2026-27 NCAA Division III Women's Ice Hockey Championship
Preliminary-Round Information and Bid Checklist

Selections

Selections for the 2026-27 NCAA Division III Women's Ice Hockey Championship will be announced at 8:30 p.m. Eastern time, Sunday, March 7 via web stream on ncaa.com.

Preliminary-Round Schedule

First Round: Saturday, March 13 (3 p.m. local time)
Quarterfinals: Saturday, March 20 (3 p.m. local time)

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 26.**

Each of the online forms listed below may be accessed and submitted through the championships bid 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 or bid 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.

  Note: Due to budget system upgrades, budgets submitted before the 2023-24 academic year can no longer be copied. Any newly submitted budgets will again be available for copying for future years/additional rounds. Previous budgets may still be accessed via the Home tab.

  Free-form fields in the budget templates have been eliminated. Bidders will have to make their selections from a predetermined menu of options for each category. To assist with determining the appropriate option, bidders can hover over each option for examples/details.

  Please carefully review page 15 of the 2026-27 NCAA Division III Women's Ice Hockey Prechampionship manual here before submitting a proposed budget, and make note of the following for all preliminary-round competition:

  - 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.

- 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 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. Beginning in 2023-24, facility information must be reviewed for completeness and accuracy once a year. Instructions on the process are included in the bid portal.

☐ **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 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. Your safety and security plan documents should be uploaded in the document section of the facility profile, under the Safety and Security tab.

- **Alcoholic Beverages**. Unless expressly permitted in writing by the NCAA (subject to the applicable NCAA legislative, policy changes, and/or championship hosting arrangements), no alcoholic beverages or nonalcoholic beer may be sold or dispensed for consumption in the competition venue from the time the doors open until 90 minutes after the conclusion of the games and practices, nor shall any such beverages be brought to the competition venue during the championship (i.e., during the period from the time access is available to spectators until all patrons have left the competition venue or area used for competition) unless otherwise approved by the NCAA.

  If permitted by private lease agreement, alcoholic beverages may be consumed inside the private suites, subject to the host's, venue's, and/or concessionaire's compliance with certain insurance and indemnification requirements imposed by the NCAA. However, alcoholic beverages may not be delivered to private viewing suites on the dates of NCAA practice or competition. Additionally, it is not permissible for alcoholic beverages to be distributed or consumed in the competition venue outside the private viewing suites unless otherwise approved by the NCAA.

- **Lodging**. The host institution/agency shall negotiate a courtesy hold for the participating institutions/student-athlete(s). The selected hotel properties shall be no more than 30 miles from 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. A letter of intent template is provided by the NCAA for the host to use to confirm the hold with the hotel(s). ***Note: 30 miles of distance is not the same as 30 miles of travel time in some areas. Please try ensure that sufficient lodging is secured within a reasonable amount of travel time to limit inconvenience and possible delays when traveling to and from practice/competition.**

  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. For semifinals and finals (in non-predetermined years), a total of (54) doubles should be held for participating teams starting Wednesday through Friday night, and a total of (36) on Saturday and Sunday. 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, and Monday, March 23 at 5 p.m. for final site.

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.

For semifinals and finals officials, (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 committee/staff at the final site only, (9) rooms should be held starting Wednesday with a checkout 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.

- **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.

- **Ticket Prices**. The minimum ticket prices for the NCAA DIII Women's Ice Hockey preliminary rounds shall be $15 for single session and $25 for all session for an adult, $5 for single session and $8 for all session for students.

    - Finals Site: Minimum ticket prices for the final site shall be $15 for an adult (senior citizens included), $10 for students and children under 12. Children aged two and under are admitted free with a paying adult.

- **Potential Preliminary Host Call**. The 2026-27 NCAA Division III Women's Ice Hockey Championship will host a potential preliminary-round and host call on Thursday, February 25 at 11 a.m. eastern time. It is highly recommended for all potential hosts of the first and quarterfinal rounds attend the call. Information will be shared about the call as bids are submitted. To access the call, please reach out to Dante Jones (djones@ncaa.org).

- **Television and Digital Rights**. The NCAA maintains exclusive rights to broadcast all rounds of NCAA championship competition.

- **Production Stipend**. A production stipend of $1,000 (fill in specific amount here) per game day will be provided to assist each host that meets the minimum streaming requirements, detailed within the manual and bid checklist. Broadcast production costs (staff, equipment, etc.) will not be submitted through the host budget system. The stipend will be provided to the hosts that meet all the requirements, post championship when finalizing the championship financials.

- **Technical Requirements**. Host institutions must meet those requirements to host preliminary round competitions. The NCAA will host a broadcast specific call to discuss minimums and answer any questions hosts may have on this requirement.

Additional Host Information/Resources

Host Operations Manual. The 2026-27 NCAA Division III Women's Ice Hockey Championship Host Operations Manual will assist your institution in all stages of the bidding and hosting process.

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.

Hosting Environment. The host institution/conference plays a central role in delivering and maintaining an environment that is safe, healthy 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 Dante Jones at 317-556-7358 or djones@ncaa.org.