



2024 NCAA Division III Men's Ice Hockey Championship Bid Checklist for Hosting All Rounds

Selections

Selections for the 2024 NCAA Division III Men's Ice Hockey Championship will be announced at 10:00 a.m. Eastern time, Monday, March 4, 2023, via web stream on ncaa.com.

Preliminary-Round Schedule

First Round:	Saturday, March 9
Quarterfinals:	Saturday, March 16
Semifinals:	Thursday, March 21: 3 p.m. and 6:30 p.m. Eastern Time
Finals:	Saturday, March 23: 7 p.m. Eastern Time

Bid Checklist

The following materials must be submitted by institutions that wish to be considered as hosts for all rounds of competition. All materials are due by **5 p.m. Eastern time, Friday, February 23, 2024**.

Aside from the submission of your institution's certificate of insurance, each of the online forms listed below may be accessed and submitted through the championships host portal, at: <https://championships.ncaa.org>.

To begin the process of submitting a bid, you will need to locate the specific divisional sport and round in the Championships Available for Bidding section and click on Start Bid.

— **Proposed Budget(s).** An online proposed budget must be completed for **each** round of competition you wish to host. For those institutions submitting bids for multiple rounds, a 'copy' function is available via the Budget System tab and will allow you to copy the budget for another round. The appropriate round and date of competition must be indicated on each budget. Please be sure to include projected ticket sales in the Receipts section.

Please carefully review the [2023-24 NCAA Division III Men's Ice Hockey Pre-Championship Manual](#), prior to submitting a proposed budget, and make note of the following for all preliminary-round games:

- Institutions will not receive an honorarium for hosting non-predetermined competition (with the exception of the finals site host). NCAA staff will override the honorarium listed upon the host's submission of the financial report.
- All lodging expenses for officials and site representatives (if needed) must be included in your budget. Officials' fees, per diem and travel expenses do not need to be included, nor do per diem and travel expenses for site representatives – the NCAA will pay those expenses directly.

DIII Men's Ice Hockey
Preliminary Round Bid Specs 2024

- Please include an ambulance expense in your bid budget for first and quarterfinal rounds
- Quarterfinal hosts should include a videographer budget for footage required for the championship banquet

Facility Profile. An online facility profile must be completed and/or maintained as necessary by each institution interested in hosting. Information regarding video board, LED board and/or ribbon boards should be entered via the “Boards/Control Room” tab of the applicable venue profile.

A facility profile can be maintained and updated on a regular basis. If a facility can host multiple sports, check the appropriate box(es) under the Sports tab of the facility profile to provide the information for that facility. Refer to the pre-championship manual for facility requirements and site selection procedures. For the finals site, the committee prefers on-campus or home venue facilities with a minimum seating capacity of 1,000.

Key Contacts. The key contacts for your institution should be entered and/or maintained as necessary within your profile. Please enter the information for the key personnel associated with running a championship at your site.

When starting a bid, you will be prompted to enter new key personnel, or edit or confirm your existing key personnel. In addition, you will be asked to designate individuals who should receive the various host shipments (e.g., sport equipment, merchandise, awards, etc.). Please include the proper mailing address for overnight deliveries. P.O. box addresses will not be accepted.

Personnel who will administer the competition also will be listed and can be edited within the Profile section of the Championships Bid and Host portal. When entering individuals in this manner, information must be entered on both the General tab and the Role/Titles by Sport or Facility tab.

Critical Incident Response Team Contact Information. Beginning in 2023-24, the system automatically will generate a critical incident response team contact information form based on data entered into the key contacts form and the new Emergency Numbers tab in the facility profile. If applicable, site representative information will be added by the championship manager once a site has been selected for hosting.

Safety and Security Plan. Based on a review of current and future championships competition venues, discussions with safety and security experts, and their own expertise and knowledge, the NCAA has established a Safety and Security Advisory Group (SSAG) to develop a compilation of *Best Practices* for NCAA Championships, which can be found [here](#). We urge each competition venue to take these *Best Practices* into account when developing its safety and security program.

As part of your bid, **please submit a safety and security plan** for your venue. You must **also submit the NCAA Championships Safety and Security Team contact information form**, located in Appendix A of the *Best Practices* document. These documents should be uploaded in the document section of the facility profile. Both documents can be uploaded under the Safety and Security tab.

Alcoholic Beverages. The sale of alcoholic beverages is not allowed at Division III Championships. If your facility currently sells alcohol, please reach out directly to acaldwell@ncaa.org.

Lodging. The host institution/agency shall negotiate a courtesy hold for the participating institutions/student-athlete(s). The selected hotel properties shall be within no more than 30 miles of the competition site and be priced at a fair and reasonable market room rate. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes. A [letter of intent template](#) is provided by the NCAA for the host to use to confirm the hold with the hotel(s).

Beginning in 2023-24, all prospective hosts for non-predetermined sites will be required to identify the hotel properties they secured for the event via the Hotels tab, along with an upload of signed hotel agreement(s)/letter(s) of intent. For participating institutions, at minimum a block of (18) rooms per institution shall be held the night of their first practice through the night of their game. Each participating institution will need to confirm their arrival and departure dates. The cut-off date should be 5 p.m. the following day of advancement for preliminary rounds.

For site reps, one hotel room should be held at the official's hotel the night prior to the game and the night of the game. The site rep will confirm lodging needs once assigned and can contact the hotel directly. There will be one site representative per site. For officials, first round officials should have (5) rooms held the night before competition through the game date should it be needed. For quarterfinal games (5) rooms should be held the day prior to the game and the day of the game

Ambulance. An ambulance must be on-site on game day. Please plan and submit a proposed budget for this service in your bid. The ambulance should be on-site from the time warm-up begins through the conclusion of the game.

DIII Men's Ice Hockey
Preliminary Round Bid Specs 2024

Liability Insurance. Host institutions must maintain and provide proof of at least \$1 million of general liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. The certificate must be submitted to NCAA prior to competition. State institutions subject to state governing tort laws are permitted to provide proof of limited liability under state laws instead of general liability coverage. (This is the minimum requirement per NCAA bylaws).

If applicable, off-campus venue must also maintain and provide a minimum of \$1 million in general liability insurance on an occurrence form for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, and personal and advertising injury. Coverage cannot exclude liability arising from athletic participation, spectators, alcohol, or food-borne illness. The NCAA must be named as an additional insured.

All insurance must be provided by an insurance company with an A.M. Best Rating of A-, VII or higher.

Host institutions must provide the national office with the appropriate certificates of insurance or documentation of self-insurance. This can be sent to the championships staff at insurance@ncaa.org.

Facility Diagrams. For the finals site, institutions should upload to the bid portal, supporting facility information to include diagrams and placement of locker rooms, warm-up/stretching areas, athletic training room, media room and bench and ice access locations for teams.

Additional Host Information/Resources

Host Operations Manual. The [2022-23 NCAA Division III Men's Ice Hockey Championship Host Operations Manual](#) will assist your institution in all stages of the bidding and hosting process. The 2023-24 manual will be posted soon on the DIII Hockey landing [page](#).

Potential Host Call. The 2023-24 NCAA Division III Men's Ice Hockey Championship will host a potential host call on Monday, February 19th at 11 a.m. eastern. It is highly recommended for all potential hosts of the first, quarterfinal, rounds to attend the call. Information will be shared about the call as bids are submitted. To access the call, please reach out to acaldwell@ncaa.org

Ticket Prices. The minimum ticket prices for the NCAA DIII Men's Ice Hockey preliminary rounds shall be \$6 for an adult, \$4 for a student/senior, and \$3 for children under 12. Minimum

DIII Men's Ice Hockey
Preliminary Round Bid Specs 2024

ticket prices for the final site shall be \$20 for an all session ticket and \$12 for the championship game (day of sales). Children aged two and under are admitted free with a paying adult.

Drug Testing. Drug testing may occur at any round of the championship and the assistance of the host institution will be a vital part of the testing. You will be notified in advance if the round you are hosting has been selected for drug testing. Please review the [drug testing site coordinator manual](#) and note that The National Center for Drug-Free Sport will provide materials to assist in the program.

Americans with Disabilities Act. The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally challenged. The host institution/conference is required to confirm that each facility in which an NCAA championship or ancillary event occurs is in compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the competition site will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a competition site hosting an NCAA championship event will not be in compliance, it shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

Statement of Inclusion. The host institution/conference plays a central role in fostering, growing and preserving an inclusive culture on-site at NCAA championship events. Potential hosts should review the NCAA statement of inclusion here and prepare to deliver and maintain an environment that is safe, healthy and free of discrimination and respects the dignity of all persons

NCAA Bylaw 31. Please review Bylaw 31 of the NCAA Division III Manual as it contains policies regarding the administration of an NCAA event.

Contact Information. If you have any questions regarding the bid process, please contact Ashley Jenkins at 317-917-6226 or at acaldwell@ncaa.org