



**2026-27 NCAA Division III Men's and Women's
Swimming and Diving Championships
Preliminary-Round Information and Bid Checklist**

Selections

Selections for the 2026-27 NCAA Division III Men's and Women's Swimming and Diving Championships will be Feb. 24, 2027 for diving and Feb. 25, 2027 for swimming via ncaa.org.

Preliminary-Round Schedule

Diving Regionals: Friday and Saturday, Feb. 26-27

Friday, February 26

10 a.m.	Coaches meeting
10:30 a.m.	Boards open for warm-up
2 p.m.	Event 1 competition begins
5 p.m.	Event 2 competition begins

Saturday, February 27

8:30 a.m.	Boards open for warm-up
Noon	Event 1 competition begins
3 p.m.	Event 2 competition begins

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, May 8.**

Each of the online forms listed below may be accessed and submitted through the championships bid portal at <https://championships.ncaa.org>. The application is now part of My Apps and new users need to go through their SSO administrator to have it added to their My Apps account.

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 pages 21-22 of the [2025-26 NCAA Division III Men's and Women's Swimming and Diving Prechampionship Manual](#), 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. Fees, per diem and travel expenses for head diving judges must also be included in your budget. Per diem and travel expenses for site representatives do not need to be included in your budget – the NCAA will pay those expenses directly.
 - After the diving regional host institution submits actual expenses in the championships bid portal, the NCAA will provide a \$2,400 stipend to help offset the cost of hosting the event.
- **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 page 22 of the prechampionship manual for facility requirements and site selection procedures. Facility information must be reviewed for completeness and accuracy once a year. Instructions for the process are included in the bid portal. General facility requirements include:

- It is preferred the facility has 2, 1-meter and 2, 3-meter springboards.
- The facility must be available no later than 9 a.m. the Friday preceding the competition through the conclusion of the championships for the purpose of preparing for, practicing for and conducting the competition.
- The facility shall be in accordance with the current NCAA swimming and diving rules no later than the Thursday before the competition.
- The facility must provide the following additional space at its expense with all areas subject to the approval of the NCAA:
 - First aid/medical/athletic training area for student-athletes.
 - A room, or locker room, for drug testing, with a waiting area and restroom facilities. The room must be large enough to accommodate up to 10 people at once with a restroom facility for each gender.
 - Minimum of two locker rooms must be available for student-athletes (one per gender).
 - A dryland area with mats large enough to accommodate all divers.
- The facility shall designate a parking area large enough to accommodate participating student-athletes and meet personnel. Parking passes, if applicable, should be provided for

participating institutions and meet personnel. Maps and parking fee information should be provided to all participants.

- The facility shall be responsible for and pay the costs of the coordination and installation of official NCAA championship signs.
- The facility shall provide a scoreboard with the capability to interface with diving programs, score cards, or electronic pads to display diving scores.

- **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 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.** The system automatically generates 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. Individual points of contact from each agency are preferred, followed by LOCAL emergency numbers. The use of 911 should be avoided. 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 established a Safety and Security Advisory Group.

As part of your bid, **please submit a safety and security plan** for your venue. Your safety and security plan documents should be uploaded to the Documents tab of the facility profile, under in the Safety and Security Plan tab. Safety and security plans should, at a minimum, be replaced if they were established five years ago or before.

- **Lodging.** The host institution/agency shall negotiate a courtesy hold for the participating institutions/student-athlete(s). The selected hotel properties shall 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).

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. Additional information about lodging requirements can be found in the host operations manual.

- **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.

- **Personnel.** The host must provide an individual who can effectively run the DiveMeets meet management software utilized during competition. Support and training will be provided by a DiveMeets representative as needed by regionals host personnel. The host must also provide a head diving judge (two head diving judges if running simultaneous events) that must be approved by the Division III Men's and Women's Swimming and Diving Committee.
- **Order of Events.** Day 1: men's 3-meter first, women's 1-meter second. Day 2: men's 1-meter first, women's 3-meter second.
- **Simultaneous Events.** When running events simultaneously, the host MUST have two (2) diving recording tables running simultaneously with two judging panels and two referees. This will require a total of six table workers, and a minimum of 12 judges. Hosts that desire to run simultaneous events must receive unanimous approval from all head diving coaches at the regional site.

□ **Regions.** Four regional diving locations are available for bid as follows:

- Central Region.
- Midwest/South/West Region.
- Northeast/North Region.
- Northeast/South Region.

Please refer to the diving regional alignment document on the [sport landing page](#) for a list of institutions by region which sponsor swimming and diving.

Additional Host Information/Resources

Host Operations Manual. The [NCAA Division III Men's and Women's Diving Regional 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.

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 championship administrator (Corey Bray) at 317-917-6076 or cbray@ncaa.org.