



# **NCAA SITE SELECTION PROCESS**





2026 & 2027  
DIVISION II FIELD HOCKEY CHAMPIONSHIP  
SPORT SPECIFIC INFORMATION

\*Division II Field Hockey will be part of the Division II Festival in 2028



**Table of Contents**

Section I: Introduction .....4  
Section II: Championship Structure (Future dates/Date formula) ..5  
Section III: General Facility Requirements .....6  
Section IV: Event History .....10  
Section V: Lodging .....11  
Section VI: NCAA/Host Responsibility .....13  
Section VII: Transportation .....15  
Section VIII: Marketing .....16  
Section IX: Tentative Schedule of Events .....18  
Section X: Ancillary Events .....19  
Section XI: Volunteer Needs .....20  
Section XII: Budget History .....21

**IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE SPECIFICATIONS THAT FOLLOW AND ANY SUCH SPECIFICATIONS IN THE GENERAL BID SPECIFICATIONS DOCUMENT, THE FORMER SHALL PREVAIL AND GOVERN THE MATTER.**



## **SECTION I: INTRODUCTION**

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The National Collegiate Athletic Association (“NCAA” and/or “Association”) is pleased to provide to member institutions/conferences the opportunity to submit a proposal to host one or more NCAA championships.

The information contained in this document and the accompanying attachments provides the minimum bid specifications for hosting any of these championships, as well as essential information that will provide assistance in the development of a creative, comprehensive and competitive bid proposal. The NCAA awards the privilege of hosting an NCAA championship several years in advance so those communities may work collaboratively with the NCAA to create positive experiences for its student-athletes, participating institutions, fans and the community.

A member institution or member conference of the NCAA must be designated as the host institution/conference for the championship. The administration of the championship is under the authority of the respective sports committee subject to final authority from the NCAA Division I Competition Oversight Committee and Division II and Division III Championships Committees. All activities and events associated with the championship are to be approved by the sports committee.



## SECTION II: CHAMPIONSHIP STRUCTURE

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DATE FORMULAS	
First Rounds (2):	Saturday prior to finals
Semifinal and Final:	Friday and Sunday prior to Thanksgiving

\*This formula may change during a Festival year.

**PLEASE NOTE:** The Division II Field Hockey Committee will consider bids for multiple years and/or single year bids. Please indicate the year(s) in which you are interested in serving as host. Additionally, if an agency is interested in hosting the Division I, II and III Field Hockey Championships please use the Division I field hockey bid document to bid. With the need for two venues, the field surface must be similar at both venues.

The championship provides for a field of 6 teams. Two first round games will be played the Saturday prior to finals with the winners advancing to the semifinals. First round games are played at the site of a participating institution.

Competition will be single-elimination.

### **Championship Dates**

December 3 & 5, 2026 – The 2026 Division II Field Hockey Championship will take place as part of the 2026 Division II Fall Festival. Please refer to the Festival bid document for additional bid specifications.

November 19 & 21, 2027



### **SECTION III: GENERAL FACILITY REQUIREMENTS**

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1. The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally disabled. The NCAA will rely on host organizations to confirm compliance with the act by host facilities. The host is responsible to check and see that its facility will be in compliance as of the dates of the championship and to advise the NCAA national office if it will NOT be in compliance
2. Facility must be available for team practices the day before competition; the day between competition dates' and the day of competition (refer to the practice session of this manual).
3. Provide a spacious locker room with a white board for each team for practice and games. All team locker rooms should have the name affixed to the door. A separate locker room for the game umpires must be provided.
4. The field shall be arranged in accordance with the International Field Hockey Rules (FIH) as modified by the NCAA Division II Field Hockey Committee as far in advance as possible but in no event later than the Wednesday prior to competition.
5. The facility must have a comprehensive evacuation plan in case of weather conditions or emergencies.
6. The NCAA shall be provided exclusive use of meeting space in the facility during championship week.
7. The host institution must provide a certified athletic trainer and athletic training facilities on practice and competition days for all teams and umpires.
8. Arrange for planned access to a physician, preferably a team physician.
9. Do not permit artificial noisemakers, air horns or electronic amplifiers in the area at any time. The tournament director is responsible for strict enforcement of this rule. The display of banners is subject to the approval of the games committee prior to display.
10. Team benches or chairs should be set for 30 individuals (per team) for championship games and should be located on the same side of the field as the scorers' table. Only authorized individuals with specific functions should be permitted in the bench area.
11. If a raised scorers' table with skirt is used (mandatory at finals), it should be set for the following individuals: one scorer (official scorer), timer, alternate umpire and NCAA representative (seven places at finals). The scorers' table should have communication capabilities with the press box. Chairs should be available for carded players. The games committee (NCAA representative and tournament director) should be seated at the table.
12. The playing area, including a designated bench area that the teams must remain within, must be clearly marked and secure. Cones to mark the substitution area must be provided. Spectators must be at least 10 yards from the field and may not sit or stand behind the goals.



13. Water should be placed at each bench; supplementary replacement liquids may also be provided. The same should be made available to umpires.
14. A visible clock must be provided and will be the official time. If possible, the individuals who are running both the visible clock and the backup clock should be seated at the scorer's table.
15. Review crowd control policies with the NCAA representative. The tournament director is responsible for strict enforcement of these policies. The championship announcer should read the crowd control statement at least once during each championship session.
16. Size and placement of any logos on the playing surface must be approved in advance by the NCAA.
17. The facility shall not permit any advertising, banners, signs or displays of any kind, including NCAA corporate partners, to be hung, posted or displayed anywhere within the facility proper (i.e., any place that can be seen from spectator seating areas), including the scoreboard, during the term of this lease, other than NCAA banners and television and radio banners as approved in advance by the NCAA. Any permanently-affixed (or previously-leased) advertising, banners, signs or displays in the facility shall be covered by the facility at its expense, as designated by the NCAA. This includes, but is not limited to the following:
  - a. Lighted advertising displays or dioramas.
  - b. Advertising displays for lotteries, casinos or organizations promoting open sports gambling.
  - c. Banners, signs, displays or advertising mentioning or promoting any professional sports organization.
  - d. Advertising displays for liquor, tobacco, beer or wine products.
18. Arrange an area for each team to videotape its own game if it wishes to do so. Each participating team is automatically authorized to videotape its own games but may not videotape other games for scouting purposes. Refer to Game films, Films and Still Photographs in the championship handbook.
19. The media postgame interview room should be "dressed" appropriately: (a) place NCAA logos and banners on the table and walls; (b) use draping on tables and other areas as necessary; (c) set up table and chairs for the interviewees and moderator; (d) provide a sound system; (e) provide water for each student-athlete and coach; and (f) name cards for each interview participant should be placed at the table. Refreshments for media may also be provided in this area.
20. If broadcast rights are obtained in the future, the NCAA will work with future hosts on the details of the requirements. For broadcast specific details please reference the General Section, Broadcast, Media and Internet. Please complete the power verification form and attach it with your bid (available in the bid portal).



### Competition Specifications

1. Game field 100 x 60.
2. Field composition.
  - Indicate composition of field in bid specifications.
3. Two team bench areas to seat 30.
4. Seating for a minimum of 500 spectators.
5. Visible score clock with public address system.
6. Elevated scorer's table (prefer covered area).
7. Minimum five locker rooms preferred for teams and officials.
8. Ability to secure site and charge admission.
9. Adequate athletic training facilities.
10. One meeting room to accommodate 20 individuals
11. Restroom facilities in close proximity to fields.
12. Concession (food and merchandise) at field.
13. Banquet facility for 150 people.
14. Parking for team vehicles and fans.
15. Seventy-five non-smoking double rooms.
16. Promotional assistance, including NCAA signage
17. Practice balls (host must provide additional 100 practice balls and ball bins).
18. Provide a hospitality area for 150 student-athletes either at the hotel or field post game.
19. Snow removal plan.





The prospective host that is bidding on this championship agrees to all terms and conditions as outlined above in this Championship Bid Specifications Agreement. We agree to comply with all the requirements listed in this document and to administer the designated championship in accordance with the policies of the NCAA and the applicable NCAA sports committee. Prospective hosts that agree with all the requirements listed in this document for the designated championship shall signify agreement by selecting “Yes” below.

YES       NO       NO with Exception

**Prospective hosts who do not agree with all requirements in this document shall select either “No” or “No with Exception” and declare any issues and/or exceptions regarding the aforementioned terms. Please note: any proposed revisions to the language in this document must be specified in the bidding portal to be considered.**



## SECTION IV: EVENT HISTORY

The chart below contains information on previous hosts, attendance and ticket price history since the 2018 season.

Year	Host	Attendance	Ticket Prices
2018	(Festival) – Slippery Rock, SportsPITTSBURGH	501	All-session adult: \$15 All session student/senior: \$10 Single session adult: \$10 Single session student/senior: \$6 Single session group: \$5
2019	Millersville	1,124	Single session adult: \$10 Single session student/senior: \$5 Single session child: \$2 Single session group: \$3
2020	*Cancelled due to COVID-19 pandemic		
2021	Millersville	1,208	Single session adult: \$15 / 10 Single session student/senior: \$5
2022	(Festival) – Seattle Pacific University	275	Single session adult: \$17 Single session student: \$8
2023	Saint Anselm College		
2024	Spartanburg Convention & Visitors Bureau, Limestone University		
2025	Bloomsburg University of Pennsylvania		
2026	(Festival)		



## **SECTION V: LODGING**

The NCAA has partnered with On Location. to manage the NCAA Championship Housing Program and all championship housing needs. On Location serves as the housing partner for hundreds of events annually and, through strong relationships with various hotel brands, can deliver the appropriate mix of amenities, location and price for hundreds of thousands of room nights each year. Utilizing their expertise, On Location will be responsible for managing the selection and contracting process for all championship housing accommodations.

Housing will be required for all participating teams, NCAA staff, committee members, media, game officials, and other special guests as designated by the NCAA. Separate hotels are needed for the NCAA, media, officials, and participating teams unless specified otherwise by the NCAA. It may be permissible for the media or game officials to be assigned to the same property as the NCAA headquarters hotel. (Game officials and teams may not stay in the same hotel.) Efforts will be made to provide some preference to the official corporate champion/partner in the hotel category (should one exist at the time of contracting) of the NCAA. While hotels are the primary housing offerings that will be contracted, alternative options may be considered in certain situations.

Bids will be awarded contingent upon the successful negotiation of housing needs at reasonable rates. Failure to secure such reasonable rates and properties may result in rescinding of the bid award.

The host institution/conference or sponsoring agency must guarantee sufficient housing is available to meet the room block needs identified in the sport specific bid specification. Properties must meet the required service levels and be in reasonable proximity to the event venues. Rooms should not be secured or contracted nor should rates be discussed with specific properties, unless requested to do so by the NCAA.

Bid responses may highlight any recommended properties On Location should consider when contracting. Specifications should also disclose any special relationships, agreements and/or financial arrangements you may have in place with the recommended properties. On Location will take into consideration all recommendations when selecting hotels; however, guarantees cannot be made that contracts will be secured with these properties.

All hotels contracted must have experience with and understand the needs of large sports related groups. For certain championship events, additional room blocks may be required for fan travel.

The NCAA or its designees shall have the exclusive right to sell products licensed by the Association for merchandising at the selected hotels (inside and outside the premises controlled by the hotels). The hotel will provide adequate space in its lobby for such sales.

Contracted properties will be responsible for complying will all requirements in the contract terms as presented in the sample contract.



**Hotel Room Block:**

	Number of Hotels	Service Level	Wed.	Thurs	Fri.	Sat.	Sun.	Notes
Teams <sup>1</sup>	Prefer 2		68	68	68	68		
Headquarters	1		10	10	10	10	10	
Officials				5	5	3		
Media				5	5	5		
Evaluators				1	1	1		
Association								
<b>Total</b>			78	89	89	87	10	

A team may choose to stay Sunday depending on their location.

The host institution is financially responsible for the game official accommodations to be reimbursed by the NCAA.

All hotels shall be in close proximity (ideally within walking distance) from the competition venue. The team hotel(s) must be of comparable quality and distance from the competition venue.

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## **SECTION VI: NCAA/HOST RESPONSIBILITY**

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### **NCAA PROVIDES:**

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, lodging (room and tax), per diem and game fee for all officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA sport committee.
4. Awards for the participating teams.
5. Official merchandise.
6. Credentials.
7. Funding for volunteer apparel.
8. Funding for promotional efforts.
9. Practice and game balls.
10. Signage.
11. Electronic programs.
12. Web stream.

### **HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:**

1. Facilities.
2. Volunteers.
3. Public relations coordination.
4. First aid/medical services/AED on-site/ambulance on-site/athletic training.
5. Championships hospitality.



6. Food/beverage concessions.
7. Public address system.
8. Support personnel – ticket takers, media runners, etc.
9. Security.
10. Media room (fully equipped).
11. Media seating/work area with constant refreshments.
12. Tickets.
13. All computers, printers, video equipment, photocopy machines, telephone lines, DSL lines, etc. necessary to administer the championships, and as may be required by the NCAA.
14. Appropriate directional signage within and outside the venue.
15. Other items as later requested by the NCAA.
16. Head table personnel (e.g., public address announcers, official scorer, grounds crew, etc.)

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## **SECTION VII: TRANSPORTATION**

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Local transportation for the participating teams shall be the responsibility of the participating institutions.



## SECTION VIII: MARKETING

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1. **Marketing Plans.** Upon selection, the host is required to submit a marketing plan for review and approval prior to activation by the NCAA marketing staff. Please refer to the appropriate marketing plan template as a guide.
2. **Budgets.** When the proposed budget is submitted, a minimum of \$4,000 should be allocated for these purposes. The marketing budget should only include items needed for: marketing, advertising, printing costs, grassroots opportunities and promotions.
3. **Creative Process.** A creative marketing assistance website is available to the host for their marketing needs. This marketing website, [NCAACHampsPromotion.com](http://NCAACHampsPromotion.com), is a comprehensive tool designed to help hosts create marketing pieces which will generate awareness and promote tickets and or attendance for the championship.

Hosts should customize and download all necessary artwork to promote the championship. Every effort should be made to use the online marketing templates, produce the items locally and obtain reimbursement for production costs, up to the reimbursable allocation provided.

All artwork and reimbursement requests must be approved by the NCAA prior to proceeding with production. Artwork requests and approvals will be managed through the website. Should you not have a local vendor, a list of preferred NCAA vendors is available on the website.

4. **Radio/TV.** The NCAA will provide the following television and radio elements to assist in promoting and selling tickets to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, tv commercials, videoboards). All spots will be made available for download via the online marketing website [NCAACHampsPromotion.com](http://NCAACHampsPromotion.com).
5. **Support Documents.** Hosts should refer to the following support documents when developing marketing plans and budgets: NCAA Ticket Promotional Use Guidelines, NCAA Sales Commission Guidelines, and NCAA Micro-Site Guidelines.





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## SECTION IX: TENTATIVE SCHEDULE OF EVENTS

### Wednesday

Teams arrive

### Thursday (Closed practices)

9:30-10:30 a.m.	Mandatory administrative coaches meeting*
11 a.m.-12:15 p.m.	Higher seed of semifinal game one
12:30-1:45 p.m.	Lower seed of semifinal game one
2-3:15 p.m.	Higher seed of semifinal game two
3:30 -4:45 p.m.	Lower seed of semifinal game two
6:30 p.m.	Championship Banquet

\*Community service will take place on Thursday, time TBD.

### Friday

11 a.m.	Warm-up for first semi-final
Noon	Semi-final game 1
2:00 p.m.	Warm-up for second semi-final
3:00 p.m.	Semi-final game 2

### Saturday (Closed Practices)

11 a.m.-12:15 p.m.	Winner of semi-final game 1
12:30-1:45 p.m.	Winner of semi-final game 2

### Sunday

12 p.m.	Warm-up for Championship game
1 p.m.	Championship Game



## SECTION X: ANCILLARY EVENTS

**Student-Athlete Banquet:** The host site will be responsible for providing banquet space and volunteer staff for a formal function for all participating student-athletes, coaches and support staff, if requested by the NCAA. The host should recommend space that is conveniently located near the competition venue, the team hotels or in a unique location that would provide a memorable student-athlete experience. The event will take place Thursday evening and a meal must be provided. Total attendance at this event is projected to be 250.

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## SECTION XI: VOLUNTEER NEEDS

Approximately 25 volunteers per day will be needed for assignments, including scoreboard operations, scoring control, spotters, hospitality, media and merchandise sales.

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## SECTION XII: BUDGET HISTORY

The chart below contains the three-year average of expenditures for the championships.

Expenditures Three-Year Average	
Total Expenses	\$24,401
Promotion	\$1,500
Tickets	\$0
Facility	\$1,125
Personnel	\$7,809
Entertainment	\$6,589
Equipment	\$7,378