CHAMPION YOUR CITY
NCAA® SITE SELECTION PROCESS
2023, 2024, 2025 & 2026

NCAA NATIONAL COLLEGIATE MEN’S AND WOMEN’S SKIING CHAMPIONSHIPS

SPORT SPECIFIC INFORMATION
Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Page No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section I</td>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>Section II</td>
<td>Championship Structure</td>
<td>5</td>
</tr>
<tr>
<td>Section III</td>
<td>Facility Requirements</td>
<td>6</td>
</tr>
<tr>
<td>Section IV</td>
<td>Lodging</td>
<td>7</td>
</tr>
<tr>
<td>Section V</td>
<td>NCAA/Host Responsibility</td>
<td>9</td>
</tr>
<tr>
<td>Section VI</td>
<td>Marketing</td>
<td>11</td>
</tr>
<tr>
<td>Section VII</td>
<td>Schedule of Events</td>
<td>13</td>
</tr>
<tr>
<td>Section VIII</td>
<td>Volunteer Needs</td>
<td>15</td>
</tr>
<tr>
<td>Section IX</td>
<td>Banquet</td>
<td>16</td>
</tr>
</tbody>
</table>

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.
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 Oversight Committee or Championships Committee. All activities and events associated with the championship are to be approved by the sports committee.
SECTION II: CHAMPIONSHIP STRUCTURE

<table>
<thead>
<tr>
<th>DATE FORMULAS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finals Site</td>
</tr>
<tr>
<td>CONCLUDE ON THE SECOND SATURDAY IN MARCH (WEDNESDAY-SATURDAY)</td>
</tr>
<tr>
<td>2023</td>
</tr>
<tr>
<td>March 8-11</td>
</tr>
<tr>
<td>2024</td>
</tr>
<tr>
<td>March 6-9</td>
</tr>
<tr>
<td>2025</td>
</tr>
<tr>
<td>March 5-8</td>
</tr>
<tr>
<td>2026</td>
</tr>
<tr>
<td>March 11-14</td>
</tr>
</tbody>
</table>

The NCAA National Collegiate Men’s and Women’s Skiing Championships currently consist of eight events: two men’s Nordic events (classic and freestyle), two women’s Nordic events (classic and freestyle), two men’s Alpine events (slalom and giant slalom) and two women’s Alpine events (slalom and giant slalom). The competition will be held over a four-day period, with men and women competing in the same event on same day and rotating days between Nordic and Alpine.*

*Championships format and schedule subject to change.
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 cities, state or federal regulations concerning access and seating for people with disabilities.

2. The facilities must be available Monday preceding the competition through the conclusion of the championships for the purpose of preparing for, practicing for and conducting the competition (Monday and Tuesday are practice days; competition days alternate between disciplines Wednesday/Friday and Thursday/Saturday; the venues must be made available for practice on the days the other discipline is competing). During this period of time, the facility conditions must be safe and of championships caliber.

3. For Giant Slalom and Slalom Alpine events, the facility must be able to conduct competition according to International Ski Federation (FIS) rules for FIS-sanctioned events and by United States Ski and Snowboard Association (USSSA) standards for USSSA-sanctioned events including, but not limited to, the following standards: vertical drop, gates, course markings, course preparation, start and finish areas, and officials. NCAA Skiing Rules Modifications must also be able to be accommodated by the host venue.

4. For Classical and Freestyle Nordic events, the facility must be able to meet the guidelines, course specifications, measurements, and other requirements as outlined by International Ski Federation (FIS) and United States Ski and Snowboard Association (USSSA) standards. NCAA Skiing Rules Modifications must also be able to be accommodated by the host venue.

5. Both Nordic and Alpine facilities must have a designated area for: student-athlete hospitality; media; timing; jury meetings; athletic training; working staff; and other needs as requested by the NCAA.

6. The facilities must have designated waxing spaces available for use during the championships.

7. Facilities must have appropriate internet and power available to accommodate all needs for timing services, webstreaming providers, videoboard providers, and general media and championship operations.

8. 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.

9. The facilities must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.

10. The facilities must have comprehensive safety and security plans in case of accidents or emergencies.

11. At the discretion of the NCAA, practice sessions and competitions may be open to the public at no admittance charge. In addition, programs, merchandise and concessions may be sold.
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.
For the National Collegiate Skiing Championships, housing is not required to be secured for all participating teams; rather it is up to each participating institution to arrange their own lodging accommodations. The host, however, should recommend a host hotel for 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. 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 will all requirements in the contract terms as presented in the sample contract.
Hotel Room Block

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Teams</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Headquarters</td>
<td></td>
<td>5</td>
<td>5</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Officials</td>
<td></td>
<td>5</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Media</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Evaluators</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Association</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td>10</td>
<td>15</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>25</td>
<td>15</td>
<td></td>
</tr>
</tbody>
</table>

All hotels shall be in close proximity to the event venues. If using multiple properties, all hotels must be of comparable quality and distance from the competition venue.

The host institution is financially responsible for the official accommodations to be reimbursed 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 bidding portal to be considered.
SECTION V: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem reimbursement for participating teams.
2. Transportation, lodging (room and tax), per diem and game fee for key officials.
3. Transportation, lodging (room and tax) and per diem for NCAA skiing committee members.
4. Awards for participating teams.
5. Mementos for official travel party members of participating teams.
6. Official souvenir program.
7. Credentials.
8. Volunteer apparel.
9. Championship signage.
10. Funding for promotional efforts.
11. Funding for video boards.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Volunteers.
3. Championships officials.
4. Public relations coordination.
5. First aid, medical services, AED and ambulance on-site.
6. Championships hospitality.
7. Daily meeting space for NCAA skiing committee and coaches of participating teams.
8. Food and beverage concessions.
9. Public address system.
10. Support personnel, including forerunners, gatekeepers, etc.
11. Video review equipment for Slalom races.
13. Media space with sufficient internet connectivity and dedicated networks for the following groups of personnel: web streaming, timing, and working media.
14. Lift tickets.
15. All computers, printers, video equipment, photocopy machines, DSL lines, etc. necessary to administer the championships, and as may be requested by the NCAA.
16. Appropriate signage within and outside the venue.
17. Other items as later requested 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 bidding portal to be considered.
SECTION VI: MARKETING

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.
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.
NCAA National Collegiate Men's and Women's Skiing Championships
Sample Schedule of Events

Note: Nordic and Alpine disciplines subject to swap practice and competition days in a given year.

Sunday
5 – 7 p.m. Registration.
7 p.m. NCAA Skiing Committee Meeting.

Monday
3 – 5 p.m. Registration.
8 a.m. – 3 p.m. Unofficial Alpine Training.
8 a.m. – 3 p.m. Official Nordic Training.
4 p.m. NCAA Skiing Committee/Officials Meeting.
5 p.m. NCAA Issues Meeting.

Tuesday
8 a.m. – 2 p.m. Official Nordic Training.
9 a.m. – noon Eastern Region Official GS Training.
Noon – 3 p.m. Western Region Official GS Training.
3 p.m. NCAA Skiing Committee Meeting.
4 p.m. Mandatory Coaches Meeting.
6 p.m. NCAA Championship Banquet.

Wednesday
9 a.m. – noon Western Region Official GS Training.
10 a.m. Men’s 10k Freestyle: Individual Start.
Noon Women’s 5k Freestyle: Individual Start.
Noon – 3 p.m. Eastern Region Official GS Training.
4:30 p.m. NCAA Skiing Committee Meeting.
5 p.m. Mandatory Coaches Meeting.

Thursday
8 a.m. – 2 p.m. Official Nordic Training.
9 a.m. Women’s GS: Run to completion.
Noon Men’s GS: Run to completion.
4:30 p.m. NCAA Skiing Committee Meeting.
5 p.m. Mandatory Coaches Meeting.
<table>
<thead>
<tr>
<th><strong>Friday</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>9 a.m. – 3 p.m.</td>
<td>Official GS Training: East/West.</td>
</tr>
<tr>
<td>10 a.m.</td>
<td>Women’s 15k Classical: Mass Start.</td>
</tr>
<tr>
<td>Noon</td>
<td>Men’s 20k Classical: Mass Start.</td>
</tr>
<tr>
<td>4:30 p.m.</td>
<td>NCAA Skiing Committee Meeting.</td>
</tr>
<tr>
<td>5 p.m.</td>
<td>Mandatory Coaches Meeting.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Saturday</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>9 a.m.</td>
<td>Men’s Slalom: First Run.</td>
</tr>
<tr>
<td>10 a.m.</td>
<td>Women’s Slalom: First Run.</td>
</tr>
<tr>
<td>Noon</td>
<td>Men’s Slalom: Second Run.</td>
</tr>
<tr>
<td>1 p.m.</td>
<td>Women’s Slalom: Second Run. (Whiteface Mountain)</td>
</tr>
<tr>
<td>2 p.m.</td>
<td>Team Awards Ceremony and Celebratory Barbeque.</td>
</tr>
</tbody>
</table>
SECTION VIII: VOLUNTEER NEEDS

Approximately 50 volunteers per day will be needed for various assignments, including forerunners, video control and gatekeepers.

Volunteers will be needed to assist with registration, course setup and teardown, scoring, timing, hospitality, and other areas determined by the host institution and skiing committee.

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.
Arrangements should be made for a banquet to be held Tuesday night for the official travel parties for each of the participating institutions. Other individuals who should be on the guest list include members of the National Collegiate Men’s and Women’s Skiing Committee, NCAA championship administrator, and additional host institution personnel (i.e. president, faculty athletics representative and individuals greatly involved in the conduct of the championship). Hosts should plan for approximately 250 people to attend the banquet.

Rules officials for the championships should not be invited.

Also, if room and arrangements can be made easily, the host may consider having banquet tickets for sale to each team for their interested parties. Cost of the ticket should be based on the cost per plate. (Typically, the host has 3-5 additional tickets available for sale for each team, depending on space.)

The format of the banquet has called for short welcome statements by representatives of the host institution, dinner, slide show and recognition of participants, and recognition of the NCAA Elite 90 Award recipient.

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.