

NCAA[®] SITE SELECTION PROCESS



NCAA SITE SELECTION PROCESS



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

NCAA SITE SELECTION PROCESS



Table of Contents

	Page No.
Section I Introduction.....	4
Section II Championship Structure.....	5
Section III General Facility Requirements	6
Section IV Event History.....	10
Section V Lodging Specifications	11
Section VI NCAA/Host Responsibility	13
Section VII Transportation	15
Section VIII Marketing	16
Section IX Tentative Schedule of Events.....	17
Section X Ancillary Events	18
Section XI Volunteer Needs.....	19
Section XII Budget History.....	20

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 FORMULA	
First Round	Wednesday before second and third rounds
Second and Third Rounds	Weekend before finals
Semifinals and Finals	Friday and Sunday before Thanksgiving

The championship provides a field of 28 teams. First-round and second-/third-round games will be played at the site of participating institutions. Winners (four teams) will advance to the national championship at predetermined site.

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

_____ November 17 and 19, 2028

_____ November 16 and 18, 2029

_____ November 22 and 24, 2030

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, in-between and the day(s) of competition (refer to the practice session of this manual).
3. Provide a spacious locker room with white board or A/V for each team for practice and games. All team locker rooms should have the name affixed to the door. Two separate locker rooms for the game umpires should be provided. It is preferred that a seating area separate from the team locker room is provided for coaching personnel (capacity of 4.)
4. Arrange for a public address system to announce lineups, scoring and substitutions and make announcements.
5. The field must be properly and clearly marked in accordance with FIH rules and NCAA rules modifications. Repainting of lines is recommended.
6. The host institution must provide a certified athletic trainer and athletic training facilities on practice and competition days for all teams and umpires.
7. Arrange for planned access to a physician, preferably a team physician. The team physician should be on-site for game days.
8. Team benches or chairs should be set for 40 individuals (per team) for championship games and should be located on the same side of the field as the scorer's table. Only authorized individuals with specific functions should be permitted in the bench area.
9. A raised scorer's table with skirt should be set for the following individuals: official scorer, timer, alternate umpire and NCAA representatives (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 championship manager, field hockey committee, and tournament director) should be seated at or behind the table.
10. The playing area, including a designated bench area that the teams must remain within, must be clearly marked and secure. Lines to mark the substitution area must be painted. Spectators must be at least 10 yards from the field and may not sit or stand behind the goals.
11. Water should be placed at each bench; supplementary replacement liquids may also be provided. The same should be made available to umpires.

NCAA SITE SELECTION PROCESS



12. 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. If that is not possible, a radio is required for seamless and instant communication.
13. It is strongly recommended that team names be put on the scoreboard if possible.
14. Size and placement of any logos on the playing surface must be approved in advance by the NCAA.
15. 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.
16. Arrange an area for each team to videotape its own game if it wishes to do so.
17. The media postgame interview room should be large enough to accommodate 20 people, 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 media may also be provided in this area.

Competition Specifications

1. Game field 100 x 60. (Refer to FIH Rules of Hockey for field and equipment specifications.)
2. Field composition. Indicate the type of artificial/astro turf in the facility questionnaire.
3. Two team bench areas to seat 40.
4. Seating for 750 spectators. Additional viewing opportunities preferred. Temporary seating is permitted to reach 750 if your permanent capacity is below 750. Please indicate that in your bid.
5. Visible score clock with public address system.

NCAA SITE SELECTION PROCESS



6. Elevated scorer's table (prefer covered area).
7. Minimum six locker rooms (four team, two umpires.)
8. Ability to secure site and charge admission.
9. Adequate athletic training facilities.
10. One meeting room large enough to accommodate 30 people.
11. Restroom facilities in close proximity to fields.
12. Concession (food and merchandise) at field.
13. Banquet facility for 175 people.
14. Parking for team vehicles and fans.
15. Access to 80 non-smoking double rooms at one to four team hotels and 16 king rooms at one to two headquarters and/or officials hotel.
16. Provide a student-athlete hospitality area at the facility. Preference is in a common area near the locker room. Snacks and drinks at minimum should be provided and replenished throughout the championship as needed.
17. Willing to host a collegiate all-star game on the day between semifinals and finals.
18. Highly encouraged to establish a relationship with the local Special Olympics affiliate in your area to facilitate a community service project for the participating student-athletes.

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 may be required if facility capacity is below 750. Minimum ticket prices for the championship final site are \$10.00 for adults, and \$5.00 for students/seniors.

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
2017	Louisville Sport Commission /Bellarmine University	1298 (Combined Championship)	All-Session Adult: \$25 All-Session Student: \$15 Single Session Adult: \$15 Single Session Student: \$10
2018	Middle Atlantic Conferences/ Spooky Nook Sports Complex	1236	Single Session Adult: \$7 Single Session Student: \$4
2019	Middle Atlantic Conferences/ Spooky Nook Sports Complex	1917	Single Session Adult: \$7 Single Session Student: \$4
2020		Cancelled	
2021	Trinity College (CT)	2199	Single Session Adult: \$8 Single Session Student: \$6
2022	Rowan University	1292	Single Session Adult: \$8 Single Session Student: \$5
2023	Christopher Newport University	533	Single Session Adult: \$10 Single Session Student/Senior: \$5
2024	Washington & Lee University	621	All-Session Adult: \$15 Single Session Adult: \$10 All Session Student/Senior: \$7 Single Session Student/Senior \$5
2025	Trinity College (CT)		
2026	William Smith College		
2027	Middlebury College		

Media Attendance & Points of Origin. Media attendance generally includes 5-10 local media or traveling media from participating institutions, in addition to 8-10 photographers and videographers from the hosts, participating institutions and local media outlets.

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 with 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			80-DD 8 Kings	80 – DD 8 Kings	80 – DD 8 Kings	40 – DD 4 Kings	c/o	
Headquarters			7-Kings	7 – Kings	7 – Kings	7 – Kings	c/o	
Officials				6 – Kings	6 – Kings	6 – Kings	c/o	
Media								
Evaluators								
Association								
Total			80-DD 15-Kings	80 – DD 21 – Kings	80 – DD 21 – Kings	40 – DD 17 – Kings		

All hotels shall be in close proximity from the event venue. The team hotels must be of comparable quality and distance from the playing venue if staying in different properties. Teams will work with the hotel directly on payment.

It is preferred that the hotel can accommodate four complimentary meeting rooms of equal size and capability at the team hotel. A complimentary hot breakfast is also preferred.

The host institution is financially responsible for the official and committee accommodations to be reimbursed 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 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 souvenir program.
6. Bracket board.
7. Credentials.
8. Funding for the host to provide mementos to the official traveling parties of the participating teams.
9. Funding for volunteer apparel.
10. Funding for promotional efforts.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Volunteers.
3. Public relations coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships hospitality.
6. Food/beverage concessions.
7. Public address system.
8. Support personnel – ushers, ticket takers, media runners, etc.

NCAA SITE SELECTION PROCESS



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, etc. necessary to administer the championships, and as may be required by the NCAA.
14. Appropriate directional signage within and outside the venue.
15. Other items as later requested by the NCAA.
16. Head table personnel (e.g., public address announcers, official scorer, matchmaker, chief of head table operations, etc.)
17. General Team Meeting Space on campus if not available at the team hotel. Four rooms are preferred, two are minimum.

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 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. Hosts should provide (1) courtesy car per team with through their own rental provider, reimbursable through the host budget.

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 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

Monday Conference Call

11 a.m.

Thursday Practice Times (tentative)

10–11:15 a.m.

11:30–12:45 p.m.

1:00–2:15 p.m.

2:30–3:45 p.m.

Team Banquet (Start Time Between 6:30-7:00 p.m. end Time between 7:30-8:00 p.m.)

Administrative Meeting (Before the Banquet) 6:00 p.m.

Friday

Noon

Semifinal game 1

3:00 p.m.

Semifinal game 2

*Postgame media will follow both games.

Saturday Practice Schedule

11:00 a.m.-12:30 p.m.

12:35-12:55— coaches meeting

1:00 p.m.-2:30 p.m.

Sunday

Noon

Championship game

Awards and postgame media will follow the championship game

NCAA SITE SELECTION PROCESS



SECTION X: ANCILLARY EVENTS

The NCAA DIII Field Hockey Championship will need space for a banquet for approximately 175 individuals Thursday evening from 5:30-8:30 p.m. The hosts should plan to feed 175 individuals in the host budget. Hosts are responsible for helping secure a speaker, running the audio/visual components, and producing the run of show.

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

The hosts should assist the NCAA and OnLocation in securing meeting space at the hotel. In the event meeting space is not available at the hotel, the hosts must provide four meeting rooms on campus with A/V capability.

The National Field Hockey Coaches Association could hold a Division III all-star game at the venue Saturday afternoon. This will decision will be made on a yearly basis. A representative from the NFHCA will contact you in regard to their needs for these events. The NCAA encourages cooperation with this group in conjunction with the championship; but these are NFHCA events, and its staff will work with you regarding the needs and the reimbursement for the event(s). USA Field Hockey may contact hosts about arranging space in their community or on-campus for additional coaching or youth clinics.

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 30 volunteers/working staff per day will be needed for assignments, including scoreboard operations (2), scoring control (4), spotters (2), hospitality (6), ball crew (6), an individual(s) to act as host for each team (4), and program and merchandise sales (4). Volunteers can be paid event staff or student workers if needed and can be included in the prospective bid budget.

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	\$42,000.00
Promotion	\$4,000.00
Tickets	\$0.00
Facility	\$10,000.00
Personnel	\$9,000.00
Entertainment	\$15,000.00
Equipment	\$4,000
Officiating Expenses	\$3,000