2022, 2023, 2024 AND 2025
NCAA DIVISION III MEN’S AND WOMEN’S
CROSS COUNTRY 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/course Requirements</td>
<td>6</td>
</tr>
<tr>
<td>Section IV</td>
<td>Marketing</td>
<td>10</td>
</tr>
<tr>
<td>Section V</td>
<td>Lodging Specifications</td>
<td>12</td>
</tr>
<tr>
<td>Section VI</td>
<td>NCAA/Host Responsibility</td>
<td>14</td>
</tr>
<tr>
<td>Section VII</td>
<td>Schedule of Events</td>
<td>16</td>
</tr>
<tr>
<td>Section VIII</td>
<td>Transportation</td>
<td>17</td>
</tr>
<tr>
<td>Section IX</td>
<td>Volunteer Needs</td>
<td>18</td>
</tr>
<tr>
<td>Section X</td>
<td>Coaches Association</td>
<td>19</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.
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 NCAA DIII Championships Committee. All activities and events associated with the championship are to be approved by the sports committee.
The Division III Men’s and Women’s Cross Country Championships provide for a maximum of 32 (seven person) teams and 56 individuals per gender for a total of 280 competitors per gender. To be eligible to participate in the championships, teams and individuals must qualify from their respective regions (refer to the Division III Men’s and Women’s Cross Country Pre-Championships Manual for a list of institutions by region which sponsor cross country – www.NCAA.org, select fall sports, cross country).

Sixteen teams automatically qualify to the championships races by finishing as one of the top two teams at any of the eight regional championships. The remaining 16 at-large teams are selected by the NCAA Division III track and field committee. Fifty-six individuals automatically qualify to the championships races by being one of the top seven regional finishers not on an advancing team. Men’s races will be 8,000 meters and women’s races will be 6,000 meters.

<table>
<thead>
<tr>
<th>National Championships</th>
<th>Saturday prior to the Thanksgiving holiday</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
<td>November 19</td>
</tr>
<tr>
<td>2023</td>
<td>November 18</td>
</tr>
<tr>
<td>2024</td>
<td>November 23</td>
</tr>
<tr>
<td>2025</td>
<td>November 22</td>
</tr>
</tbody>
</table>
SECTION III: GENERAL FACILITY/COURSE 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/course 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 facility/course must be available from 8 a.m. Wednesday preceding the competition through the conclusion of the final race for the purpose of preparing for, practicing for and conducting the competition (Saturday is competition day – the women’s race will go first in odd years, men will go first in even years). During that period of time, the facility/course will be clean and accessible, and racing conditions must be safe and of championships caliber.

3. The NCAA specifically disclaims any responsibility to investigate the safety or code compliance of the facility/course and parking lots or the component products, equipment, materials, designs and constructions.

4. The championships courses must conform to specifications outlined in the NCAA Track and Field/Cross Country Rules Book. Special attention must be paid to the following:
   - Course Distance: Men – 8,000 meters; Women – 6,000 meters.
   - Preferred that both courses be a minimum of 10 meters wide at all points.
   - Entire course shall be clearly marked using either natural or artificial boundary markers.
   - The start line must be surveyed to permit each competitor to line up equidistantly from the first turn.
   - The first turn should be at a minimum of 400 meters (600 meters or more preferred).
   - The finish straightaway should not narrow and be a minimum of 10 meters during the last 200 meters (300 meters preferred).
   - Any deviations from the NCAA Track and Field/Cross Country Rules book should be clearly articulated by the prospective host to include the distance at which the deviation occurs and the distance that this deviation continues. Although in line with the rules, the Track and Field committee has the authority to choose a course that does not meet the preferences, host should arrange the course to meet and exceed minimums.
   - Should the course change after the bid is awarded, the track and field committee reserves the right to withdraw the bid.

5. The facility/course must have a comprehensive evacuation plan in case of inclement weather conditions or emergencies.

6. The NCAA shall be provided exclusive use of meeting space in a private area during the championships.

7. The facility must meet all electrical power, lighting, internet, parking, etc., to accommodate timing and web streaming. Please reference the NCAA General Bid Document for specifics.
8. During competition, the course, in conjunction with the timing crew, must be equipped to relay key split marks throughout the course (e.g., every mile or kilometer) to competitors.

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

10. 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.

11. The facility/course must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
   
   a. A sports medicine area not less than 500 sq. feet for student-athletes.
   
   b. Media work space for 15-25 with appropriate power, Internet access, lighting, heat, air-conditioning and toilet facilities
   
   c. One area of private office space for 8 to 10 people working comfortably, with internet for use of the NCAA.
   
   d. A statistics control area containing two photocopy machines with capabilities for reproducing statistics and other material with a minimum per-copy speed of 75 per minute. The copy machine also shall include a collator and automatic stapler. The facility/course shall be responsible for the installation, service costs and four different colors of paper for these machines during the championships.
   
   e. The facility/course shall provide a facsimile machine.
   
   f. A room for drug testing, with a waiting area, gender specific restroom facilities and a minimum of 500 square feet of space.

12. The facility/course 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 (if applicable), results posting, awards platform/area, and protest area.

13. The facility/course shall provide complimentary parking spaces for the participating teams, NCAA representatives and officials in prime locations.

14. The facility/course shall be responsible for and pay the costs of the coordination and installation of interior and exterior decorations at the course and ancillary events.

15. The facility/course shall provide at least one main results area and protest area.
16. A meeting space in close proximity to the competition venue to conduct the coaches meeting (space for 300) with an adjacent room able to accommodate packet pick-up must be made available.

17. The host should make available a committee workroom for 8 to 10 individuals at the host hotel or facility/course. This workroom should be in close proximity to the competition venue (preferred) and accessible to the committee from 5 p.m. Wednesday through 9 a.m. on the day of the championships. The room must accommodate up to 12 individuals and internet access as requested by the NCAA.

18. The facility/course should have an awards platform or stage to accommodate a minimum of 40 that is easily seen by spectators.

19. A full complement of facility/course crew personnel must be on site at all times during practice and competition.

20. The NCAA or its designee will provide cups, water coolers, ice chests, and water for placement in key areas including warm-up, clerking, and mixed zone. A limited number of banners and other signage will be provided for dressing the facility/course. These items will be provided at the NCAA's expense.

21. The facility/course will provide public-address system. It is also preferred to have a video board and associated cameras to display meet results, live action, and NCAA messaging. Plans to accommodate the video board should be detailed in the facility/course questionnaire.

22. During the season in which the facility will host the championship, the host will be required to host the pre-national meet in October. Date should be mutually agreed upon with NCAA.

23. The host institution/conference/sponsoring agency must submit a facility/course diagram with bid materials which indicates the location of the areas noted below. In addition, include a written description of the course [e.g. start rolls out flat for 860 meters before a gradual right hand turn. A rise in elevation (approximate 3 percent grade) occurs at one kilometer mark, etc.].

Facility/course diagram to include the following:

- Men’s and women’s course layout
- Awards ceremony
- Team tent areas
- Locker rooms (if any)
- Concessions
- Merchandise
- Restrooms
- Press conference area/media work area
- Hospitality areas
- Drug testing
- Training room
- Public flow
24. Newly constructed courses will not be considered until the course has demonstrated it is capable of hosting that site’s regional race within three years prior to the submission of a national bid.

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.
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.** 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 V: LODGING

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.

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

<table>
<thead>
<tr>
<th>Number of Hotels</th>
<th>Service Level</th>
<th>Wed.</th>
<th>Thurs</th>
<th>Fri.</th>
<th>Sat.</th>
<th>Sun.</th>
<th>Notes</th>
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</thead>
<tbody>
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<td></td>
<td></td>
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<tr>
<td>Headquarters</td>
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<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>c/o</td>
<td></td>
</tr>
<tr>
<td>Officials</td>
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<td>0</td>
<td>0</td>
<td>2</td>
<td>2</td>
<td>c/o</td>
<td></td>
</tr>
<tr>
<td>Media</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>Evaluators</td>
<td></td>
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<tr>
<td>Association</td>
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<tr>
<td>Total</td>
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<td>10</td>
<td>10</td>
<td>12</td>
<td>12</td>
<td>c/o</td>
<td></td>
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The host institution is financially responsible for the official accommodations to be reimbursed by the NCAA.

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SECTION VI: 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. Digital programs.
6. Credentials.
7. Mementos to the official traveling parties of the participating teams.
8. Volunteer apparel.
9. Funding for promotional efforts.
10. Securing of timing personnel.
11. Ordering of bibs and hip numbers.

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.


10. Media room (fully equipped).

11. Tickets with the ability to accept credit card purchases.

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. Other items as later requested by the NCAA.

15. Host will be required to submit a marketing plan after they are selected to host which shall be approved prior to activation by the NCAA marketing staff. When the proposed budget is submitted a minimum of $4,000 should be budgeted for these purposes.

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SECTION VII: SCHEDULE OF EVENTS

Thursday
Course opens for inspection.

Friday
Course open for practice
Packet pick-up/memento pick-up.
Student-athletes’ and coaches’ banquet.
Coaches social.

Saturday,
Course opens to competitors.
Women’s 6,000 meter championship race.
Men’s 8,000 meter championship race.

Note: Men will race first on “even years”, and women will race first on “odd” years.
Local transportation for the participating teams shall be the responsibility of the participating institutions.
SECTION IX: VOLUNTEER NEEDS

Approximately 150 volunteers on competition day will be needed for assignments, including course safety, finish chute, hospitality, concessions, parking, media and merchandise sales. Volunteers are also needed to assist with the following areas during the championships:

- Assist with award presentation to student-athletes
- Assist the host SID with the distribution of results to the varies areas during the championships
- Serve as runners for the officials during competition
- Assist with the setup and tear down of the competition venue during the championships

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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 as well as All-American awards in conjunction with the championships awards presentation. All coaches association activities held in conjunction with the championship are conducted at the discretion of the NCAA and are subject to NCAA approval. Please note, however, that the coaches association does not sponsor its annual convention in conjunction with the championships.