**USA Ultimate Division III College Championships – Bid Outline**

We thank you for expressing interest in the hosting the USAU Division III College Championships.

The first College Championship was held in 1984 in Boston, MA and was a relatively small affair. Today, the College Championships Series is home to over 700 teams, of which nearly 40% are from USA Ultimate Division III schools (fewer than 7500 undergraduate and graduate students combined). As the sport has grown, it has become increasingly difficult for teams from small schools to compete against teams from the larger universities.

Beginning in 2010, 32 Division III teams (16 Open, 16 Women’s) qualify for the Division III College Championship tournament. More than 600 players will participate in this event. For many of them it will be the one of their most memorable College Ultimate experiences.

The event will involve collaboration between USAU Headquarters and the Local Organizing Committee. In general, USAU will be managing the qualification process, tournament format, and competition guidelines. USAU will also provide assistance in the event planning to ensure that the event will be up to USAU standards, and will send a representative to assist at the event. The Local Organizing Committee will manage the tournament budget, recruit tournament volunteers, and coordinate on-site event logistics.

The following categories have been developed to help pinpoint key areas that will be evaluated in awarding this event. If you have any questions, contact Byron Hicks at 1-719-219-8322 or [byron@hq.usaultimate.org](mailto:byron@hq.usaultimate.org).

1. **Statement of Purpose**

What group or groups want to bring this event to your area?   
What are the group's goals regarding the event?   
What about your site or Ultimate community will contribute to a successful event?   
Have prior USAU events or other large ultimate tournaments been held there?   
What other comparable sporting events have been held at your site?

1. **Tournament Location and Dates**

Where exactly will the event be held?   
What type of facility is used (soccer fields, intramural fields, polo fields, etc.)?   
Will all the fields be at one site (preferred)?   
Is it located near a major airport?   
What is the late May weather like (temperature, rainfall, wind)?   
The College Division III Championships is a two-day (Sat -Sun) event to be held the weekend before Memorial Day Weekend.

1. **Local Organizing Committee (LOC)**

Who will serve as tournament director?   
What event-organizing experience does that person have (ultimate or other)?   
Is there a liaison with the field provider?   
Is there a relationship between the local Ultimate organization and the city's Sports Commission or Convention and Visitors Bureau?   
Is there a solid volunteer support staff (LOC) to assist the tournament director?   
Is there a solid volunteer base (Ultimate and/or non-ultimate community) to staff the many jobs that need to be performed at this event (scorekeeping, water, trash, field set-up, media, etc.)? It is estimated that you will need a volunteer staff of approximately 40 to handle event requirements, including responsibilities before, during, and after the event.

Please list at least two contacts (primary and secondary) with address, phone and email addresses.

1. **Playing Facilities**

The College Division III Championship tournament requires 12 fields. Fields (including the endzones) are 110 yards long x 40 yards wide with an extra five yards for player and equipment lines. All fields must be grass. Minimum requirements exist for distances between fields (10 yards) and from permanent objects (10 yards). (A lot of action in Ultimate happens outside field boundaries). Fields must be lined to USAU standards and small flexible cones must mark the endzones.  
Please include a map indicating potential field layout.   
How many fields are available at the site?   
Are there any other fields available that could be used if needed?   
Are there any lit fields?   
Is parking close by?   
Is there permanent seating, or could temporary seating be arranged?   
Is there any type of stadium or showcase field available on site for finals?   
Are restrooms or showers available at the field site?   
Are there any sources of drinking water on-site (faucets or fountains)?

1. **Support Facilities**
   1. **Tournament Headquarters**

Where will the main tent or similar support facility be located in relation to the fields?   
Would more than one tent be needed if the fields are far apart?

* 1. **Concessions/Exhibitors**

Can concessions be sold by vendors on site?   
Are non-food exhibitors allowed to advertise and/or sell merchandise on site?   
Does the field provider have a contract for exclusive concession rights, or can bids be sought?   
Are permits required for food or non-food vendors?

* 1. **Social**

A social event (or events) is sometimes an anticipated element of Ultimate tournaments. While this is not a requirement, such an event could include a party, dinner, band, or other appropriate social activity.   
What type of arrangements would be available to accommodate such an event?   
Are there special local laws, ordinances, or other considerations that should be taken into account?   
What measures would be taken to ensure the safety of participants and the prevention of underage consumption of alcohol?

1. **Travel Information**
   1. **Accommodations**

What accommodations are available on or near the site?   
Please include price range and availability for hotels including rates for complimentary rooms (for staff) and meeting space.

* 1. **Airline Transportation**

Regardless of the site selected, teams will be flying in from all over the country.   
Is there a major airport near the site that will provide easy access?   
If there is not a major airport in the immediate area, what is the closest one?

* 1. **Ground Transportation**

It is assumed that whatever airport is selected will have rental cars available. Teams usually rent cars at the airport flown into.   
Are there other transportation options, such as public transportation or shuttle services?

1. **Insurance**

USAU maintains a $2 million liability policy that covers the College Division III Championships. The insurance will cover the tournament director, volunteer staff, the field provider, and other groups as requested. Is this insurance adequate for the field provider and all other organizations who will be involved in the event?

1. **Medical/Health**
   1. **Emergency Services**

An EMT or equivalent is required to be at the event.   
Does the event site have an existing contract with an ambulance/EMT service?

* 1. **Hospitals**

Maps to the hospital will need to be put in the event program.   
How far is the nearest hospital from the field site?

* 1. **Athletic Trainers**

Athletic trainers are required for the event. The services provided would be taping and basic first aid.   
Is there access to athletic trainers (certified or students) for the site?

1. **Public Relations**

USAU, as promoter, organizer and sponsor of USAU tournaments and events ("events"), has the exclusive right to control photography and video and audio recordings of the events and the exclusive right to the publication, reproduction and distribution of such recordings. USAU may grant exclusive or non-exclusive licenses to individuals or entities that may allow the individuals or entities to record the events and/or publish reproduce and/or distribute such recordings upon terms negotiated between the parties. USAU has the right to prohibit unauthorized commercial photography, video and audio recordings at events, as well as the right to prohibit the unauthorized publication, reproduction or distribution of such recordings.

The USAU requires that the local organizing committee provide a Local Media Coordinator to assist the USAU Media Director in the recruitment and management of photographers/videographers, as well as ensure that event scores are posted to the USAU website after each round.

Is there a person who could fill this role for the event?

1. **Sponsorship**

The procurement of corporate participation at the event should be based on two essential objectives – to offset event-related expenses and to enhance the participant/fan experience.

All contractual agreements relating to sponsorship of the event must be coordinated and approved by USAU headquarters. As such, the LOC is not required to secure sponsors for the event, but is encouraged to provide information to USAU about relationships which organizers may already have with local companies with a strong history of local sporting event sponsorship.

How is the LOC positioned to help USAU investigate and acquire corporate participation in the event?

1. **Gifts and Prizes**
   1. **Player Packs**

The inclusion of player packs is highly recommended as a part of the event budget. Player packs should include a tournament souvenir, program, and other items as determined jointly by the LOC and USAU.

* 1. **Volunteer Packs**

The LOC will be asked to help USAU put together volunteer packs for each volunteer. These may be different based on the various tasks performed and length of service at event.

* 1. **Trophies**

The LOC will need to include medals, trophies, and awards in the event budget and provide awards as directed by USAU.

1. **Tournament Information**
   1. **Event Guides**

Tournament Event Guides are part of the event experience. Players and spectators alike will read, use, and collect them. Event Guides will be available to the teams free of charge (five each). Event Guides can also be made available to the general public (free or nominal fee). The Event Guide will also be made available on the USA Ultimate mobile app. The Event Guides will include event-specific information, local maps, general information about the teams and the sport of ultimate, and may include advertisements (sold to sponsors to offset event costs).

The LOC will be asked to provide USAU with assistance and content for the Event Guide, including contact information for local printing companies, advertisements sold by LOC (must meet USAU specs), local directions and maps, and other local information as approved or requested by USAU.

How is the LOC prepared to provide the USAU the required assistance in this area?

* 1. **Website/Logo**

The tournament website is an important tool for dispersing information to participants and fans prior to the tournament and for event coverage during and after the tournament. USAU will host the tournament site, but will need assistance from the LOC in providing some of the local relevant content. USAU will also ensure the creation of an event logo.

1. **Finances**

USAU sets the budget for the event within the context of the organization’s overall budget. The LOC and USAU manage expenses together in order to provide the highest quality event given resource constraints. USAU will generate revenue through player fees, merchandising, advertising and sponsorship. Various opportunities for the LOC to generate revenue through the event will be provided (e.g. management fee, food sales, advertising).

Please include a proposed budget for the event, with estimated expenditures based on the following categories:

* Facility rental (fields, stadium, social event, meeting space)
* Rental equipment (field carts, tables/chairs, tents, portajons, dumpsters, coolers, party equipment, storage)
* Labor (medical, security, field lining, entertainment,)
* Food and Beverages (participant, staff, social event)
* Supplies (ice, medical, trash, field setup)
* Printing (program, advertising)

Given the positive exposure and economic impact of this event, financial support of the tournament from the local agencies/government/commissions is an important element of a city’s bid.

Feel free to contact USAU headquarters before finalizing the draft budget.

**For any questions or to submit a bid, contact:**

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