



2023 NCAA Division III Women's Ice Hockey Championship Preliminary-Round Information and Bid Checklist

Selections

Selections for the 2023 NCAA Division III Women's Ice Hockey Championship will be announced at 8:30 p.m. Eastern time, Sunday, March 5th via web stream on ncaa.com.

Preliminary-Round Schedule

First Round (3 sites):	Wednesday, March 8 th
Quarterfinals (4 sites):	Saturday, March 11 th
Semifinals:	Friday March 17 th
&Championship (1 site):	Sunday, March 19 th

Bid Checklist

The following materials must be submitted by institutions that wish to be considered as hosts for preliminary-round competition. All materials are due by **5 p.m. Eastern time, Friday, February 24th**.

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 in the system 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 [2022-23 NCAA Division III Women's Ice Hockey Pre-Championship Manual \(linked\)](#), prior to submitting a proposed budget, and make note of the following for all preliminary-round competition:

- All lodging expenses for officials and site representatives 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.
- **Institutions will not receive an honorarium for hosting non-predetermined competition. NCAA staff will override the honorarium listed upon the host's submission of the financial report.**

Facility Profile. An online facility profile must be completed and/or maintained as necessary by each institution interested in hosting preliminary-round competition. 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.

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.

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.

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 while remaining sensitive to daily divisional per diem allowances. The selection of a competition site may be dependent on availability and quality of rooms for participating institutions/student-athletes.

Negotiating a complimentary meeting room and a complimentary hot breakfast is preferred. A [letter of intent template](#) is provided by the NCAA for the host to use to confirm the hold with the hotel(s). Please upload a signed letter of intent into the bid portal.

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 dates.

For officials, first round officials should have (5) rooms held the night before competition through the game date should it be needed. quarterfinal games (5) rooms should be held the day prior to the game and the day of the game. For semifinals and finals, (12) rooms should be held starting Thursday with a check-out date of Sunday. The official's hotel should be separate from the team hotel if at all possible.

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.

For committee/staff at the final site, (9) rooms should be held starting Wednesday with a check-out date of Sunday. Committee/Staff can stay at the same hotel as the officials. Two of those (9) rooms should start on Tuesday for DVSPORT replay personnel if necessary.

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 venues 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 information must be provided via the Certificate of Insurance link in the bid portal. As this is a new feature in the portal, all prospective hosts must upload their documentation once. Depending on the coverage, users must subsequently verify their documentation is still valid, or upload a new certificate once the previous version has expired.

Additional Host Information/Resources

Host Operations Manual. The 2022-23 NCAA Division III Women's Ice Hockey Championship [Host Operations Manual \(linked\)](#) will assist your institution in all stages of the bidding and hosting process.

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.

Potential Host Call. The 2022-23 NCAA Division III Women's Ice Hockey Championship will host a potential host call on Friday, February 24th at 11 a.m. eastern. It is highly recommended for all potential hosts of the first, quarterfinal, and final rounds to attend the call. Information will be shared about the call as bids are submitted. To access the call, please reach out to Ckolby@ncaa.org

Ticket Prices. The minimum ticket prices for the NCAA DIII Women's Ice Hockey preliminary rounds shall be \$6 for an adult, \$4 for a student/senior, and \$3 for children under 12. Minimum ticket prices for the final site shall be \$15 for an adult, \$10 for a student/senior, and \$7 for children under 12. 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 Drug Free Sport International 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 the Caleb Kolby at 317-917-6180 or ckolby@ncaa.org.