



## **2013-2014\* CHAMPIONSHIP BID SPECIFICATIONS**

\* Bids are being accepted for championships occurring during the 2013-14 academic year (See list of championships available for bid in Section II). Please note the following championships also will award hosts for the 2014-15 academic year:

- Division I Men's Basketball
- Division I, II & III Men's Golf
- Division I, II & III Women's Golf
- National Collegiate Mixed Fencing



# BID SPECIFICATIONS FOR SELECTED CHAMPIONSHIPS

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***IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE CHAMPIONSHIP BID SPECIFICATIONS THAT FOLLOW (SECTIONS I-XI) AND ANY SUCH SPECIFICATIONS IN THE SPORT-SPECIFIC BID SPECIFICATIONS DOCUMENT, THE SPORT-SPECIFIC BID SPECIFICATIONS SHALL PREVAIL AND GOVERN THE MATTER.***

## SECTION I: INTRODUCTION

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The National Collegiate Athletic Association (“NCAA” and/or “Association”) invites all qualified member institutions/conferences and sports commissions/foundations to submit a proposal to host one or more of the NCAA championships set forth below in the “Championships Available for Bids” in Section III. The information in this Championships Bid Specifications document is being provided to ensure all prospective hosts for NCAA championships are aware of the established policies and procedures and recommendations to enable them to conduct a successful NCAA championship. It is understood that some of the recommendations may not be appropriate for all championships but are being provided for consideration by potential hosts.

These specifications and the accompanying attachments provide 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 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 each championship. The administration of each championship is under the authority of the respective sports committee subject to final authority of the appropriate divisional NCAA Championships Cabinet or Committee. All activities and events associated with the championship are to be approved by the sports committee.

**NCAA CHAMPIONSHIP POLICY RELATED TO SPORTS WAGERING:** No predetermined session of an NCAA championship may be conducted in a state with legal wagering that is based on single-game betting or the outcome of any event (i.e., high school, college or professional) in a sport in which the NCAA conducts a championship.

**NCAA CHAMPIONSHIP POLICY RELATED TO SPORTSMANSHIP:** For intercollegiate athletics to promote the character development of participants, enhance the integrity of higher education and promote civility in society, student-athletes, coaches, and all others associated with these athletics programs and events should adhere to such fundamental values as respect, fairness, civility, honesty and responsibility. These values should be manifested not only in athletics participation, but also in the broad spectrum of activities affecting the athletics program.

**NCAA CHAMPIONSHIP POLICY RELATED TO THE USE OF CONFEDERATE FLAGS:** No predetermined session of an NCAA championship may be conducted in a state where the confederate flag is flown.

**NCAA CHAMPIONSHIP POLICY RELATED TO AUDITING OF CHAMPIONSHIP SITES:** NCAA championship sites may be randomly selected for financial and box office audits following the championship. Audited sites will be notified after the financial reports have been submitted. Competition venue and honorarium settlements are subject to change until the audits are reviewed and accepted by the NCAA. If selected for audit, the following documentation will be requested: ticket reports; invoices, contracts or timesheets supporting all expenses; general ledger; bank statements; and the competition venue rental agreement. The documentation should support all information on the host financial report.

*Additionally, the NCAA expects all hosts to have policies in place for crowd control, fan conduct, safety of all participants, and other appropriate guidelines that support the NCAA's position on sportsmanship and its commitment to operating the finest athletics events in the world. **Each host will be required to submit a safety and security plan with the bid.***

## SECTION II: BID PROCESS

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Following is a schedule of anticipated activities/meetings which comprise the bid process. As needed, adjustments in schedule and logistics may be made, at the NCAA's discretion.

### BID TIMELINE

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June 25 Telephone conference for those interested in submitting a bid to host the **Division I Men's Basketball Championship**. Conference will outline the bid process and allow participants to ask general questions about the process and championship. The following is the information for this conference:

Time	Conference Call Information
Noon (ET)	Conf. Call #: 866-590-5055; Access Code: 4185699

June 26 Telephone conference for those interested in submitting a bid to host **a championship that is available in this bid process (other than Division I Men's Basketball)**. Conference will outline the bid process and allow participants to ask general questions about the process and championship. The following is the information for this conference:

Time	Conference Call Information
Noon (ET)	Conf. Call #: 866-590-5055; Access Code: 4185699

July 6 Deadline for prospective hosts to declare intention to submit a bid for specific championships. **Declaration must be submitted via email to the NCAA staff person listed in the following "Championships Available for Bids" section for the specific championship. Please include the name; title; institution, conference or organization; phone number and email address for the person that shall serve as the point person for any NCAA questions or correspondence throughout the site selection process.**

July 17 & 18 Championship specific question/answer telephone conferences occur for the following Division I championships: **Men's Basketball, Men's Lacrosse and Men's Ice Hockey**. Please note the conference call information for these conferences will be provided to those prospective hosts who declare an intention to submit a bid for these championships. The following is the date/time for these conferences:

Championship	Date	Time
Division I Men's Basketball	July 17	12:30 p.m. (ET)
Division I Men's Ice Hockey	July 18	11 a.m. (ET)
Division I Men's Lacrosse	July 18	1:30 p.m. (ET)

For the other NCAA championships that are a part of this process, there will not be a championship specific conference call. While every reasonable effort has been made to provide a comprehensive set of materials, certain details may require clarification or additional information in order to assure all prospective hosts are responding to a comparable set of expectations regarding the requirements, commitments and deliverables of hosting a championship. Prospective hosts may contact the NCAA staff person specified in the "Championships Available for Bids" section with any questions or submit general inquiries to [championshipbid@ncaa.org](mailto:championshipbid@ncaa.org). Please note that all general

questions and answers will be posted and/or provided on a regular basis to all prospective bidders who indicated an intent to bid for that specific championship.

- Aug. 3 Completed bid proposals due by 5 p.m. (Eastern Time).
- Aug. NCAA championships staff review bids and contact bidders to ask questions/obtain clarification as necessary.
- Sept. NCAA championships staff meet with respective sports committee to review bids.
- Oct. Sports committee recommendations are forwarded to the Division I Championships Sports Management Cabinet, Division II Championships Committee or Division III Championships Committee for final approval.
- Oct. 31 Bidders are notified whether they were/were not awarded the championship in which a bid was submitted.
- Nov. 1 NCAA announces awarded sites via a press release.

#### **HOST DETERMINED**

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The deadline for submitting a proposal to host a championship is **5 p.m. (Eastern Time) August 3, 2012**. The appropriate NCAA sports committee will review all proposals and will forward its recommendations to the NCAA Division I Championships/Sports Management Cabinet or the Division II or III Championships Committee for review. NCAA sports committee decisions are not considered final until they are approved by the respective NCAA Championships Cabinet or Committee. These respective groups will approve all championship sites no later than November 2012.

Each prospective host will be notified directly and in advance by the NCAA staff prior to an official announcement of championship hosts being issued by the NCAA.

#### **ANNOUNCEMENT OF HOST**

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The NCAA, in conjunction with the selected host, will develop a communication plan for the announcement of the bid award. Each prospective host will be notified directly by the NCAA staff. By bidding on the championship, each prospective host agrees that it shall coordinate in advance with the NCAA regarding media and all other public discussions, including but not limited to press releases and any public comments or announcements.

Prospective hosts shall not announce to the media whether they have been awarded the bid without first consulting the NCAA. Prospective hosts not receiving bids will be notified in advance by the NCAA's championship staff and shall not release this information publically until authorized to do so. Cities that are awarded a future championship shall not conduct a press conference, issue a press release or make any public comments or announcement until cleared by the NCAA.

**CHAMPIONSHIPS AVAILABLE FOR BIDS**

<b>DIVISION I CHAMPIONSHIPS</b>		
<b>CHAMPIONSHIP</b>	<b>CHAMPIONSHIP ROUND(S) AVAILABLE FOR BID</b>	<b>NCAA OPERATIONS STAFF BID POINT PERSON</b>
MEN'S BASKETBALL*	<ul style="list-style-type: none"> <li>• First Round</li> <li>• Second/Third Rounds</li> <li>• Regionals</li> </ul>	<p align="center">Byron Hatch  <a href="mailto:bhatch@ncaa.org">bhatch@ncaa.org</a></p>
MEN'S & WOMEN'S CROSS COUNTRY	<ul style="list-style-type: none"> <li>• Regionals</li> </ul>	<p align="center">Liz Suscha  <a href="mailto:lsuscha@ncaa.org">lsuscha@ncaa.org</a></p>
MEN'S GOLF*	<ul style="list-style-type: none"> <li>• Regionals</li> <li>• Finals</li> </ul>	<p align="center">Donnie Wagner  <a href="mailto:dwagner@ncaa.org">dwagner@ncaa.org</a></p>
WOMEN'S GOLF*	<ul style="list-style-type: none"> <li>• Regionals</li> <li>• Finals</li> </ul>	<p align="center">Carol Reep  <a href="mailto:careep@ncaa.org">careep@ncaa.org</a></p>
MEN'S ICE HOCKEY	<ul style="list-style-type: none"> <li>• Regionals</li> </ul>	<p align="center">Kristin Fasbender  <a href="mailto:kfasbender@ncaa.org">kfasbender@ncaa.org</a></p>
MEN'S LACROSSE	<ul style="list-style-type: none"> <li>• Quarterfinals</li> </ul>	<p align="center">Jeff Jarnecke  <a href="mailto:jjarnecke@ncaa.org">jjarnecke@ncaa.org</a></p>
WOMEN'S LACROSSE	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	<p align="center">D'Ann Keller  <a href="mailto:dkeller@ncaa.org">dkeller@ncaa.org</a></p>
WOMEN'S ROWING	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	<p align="center">Holly Sheilley  <a href="mailto:hsheilley@ncaa.org">hsheilley@ncaa.org</a></p>
MEN'S SWIMMING & DIVING	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	<p align="center">Mary Berdo  <a href="mailto:mberdo@ncaa.org">mberdo@ncaa.org</a></p>
WOMEN'S SWIMMING & DIVING	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	<p align="center">Katie Holmes  <a href="mailto:kholmes@ncaa.org">kholmes@ncaa.org</a></p>
MEN'S TENNIS	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	<p align="center">Kristin Fasbender  <a href="mailto:kfasbender@ncaa.org">kfasbender@ncaa.org</a></p>
WOMEN'S TENNIS	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	<p align="center">Mary Berdo  <a href="mailto:mberdo@ncaa.org">mberdo@ncaa.org</a></p>
MEN'S & WOMEN'S INDOOR TRACK & FIELD	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	<p align="center">Liz Suscha  <a href="mailto:lsuscha@ncaa.org">lsuscha@ncaa.org</a></p>

MEN'S & WOMEN'S OUTDOOR TRACK & FIELD	<ul style="list-style-type: none"> <li>• Preliminaries</li> </ul>	Liz Suscha <a href="mailto:lsuscha@ncaa.org">lsuscha@ncaa.org</a>
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DIVISION II CHAMPIONSHIPS		
CHAMPIONSHIP	CHAMPIONSHIP ROUND(S) AVAILABLE FOR BID	NCAA OPERATIONS STAFF BID POINT PERSON
MEN'S BASKETBALL	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	Donnie Wagner <a href="mailto:dwagner@ncaa.org">dwagner@ncaa.org</a>
WOMEN'S BASKETBALL	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	Roberta Page <a href="mailto:rpage@ncaa.org">rpage@ncaa.org</a>
MEN'S & WOMEN'S CROSS COUNTRY	<ul style="list-style-type: none"> <li>• South Central Regional</li> </ul>	Katie Holmes <a href="mailto:kholmes@ncaa.org">kholmes@ncaa.org</a>
MEN'S GOLF*	<ul style="list-style-type: none"> <li>• Regionals</li> <li>• Finals</li> </ul>	Donnie Wagner <a href="mailto:dwagner@ncaa.org">dwagner@ncaa.org</a>
WOMEN'S GOLF*	<ul style="list-style-type: none"> <li>• Super Regionals</li> <li>• Finals</li> </ul>	John Baldwin <a href="mailto:jbaldwin@ncaa.org">jbaldwin@ncaa.org</a>
WOMEN'S LACROSSE	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	Michelle Forkner <a href="mailto:mforkner@ncaa.org">mforkner@ncaa.org</a>
WOMEN'S ROWING	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	Rachel Kay <a href="mailto:rkay@ncaa.org">rkay@ncaa.org</a>
SOFTBALL	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	Amy Reis <a href="mailto:areis@ncaa.org">areis@ncaa.org</a>
MEN'S & WOMEN'S SWIMMING & DIVING	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	Carol Reep <a href="mailto:careep@ncaa.org">careep@ncaa.org</a>
MEN'S & WOMEN'S TENNIS	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	Roberta Page <a href="mailto:rpage@ncaa.org">rpage@ncaa.org</a>
MEN'S & WOMEN'S INDOOR TRACK & FIELD	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	Katie Holmes <a href="mailto:kholmes@ncaa.org">kholmes@ncaa.org</a>
MEN'S & WOMEN'S OUTDOOR TRACK & FIELD	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	Katie Holmes <a href="mailto:kholmes@ncaa.org">kholmes@ncaa.org</a>
WOMEN'S VOLLEYBALL	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	Katie Holmes <a href="mailto:kholmes@ncaa.org">kholmes@ncaa.org</a>

WRESTLING	<ul style="list-style-type: none"> <li>• Super Regionals</li> <li>• Finals</li> </ul>	<p>John Baldwin  <a href="mailto:jbaldwin@ncaa.org">jbaldwin@ncaa.org</a></p>
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DIVISION III CHAMPIONSHIPS		
CHAMPIONSHIP	CHAMPIONSHIP ROUND(S) AVAILABLE FOR BID	NCAA OPERATIONS STAFF BID POINT PERSON
MEN'S BASKETBALL	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	<p>Linda Godby  <a href="mailto:lgodby@ncaa.org">lgodby@ncaa.org</a></p>
WOMEN'S BASKETBALL	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	<p>Holly Sheilley  <a href="mailto:hsheilley@ncaa.org">hsheilley@ncaa.org</a></p>
MEN'S & WOMEN'S CROSS COUNTRY	<ul style="list-style-type: none"> <li>• Regionals</li> <li>• Finals</li> </ul>	<p>Holly Sheilley  <a href="mailto:hsheilley@ncaa.org">hsheilley@ncaa.org</a></p>
MEN'S GOLF*	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	<p>Donnie Wagner  <a href="mailto:dwagner@ncaa.org">dwagner@ncaa.org</a></p>
WOMEN'S GOLF*	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	<p>Nancy O'Hara  <a href="mailto:nohara@ncaa.org">nohara@ncaa.org</a></p>
MEN'S ICE HOCKEY	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	<p>Sharon Cessna  <a href="mailto:scessna@ncaa.org">scessna@ncaa.org</a></p>
WOMEN'S LACROSSE	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	<p>Michelle Forkner  <a href="mailto:mforkner@ncaa.org">mforkner@ncaa.org</a></p>
WOMEN'S ROWING	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	<p>Rachel Kay  <a href="mailto:rkay@ncaa.org">rkay@ncaa.org</a></p>
SOFTBALL	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	<p>Jan Gentry  <a href="mailto:jgentry@ncaa.org">jgentry@ncaa.org</a></p>
MEN'S & WOMEN'S TENNIS	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	<p>Ethan Walker  <a href="mailto:ewalker@ncaa.org">ewalker@ncaa.org</a></p>
MEN'S & WOMEN'S INDOOR TRACK & FIELD	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	<p>Holly Sheilley  <a href="mailto:hsheilley@ncaa.org">hsheilley@ncaa.org</a></p>
MEN'S & WOMEN'S OUTDOOR TRACK & FIELD	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	<p>Holly Sheilley  <a href="mailto:hsheilley@ncaa.org">hsheilley@ncaa.org</a></p>
MEN'S VOLLEYBALL	<ul style="list-style-type: none"> <li>• Finals</li> </ul>	<p>Liz Suscha  <a href="mailto:lsuscha@ncaa.org">lsuscha@ncaa.org</a></p>



NATIONAL COLLEGIATE CHAMPIONSHIPS		
CHAMPIONSHIP	CHAMPIONSHIP ROUND(S) AVAILABLE FOR BID	NCAA OPERATIONS STAFF BID POINT PERSON
WOMEN'S BOWLING	• Finals	Jan Gentry <a href="mailto:jgentry@ncaa.org">jgentry@ncaa.org</a>
MIXED FENCING*	• Finals	Kelly Shaul <a href="mailto:kshaul@ncaa.org">kshaul@ncaa.org</a>
MEN'S GYMNASTICS	• Finals	Connie Israel <a href="mailto:cisrael@ncaa.org">cisrael@ncaa.org</a>
WOMEN'S GYMNASTICS	• Regionals • Finals	D'Ann Keller <a href="mailto:dkeller@ncaa.org">dkeller@ncaa.org</a>
WOMEN'S ICE HOCKEY	• Finals	Heidi Wurster <a href="mailto:hwurster@ncaa.org">hwurster@ncaa.org</a>
MIXED RIFLE	• Finals	Chad Tolliver <a href="mailto:ctolliver@ncaa.org">ctolliver@ncaa.org</a>
MIXED SKIING	• Finals	John Baldwin <a href="mailto:jbaldwin@ncaa.org">jbaldwin@ncaa.org</a>
MEN'S VOLLEYBALL	• Finals	Heidi Wurster <a href="mailto:hwurster@ncaa.org">hwurster@ncaa.org</a>

\*Championships that will award host sites for the 2013-14 and 2014-15 academic year.

### SECTION III: CHAMPIONSHIP HOST PERSONNEL

1. **LOC.** Based on the scope of the championship, it may be necessary to appoint a local organizing committee (LOC) to act as the local entity responsible for fulfilling the LOC obligations and to provide the NCAA certain services and assistance in connection with the various activities related to each championship. The host institution/conference must be a part of the leadership of the LOC.
2. **LOC Chair/Tournament Director.** If an LOC is formed, the host shall appoint an individual to assume the position of chair of the LOC. If an LOC is not formed, the host shall appoint an individual to assume the position of Tournament Director. This individual generally is the director of athletics of the host institution or the commissioner of the host conference. For championships that require an LOC, the LOC chair may also be the executive director of the sports commission. The LOC chair/Tournament Director shall maintain ultimate responsibility for the local operation of the event. The Facility/Site Questionnaire and Facility Specifications Agreement from prospective hosts shall be authorized by the LOC Chair/Tournament Director.

3. **Personnel.** All championships should appoint the following individuals:

- a. **Tournament Manager.** A knowledgeable person with significant experience in tournament administration and game management. The function of the tournament manager is to ensure the policies of the sport committee and NCAA are implemented and followed in the administration of the tournament. Specific responsibilities may include: direction and supervision of competition venue arrangements, development of participant information, security, lodging, transportation, marketing, financial administration, securing a diverse staff and adherence to policies outlined in the NCAA tournament manual.

The tournament manager also will provide the NCAA a post-championships report, which should include the following:

- (i) A compilation of all mailings sent and forms used in the preparation and conduct of the event;
  - (ii) A compilation of vital statistics and data, such as the number of copies of various forms used for the championship, etc.
  - (iii) An outline of the local operating structure that assisted with the local organization;
  - (iv) A calendar reflecting the host's planning schedule; and
  - (v) Suggestions for future conduct of the championship.
- b. **Facility Manager.** A knowledgeable person, preferably a member of the host institution's/conference's facility staff or competition venue's facility staff if the competition venue is off-campus. Specific responsibilities may include assisting the NCAA with direction and supervision of competition venue arrangements, coordinating championship signage installation, working with the broadcast entities and supporting its needs, and assisting in the development of participant information.
- c. **Media/PR Coordinator.** Preferably the sports information director of the host institution/conference. This individual shall ensure that the sport committee's policies regarding media are observed. Specific responsibilities, under the direction of the NCAA staff, may include issuing credentials, planning and supervision of media work areas, coordination of all media conferences, lodging and transportation, statistical services, communications, hospitality, and entertainment. The media coordinator shall assist the tournament manager with compiling the post-championships report. This person also shall develop a PR plan to help generate stories in the local media market related to tickets sales, human interest and overall coverage of the championship.
- d. **Marketing Coordinator.** An individual responsible for developing and implementing an NCAA approved marketing plan and budget containing grassroots marketing and advertising.
- e. **Lodging Liaison.** This individual will coordinate the room block, confirm rates, schedule meetings and serve as the NCAA's liaison with the hotel community. This individual is preferably a member of the host city's convention and visitors bureau but also can be a member of the host institution/conference staff;
- f. The tournament manager shall ensure that individuals are assigned responsibility for the following components of the championships: tickets, drug-testing coordination, game production, fan festival/ancillary events, hospitality coordination, and transportation coordination.



events safely. In determining whether a proposed site can provide a quality experience, the NCAA will consider the site's ability to assure the benefits inherent in championship competition will be provided fairly to all participants and its ability to promote an atmosphere of respect for and sensitivity to the dignity of every person. The NCAA's focus will be on a quality championship experience for all involved.

- e. **Construction/Renovation.** No construction or renovations to the practice, competition and/or ancillary event venue(s) should be in progress, beginning one (1) month prior to the championship. Any plans for construction or renovation, prior to the championship, must be fully disclosed and approved by the NCAA. The NCAA, at its sole discretion, may require the practice, competition and/or ancillary event venue(s) to replace lost revenue resulting from such construction or renovation, cover the costs of installing temporary structures or reimburse the NCAA for expenses incurred in restoring the practice, competition and/or ancillary event venue's aesthetics with banners, coverings or other decorative elements in the event that any planned construction or renovation is not complete and in "finished form" no later than one (1) month preceding the championship.
- f. **Third-Party Agreements.** The practice, competition and/or ancillary event venue(s) agrees that it will not permit any entity or other third party to be entitled to hospitality, entertainment or temporary signage privileges inside or on the premises of the practice, competition and/or ancillary event venue(s) and surrounding areas (e.g., parking lots, frontage property, other adjacent areas made available to the NCAA) unless specifically authorized by the NCAA. Additionally, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to offer such hospitality, entertainment or signage to its own third-party designees, including NCAA corporate champions and partners, regardless as to whether these designees conflict with practice, competition and/or ancillary event venue sponsors and/or partners.
- g. **Practice, Competition and/or Ancillary Event Venue(s) Seating Configuration.** The NCAA expressly reserves the right to reasonably modify the practice, competition and/or ancillary event venue(s) seating configuration at anytime. The practice, competition and/or ancillary event venue(s) expressly agrees to make all such adjustments without additional cost to the NCAA.
- h. **ADA Seating and Accessibility.** The NCAA requires that the practice, competition and/or ancillary event venue(s) is in full compliance with all applicable city, state or federal laws and regulations, including those concerning access and seating for persons with disabilities. The practice, competition and/or ancillary event venue(s) must disclose its history of compliance with ADA regulations and any previous or pending actions or suits and ensure compliance for the championship. The practice, competition and/or ancillary event venue(s) shall be responsible for any costs imposed on the NCAA that result from disabled access non-compliance that exists in its condition prior to the onset of the championship.
- i. **Equipment.** At its expense, the practice, competition and/or ancillary event venue(s) shall provide the complete, working systems/equipment at no cost to the NCAA unless notified otherwise by the NCAA, all subject to the approval of the NCAA.
- j. **Playing Rules.** All NCAA championships shall follow applicable NCAA playing rules (or official NCAA modifications in sports that the NCAA does not publish playing rules). By submitting a bid, the LOC/host confirms the designated competition venue satisfies all NCAA playing rules (or official NCAA modifications), as well as any other more stringent NCAA championship policies listed in the sports specific bid specifications. If a site is awarded and subsequent to the award it is determined that the competition venue does not meet all NCAA playing rules (or official NCAA modifications), the competition venue shall be responsible for making the necessary modifications to satisfy NCAA

playing rules (or official NCAA modifications) at its own expense. If the competition venue is unable to make the necessary modifications, the NCAA shall have the right to move the championship to another location at the NCAA's sole discretion and the noncomplying competition venue and/or LOC/host shall be liable for any and all additional costs of moving the championship to another location. To view current NCAA playing rules and modifications, go to [www.ncaa.org/playingrules](http://www.ncaa.org/playingrules).

- k. **Risers/Temporary Seating.** The cost of all risers and any other temporary seating shall be the responsibility of the practice, competition and/or ancillary event venue(s) or host.
- l. **Hospitality.** The NCAA reserves the exclusive right to create and sell hospitality packages (which may include tickets) for the championships and any ancillary events. Any hospitality packages contemplated by the LOC/host must be approved in advance by the NCAA.
- m. **Control of Ticket Sales.** The NCAA will control all ticket sales for the championship, assigning specific duties to the LOC/host and venue(s) as needed. The LOC/host and venue(s) shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official fan-to-fan ticket exchange). The NCAA will not be responsible for securing an exemption to any exclusive contracts the LOC/host, venue(s) or surrounding areas/facilities might have, nor will the NCAA be responsible for any buyout or other means necessary to secure such an exemption. Every individual, regardless of age, must have a ticket for admission, unless the NCAA makes an exception to the contrary.
- n. **Open Practices.** Specified practice sessions must be open to the public at no admittance charge or parking charge in the practice, competition and/or ancillary event venue(s) lots, unless the NCAA makes an exception to the contrary. Programs, merchandise and concessions must be sold during the open practices and must be conducted in accordance with the direction and parameters of the NCAA and its designees.

## 2. **Lighting/Electrical.**

At no cost to the NCAA or its designees, the practice, competition and/or ancillary event venue(s) shall provide sufficient lighting and electrical power and a sufficient number of power outlets in all broadcast booths, press locations and identified media work and interview areas for the operation and transmission of television and radio broadcasts, operation and transmission of all NCAA interviews and for the operation of equipment used by the media. This includes, but is not limited to, media areas, media workroom, media interview room, interview breakout rooms, audio/video distribution area, the main press area and any work areas assigned to the NCAA's broadcast partner and/or other NCAA designees. Any supplemental lighting and/or electrical power shall be obtained from the NCAA's official suppliers in these areas unless authorized otherwise by the NCAA. Additionally, at no cost to the NCAA, lighting and electrical shall be provided at the ancillary event venues that sufficiently meets the operating needs of the ancillary events.

## 3. **Advertising/Signs/"Look and Décor"**

- a. **Advertising/Banners/Signs/Displays.** The host shall not permit advertising, marketing identification, banners, signs or displays of any kind to be hung, posted or displayed anywhere within the general public seating/viewing area of the competition, practice and/or ancillary event venue(s) (i.e., any place that can be seen from the playing surface or seats), including the scoreboard, other than NCAA, media partner or NCAA corporate champion/partner banners approved by the NCAA. Any permanently-affixed (or previously leased) advertising banners, signs, cup holders or displays shall be covered with décor elements by the competition, practice and/or ancillary event venue(s) and at the expense of the venue(s) as specified by the NCAA. Similarly, for any surrounding

areas/facilities that are to be used by the NCAA for official events, no advertising, marketing, identification, banners, signs, decals, sampling, distribution or displays of any kind shall be hung, posted or displayed anywhere within those areas unless authorized by the NCAA.

- b. **Alcohol/Tobacco/Gambling.** All alcohol, tobacco and gambling advertisements/corporate identification on the concourse level competition, practice and/or ancillary event venue(s) must be covered as specified by the NCAA. All other advertisements/corporate identification in the noted areas must, at a minimum, not be backlit unless otherwise authorized by the NCAA.
- c. **External Signs.** All exterior venue corporate signage, other than professional franchise identification, must be covered as specified by the NCAA and must be covered with décor elements as specified by the NCAA at the expense of the competition, practice and/or ancillary event venue(s).
- d. **Commercially-Named Venues.** Commercially-named competition, practice and/or ancillary event venue(s) may display no more than two pre-existing interior signs consisting only of the competition, practice and/or ancillary event venue(s)' name at the top of the venue, with placement designated by the NCAA. The competition, practice and ancillary event venue(s) signage design and placement must be approved by the NCAA.
- e. **Covering existing signage.** In regard to any signage that is to be covered in accordance with these bid specifications, the practice, competition and/or ancillary event venue(s) shall not limit or prohibit the ability of the NCAA to use signage of its own third-party designees in covering such existing signage.
- f. **NCAA Corporate Champion and Partner Signage.** The NCAA shall have the right to display NCAA corporate champion/partner banners and NCAA signage inside and outside of the competition, practice and/or ancillary event venue(s) in various locations, including but not limited to on the concourse, within the competition bowl and venue exterior without limitation. The NCAA shall have the right to display banners and the like (e.g., inflatables, projections, kiosks, decals, window clings, lighting, street teams, logos, etc.) on the concourse (without limitation) and in other areas designated by the NCAA inside and outside the competition, practice and/or ancillary event venue, identifying its media partners and corporate champions/partners.

#### **COMMERCIAL IDENTIFICATION, SIGNAGE AND OFFICIAL MARKS**

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1. No advertisements shall be displayed on the media tables or scorer's table prior to or during the conduct of the championships.
2. No advertisements shall be displayed on the competition venue's playing surface prior to or during the conduct of the championships.
3. The NCAA shall provide the competition venue with the appropriate stickers/field stencils for the approved playing surface markings for the championship.
4. No announcements, except those approved in advance by the NCAA, or for public emergencies, shall be allowed over the public-address system.
5. No video board or LED content, except those approved in advance by the NCAA, shall be allowed during the time that the NCAA is on site for the championship.

6. Only NCAA official marks may be used in promotion of, or in the branding of, the championship. All usage of marks must follow NCAA brand guidelines and must be approved by NCAA staff in advance.

### **BROADCASTING, MEDIA AND INTERNET (if applicable)**

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1. **Announce Booth/Announce Position.** The booth or courtside power requirements are 12 power outlets at 20 amps each. Up to six seating spaces are required for announce positions. The primary television entity shall have access to first choice of all available television booths or courtside table space at no charge. An additional six announce positions with the same power requirements may be needed if the NCAA's national radio partner is providing live coverage of the event. The NCAA will inform the host six months in advance if national radio coverage is being provided. For outdoor championships, the announce position shall provide protection from the weather. Protection includes coverage from the sun, rain or snow and a climate controlled area.
2. **Audio/Video Distribution Area.** Competition venues shall provide two eight-foot tables in close proximity to the broadcast mobile unit or an alternative area approved by the NCAA media coordinator accessible by the media for mult box setup. Competition venues will provide adequate power based on the NCAA projected estimate of media attending the championship. For select championships, an area in the press conference room shall be made available for an NCAA crew to shoot the press conferences and uplink them for national media. The NCAA crew will also provide the Audio/Video distribution in this area.
3. **Camera Locations and Platforms.** Competition venues shall be required to provide locations for all camera positions that are industry standard for a national telecast for specific sports. Any existing camera platforms sufficient for a broadcast of the event at the venue must meet Occupational Safety and Hazard Association (OSHA) standards. If not, the venue is responsible for ensuring OSHA compliance at the venue's expense. The network shall have the right to install, maintain and remove wires, cables and apparatus for the broadcast. The network will cover or secure any exposed wires. The installation of any temporary camera platforms or lifts shall be at the network's expense.

The broadcast entity shall be responsible for the costs of any special construction or facilities not generally required for a customary television production, including without limitation, the construction of any scaffolding or the use of lifts or any other equipment necessary to provide specific television camera angles.

4. **Data and Telecommunications Services.** The competition venue is required to provide a secured high-speed data network to support the NCAA, host institution staff, radio-rights holders, media and other users approved by the NCAA. The competition venue must provide dedicated bandwidth to support back-of-house locations such as the print media workroom, photo workroom, NCAA and host institution staff work areas, and other areas designated by the NCAA. The data network must include hardware and software to support industry-standard security requirements; this includes providing encryption tools, a methodology to restrict user access, and support for real-time reporting of usage and bandwidth utilization. As an example, for Division I Wrestling:
  - Wireless system bandwidth usage was 30 MB during the Thursday evening session.
  - Average bandwidth for the championship is around 15 MB.
  - 539 Ethernet lines were dropped in the media areas.
  - Five vlans were used on the wireless system (press, photo, stats, ESPN, USA Wrestling).

The competition venue shall provide technical support at no charge to the NCAA and other users during the championship. If the network is managed by a third-party contractor, technical staff must be on-site during the championship.

For events that require webcasting for NCAA.com, the competition venue shall provide dedicated bandwidth that consists of 3MB upload and 3MB download specifically for the Internet broadcast. The venue shall also provide basic IT support for the dedicated broadband connectivity.

Official live statistics shall be provided by the host institution/conference. Host institutions/conferences may be required to purchase or upgrade necessary software in order to supply appropriate feeds. The costs to upgrade or purchase this software shall be the responsibility of the host institution/conference. Generally, the software version that will be required will be the latest version available by the manufacturer. Specific requirements will be shared with competition venues prior to the event and the host institution shall make the necessary upgrades or purchases prior to the start of competition.

5. **In-House Cable or Satellite.** Competition venues that have cable or satellite television access shall provide the NCAA with a network feed at no charge.
6. **Interview Room.** If requested, the competition venue shall provide a separate room for the primary broadcast entity at no charge. The room shall have power for television needs. For selected rounds of championships, broadcast partners may request multiple spaces if available.
7. **Lighting Requirements.** Light levels shall meet the requirements noted within the NCAA's Best Lighting Practices. Those requirements can be found by clicking on the following link:

[NCAA Best Lighting Practices](#)

All potential sites that submit a bid to host a future NCAA championship event must provide a professional lighting survey. Some NCAA championship sites are awarded in advance and the competition venue must provide a follow-up professional lighting survey to the NCAA at least four months prior to the event. If requested, Musco Sports Lighting (NCAA preferred vendor) will conduct a lighting survey at no charge to the competition venue. The venue can provide at its own expense supplemental lighting to meet the NCAA lighting requirements.

8. **Meal Area/Catering.** Competition venues must provide an adequate location at no charge for the television entity to accommodate crew catering. Depending on the event, television crews normally number in size between 40 and 80 people. Venues shall provide adequate tables and chairs for the crew catering.
9. **Parking.**
  - a. **Satellite Truck Parking/Other Remote Equipment.** The venue shall provide parking spaces adjacent or close to the venue for satellite trucks and mobile equipment of all credentialed electronic media.
  - b. **NCAA Satellite Uplink Trucks.** For selected championships and championship rounds, the NCAA will use a satellite truck to uplink the news conferences. The venue shall provide a parking position as close to the media interview room as possible while allowing the truck a clear view of the southern horizon.

Competition venues, local organizing committees (LOC) and/or host institutions/conferences shall not charge the NCAA a fee for television crew parking at the venue.



10. **Power Requirements (Television Compound).** The competition venue shall provide the access to sufficient electrical power to operate equipment reasonably necessary to effectuate a first-quality, high-definition color telecast. Power requirements are as follows:
  - Service size - 200 kVA, 208 volt, three phase, three wire – no-load voltage at shore power service disconnects to be 220 volts;
  - 1 – 400 amp solid state circuit breaker service disconnect (can provide 2-200 amp in lieu of the 1-400 amp);
  - 2 – 200 amp solid state circuit breaker service disconnect;
  - 2 – 100 amp solid state circuit breaker service disconnects;
  - 2 – 120 volt, 20 amp duplex outlets each fed from a dedicated 20 amp single pole breaker; and
  - If a generator is required, it shall be a dual twin pack, crystal sync with operator; operator to stay with such generator from hook up to power down.
11. **Television Truck Parking and Technical Setup.** Adequate television facilities and space shall be available at no cost for all NCAA championship venues for broadcast partners. An area for parking the mobile unit shall be available within 150 feet of the power service closest to the anticipated camera positions or announce booth. This designated area should provide enough room for two TV production trucks 65 feet long by 25 feet wide. There must be room for a third vehicle (Uplink truck) to park in close proximity (within 100 feet) to the primary mobile unit. In addition, the primary television entity must have adequate space in the television compound to install up to three production work trailers.
12. **Venue Fees.** Competition venues, LOCs and/or host institutions/conferences shall not charge any venue fees to the broadcast entity. The broadcast entity will pay for services and personnel it deems necessary for the telecast. The venue shall work with the broadcasting network to secure the best possible rates for production if union entities exist in the competition venue.

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## FOOD AND BEVERAGE CONCESSIONS

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1. The competition and/or practice venue(s) shall retain, operate and control all food and beverage concession rights subject to the provisions of this section.

For ancillary events, the NCAA or its designee shall control all food and beverage rights and retain all food and beverage revenue for the ancillary events unless other arrangements are authorized by the NCAA. Also the NCAA may restrict the sale of certain food and beverage products within the ancillary events if they conflict with NCAA sponsors. For clarity, there shall be no food and beverage buyout required in the ancillary events and the NCAA needs the ability to (a) allow its quick-service restaurant or casual dining sponsor to serve food within the ancillary events with no buyout, and (b) bring into the ancillary events outside food and beverage for staff, crew and volunteer meals if desired.
2. The competition venue or its concessionaire shall provide food and beverages in all refreshment areas, restaurants and suites at costs comparable to the most favorable price for other customers during other events in the competition venue.
3. Unless prior approval is granted from the NCAA, no food, beverages or merchandise of any nature may be vended or dispensed in the seating areas during actual competition; however, they may be sold in the seating areas before and between contests as specified by the NCAA.
4. No alcoholic beverages or nonalcoholic beer may be sold or dispensed for consumption in the competition

venue from the time the doors open until 90 minutes after the conclusion of the games and practices, nor shall any such beverages be brought to the competition venue during the championship (i.e., during the period from the time access is available to spectators until all patrons have left the competition venue or area used for competition).

If permitted by private lease agreement, alcoholic beverages may be consumed inside the private suites. However, alcoholic beverages may not be delivered to private viewing suites on the dates of NCAA practice or competition. Additionally, it is not permissible for alcoholic beverages to be distributed or consumed in the competition venue outside the private viewing suites.

5. The NCAA shall determine in its sole discretion whether alcohol will be sold or distributed at the ancillary events. The venue, LOC/host and/or caterer shall be responsible for any permits unless otherwise directed by the NCA.
6. Promotional items (e.g., cups, shakers, flags, signs, etc.) with commercial slogans or identification or other unauthorized markings are not permitted inside the practice, competition and/or ancillary event venue(s), inside surrounding areas/facilities that are to be used, or outside on practice, competition and/or ancillary event venue property unless expressly approved in advance by the NCAA. Items such as newspapers, handbills, flyers, memorabilia, t-shirts, caps, etc. (except products sold or authorized by the NCAA or its vendors) may not be distributed on these premises. Demographic or other studies may not be conducted unless approved in advance by the NCAA.

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## **MERCHANDISE CONCESSIONS**

1. The host has two options regarding financial arrangements in connection with souvenir merchandising. In both cases, the financial arrangements will reflect the following NCAA policies in place at the time of the agreement: The competition venue may provide and pay all vendors and retain 20 percent of gross sales, after taxes, as a sales and vendor commission; or, if the competition venue determines that it cannot meet the performance standards set forth herein, the NCAA or its designee will pay the competition venue a percentage of sales and will sell the merchandise with its own sales team in accordance with the above standards.
2. The NCAA has the exclusive right to sell products licensed by the NCAA for merchandising at the practice, competition and/or ancillary event venue(s) and surrounding areas (both inside and outside in areas controlled by the competition venue) during the lease period. Only NCAA-licensed merchandise or souvenir merchandise may be sold at the practice, competition and/or ancillary event venue(s) and surrounding areas (both inside and outside in areas controlled by the competition venue). The competition venue must sign an agreement that it shall meet the following minimum conditions regarding the sale of souvenir merchandise:
  - a. Providing locked storage with 24-hour security and capacity as determined by the NCAA for NCAA merchandise.
  - b. Taking inventory of the merchandise upon its arrival, within two hours of completion of each day's competition or practice, and within 24 hours of the completion of the event.
  - c. Notifying the official NCAA concessionaire within 24 hours of receipt of merchandise in the event of any inventory count discrepancies. If the official vendor of the host institution or sponsoring agency is engaged by the official NCAA concessionaire, then such official vendor must contact the official NCAA concessionaire the next business day after the completion of the event with regard to the disposition of remaining inventory.

- d. Predetermining the number of fully stocked selling locations throughout the competition venue and the number of sellers for each.
  - e. Rearranging displays of merchandise.
  - f. Administering a coordinated distribution system to all sales locations.
  - g. Submitting completed merchandising reports to the NCAA or its designee within 24 hours after the event. Total gross sales revenues and an accompanying sales report must be returned within 15 business days after the event. The remaining inventory (unsold merchandise) must be returned to the official NCAA concessionaire within two business days after the event. A penalty equal to one percent of all gross sales will be assessed against the host or sponsoring agency for each business day of delinquency.
  - h. Within 15 business days after receipt of gross revenues and subject to a full audit and compliance with the provisions of this agreement, the NCAA concessionaire will remit 20 percent of gross sales after taxes as payment for the vendor's services.
3. The competition venue shall meet the following standards:
- a. No merchandise may be sold by the host or competition venue that would infringe upon the exclusive rights of the official NCAA concessionaire.
  - b. Merchandise must be made available for sale at all times until such merchandise has sold out.
  - c. Display of merchandise shall include the use of covered and/or skirted tables with display boards or grids; free-standing merchandise vending carts; or built-in concession or merchandise stands.
  - d. Merchandise must be appropriately displayed at all times with the correct pricing information.
  - e. Selling areas must be kept neat and free of debris at all times.
  - f. Selling areas must be staffed by personnel dressed as designated by the official concessionaire and who are knowledgeable about the merchandise and pricing.
  - g. The official concessionaire may require the vendor to provide credit card service as a means of payment for merchandise.
4. If the venue decides not to have an outside location and the NCAA and its official concessionaire feel it is necessary to have this location, the NCAA and its official concessionaire may ask for additional retail space outside of the venue, but on venue property, to sell additional merchandise. If requested, use of this space shall be given to the NCAA official concessionaire free of charge. Sales at this location should not require a commission fee to be paid to the competition venue.
5. Appropriate city, county or other governmental entities shall provide full cooperation to the NCAA in preventing unauthorized use of the NCAA's registered marks and the sale or distribution of unlicensed NCAA merchandise and shall cooperate with the NCAA by permitting the NCAA the right to pursue, at its expense, legal enforcement measures against any seller or distributor of unlicensed merchandise. The entities shall help identify and communicate information regarding sales or distribution of unlicensed

merchandise to the NCAA. The decision to pursue civil legal action or settle claims against a seller or distributor of unlicensed merchandise shall be at the sole discretion of the NCAA.

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## SOUVENIR GAME PROGRAMS

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The NCAA or its designee has the exclusive right to market, sell or distribute game programs at or in areas adjacent to the competition, practice and/or ancillary event venue(s) during the term of the Agreement. The game programs may come in the form of a digital game program accessed online (or via mobile) or hard-copy. The NCAA shall notify the host six months in advance as to which format the game program will be produced.

If the NCAA elects to distribute a hard-copy of the game program, the competition, practice and/or ancillary event venue(s) shall sell the programs delivered by the NCAA or its designee at designated times (e.g., open practice day and on each game day). The competition, practice and/or ancillary event venue(s) shall provide and pay all vendors.

For selected championships, if the NCAA elects to distribute a digital game program, the host shall have the right to produce heat sheets, bout sheets and/or rosters at its own expense.

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## NCAA CORPORATE CHAMPION AND CORPORATE PARTNER PROGRAM

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The host shall not solicit or permit involvement by any corporations or entities whose products may be in competition with any of the NCAA corporate champions or corporate partners. All proposed commercial involvement must receive prior approval of the NCAA.

The NCAA's corporate champions/partners are dedicated to emphasizing the role of athletics in higher education by supporting NCAA programs throughout the year and by supporting NCAA youth clinics and fan interactive experiences. For a current list of corporate champions/partners, please click on the following link:

[NCAA Corporate Champions & Partners](#)

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## SECTION V: FAN FESTIVAL AND ANCILLARY EVENTS

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1. **Facility Space.** During the championship, the NCAA may request venue(s) or space(s) for use as a fan festival area or to host various ancillary events. The host city shall provide, free of charge, venue(s) or space(s) that will ideally be adjacent to the competition venue, but must not be outside of a ½ mile radius of the competition venue. In certain instances, the NCAA may desire venue(s) or space(s) outside of the ½ mile radius of the competition venue (e.g., to conduct an event in a high traffic urban center or if the venue is further than a ½ mile radius from a high traffic urban traffic center). In these instances, shall provide the venue(s) or space(s) at no cost to the NCAA.

Furniture, fixtures and equipment, if available (e.g., tables, chairs, bike rack, trash cans, etc), shall be provided to the ancillary events at no cost to the NCAA. The LOC/host shall be responsible for providing adequate restroom facilities for the ancillary events.

2. **Indoor or Outdoor Space.** Both indoor and outdoor space will be considered for ancillary events. For hosts in cold-weather cities without access to indoor facilities, a large climate-controlled and well-lit tent which is in compliance with all applicable city, state or Federal laws and regulations, including those concerning access for the disabled also will be considered.

3. **Supervision and Management.** The LOC/host shall assign one person to produce, coordinate and manage all aspects of the fan festival/ancillary events, unless the NCAA chooses to engage a third-party vendor to manage the fan festival/ancillary events. Responsibilities of the LOC/host may include, but are not limited to: procurement of appropriate space; communication with NCAA staff and partners about space needs; space allocation; management of advance shipping, set-up and tear-down; on-site oversight of the fan festival; as well as production, coordination and management of the on-stage ancillary events including procuring and managing the selected audio-visual vendor. The NCAA will provide guidance, oversight and approvals for all of these areas, but may ask the LOC/host representative to be the lead organizer and day-to-day contact for these events if the NCAA does not choose a third-party vendor.
4. **Exclusivity.** Confirmation that no agreement or understanding will be made that would entitle any corporation or third party to contract space within the chosen venue(s) or in the same outdoor space(s) as the NCAA fan festival/ancillary event without the approval of the NCAA.
5. **Office Space.** Office space for the NCAA and any affiliated production companies, preferably overlooking the fan festival/ancillary event space, will be provided whenever possible.
6. **Tractor-Trailer and Box Truck Space.** Space for several tractor-trailers and box trucks to load-in, load-out, and, if necessary, parking shall be provided at the venue used for the fan festival/ancillary event. Since certain tractor-trailers and box trucks may be used as part of a permanent fan festival/ancillary event display at the fan festival/ancillary event, an adequately sized entry to the venue for these vehicles should also be provided. This space shall be a secured area within a mile of the chosen venue or space; the LOC/host is responsible for ensuring sufficient lighting is available in this area.
7. **Parking Spaces.** A minimum of 20 complimentary parking spaces for NCAA staff and designated fan festival/ancillary event participants shall be available and must be in close proximity to the chosen venue or space.
8. **Financial Arrangements.** Space shall be provided to the NCAA at no charge including all basic associated charges such as security, power, water, phone/internet, cleaning, heating/air-conditioning, lighting, set-up and tear down (for temporary structures).
9. **Products.** The NCAA and its designated representatives shall have the right to provide complimentary sampling of food and beverages of its choice in sizes no smaller than four ounces in the fan festival/ancillary event area. Promotional giveaway items also should be permitted, but will be shared with the venue for mutual agreement. The requirements in this section apply if there is a concession agreement in place that specifically limits sampling sizes. Otherwise, sampling shall be at the discretion of the NCAA.
10. **Merchandising.** The NCAA, or its designee, shall have the exclusive right to market and sell products licensed by the NCAA and will administer all souvenir merchandising within the fan festival/ancillary event space. The NCAA, or its designee, shall not be charged a royalty exceeding 10% for any such sale.
11. **Electrical.** At no expense to the NCAA or its designee, the venue shall provide sufficient electrical power and a sufficient number of power outlets for the fan festival/ancillary event space.
12. **Advertising.** Other than permanent advertising signs outside the venue proper, no promotional, public relations, political or advertising activity may take place in the venue during the time it is used for the NCAA fan festival/ancillary event without approval from the NCAA. No advertising banners, signs or displays of any kind may be hung, posted or displayed anywhere within the venue space during the dates of the NCAA fan festival/ancillary event without the approval of the NCAA. Any permanently affixed advertising, banners,

signs or displays within the NCAA fan festival/ancillary event area shall be covered by the venue at its expense.

13. **Staffing.** The venue or LOC/host shall provide and pay for all services deemed necessary for the fan festival and ancillary events by the NCAA or its designee, including but not limited to: security; janitorial services; a first-aid room staffed by paramedics or other certified emergency medical personnel; maintenance and clean up for all areas used by the NCAA or its affiliates; recycling resources, volunteers and any necessary police support. All such personnel are to be under the sole direction and control of the venue or LOC/host and are not to be considered employees or agents of the NCAA or its designee. All staffing plans must be approved by the NCAA.
14. **Food and Beverage Vendors.** The NCAA or its designee shall control all food and beverage rights and retain all food and beverage revenue for the ancillary events unless other arrangements are authorized by the NCAA. Also, the NCAA may restrict the sale of certain food and beverage products within the ancillary events if they conflict with NCAA corporate champions or partners. For clarity, there shall be no food and beverage buyout required in the ancillary events, and the NCAA shall have the ability to (a) allow its quick-service restaurant or casual dining sponsor to serve food within the ancillary events with no buyout, and (b) bring into the ancillary events outside food and beverage for staff, crew and volunteer meals if desired. Additionally, the NCAA shall determine in its sole discretion whether alcohol will be sold or distributed at the ancillary events. The venue, LOC/host and/or caterer shall be responsible for any permits unless otherwise directed by the NCA.
15. **Control of Ticket Sales.** The NCAA will control all ticket sales for fan festivals/ancillary events, assigning specific duties to the LOC/host and venue(s) as needed. The LOC/host and venue(s) shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official fan-to-fan ticket exchange). The NCAA will not be responsible for securing an exemption to any exclusive contracts the LOC/host, venue(s) or surrounding areas/facilities might have, nor will the NCAA be responsible for any buyout or other means necessary to secure such an exemption. Every individual, regardless of age, must have a ticket for admission, unless the NCAA makes an exception to the contrary. The LOC/host or venue shall not require or impose a venue ticket fee or surcharge on the sale of tickets.

Currently, the NCAA produces fan fest events for the following championships: Division I Women's Volleyball, Division I Football Championship Subdivision, Division I Wrestling, Division I Men's Basketball, Division I Women's Basketball, Division I Men's Ice Hockey, Division I Men's Lacrosse, Division I Women's Softball and Division I Baseball.

Further, additional fan activation occurs at the following championships: Division I Women's Soccer, Division I Men's Soccer, Women's Gymnastics National Championships, Division I Women's Lacrosse, and Division I Outdoor Track and Field.

## **SECTION VI: MARKETING**

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The LOC/host is responsible for the development and oversight of a comprehensive marketing plan and proposed budget (e.g., promotions, advertising, printing and grassroots opportunities including database marketing, direct marketing, regular season efforts) for ticket sales and/or ancillary events. The host is expected to communicate championship and ticket information to all relevant databases (e.g., venue, season ticket holders, alumni, donor, sports commission, youth, etc.).

The marketing plan and budget should outline tactics, key phases and expenses related to marketing the championship. When allocating financial resources for the marketing budget, please refer to the sport-specific bid

specifications for a minimum amount that must be allocated in the budget for marketing activities. Factors used to determine the marketing budget should include, but not be limited to, target demographics, venue capacity, market size and anticipated attendance.

NCAA Championships Marketing staff will provide approval for the final plan and budget on a collaborative basis. Any adjustments to the marketing budget after the final plan and budget have been approved must be submitted to the NCAA for review and approval.

## **SECTION VII: GOVERNMENT GUARANTEES**

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Although the championship is played at the competition venue, the increasing number of guests, activities and hotel facilities make the championship an event of region-wide impact. As such, a number of government guarantees are requested, in part to protect the rights of the NCAA.

### **1. Ambush Marketing.**

- a. **Commercial-Free Zone.** If requested by the NCAA, the LOC/host and the appropriate governmental agencies, in cooperation with the NCAA, shall also establish an area(s) (designated on a case-by-case basis, but typically encompassing the NCAA hotels, team hotels, major ancillary event venues and the competition venue) which shall be free from temporary advertising, marketing, promotional and commercial activities not expressly authorized by the NCAA. Restrictions shall apply to publicly- and privately-owned exterior spaces or spaces temporarily enclosed.

At a minimum, the temporary sale or complimentary distribution of food, beverage, literature merchandise, or temporary entertainment, not expressly authorized by the NCAA, shall be prohibited within the commercial-free zone on public property and on private property subleased for temporary business specific to the timing of the NCAA event.

Also, the LOC/host shall work with the NCAA and governmental agencies to otherwise protect against false association, commercial and non-commercial, with the NCAA and the championship.

- b. **Merchandising/Trademark Enforcement.** Appropriate city, county or other governmental entities shall (1) provide full cooperation to the NCAA in preventing unauthorized use of the NCAA's trademarks, championship tickets, or other intellectual property and the sale or distribution of unlicensed NCAA merchandise, and (2) cooperate with the NCAA by permitting the NCAA the right to pursue (at NCAA expense) legal enforcement measures against any seller or distributor of unlicensed merchandise. The governmental entities shall help to identify and communicate information regarding sales or distribution of unlicensed merchandise to the NCAA. The decision to pursue civil legal action or settle claims against a seller or distributor of unlicensed merchandise shall be at the sole discretion of the NCAA.

### **2. Public Safety/Security.**

- a. **Event Safety Commitment.** The LOC/host and agencies responsible for public safety shall be financially responsible for any charge for public security/safety services provided outside the competition, practice and/or ancillary event venue(s) and with regard to all other venues used for any NCAA official events as described in these specifications.
- b. **Security Personnel.** The competition, practice and/or ancillary event venues are required to provide experienced qualified security personnel in all positions for the championship. A comprehensive staffing plan with identification of key personnel and their experience shall be provided to the NCAA

as part of the security plan that accompanies the bid. In the event that appropriate personnel cannot be provided (as reasonably determined by the NCAA) and after 30 days notice to the competition, practice and/or ancillary event venue(s) and the LOC/host, the NCAA, at its sole discretion may contract with a security organization of its choice, at the LOC's/host's expense.

3. **Safety/Medical/Emergency Preparedness.** As part of the bid submission, the LOC/host, in conjunction with appropriate federal, state and local agencies and officials, shall submit to the NCAA a coordinated plan for security, law enforcement, and emergency preparedness and response, including all aspects of public safety. The LOC/host will be required to integrate the activities of law enforcement agencies, public health, public safety, emergency medical service (EMS), emergency management organizations and health care organizations. This safety/security plan shall be consistent with industry best practices, takeaways from similar events and observation/evaluation of prior championships. The development and implementation of this plan shall be provided at no cost to the NCAA. Best practices for completing the safety and security plan can be found on the "Help/Resources" tab after logging into the following Championships Host Reporting system website:

<https://web1.ncaa.org/champsBidV20/exec/login?loginSubmit=LoginWithTabs>

4. **Fire and Medical Emergency Agencies.** The NCAA requires support be obtained from fire and medical emergency agencies during the championship and during other events related to the championship. Local fire and EMS services shall be provided to the NCAA during the championship and during other events related to the championship at no cost to the NCAA.
5. **Tax Exemptions.** The NCAA is a 501c(3) tax exempt organization and the bid respondents shall specify any state or local tax exemption that will be granted to the NCAA. If tax exemption is not applicable, then all applicable taxes and rates shall be disclosed (disclose in the sport-specific facility questionnaire) and any increases in the tax rates from the time the bid submission shall be absorbed by the bid respondent or rebated back to the NCAA if bid respondent is approved for a NCAA championship.
6. **Open Records / Public Information Laws.** The NCAA requires the disclosure of all state and/or Local Open Records/Public Information Acts laws which could apply to any agreements or documents entered into or supplied to the Bid and/or Local Organizing Committee.

## **SECTION VIII: LODGING SPECIFICATIONS**

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The host institution/conference or local convention and visitors bureau shall reserve first-class hotels with full-service restaurants for the participating teams, media and game officials at the most competitive rates. ***For any NCAA championships that contain specifications in a hotel agreement or sport-specific bid specifications that is inconsistent with the specifications in this section, the specifications in the hotel agreement or sport-specific bid specifications shall prevail and govern the matter.***

1. **NCAA Headquarters and Team Hotel Guidelines/Policies**
  - a. **Americans with Disabilities Act.** The NCAA headquarters hotel/team hotels shall be responsible for complying with the public accommodation requirements of the Americans with Disabilities Act (ADA), including: (1) the "readily achievable" removal of physical barriers to access the meeting rooms (e.g., speakers' platform, public address systems, etc.), sleeping rooms and public spaces (e.g., restaurants, restrooms and public telephones); (2) the provision of auxiliary aids and services when necessary to ensure that no disabled individual is treated differently by the hotel than other individuals (e.g., Braille room service menus or reader, etc.), and (3) the modification of hotel policies, practices and procedures applicable to all guests and/or groups as necessary to provide goods and



services to disabled individuals (e.g., emergency procedures and policies of holding accessible rooms for hearing and mobility impaired, disabled individuals until all remaining rooms are occupied). All extraordinary costs for special auxiliary aids requested by the NCAA/participating institution shall be borne by the NCAA/participating institution, provided the hotel notifies the NCAA/participating institution in advance in writing.

The NCAA/participating institution shall be responsible for complying with the following ADA public accommodation requirements: (1) the “readily achievable” removal of physical barriers within the meeting rooms utilized by the NCAA/participating institution which the NCAA/participating institution would otherwise create (e.g., set-up of exhibits in an accessible manner) and not controlled or mandated by the hotel; (2) the provision of auxiliary aids and services when necessary to ensure effective communication of the NCAA/participating institution’s program to disabled participants (e.g., Braille or enlarged print handouts, interpreter or simultaneous videotext display, etc.), and (3) modification of the NCAA/participating institution’s policies, practices and procedures applicable to participants, as required to enable disabled individuals to participate equally in the program.

The NCAA/participating institution shall attempt to identify, in advance, any special needs of its disabled attendees/guests requiring accommodations by the hotel and will notify the hotel of such needs for accommodations, as soon as they are identified to the NCAA/participating institution. Whenever possible, the NCAA/participating institution shall copy the hotel on correspondence with attendees who request special needs as specified by ADA policy. The hotel shall notify the NCAA/participating institution in writing of requests for accommodations, which may be received outside of the NCAA/participating institution’s reservation program, to facilitate the NCAA/participating institution’s obligations as required by ADA.

- b. **Federal/State/Local Laws.** All hotel contracts are subject to all applicable federal, state and local laws, including health and safety codes, alcoholic beverage control laws, etc.
- c. **Claims.** Any controversy or claim, arising out of or relating to the cancellation of a hotel contract, shall be settled by arbitration according to the rules of the American Arbitration Association. Judgment of the award rendered may be entered in any court having jurisdiction thereof.
- d. **Nonobservance of Agreement.** If either the NCAA or a hotel fails to perform any of the terms or conditions specified and such failure or breach shall not be cured within 10 days after giving the written notice thereof, the other party shall have the right to terminate the hotel contract, without prejudice to the right to compensation for loss or damages sustained.
- e. **Impossibility Clause.** In the event the hotel is destroyed or damaged to such an extent that the NCAA’s requirements may not be adequately accommodated and said damage or destruction is caused by an instrumentality, other than an act of God or the active fault of the NCAA or its’ agents, the hotel shall indemnify the NCAA for all costs reasonably incurred by the NCAA or participating institution in relocating to another hotel.
- f. **Indemnification.**
  - (i) The NCAA shall indemnify and hold the hotel harmless from any and all suits, claims, demands, damages, liabilities, costs and expenses, including reasonable counsel fees, arising out of an exercise by the NCAA of the rights granted to it pursuant to the hotel contract, provided that such suits, claims, demands, damages, liabilities, costs and expenses are not proximately caused by any breach of the contract by the hotel, and provided further, that the hotel shall notify the NCAA of such claim or litigation to which the indemnity shall apply.

- (ii) The hotel shall indemnify and hold the NCAA harmless from any and all suits, claims, demands, damages, liabilities, costs and expenses, including reasonable counsel fees, arising out of an exercise by the hotel of the rights granted to it pursuant to the hotel contract, provided that such suits, claims, demands, damages, liabilities, costs and expenses are not proximately caused by any breach of the hotel contract by the NCAA, and provided further, that the NCAA shall notify the hotel of such claim or litigation to which the indemnity shall apply.
- g. **Assignment.** The NCAA or the hotel may not assign or transfer the hotel contract in whole or in part without the written consent of the other party. The hotel understands that the NCAA will assign portions of the room block to selected individuals and groups.
- h. **Force Majeure.** The performance of the hotel contract is subject to termination without liability upon the occurrence of any circumstance beyond the control of the NCAA or the hotel, such as acts of God, war, government regulations, disaster, strikes (except those involving the employees or agents of the NCAA or hotel), civil disorder or curtailment of the transportation facilities, to the extent that such circumstance makes it illegal or impossible to provide or use the hotel. The ability to terminate the hotel contract, without liability pursuant to this paragraph, is conditioned upon delivery of written notice to the other party setting forth the basis for such termination as soon as reasonably practical but, in no event longer than 10 days after learning of such basis.
- i. **Bankruptcy.** In the event that the NCAA or the hotel shall make a voluntary or involuntary assignment for the benefit of creditors or enter into bankruptcy proceedings, become insolvent or subject to foreclosure, or take any other action for the benefit of creditors or relief of debtors prior to the championship, the other party shall have the right to cancel the hotel contract without liability upon written notice to the other party.
- j. **Changes/Additions/Stipulations/Lining Out.** Any changes, additions, stipulations or corrective lining out by either the NCAA or the hotel will not be binding until such additions, clauses or stipulations have been approved in writing by the other party.
- k. **Cancellation Policy.** If the hotel is advised that its booking is cancelled (i.e., the entire block eliminated) after it has been made definite in writing by the NCAA, the hotel will make every reasonable attempt to mitigate any losses incurred by the non-use of the rooms, including the resale of the rooms. Any sums received by the hotel, through such resale of rooms, shall offset, dollar for dollar, the sums paid to the hotel hereunder. If the hotel is unable to mitigate all losses, a cancellation fee will be charged to the NCAA for the remaining cancelled rooms. The “estimated total room revenue” will be calculated by multiplying the guest room rate in effect for the championship by the total room nights blocked according to the contract, less revenue received by the hotel from subsequent sales of the rooms.

Notification of Cancellation Prior to Arrival	Percentage of Estimated Total Room Revenue to be Paid by NCAA
One (1) month	No Penalty
Less than one (1) month	Maximum of 50%

- l. **Room Attrition Policy.** If the NCAA reduces the confirmed room nights but, does not cancel the entire number of nights, the NCAA agrees to pay the hotel, as liquidated damages, and not as a penalty, the following amount:

- (i) From the effective date of the contract until one (1) month prior to the arrival date, the NCAA may reduce the confirmed room nights without charge.
  - (ii) From one (1) month prior to the arrival date until the arrival date, the NCAA may reduce the remaining confirmed room nights by 20% without charge. The NCAA will pay the contracted room rate for each remaining confirmed room night canceled in excess of 20% unless the NCAA and the hotel agree on booking another meeting with equal or greater contracted room nights within the next calendar year.
2. **Securing Lodging.** The host institution/conference or sponsoring agency is responsible for securing hotel accommodations for all participating teams; NCAA staff; committee members; media; game officials and other special guests as designated by the NCAA. Separate hotels must be available for the NCAA, media, officials and participating teams unless specified otherwise by the NCAA. Please note that it may be permissible for the media or game officials to be assigned to the same property as the NCAA headquarters hotel. (Officials/umpires and teams may not stay in the same hotel). All efforts should be made to provide some deference to the NCAA's official corporate champion/partner in the hotel category (should one exist at the time of the bid).

Please refer to the sport-specific bid documentation for individual championship lodging needs.

## **SECTION IX: TICKET PROGRAM**

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1. **Ticket Design/Printing.** The NCAA will manage the design and printing for championship tickets, assigning specific duties to the LOC/host and competition venue as needed. The NCAA will forward artwork of the proposed ticket design to the LOC/host and competition venue for review and input. The NCAA logo shall be the only logo used on the front or back of the tickets unless specifically authorized by the NCAA. The name of the host institution/conference may be printed on the front of the ticket(s) and/or on the cover of the ticket booklet. The NCAA will coordinate the printing of the tickets unless the NCAA directs the LOC/host or competition venue to coordinate the printing. The LOC/host shall incur all expenses associated with ticket printing.
2. **Ticket Pricing.** With input and a recommendation from the LOC/host, the NCAA shall establish all ticket prices, including tickets for suites and standing room only. One hundred percent (100%) of the revenues from ticket sales shall be included in the championships receipts to help offset the NCAA guarantee (if applicable), championship expenses, and further revenue sharing opportunities. As further noted in Section VII - Government Guarantees, revenue from the sale of championship tickets and championship-related event tickets will be exempt from sales, amusement, entertainment taxes and other surcharge obligations to the extent possible. The NCAA is a 501c(3) tax exempt organization and the bid respondents shall specify any state or local tax exemption that will be granted to the NCAA. If a tax exemption is not applicable, then all applicable taxes and rates shall be disclosed (disclose in the sport-specific facility questionnaire) and any increases in the tax rates from the time the bid submission shall be absorbed by the bid respondent or rebated back to the NCAA if bid respondent is approved for a NCAA championship.
3. **Control of Ticket Sales.** The NCAA shall control all ticket sales for the championship, assigning specific duties to the LOC/host and competition venue as needed. The LOC/host and competition venue shall cooperate fully with the NCAA's official ticketing vendors and/or ticketing partners (e.g., primary ticket sales system provider, official ticket and hospitality package provider, official ticket exchange). The NCAA shall not be responsible for securing an exemption to any exclusive contracts the LOC/host, competition venue or

surrounding areas/facilities might have, nor will the NCAA be responsible for any buyout or other means necessary to secure such an exemption.

Admittance to the competition venue on game days will be by ticket or NCAA-issued credential only. Every individual, regardless of age, must have a game ticket for admission, unless specified by the NCAA or venue policy. Unless specifically granted an exception, the NCAA requires that the competition venue utilize a ticket scanning system at all general public access points into the competition venue. The host venue system will be used for access control, box office walk up sales and day of event issue resolution in the box office.

4. **Control of Venue Seating.** The NCAA shall control all seating assignments within the competition venue, including club seating, press boxes, hospitality clubs and restaurants.

The NCAA shall be responsible for determining the allocation and the location of all ticket allotments.

The LOC/host or competition venue may not re-sell allotted championship game tickets at any price, nor may enter into a sponsorship agreement or hospitality/travel package agreement with any ticket broker, tour packager or other secondary ticket marketer to provide championship tickets in return for other considerations unless specifically authorized by the NCAA.

5. **Suites.**

- a. At the time of the bid, the competition venue shall stipulate a quantity of private viewing suites available for the sole use of the NCAA or its designees. Preferred consideration will be given to those sites offering suites for NCAA use. All revenue from such suites will belong to the NCAA.
- b. The NCAA will provide tickets, as necessary to the LOC/host and/or competition venue for those suite holders displaced to fulfill the NCAA suite seat requirements.
- c. Subject to NCAA approval, suites not made available to the NCAA or its designees shall remain under the control of the competition venue, but the face value ticket revenue for such suite seats will belong to the NCAA.
- d. Suite holders will have the opportunity to purchase tickets for the suite to which they have purchased tenant rights. The venue's box office staff if assigned by the NCAA, shall solicit and confirm suite purchases by suite holders. At that time, suites not purchased by suite holders will be made available to the NCAA for additional use/sales opportunities in accordance with the agreed upon financial parameters.

6. **LOC/Host Ticket Policies.**

- a. **Allocation.** For all championships accepting bids other than Division I men's basketball, the NCAA shall allocate to the LOC/host a maximum of 10% of the saleable competition venue seats. These tickets shall be used to accommodate LOC/host guests, including but not limited to local contributors.
- b. **Budget Relief.** At its sole option, the NCAA shall notify the LOC/host of certain budget relief that may be provided in exchange for a reduction in the LOC/host ticket allotment.
- c. **Ticket Allocation Limitation.** No more than 20 tickets shall be made available from the LOC/host or competition venue to any one entity without NCAA approval.

- d. **Assignment Information.** The LOC/host shall provide the NCAA with the names of those individuals assigned to each seat within the LOC/host's ticket allocation.

7. **Competition Venue Responsibilities.**

- a. **Seating Manifest.** At the time of the bid, the competition venue shall forward the NCAA a complete ticket manifest with a PDF or CAD drawing of the venue's configuration and cooperate fully with any NCAA ticketing partners.
- b. **Broadcast Partner Site Survey.** The NCAA's broadcast partner, in conjunction with the NCAA and the competition venue, will conduct a site survey approximately nine months in advance of the championship to determine the host set location, camera locations and determine the need for "seat kills."
- c. **Final Manifest.** Upon completion of the site survey and determination of "kill" seats, the competition venue shall provide the NCAA with a final seating manifest, reflecting all saleable seats, available suites and available hospitality/party suites.
- d. **General Public Assignments.** Subject to NCAA approval, the assignment of general public seats is the competition venue box office's responsibility, unless directed otherwise by the NCAA. The seat locations shall be designated by the NCAA. The competition venue must be in compliance with all applicable city, state or federal laws and regulations including those concerning access and seating for the disabled and assist with inquires from ticket holders in need of disabled tickets. Additionally, the box office shall assist with all lost, stolen, or misdirected ticket issues. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to process and distribute lost, stolen, or misdirected tickets.
- e. **Participating Institutions' Shipments.** The competition venue's box office shall send the tickets allocated to the participating institutions to the host tournament managers by a date designated by the NCAA, unless directed otherwise by the NCAA. An invoice, manifest, seating diagram, instructions and payment deadline information shall be sent with the participating institution's tickets. The competition venue shall be responsible for the labor necessary, as well as costs incurred, to ship these tickets.

**SECTION X: FINANCIAL INFORMATION**

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In an effort to provide more consistency and efficient partnership with host communities, institutions and conferences, and in recognition of the economic impact NCAA championships bring to local communities, the NCAA is instituting the following financial structure for the selected NCAA championships covered by these bid specifications. The following financial arrangements shall apply:

- The NCAA shall receive a minimum guarantee for selected championships. Please review the sport-specific bid specifications to verify if any championships require a minimum guarantee.
- The LOC/host may receive an approved allocation for carrying out championship game responsibilities.
- The NCAA may receive reimbursement of various championship expenses identified in the championships budget.
- Revenue sharing opportunities between the NCAA and the LOC/host for any receipts in excess of the accepted budget.

As part of its bid, the LOC/host is encouraged to provide a detailed plan reflecting proposed modifications to the minimum basic financial structure outlined below that represents an additional commitment by the LOC/host. Examples may include foregoing, for the benefit of the NCAA, any portion of revenue or expense allocation reserved to the LOC/host and/or offer additional forms of value to the NCAA.

The LOC/host shall submit, as part of its Bid, a detailed budget for the championship event. This shall include all revenue sources and expenditure uses, including the amount retained by the LOC/host or the sponsoring agency. Any modifications to the approved budget must have prior approval from the NCAA staff.

Required bid materials, including the proposed budget, online key contact, and facility evaluation forms are available on the following NCAA website:

<https://web1.ncaa.org/champsBidV20/exec/login?loginSubmit>LoginWithTabs>

The following are minimum financial parameters for completing the proposed budget for the specified championship:

1. **Championship Receipts.** Includes all revenue from sale of tickets, including ticket revenue from suites (less admissions taxes, discount fees, and commission expenses, if any), handling fees and other income derived from the operation of the championship, except as hereinafter specifically excluded.
2. **Championship Expenditures.** Each sponsoring agency shall submit a championship budget that includes the following:
  - a. Promotion (promotions, advertising, printing and grassroots opportunities);
  - b. Ticket Expense (charge card expenses, commissions, state and city taxes, ticket vendor fee, host box office fee);
  - c. Equipment (telephone installation, copy machines, facsimile machines, game equipment);
  - d. Facility Rental, Supplies and Personnel

As a result of the positive impact NCAA championships have on the local community, the NCAA views reduced or rent free use of NCAA championship venues as a favorable term and condition for a bid submission. The venue rental(s) shall include all personnel and services for the practice, competition and ancillary event venue(s) deemed necessary by the NCAA, including but not limited to ushers, ticket sellers, ticket takers and other ticket personnel, game production staff, exit personnel, security personnel, fire personnel, a first-aid room staffed by paramedics or other certified emergency personnel, maintenance, construction, and clean-up of the venue, venue grounds, etc. All personnel shall be under the sole direction and control of the venue and are not to be considered employees or agents of the NCAA.

- e. Games management personnel (public address announcer, timers and scoreboard operators, statisticians, official scorer, medical personnel);

- f. Entertainment (media hospitality, meetings, luncheons and banquets, participants' refreshments); and
- g. Other Championship Expenditures

The following additional championship related expenses shall be included in the budget: officiating and committee expenses (including lodging where applicable) and host honorarium. The member host institution/conference of the NCAA may, in the sole discretion of the NCAA, earn an honorarium predetermined for the length and type of championship. Net receipts shall be defined as gross ticket sales less taxes, competition venue rental, personnel services and other championship related game expenses.

**SECTION XI: AGREEMENT TO TERMS AND CONDITIONS**

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The championship host that is bidding on \_\_\_\_\_ 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

**Prospective hosts who do not agree with all requirements in this document shall select "No" above and complete Attachment A specifying the terms the prospective host is proposing. Please note any proposed revisions to the language in this document must be specified in Attachment A to be considered. Any revisions, deletions, stipulations, etc. made directly in this document to the specifications listed above shall not be accepted.**

(NOTE: This form must carry the signatures of both the director of athletics of the prospective host institution or commissioner of the prospective host conference and the competition venue manager. If the competition venue is considered an on-campus venue that is owned and controlled by the host institution, the athletics director's signature shall suffice as the required signature for a representative of the competition venue.)

Signature of Athletics Director or Commissioner

(Please type or print information below.)

Name:

Title:

Institution/Conference:

Date:

Address (Please list street, city, state, zip code for overnight mail.)

█

█

Telephone Number: █

Fax Number: █

Email: █

Signature of general manager (GM) of host competition venue  
(GM's signature required if competition venue is an off-campus venue)

(Please type or print information below.)

Name: █

Title: █

Competition Venue Name: █

Date: █

Address (Please list street, city, state, zip code for overnight mail.)

█

█

█

Telephone Number: █

Fax Number: █

Email: █



