

NCAA[®] SITE SELECTION PROCESS



NCAA[®] SITE SELECTION PROCESS



2028, 2029 & 2030 DIVISION I FIELD HOCKEY CHAMPIONSHIP SPORT SPECIFIC INFORMATION

NCAA SITE SELECTION PROCESS



Table of Contents

Section	Content	Page No.
Section I	Introduction	4
Section II	Championship Structure	5
Section III	General Facility Requirements	6
Section IV	Event History	12
Section V	Lodging	13
Section VI	NCAA/Host Responsibility	15
Section VII	Transportation	17
Section VIII	Marketing	18
Section IX	Tentative Schedule of Events	19
Section X	Ancillary Events	20
Section XI	Volunteer Needs	21
Section XII	Budget History	22

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.

NCAA SITE SELECTION PROCESS



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 sport or sports oversight committee and the appropriate NCAA governing body. All activities and events associated with the championship are to be approved by the respective sport or sports oversight committee.

NCAA SITE SELECTION PROCESS

NCAA

SECTION II: CHAMPIONSHIP STRUCTURE

PLEASE NOTE: The Division I 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. Preference will be given to prospective hosts that bid for two years in a row.

_____ November 17 & 19, 2028
_____ November 16 & 18, 2029
_____ November 22 & 24, 2030

DATE FORMULAS	
Opening round games (2):	Wednesday prior to first- and second rounds
First- and Second Rounds (4):	Friday and Sunday prior to finals
Semifinals and final:	Friday and Sunday prior to Thanksgiving

The championship provides for a field of 18 teams. Two opening round games will occur on the Wednesday preceding the first and second rounds at non-predetermined campus sites at the site of two of the first- and second-rounds. Four first- and second-round games will be played at non-predetermined campus sites, with winners advancing to the semifinals. The semifinals and final will be held Friday and Sunday preceding Thanksgiving at a pre-determined site. Competition will be single elimination.

Additionally, if an agency is interested in hosting the Divisions I, II and III Field Hockey Championships at a common site please use the [Division I field hockey bid document](#) to bid. A proposed schedule of events is included as Appendix A for entities interested in hosting all divisions. With the need for two venues, the field surface must be similar at both venues.

NCAA SITE SELECTION PROCESS



SECTION III: GENERAL FACILITY REQUIREMENTS

1. The host and sponsoring agency agree that the facility shall be available for the exclusive use of the NCAA starting at 6 a.m. Wednesday preceding the competition through the conclusion of the final game for the purpose of preparing for, practicing for and conducting the competition. During that period of time, the facility will be clean and accessible, and playing conditions must be safe and of championships caliber. The sponsoring agency must agree that throughout the championship weekend, the facility will be lighted and heated in the standard manner, and that the scoreboards and public-address system will be in good working order.
2. 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.
3. The game field shall be arranged in accordance with the International Field Hockey Rules (FIH) as modified by the NCAA Division I Field Hockey Committee as far in advance as possible but in no event later than the Wednesday prior to competition.
4. The facility must have a comprehensive security and evacuation plan in case of emergencies.
5. All seats in the facility shall be under the control of the NCAA for its exclusive use during the championship. Seating capacity must be at least 1,500.
6. The facility must provide the following additional space, at its expense, with all areas subject to the approval of the NCAA:
 - a. An athletic training area adequately staffed and large enough to accommodate the four participating teams.
 - b. A minimum of two spacious locker rooms, with shower, toilet facilities and towels available for teams. It is recommended that four separate locker rooms be available. Signs with the teams' names must be affixed to each respective locker room door.
 - c. Locker room space for a minimum of five umpires.
 - d. Media workspace for 25 with appropriate lighting, heat, air conditioning and toilet facilities.
 - e. Interview area for 25 with dais, podium and audio equipment.
 - f. One area of private office space for 10 people with Internet access for use by the NCAA is preferred.

NCAA SITE SELECTION PROCESS



- g. A media coordination work area containing one photocopy machine with capability of reproducing statistics and other material on bond paper with a minimum per-copy speed of 40 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.
 - h. Two separate rooms for drug testing, each with a waiting area, toilet facilities and a minimum of 500-square feet of space.
 - i. A hospitality area for student-athletes, coaches, NCAA committee, media and workers. These areas can be separated out as necessary.
- 7. The facility shall provide, at its expense, tables, chairs, skirting, pipe-and-drape and platforms for all areas described herein as required by the NCAA.
 - 8. The facility shall provide complimentary parking spaces for the participating teams, NCAA representatives and umpires in prime locations.
 - 9. 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.
 - 10. The facility and host shall be responsible for the removal and/or covering of any existing signage at the discretion of the NCAA.
 - 11. The facility shall provide at least one main scoreboard and sound system. The facility, at its own expense, shall provide access to any video boards, LED boards or matrix boards in the facility. In addition, the facility, at its own expense, shall provide a full in-venue production for all NCAA event days (e.g. game days, open practice days and other NCAA event days – example: fan/sponsor events at the venue). This production shall include a fully staffed and operational in-venue broadcast/video board control room on all event days including cameras and their operators. In addition, the production shall include access and use of control room equipment and personnel prior to event days for any pre-production/loading needed the week of the event (e.g. editing suites, play back equipment, video storage and editing systems).
 - 12. A visible clock should be provided.
 - 13. Benches for a minimum of 30 people per team should be set up on either side of the scorer's table.

NCAA SITE SELECTION PROCESS

NCAA

14. The NCAA owns the exclusive rights to broadcast the games on television and radio, to record the competition and broadcasts thereof for albums and tapes, 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 television guidelines as indicated in the [Championships Bid Specifications](#) document.

Broadcast

1. **Television Truck Parking and Technical Setup.** Adequate television facilities and space shall be available at no cost for all NCAA championship venues for broadcast partners. An area for parking the mobile unit shall be available within 150 feet of the power service closest to the anticipated camera positions or announce booth. This designated area should provide enough room for two TV production trucks 65 feet long by 25 feet wide. There must be room for a third vehicle (Uplink truck) to park in proximity (within 100 feet) to the primary mobile unit. In addition, the primary television entity must have adequate space in the television compound to install work trailers.
2. **Television Power Requirements.** The competition venue shall provide the access to sufficient and reliable electrical power to operate equipment reasonably necessary to effectuate a first-quality, high-definition color telecast. Minimum power requirements are as follows:
 - One Truck Event + Uplink
 - Minimum = (1) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
 - Two Truck Event + Uplink
 - Minimum = (2) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
 - Three Truck Event + Uplink
 - Minimum = (3) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
 - Four Truck Event + Uplink
 - Minimum = (4) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
 - Five Truck Event + Uplink
 - Minimum = (5) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
 - Six Truck Event + Uplink
 - Minimum = (6) 200 A, three-phase at 208V + 1 100 A, one-phase at 208V
 - If the competition venue does not meet the power requirements above and a generator is required, at no cost to the NCAA or its broadcast partner, the venue shall be responsible for a dual twin pack, crystal sync with operator; operator to stay with such generator from hook up to power down.

NCAA SITE SELECTION PROCESS

NCAA

NCAA reserves the right to request additional power as needed for enhanced productions.

3. **Lighting Requirements.** Light levels shall meet the requirements noted within the NCAA's Best Lighting Practices. Those requirements can be found by clicking on the following link: [NCAA Best Lighting Practices](#).

All potential sites that submit a bid to host a future NCAA championship event must provide a professional lighting survey. Some NCAA championship sites are awarded in advance, and the competition venue must provide a follow-up professional lighting survey to the NCAA before the event. The NCAA preferred lighting vendor may be available to conduct a lighting survey at competition venue if needed and requested. The venue can provide at its own expense supplemental lighting to meet the NCAA lighting requirements.

Additional lighting information can be found here: <https://www.ncaa.com/flysystem/public-s3/files/2024-12/NCAA%20Summary%202024.pdf>

4. **Broadcast Partner Site Survey.** The NCAA's broadcast partner, in conjunction with the NCAA and the competition venue, will conduct a site survey in advance of the championship to determine the host set location, camera locations and determine the need for "seat kills." If necessary, this survey will be determined by the NCAA in conjunction with the broadcast entity and host.
5. **Announce Booth/Announce Position.** The primary broadcast partner shall have access to first choice of all available television booths or courtside table space at no charge. Appropriate seating shall be made available for broadcast announce positions. For outdoor championships, the announce position shall provide protection from the weather. Protection includes coverage from the sun, rain or snow and a climate-controlled area.
6. **Camera Locations and Platforms.** Competition venues shall be required to provide locations for all camera positions that are industry standard for a national telecast for specific sports. Any existing camera platforms sufficient for a broadcast of the event at the venue must meet Occupational Safety and Health Administration (OSHA) standards. If not, the venue is responsible for ensuring OSHA compliance at the venue's expense. The broadcast partner shall have the right to install, maintain and remove wires, cables and apparatus for the broadcast. The broadcast partner will cover or secure any exposed wires. The installation of any temporary camera platforms or lifts shall be at the broadcast partner's expense.
7. **Venue Fees.** At no cost to the NCAA, its broadcast partner shall have exclusive right to the venue property, surrounding area/facilities, or any other area designated for NCAA or its broadcast partner's use, including but not limited to meeting rooms, hospitality areas, retail stands/stores,

NCAA SITE SELECTION PROCESS



private clubs and restaurants in the competition venue or the surrounding area during the period noted above.

The competition venue, at no cost to the NCAA or its broadcast partner, shall provide the use of the venue cleaned, lighted and heated or air conditioned in a manner acceptable to the NCAA or its broadcast, including but not limited to all existing scoreboards, video boards, LED screens, in-house cameras, video control room equipment, sound system, lighting equipment, in-house television/radio/Internet/wired and wireless network/telephone system and public address systems, camera positions and cabling. Use of all such systems shall be under the sole control of the NCAA or its broadcast partner. The competition venue must provide lighting for television broadcasts in accordance with the NCAA championship best lighting practices that are in effect at the time of competition. (See the NCAA Broadcast Services Page for current lighting specifications). The venue shall work with the broadcast partner to secure the best possible rates for production if union entities exist in the competition venue.

8. **Meal Area/Catering.** Competition venues must provide an adequate location at no charge for the broadcast partner to accommodate crew catering. Depending on the event, television crews normally number in size between 40 and 100 people. Venues shall provide adequate tables and chairs for the crew catering at no cost to the NCAA or its broadcast partner.
9. **Audio/Video Distribution Area.** Competition venues shall provide two eight-foot tables and chairs near the broadcast mobile unit or an alternative area approved by the NCAA media coordinator accessible by the media for the audio/video distribution area. Competition venues will provide adequate power and equipment based on the NCAA projected estimate of media attending the championship. For select championships, an area in the press conference room shall be made available for an NCAA crew to shoot the press conferences and uplink them for national media. The hosts must provide this audio/visual distribution equipment unless the NCAA has hired a third party to provide.
10. **Interview Room.** If requested, the competition venue shall provide a separate dedicated space for the broadcast partner at no charge. The space shall have power for television needs. For selected rounds of championships, broadcast partners may request multiple spaces if available. Each host should designate a press interview room or area at the facility.
11. **Data and Telecommunications Services.** The competition venue is required to provide a secured high-speed data network to support the NCAA, broadcast partners, host institution/conference staff, radio-rights holders, media and other users approved by the NCAA. The competition venue must provide dedicated bandwidth to support back-of-house locations such as the print media workroom, photo workroom, press conference interview room, NCAA and host.

NCAA SITE SELECTION PROCESS



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.

NCAA SITE SELECTION PROCESS



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
2020	University of North Carolina at Chapel Hill	450	All-Session Adult: \$25 All-Session Student/Senior: \$15 Single Session Adult: \$15 Single Session Student/Senior: \$10
2021	University of Michigan	2,612	All-Session Adult: \$25 All-Session Student: \$20 Single Session Adult: \$15 Single Session Student: \$12
2022	University of Connecticut	3,399	All-Session Adult: \$25 All-Session Child: \$20 All-Session Student: \$20 Single Session Adult: \$15 Single Session Child: \$12 Single Session Student: \$12
2023	University of North Carolina, Chapel Hill	2,000	All-Session Adult: \$25 All-Session Student/Senior: \$15 Single Session Adult: \$15 Single Session Student/Senior: \$10
2024	University of Michigan	2,215	All-Session Adult: \$30 All-Session Child: \$25 All-Session Student: \$25 Single Session Adult: \$20 Single Session Child: \$17 Single Session Student: \$12.50
2025	Duke University		
2026	University of Louisville		
2027	University of North Carolina, Chapel Hill		

NCAA SITE SELECTION PROCESS

NCAA

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.

NCAA SITE SELECTION PROCESS

NCAA

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
Teams	4	Full	100	100	100	50	c/o	Each team hotel should hold 25 d/d rooms.
Headquarters	1	Full	14	24	24	24	c/o	Officials and NCAA at same hotel.
Total	5		114	124	124	74		

Each team hotel should have a minimum of 25 double/double non-smoking sleeping rooms reserved. Additionally, each team should receive an upgrade for two sleeping rooms to one-bedroom suites for the head coach and the administrator at the team rate. Complimentary meeting space to accommodate 35 people per team must also be granted.

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.

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.

NCAA SITE SELECTION PROCESS



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 fee for all officials.
3. Transportation, lodging (room and tax) and per diem for the NCAA field hockey committee.
4. Awards for the participating teams.
5. Official souvenir program and merchandise.
6. Credentials.
7. Hydration product (e.g., water, electrolyte solution, coolers, etc.).
8. Participation award to the official traveling parties of the participating teams.
9. Volunteer apparel.
10. Promotional assistance, including NCAA signage.
11. Game and practice balls (host must provide additional 100 practice balls and ball bins).

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities. The mandatory playing surface for the semifinals and finals is a “non-filled” watered artificial surface which meets Level I (global) (Global – FIH Competition) FIH performance requirements for synthetic pitches.
2. Key personnel – all workers and other volunteers.
3. Public relations/media coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality.
6. Food/beverage concessions.
7. Public address system and announcer.

NCAA SITE SELECTION PROCESS



8. Support personnel – ushers, ticket takers, ticket sellers, media runners, etc.
9. Security.
10. Media room (fully equipped and with internet access).
11. Media seating/work area with constant refreshments.
12. Tickets and ticket operations.
13. All computers, printers, video equipment, 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 announcer, official scorer, timer, etc.).
16. Athletic training staff.
17. Banquet venue.
18. Other items as later requested by the NCAA.

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.

NCAA® SITE SELECTION PROCESS



SECTION VII: TRANSPORTATION

There are no additional transportation requirements from the host for the Division I Field Hockey Championships outside of the parking requirements listed in Section III.

NCAA SITE SELECTION PROCESS

NCAA

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, 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.
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.

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.

NCAA SITE SELECTION PROCESS



SECTION IX: TENTATIVE SCHEDULE OF EVENTS

Wednesday

Noon NCAA staff and committee arrival
3 p.m. NCAA staff and committee facility walk-through with host staff

Thursday

8 a.m. Administrative meeting
9 a.m. – 3:45 p.m. Practices (each team gets 90 minutes)
6 p.m. Championship banquet

Friday

8 – 10:30 a.m. Practices (each team gets 30 minutes)
Noon Semi-final game 1
Post-game press conference
3 p.m. Semi-final game 2
Post-game press conference

Saturday

10 a.m. – 1:15 p.m. Practices (each team gets 90 minutes)
11:35 a.m. Coaches meeting

Sunday

8:30 – 9:45 a.m. Practices (each team gets 30 minutes)
1:30 p.m. Championship game
Awards ceremony
Post-game press conference

Schedule subject to change.

NCAA SITE SELECTION PROCESS

NCAA

SECTION X: ANCILLARY EVENTS

Banquet

Arrangements should be made for a banquet to be held Thursday evening for the official travel parties (28) for each of the four participating teams. Other people who should be on the guest list include members of the NCAA Division I Field Hockey Committee, NCAA championship administrator, additional host institution personnel (i.e. president, faculty athletics representative and workers greatly involved in the conduct of the championship). A budget of \$50 per person is typical for this event.

Officials working the game should **not** be invited.

Also, if room and arrangements can be made easily, the host may consider having banquet tickets for sale to each team for additional team personnel. Cost of the ticket should be based on the cost per plate. (Typically, the host has between 5-10 tickets available for sale for each team, depending on space.)

The format of the banquet has called for short welcome statements by representatives of the host institution and/or community, dinner, highlight video, guest speaker and Elite 90 awards presentation.

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.

NCAA SITE SELECTION PROCESS

NCAA

SECTION XI: VOLUNTEER NEEDS

The host will be responsible for securing volunteers/personnel for the following areas:

- Minimum of six, adult ball people per game.
- Media runners.
- Spotters.
- Merchandise sales.
- Hospitality coordinator.
- National anthem singers.
- Ticket sellers/takers/ushers.

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.

NCAA SITE SELECTION PROCESS



SECTION XII: BUDGET HISTORY

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

Expenditures Three-Year Average	
Total Expenses	\$46,296
Promotion	\$880
Tickets	\$19
Facility	\$4,823
Personnel	\$14,038
Entertainment	\$23,167
Equipment	\$440