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HOSTING AN NCAA DIVISION III CHAMPIONSHIP

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What is Division III?

- More than 190,000 student-athletes and 440+ institutions make up Division III, approx. 40% of the membership.
- Division III places the highest priority on student-athlete academics.
- Division III minimizes the conflicts between athletics and academics and helps student-athletes progress toward graduation through shorter practice and playing seasons.
- Regional competition reduces time away from academic studies.
- Participants are integrated on campus and treated like all other members of the student body, keeping them focused on being a student first.



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DIVISION III SITE-SELECTION CRITERIA

The Division III Championships Committee has prioritized the site-selection criteria in the following order for Division III championships

- Complete bid.
- Quality and availability of the facility and other necessary accommodations.
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- Geographical location (which may include rotation of sites, weather, accessibility & transportation costs).
- Regional Seeding.
- Attendance history and revenue potential, which shall be considered necessary to assure fiscal responsibility.



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***Have you hosted a NCAA
championship before?***



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Goals

- Create a “once-in-a-lifetime” student-athlete experience.
- Quality competition and practice facilities.
 - Elevated from the regular season experience.
- Quality hotels, banquets and other amenities.
- Multiple qualified bids for each championship.
- Championships: Special Olympics partnership.



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Championship Bid and Host Portal and Submitting a Budget



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Keys to a Successful Bid

- Creation of a meaningful student-athlete experience.
 - Adherence to bid specifications.
 - Proposed facilities.
 - Competitive budget.
-
- Championships: Commitment from community partner/sports commissions.



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Bid Portal

Portal access

- Update/create profile on NCAA bid portal at championships.ncaa.org
 - If new - request an account (may take up to 24 hours)
 - If returning but don't remember your credentials – click the link requesting access
- Any questions while trying to access - there is a link to the general bid email on the login page – championshipbid@ncaa.org



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Bid Portal

- Facility Profile
- Key contacts Information
- Safety and Security Plan
- Budget

CHAMPIONSHIPSAt a GlanceElite 90Resources ▾Schedule ▾NCAA.com

NCAA Selection Process and Information



Host Resources

- NCAA Host Symposium (Registration Closed)
- [NCAA Host Guide](#)
- [NCAA Social Graphic Templates](#)
- [NCAA Logo Library](#)
- [Championships Bid and Host Reporting Portal](#)
- [Championships Bid Portal User Guide](#)

News and Information

- [2026-28 Bid cycle announcement](#)

UPDATE - Bid Specifications opening moved to September 6, 2023 along with adjusted to a 2-year cycle (2026-27 through 2027-28)

2022-2026 Bid Specs:

Please note that this is information is for reference only as 2022-2026 bid specs were awarded in October 2020.



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Budget: Receipts and Expenses Sample Worksheet

The following worksheet is provided as a guide to assist with budgeting for the NCAA Division III preliminary round bids. This is only a guide as each site has different costs associated but will give a general idea of typical ranges. Questions, please contact sport championship manager.

Each day should be a separate session

Should be listed at Host Channel

Date	Session	Ticket Type	Channel	Budget #tickets	Actuals #tickets	Price	Budget	Actuals	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	Delete
TOTAL				<input type="text" value="0"/>	<input type="text" value="0"/>		<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	
<div>Save Add Ticket Type Close</div>									

PAID ATTENDANCE CALCULATION		CAPACITY INFORMATION	
Total Single Session tickets	<input type="text" value="0"/>	Total Capacity	<input type="text" value="0"/>
All Session Tickets <input type="text" value="0"/> x # of Sessions <input type="text" value="0"/> Override Number of Sessions <input type="text" value="0"/>	<input type="text" value="0"/>	Killed Tickets	<input type="text" value="0"/>
Total Paid Attendance	<input type="text" value="0"/>	Sub Total (Total Capacity - Killed Tickets)	<input type="text" value="0"/>
		Paid Attendance	<input type="text" value="0"/>
		Other (unpaid/held for use)	<input type="text" value="0"/>
		Unsold Tickets (Sub Total - Paid Attendance - Other)	<input type="text" value="0"/>
		Actual Attendance	<input type="text"/>
		<div>Save Close</div>	



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	Budget	Actuals
Receipts	\$ 0.00	\$ 0.00
Expenditures	\$ 0.00	\$ 0.00
Promotion	\$ 0.00	\$ 0.00
Advertising		
Postage		
Printing		
Add Others		
Ticket Expense	\$ 0.00	\$ 0.00
Postage		
Printing		
Commissions		
State and City Taxes		
Charge Card Expenses		
Add Others		
Facility	\$ 0.00	\$ 0.00
Supplies		
Facility rental charge Facility Rental Charge		
Decor		
Add Others		

This typically is around \$100-\$500 as there is an online marketing system that should be utilized first and is through a different system of monies.

Typically this is blank unless minor printing costs for promotion.

Typically this is blank unless there are minor ticket printing costs.

Typically for preliminary rounds this is blank unless any commissions on facility/taxes involved or credit card expenses.

Should not be used to purchase equipment or upgrade facility. Typically this is around \$100-\$500 depending on needs.

Should be typical rental cost for tournament if necessary.

Typically this is either zero as the NCAA sends a basic signage package which includes banners.



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Personnel		\$	\$
		0.00	0.00
	Public Address Announcer	\$	\$
	Timer	\$	\$
	Official Scorer	\$	\$
	Ushers	\$	\$
	Police and Security	\$	\$
	Statisticians	\$	\$
	Clerical	\$	\$
	Ticketing Personnel	\$	\$
	Custodians-Facility	\$	\$
	Grounds Crew	\$	\$
	Maintenance-Facility Labor	\$	\$
	Medical	\$	\$
	Video/Scoreboard Operators	\$	\$
	Committee/Site Rep lodging	\$	\$
	Add Others		

Should be normal game/meet fee

Should be normal game/meet fee

Should be normal game/meet fee

Should be normal game/meet fee

Should be normal game/meet fee

Should be for one person for X # of nights.



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Entertainment		\$	\$
		0.00	0.00
Media			
Pregame, Halftime and Postgame			
Meetings			
Luncheons and Banquets			
Participant Refreshments			
Add Others			
Equipment		\$	\$
		0.00	0.00
Telephone Installation			
Temporary Restrooms			
Copy / Fax Machines			
Add Others			
Officiating Expenses		\$	\$
		0.00	0.00
Officials Lodging			
Officials Travel			
Officials Fees			
Officials Per Diem			
Add Others			

Hospitality for any media. Typically no more than \$100/day.

Recommended to be around \$200-\$500 used for hospitality room.

Any snacks/beverages for meetings. Should not be more than \$250.

Banquets are not allowed at preliminary competition so this should be blank.

Cost of refreshments for teams. Typically not more than \$100/day.

Should be typical rental cost for tournament if necessary.

Should be 6-8 officials for 2-3 nights

NCAA pays this through ArbiterPay. This should be blank.



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BID RESOURCES

- Preliminary-Round Information and Bid [Checklists](#)
- Pre-championship [Manuals](#)
 - Sport specific criteria
- Championships: Sport Specific Bid Specifications [Checklist](#)



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QUESTIONS?



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