A complimentary conference room is needed for nine people at the headquarters hotel from Wednesday-Saturday of championship week.
3. A complimentary conference room with a television and VCR and DVD player is also needed for seven people at the officials' hotel on Friday and Saturday of championship week.
4. A complimentary two-bedroom suite must be provided at each team hotel for the head coach in addition to the 80 non-smoking, double/double rooms. In addition, ideally two of the assigned rooms at the headquarters hotel will be suites that may be used at the NCAA's discretion.
5. Each team hotel also must have adequate meeting space to accommodate 80 people in one room and two additional meeting rooms each to accommodate 30 people for the duration of the teams' stay. The meeting spaces must be within or connected to the hotel property. Each hotel must be able to provide catering to each team for any meals the teams may want on-site. The team hotels should also provide complimentary in-room internet for each guest room.
6. A hospitality area must be provided for each team in the assigned team hotel.
7. A media hospitality area also must be provided in the media hotel.
8. The hotel must provide complimentary Internet access within the assigned media hotel rooms and NCAA staff and committee rooms.

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☐ YES

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## SECTION VI: NCAA/HOST RESPONSIBILITY

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### **NCAA PROVIDES:**

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, lodging and per diem and game fee for all officials.
3. Transportation, lodging and per diem for the NCAA Division II football committee.
4. Awards for the participating teams.
5. Official souvenir program.
6. Credentials.
7. Laminated credential boards (30).
8. Mementos to the official traveling parties of the participating teams.
9. Volunteer apparel.
10. Funding for promotional efforts.
11. Footballs to be used for practice and game competition.
12. Instant replay personnel (if applicable).

### **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. Championship hospitality.
6. Food/beverage concessions.



7. Public address system.
8. Support personnel – ushers, ticket takers, media runners, etc.
9. Security. The development and implementation of a security plan is the responsibility of the host/LOC in consultation with the Division II Football Committee. Protection must be provided for each team's bench area and locker room, and for the officials' dressing room. Escorts shall be provided for the officials to the dressing room at half time and immediately after the conclusion of the game. In addition, security personnel must be available to protect the working press areas and interview area, especially before and after the game, and to limit access in all restricted areas to individuals wearing appropriate credentials. It is incumbent upon the host media coordinator to emphasize the necessity to protect the working press areas from the fans, and to encourage the security supervisor to designate additional personnel to staff this area before and after each game. All stadium entrances and the press box must be staffed at all times.
10. Media room (fully equipped).
11. Media seating/work area with constant refreshments.
12. Media coordinator
13. Tickets.
14. All computers, printers, fax machines, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championship, and as may be required by the NCAA.
15. Appropriate directional signage within and outside the venue.
16. Key personnel (e.g., public address announcer, official scorer, timekeeper, play clock operator, chain crew, officials' liaison, media coordinator, team hosts), etc.).
17. Police escorts for both teams from the airport to their respective hotel and from the hotel to and from the stadium on game day. It would be ideal if police escorts would also be provided on a complimentary basis for the duration of championship week.
18. Adequate and experienced grounds crew personnel and equipment to handle all field preparations (e.g., placement and painting of logos, yard markers, hash marks, etc.).
19. All necessary equipment for the conduct of the championship game.
20. Inclement weather practice facilities (two locations).



21. An adequate number of two-way radios to be used by the host/local organizing committee, games committee and NCAA staff during the conduct of the game. In addition, a telephone should be installed in the committee's suite (if applicable) in the press box.
22. Other items as later requested by the NCAA.

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## SECTION VII: SCHEDULE OF EVENTS

### **Wednesday, December 18, 2019**

Arrival of NCAA committee and staff  
Security meeting  
Possible arrival of participating teams

### **Thursday, December 19, 2019**

Arrival of participating teams  
Kick-off news conference  
Team practices in the afternoon  
Championship celebration (banquet)

### **Friday, December 20, 2019**

Community engagement/service event  
ESPN head shots and interviews  
Team practices in the afternoon  
NCAA pre-championship meeting

### **Saturday, December 21, 2019**

National championship game

### **Wednesday, December 15, 2021**

Arrival of NCAA committee and staff  
Security meeting  
Possible arrival of participating teams

### **Thursday, December 16, 2021**

Arrival of participating teams  
Kick-off news conference  
Team practices in the afternoon  
Championship celebration (banquet)

### **Friday, December 17, 2021**

Community engagement/service event  
ESPN head shots and interviews  
Team practices in the afternoon  
NCAA pre-championship meeting

### **Saturday, December 18, 2021**

National championship game

### **Wednesday, December 16, 2020**

Arrival of NCAA committee and staff  
Security meeting  
Possible arrival of participating teams

### **Thursday, December 17, 2020**

Arrival of participating teams  
Kick-off news conference  
Team practices in the afternoon  
Championship celebration (banquet)

### **Friday, December 18, 2020**

Community engagement/service event  
ESPN head shots and interviews  
Team practices in the afternoon  
NCAA pre-championship meeting

### **Saturday, December 19, 2020**

National championship game







## SECTION VIII: TRANSPORTATION

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

The host/local organizing committee will provide three courtesy cars to each of the participating teams. The NCAA will pay for the rental of cars and parking for a predetermined number of NCAA game representatives.

The officials shall also be provided a van by the host/local organizing committee to share throughout the championship. The host shall assign a volunteer to serve as the officials' liaison to assist with the needs of the officials throughout the championship, beginning with their arrival and ending with their departure.

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## SECTION IX: VOLUNTEER NEEDS

Approximately 150 volunteers will be needed for assignments, including scoreboard operations, scoring control, spotters, hospitality, media and merchandise sales. Volunteer needs include participating team hosts, assist the game officials, assist the media, assist with bands/cheerleaders, game management/promotions and other roles as deemed necessary by the NCAA.

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