CHAMPION YOUR CITY

NCAA® SITE SELECTION PROCESS
2023, 2024, 2025 & 2026
NCAA DIVISION I MEN’S AND WOMEN’S
INDOOR TRACK AND FIELD
CHAMPIONSHIPS

SPORT SPECIFIC INFORMATION
IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE SPECIFICATIONS THAT FOLLOW AND ANY SUCH SPECIFICATIONS IN THE GENERALs 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 the Division I Men's and Women's Indoor Track and Field championships.

The information contained in this document and the accompanying attachments provides the minimum bid specifications for hosting the 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 Competition Oversight 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>Indoor Track and Field Championships</th>
<th>Second Friday and Saturday in March</th>
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<tbody>
<tr>
<td>2023</td>
<td>March 10-11</td>
</tr>
<tr>
<td>2024</td>
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<td>2025</td>
<td>March 14-15</td>
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<td>2026</td>
<td>March 13-14</td>
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The Division I Men’s and Women’s Indoor Track and Field Championships provide for each men’s individual event contested, including the heptathlon, the top 16 declared student-athletes will be accepted into the competition. For each women’s individual event contested, including the pentathlon, the top 16 declared student-athletes will be accepted into the competition. For each relay event contested, the top 12 declared relay teams will be accepted into the competition. The stated maximums are absolute and will not be extended as a result of ties. Seventeen (17) events are contested at the championships, 15 individual events and two (2) relays, per gender. The top eight (8) individuals or relay teams will receive awards per event and team awards are distributed for national champion through fourth-place per gender.
SECTION III: GENERAL FACILITY REQUIREMENTS

1. The facility must be modern, clean and accessible and must have at least 3,500 seats (5,000 preferred) a proposal that includes a combination of permanent and temporary seating is acceptable, however, any cost for temporary seating is at the expense of the host and non-reimbursable by the NCAA. The seating capacity must take into account adequate seating reserved for participants (student-athletes and coaches) in close proximity to the primary warm-up and clerking areas.

2. The facility and surrounding area (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 noon the Monday preceding the first day of competition (Friday) through the day after the championships (Sunday) for the purpose of preparing for, practicing for, conducting the Division I men’s and women’s indoor track and field championships, and in the case of inclement weather or other occurrences that may require the championships to carry over to Sunday. During that period of time, the facility will be clean and accessible, and conditions must be safe and of championships caliber. The facility must be accessible for practice by participating institutions no later than 12 p.m. two days prior to the first day of competition.

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, designs and constructions.

4. The host must provide the use of the facility, cleaned, lighted and heated or air-conditioned in a manner acceptable to the NCAA.

5. The facility/host shall obtain written release from the lessees and franchisees, if any, of “club” seats, suites or boxes allowing the NCAA the said use of such during championship events. If applicable, the local organizing committee (LOC) will be responsible for relocating all displaced suite and box ticket holders in the general seating areas contained in the LOC’s allotment of tickets.

6. The facility will be responsible for the security and distribution of tickets to groups specified by the NCAA. The cost of clerical work, envelopes, postage and printing will be included as an expense in the NCAA approved budget.

7. The city shall have an ordinance prohibiting ticket scalping inside the facility and facility property.

8. At the discretion of the NCAA, practice sessions may be open to the public at no admittance charge. Programs, merchandise and concessions may be sold.

9. During the season in which the facility will host the championship, it must host a minimum of one indoor track and field meet prior to March 1.
10. The host shall make the necessary accommodations for the personnel to conduct fully automatic timing (FAT) and results processing for the championships. The NCAA shall contract with the timing personnel directly.

11. The NCAA track and field officials assignor will appoint all key official positions for the championships, including referees, starters, head clerks, a head umpire, and a head marshal. The host shall work with the NCAA officials assignor on securing and approving the balance of officials to serve at the championships. The officials cannot be under the employ of the host institution or any member of the host institution’s conference. Of the officials secured by the host, 40 percent must come from outside the local association. The NCAA officials assignor can offer a list of recommended number of officials to work in each event area.

   It is preferred that the host’s hospitality plan includes scheduled meals for officials. Note that the NCAA will issue invitations to serve for the paid key official positions. Transportation (mileage only; flights will be paid and arranged by the NCAA) and lodging expense (room and tax), per diem, and stipend shall be paid directly by the host to the key officials mentioned above and reimbursed by the NCAA.

12. Tracks, runways and take-off areas should be covered with synthetic material. These surfaces shall be able to accept a minimum of 7 mm (1/4”) in spike length. In the high jump, the surface shall be able to accept a minimum of 9 mm (3/8”) in spike length.

   It is preferred that each runway shall have a uniform resilience and that field events are conducted within the primary spectator viewing area.

   Where possible, all events should be unobstructed by facility limitations (e.g., shortened runways, bleacher seats, overhead beams, etc.).

13. Maximum lateral inclination of the straight-aways permitted shall not exceed 1:100, one percent (1%). The maximum downward inclination permitted in the running direction shall not exceed 1:250, four-tenths of one percent (.4%), at any point, and 1:1,000, one-tenth of one percent (.1%) overall.

   Lanes shall all have the same width with a minimum of 1.067 (± 0.01) meters and a maximum of 1.22 (± 0.01) meters (42-48”), including the white line to the right. Lanes shall be marked on both sides by line 5 centimeters wide. The lanes shall be numbered with lane one on the left when facing the finish line.

   There should be a minimum of 3 meters (9’10”) behind the start line and 10 meters (32’9 ¾”) beyond the finish line free of any obstruction. It is recommended that clearance beyond the finish line should be at least 20 meters.
14. The oval track must be 200 meters in length. It shall consist of two horizontal straights and two curves which shall be banked. A track surveyed based on the existence of a curb shall, at a minimum, have the full curves bordered by a curb of suitable material approximately 5 centimeters in height and a minimum of 5 centimeters in width. The edges of the curb shall be rounded.

15. The pole vault, long jump and triple jump facilities must have at least 45 meter (147' 7 ½") runways. For the pole vault, this minimum shall be measured from the back of the box. For the long and triple jumps, this minimum shall be measured from the take-off board. Two runways are required for long jump and triple jump.

16. The shot put and high jump areas should be able to handle competitions at the same time with competitor and spectator safety. It is preferred that the high jump is situated so that it does not interfere with running events.

17. Dual high jump and shot put areas for simultaneous competitions in the combined events are preferred.

18. The weight throw facility must meet NCAA specifications and have a landing area that will allow maximum safety and also provide safe and adequate spectator space. The weight throw area shall have safety boards, placed at a recommended minimum of 100 feet from the circle. These boards should be sturdy enough to absorb the force of the implements at the end of its travel.

19. The facility should have space available for the management of the event including a clerking area large enough to accommodate 50 athletes, a warm-up area for athletes prior to reporting to the clerk, an athlete interview area and an area convenient for conducting a drug-testing program. The warm-up area must provide expansive space with plenty of track surface available for student-athletes to practice blocks starts and hurdle drills while wearing spikes.

20. The facility should have space available in the press box to accommodate data and timing management (lane assignments, results, scoring, etc.). Space for personal computers with corresponding electrical and internet access is required. The NCAA will contract the services of the timing group. Space reserved for this purpose should accommodate ten people. Space for video review to include power and internet must be available near the track and in an area that is enclosed, private and in close proximity to the protest table.

21. One area of visible space near the field of play should be available, appropriately furnished with tables, chairs and refreshments for the use of the NCAA committee. The committee should also have a private space that is adjacent or nearby that is not subject to outside interference. The committee will also require a separate area of work space with a view of the track that can accommodate two individuals, a desktop printer and personal computer for use of the NCAA committee to oversee results verification. This space should be made available beginning Wednesday prior to the championships.
22. The committee will also require a separate area of work space with a view of the track that can accommodate two individuals, a desktop printer and personal computer for use of the NCAA committee and data specialist to oversee results verification.

23. The facility should have an awards stand to accommodate eight relays (32 people) that is easily seen by spectators.

24. Concessions and an athletic training facility must be available on site. If permanent facilities are not available for athletic training, tents set up in or adjacent to the facility may be used to meet this requirement. Enough space shall be provided to accommodate participating institution.

25. Permanent restrooms must be on site.

26. On-site complimentary parking must be provided for participating institutions, championship personnel, media and officials. If immediate parking is not available for participating institutions, a bus/van drop-off area must be designated. If necessary, hosts may limit the number of parking passes distributed to an institution based on the institution’s number of participating student-athletes. Sufficient parking spaces must also be made available to attending spectators.

27. An established mixed zone area must be designated separate from spectator and hospitality areas.

28. A full complement of facility crew personnel must be on site at all times during practice and competition. Established plans for handling facility needs in the event of inclement weather must be reviewed by the NCAA in advance of the championships.

29. Hosts must provide, in its participant manual, a list of equipment available to all teams (i.e., throwing implements, etc.) and a list of alternate training facilities, including weight room and appropriate running paths in immediate proximity to the facility. Weight room shall be made available at no cost to participating institutions for the duration of the championships including all practice and competition days.

30. A private and secure room for drug testing with a common waiting area, separate toilet facilities for men and women, and a minimum of 500 square feet of space, must be available.

31. The facility shall provide at least one main results area with an area for protests to be filed.

32. A section of seating closest to the warm-up and clerking area shall be reserved for participating student-athletes and coaches.
33. The NCAA or its designee will provide cups, water coolers, ice chests, and water for placement in key areas including warm-up, competition areas, clerking, and mixed zone. A limited number of banners and other signage will be provided for dressing the facility. These items will be provided at the NCAA's expense.

34. The facility will provide the following state-of-the-art meet equipment at its expense: public-address system, a video board and associated cameras to display meet updates, live action, replays, and NCAA messaging, and electronic event performance boards reporting marks for each field event. Bids outlining a plan to enhance the championships with fully produced footage (available throughout all days of competition and with multiple camera angles) will be given additional consideration.

35. The primary press box/area must be large enough to accommodate a minimum of 50 to 60 media that can view the field of play. Additionally, an auxiliary space that can seat 50 to 60 photographers, preferably on track level near the track, must be made available. The area must have proper lighting, internet access and adequate toilet facilities for men and women (including facilities for disabled persons), and be adjacent to an area available for light snacks, soft drinks and water.

36. 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 and other working areas and at the facility.

37. Dedicated, but limited, space for photographers should be available in the field of play, as well as on the periphery of the oval track as determined by the NCAA media coordinator and host sports information director.

38. An interview area within the mixed zone set with one six-foot table and chair seating for 10 individuals should be available. The facility will provide the lighting, draping, a seated interview area and camera platforms (if necessary) at its expense. Other press conference equipment and personnel selected by the NCAA to administer satellite and local videotape and sound feeds to electronic media agencies will be provided at the NCAA's expense.

39. The host will make available photocopy machine(s) with capabilities for reproducing heat sheets, results and other material on bond paper 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 championships. Each machine will also include a collator and automatic stapler, with an additional collator capable of handling 12 separate sheets of paper. Host must also provide equipment operators and technicians Friday and Saturday during the championships. The machines shall be located in an area convenient for the media.

40. An area should be made available for meals for 75 television production crew members (at the expense of the televising network).
41. A hospitality area to serve scheduled meals to officials, NCAA committee and key personnel must be made available by the facility.

42. The host will make available a banquet space to accommodate up to 900 individuals, participating student-athletes and institutional personnel, on Thursday evening prior to the championships.

43. A meeting space in close proximity to the competition venue to conduct the coaches meeting (space for 400) and packet pick-up along with necessary tables and chairs.

44. The facility and LOC will be responsible for and pay the costs of the coordination and installation of interior and exterior decorations in the facility.

45. The host shall provide, at its expense, tents, tables, chairs, skirting, bunting, pipe-and-drape and platforms for all areas described herein as required by the NCAA. Areas include merchandise and program sales, results posting, and protest area.

46. The host shall provide a secure area for implement weigh-in and certification. The area should be able to accommodate the storage of all implements, implement carts and other set-up needs (tables, chairs, etc.). In addition, the host shall provide a secure area to store institutional vaulting poles.

47. The official track and field equipment supplier of the NCAA will supply equipment necessary to conduct the championships.

The host institution/conference/sponsoring agency must submit a facility diagram with bid materials which indicates the location of the areas noted below.

- Track and field events layout
- Participant seating
- Warm-up and clerking areas
- Mixed zone
- Awards area
- Locker rooms (if any)
- Concessions
- Merchandise
- Restrooms
- Committee work space
- Parking for teams, officials, media, spectators, NCAA committee/staff, television production truck and volunteers
Press conference area
Hospitality areas
Media workroom
Drug testing
Press box
Public flow
Athletic training/medical
Videoboard
Hospitality areas
Coaching boxes
Protest area

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☐ 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: LODGING

Housing will be required for all participating teams, NCAA staff, committee members, media, game officials, timing, official video review 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.

All hotels shall be in close proximity to the event venue. The team hotels must be of comparable quality and distance from the venue.
**Headquarter Hotel Room Block**

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<th>Tues</th>
<th>Wed</th>
<th>Thurs</th>
<th>Fri</th>
<th>Sat</th>
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</thead>
<tbody>
<tr>
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<tr>
<td>Kings</td>
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<tr>
<td>Suites</td>
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<tr>
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<td><strong>76</strong></td>
<td><strong>76</strong></td>
<td><strong>76</strong></td>
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</tbody>
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The host is expected to ensure lodging arrangements are available at favorable rates for the following groups:

- NCAA Staff
- NCAA Committee and Data Specialist
- NCAA Officials and Announcers
- Timers
- Video Review

The host institution is financially responsible for the officials, announcers, NCAA committee, data specialist, timing, and video review accommodations to be reimbursed by the NCAA.

**Team Hotels**

In addition, the community of the host institution/conference/sponsoring agency should demonstrate an ability to house the championship participants (including team personnel) at favorable rates ($130-$150) for the duration of the championships (approximately 700 rooms should be available Tuesday with check out on Sunday). All hotels shall be in close proximity to the competition venue. The hotels for participants must be of comparable quality. The host institution shall advise competing teams of hotel accommodations available in the area. An institution is not obligated to stay at the suggested properties and is responsible for securing its own accommodations. 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 Monday of meet week.
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SECTION V: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem for the participating teams.

2. Transportation (air travel paid by the NCAA and mileage paid by host and reimbursed through financial report), lodging, per diem, and stipend for fourteen key official positions. (Lodging, per diem and stipend should be paid by the host and reimbursed by the NCAA through the financial report.)

3. Transportation, lodging and per diem for the NCAA committee. (Lodging should be paid by the host and reimbursed by the NCAA through the financial report.)

4. A limited number of banners and other signage to dress the facility.

5. Awards for the participating teams.

6. Championship mementos for participating teams (distributed after the championships).

7. Credentials, lanyards and credential boards.
8. Apparel for officials and volunteers.


10. Hydration product and equipment for participants.

11. Equipment supplied through equipment vendor.

12. Funding for operational expenses as approved in the proposed budget.

13. Limited funding for promotional efforts.

14. Personnel to conduct fully automatic timing (FAT) and results processing as well as video review. (Lodging should be paid by the host and reimbursed by the NCAA through the financial report.)

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.

2. Volunteers and Coordinator

3. Media Coordinator.

4. First aid/medical services/AED on-site/ambulance on-site.

5. Championships hospitality (Officials, volunteers, committee/NCAA staff, student-athletes, media)

6. Food/beverage concessions.

7. Production equipment and personnel, including public address system and video board.

8. Support personnel – ushers, ticket takers, media runners, etc.


10. Media workroom (fully equipped) with hospitality and interview area.

11. Tickets.
12. 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.

13. Appropriate directional signage within and outside the venue.

14. Press box personnel (e.g., public address announcers, support for timing system, chief of operations, etc.).

15. Meet personnel.

16. Other items as later requested by the NCAA.

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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.** 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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Tuesday
NCAA committee arrives to finalize meet set-up and conduct other administrative responsibilities.

Wednesday
Facility preparation.
Practice by participants.

Thursday
Practice by participants.
Packet pick-up.
Coaches technical meeting.
Officials’ meeting.
Championships banquet.

Friday
Day 1 of championships.

Saturday
Day 2 of championships.
Team awards presentation.

*Schedule subject to change.
SECTION VIII: VOLUNTEER NEEDS

Approximately 100 volunteers on competition day will be needed for assignments, including basket runners, hospitality, concessions, parking, media and merchandise sales.

The officials’ coordinator will work with the NCAA national officials assignor to assign the additional number of officials.

The host will be responsible for securing volunteers/personnel for the following areas:

- Officials outside of key officials (to be approved by the NCAA officials assignor)
- Marshals.
- Event Mgmt.
- Runners for results.
- Volunteers for video review.
- Video board operators.
- Awards coordinator.
- Packet Pick up coordinator
- Drug testing couriers, if necessary.
- Sports Medicine staff to include physicians and EMT.
- Media workroom and heat sheets/results production.
- Hospitality coordinator.
- National anthem singers.
- Ticket coordinator.
• Electrician.
• Crew to move hurdles and prepare track.
• Facility management.
• Ticket sellers/takers.
• Security.
• Concessions, merchandise sales.
• Ushers if necessary.
• Additional operational needs.

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SECTION IX: COACHES ASSOCIATION

The United States Track and Field and Cross Country Coaches Association (USTFCCCA) is involved with various activities during the championships. The coaches association presents awards during the championships banquet. All coaches association activities held in conjunction with the championship are conducted at the discretion of the NCAA and are subject to NCAA approval.