

NCAA[®] SITE SELECTION PROCESS



NCAA[®] SITE SELECTION PROCESS



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

NCAA SITE SELECTION PROCESS



Table of Contents

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

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

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



SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
First Round (4):	Saturday prior to finals
Semifinal and Final:	Friday and Sunday prior to Thanksgiving

PLEASE NOTE: The Division II Field Hockey Committee will consider bids for multiple years and/or single-year bids. Please indicate the year(s) in which you are interested in serving as host. The championship provides for a field of eight (8) teams. Four (4) first round games will be played the Saturday prior to finals with the winners advancing to the semifinals. First round games are played at the site of a participating institution. The competition will be single-elimination.

Championship Dates

November 17 & 19, 2028

November 16 & 18, 2029

November 22 & 24, 2030

Note: Division II is in the middle of the triennial budget process. Any recommendations that impact the format (e.g., championship structure, participants) would be effective for the 2027-28 academic year. The Division II Championships Committee will review sport committee requests in February 2026. If a request is submitted that impacts the format of this championship, the bid specs will be updated by March 1, 2026, to serve as notice to bidders on the potential change(s). Final approval by the Division II governance structure is anticipated by late October 2026. Championship managers will communicate with bidders in early November to confirm any changes to the format as part of the bid review process.

NCAA SITE SELECTION PROCESS



SECTION III: GENERAL FACILITY REQUIREMENTS

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

NCAA SITE SELECTION PROCESS



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

Competition Specifications

NCAA SITE SELECTION PROCESS



1. Game field 100 x 60.
2. Field composition.
 - Indicate composition of field in bid specifications.
3. Two team bench areas to seat 30.
4. Seating for a minimum of 500 spectators.
5. Visible score clock with public address system.
6. Elevated scorer's table (prefer covered area).
7. Minimum five locker rooms preferred for teams and officials.
8. Ability to secure site and charge admission.
9. Adequate athletic training facilities.
10. One meeting room to accommodate 20 individuals
11. Restroom facilities in close proximity to fields.
12. Concession (food and merchandise) at field.
13. Banquet facility for 150 people.
14. Parking for team vehicles and fans.
15. Promotional assistance, including NCAA signage
16. Host/facility must be equipped to supplement practice balls, cones and ball pins when necessary.
17. Snow removal plan.

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

NCAA SITE SELECTION PROCESS



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 2018 season.

Year	Host	Attendance	Ticket Prices
2018	(Festival) – Slippery Rock University of Pennsylvania, SportsPITTSBURGH	501	All-session adult: \$15 All session student/senior: \$10 Single session adult: \$10 Single session student/senior: \$6 Single session group: \$5
2019	Millersville University of Pennsylvania	1,124	Single session adult: \$10 Single session student/senior: \$5 Single session child: \$2 Single session group: \$3
2020	*Cancelled due to COVID-19 pandemic		
2021	Millersville University of Pennsylvania	1,208	Single session adult: \$15 / 10 Single session student/senior: \$5
2022	(Festival) – Seattle Pacific University	275	Single session adult: \$17 Single session student: \$8
2023	Saint Anselm College	700	All-Session adult: \$15 All-Session senior/child: \$10 All-Session student: \$2
2024	Spartanburg Convention & Visitors Bureau, Limestone University	402	All-Session adult: \$10 All-Session senior/child: \$8 All-Session student: \$5
2025	Bloomsburg University of Pennsylvania	TBD	TBD
2026	(Festival) – Kansas City Sports Commission, Mid-America Intercollegiate Athletics Association	TBD	TBD

NCAA SITE SELECTION PROCESS



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.

NCAA SITE SELECTION PROCESS



Hotel Room Block:

	Number of Hotels	Service Level	Wed.	Thurs	Fri.	Sat.	Sun.	Notes
Teams ¹	Prefer 2	Full	80	80	80	80	c/o	
Headquarters & Officials	1	Full	7	15	15	15	c/o	
Total			87	95	95	95	c/o	

Per Team Room Types: 18 Doubles, 2 Kings.

A team, NCAA staff member or officials, may choose to stay on Sunday depending on their location.

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

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

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 sport committee.
4. Awards for the participating teams.
5. Official merchandise.
6. Credentials.
7. Funding for volunteer apparel.
8. Funding for promotional efforts.
9. Practice and game balls.
10. NCAA Signage.
11. Electronic programs.
12. Web stream.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

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

NCAA SITE SELECTION PROCESS

NCAA

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

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

The participating institutions will arrange their own transportation to the championship. If a participating institution is within 600 miles, they will drive to the championship. If a participating institution is over 600 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.

NCAA SITE SELECTION PROCESS



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 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

NCAA SITE SELECTION PROCESS



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

Teams arrive

Thursday (Closed practices)

11 a.m.-12:15 p.m.	Higher seed of semifinal game one
12:30-1:45 p.m.	Lower seed of semifinal game one
2-3:15 p.m.	Higher seed of semifinal game two
3:30 -4:45 p.m.	Lower seed of semifinal game two
6:00 p.m.	Mandatory administrative coaches meeting*^
6:30 p.m.	Championship Banquet

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

^Coaches meeting could be adjusted to Wednesday or virtual if necessary.

Friday

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

Saturday (Closed Practices)

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

Sunday

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

NCAA SITE SELECTION PROCESS



SECTION X: ANCILLARY EVENTS

Student-Athlete Banquet:

Arrangements should be made for an ancillary event to be held the evening of the first practice day for the officials/travel parties for each of the participating institutions. Other individuals who should be on the guest list include members of the NCAA Division II Field 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, slideshow of NFHCA All-Americans (if available), banquet video and recognition of the NCAA Elite Scholar-Athlete Award recipient. When possible, an inspirational guest speaker affiliated with the sport is encouraged. 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 Division II Field Hockey Committee places a strong emphasis on community service. The hosts should be prepared to work with the Division II Governance liaison to partner on community service activities on Thursday or Saturday, the day of rest.

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 XI: VOLUNTEER NEEDS

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

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	\$26,000.00
Promotion	\$0
Tickets	\$1,000.00
Facility	\$1,000.00
Personnel	\$10,000.00
Entertainment	\$12,000.00
Equipment	\$2,000.00