



# USCAA

## REQUEST FOR PROPOSAL

### 2026/2027 TRACK & FIELD NATIONAL CHAMPIONSHIPS

PREPARED BY:

**BJ Bertges**

USCAA Chief Operating Officer

**70+**  
**MEMBER**  
**INSTITUTIONS**  
**NATIONWIDE**

.....

**20+**  
**STATES**  
**REPRESENTED**

.....

**16**  
**NATIONAL**  
**CHAMPIONSHIPS**

.....

**10,000**  
**STUDENT**  
**ATHLETES**



**UNITED STATES COLLEGIATE ATHLETICS ASSOCIATION**

**811 Boyd Avenue, Suite 201**

**Pittsburgh, PA 15238**



## REQUEST FOR PROPOSAL

The following document details the requirements to submit a bid to host the United States Collegiate Athletic Association's 2026 & 2027 Track & Field National Championships - The Small College National Championships. The RFP is open to member institutions, qualifying cities, CVB's and sports commissions.

While not required, preference will be given to CVB's and sports commissions whose bid includes the support of a USCAA member institution.





## HALL OF FAME



# REQUEST FOR PROPOSAL

**Intent to Bid:** Due November 15 , 2024  
**Official Proposal:** Due December 1, 2024  
**Site Announcement:** January 15, 2025

The United States Collegiate Athletic Association was formed in 2001, as a reformation of the National Small College Athletic Association, which dates back to 1966. The association continues the mission of providing opportunities for small colleges across the United States to compete against like institutions for National Championships and student-athlete recognition.

Since 2006, the USCAA has grown from 42 member institutions to over 80 in 2019. Each year, the association hosts seventeen championship events in Golf, Men's Soccer (D1 & D2), Women's Soccer (D1 & D2), Volleyball (D1 & D2), Men's Cross Country, Women's Cross Country, Men's Basketball (D1 & D2), Women's Basketball (D1 & D2), Basketball, Men's & Women's Track and Field, Softball, & Baseball. More than 70% of USCAA member institutions that were eligible qualified to compete in one or more USCAA National Championship in 2023-24.

Headquartered in Pittsburgh, Pennsylvania, the USCAA maintains a full-time staff of three persons with additional support provided from contractors, part-time employees, graduate assistants, interns, and volunteers.



## TRACK & FIELD CHAMPIONSHIP OVERVIEW

### EVENT BACKGROUND

USCAA Track & Field Championships have grown out of our Track & Field Invitationals (combined women & men) which have been well attended by member institutions over the last 5-7 years. The goals of the event are to enhance the championship experience for USCAA student-athletes, generate a larger economic footprint in the host city, and generate content that benefits the community, its businesses, local non-profit organizations, and other stakeholders. In the last several years the event has been hosted in Albany, NY and Springfield, MA.

### EVENT OBJECTIVES

With more than 250 participants visiting the area from across the United States, the USCAA seeks to host more than just track and field national championships. Through key partnerships, we seek to develop a true community event, an attraction that will keep people visiting host cities for years to come. Through our event weekend, we intend to provide an atmosphere that celebrates youth, leadership, and quality of life. Our goal is to promote the USCAA Track & Field National Championships and give back to the host city with community focused events.



## EVENT SCHEDULE

### EVENT DATES

The Track & Field National Championships are held in the final weekend in April.

2025: April 25-27

2026: April 24-26

2027: April 23-25

**2-DAY FORMAT (SAMPLE, subject to change at committee recommendation)**

### FRIDAY

Meet Start: 2:00 PM (Coach's Meeting)

### Events to Include:

Pole Vault

Hammer Throw

Triple Jump

10k

100m and 110m Hurdle Trials



## EVENT SCHEDULE (CONT.)

### **SATURDAY**

Meet Start: 9:00AM (Coach's Meeting)

Events Start: 10:00 AM

### **Events to Include (excluding above):**

High Jump

Long Jump

Discus

Shotput

Javelin

4x100 relay

3000m Steeplechase

1500m

400m

100m Hurdles Final

110m Final

800m

400m Hurdles

200m

5000m

4x400 relay

\*All schedules are subject to change



## AUDIENCE AND ECONOMIC IMPACT

### USCAA DEMOGRAPHICS

The production of the USCAA Track & Field Championships includes various channels of communication and outreach. Through each of these channels (outlined in the Benefits section of this proposal), the USCAA will reach the following audience:

- 70+ small colleges across the country
- 250 participants (student-athletes and coaches) - Primarily age 18-22 and 35-55
- Event staff and volunteers
- 100+ attending fans (Estimated 25 local, 75 traveling)
- Readers of the local newspapers (both digital and print media)
- Residents of the host city and surrounding area
- All Track & Field National Championship attendees

### ECONOMIC IMPACT

Only approved in 2023 to be elevated to National Championship status, there is limited data on economic impact. However, the event will drive 250-300 participants plus fans to the host city resulting in room night and dining revenue.



## FACILITY PREFERENCES

### **AWARDS CEREMONY FACILITY**

The USCAA is seeking a banquet facility to host 250-300 student-athletes, coaches, administrators and fans equipped with AV equipment for awards presentations for National All-Academic Team and End of the Year Awards.

### **TRACK & FIELD FACILITY**

The USCAA requests the following with regard to playing facility:

- An NCAA collegiate regulation track
- An NCAA collegiate regulation throwing facility
- All events should be able to be hosted at the same and/or adjacent facilities.
- Minimum seating capacity of 500.
- Area for team set-up and staging.
- Press box or similar to allow for live streaming.
- Hard line internet.
- Locker room access for both men and women on site.
- Concessions area.
- Area for staff and VIP hospitality.
- Vendor/sponsor area for a minimum of four (4) vendors, electrical access required.
- Parking for up to 500 fans plus area for charter bus parking
- Athletic Training area





## STAFFING REQUIREMENTS

### USCAA PROVIDES

- Tournament Director
- Sports Information Director
- Referee
- Announcer
- Clerk 1 & 2
- Meet Clerk
- Start/Finish Chief 1 & 2
- Official Scorers
- Official Timers
- Event Officials/Clerks
- 1 Social Media Operator
- 4 Camerapersons
- Broadcast Producers

### HOST PROVIDES

- Admissions staffing (required)
- Security (required)
- Certified Athletic Trainers (3 requested)
- Hospitality support (requested)
- Volunteers support for operations (requested)
  - Raking crew
  - Measurement crew
  - Hurdle crew

## CONCESSIONS

Food and beverage concessions must be operational for all hours of operation (to close approximately 30 minutes prior to the end of the meet). If a concessionaire is secured by the host, the USCAA requests complimentary lunches for staff, volunteers, and officials. The USCAA strictly prohibits the sale of alcohol in general admission seating areas. Alcohol is only permitted in approved private boxes, suites, or hospitality areas.



## HOTEL REQUIREMENTS

The USCAA requires the following for host hotel site(s)

- Hotel and/or resort housing at affordable rates within a 15 minute drive of the event facilities.
- Double rooms for participant accommodations
- Please list closest hotels, rates, distance from the facility, and contact information
- We request participant accommodations to be between \$110-170 and include an athlete friendly hot breakfast (Rates must be lower if breakfast is not provided)
- All hotels must include a minimum \$10 rebate to USCAA (higher rebate will enhance bid)
- Requesting a minimum five (5) complimentary double rooms per night for USCAA staff for the duration of the event.
- If there is not a local officials assignor that can provide officials within driving distance, the USCAA would request 10 hotel rooms per night at half the participant room rate.
- Event signage allowed at no cost
- Complimentary parking and wi-fi

## HOTEL ROOM BLOCK

THURS	FRI	SAT	SUN
Staff Only	70	70	35

## TOURNAMENT MERCHANDISE

The USCAA reserves the right to all merchandise sales through their approved national vendor.



## **BANQUET REQUIREMENTS**

- Projection/digital screens of some kind available
- Complimentary lighting package requested if the room is not outfitted
- Stage for awards
- Podium with microphone
- Space for two 10'X10' USCAA backdrops
- Minimum of three (3) catering options and pricing requested for dinner.

## **MEMBER/CVB/SPORTS COMMISSION REQUIREMENTS**

Items and services to be provided by the local CVB, Sports Commission, and/or Hotels.

- Provide proposed successful bid fee
- Provide list of complimentary services and/or in kind support.
- Detail any specific concessions or rebates provided to USCAA for hosting the USCAA Track & Field Championships in the local community.
- Outline any grants (marketing or operational) that the USCAA may qualify for to host in your region.
- Assist in securing the event venue and cover the basic facility rental costs.
- Secure rebates of a minimum of \$10 per contracted host hotel and maximum \$20 per hotel
- Provide hotel rates w/ included hot breakfast and wi-fi
- Provide proposed athletic trainers
- EMT with ambulance on site during hours of competition unless a local hospital is within five miles of the competition site.
- Two round trip coach plane tickets and accommodations for two USCAA staff members for a site visit prior to the event. Plane tickets will be waived if site is within five (5) hours driving distance from Pittsburgh, Pennsylvania
- List of marketing support materials provided to USCAA
- List of complimentary signage provided to USCAA.
- Plan for introduction to prospective sponsors



## **SUBMISSION**

- Official Proposals are due via email to BJ Bertges, Chief Operating Officer, at [bj.bertges@theuscaa.com](mailto:bj.bertges@theuscaa.com)
- Email confirmation will be sent to those whose proposals make final consideration.
- Site selection will be communicated via email to the new host site prior to a public announcement.

## **BASIS FOR AWARD**

- The USCAA will award this bid based upon the following:
  - Costs assumed by USCAA and its participating teams
  - Incentive package
  - Destination
  - Quality of Facilities
  - Quality of Host Hotel(s)

*Questions? Contact BJ Bertges at 412-480-4789 or [bj.bertges@theuscaa.com](mailto:bj.bertges@theuscaa.com).  
The USCAA requests that inquiries are made by hosting entity and not individual hotels/properties.*

# APPENDIX A

## USCAA MEMBERSHIP

### **Arizona**

Dine College

### **Arkansas**

Lyon College

### **California**

Southern California Leadership University  
Stanton University

### **Florida**

Atlantis University  
Beacon College  
Florida National  
United International College

### **Illinois**

Southeastern Illinois College

### **Maine**

Central Maine Community College  
Kennebec Valley Community College  
Southern Maine Community College  
University of Maine - Augusta  
University of Maine - Fort Kent  
Washington County Community College  
York County Community College

### **Massachusetts**

Bay Path University  
Hampshire College  
Quincy College

### **Michigan**

Andrews University

### **New Hampshire**

Great Bay Community College  
New Hampshire Technical Institute

### **New Jersey**

Berkeley College

### **New Mexico**

Navajo Technical Institute

### **New York**

Albany College of Pharmacy & Health Sciences  
Berkeley College  
Bryant & Stratton College - Albany  
Bryant & Stratton College - Buffalo  
Bryant & Stratton - Greece  
Bryant & Stratton - Syracuse  
Five Towns College  
Paul Smith's College  
SUNY - ESF  
Vaughan College  
Villa Maria College  
Word of Life Bible Institute / Davis

### **North Carolina**

Johnson & Wales - Charlotte  
Mid Atlantic Christian University  
Shaw University

# APPENDIX A cont.

## USCAA MEMBERSHIP

### Ohio

Kent State Tuscarawas  
Miami University - Hamilton  
Miami University - Middletown  
University of Cincinnati Clermont  
Wright State University – Lake Campus

### Pennsylvania

Bucks County Community College  
Carlow University  
Central Penn College  
Manor College  
Penn State Beaver  
Penn State Brandywine  
Penn State Dubois  
Penn State Fayette  
Penn State Greater Allegheny  
Penn State Hazleton  
Penn State Lehigh Valley  
Penn State Mont Alto  
Penn State New Kensington  
Penn State Schuylkill  
Penn State Scranton  
Penn State Shenango  
Penn State Wilkes Barre  
Penn State York  
Williamson College of the Trades

### Tennessee

Crown College

### Texas

Paul Quinn College  
Southwestern Adventist

### Vermont

Vermont State Randolph

### Virginia

The Apprentice School  
Christendom College

### West Virginia

Salem University

# APPENDIX B

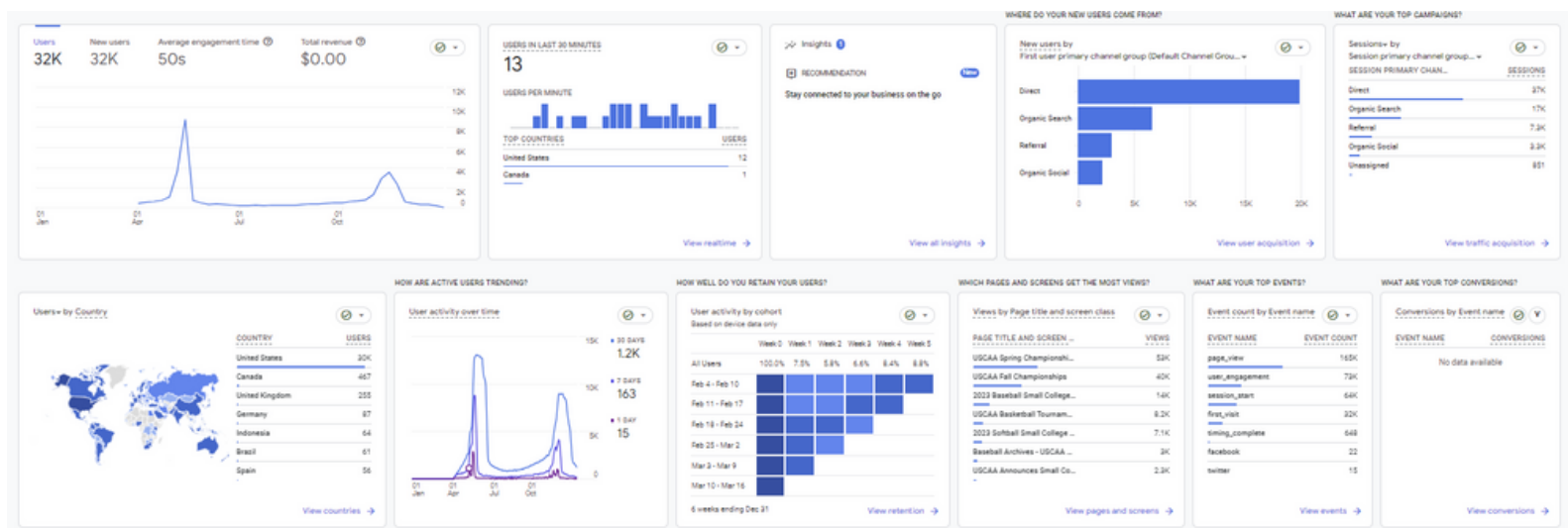
## EXPOSURE AND AUDIENCE

- 70+ colleges/universities across the country
- More than 10,000 student athletes and their followers (parents, family, fans)
- USCAA administrators, coaches, and volunteers
- Tournament staff, volunteers, and spectators
- Audiences of USCAA Broadcasts
- Visitors of www.theuscaa.com and affiliated championship sites

## USCAA OFFICIAL WEBSITE TRAFFIC

(www.theuscaa.com)

Calendar Year: 2023



# APPENDIX B cont.

## SOCIAL MEDIA AND BROADCAST TRAFFIC

The USCAA is active across several social media platforms, all seeing significant growth.

The following numbers are current; growth calculated since the 2023 annual report.

- Facebook: 2,857 followers, 18% increase
- Twitter: 4,799 followers, 10% increase
- Youtube: 695 subscribers, 15% increase (transitioned to USCAA Sports Network)
- Instagram: 4,279 followers, 32% increase

## NATIONAL BROADCAST TRAFFIC ON USCAA NETWORK

### 2022 - 2023 CHAMPIONSHIPS

#### Men's and Women's DII Soccer

- 1,966 unique viewers

#### Men's and Women's DI Soccer

- 1012 unique viewers

#### Women's DI Volleyball

- 571 unique viewers

#### Women's DII Volleyball

- 927 unique viewers

#### Women's DI Basketball

- 569 unique viewers

#### Men's DI Basketball

- 855 unique viewers

#### Women's DII Basketball

- 1318 unique viewers

#### Men's DII Basketball

- 1669 unique viewers

#### Softball

- 2201 unique viewers

#### Baseball

- 3089 unique viewers