2027 DIII
WOMEN'S ICE HOCKEY
CHAMPIONSHIP

# PRECHAMPIONSHIP 2026-27 MANUAL

# NCAA General Administrative Guidelines

## Contents


**Section 1 • Introduction** 2
Section 1•1 Definitions 2
**Section 2 • Championship Core Statement** 2
**Section 3 • Conduct** 3
Section 3•1 Certification of Eligibility/Availability 3
Section 3•2 Drug Testing 3
Section 3•3 Honesty and Sportsmanship 3
Section 3•4 Misconduct/Failure to Adhere to Policies 4
Section 3•5 Sports Wagering Policy 4
Section 3•6 Student-Athlete Experience Survey 4
**Section 4 • Elite Scholar-Athlete™ Award** 5
**Section 5 • Fan Travel** 5
**Section 6 • Health and Safety** 5
**Section 7 • Logo Policy** 5
**Section 8 • Research** 6
**Section 9 • Travel Party** 6
**Section 10 • Division III** 6
Section 10•1 Division III Philosophy 6
Section 10•2 Commencement Conflicts 6
Section 10•3 Gameday the DIII Way 7
Section 10•4 Religious Conflicts 7



**THE NATIONAL COLLEGIATE ATHLETIC ASSOCIATION**
P.O. Box 6222
Indianapolis, Indiana 46206-6222
317-917-6222
ncaa.org
September 2026



NCAA, NCAA logo, National Collegiate Athletic Association and Elite Scholar-Athlete are registered marks of the Association and use in any manner is prohibited unless prior approval is obtained from the Association.

# Section 1 • Introduction

During the 2026-27 academic year, the Association will sponsor 94 national championships — 43 for men, 49 for women and two for both men and women. Of the men's championships, four are National Collegiate Championships, 13 are Division I championships, 12 are Division II championships and 14 are Division III championships. Of the women's championships, 10 are National Collegiate Championships, 12 are Division I championships, 13 are Division II championships and 14 are Division III championships. The combined men's and women's championships are National Collegiate Championships.

The Prechampionship Manual will serve as a resource for institutions to prepare for the championship. This manual is divided into three sections: General Administrative Guidelines, Sport-Specific Information and Appendixes.

Sections one through nine apply to policies applicable to all 94 championships, while the remaining sections are sport specific.

## Section 1•1 Definitions

**Prechampionship Manual.** Resource for institutions to prepare for the championship.

**Administrative Meeting.** Prechampionship meeting for coaches and/or administrators.

**Appendixes.** Any supplemental documents to be provided and distributed through the various resources.

**Championship Manager.** The NCAA staff member(s) responsible for the operational oversight of the championship.

**Games Committee.** The committee assigned to supervise the conduct of each championship session at a specific site. For finals sites, the games committee is typically the NCAA national committee.

**NCAA National Committee.** The sport committee with direct oversight responsibilities for the championship.

**Nonpredetermined Sites.** Those sites that are selected to host at the time of the participant/team selections announcement.

**Playing Rules.** The rules under which the competition will be conducted.

**Predetermined Sites.** Those sites that are selected to host before the participant/team selections announcement.

**Preliminary Rounds.** The rounds of the championship before the final or championship round.

**Regional Alignment.** The geographic location of institutions or regional advisory committees.

**Schedule of Events.** Official event schedule – includes all required activities (e.g., practices, banquets).

**Selection Criteria.** Policies and procedures in place to guide the team selection process.

**Site Selection Criteria.** Policies and procedures in place to guide the site selection process.

**Squad Size.** In any championship in which a squad limit has been established by the governing sport committee or by the bylaws, the number of eligible student-athletes in competitive uniform eligible to participate at the start of competition.

**Tournament Physician.** The physician designated by the host institution/conference to serve as the chief medical advisor for the championship event(s) to be hosted at the host venue.

# Section 2 • Championship Core Statement

The championships and alliances staff strives to administer competition in a fair, safe, equitable and sportsmanlike manner so that the experience of the student-athlete is paramount.

This is attained by:

**Ensuring** student-athletes' optimal experience.

**Executing** championship events reflecting appropriate quality and values to/for stakeholders — student-athletes, coaches, administrators, member institutions, sport committees, fans, broadcast partners and corporate champions/partners.

**Coordinating** all aspects of the championship in an efficient, effective manner through common operating policies and practices, using internal and external resources.

**Integrating** championships with broadcast and corporate relationships in a manner that maintains the integrity of the championship.

**Assuring** effective management of the business aspects of the operation.

**Enhancing** the assets of the NCAA and their value by collaborating with internal and external expertise to achieve heightened exposure (e.g., community programs, fan events, banquets, anniversaries).

# Section 3 • Conduct

## Section 3•1 Certification of Eligibility/Availability

*[Reference: Certification of Eligibility/Availability in Bylaws 12, 13, 14, 15, 16, 20.2.4, 31.2.1.7.1, 31.2.1.7.1.2 and 31.2.2 in the NCAA Division I Manual, Bylaws 7.3.1.5 and 18.2.1 in the NCAA Division II Manual and Division II Championships Committee Policy and Bylaws 31.2.1.5, 31.2.1.5.2, and 31.2.2 in the NCAA Division III Manual.]*

Only student-athletes eligible under Bylaws 12, 13, 14, 15 and 16 may compete in NCAA championships. Member institutions are required to certify the eligibility of their student-athletes before the beginning of each academic year and to withhold ineligible student-athletes from all intercollegiate competition.

Member institutions are reminded to notify the NCAA national office before the selection date for each championship of any student-athlete who may have participated in regular-season competition but subsequently is determined to be ineligible or unavailable for NCAA championship competition.

### DISCOVERY OF INELIGIBILITY OF A STUDENT-ATHLETE AFTER SELECTION

If an institution fails to report an ineligible student-athlete and the omission is not discovered until after the institution is selected to participate in the championship, necessitating the institution's withdrawal from the championship, that withdrawal shall be considered as one of the years of ineligibility, provided another institution participates in the championship in place of the disqualified institution. If the discovery of the ineligible student-athlete occurs so near the beginning of the championship that the governing sport committee does not have a reasonable period of time to replace the disqualified institution in the bracket, that fact shall be taken into consideration in determining the number of years the disqualified institution shall be ineligible to participate.

## Section 3•2 Drug Testing

As part of preparation and planning to participate in championship events, member institutions are reminded and encouraged to review all applicable policy and legislative requirements pertaining to banned substances, drug testing and related eligibility requirements with their student-athletes. Student-athletes who compete in NCAA championships may be subjected to drug tests in accordance with legislation and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for these championships; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

## Section 3•3 Honesty and Sportsmanship

Individuals employed by (or associated with) a member institution to administer, conduct or coach intercollegiate athletics and all participating student-athletes shall act with honesty and sportsmanship at all times so that intercollegiate athletics as a whole, their institutions and they, as individuals, shall represent the honor and dignity of fair play and the generally recognized high standards associated with wholesome competitive sports.

## Section 3•4 Misconduct/Failure to Adhere to Policies

### MISCONDUCT

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics. Each games committee shall hold an administrative meeting with the representatives of participating institutions to review and explain the policies related to misconduct.

### FAILURE TO ADHERE TO POLICIES AND PROCEDURES

A governing sport committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing the administration of the competition. This includes, but is not limited to, failure to comply with the procedures and deadlines for submitting scores, score sheets, schedules, rosters and entry/march-in forms for qualification and other materials necessary for the efficient administration of the competition. **Click here** to see the full misconduct/failure to adhere to policies and procedures online.

## Section 3•5 Sports Wagering Policy

Sports wagering includes placing, accepting or soliciting a wager (on a staff member's or student-athlete's own behalf or on the behalf of others) of any type with any individual or organization on any intercollegiate, amateur or professional team or contest. Examples of sports wagering include, but are not limited to, the use of a bookmaker or parlay card; internet sports wagering; mobile betting; auctions in which bids are placed on teams, individuals or contests; and pools or fantasy leagues in which an entry fee is required and there is an opportunity to win a prize.

The current NCAA legislation against sports wagering prohibits NCAA student-athletes, member institutions' athletics staff and non-athletics staff with athletics responsibilities, and conference office staff from participating in sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur or professional athletics practice or competition in a sport in which the NCAA conducts championship competition, in bowl subdivision football and in emerging sports for women.

A wager is any agreement in which an individual or entity agrees to give up an item of value (e.g., cash, shirt, dinner) in exchange for the possibility of gaining another item of value.

### STUDENT-ATHLETES

A student-athlete found in violation of the prohibition against knowingly participating in any sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activity that involves intercollegiate, amateur or professional athletics competition shall be ineligible for further intercollegiate competition, subject to appeal to the Committee on Student-Athlete Reinstatement for restoration of eligibility.

### POSTSEASON

In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions where there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules in bracket contests where there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

### HOSTING OPPORTUNITIES

It is permissible for NCAA championships to be conducted at locations in states that permit sports wagering.

## Section 3•6 Student-Athlete Experience Survey

During the NCAA championships, the student-athlete experience is paramount. NCAA staff and hosts dedicate themselves to planning the best experiences for all involved. As part of our commitment to getting better, following the championship, participants will receive a survey to provide feedback on their experience and input on how

championships can be improved for future NCAA student-athletes. Institutional administrators and coaches will receive an email containing a link to the survey and will be asked to forward the survey to student-athletes. Additionally, this survey will be accessible via QR code found on the back of NCAA-issued championship credentials.

We also understand that sometimes certain circumstances or conditions occurring during the events may require real-time consideration. When this is the case, student-athletes may reach out to their site representative or NCAA national office staff on-site.

## Section 4 • Elite Scholar-Athlete™ Award

The Elite Scholar-Athlete award was created to recognize the true essence of student-athletes by honoring individuals who have reached the pinnacle of competition at the national championship level in their sport, while also achieving the highest academic standard among their peers. The award is presented in every sport, every division, and goes to the student-athlete who has the highest cumulative grade-point average of all student-athletes competing at the finals site. One student-athlete per championship will receive the award, and the announcement of the winner will be made at the finals site.

Institutions that wish to nominate a student-athlete must do so through an online nomination process. For more information or to access the online form and submit a nomination, **click here**.

## Section 5 • Fan Travel

Through support from Marriott International as the Official Hotel Partner of the NCAA, NCAA championships are pleased to provide easy and affordable accommodations for family and fans to follow their favorite student-athlete(s) and team(s) as they participate in NCAA championships competition. Travel arrangements completed through Marriott and NCAA Travel help support NCAA student-athletes. Please direct your fans to **ncaa.com/travel** to search and book online hotel reservations.

## Section 6 • Health and Safety

As part of preparation and planning to host and/or participate in championship events, member institutions are reminded and encouraged to review all applicable health and safety policy and legislative requirements and guidance including, among others, those relating to concussion management, catastrophic injury prevention, inclement weather and independent medical care. These requirements and related information can be found in applicable division manuals, sports playing rules and the materials located on the **Health, Safety & Performance website**. In addition, a summary of some of the key health and safety considerations related to traveling to championship events can be found in the **NCAA's Guidance for Medical Care and Coverage for Student-Athletes at Away Events**.

## Section 7 • Logo Policy

*[Reference: Bylaw 22.4.1 in the NCAA Division I Manual, 17.1.10 Bylaw in the NCAA Division II Manual and 12.5.3 Bylaw in the NCAA Division III Manual.]*

A student-athlete may use athletics equipment or wear athletics apparel that bears the trademark or logo of an athletics equipment or apparel manufacturer or distributor in athletics competition and pre- and postgame activities (e.g., celebrations on the court, pre- or postgame press conferences), provided the following criteria are met: (Revised: 1/11/94, 1/10/95, 1/9/96 effective 8/1/96)

(a) Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and (Revised: 1/10/95)

(b) The student-athlete's institution's official uniform (including numbered racing bibs and warm-ups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed four square inches in area (i.e., rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. (Revised: 1/11/94, 1/10/95, 7/21/26 effective 8/1/26

# Section 8 • Research

In order to avoid inappropriate and unnecessary participant distraction and disruption of championship events, it is expected any data collection or other research efforts conducted at or during championship events will be coordinated through the national office, with notice and a description of any research proposal to be submitted to the NCAA research staff at least six weeks before the championships event begins.

# Section 9 • Travel Party

Please refer to the NCAA travel policies for all information regarding transportation and per diem expenses. NCAA Travel policies are updated annually and can be found online **here**. Please reference Appendix A of the travel policies for reimbursable travel party numbers. The travel policies supersede all other documents.

# Section 10 • Division III

## Section 10•1 Division III Philosophy

The Division III championships philosophy is to field the most competitive teams within a regular-season that emphasizes regional competition and minimizes missed class time; and to provide representation in NCAA championship competition by allocating berths to eligible conferences and at-large teams.

## Section 10•2 Commencement Conflicts

[*Reference: Bylaw 31.1.4.5 in the NCAA Division III Manual.*]

If an institution's commencement conflicts with participation in the championship, it shall inform the NCAA championship manager in writing one week before the selection date for the governing sport committee to consider an accommodation and a change to the championship schedule.

The following guidelines apply to commencement requests:

- Applies to team sports only.
- The governing sport committee, in consultation with participating institutions, may reschedule the game on the nearest possible date.
- Does not apply to predetermined finals sites.
- The governing sport committee shall make a good-faith effort to accommodate participating institutions in non-predetermined preliminary-round contests with multiple teams participating at the same site.

## Section 10•3 Gameday the DIII Way

Division III promotes an atmosphere that is a respectful and engaging educational environment through athletics, for everyone through Gameday the DIII Way. Gameday the DIII Way establishes an expectation for championship hosts, coaches, student-athletes and spectators to focus on the common standards of safety, responsiveness, dignity and experience while participating or attending a championship event. We ask that each participant and attendee be personally accountable for their actions and do their part to ensure this event is a positive reflection of Gameday the DIII Way.

## Section 10•4 Religious Conflicts

[*Reference: Bylaws 31.1.4.1 and 31.1.4.2 in the NCAA Division III Manual.*]

**Institutional Policy**. If a participating institution has a written policy against competition on a particular day for religious reasons, it shall inform the NCAA national office before May 1 of the preceding academic year to be excused from competing on that day. The notification shall be valid for a period of two years. The championship schedule shall be adjusted to accommodate that institution, and such adjustment shall not require its team or an individual competitor to compete before the time originally scheduled.

**Individual Championships.** In individual championships, a student-athlete must compete according to the institution's policy regarding Sunday competition (i.e., if the institution has no policy against Sunday competition, the student-athlete shall compete Sunday if required by the schedule).

# Division III Women's Ice Hockey

## Contents


**Section 1 • General Administration** 9
Section 1•1 NCAA Championships Staff Contact Information 9
Section 1•2 National Committee 9
Section 1•3 Important Dates 9
Section 1•4 Equipment 10
Section 1•5 Rules 11
Section 1•6 Uniforms 11
Section 1•7 Video Exchange Policy 11
**Section 2 • Determination of Championship Participation** 12
Section 2•1 Championship Format 12
Section 2•2 Results 13
Section 2•3 Selections Information 13
Section 2•4 Selection Criteria 15
Section 2•5 Site Selection 15
**Appendix A • Bracket** 19
**Appendix B • Sport Sponsorship** 20
**Appendix C • NCAA Site Selection Process** 22

# Section 1 • General Administration

## Section 1•1 NCAA Championships Staff Contact Information

**Dante Jones**
Assistant Director, Championships and Alliances
P.O. Box 6222 / Indianapolis, Indiana 46206-6222
djones@ncaa.org / 317-556-7358

**TBD**
Coordinator, Championships and Alliances
P.O. Box 6222 / Indianapolis, Indiana 46202-6222
tbd@ncaa.org

## Section 1•2 National Committee

*[Reference: Bylaws 31.1.1 and 31.1.2 in the NCAA Division III Manual.]*

The NCAA Division III Women's Ice Hockey Championship is under the control, direction and supervision of the Division III Women's Ice Hockey Committee. Current members of the committee are:

### EAST REGION

**Keith Maurice**
Head Women's Ice Hockey Coach
Trinity College

**Brian Savard**
Assistant Director of Athletics
State University of New York at Plattsburgh

**Kelly Rider, chair**
Head Women's Hockey Coach/SWA
Curry College

### WEST REGION

**Charles Sowa**
Associate Athletics Director
University of Wisconsin-River Falls

**Tracy Johnson**
Head Women's Ice Hockey Coach
St. Olaf College

**For additional information about the Division III Women's Ice Hockey Championship, contact:**

**Dante Jones**
Assistant Director, Championships and Alliances
317-556-7358 / djones@ncaa.org

**Kelly Rider, chair**
Head Women's Hockey Coach
Curry College
617-333-2993 / kelly.rider@curry.edu

**Krissy Langley**
National Coordinator of Officials
612-710-2242 / KL620E@aol.com

**Ty Halpin**
NCAA Playing Rules
317-916-6136 / thalpin@ncaa.org

## Section 1•3 Important Dates

| | |
|---|---|
| **Friday, Nov. 27** | Host operations manual and bid materials posted online at ncaa.org. |
| **Monday, Dec. 7** | Championship Bid Portal opens for all rounds. |
| **Tuesdays, Feb. 2. Feb. 9, Feb. 16, Feb. 25 and March 1-7** | Published rankings. |
| **Thursday, Feb. 25, 11 a.m. Eastern time** | Potential host call with all hosts, national committee members and NCAA staff. |
| **Friday, Feb. 26** | Deadline to submit bids (5 p.m. Eastern time). |
| **Thursday, March 4, 11 a.m. Eastern time** | Potential site representative call, national committee members, and NCAA staff. |

| | |
|---|---|
| **Sunday, March 7** | Selection call.<br>Online selection show on **ncaa.com** at 8:30 p.m. Eastern time. |
| **Monday, March 8, 11 a.m. Eastern time** | Videoconference with all first-round hosts, site representatives, national committee and NCAA championship manager. |
| **Monday, March 8, afternoon** | Individual videoconferences for first round sites with respective host, site representative and head coaches/administrators of participating teams. |
| **Monday, March 15** | Individual videoconferences for quarterfinal sites. Videoconferences shall include hosts, site representatives, head coaches/administrators of all potential participating teams. |
| **Monday, March 22, 11 a.m. Eastern time** | Videoconference with four institutions advancing to the finals site, host tournament director, national committee and NCAA championship manager. |

### 2027 CHAMPIONSHIP DATES

| | |
|---|---|
| **Championship Site** | Plattsburgh, New York - Hosted by Plattsburgh State University of New York |
| **Selections** | Sunday, March 7 |
| **First Round** | Saturday, March 13 |
| **Quarterfinals** | Saturday, March 20 |
| **Semifinals/Final** | Friday and Sunday, March 26 and 28 |

### DATE FORMULA

| | |
|---|---|
| **First Round (5)** | One week before quarterfinals (Saturday) |
| **Quarterfinals (4)** | One week before finals (Saturday) |
| **Finals** | Fourth full weekend in March (Friday and Sunday) |

### FUTURE DATES

#### 2028 Dates

| | |
|---|---|
| **Selections** | Sunday, March 5 |
| **First Round** | Saturday, March 11 |
| **Quarterfinals** | Saturday, March 18 |
| **Semifinals/Final** | Friday and Sunday, March 24 and 26 |

***NOTE: In 2027, the semifinals and finals will be at a predetermined site. All tournament games, including the semifinals and finals will be played at one of the sites of the participating institutions in 2028. For more information regarding site selection, please refer to Section 2.4.***

## Section 1•4 Equipment

NCAA will provide pucks for all practice and competition sessions at all preliminary-round sites and the finals site. Pucks will be sent to the tournament manager at the host institutions for each round of competition.

In accordance with Bylaw 12.5.4, athletics equipment (e.g., shoes, gloves, helmets, sticks) may bear only the manufacturer's normal label or trademark as it is used on all such items for sale to the general public. Failure to comply with this regulation may jeopardize a student-athlete's eligibility.

All equipment must conform to the specifications outlined in the **2026-27 and 2027-28 NCAA Ice Hockey Rules and Interpretations book**.

## Section 1•5 Rules

The championship will be conducted according to the **2026-27 and 2027-28 NCAA Ice Hockey Rules and Interpretations**. Questions regarding the interpretation of NCAA Women's Ice Hockey Rules should be directed to NCAA secretary-rules editor Steve Piotrowski at **spiotrowski@bigten.org**.

## Section 1•6 Uniforms

Each participating institution should bring both light- and dark-colored jerseys to the site of the competition. The higher-seeded team shall wear light-colored jerseys and the lower-seeded team shall wear dark-colored jerseys.

### LOGOS

**Refer to General Administrative Guidelines, Section 7.**

## Section 1•7 Video Exchange Policy

For all rounds of the championship, there will be a direct video exchange with opponents. Each team participating in the tournament shall send a quality video of its most recent game to its opponent in accordance with the following deadlines:

- First Round - noon local time Monday prior to the first round.
- Quarterfinal - no later than noon local time Monday prior to the quarterfinals.
- Semifinals - noon local time Monday prior to the semifinals.

Teams participating at the finals site will receive a digital copy of both semifinal game films provided by the NCAA and host Friday night.

All videos shall adhere to the following guidelines:

- Include the complete game, filmed from an elevated, mid-ice location if possible;
- Of sufficient visual quality; and
- Of sufficient natural sound quality (i.e., no play-by-play).

Failure to comply with this policy may result in a charge of failure to adhere to championship policies and procedures, which may result in a monetary fine.

# Section 2 • Determination of Championship Participation

## Section 2•1 Championship Format

The championship playoff format for the field of 13 teams includes five first-round games and four quarterfinal games that are hosted by participating institutions. The four teams that advance to the semifinals will compete at the finals site. In years where the finals site is not predetermined, the host site will be decided by the highest remaining seed with a submitted bid that meets all of the Women's Ice Hockey Championship bid specifications and has approval of the Division III Women's Ice Hockey Committee. The acceptable bid specifications can be found in Appendix C.

### SCHEDULE OF EVENTS

**Administrative Meeting**. A prechampionship meeting for the head coach and administrator of each team will be held before competition at first-round, quarterfinal sites and at the finals site.

**Press Conferences**. All coaches and student-athletes must be available for postgame press conferences and must participate in the press conferences if requested.

**Awards Ceremonies**. Following the championship game, both teams shall line up and remain on the ice throughout the announcement of the all-tournament team and the awards presentations to both teams.

### START TIMES

Starting times for the games shall be as follows:

| | |
|---|---|
| **First Round** | 3 p.m. |
| **Quarterfinals** | 3 p.m. |
| **Semifinals** | 3 and 7 p.m. |
| **Championship** | 3 p.m. |

*NOTE: All times are local to the host.*

#### Deviations From Game Times

If you cannot host the games at the specified times, please submit the reasons to deviate in the facility evaluation form and your preferred game time.

*NOTE: This information MUST be submitted with the facility evaluation form not later than Feb. 26. If your institution fails to submit this information within the time frame, the Division III Women's Ice Hockey Committee WILL NOT deviate from the original dates and times. Submitting this information does not guarantee that the Division III Women's Ice Hockey Committee will provide your institution with accommodations.*

### TRAVEL PARTY

| | |
|---|---|
| **Squad Size** | 23 individuals |
| **Official Travel Party** | 28 individuals |
| **Bench Size** | 30 individuals |

Transportation expenses and per diem will be provided for an official travel party of 28 persons. Please refer to the **NCAA travel policies** on **ncaa.org** for all information regarding transportation and travel parties.

Current playing rules permit only players in uniform and eight additional team personnel (maximum of 30) to occupy the bench area. The number of participants eligible for pregame warmup is 23 (not more than 20 players and three goalkeepers). The number of participants eligible for competition is 22 (not more than 19 players and three goalkeepers).

A participating institution's sports information director can receive a separate media credential and is not included in the allotment of participant credentials, if preferred. A team can have two additional medical credentials within the 30 in the bench. If an institution has additional personnel traveling (i.e., AD, SWA, Chancellor/President) that would need a credential, please reach out to the championship manager for approval for additional credentials that do not provide bench access and only admittance into the facility.

## Section 2•2 Results

### RANKINGS

Published rankings will be released on ncaa.com (Feb. 2, Feb. 9, Feb. 16, Feb. 23 and March 1-7).

### SCORE REPORTING

The Women's Ice Hockey Committee will review the rankings during weekly rankings calls and for selections.

## Section 2•3 Selections Information

*[Reference: Bylaw 31.3 in the NCAA Division III Manual.]*

### ALLOCATION OF BERTHS

The 2027 NCAA Division III Women's Ice Hockey Championship will include 13 teams. The 13-team field will consist of two selection pools: AQs and at-large berths. AQ berths will be allocated to automatic qualifying conferences. The criteria for receiving automatic qualification are outlined in Bylaw 31.3.4 of the 2026-27 NCAA Division III Manual. At-large berths will be reserved for all remaining institutions not receiving an AQ. The following berths have been allocated for the 2027 championship: Automatic Qualifiers – 9 and at-large 4. A regional summary of the institutions is included in Appendix B.

*NOTE: The number of berths may be adjusted based on sponsorship numbers at the time of selections.*

### SELECTION PRINCIPLES

The Division III Women's Ice Hockey Committee will select teams to the championship based on the Division III selection principles listed below.

#### NCAA Power Index (NPI) Rationale

- **Winning Percentage/Strength of Schedule.** The committee utilized the past three years of data to understand the right combination of winning percentage and strength of schedule. The committee wanted to ensure that a high winning percentage was balanced with an appropriate strength of schedule. The committee landed on 25/75 using this information.
- **Home/Away – Win/Loss Weights.** The committee discussed the home advantage within the sport. The committee noted that the previous PairWise selection criteria using a 1.2/.8 ratio was derived from Division I philosophy and realized that it was not the best selection moving forward and opted to change the balance to still credit a road win, but not having it have as high as an impact on the overall NPI number.
- **Quality Win Base (QWB).** The committee relied heavily on the past three year's data for this information to ensure the average QWB was appropriate. The committee wanted to ensure the quality win base number was not too low or too high so that it could reward teams appropriately based off an important win. The committee also wanted to ensure the QWB was spread out far enough that a win over an institution around the QWB line had a smaller impact, while beating someone near the top had a much larger impact to reward that win.
- **Quality Win Base Multiplier.** The committee felt as if .5 provided the appropriate range of rewarding a quality win based off the QWB that was decided. The .5 multiplier gives appropriate reward for a quality win within the context of a team's overall resume. The committee was cognizant of wanting to reward a quality win, but not so much that a single result overwhelms the institution's overall postseason resume.

- **Overtime Weight.** The committee decided that they wanted to remain consistent with the past criteria philosophy to not fully credit an overtime win or fully discredit an overtime loss in the regular season, noting that reducing the amount of players on the ice does not reflect the same game being played the prior three periods. The committee noted that when 5 v 5 overtime is utilized during the postseason, it wanted to fully reward a team for a win like past practice. The committee noted that shootout results will not be factored in the NPI, and that if the game is still tied after overtime, the result is treated as a tie when factored into the NPI.
- **Minimum Wins.** The committee noted that 9 wins would be the right number of wins to evaluate an institution's season. The committee felt that evaluating a team's 9 best wins was the best way to balance the philosophy that wins should not hurt your NPI while also understanding a critical mass of games is needed to evaluate team's overall best games for seeding purposes.
- At-large berths are selected on a national basis, using regional selection criteria. There will be no predetermined regional allocations for at-large berths.
- There will be no maximum or minimum number of berths from one region.
- No conference will receive more than one automatic berth.

## AUTOMATIC QUALIFICATION

For the 2027 championship, automatic-qualification privileges have been granted to the following nine conferences:

Conference of New England
Little East Conference
Massachusetts State Collegiate Athletic Conference
Middle Atlantic Conferences
Minnesota Intercollegiate Athletic Conference
New England Small College Athletic Conference
State University of New York Athletic Conference (SUNYAC)
Women's Northern Collegiate Hockey Association
United Collegiate Hockey Conference

## COUNTABLE COMPETITION

For NCAA team-championship selection purposes, competition is countable only when the teams played are varsity intercollegiate teams of four-year, degree-granting institutions that conduct a majority of their competition in that team sport against varsity intercollegiate teams (see NCAA Constitution 3.2.4.4) of United States four-year, degree-granting institutions. Competition against service teams, professional teams, semiprofessional teams, amateur teams, two-year colleges and club teams shall be excluded.

## SCHEDULING REQUIREMENTS

Institutions must play at least 70% of their scheduled competition against in-region, Division III institutions to be considered for selection to NCAA championships. Institutions unable to meet this requirement may request a waiver for selection consideration.

The Division III Championships Committee will review all waiver requests. Information required as part of the waiver process includes proposed schedules from the past two seasons, a summary of scheduling challenges the institution is facing and proposed solutions. In addition, an institution may include any other historical information illustrating difficulty in scheduling at least 70% of its contests against in-region Division III institutions.

Competition is countable only when the teams played are varsity intercollegiate teams of four-year, degree-granting institutions that conduct a majority of their competition in that team sport against varsity intercollegiate teams (see Constitution 3.2.4.4) of United States four-year, degree-granting institutions. Competition against service teams, professional teams, semiprofessional teams, amateur teams, two-year colleges and club teams shall be excluded.

### IN-REGION COMPETITION

**Definition of In-Region Competition**

- All competition within an institution's defined sport region.
- All competition within a 500-mile radius from one institution to another.
- All competition within an institution's membership geographical region (NCAA Bylaw 4.13.1.1).
- All competition against conference opponents.

The NCAA uses a mileage calculator to confirm distances from campus to campus.

## Section 2•4 Selection Criteria

### SELECTION CRITERIA

At-large teams will be selected using the NCAA Power Index (NPI), the system that houses the division's statistical data and objectively applies the selection criteria to the data based on the sport committee's established weighted criteria. NPI is a combination of the following: winning percentage; strength of schedule; home-away multiplier; quality win bonus; and overtime results (when applicable). Teams will be selected no later than Sunday, March 7.

NPI will determine the at-large teams selected to the championship after the Automatic Qualifiers (AQ) have been designated.

The NPI dials that Division III Women's Ice Hockey will utilize are as follows:

- Win%/SOS: 25(Win%)/75 (SOS)
- Home/Away Win/Loss: 1.1/.9
- QWB: 53
- QWB Multiplier: .500
- Overtime: .67/.33 (regular season)/100/0 (postseason)
- Minimum wins: 9

***NOTE: Contests versus provisional and reclassifying members in their third and fourth years shall count in the primary criteria. Provisional and reclassifying members shall remain ineligible for rankings and selections.***

Teams from the same conference will not be paired to play each other in the first contest. The highest seeded team that has submitted a bid and meets all selection criteria will be selected as the host institution, provided geographic proximity is maintained.

## Section 2•5 Site Selection

### PROSPECTIVE HOSTS

Any institution interested in hosting a round of the 2027 NCAA Division III Women's Ice Hockey Championship must submit a proposed budget and a facility evaluation form and ensure that the institution's key contacts and facility information are complete and current in the Championships Bid and Profile System. Please note that in order to submit a bid, you must first locate the desired championship in the "Championships Available for Bidding" section and select "Start Bid. The Division III Championship Committee has prioritized the site-selection criteria in the following order for Division III championships:

- Protection of top three ranked teams in the bracket;
- Quality and availability of the facility and other necessary accommodations;
- Geographic location (including such factors as rotation of sites, weather, accessibility and transportation costs);
- Attendance history and revenue potential, which shall be considered necessary to assure fiscal responsibility.

**Once selected, Teams 1-3 will receive the bye and host the quarterfinal round. If a team is unable to host the quarterfinal round, they may still receive the bye and be the visiting team in the quarterfinal round. Teams 5 through 13 will be grouped in clusters according to natural geographic proximity. A team may be moved to balance the bracket if geographic proximity is maintained (i.e., no flights are created). Teams should be paired and eligible sites should be selected according to the site selection criteria which includes geographic proximity (within 500 miles).**

***NOTE: The final site of the championship will not be held in the same sport region more than three times in a period of four consecutive years.***

## CHAMPIONSHIPS BID AND PROFILE SYSTEM

The Championships Bid Portal can be accessed at **championships.ncaa.org**. In order to submit a bid, locate the desired championship in the "Championships Available for Bidding" section and select "Start Bid." The deadline to submit all bid materials for hosting first-round and quarterfinals games or the finals for this championship is **Feb. 26 at 5 p.m. Eastern time**.

In addition to projected ticket sales and game expenses, prospective hosts should include the following when completing a proposed budget:

- Committee/site representative lodging.
- Game officials' lodging.
- State and city taxes/fees.
- Ticket and facility fees.

Per diem, mileage and baggage fees for committee members and site representatives will be paid by the NCAA, not the host institution. Game officials will be reimbursed via the RefQuest system for their game fees, per diem, mileage and baggage fees.

For both the game officials and committee/site representatives, hosts will pay for their lodging expenses and be reimbursed by the NCAA.

## FACILITY PROFILE

Institutions interested in hosting a preliminary or final round of competition of the Division III Women's Ice Hockey Championship must add (or ensure accuracy of) facility information for the applicable competition venue. This information is located at **championships.ncaa.org**. Any supporting information (e.g., facility diagram or pictures) may be uploaded and attached to that facility's profile. This information will be made available to the sport committee to aid in their deliberations regarding prospective host sites.

## KEY CONTACTS

Each institution should list and then maintain its key contacts associated with each sport and the institution. Contact information can be updated via the Championships Bid Portal at **championships.ncaa.org**.

## SAFETY AND SECURITY PLAN

Based on a review of current and future championships competition venues, discussions with safety and security experts, and its 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. 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, including the NCAA Championships Safety and Security Team contact information form located in Appendix A of the Best Practices document.

The best practices for venue safety and security and the safety and security contact form are located at **ncaa.org/sites/default/files/Best_Practices_for_Venue_Safety_and_Security.pdf**.

## CONTACT INFORMATION

If you have any questions regarding the bid process, please email Dante Jones at **djones@ncaa.org.**

## FINAL FINANCIAL REPORT

*[Reference: Bylaw 31.4 in the NCAA Division III Manual.]*

A final financial report from each championship site must be submitted via the Championships Bid Portal under the "budget" tab not later than 30 days after the conclusion of the event.

# Appendixes

## Contents

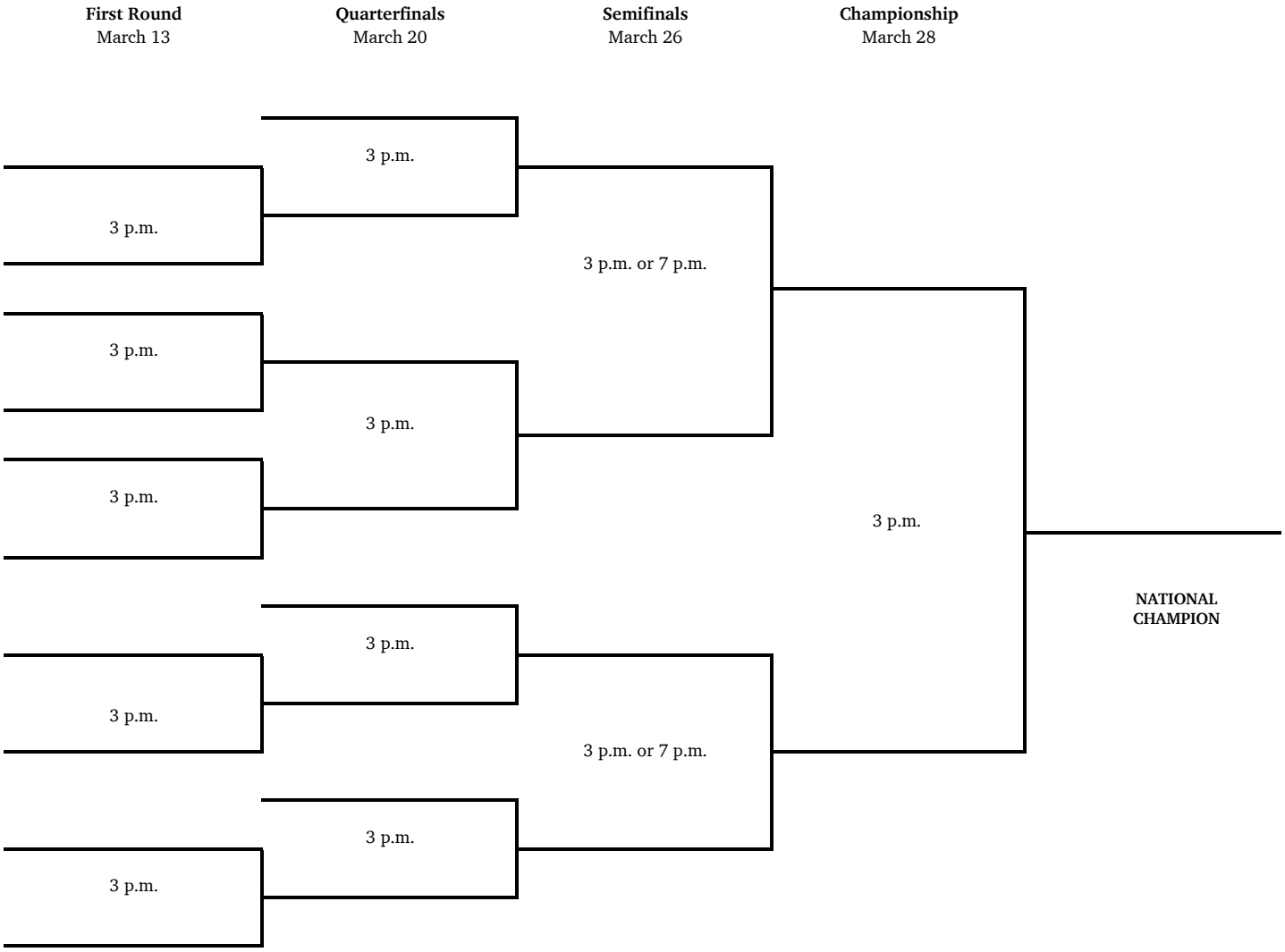
**Appendix A • Bracket** ..... **19**

**Appendix B • Sport Sponsorship** ..... **20**

**Appendix C • NCAA Site Selection Process** ..... **22**

# Appendix A • Bracket




*Host Institution
All times are Eastern
Information subject to change.

© 2027 National Collegiate Athletic Association. No commercial use without the NCAA's written permission.

# Appendix B • Sport Sponsorship

**2026-27 Division III Women's Ice Hockey Regional Alignment**

**EAST REGION (57)**

Total number of schools in East region – 57
Total eligible schools in East region - 57

**Conference of New England (9)**
*AQ-Conference Championship*

Curry College
Endicott College
Johnson & Wales University (Providence)
Nichols College
Roger Williams University
Salve Regina University
Suffolk University
University of New England
Western New England University

**New England Small College Athletic Conf. (9)**
*AQ-Conference Championship*

Amherst College
Bowdoin College
Colby College
Connecticut College
Hamilton College
Middlebury College
Trinity College (Connecticut)
Wesleyan University (Connecticut)
Williams College

**Little East Conference (8)**
*AQ-Conference Championship*

Keene State College
New England College
Norwich University
Plymouth State University
University of Massachusetts Boston
University of Southern Maine
Vermont State University Castleton
Western Connecticut State University

**Massachusetts State Collegiate Athletic Conference (6)**
*AQ-Conference Championship*

Framingham State University
Massachusetts College of Liberal Arts
Rivier University
Salem State University
University of Saint Joseph (Connecticut)
Worcester State University

**United Collegiate Hockey Conference (8)**
*AQ-Conference Championship*

Albertus Magnus College
Chatham University
Elmira College
Hilbert College
Manhattanville College
Nazareth College
St. John Fisher University
Utica College

**Middle Atlantic Conferences (8)**
*AQ-Conference Championship*

Alvernia University
Arcadia University
Hood College
King's College (Pennsylvania)
Lebanon Valley College
Neumann University
Stevenson University
Wilkes University

**State University of New York Athletic Conference (8)**
*AQ-Conference Championship*

Buffalo State, State University of New York
Hobart and William Smith Colleges
Plattsburgh State University of New York
State University of New York at Canton
State University of New York at Cortland
State University of New York at Morrisville
State University of New York at Oswego
State University of New York at Potsdam

**Independent Institutions (1)**
Hiram College

## WEST REGION (25)

Total number of schools in West region - 25
Total eligible schools in West region - 25

**Minnesota Intercollegiate Athletic Conf. (10)**
*AQ-Conference Championship*

Augsburg University
Bethel University (Minnesota)
College of Saint Benedict
Concordia College, Moorhead
Gustavus Adolphus College
Hamline University
Saint Mary's University of Minnesota
St. Catherine University
St. Olaf College
The College of St. Scholastica

**Women's Northern Collegiate Hockey Assoc. (10)**
*AQ-Conference Championship*

Adrian College
Aurora University
Concordia University Wisconsin
University of Dubuque
Lake Forest College
Lawrence University
Marian University (Wisconsin)
Milwaukee School of Engineering
St. Norbert College
Trine University

**Wisconsin Intercollegiate Athletic Conference (5)**
Beloit College
University of Wisconsin-Eau Claire
University of Wisconsin-River Falls
University of Wisconsin-Stevens Point
University of Wisconsin-Superior

## Appendix C • NCAA Site Selection Process






# 2024 & 2026 & 2028
# NCAA DIVISION III WOMEN'S ICE HOCKEY CHAMPIONSHIP

SPORT SPECIFIC INFORMATION

Bid Requirements are the same for nonpredetermined years as predetermined years. Please review the document to ensure you meet minimum requirements to host in nonpredetermined years. If you are unsure, please reach out directly to Caleb Kolby, Ckolby@ncaa.org, to confirm if you are eligible.




## Table of Contents


| | | Page No. |
|---|---|---|
| Section I | Introduction | 4 |
| Section II | Championship Structure | 5 |
| Section III | General Facility Requirements | 6 |
| Section IV | Event History | 9 |
| Section V | Lodging | 10 |
| Section VI | NCAA/Host Responsibility | 12 |
| Section VII | Transportation | 14 |
| Section VIII | Marketing & Ticketing Policy/Operations | 15 |
| Section IX | Tentative Schedule of Events | 16 |
| Section X | Ancillary Events | 17 |
| Section XI | Volunteer Needs | 18 |
| Section XII | Budget History | 19 |


***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.***




## SECTION I: INTRODUCTION

The National Collegiate Athletic Association ("NCAA" and/or "Association") invites all qualified member institutions/conferences and sports commissions/foundations to submit a proposal to host the NCAA Division III Women's Ice Hockey championship.

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 to institutions' 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 sports committee subject to final authority from the NCAA Division III Championships Committee. All activities and events associated with the championship are to be approved by the sports committee.




## SECTION II: CHAMPIONSHIP STRUCTURE

| DATE FORMULAS | |
|---|---|
| Year | Third Full Weekend in March (Friday-Sunday) |
| 2024 | March 15-17, 2024 |
| 2026 | March 20-22, 2026 |
| 2028 | March 17-19, 2028 |

As of the 2022-23 season, the championship provides for a field of 11 teams. Three first-round contests are played on the campus of participating institutions on Wednesday after Selection Sunday. The three first round winners shall advance to play in the quarterfinal contests (4) the following Saturday. The four quarterfinal winners will meet for the single-elimination championship competition at the final site.

A day of rest was implemented during the 2022-23 season for all DIII Sports. The DIII Women's Ice Hockey committee voted on a Friday/Sunday final weekend structure for the current format.

**Note: The Division III Women's Ice Hockey committee is currently reviewing a date formula change to push the championship finals back an additional week starting in 2025. Please also indicate your availability on the below dates.**

_____ March 27 and 29, 2026

_____ March 24 and 26, 2028




## SECTION III: FACILITY REQUIREMENTS

1. The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The facility must agree that it will be in compliance with all applicable city, state or federal regulations concerning access and seating for people with disabilities.

2. The facility must be available from 9 a.m. the Monday preceding the competition through 3 a.m. after the championship contest for the purpose of preparing for, practicing for and conducting the semifinal and championship games.

3. The host and facility agree that the facility shall be available for the exclusive use of the NCAA starting at 6 a.m. the Wednesday prior to competition and three hours after the conclusion of the championship game. During that period, the facility will be clean and accessible, and playing conditions must be safe and of championship caliber. The facility must agree that throughout the championship, it will be lighted and heated in the standard manner, and that the scoreboards and public-address system will be in good working order.

4. 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.

5. The ice surface shall be arranged in accordance with the NCAA Ice Hockey Rules as far in advance as possible but no later than the Wednesday prior to competition. Please indicate the size of the sheet of ice within your bid.

6. Two benches that can accommodate a minimum of 23 student-athletes and additional coaching staff/personnel.

7. The NCAA, at its discretion and expense, may hire a company to oversee the installation of the ice logos and dasher board decals.

8. The facility must be modern, clean and accessible and have at least 1,000 seats. If you are interested in hosting and have less than 1,000 seats, please reach out to NCAA staff to discuss your seating plans and capacity.

9. The facility must have access to an ice-resurfacing machine during all practice and game days. A second ice-resurfacing machine is recommended for game days.

10. The facility must be equipped with a video replay system that includes above-goal cameras, or have the capability to mount cameras, for the purpose of reviewing goals during competition. The NCAA shall bear the cost to operate and/or set-up the replay system.

11. The facility must have a comprehensive security and evacuation plan in case of emergencies.

12. All seats in the arena's normal ice hockey configuration shall be under the control of the NCAA for its exclusive use during the tournament.




13. The facility or host must have the ability to allocate tickets for traveling institutions (online or physical copies) and have the ability to clear the seating area in between semi-final sessions if requested by the committee. The committee will make a decision on these factors yearly.

14. If available, the NCAA shall be provided exclusive use of a viewing suite/area during practice and games.

15. The facility must furnish the following locker room accommodations:

    a. Four clean and equipped team locker rooms. Each locker room should accommodate a minimum of 23 players, coaches, and other team personnel and have its own running water, shower and toilet facilities.

    b. Coaches should have a private meeting space for intermission breaks prior to entering the locker rooms. Private bathrooms for coaches are preferred.

    c. One locker room with its own shower and toilet facilities for the game officials to accommodate eight individuals. Two locker room areas are preferred. An alternate changing facility should be identified in the event there are mixed gender official crews.

16. The facility or host must provide the following additional space, at its expense, with all areas subject to the approval of the NCAA:

    a. A venue to accommodate the championship banquet for up to 160 individuals to take place on the on the day before competition.

    b. An athletic training room.

    c. Press box media space for 10 with wireless capability.

    d. Media workspace for 20 with wireless capability, appropriate lighting, heat, air conditioning and toilet facilities.

    e. Interview area for 30 with dais, podium and audio equipment. In addition, television platforms should be available in the rear of the room.

    f. A designated area elevated above the competition area, to accommodate two participating institutions at the same time to secure video footage of their team's competition.

    g. A video distribution area adjacent to the interview area.

    h. One area of private office space for the use of the NCAA.

    i. A statistics control area containing one photocopy machine with capabilities for reproducing statistics and




other material on bond paper with a minimum per copy speed of 75 per minute. The facility shall be responsible for the installation, service costs and paper for these machines during the championship.

j. Two separate rooms for drug testing, each with a waiting area, toilet facilities and a minimum of 500-square feet of space.

k. A private space for the off-ice officials.

17. The NCAA shall control all meeting rooms, private clubs and restaurant space whose patrons have access into the arena without passing a ticket- or credential-checking station during the term of this lease, and all such space shall be provided at no cost to the NCAA.

18. The facility shall provide, at its expense, tables, chairs, skirting, bunting, pipe-and-drape, and platforms for all areas described herein as required by the NCAA.

19. In the event that any portion of the championship will be televised, 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. Refer to the NCAA general bid specifications for broadcast requirements (e.g., television or web).

20. The NCAA owns the exclusive rights to broadcast the games on television and radio, to record the games and broadcast thereof 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.

21. The facility shall provide 15 complimentary parking spaces in prime locations to be used at the sole discretion of the NCAA.

22. The facility shall be responsible for the coordination and installation of interior and exterior decorations.

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 will be required if the committee deems it necessary. Minimum ticket prices for the championship final site are $15.00 for adults, and $10.00 for students/seniors for single session tickets.




## 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 | Adrian College | 1683 | Single Session Adult: $8<br>Single Session Student: $5 |
| 2018 | | | |
| 2019 | University of St. Thomas (Minnesota) | 1922 | Single Session Adult: $15<br>Single Session Student: $10<br>Single Session Child: $7<br>All Session Adult: $25<br>All Session Student/Child: $15 |
| 2020 | | Cancelled | |
| 2021 | | Cancelled | |
| 2022 | Middlebury College | 3052 | Single Session Adult: $15<br>Single Session Student: $10 |
| 2023 | Amherst College | 1758 | Single Session Adult: $15<br>Single Session Student: $10<br>Single Session Child: $7 |

**Media Attendance and Points of Origin.** In general, about 5-10 media personnel attend, and 10-15 photographers and videographers attend including team content providers. Facilities should be prepared for the potential of two radio broadcasts.




## SECTION V: LODGING

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.




***Hotel Room Block***

| | Number of Hotels | Service Level | Wed. | Thur. | Fri. | Sat. | Sun. | Notes |
|---|---|---|---|---|---|---|---|---|
| Teams[1] | 1-4 | Full | 72 | 72 | 72 | 36 | c/o | Potential of staying Sunday night |
| Headquarters & Officials | 1 | Full | 9 | 21 | 21 | 21 | c/o | Potential of staying Sunday night<br>Includes 2 contractors from DVSport, 12 officials, 5 committee, 2 NCAA staff. |
| Media | | | | | | | | |
| Evaluators | | | | | | | | |
| Association | | | | | | | | |
| **Total** | | | 81 | 93 | 93 | 57 | c/o | |

[1] **Room Types:** _72__ Doubles, __21_ Kings, ___Suites, ___Other (please explain)

All hotels shall be in close proximity (ideally within walking distance) from the event venue. The team hotels must be of comparable quality and distance from the playing venue. Each team should have a specific meeting room with AV capability for the duration of their stay. Additionally, a hot, complimentary breakfast should be provided for teams. Two complimentary bedroom suites (for the head coach and the administration) are recommended.

The host institution is financially responsible for the official and committee accommodations to be reimbursed by the NCAA. A meeting room that accommodates 15 people should be provided throughout the duration of the weekend. A hot, complimentary breakfast should be provided at the HQ Hotel.

**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.**




## 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 program in a digital format.
6. Bracket board. (if applicable)
7. Credentials.
8. Hydration product (e.g., water, electrolyte solution, coolers, etc.).
9. Mementos to the official traveling parties of the participating teams.
10. Volunteer apparel.
11. Funding for promotional efforts.
12. NCAA branded signage for competition area (e.g., in-ice art logos and dasher signage).
13. Practice and competition pucks and participant apparel via Official Equipment Supplier (if applicable).

**HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:**

1. Facilities.
2. Volunteers
3. Public relations and social media coordination.
4. First aid/medical services (athletic training and physician (minimum on-call))/AED on site/ambulance on site.
5. Championship hospitality.




6. Food/beverage concessions.
7. Public address system.
8. Support personnel – ushers, 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, fax machines, 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. Head table personnel (e.g., public address announcers, official scorer, matchmaker, chief of head table operations, etc.).
16. Additional personnel as requested by the NCAA, rink crew, ice resurfacing machine.
17. 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.**




## 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.




## 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.**




## SECTION IX: TENTATIVE SCHEDULE OF EVENTS

Practice order will be determined on a yearly basis dependent on the teams and confirmed by the sport committee.

| | |
|---|---|
| **Wednesday** | |
| All Day | Teams Arrive at Hotel |
| **Thursday** | |
| 10 – 11:30 a.m. | Team A practice |
| 11:45 – 1:15 p.m. | Team B practice |
| 1:30 – 3:00 p.m. | Team C practice |
| 3:15 – 4:45 p.m. | Team D practice |
| 6:00 p.m. | Administrative Meeting *(Ideally held at the site of the ancillary event)* |
| 6:30 p.m. | Championship Banquet/Ancillary Event |
| **Friday** | |
| 8:30 – 9:30 a.m. | Team A practice |
| 9:45 – 10:45 a.m. | Team B practice |
| 11:00 – 12:00 p.m. | Team C practice |
| 12:15 – 1:15 p.m. | Team D practice |
| 3 p.m. | Semifinal Game #1 Team |
| 7:00 p.m. | Semifinal Game #2 Team |
| **Saturday** | Day of Rest |
| 10 – 11:30 a.m. | Winner semifinal game #1 |
| Noon – 12:30 p.m. | Winner semifinal game #2 |
| **Sunday** | |
| 9:30-10:30 a.m. | Winner of Semifinal Game #1 practice |
| 10:45-11:45 a.m. | Winner of Semifinal Game #2 practice |
| 3 p.m. | Championship Game |

***Schedule is subject to change**
***Officials skate times may be added on game days.**




## SECTION X: ANCILLARY EVENTS

Arrangements should be made for an ancillary event to be held the evening of the first practice day for the official travel parties for each of the participating institutions. Other individuals who should be on the guest list include members of the NCAA Division III Women's Ice 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 can**not** 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, sideshow of AHCA all-Americans, banquet video and recognition of the NCAA Elite 90 Award recipient. 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 DIII Women's Ice Hockey Committee places a strong emphasis on community service. The hosts should be prepared to work with their local Special Olympics chapter to partner on community service activities on Thursday or Saturday on the day of rest. If the hosts do not have a local Special Olympics chapter, the hosts should identify other community organizations where the student-athletes can be involved to give back to the community on practice day.

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

**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.**




## SECTION XI: VOLUNTEER NEEDS

Volunteers or game day staff will be needed for assignments, including scoreboard operations, game production (e.g. public address announcer), scoring control and statisticians, spotters, hospitality, media, crowd control/event day security and merchandise sales. The prospective host should work with NCAA staff to determine the specific number of volunteers needed based on the venue layout and availability of host staff to perform the functions (e.g., media support and merchandise sales). In addition, the prospective host should secure volunteers to serve as hosts to the four participating teams.

**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.**




## SECTION XII: BUDGET HISTORY

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

| Expenditures Three-Year Average | |
|---|---|
| Total Expenses | $25,776.00 |
| Promotion | $116.00 |
| Tickets | $2,570.00 |
| Facility | $2,615.00 |
| Personnel | $9,388.00 |
| Entertainment | $7,094.00 |
| Equipment | $906.00 |
| Officiating Expenses | $3,087.00 |