2017 NCAA Division III Women's Ice Hockey Championship
Preliminary and Final Round Information and Bid Checklist

Selections

Team and site selections for the 2017 NCAA Division III Women's Ice Hockey Championship will be announced at 10 a.m. Eastern time, Monday, March 6 via web stream on NCAA.com.

Championship Date Formula

First Rounds: Friday or Saturday, March 10 or 11
Finals: Friday and Saturday, March 17 and 18

Bid Checklist

The following materials must be submitted by institutions that wish to be considered as hosts for preliminary-round competition or the finals site. All materials are due by 5 p.m. Eastern time, Friday, February 24.

Aside from the submission of your institution’s certificate of insurance, each of the online forms listed below may be accessed and submitted through the championships host 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 via the Budget System tab and will allow you to copy the budget 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.

Please carefully review pages 15-16 of the 2017 NCAA Division III Women's Ice Hockey Pre-Championship Manual, before submitting a proposed budget and make note of the following:

- Hosts of non-predetermined preliminary-round competition will not receive an honorarium for hosting or per diem. NCAA staff will override the honorarium listed on the financial report when the host submits it. The host of the finals site will receive both an honorarium and per diem. Consult the 2016-17 travel policies for additional information.

- The 2017 finals will be hosted by the highest seeded team in the West region that advances
Lodging expenses (if needed) for on-ice officials (referees and linesmen) and the site representative must be included in your proposed budget. Do not include officials' fees, per diem and travel expenses. These expenses will be paid by the NCAA through ArbiterPay. The NCAA will pay per diem and travel expenses for site representatives directly.

The NCAA will provide logo pucks for all practice and competition sessions at all sites.

a. The NCAA will ship 100 practice pucks and 50 game pucks to each first-round site.

b. The NCAA will ship 200 practice pucks and 250 game pucks to the final site.

Facility Profile. An online facility profile must be completed by each institution interested in hosting preliminary or final 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 pages 15-16 of the pre-championship manual for facility requirements and site selection procedures.

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 conducting a championship at your site.

If you previously submitted key contacts for this championship, a key contact form will automatically be created by the system. Please review the information by clicking on the PDF icon next to the "Contacts" link to ensure accuracy. This step is imperative to prevent incorrect or duplicate information. If edits need to be made, please click on the "Contacts" link and make the necessary updates.

Personnel who will administer the competition should be listed within the key contacts section of the Championships Bid and Host portal. Information must be entered on both the "General" tab and the "Role/Titles by Sport or Facility" tab. Please include the proper mailing address for overnight deliveries. P.O. box addresses are not acceptable.

Lodging (Finals Site Only). The host institution/agency shall hold 16 non-smoking hotel rooms March 15-19 for each of the teams participating at the finals site. The selected hotel property shall be within 30 miles of the competition site. If multiple team hotels are used, they shall offer comparable room rates and amenities. The host
institution should make every effort to negotiate a room rate that includes complimentary breakfasts, Internet access and parking for participating teams. The selection of a host site may be dependent on the availability and quality of lodging in the locale and the room rate. A Letter of Intent template is provided by the NCAA for the host institution to use to confirm the hold with the hotel(s). The host institution must submit this document with its bid materials for the finals site. The document should be uploaded by clicking on the “Division III Women's Ice Hockey Preliminary Rounds” link on the institution’s home page under the "Information for Bids" column.

**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 (SSAG) 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. You must also submit the NCAA Championships Safety and Security Team contact information form, located in Appendix A of the Best Practices document. These documents should be uploaded in the document section of the facility profile. Both documents can be uploaded under the "Safety and Security" tab.

**Liability Insurance.** NCAA regulations require that host institutions and sponsoring agencies of NCAA championships shall have in place primary comprehensive general public liability insurance coverage, with combined single limits of at least $1 million per occurrence for bodily injury and property damage.

Self-insurance programs meet the provisions of this regulation, as long as they meet the specifications (i.e., primary comprehensive general public liability insurance coverage, with combined single limits of at least $1 million per occurrence for bodily injury and property damage).

Therefore, it will be necessary for host institutions to provide the national office with the appropriate certificates of insurance or documentation of self-insurance. This should be sent to travel@ncaa.org.

The NCAA no longer requires that it be listed as an additional insured. Accordingly, the NCAA will not reimburse institutions for the cost of insurance. Please note that the NCAA must be listed as the certificate holder.

Note: If host institutions must purchase a special events insurance policy, the institution should submit confirmation in writing. However, the certificate of insurance must be
submitted to the NCAA national office no later than 48 hours before the championship. In addition, if your institution has previously submitted to the NCAA an active, non-sport specific certificate of insurance for the current academic year, you do not need to resubmit an additional certificate at this time.

Facility Diagram/Photos. Potential hosts must submit a facility diagram or photos of the competition facility as part of the bid materials. These documents can be uploaded by using the “Bid Document Upload” tab in the Championships Bid and Host portal.

Additional Host Information/Resources

Host Operations Manual. The 2017 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 site coordinator manual and note that The National Center for Drug-Free Sport 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 NCAA will rely on the host institution/conference to confirm compliance with the Act by the various facilities hosting NCAA championship events. The host institution/conference is responsible for determining if the facility will be in compliance as of the dates of the championship. If the host institution/conference becomes aware that a facility hosting an NCAA championship event will not be in compliance, the host institution/conference shall immediately notify the NCAA national office staff member with responsibility for the event in order to discuss the issue.

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 Donisha Carter at 317-917-6652 or dcarter@ncaa.org.