



2018 NCAA Division Women's Ice Hockey Championship Bid Information and Checklist – Preliminary Rounds and Finals Site

Selections

Team and site selections for the 2018 NCAA Division III Women's Ice Hockey Championship will be announced at 10 a.m. Eastern time, Monday, March 5 via web stream on NCAA.com.

Preliminary-Round Schedule

First Round: Friday and/or Saturday, March 9 or 10 (one site will host both Friday and Saturday)
Finals: Friday and Saturday, March 16 and 17

Bid Checklist

The following materials must be submitted by institutions that wish to be considered as hosts for preliminary-round competition and/or the finals. All materials are due by **5 p.m. Eastern time, Friday, Feb. 23.**

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 Bid and 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 [2017-18 NCAA Division III Women's Ice Hockey Pre-Championship Manual](#), prior to submitting a proposed budget, and make note of the following:

- **Institutions will not receive an honorarium for hosting non-predetermined preliminary-round games. NCAA staff will override the honorarium listed upon the host's submission of the financial report.**
- **Effective this year, per diem for hosts of non-predetermined preliminary-round games will be reinstated at a rate of \$30; consult the 2017-18 [travel policies](#) for further detail.**

- 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 for each first-round game.
 - b. The NCAA will ship 200 practice pucks and 250 game pucks to the finals site.

Facility Profile. An online facility profile must be completed by each institution interested in hosting preliminary-round competition and/or the finals. 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 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.

_____ **Lodging (Finals Site Only)**. The host institution/agency shall hold 16 non-smoking hotel rooms March 14-18 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**. 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 the 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, an off-campus venue 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 can be sent to the championships staff at travel@ncaa.org.

Facility Diagram/Photos. Potential hosts should 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 [2017-18 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 Barb Hallam at 317-917-6570 or bhallam@ncaa.org.