

 **CHAMPION YOUR CITY.**



NCAA® SITE SELECTION PROCESS AND INFORMATION



2020, 2021 and 2022 NCAA DIVISION I MEN'S ICE HOCKEY CHAMPIONSHIP REGIONALS

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 HOST CITY BID SPECIFICATIONS DOCUMENT, THE FORMER SHALL PREVAIL AND GOVERN THE MATTER.



SECTION I: INTRODUCTION

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 appropriate NCAA Division I Championship Oversight Committee. All activities and events associated with the championship are to be approved by the sports committee.



SECTION II: CHAMPIONSHIP STRUCTURE

DATE FORMULAS	
Regionals (4):	Friday-Saturday or Saturday-Sunday, two weeks prior to Frozen Four

	Regionals
2019-20	March 27-29
2020-21	March 26-28
2021-22	March 25-27



SECTION III: FACILITY REQUIREMENTS

GENERAL FACILITY SPECIFICATIONS

1 Conditions and Availability.

- a. The Americans with Disabilities Act, which went into effect January 26, 1992, requires that public establishments offer equal access and services to people who are physically and mentally disabled. The facility must agree that it will be in compliance with all applicable city, state or Federal regulations concerning access and seating for people with disabilities.
- b. The facility must be modern, clean and accessible and must have at least 5,000 seats. Playing conditions must meet NCAA regulations and must be of championship caliber.
- c. The facility must be in compliance with all applicable city, state and Federal regulations concerning access and seating for disabled persons.
- d. The facility and surrounding area (i.e., parking lots, frontage property and any other adjacent area that the facility may provide to the NCAA) shall be available for the exclusive use of the NCAA starting at 8 a.m. the day prior to the start of competition through midnight the day of the championship for the purpose of preparing for, practicing for and conducting the Division I Men's Ice Hockey Championship.
- e. The facility must provide the use of the arena cleaned, lighted and heated or air-conditioned in a manner acceptable to the NCAA, including a public-address system and video board in excellent working order. The facility must provide, at its expense, all production crew and operations necessary for all in-house video board productions. The competition venue, at its expense, shall provide video boards, LED equipment, matrix boards, video camera equipment, clear com/radio communications, etc. for NCAA use. The NCAA shall provide and control all content displayed on the boards. The competition venue, at its expense, shall provide a full in-venue production staff for all NCAA event days. This production shall include a fully-staffed and operational in-venue broadcast/video board control room on all event days (e.g., game days, open practice days). In addition, the production shall include access and use of control room equipment prior to the Division I Men's Ice Hockey Championship for any pre-production needed, editing suites, play back equipment, video storage and editing systems. Any new technologies that the competition venue possesses that are not listed in the aforementioned production requirements should also be incorporated into the in-venue production (i.e., electronic scorer's tables and operators).
- f. The NCAA will have exclusive rights to use all meeting rooms, private clubs and restaurants in the facility during the term of this agreement. All such space will be provided to the NCAA at no cost.
- g. The facility will not enter into any agreement or understanding that would permit any corporation or other third party to be entitled to hospitality, entertainment or temporary signage privileges in the facility and surrounding area (i.e., parking lots, frontage property and any other adjacent areas that the facility may



- provide to the NCAA).
- h. The facility will not be materially modified in a way that would reduce space available to the public in the aisles, entranceways and hallways without the NCAA's prior consent.
 - i. The facility must have a comprehensive security and evacuation plan in case of emergencies.
 - j. The city shall have an ordinance prohibiting ticket scalping inside the arena and arena property.
 - k. The NCAA may, at its discretion and expense, hire a company to oversee the installation of the ice, logos and dasherboard decals.
 - l. The practice session on the day prior to the semifinal games will be open to the public. No admission or parking fees will be charged. Game programs, merchandise and concessions may be sold.
 - m. The facility must have access to two ice resurfacing machines during all practices and game days.
 - n. The ice surface shall be arranged in accordance with the NCAA Men's Ice Hockey Rules as far in advance as possible but in no event later than the Monday prior to competition.
 - o. The NCAA shall be provided exclusive use of two complimentary viewing suites during practices and games. The suites shall be overlooking the ice surface and be as close as possible to center ice to be accessed solely by representatives of the NCAA.
 - p. The facility must provide HD/SDI overhead goal cameras, with the feed wired to the main television broadcast compound, for use during the championship and with the NCAA replay system. Additionally, adequate space must be provided by the television compound for the setup of the NCAA television replay system.
 - q. Lighting levels and uniformity should be confirmed to NCAA & ESPN agreed upon specification in a hockey configuration

2. Seating and Tickets

- a. All seats set in the arena's normal hockey configuration shall be under the control of the NCAA for its exclusive use during the tournament. The facility shall obtain written release from the lessees and franchisees, if any, of "club" seats, suites or boxes allowing the NCAA said use of such during tournament events. The local organizing committee (LOC) will be responsible for relocating all displaced suite and box ticket holders in the general seating areas contained in the LOC's allotment of tickets. The locations of all tickets allocated to the LOC will be designated by the NCAA. The assignment of relocated suite and box holders within the LOC's ticket allocation will be the responsibility of the LOC.
- b. The NCAA will assign a block of tickets for its use and four blocks (one block each) will be provided to



each participating team and approved by the NCAA Division I Men's Ice Hockey Committee.

- c. The facility will be responsible for the security and distribution of tickets to groups specified by the NCAA. The cost of clerical work, envelopes, postage will be included as an expense in the NCAA approved budget. Ticket design and printing will be the responsibility of the host.

3 **Working Space and Equipment.** *Please provide photos or an artist's rendering of all areas.*

- a. The facility must furnish the premises setup for college ice hockey. The NCAA or its designee will provide cups and water coolers in the team bench area, signage for the dasherboards and logos for the ice. These items will be provided at the NCAA's expense.
- b. The NCAA and its designated representatives shall have the right, with no obligation to make any payments to the facility or its concessionaire or any other third party, to provide food and beverages of its choice in the media refreshment area, other working areas and locker rooms at the facility.
- c. The facility will provide the following state-of-the-art game equipment at its expense: public-address system, scoreboards displaying team names and the score, time remaining and video boards.
- d. The facility will provide labor at no additional charge to assist with installation, maintenance and removal of the playing surface. The NCAA will be responsible for the design of the ice.

4 **Locker Rooms and Training Room.**

- a. The facility will provide four separate and comparable locker rooms for the participating teams and one additional locker room for the game officials.
 - (1) The participating teams' locker rooms must accommodate a minimum of 31 individuals with a minimum of 22 hockey lockers. Each locker room must have its own shower, toilet facilities, sinks, lockers and stools/chairs. Each locker room area must have ice hockey specific supplies.
 - (2) The game officials' locker room must accommodate six individuals. The facility shall make available the following in the locker room: fruit (pregame), boxed lunches (postgame), towels, a fan, supplies table, training/taping table, trash receptacles, whiteboard with writing supplies, toilet paper, and paper towels.
 - (3) The locker rooms will include the following: beverages (soda, water and sports drinks), ice chest, water cooler, drinking cups.
 - (4) The facility shall make available the following in the four teams' locker room: fruit (pregame), boxed lunches (postgame), towels, a fan, supplies table, training/taping table, trash receptacles, whiteboard with writing supplies, toilet paper, and paper towels.



- (5) The facility shall make available in the four teams' locker rooms, at its expense, game clocks and television monitors with VCRs/DVDs or video equipment.
 - (6) If the event is held in an NHL building, the host must provide full use of the NHL home and visitor's locker rooms for teams during the tournament.
- b. A training room to accommodate 15-20 must be equipped with basic supplies and equipment.

5. **Ancillary Working Space and Equipment.**

- a. The facility must provide the following additional space, at its expense, with all areas subject to the approval of the NCAA:
 - (1) Press box media space for 75.
 - (2) Media work space for 75 with appropriate lighting, heat, air conditioning and toilet facilities. In addition, monitors shall be available to carry the television broadcast and postgame interviews.
 - (3) Space for photographers in each of the corners of the ice. In addition, a hole must be provided in the glass at each location for use by the photographers.
 - (4) A media interview room set theater-style for 75 individuals. The facility will provide lighting, draping, an elevated interview area and camera platforms at its expense. Other press conference equipment and personnel selected by the NCAA to administer satellite and local videotape and sound feeds to electronic media agencies will be provided at the NCAA's expense.
 - (5) One separate interview room for the televising network and NCAA with a holding area for players, with chairs and water.
 - (6) Two separate breakout rooms for individual player interviews.
 - (7) Adequate toilet facilities for men and women near the media areas, including facilities for disabled persons.
 - (8) A refreshment area adjacent to the media work room with light snacks, soft drinks and water for a minimum of 75 persons.
 - (9) An area for meals for 75 television production crew members (at the expense of the televising network).
 - (10) One area of private office space near the ice, with a telephone and appropriately furnished with tables, chairs and refreshments for the use of the NCAA committee.



- (11) A media work area of at least 600 square feet, with sufficient electrical power for the operation of duplication computer equipment.
- (12) Two separate rooms for drug testing, each with a waiting area, toilet facilities to accommodate 10.
- b. The facility will provide, at its expense, all tables, chairs, skirting, bunting, pipe-and-drape and platforms for all areas described herein as required by the NCAA.
- c. The facility will provide a minimum of 25 complimentary parking spaces in prime locations to be used at the sole discretion of the NCAA.
- d. The facility will provide free of charge a minimum of 750 square feet of parking space immediately adjacent and accessible to the ice surface as identified by the NCAA to accommodate television truck parking for the televising network. Power is required to be within 150 feet of the truck parking area.
- e. The facility will make available to the NCAA one photocopy machine with capabilities for reproducing statistics and other material on bond paper with a minimum per copy speed of 75 per minute. The facility will be responsible for the installation, service costs and paper for these machines for the tournament. Each machine will also include a collator and automatic stapler, with an additional collator available capable of handling 12 separate sheets of paper.
- f. The facility and LOC will be responsible for and pay the costs of the coordination and installation of interior and exterior decorations in the arena.

6. **Electrical Requirements.**

- a. The facility will provide at no cost to the NCAA sufficient electric power and a sufficient number of power outlets in broadcast booths, in press locations and in identified working press areas for the operation and transmission of color television and radio broadcasts and for the operation of teletypes, teletransmitters and computer terminals used by the working press. In this connection, there shall be available the following:
 - (1) A minimum of 150 vertical foot candles of light evenly balanced over the entire playing floor.
 - (2) 110-volt electrical outlets in all working press areas, to be placed on the table tops, with the minimum requirement being one outlet for every seat in the working press room and on press row.
 - (3) Power requirement for television production (not including any other necessary power service inside the arena) of 200 amps, 3-phase to each of the two semis; of 60 amps, single-phase, to each of the two trailers; of 150 amps, 3-phase combined, to the two satellite links; and of 150 amps, 3-phase to the television announcers' position.
 - (4) 3-phase to other areas designated by the NCAA including, but not limited to, darkrooms, the



interview room and other special media areas.

- b. The NCAA has the exclusive rights to broadcast the games on television and radio, to record the games and broadcasts thereof for videotapes, CDs and DVDs and to photograph the games by means of still, videotape or other motion picture cameras. The NCAA shall have the sole right and authority to designate usage of all broadcast, telecast and floor-level press locations, tables and work areas.

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

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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 \$5,000 should be allocated for these purposes. The marketing budget should only include items needed for: marketing, advertising, printing costs, grassroots 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, 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.** The NCAA will provide the television and radio commercials 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, broadcast, in venue, etc.). All spots will be made available for download via the online marketing website 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 SPECIFICATIONS

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.

Host Institution/Conference/Sponsoring Agency Obligations

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. 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. Properties considered by Anthony Travel and the NCAA must meet the required service levels, room type needs, amenities, and proximity to venues required by the specific championship. Bid responses should 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.

Hotel Room Block

	Number of Hotels	Service Level	Wed./Thurs. (Two days prior to start of comp)	Thurs./Fri. (One day prior to start of comp)	Fri./Sat. (First day of comp)	Sat./Sun. (2 nd day of comp)	Sun./Mon. (day after comp)	Notes
Teams ¹	4	Full	164	164	164	164	c/o	
Headquarters	1	Full	5	12	12	12	c/o	
Officials	1	Full	0	10	10	10	c/o	
Total			209	226	226	226	c/o	

¹**Room Types:** ___ Doubles, ___ 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 NCAA is financially responsible for the official accommodations.



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SECTION VI: MEETING/ANCILLARY SPACE NEEDS

Additional space is also needed in the arena and at the officials' hotel during the week of the event. Information kiosks are also staffed in various hotels by the local organizing committee to provide information to the participants and spectators in attendance. If you need more specific information related to all of the meeting details, please contact the NCAA championships staff. All of the hotels used in an official capacity shall block all meeting space in their property for a certain period of time prior to the event. As such, all of this meeting space and AV equipment shall be provided to the NCAA on a complimentary basis.

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SECTION VII: NCAA/HOST RESPONSIBILITY

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 Men's Ice Hockey Committee.
4. Official souvenir program.
5. Credentials.
6. Equipment: ice markings, dasherboard decals, pucks.
7. On-ice product.

HOST INSTITUTION/CONFERENCE AND/OR SPONSORING AGENCY PROVIDES:

1. Facilities.
2. Key personnel and all other 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, scoreboard, video board and production crew.
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, photocopy 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. Off-ice officials.
16. Other items as later requested by the NCAA.
17. Athletic training staff.
18. Dasher boards clean of any advertising/signage.

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SECTION VIII: SCHEDULE OF EVENTS

Day prior to start of competition (Thursday or Friday)

- ESPN team headshots and interviews
- Team practices (open)
- News conferences
- Coaches meeting

First day of competition (Friday or Saturday)

- Team practices (closed)
- Game 1
- News conferences
- Game 2
- News conferences

Second day of competition (Saturday or Sunday)

- Team practices (closed)
- Regional championship game
- News conferences





SECTION IX: VOLUNTEER NEEDS

There are over 100+ volunteers needed for this championship and related events.

Media Coordination
Research
Hospitality
Team hosts

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SECTION X: FINANCIAL TERMS

Guarantee – A minimum financial guarantee of \$150,000 is required to host the Men's Ice Hockey Regionals. After gross receipts are determined, the NCAA will receive the established guarantee, followed by the host/LOC receiving the budgeted expenses or actual expenses, whichever is less. Once both of those obligations have been met, if there are any remaining funds, the NCAA and the host/LOC will split those 80% for the NCAA and 20% for the host/LOC.

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