



# **NCAA SITE SELECTION PROCESS**





2026 and 2027  
NCAA DIVISION III FOOTBALL CHAMPIONSHIP  
SPORT SPECIFIC INFORMATION



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### Disclaimer:

**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

DATE FORMULAS	
FIRST ROUNDS (16)	NEXT TO LAST SATURDAY IN NOVEMBER
SECOND ROUNDS (8)	LAST SATURDAY IN NOVEMBER
QUARTERFINALS (4)	FIRST SATURDAY IN DECEMBER
SEMIFINALS (2)	SECOND SATURDAY IN DECEMBER
FINAL (1)	THIRD SATURDAY IN DECEMBER (OR THE FRIDAY BEFORE THE THIRD SATURDAY IN DECEMBER, SUBJECT TO CHANGE BASED ON TELEVISION AVAILABILITY).

**PLEASE NOTE:** The Division III Football Committee will consider bids for multiple years and/or single year bids (2026-2027).

2026 – December 18 or 19

2027 – December 17 or 18

The championship provides for a maximum field of 32 teams. The 32 teams will be placed in four competition brackets each consisting of eight teams.

Geographic proximity takes precedence over seed when placing teams on the bracket. Play will continue in second round, quarterfinal, semifinal and final competition. The first four rounds will be played on the campus of one of the competing institutions or at an alternate site approved by the Division III Football Committee. The final will be played at a predetermined site.

## SECTION III: GENERAL FACILITY REQUIREMENTS

1. The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The facility must agree that it will be in compliance with all applicable cities, state or federal regulations concerning access and seating for people with disabilities.
2. The host committee shall be responsible for providing all necessary equipment for the conduct of the championship game. The stadium must have a full field tarp in the event the surface is natural grass.
3. The stadium should be available from Monday through Saturday of game week to allow for painting of the field, television preparations, etc. The host committee is responsible for providing an experienced grounds crew to handle all field preparations.
4. Two facilities must be provided for drug testing. Each must facilitate the movement of five crew members, five to 15 student-athletes and any witnesses. Each must contain two separate areas, a quiet waiting area and an area for specimen collection.
5. The facility shall provide the following electrical service, all fed from the same transformer or the same distribution panel:
  - a. Two of 20 amp, 120-volt, single-phase circuits at the video control position;
  - b. Four of 20 amp, 120-volt, single-phase circuits in the vicinity of the mult boxes. Two long multiple outlet strips with attached six-foot, or longer, power cords shall be available for each circuit;
  - c. At least two of 20 amp, 120-volt, single-phase circuits at the audio control position;
  - d. Additional circuits as may be required by the audio system company for its power amplifiers. These circuits should also be on the same ground;
  - e. Sufficient power as requested by the lighting company, including 220-volt service, if required. In all cases, lighting should be on a separate circuit from the video and audio and should be grounded separately.

[Note: It is imperative that the video control position, the audio control position and all video/audio distribution box and audio-only distribution box locations be on the same ground.]
6. Athletic training facilities should be available on site for the teams, to include standard medical supplies, water and ice for practices and games. The host committee shall supply personnel and equipment to assist the participating teams with their sports medicine needs both at practices and during the game. An adequate number of towels for the locker room and sidelines are provided by the host committee. Also, a Physician should be available if teams do not bring one.



7. The stadium must be capable of providing at least three lines down on the field and two lines up in the press box for each coaching staff. Use of additional phones or alternate systems must be cleared by the tournament director for compatibility with the existing system.
8. Two practice facilities, one for each team, must be provided. Teams will not practice on the game field (if the game field is natural grass). A practice schedule will be developed by the NCAA Division III Football Committee in consultation with the host committee. Practices will be scheduled for Thursday and Friday, and possibly Wednesday in the event a team arrives early.

In case of inclement weather, indoor facilities, such as a school gymnasium, must be reserved for use on Thursday and Friday.

9. Each scheduled practice or contest of any round of an NCAA championship should include the following:
  - a. The presence on site of a person qualified and delegated to render emergency care to a stricken participant.
  - b. The presence or planned access to a physician for prompt medical evaluation of the situation, when warranted.
  - c. Planned access to a medical facility, including a plan for communication and transportation between the athletics site and the medical facility for prompt medical services, when warranted. Access to a working telephone or other telecommunications device, whether fixed or mobile, should be assured.
  - d. All necessary emergency equipment should be at the site or quickly accessible. Equipment should be in good operating condition, and personnel must be trained in advance to use it properly. Additionally, emergency information about the student-athlete should be available both at home and on the road for use by medical personnel.
  - e. A thorough understanding by all parties, including the leadership of visiting teams, of the personnel and procedures associated with the emergency-care plan. The entire athletics staff (coaching, medical and paramedical personnel) is strongly encouraged to become proficient in cardiopulmonary resuscitation techniques.
10. Two team locker rooms, large enough to accommodate 58 players and 20 additional individuals, must be available and readily accessible to and from the playing field. Toilet and shower facilities must be available in each locker room.
11. One or two rooms, with showers, to accommodate at least eight individuals at a time must be available. The room shall be stocked with soft drinks and snacks.
12. The host committee shall be responsible for maintenance and security in connection with its parking areas, at its expense. Parking spaces shall be provided for the Division III Football Committee (4), NCAA staff liaison (1), game officials (2) and representatives from participating teams (4 or 6 buses).



- The facility shall provide parking space for satellite trucks and mobile equipment of all credentialed electronic media agencies.
13. Adequate facilities for the sale of food concessions and merchandise must be available at the stadium.
  14. The scoreboard will be in proper operating condition. Team names will be displayed prominently on the scoreboard.
  15. Development and implementation of a security plan is the responsibility of the host committee in consultation with the Division III Football Committee. Protection must be provided for each team's bench area and locker room, and for the officials' dressing room. Escorts shall be provided for the officials to the dressing room at half time and immediately after the conclusion of the game.
  16. All signage must follow the guidelines set forth by the NCAA.
  17. Each entrance must be staffed by an adequate number of persons. Signage must be posted to clearly identify all entrances. No one should be allowed to enter without a ticket or credential. A separate entrance shall be designated for media only.
  18. The NCAA owns the exclusive rights to broadcast the games on television and radio, to record the games and broadcasts thereof and to photograph the games by means of still, videotape or other motion picture cameras. The NCAA shall have the sole right and authority to designate usage of all broadcast, telecast and media locations and work areas.
  19. 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).
  20. In the event of a night game, the host committee, in consultation with the NCAA and the broadcast partner, will work to provide lighting to meet network television standards. The perimeter of the playing surface should have sufficient spill light into the spectator areas. Preferred lighting for television broadcasts measures at 150 foot candles on the field. The installation of additional lighting is the responsibility of the host committee.
  21. An adequate public address system must also be available, and shall be tested prior to the start of competition.
  22. The stadium should be prepared and set in accordance with the NCAA football rules. The NCAA Division III Football Committee will inspect the stadium Wednesday and again Friday.
  23. Space should be provided for the broadcast equipment of the broadcast partner. Representatives of the broadcast partner will contact the stadium personnel to coordinate this area. The broadcast booth must be large enough to accommodate the broadcast team and all ancillary personnel and equipment. Television will





# NCAA SITE SELECTION PROCESS



require space for a midfield camera, two thirty yard-line cameras, a high end-zone camera (requires a forklift behind the end line), a low end zone camera, a mobile sideline camera and usually two hand-held cameras roaming the sidelines. Finally, an on-site meal area for 50 television production crew members. (Catering to be covered by the broadcast company.)

24. This area must accommodate a minimum of 50 persons. Adequate electrical power shall be available for use in the press box area. Four pool phones will be made available in the press box area.
25. A press box booth or suite shall be available for the NCAA Division III Football Committee's use during practices and the championship game.
26. Two secure areas, one for each team's assistant coaches (minimum 4), must be available in the press box.
27. This area must accommodate a minimum of 50 persons, set schoolroom style. It must accommodate lighting, an elevated dais and camera platforms. A roving microphone for media questions is suggested.
28. Wireless Internet service in the press box area is required.
29. All press credentials are to be authorized and issued by the host media coordinator for the Division III football championship game.
30. Electrical outlets will be required in the working press box to assist media representatives using equipment requiring electricity.
31. The local organizing committee hires a crew to videotape the championship game. Tapes will be provided to both teams at the conclusion of the game.
32. Press hospitality in the press box and at the headquarters hotel is required for the championship game.
33. The host media coordinator is responsible for organizing workers to assist in the press operation of the championship.
34. The number of workers will depend upon the media demand for the games at the site. Communication with the participating sports information directors and the media coordinator's knowledge of the area media will help with advance planning.
35. 25 Press parking is desired at the championship game site.
36. Space automatically will be reserved for each participating institution's home radio station as designated by that institution. All other stations in the institution's area will be served on a first-come, first-served basis.
37. Security personnel must be available to protect the working press areas and interview area, especially before and after the game, and to limit access in all restricted areas to individuals wearing credentials. It is incumbent



upon the host media coordinator to emphasize the necessity to protect the working press areas from the fans, and to encourage the security supervisor to designate additional personnel to staff this area before and after each game.

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

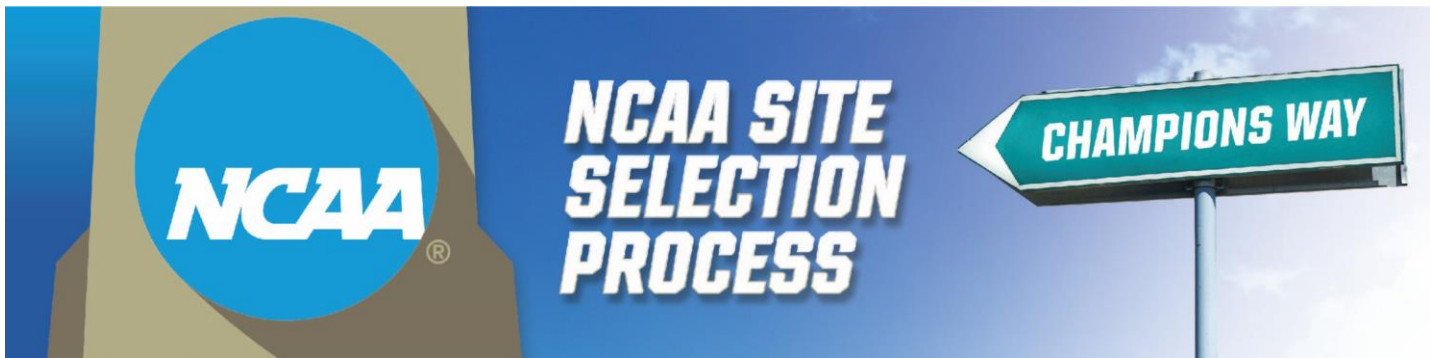
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## SECTION IV: EVENT HISTORY

The chart below contains information on previous hosts, attendance and ticket price history since the 2017-18 season.

Year	Host	Attendance	Ticket Prices
2017	Old Dominion Athletic Conference and City of Salem, Virginia	4,404	Adult (In advance): \$12.50 Adult (Game Day): \$15 Senior/Student: \$7 Group: \$5
2018	University of Mary Hardin-Baylor and City of Shenandoah	5,822	All: \$20
2019	University of Mary Hardin-Baylor and City of Shenandoah	1,363	All: \$30
2020	Ohio Athletic Conference, Canton Stark CVB	CANCELLED	N/A
2021	Ohio Athletic Conference, Canton Stark CVB	2,332	Adult: \$20 Student: \$10 Suite (F&B): \$ 75 Suite (No F&B): \$35 Team Suite: \$75 Team Suite:\$75 VIP Suite: \$75 VIP Suite: \$75
2022	Stevenson University	2,064	Adult: \$15 Senior/Student/Youth: \$10
2023	Old Dominion Athletic Conference and City of Salem, Virginia		Adult (In advance): \$12.50 Adult (Game Day): \$15 Senior/Student: \$7 Group: \$5
2024	University of Mary Hardin-Baylor & Harris County Sports Authority		
2025	Ohio Athletic Conference, Canton, Ohio		



## 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 with 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
Visiting Team <sup>1</sup>	1		50	50	50	50	c/o	Doubles (2 King for head coach)
Home Team <sup>1</sup>	1		50	50	50	50	c/o	Doubles (2 King for head coach)
Headquarters	1		30	30	30	30	c/o	King Rooms
Officials	HQ		9	9	9	9	c/o	King Rooms
Media	1		TBD	TBD	15	15	c/o	
Evaluators								
Association								
<b>Total</b>			119	119	134	134	c/o	

<sup>1</sup> Room Types:   x\_ Doubles,   X\_ Kings,   \_\_\_Suites,   \_\_\_Other (please explain)

All hotels shall be in close proximity from the stadium. The team hotel(s) must be of comparable quality and distance from the stadium. A minimum of fifty sleeping rooms for each team is required, thirty of which need to be double/double sleeping rooms. Two complimentary bedroom suites (for the head coach and the administration) are recommended.

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

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YES       NO       NO with Exception

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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. Game balls.
5. Awards/mementos to the official travel parties.
6. Official souvenir program
7. Credentials.
8. Hydration product (e.g., water, electrolyte solution, coolers, etc.).
9. Funding for the host to provide mementos to the official traveling parties of the participating teams.
10. Funding for volunteer apparel.
11. Funding for promotional efforts.

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

1. Facilities.
2. Volunteers.
3. Public relations coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality.
6. Food/beverage concessions.



7. Public address system.
8. Support personnel – ushers, ticket takers, media runners, etc.
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, matchmaker, chief of head table operations, etc.)
17. The host committee will provide two courtesy cars to each of the participating teams. The NCAA will pay for the rental of cars and parking for a predetermined number of NCAA representatives.

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## SECTION VII: TRANSPORTATION

The host committee shall provide two 56-passenger motor coaches and an equipment/moving truck for use by each team during its stay in the host locale and there will be no charge for this service.

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## SECTION VIII: MARKETING

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

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

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

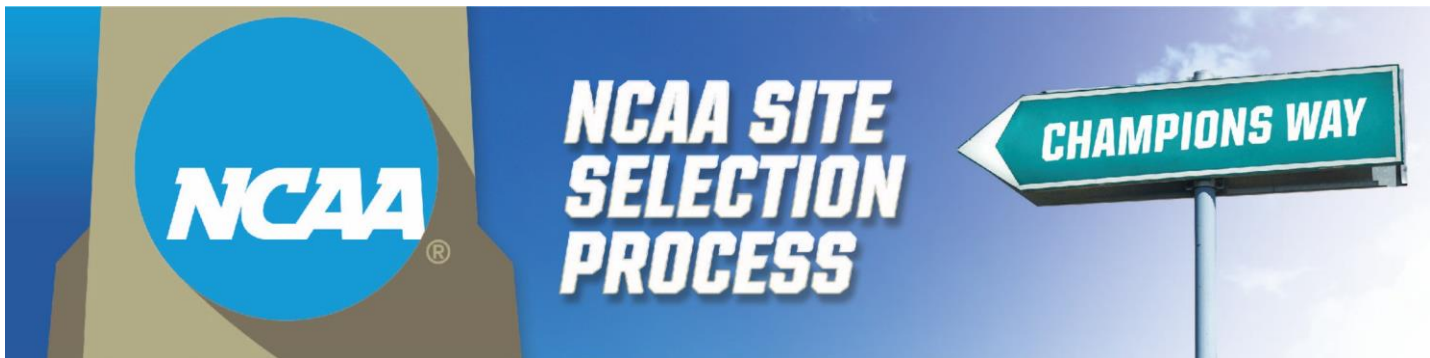
4. **Radio/TV.** Radio/TV. The NCAA will provide the following television and radio elements to assist in promoting and selling tickets to the championship. Several formats will be provided in order to allow for use over a variety of platforms (e.g., websites, tv commercials, videoboards). All spots 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**

**SAMPLE STAGG BOWL SCHEDULE OF EVENTS**

If championship game is played on Saturday, events will occur one day later than listed  
 (All times and events subject to change)  
 All times listed are local

**SUNDAY**

11 a.m. Participants' conference call with hosts and representatives from participating teams.

**MONDAY**

11 a.m. Conference call – visiting team coach with media.  
 11:30 a.m. Conference call – home team coach with media.

**TUESDAY**

Teams arrive Tuesday evening or Wednesday morning

**WEDNESDAY/THURSDAY**

**Visiting Team**

1- 3 p.m. Practice – Game field.  
 3:15 – 4:15 p.m. Local media conference with coaches and selected players at designated media center.

**Home Team**

2 – 3 p.m. Local media conference with coaches and selected players at designated media center.  
 3:30 - 5:30 p.m. Practice – Game field

6:30 p.m. Banquet dinner for participating visiting team, NCAA Division III Football Committee and host committee members. Tickets available to the general public if room available

**THURSDAY/FRIDAY**

9:30 a.m. Selected team members (and cheerleaders) visit local elementary schools

12:50 p.m. Team Photo (Game Jersey)  
 1 - 2:30 p.m. **Home Team** – Practice – Game field.

2:50 p.m. Team Photo (Game Jersey)  
 3 - 4:30 p.m. **Visiting Team** – Practice- Game field.

7 p.m. Banquet dinner for participating home team, NCAA Division III Football Committee and host committee members. Tickets available to the general public if room available.

Immediately  
 Following Dinner Pregame meeting for Division III Football Committee, game officials, coaches, athletics



directors, SID's, chain gang representative, television representatives and Stagg Bowl Committee representatives.

#### FRIDAY/SATURDAY

The following schedule shall be used for the championship game.

(Note: **This schedule is subject to change according to television programming demands.**)

10 – 11:00 a.m.	Visiting Team - Walk Through (Optional)
11:15 – 12:15 p.m.	Home Team – Walk Through (Optional)
2:30 p.m.	Tailgate Party
4:30 p.m.	Field available for teams
5:35 p.m.	Gates open
7:00 p.m.	Television on air
7:01 p.m.	Coin toss
7:04 p.m.	Kickoff





## SECTION X: ANCILLARY EVENTS

**Banquet:**

Wednesday of championship either individual teams or combined. 6:15 pm., approximately 100-200 people depending on format.

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## SECTION XI: VOLUNTEER NEEDS

Approximately 25 volunteers per day will be needed for game assignments, including, hospitality, media and merchandise sales. Meals will be provided.

1. Game Personnel. Besides officials, the following personnel are needed for each game:
  - a. One official scorer
  - b. One clock operator and/or one scoreboard operator
  - c. One public-address announcer
  - d. Minimum of two statisticians
  - e. Four drug-testing couriers, if applicable
  - f. 6 drug-testing Spotters
  - g. 2 sets of Chain Crews
  - h. 6 Ball Persons

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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	\$127,668
Promotion	\$1,158
Tickets	\$5,774
Facility	\$34,110
Personnel	\$32,020
Entertainment	\$42,879
Equipment	\$9,030
Officiating Expenses	\$2,697