



# **NCAA SITE SELECTION PROCESS**





2025 & 2027  
NCAA DIVISION III WOMEN'S ICE HOCKEY CHAMPIONSHIP  
SPORT SPECIFIC INFORMATION



# NCAA SITE SELECTION PROCESS



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**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**

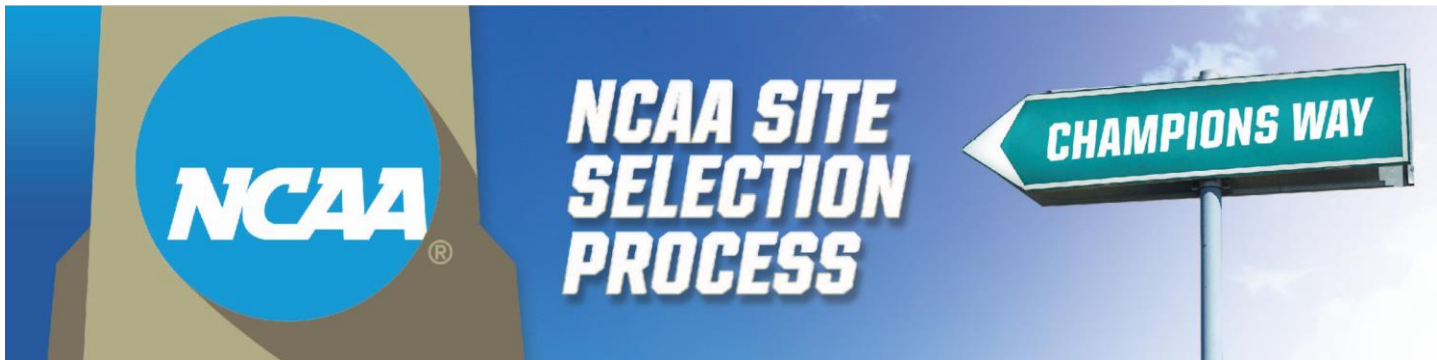
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The National Collegiate Athletic Association (“NCAA” and/or “Association”) invites all qualified member institutions/conferences and sports commissions/foundations to submit a proposal to host the NCAA Division III Women’s Ice Hockey championship.

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

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





## SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Year	Third Full Weekend in March (Friday-Sunday)
2025	March 21-23, 2025
2027	March 19-21, 2027

As of the 2022-23 season, the championship provides for a field of 11 teams. Three first-round contests are played on the campus of participating institutions on Wednesday after Selection Sunday. The three first round winners shall advance to play in the quarterfinal contests (4) the following Saturday. The four quarterfinal winners will meet for the single-elimination championship competition at the final site.

A day of rest was implemented during the 2022-23 season for all DIII Sports. The DIII Women's Ice Hockey committee voted on a Friday/Sunday final weekend structure for the current format.

**PLEASE NOTE:** Please indicate the year(s) in which you are interested in serving as host:

\_\_\_\_\_ March 21 and 23, 2025

\_\_\_\_\_ March 19 and 21, 2027

**Note:** The Division III Women's Ice Hockey committee is currently reviewing a date formula change to push the championship finals back an additional week starting in 2025. Please also indicate your availability on the below dates.

\_\_\_\_\_ March 28 and 30, 2025

\_\_\_\_\_ March 26 and 28, 2027

## SECTION III: 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 city, state or federal regulations concerning access and seating for people with disabilities.
2. The facility must be available from 9 a.m. the Monday preceding the competition through 3 a.m. after the championship contest for the purpose of preparing for, practicing for and conducting the semifinal and championship games.
3. The host and facility agree that the facility shall be available for the exclusive use of the NCAA starting at 6 a.m. the Wednesday prior to competition and three hours after the conclusion of the championship game. During that period, the facility will be clean and accessible, and playing conditions must be safe and of championship caliber. The facility must agree that throughout the championship, it will be lighted and heated in the standard manner, and that the scoreboards and public-address system will be in good working order.
4. The NCAA specifically disclaims any responsibility to investigate the safety or code compliance of the facility and parking lots or the component products, equipment, materials, designs and constructions.
5. The ice surface shall be arranged in accordance with the NCAA Ice Hockey Rules as far in advance as possible but no later than the Wednesday prior to competition. Please indicate the size of the sheet of ice within your bid.
6. Two benches that can accommodate a minimum of 23 student-athletes and additional coaching staff/personnel.
7. The NCAA, at its discretion and expense, may hire a company to oversee the installation of the ice logos and dasher board decals.
8. The facility must be modern, clean and accessible and have at least 1,000 seats. If you are interested in hosting and have less than 1,000 seats, please reach out to NCAA staff to discuss your seating plans and capacity.
9. The facility must have access to an ice-resurfacing machine during all practice and game days. A second ice-resurfacing machine is recommended for game days.
10. The facility must be equipped with a video replay system that includes above-goal cameras, or have the capability to mount cameras, for the purpose of reviewing goals during competition. The NCAA shall bear the cost to operate and/or set-up the replay system.
11. The facility must have a comprehensive security and evacuation plan in case of emergencies.
12. All seats in the arena's normal ice hockey configuration shall be under the control of the NCAA for its exclusive use during the tournament.

13. The facility or host must have the ability to allocate tickets for traveling institutions (online or physical copies) and have the ability to clear the seating area in between semi-final sessions if requested by the committee. The committee will make a decision on these factors yearly.
14. If available, the NCAA shall be provided exclusive use of a viewing suite/area during practice and games.
15. The facility must furnish the following locker room accommodations:
  - a. Four clean and equipped team locker rooms. Each locker room should accommodate a minimum of 23 players, coaches, and other team personnel and have its own running water, shower and toilet facilities.
  - b. Coaches should have a private meeting space for intermission breaks prior to entering the locker rooms. Private bathrooms for coaches are preferred.
  - c. One locker room with its own shower and toilet facilities for the game officials to accommodate eight individuals. Two locker room areas are preferred. An alternate changing facility should be identified in the event there are mixed gender official crews.
16. The facility or host must provide the following additional space, at its expense, with all areas subject to the approval of the NCAA:
  - a. A venue to accommodate the championship banquet for up to 160 individuals to take place on the on the day before competition.
  - b. An athletic training room.
  - c. Press box media space for 10 with wireless capability.
  - d. Media workspace for 20 with wireless capability, appropriate lighting, heat, air conditioning and toilet facilities.
  - e. Interview area for 30 with dais, podium and audio equipment. In addition, television platforms should be available in the rear of the room.
  - f. A designated area elevated above the competition area, to accommodate two participating institutions at the same time to secure video footage of their team's competition.
  - g. A video distribution area adjacent to the interview area.
  - h. One area of private office space for the use of the NCAA.
  - i. A statistics control area containing one photocopy machine with capabilities for reproducing statistics and



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- other material on bond paper with a minimum per copy speed of 75 per minute. The facility shall be responsible for the installation, service costs and paper for these machines during the championship.
- j. Two separate rooms for drug testing, each with a waiting area, toilet facilities and a minimum of 500-square feet of space.
  - k. A private space for the off-ice officials.
17. The NCAA shall control all meeting rooms, private clubs and restaurant space whose patrons have access into the arena without passing a ticket- or credential-checking station during the term of this lease, and all such space shall be provided at no cost to the NCAA.
  18. The facility shall provide, at its expense, tables, chairs, skirting, bunting, pipe-and-drape, and platforms for all areas described herein as required by the NCAA.
  19. In the event that any portion of the championship will be televised, the facility shall provide, at no cost to the NCAA, sufficient electric power and a sufficient number of power outlets in broadcasting booths, in press locations and in identified working press areas for the operation and transmission of color television and radio broadcasts and for the operation of computer terminals used by the working press. Refer to the NCAA general bid specifications for broadcast requirements (e.g., television or web).
  20. The NCAA owns the exclusive rights to broadcast the games on television and radio, to record the games and broadcast 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 press locations, tables and work areas.
  21. The facility shall provide 15 complimentary parking spaces in prime locations to be used at the sole discretion of the NCAA.
  22. The facility shall be responsible for the coordination and installation of interior and exterior decorations.

## Broadcast

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).

## Tickets

The hosts should be prepared to sell tickets at the championship. Online ticket sales will be required if the committee deems it necessary. Minimum ticket prices for the championship final site are \$15.00 for adults, and \$10.00 for students/seniors for single session tickets.





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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 2017-18 season.

Year	Host	Attendance	Ticket Prices
2017	Adrian College	1683	Single Session Adult: \$8 Single Session Student: \$5
2018			
2019	University of St. Thomas (Minnesota)	1922	Single Session Adult: \$15 Single Session Student: \$10 Single Session Child: \$7 All Session Adult: \$25 All Session Student/Child: \$15
2020		Cancelled	
2021		Cancelled	
2022	Middlebury College	3052	Single Session Adult: \$15 Single Session Student: \$10
2023	Amherst College	1758	Single Session Adult: \$15 Single Session Student: \$10 Single Session Child: \$7

**Media Attendance and Points of Origin.** In general, about 5-10 media personnel attend, and 10-15 photographers and videographers attend including team content providers. Facilities should be prepared for the potential of two radio broadcasts.



## **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.	Thur.	Fri.	Sat.	Sun.	Notes
Teams <sup>1</sup>	1-4	Full	72	72	72	36	c/o	Potential of staying Sunday night
Headquarters & Officials	1	Full	9	21	21	21	c/o	Potential of staying Sunday night Includes 2 contractors from DVSport, 12 officials, 5 committee, 2 NCAA staff.
Media								
Evaluators								
Association								
<b>Total</b>			81	93	93	57	c/o	

<sup>1</sup> **Room Types:** 72 Doubles, 21 Kings,      Suites,      Other (please explain)

All hotels shall be in close proximity (ideally within walking distance) from the event venue. The team hotels must be of comparable quality and distance from the playing venue. Each team should have a specific meeting room with AV capability for the duration of their stay. Additionally, a hot, complimentary breakfast should be provided for teams. Two complimentary bedroom suites (for the head coach and the administration) are recommended.

The host institution is financially responsible for the official and committee accommodations to be reimbursed by the NCAA. A meeting room that accommodates 15 people should be provided throughout the duration of the weekend. A hot, complimentary breakfast should be provided at the HQ Hotel.

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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 program in a digital format.
6. Bracket board. (if applicable)
7. Credentials.
8. Hydration product (e.g., water, electrolyte solution, coolers, etc.).
9. Mementos to the official traveling parties of the participating teams.
10. Volunteer apparel.
11. Funding for promotional efforts.
12. NCAA branded signage for competition area (e.g., in-ice art logos and dasher signage).
13. Practice and competition pucks and participant apparel via Official Equipment Supplier (if applicable).

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

1. Facilities.
2. Volunteers
3. Public relations and social media coordination.
4. First aid/medical services (athletic training and physician (minimum on-call))/AED on site/ambulance on site.
5. Championship 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, fax machines, 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. Head table personnel (e.g., public address announcers, official scorer, matchmaker, chief of head table operations, etc.).
16. Additional personnel as requested by the NCAA, rink crew, ice resurfacing machine.
17. Other items as later requested by the NCAA.

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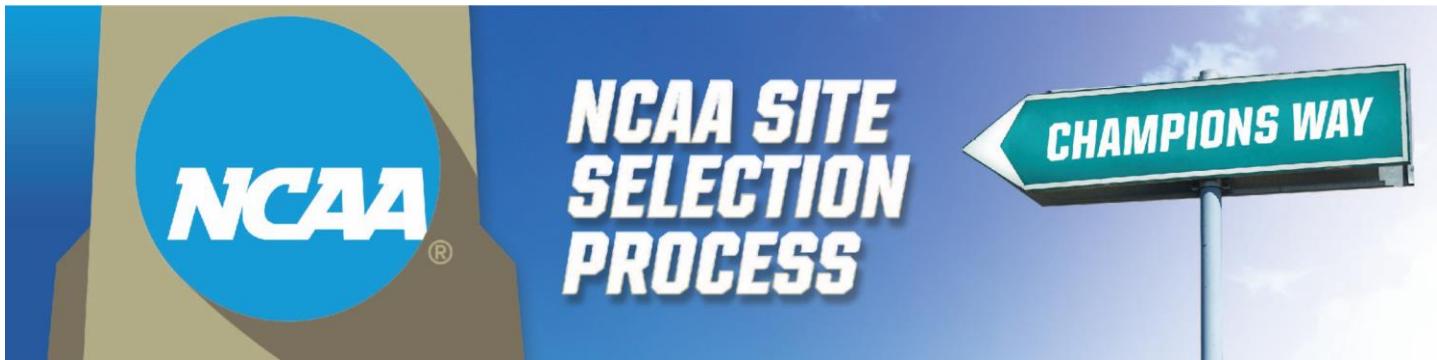
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## **SECTION VII: TRANSPORTATION**

The participating institutions will arrange their own transportation to the championship. If a participating institution is within 500 miles, they will drive to the championship. If a participating institution is over 500 miles, they will fly to the championship. Hosts should ensure complimentary parking is available on campus, at the facility, and assist at the hotel if necessary.



## SECTION VIII: MARKETING REQUIREMENTS

- 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

Practice order will be determined on a yearly basis dependent on the teams and confirmed by the sport committee.

### Wednesday

All Day                                      Teams Arrive at Hotel

### Thursday

10 – 11:30 a.m.                              Team A practice  
 11:45 – 1:15 p.m.                              Team B practice  
 1:30 – 3:00 p.m.                              Team C practice  
 3:15 – 4:45 p.m.                              Team D practice  
 6:00 p.m.                                      Administrative Meeting (*Ideally held at the site of the ancillary event*)  
 6:30 p.m.                                      Championship Banquet/Ancillary Event

### Friday

8:30 – 9:30 a.m.                              Team A practice  
 9:45 – 10:45 a.m.                              Team B practice  
 11:00 – 12:00 p.m.                              Team C practice  
 12:15 – 1:15 p.m.                              Team D practice  
 3 p.m.    Semifinal Game #1 Team  
 7:00 p.m.                                      Semifinal Game #2 Team

### Saturday

Day of Rest  
 10 – 11:30 a.m.                              Winner semifinal game #1  
 Noon – 12:30 p.m.                              Winner semifinal game #2

### Sunday

9:30-10:30 a.m.                              Winner of Semifinal Game #1 practice  
 10:45-11:45 a.m.                              Winner of Semifinal Game #2 practice  
 3 p.m.    Championship Game

***\*Schedule is subject to change***

***\*Officials skate times may be added on game days.***



## SECTION X: ANCILLARY EVENTS

Arrangements should be made for an ancillary event to be held the evening of the first practice day for the official travel parties for each of the participating institutions. Other individuals who should be on the guest list include members of the NCAA Division III Women's Ice Hockey Committee, NCAA championship administrator, and additional host institution personnel (i.e. president, faculty athletics representative and individuals greatly involved in the conduct of the championship). Hosts should plan for approximately 160 people to attend the ancillary event.

Rules officials for the championships **cannot** be invited nor should parents or family of the participating athletes.

The format of the ancillary event includes a short welcome statement by representatives of the host institution, dinner, slide show of participants, slideshow of seniors, sideshow of AHCA all-Americans, banquet video and recognition of the NCAA Elite 90 Award recipient. The event can be informal in nature. The event must include a buffet style meal. Hosts should plan for additional photo opportunities and entertainment activities outside of the event.

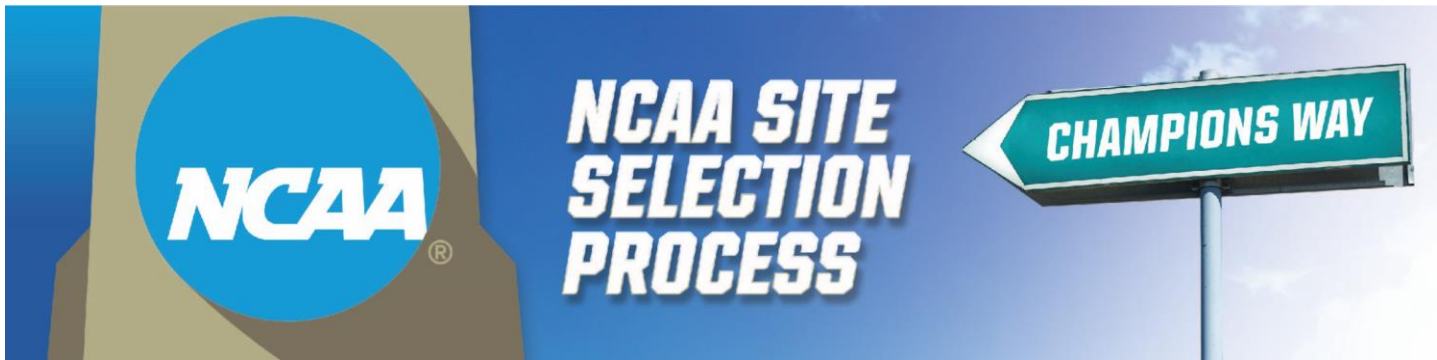
The NCAA DIII Women's Ice Hockey Committee places a strong emphasis on community service. The hosts should be prepared to work with their local Special Olympics chapter to partner on community service activities on Thursday or Saturday on the day of rest. If the hosts do not have a local Special Olympics chapter, the hosts should identify other community organizations where the student-athletes can be involved to give back to the community on practice day.

The hosts shall secure a room that can fit approximately 20 people for the administrative meeting Thursday night before the banquet. The room shall be at the same venue as the banquet when possible.

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## SECTION XI: VOLUNTEER NEEDS

Volunteers or game day staff will be needed for assignments, including scoreboard operations, game production (e.g. public address announcer), scoring control and statisticians, spotters, hospitality, media, crowd control/event day security and merchandise sales. The prospective host should work with NCAA staff to determine the specific number of volunteers needed based on the venue layout and availability of host staff to perform the functions (e.g., media support and merchandise sales). In addition, the prospective host should secure volunteers to serve as hosts to the four participating teams.

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## SECTION XII: BUDGET HISTORY

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

Expenditures Three-Year Average	
Total Expenses	\$25,776.00
Promotion	\$116.00
Tickets	\$2,570.00
Facility	\$2,615.00
Personnel	\$9,388.00
Entertainment	\$7,094.00
Equipment	\$906.00
Officiating Expenses	\$3,087.00