



NCAA SITE SELECTION PROCESS





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2027 & 2028 NCAA WOMEN'S FROZEN FOUR

SPORTS SPECIFIC INFORMATION



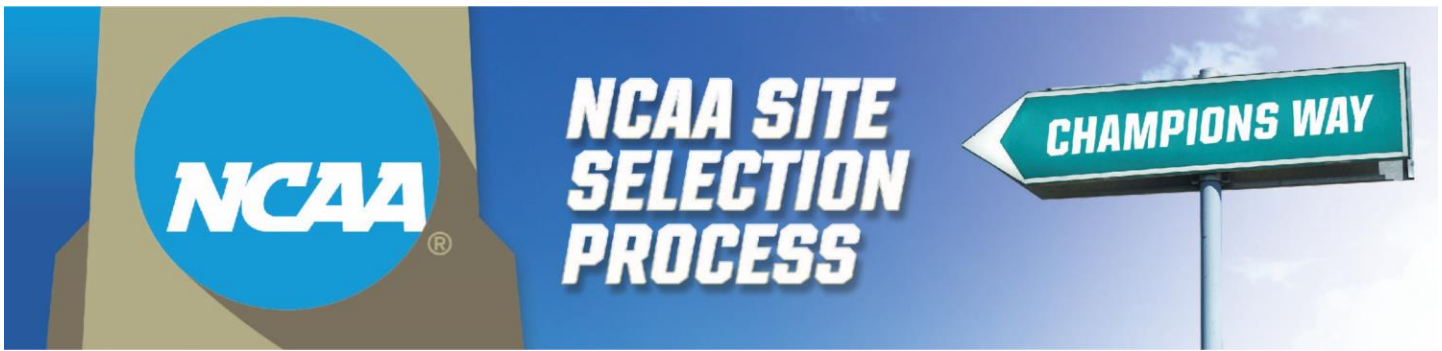
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IN THE EVENT OF ANY CONFLICT OR INCONSISTENCY BETWEEN THE SPECIFICATIONS THAT FOLLOW AND ANY SUCH SPECIFICATIONS IN THE GENERAL BID SPECIFICATIONS DOCUMENT, THE FORMER SHALL PREVAIL AND GOVERN THE MATTER.



SECTION I: INTRODUCTION

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.



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SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Regionals (4)	Weekend before finals (Thursday/Saturday or Friday/Sunday)
Women's Frozen Four	Friday and Sunday prior to men's ice hockey regionals
	<p>NOTE:</p> <p><i><u>Men's Ice Hockey Regionals</u> - Friday-Sunday OR Thursday-Saturday, two weeks prior to Men's Frozen Four.</i></p> <p><i><u>Men's Frozen Four</u> - Thursday and Saturday after the first Sunday in April.</i></p>

DATES AVAILABLE FOR BID	
Finals	March 19 and 21, 2027 (Practice Day: March 18)
	March 17 and 19, 2028 (Practice Day: March 16)

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 city, state or federal regulations concerning access and seating for people with disabilities.
2. The facility shall not permit any advertising, commercial identification, banners, signs, decals or displays of any kind, including NCAA corporate champions/partners, to be hung, posted or displayed anywhere within the facility property (i.e., any place that can be seen from spectator seating areas), including the scoreboard, during the term of this contract, other than NCAA banners, television and radio banners or other identification as approved in advance by the NCAA.
3. The facility must be available from 9 a.m. the Monday preceding the competition until six hours after the championship contest for the purpose of preparing for, practicing for and conducting the semifinal and championship games.
4. 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 six hours after the conclusion of the championship game. During that period of time, 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.
5. 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.
6. The ice surface shall be arranged in accordance with the NCAA Men's and Women's Ice Hockey Rules as far in advance as possible but in no event later than the Monday prior to competition.
7. The NCAA may, at its discretion and expense, hire a company to oversee the production of the ice, logos and dasherboard decals. The host facility will be responsible for the installation of the ice logos and dasherboard decals, including any financial costs associated with the install.
8. The facility must be modern, clean and accessible.
9. The facility must have protective netting behind each goal.
10. The facility must have overhead goal cameras (HD preferred) with video replay capabilities.
11. The facility must have access to two ice-resurfacing machines during all practice and game days. Ice resurfacing machines will be available for the NCAA to temporarily brand, as necessary. If the NCAA chooses not to brand the ice resurfacing machines, it will be the responsibility of the host to cover all corporate marks.
12. The facility must have a comprehensive security and evacuation plan in case of emergencies.

13. All seats in the arena's normal ice hockey configuration shall be under the control of the NCAA for its exclusive use during the championship.
14. The NCAA shall be provided exclusive use of a viewing suite during practice and games.
15. At the discretion of the NCAA, practice sessions may be open to the public free of charge.
16. The facility must furnish the following locker room accommodations:
 - a. Four clean and equipped team locker rooms. Each locker room should accommodate 25 players and have its own shower and toilet facilities.
 - b. One to two locker rooms for the game officials to accommodate the twelve individuals that comprise the crew of officials.
17. The facility must provide the following additional space, at its expense, with all areas subject to the approval of the NCAA:
 - a. A training room for 10-12 people.
 - b. Press box media space for 40 media members and eight photography/television spaces.
 - c. Media workspace with appropriate lighting, heat, air conditioning and toilet facilities, as well as monitors to show the television broadcast and postgame interviews.
 - d. A refreshment area adjacent to the media work room with light snacks, soft drinks and water.
 - e. Photographer space in each of the corners of the ice. In addition, a hole must be provided in the glass at each location for use by the photographers, if needed.
 - f. Interview area for 50 with dais, podium and audio equipment. In addition, television platforms should be available in the rear of the room.
 - g. A video distribution area adjacent to the interview area.
 - h. One area of private meeting space with internet access for use by the NCAA to accommodate 10 individuals.
 - i. Separate hospitality areas for teams, officials and the women's ice hockey committee/VIPs/event personnel/media.
 - j. A statistics control area containing one photocopy machine with capability for reproducing statistics and 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 this machine during the championship. The machine also shall include a collator and automatic stapler. The facility also shall arrange for on-site equipment operators and technicians to be available Friday and Sunday as scheduled by the NCAA.

- k. A secured wireless network (WLAN) to support all credentialed individuals including the NCAA, host institution/conference staff, radio rightsholders, credentialed media and others. Wireless accessible locations must include ice level event personnel areas, NCAA and host institution/conference work areas, media interview room and media workroom. Technical specifications for the WLAN will vary per site depending on the configuration of the various locations and spatial limitations. The NCAA will work with the facility to create a sufficient number of sign-on and access codes for the NCAA staff, host institution/conference staff and credentialed media approved to use the WLAN. The facility shall provide all credentialed individuals with complimentary wireless access. The facility shall provide high-speed data services technical support at no charge to the NCAA and other users during the Women's Frozen Four.
 - l. Two separate rooms for drug testing, each with a waiting area, toilet facilities and a minimum of 500-square feet of space.
 - m. An on-site meal area for television production crew members, if needed.
18. 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.
 19. 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.
 20. The facility shall be responsible for and pay the costs of the coordination and installation of interior and exterior signage and decorations as designated by the NCAA.
 21. The facility shall provide 25 complimentary parking spaces in prime locations to be used at the sole discretion of the NCAA. For television truck parking and technical set-up requirements, please see the 2026-28 Championships General Bid Specifications document.
 22. The NCAA owns the exclusive rights to stream the games on the Internet; broadcast the games on television and radio; to record the competition and broadcasts thereof for future use and distribution; 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. The venue must meet and abide by all broadcast, media and internet guidelines as indicated in the 2026-28 Championships General Bid Specifications document.
 23. The facility shall provide, at no cost to the NCAA or its designees, sufficient lighting and electric power and a sufficient number of power outlets in broadcasting booths, in press locations and in identified working press and interview areas for the operation and transmission of color television and radio broadcasts, operation and

transmission of NCAA interviews and for the operation of equipment used by the working press. 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.

- a. Minimum television power requirements are listed in the 2026-28 Championships General Bid Specifications document.
 - b. Minimum lighting requirements can be found in the [NCAA Best Lighting Practices](#) for ice hockey.
24. The facility agrees that the NCAA will have the use of a suite overlooking the ice surface and as close as possible to center ice to be accessed solely by representatives of the NCAA, providing for private use by the NCAA as needed for business meetings prior to and during the competition.
 25. The facility agrees that the NCAA will be paid the predetermined ticket admission rate for each suite admission. The host agrees championship receipts shall include the predetermined ticket admission rate for each suite admission and that all users of the suites shall purchase tickets to access suites for attendance of games played during the championship.
 26. Alcoholic Beverages – Division I only

In order to be eligible to engage in the sale of alcohol during a NCAA division I championship event or ancillary event, the following criteria must be satisfied by any NCAA host institution, event venue, and alcohol concessionaire:

- Host institution and its authorized agent (e.g., alcohol concessionaire), if any, must have a written policy in place for, and be actively engaged in, the sale of alcohol during regular season athletics events at the same venue and be properly licensed by the local and state authorities to carry on such operations.
- If applicable, any event venue that is not owned or controlled by the host institution (“non-host venue”), or its authorized agent (e.g., alcohol concessionaire), must have a written policy in place for, and be actively engaged in, the sale of alcohol during its regular course of business and be properly licensed by the local and state authorities to carry on such operations.
- The alcohol management policy of the host institution, event venue, or alcohol concessionaire (whichever may be the case) must address the following:
 - Prevention of alcohol sales to visibly intoxicated patrons
 - Prevention of alcohol sales to minors
 - Serving sizes and quantities
 - Alcohol sales cut-off time
 - Outside beverages
 - Security and disturbances
 - Alcohol management training requirements for employees



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- Beer and wine (or beverages with similar alcohol by volume) are the only alcoholic beverages to be sold to general attendees, and hard liquor is only permitted in designated suite and hospitality areas.
- Sale of alcoholic beverages by roving vendors (e.g. hawking) is prohibited within the spectator seating.
- Prior to the championship event, fully signed copies of the NCAA Concessionaire Indemnity and Insurance Agreement(s), NCAA Host Alcohol Indemnity and Insurance Agreement (if any), and NCAA Host/Venue Alcohol Agreement(s) must be submitted to the NCAA.
- Prior to the event, copies of the concessionaire's, host's and/or venue's certificates of insurance (to the extent applicable) must be submitted to the NCAA to confirm it is compliant with insurance requirements set forth in their respective Indemnity and Insurance Agreements.

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.

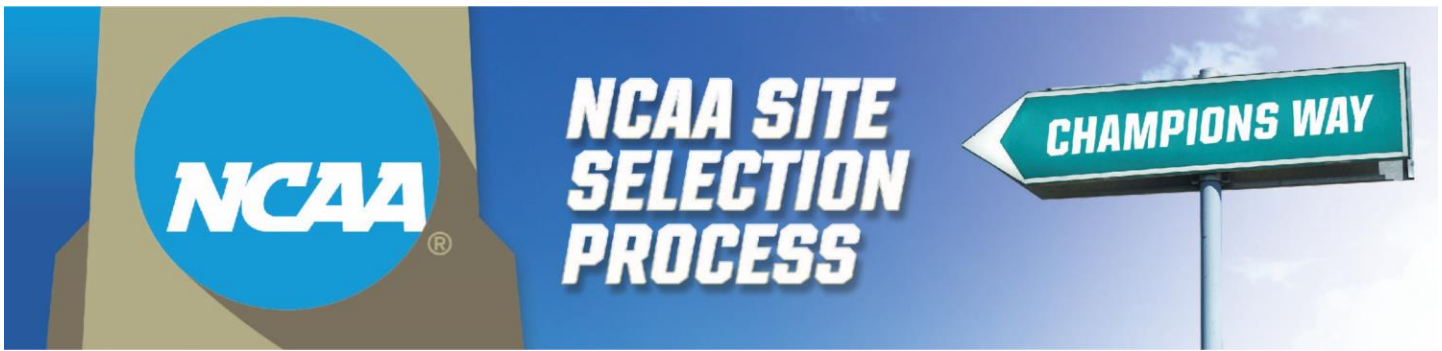
YES NO NO with Exception

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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
2018	University of Minnesota, Twin Cities		All Session Reserved: \$40 All Session General: 30 Single Session Reserved: \$25 Single Session General: \$20
2019	Quinnipiac University	6,484	All Session Adult: \$35 All Session Senior/Child/Student: \$25 Single Session Adult: \$20 Single Session Senior/Child/Student: \$15
2020	Boston University	Cancelled	
2021	Mercyhurst University	2,129	All Session: \$20 *Note: Pandemic restrictions affected ticket sales plans.
2022	Penn State University	3,663	All Session Adult: \$35 All Session Child/Student: \$20 All Session Group: \$15 Single Session Adult: \$20 Single Session Child/Student: \$12 Single Session Group: \$10
2023	University of Minnesota Duluth	7,290	All Session Adult: \$35 All Session Senior/Child/Student: \$25 All Session Group: \$20 Single Session Adult: \$20 Single Session Senior/Child/Student: \$15 Single Session Group: \$10
2024	University of New Hampshire		
2025	University of Minnesota, Twin Cities		
2026	Penn State University		



SECTION V: LODGING

General Guidelines:

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 deference 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 Anthony Travel 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. Anthony Travel 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 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

	Room Type	Wed.	Thurs.	Fri.	Sat.	Sun.	TOTAL
Teams	Double/Doubles	100	100	100	100	100	500
	Kings	16	16	16	16	16	80
	Suites	4	4	4	4	4	20
Headquarters & Officials	Kings	15	33	33	33	25	139
Total		135	153	153	153	145	739

Team Hotels. Each team hotel (four recommended) shall be of comparable quality, provide comparable rates and be located a similar distance from the facility (less than 15 miles preferred). Other requirements:

- (1) A minimum of 30 (25 double/double; 4 king; and 1 suite) non-smoking sleeping rooms for each team is required.
- (2) The designated hotels should be full service and have indoor access to the rooms.
- (3) For each team, upgrade two sleeping rooms to one-bedroom suites for the head coach and the director of athletics (or designee) at the team rate.
- (4) Complimentary meeting space to accommodate 45 people per team.

NCAA Headquarters Hotel. The room block should include 33 rooms, at a special rate (includes twelve rooms for the officials).

- (1) Two of these rooms should be upgraded to suites. These suites will be assigned by the NCAA staff.
- (2) All meeting space should be provided on a complimentary basis (regardless of meeting site).
- (3) The NCAA will control these 33 rooms. No reservations shall be made within this room block without the approval of the NCAA.

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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YES NO NO with Exception

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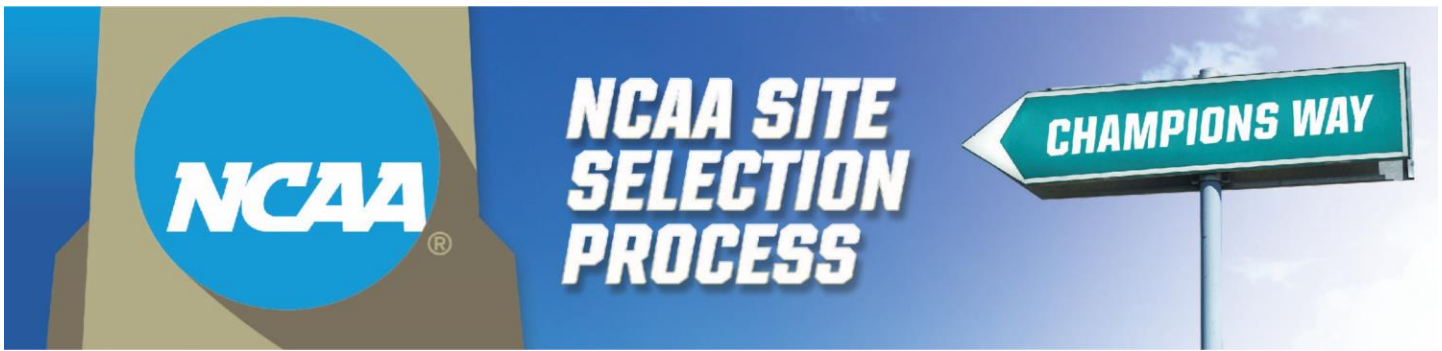
SECTION VI: NCAA/HOST RESPONSIBILITY

NCAA PROVIDES:

1. Transportation and per diem reimbursement for the participating teams.
2. Transportation, lodging (room and tax), per diem and game fees 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 souvenir program (digital).
6. Merchandise.
7. Credentials.
8. Mementos to the official traveling parties of the participating teams.
9. Volunteer apparel.
10. Promotional assistance including NCAA signage.
11. Hockey pucks.
12. Hydration product and equipment (coolers, ice chest, etc.).

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

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



8. Public address system.
9. Support personnel – ushers, ticket takers, media runners, etc.
10. Security.
11. Media room (fully equipped).
12. Media seating/work area with hospitality.
13. Tickets.
14. All computers, printers, video equipment, photocopy machines, wireless Internet network, etc. necessary to administer the championships, and as may be required by the NCAA.
15. Appropriate directional signage within and outside the venue.
16. Off-ice officials (e.g., public address announcers, official scorer, penalty box attendants, etc.).
17. Other items as later requested by the NCAA.

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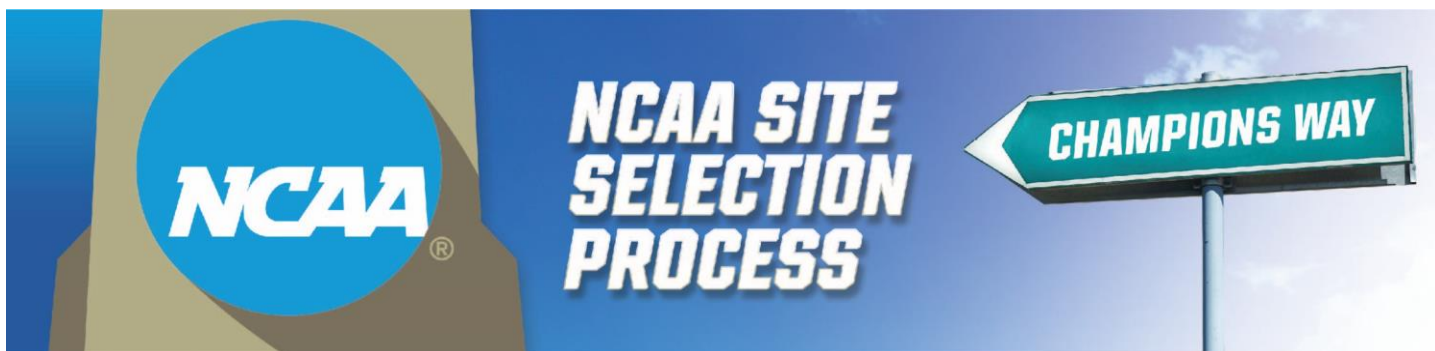
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SECTION VII: TRANSPORTATION

There are no additional transportation requirements from the host for the National Collegiate Women's Ice Hockey Championship outside of the parking requirements listed in Section III.



SECTION VIII: MARKETING

1. **Marketing Plans.** Upon selection, the host is required to submit a marketing plan for review and approval by the NCAA marketing staff prior to activation. Please refer to the appropriate marketing plan template as a guide.
2. **Budgets.** When the proposed budget is submitted, a minimum of \$8,000 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, 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. If you do not have a local vendor, a list of preferred NCAA vendors is available on the website.

4. **Radio/TV.** The NCAA will provide 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).
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

Noon

NCAA staff and committee arrives.

4 p.m.

NCAA and committee walk-through of facility.

Team arrivals.

Thursday

9 a.m.

Administrative Meeting.

10 a.m. – 4 p.m.

Team practices and press conferences.

6 p.m.

Championship reception.

Friday

9:15 a.m. – 1 p.m.

Team practices.

3:30 p.m.

Semifinal #1.

7 p.m.

Semifinal #2.

Saturday

11 a.m. – 12 p.m.

Patty Kazmaier Memorial Award.

1 – 5 p.m.

Team practices and press conferences.

Sunday

9:30 – 11:15 a.m.

Team practices.

3 p.m.

Championship game.

Championship Awards Presentation and All-Tournament Team Announcement.



SECTION X: ANCILLARY EVENTS

USA Hockey is involved with the various activities during the week of the championship. USA Hockey presents the Patty Kazmaier Memorial Award in conjunction with the Women's Frozen Four. The award recognizes the accomplishments of the most outstanding player in national collegiate women's ice hockey each season. This event is open to the public and held in or around the arena. USA Hockey also coordinates the USA Hockey Coaching Education Program and sometimes a youth clinic. All USA Hockey activities held in conjunction with the championship are conducted at the discretion of the NCAA and are subject to NCAA approval. The American Hockey Coaches Association does not sponsor its annual convention in conjunction with the championship.



SECTION XI: VOLUNTEER NEEDS

Approximately 40 volunteers per day will be needed for assignments, including scoreboard operations, scoring control, spotters, hospitality, media and merchandise sales.

1. Media runners.
2. Public address announcer and spotters.
3. Merchandise sales.
4. Hospitality coordinator.
5. National anthem singers and color guards.
6. Ticket sellers/takers/ushers.
7. Game day manager, and assistants to help with pregame activities and awards ceremony.
8. Volunteers to help set up various in-game promotions, autograph sessions and fan activities.
9. Other duties to be determined.

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SECTION XII: BUDGET HISTORY

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

Expenditures Three-Year Average	
Total Expenses	\$95,000
Promotion	\$11,000
Tickets	\$7,000
Facility	\$35,000
Personnel	\$15,000
Entertainment	\$15,000
Equipment	\$2,000
Officiating Expenses	\$10,000