



NCAA® SITE SELECTION PROCESS AND INFORMATION



2021 NCAA DIVISION II MEN'S & WOMEN'S SOCCER CHAMPIONSHIP SPORT SPECIFIC INFORMATION



CHAMPION YOUR CITY.

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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.





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	
First/Second Rounds:	One week prior to Thanksgiving (Thursday-Saturday or Friday-Sunday)
Third Round/Quarterfinals:	Weekend after Thanksgiving (Thursday-Saturday or Friday-Sunday)
Semifinals / Finals:	Thursday & Saturday two weeks after Thanksgiving.

The championships provide for a field of 56 teams (women) and 40 teams (men). All matches through the quarterfinals will be played at the site of participating institutions. Winners will advance to the joint men's and women's championship.

The men's and women's semifinals and final (Thursday and Saturday) will take place December 9 and 11, 2021.

Preference will be given to locations with permanent structures to accommodate ticketing, concessions, team and official locker rooms, press working area, press conference area, training room, etc.



SECTION III: GENERAL FACILITY REQUIREMENTS

1. The stadium must be modern, clean and accessible. Playing surface must be safe and of championship caliber. Grass playing surface is preferred, grass-like synthetic turf is acceptable. In accordance with the soccer rulebook, the field dimensions must be between 115-120 yards in length and 70-75 yards in width.
2. The stadium must have adequate facilities for network color television as follows:
 - a) Lighting (for night play). A minimum of 150 vertical foot-candles evenly balanced over the entire playing surface.
 - b) Parking for TV production vehicles. A minimum of 250 linear feet for parking, immediately adjacent and accessible to the stadium.
 - c) Championship Parking. The host institution/sponsoring agency agrees to provide 20 complimentary parking spaces in prime locations to be used at the sole discretion of the men's and women's soccer committees. There should be enough parking spaces adjacent to the competition site for the committee, team personnel, game officials, NCAA staff and media. In addition, designate an area for team buses to drop off and pick up passengers.
3. The host institution/host agency agrees that no alcoholic beverages shall be sold or dispensed for public or private consumption anywhere in the stadium prior to or during the conduct of the championship and that no advertisements denoting, publicizing or promoting the sale of alcoholic beverages shall be hung, installed or displayed anywhere within the stadium during the term of the lease period.
4. The NCAA shall have the exclusive right to sell products licensed by the NCAA for marketing. Only NCAA-licensed merchandise may be sold at the stadium (inside and outside).
5. The host institution/sponsoring agency shall make every effort to restrict the retail sale of souvenir merchandise that has not been authorized by the NCAA and shall confiscate any "pirated" merchandise that may become available for sale in its market.
6. The host institution/host agency shall maintain throughout the term of the lease, comprehensive general public liability insurance with single limits of at least \$1 million covering personal injury and property damage, and shall provide the NCAA national office with the appropriate certificate. The host institution/host agency further agrees to indemnify and hold harmless the NCAA and its employees from and against all claims of liability to third parties for injury to or death of persons or loss of damage to property arising out of or in connection with the performance of the contract between the two parties.
7. The host institution/host agency shall provide at the stadium one photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per-copy speed of 60 per minute. These copy machines shall be located in an area convenient to the media.



8. The stadium shall arrange with the local telephone company to install two (2) business private lines (BIS) toll-restricted in the working press area of the facility as designated by the committee. The NCAA also requires a minimum of six complimentary portable two-way radios be provided.
9. The stadium shall not permit any banners, signs, displays or advertising to be posted, hung or displayed in the stadium during any session of the tournament games.
 - a) Exception: Television broadcast entities may display a maximum of two television banners at NCAA championship sites. The television banners may only display the name and logo of the broadcast network. Television (Turner, CBS, ESPN, CBS College, etc.) may have only two banners. National radio (Westwood One) may display a maximum of one banner. Local radio or student radio may not display any banners at NCAA championships. The NCAA staff on site must approve of the designated location of the network banner placement. The NCAA committees may authorize the posting of appropriate institutional (team) banners. No other signage may be affixed in the venue area.
10. The committee will not recommend any stadium to host a future final session unless it is constructed and in operation at the time the committee submits its site recommendation to the championships committee.
11. Minimum press requirement to be provided the sites.
 - a) Press box area with five to 10 media positions and five photography/television spaces. At least 18 feet of space to be afforded to photographers from the restraining sideline to the first row of seats on each side.
 - b) Working pressroom for 10 to 15 persons.
 - c) Interview room for 20 persons. The host institution/host agency shall provide: elevated interview and camera areas, adequate TV lighting, sound equipment (microphones, amp, etc.). The NCAA shall have final approval and direction of all sound and lighting equipment.
 - d) Refreshment/hospitality area for 25 persons. Only NCAA approved and/or generic drinking cups (devoid of commercial identification) should be used in the refreshment area.
 - e) Additional pipe and drape, platforms, etc., as designated by the men's and women's soccer committees.
 - f) Public address systems as designated by the men's and women's soccer committees.
 - g) Chairs as designated by the men's and women's soccer committees.
 - h) Skirting, pipe and drape for work areas as designated by the men's and women's soccer committees.



- i) The postgame news conference room should be "dressed" appropriately to reflect the prestige of the event by: (a) placing NCAA seals and logos on the podium and walls; (b) using draping on tables and other areas as necessary; (c) setting up a platform for the interviewees and moderator; and (d) providing a sound system, if necessary. Security personnel should be stationed outside the room to check credentials; the soccer committee representative(s) should be given access to this area.
12. The host/institution shall provide an elevated area for each team to videotape its own game if it wishes to do so. Each participating team is automatically authorized to videotape its own game; it is not necessary to have them sign a form.
13. Locker rooms. One locker room for each team (minimum total of two) and two locker rooms for the game officials shall be provided. Additionally, one on-site committee meeting room/office area must be made available.
14. The host/institution shall provide an athletic training room stocked with towels and other necessary equipment, and staff it with appropriate personnel prior to, during and post-game and during practice sessions.
15. Equipment. The host/institution must ensure that the following equipment is at the game site: telephone (cellular acceptable), adequate public-address system, two watches, two compressed air-horns, scoreboard, pencils and an American flag (and Canadian flag when appropriate) properly displayed. NCAA logos and seals must also be properly displayed.
16. The stadium shall submit the following information to the men's and women's soccer committees:
 - a) Description of stadium and field marking including logos, etc.
 - b) Description of stadium boxes sound system.
 - c) Description of existing advertising contracts.
 - d) Number of private suites and availability.
17. Minimum seating capacity in the stadium should be 1,000.
18. Drug Testing Area. The stadium shall make available a dedicated area for NCAA drug testing, should it be designated. Two facilities, or a divided facility, must be provided for drug testing. Each must facilitate the movement of five crew members, five to 10 student-athletes and any witnesses. Each must contain two separate areas: a quiet waiting area and an area for specimen collection.
19. The competition site must be available to the NCAA from 9 a.m. Tuesday prior to the championships through 2 p.m. Sunday after the championships. Please ensure that one practice field (2 or more is preferred) is available the day prior to each day of competition.
20. The field must be properly marked, including coaching and photographers boxes, in accordance with NCAA rules. Place appropriate NCAA logo in middle of center circle (finals only). All seating or standing arrangements at the field should not allow spectators closer than 20 feet from touch and goal lines.



21. Create team signage for the scoreboard rather than having “home” and “away” signs, as well as for each locker room, indicating team assignments for each game.

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

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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.)** 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.



Hotel Room Block

	Number of Hotels	Service Level	Tues.	Wed.	Thurs	Fri.	Sat.	Sun.	Notes
Teams ¹			120	120	120	60	60	c/o	
Headquarters			20	20	20	20	20	c/o	
Officials			0	14	14	14	14	c/o	
Media									
Evaluators									
Association									
Total			140	154	154	94	94	c/o	

¹ **Room Types:** 15 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.

Although it is suggested that there be three hotels, it is permissible to use more or less, so long as each room block is maintained as listed above. A minimum of fifteen double/double sleeping rooms for each team is required. Two complimentary bedroom suites (for the head coach and the administration) are recommended.

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SECTION V: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
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 the participating teams.
5. Official souvenir program. (Digital)
6. Credentials.
7. Funding for volunteer apparel.
8. 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 – ushers, ticket takers, media runners, etc.
9. Security.
10. Media room (fully equipped).



11. Media seating/work area with constant refreshments.
12. Tickets.
13. All computers, printers, fax machines, video equipment, photocopy machines, telephone lines, 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. Head table personnel (e.g., public address announcers, official scorer, matchmaker, chief of head table operations, etc.)

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SECTION VI: SCHEDULE OF EVENTS

Tuesday

Committee facility walk-through. (Stadium)

Coaches meeting.

Wednesday

Practices at practice facility.

Walkthroughs on game field.

Community engagement. (Various locations)

Championship banquet.

Thursday

First semifinal match.

Second semifinal match.

Third semifinal match.

Fourth semifinal match.

Friday

Practices.

Saturday

Championship game #1.

Awards ceremony.

Championship game. #2.

Awards ceremony.



SECTION VII: MARKETING

Sustained Predetermined Final Site

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, 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
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 VIII: VOLUNTEER NEEDS

Approximately 50 volunteers per day will be needed for assignments, including scoreboard operations, scoring control, spotters, hospitality, media and merchandise sales.

1. Media runners.
2. Public address announcer and spotters.
3. Merchandise sales.
4. Hospitality coordinator.
5. National anthem singers and color guards.
6. Ticket sellers/takers/ushers.
7. Game day manager, and assistants to help with pregame activities and awards ceremony.
8. Drug-testing couriers, if applicable.
9. Volunteers to help set up various in-game promotions, staff autograph sessions and fan activities.
10. Ball runners. Six per game
11. Other duties to be determined.

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