**USA ULTIMATE MASTERS CHAMPIONSHIPS**

**BID OUTLINE**

Thank you for expressing interest in hosting the USA Ultimate Masters Championships. The Championships include the Grand Masters, Masters Men’s, and Masters Women’s divisions. The goal of this event is to provide national level competition for players in our age restricted divisions. The USA Ultimate Masters Championships features players and teams from across the United States and Canada.

This event will draw up to 80 teams and will need 30 fields. The event will be held in late July or early August.

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 1-800-USA-GETH or byron@hq.usaultimate.org

**I. 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 USA Ultimate events or other large Ultimate tournaments been held there?

What other comparable sporting events have been held at your site?

**II. 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?

This event will be a three-day event held preferably on a Fri/Sat/Sun with a Sat/Sun/Mon option also a possibility.

What is the weather like (temperature, rainfall, wind) during the time of year you are proposing?

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

Who will serve as tournament director? Please note that this person must not be participating as a player, coach, observer, etc. The tournament director must be USA Ultimate TDCP Level I certified or will become so within 30 days from the awarding of the tournament.

What event-organizing experience does that person have (Ultimate or other)?

Is there a liaison with the field provider?

Is this bid being submitted from, or in partnership with, a local Ultimate organization (if so, which one)?

Is there a relationship between the local Ultimate organization and the city’s Sports Commission or Convention and Visitors Bureau?

Is there a solid primary support staff (LOC) to assist the tournament director with event planning?

Is there an extensive 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 50 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.

**IV. Playing Facilities**

Please include a map indicating potential field layout.

The Championship (all divisions together) requires 30 fields.

Fields (including the endzones) are 110 yards long x 40 yards wide. 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 USA Ultimate standards and small flexible cones must mark the endzones.

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 available for Finals (not required)?

Are restrooms or showers available at the field site?

Are there any sources of drinking water on-site (faucets or fountains)?

**V. Support Facilities**

 **A. 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?

 **B. 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?

# C. Social

A social event (or events) is a highly anticipated part of any Ultimate tournament experience. This type of event could include a party, dinner, band, or other appropriate social activity. We are open to your ideas, keeping in mind the nature of the event and the participants.

What type of arrangements would be available to accommodate such an event?

Can alcohol be served or sold on site?

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?

**VI. Travel Information**

 **A. Accommodations**

What accommodations are available on or near the site?

Please include price range and availability for hotels or other accommodation options, including rates for complimentary rooms (for staff) and meeting space.

**B. 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?

**C. 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?

**VII. Insurance**

USA Ultimate maintains a $2 million liability policy that covers the event. 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?

**VIII. Medical/Health**

 **A. 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?

What is the estimated response time for an emergency at the field site(s)?

**B. Hospitals**

Maps to the hospital will need to be put in the event program.

How far is the nearest hospital from the field site?

 **C. Athletic Trainers**

Athletic trainers are required for the event. The services provided would be taping, assessment of injuries and illnesses, and treatment or referral for care.

Is there access to athletic trainers (certified or students) for the site?

 **D. Massage/Chiropractic**

Are there any specific requirements (licensing, insurance) related to these services?

Could these services be obtained? Would there be a flat fee, gratuity funded, or student provided?

**IX. Public Relations**

USA Ultimate, as promoter, organizer and sponsor of USA Ultimate 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. USA Ultimate 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. USA Ultimate 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. Based upon these rights, it is and always has been USA Ultimate's policy that any individuals taking photographs or making audio or video recordings for commercial purposes at Events must obtain USA Ultimate's prior written authorization.

USA Ultimate requires that the local organizing committee provide a Local Media Coordinator to assist USA Ultimate staff Media Director with obtaining local media contacts, developing (local) content for press packages, assistance at the media table during the event, and assistance recruiting (local) reporters and photographers to cover the event for USA Ultimate.

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

**X. 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 USA headquarters. As such, the LOC is not required to secure sponsors for the event, but is encouraged to provide information to USA Ultimate 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 USA Ultimate investigate and acquire corporate participation in the event?

**XI. Gifts and Prizes**

**A. Player Packs**

The LOC will be asked to help USA Ultimate put together player packs for each player, to include a tournament souvenir, program, and other items as determined jointly by the LOC and USA Ultimate. There will be a set budget for these packs, and the LOC will help determine their content.

 **B. Volunteer Packs**

The LOC will be asked to help USA Ultimate put together volunteer packs for each volunteer. These may be different based on the various tasks performed and length of service at event. There will be a set budget for these packs, and the LOC will help determine their content.

**C. Trophies**

USA Ultimate will provide appropriate trophies and awards for teams and individuals.

**XII. Tournament Information**

1. **Programs**

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

Is the LOC prepared to provide USA Ultimate the required assistance in this area?

1. **Website**

USA Ultimate will create and managed the event website. The LOC will be asked to provide USA Ultimate with content for the site, including local directions and maps and other local information as approved or requested by USA Ultimate.

Is the LOC prepared to provide USA Ultimate the required assistance in this area?

**XIII. Finances**

USA Ultimate sets the budget for the event within the context of the organization’s overall budget. The LOC and USA Ultimate manage expenses together in order to provide the highest quality event given resource constraints. USA Ultimate 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, sponsorship sales, advertising).

Please include estimated expenses for items as listed below:

* 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)

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 USA Ultimate headquarters if you have questions about event finances.

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

**Byron Hicks**

**Manager - Competition and Athlete Programs**

**5825 Delmonico Drive, Suite 350**

**Colorado Springs, CO 80919**

**719-219-8322**

**byron@hq.usaultimate.org**