

# ***CHAMPION YOUR CITY***

**NCAA® SITE SELECTION PROCESS**





2022-2025 NCAA DIVISION III  
FIELD HOCKEY CHAMPIONSHIPS  
SPORT SPECIFIC INFORMATION



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**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

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The National Collegiate Athletic Association (“NCAA” and/or “Association”) is pleased to provide to member institutions/conferences the opportunity to submit a proposal to host one or more NCAA championships.

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 of the NCAA DIII Championships Committee. All activities and events associated with the championship are to be approved by the sports committee.



## SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
First Round	Wednesday before second and third rounds
Second and Third Rounds	Weekend before finals
Semifinals and Finals	Saturday and Sunday before Thanksgiving

The championship provides for a field of 24 teams. First-round and second-/third-round games will be played at the site of participating institutions. Winners (four teams) will advance to the national championship at predetermined site.

**PLEASE NOTE:** Please indicate the year(s) in which you are interested in serving as host:

\_\_\_\_\_ November 19 and 20, 2022

\_\_\_\_\_ November 18 and 19, 2023

\_\_\_\_\_ November 23 and 24, 2024

\_\_\_\_\_ November 22 and 23, 2025

*Additionally, if an agency is interested in hosting the Divisions I, II and III Field Hockey Championships at a common site, please use the Division I field hockey bid document to bid. A proposed schedule of events is included there as Appendix A for entities interested in hosting all divisions. With the need for two venues, the field surface must be similar at both venues.*



### SECTION III: GENERAL FACILITY REQUIREMENTS

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1. The Americans with Disabilities Act requires that public establishments offer equal access and services to people who are physically and mentally disabled. The NCAA will rely on host organizations to confirm compliance with the act by host facilities. The host is responsible to check and see that its facility will be in compliance as of the dates of the championship and to advise the NCAA national office if it will NOT be in compliance.
2. Facility must be available for team practices the day before and the day of competition (refer to the practice session of this manual).
3. Provide a spacious locker room with chalk or white board for each team for practice and games. All team locker rooms should have the name affixed to the door. A separate locker room for the game umpires should be provided.
4. Arrange for a public address system to announce lineups, scoring and substitutions and make announcements.
5. The field must be properly and clearly marked in accordance with FIH rules and NCAA rules modifications. Repainting of lines is recommended.
6. The host institution must provide a certified athletic trainer and athletic training facilities on practice and competition days for all teams and umpires.
7. Arrange for planned access to a physician, preferably a team physician.
8. Team benches or chairs should be set for 34 individuals (per team) for championship games and should be located on the same side of the field as the scorer's table. Only authorized individuals with specific functions should be permitted in the bench area.
9. A raised scorer's table with skirt should be set for the following individuals: official scorer, timer, alternate umpire and NCAA representatives (seven places at finals). The scorers' table should have communication capabilities with the press box. Chairs should be available for carded players. The games committee (NCAA championship manager, field hockey committee, and tournament director) should be seated at the table.
10. The playing area, including a designated bench area that the teams must remain within, must be clearly marked and secure. Cones to mark the substitution area must be provided. Spectators must be at least 10 yards from the field and may not sit or stand behind the goals.
11. Water should be placed at each bench; supplementary replacement liquids may also be provided. The same should be made available to umpires.
12. A visible clock must be provided and will be the official time. If possible, the individuals who are running both the visible clock and the backup clock should be seated at the scorer's table.



13. It is strongly recommended that team names be put on the scoreboard.
14. Size and placement of any logos on the playing surface must be approved in advance by the NCAA.
15. The facility shall not permit any advertising, banners, signs or displays of any kind, including NCAA corporate partners, to be hung, posted or displayed anywhere within the facility proper (i.e., any place that can be seen from spectator seating areas), including the scoreboard, during the term of this lease, other than NCAA banners and television and radio banners as approved in advance by the NCAA. Any permanently-affixed (or previously-leased) advertising, banners, signs or displays in the facility shall be covered by the facility at its expense, as designated by the NCAA. This includes, but is not limited to the following:
  - a. Lighted advertising displays or dioramas.
  - b. Advertising displays for lotteries, casinos or organizations promoting open sports gambling.
  - c. Banners, signs, displays or advertising mentioning or promoting any professional sports organization.
  - d. Advertising displays for liquor, tobacco, beer or wine products.
16. Arrange an area for each team to videotape its own game if it wishes to do so.
17. The media postgame interview room should be large enough to accommodate 20 people, be "dressed" appropriately: (a) place NCAA logos and banners on the table and walls; (b) use draping on tables and other areas as necessary; (c) set up table and chairs for the interviewees and moderator; (d) provide a sound system; (e) provide water for each student-athlete and coach; and (f) name cards for each interview participant should be placed at the table. Refreshments for media may also be provided in this area.

#### Competition Specifications

1. Game field 100 x 60. (Refer to FIH Rules of Hockey for field and equipment specifications.)
2. Field composition. Indicate the type of artificial turf in the facility questionnaire.
3. Two team bench areas to seat 34.
4. Seating for 1,000 spectators.
5. Visible score clock with public address system.
6. Elevated scorer's table (prefer covered area).
7. Minimum five locker rooms.



8. Ability to secure site and charge admission.
9. Adequate athletic training facilities.
10. One meeting room large enough to accommodate 20 people.
11. Restroom facilities in close proximity to fields.
12. Concession (food and merchandise) at field.
13. Banquet facility for 175 people.
14. Parking for team vehicles and fans.
15. Access to 68 non-smoking double rooms at one to four team hotels and 16 king rooms at one to two headquarters and/or officials hotel (preferred at \$119 or less).
16. Provide a student-athlete hospitality area either at the hotel or field postgame.
17. Willing to host a collegiate all-star game following the semifinal games.
18. Highly encouraged to establish a relationship with the local Special Olympics affiliate in your area to facilitate a community service project for the participating student-athletes.

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 IV: 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 guideline when submitting your plan for review.
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, grass 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](http://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 requests, for both artwork and reimbursement, 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.** 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](http://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.



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## 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 deference 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 Anthony Travel 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. Anthony Travel 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 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	Thurs	Fri.	Sat.	Sun.	Notes
Teams <sup>1</sup>			68 – DD	68 – DD	34 – DD	c/o	
Headquarters			10 – Kings	10 – Kings	10 – Kings	c/o	
Officials			6 – Kings	6 – Kings	6 – Kings	c/o	
Media							
Evaluators							
Association							
<b>Total</b>			68 – DD 16 – Kings	68 – DD 16 – Kings	34 – DD 16 – Kings		

<sup>1</sup> **Room Types:** 68 Doubles, 16 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.

The host institution is financially responsible for the official accommodations to be reimbursed by the NCAA.

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## SECTION VI: NCAA/HOST RESPONSIBILITY

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### **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 souvenir program.
6. Bracket board.
7. Credentials.
8. Funding for the host to provide mementos to the official traveling parties of the participating teams.
9. Funding for volunteer apparel.
10. Funding for promotional efforts.

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

1. Facilities.
2. Volunteers.
3. Public relations coordination.
4. First aid/medical services/AED on-site/ambulance on-site.
5. Championships 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, photocopier 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. Other items as later requested by the NCAA.
16. Head table personnel (e.g., public address announcers, official scorer, matchmaker, chief of head table operations, etc.)

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## SECTION VII: SCHEDULE OF EVENTS

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### Monday Conference Call

\*Team Practice and community service project schedule to be decided during the pre-tournament conference call

### Friday Practice and Community Service Times (tentative)

9–10 a.m.

10:30–11:30 a.m.

1:30–2:30 p.m.

3–4p.m.

Team Lunch

Noon – 1 p.m.

### Saturday

11 a.m.

Semifinal game 1

2 p.m.

Semifinal game 2

4 p.m. (tent.)

NFHCA all-star game (reception to follow)

### Sunday

1 p.m.

Championship game



## SECTION VIII: VOLUNTEER NEEDS

Approximately 30 volunteers per day will be needed for assignments, including scoreboard operations (2), scoring control (4), spotters (2), hospitality (6), ball crew (4), an individual(s) to act as host for each team (4), and program and merchandise sales (4).

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## SECTION IX: COACHES ASSOCIATION

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The National Field Hockey Coaches Association (NFHCA) generally holds a Division III coaches meeting on/near the site on championship weekend. This is often at a nearby hotel or convention area but could be hosted on the campus of the host institution if space is available. In addition, the NFHCA holds an all-star game at the venue either Saturday night or Sunday morning, with a reception following the event. A representative from the NFHCA will contact you in regard to their needs for these events. The NCAA encourages cooperation with this group in conjunction with the championship; but these are NFHCA events and its staff will work with you regarding the needs and the reimbursement for the event(s)