



## USA ULTIMATE – YOUTH FALL CUPS BID OUTLINE

Thank you for expressing interest in hosting a USAU Youth Fall Cup event.

The goal of these events is to provide an additional, accessible opportunity for youth ultimate players, opposite the traditional spring school season and the summer club events, with an emphasis on new players and/or teams in the U17 and U15 age divisions.

Bid preference for hosting USA Ultimate youth events is given to state-based organizations and affiliates to engage and stimulate interest in their local communities.

### 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 USAU 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 (Youth Fall Cups are two-day (Sat-Sun) events to be in October or November of the year.)

Event 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 Fall weather like (temperature, rainfall, wind)?

### III. Local Organizing Committee (LOC)

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

#### *Primary Contact*

Name

Address

Phone

Email Address

#### *Secondary Contact*

Name

Address

Phone

Email Address

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 volunteer base (Ultimate and/or non-ultimate community) to staff the jobs that need to be performed at this event (scorekeeping, water, trash, field set-up, media, etc.)?

#### **IV. Playing Facilities**

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 available for Finals?

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.

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?



## **VI. Travel Information**

### **A. 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.

Are there other accommodation options (dorms, host-families, camping)?

### **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**

USAU maintains a \$2 million liability policy that covers our youth events. 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 and basic first aid.

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



## **IX. 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.

USAU requires that the local organizing committee provide a Local Media Coordinator to assist USAU 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 USAU.

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 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?

## **XI. Gifts and Prizes**

### **A. Player Packs**

The LOC will be asked to help USAU put together player packs for each player, to include a tournament souvenir, program, and other items as determined jointly by the LOC and USAU.

### **B. 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.

### **C. Trophies**

USAU will provide appropriate trophies and awards for teams and individuals – See Finances below



**XII. Tournament Information**

**A. Programs**

The LOC has the discretion to decide if they will provide programs. USAU will assist with content and production, 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.

**B. Website**

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

**XIII. 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).

USA Ultimate requirements:

Trophies and Medals:	\$375/division
(First, Second and Spirit Trophies, Individual medals for First and Second place team players)	
Sanctioning Fee:	\$100*
(* if sanctioned > 2 weeks prior to the event. If < 2 weeks, the fee is \$200).	
USAU Staff member onsite:	\$900**
(help with set-up, field support, online score-reporting, spirit scoring, etc.,	
** if you have run USAU youth championship events previously, this is optional)	

Optional

Discs with Fall Cup logo (minimum order 20)	\$7/disc
Radios, scoreboards, and signage rental	\$100 - 250
One additional USAU staff member	\$900

**BUDGET:**

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, logo design, website, transportation)
- Food and Beverages (participant, staff, social event)
- Supplies (ice, medical, trash, field setup)
- Printing (program, advertising)



#### **XIV. Bid Submission**

Joy Ferenbaugh (Youth Competition Manager)  
5825 Delmonico Dr.  
Suite 350  
Colorado Springs, CO 80919

[joy@hq.usultimate.org](mailto:joy@hq.usultimate.org)  
(719) 219-8325



Tournament Director Agreement

Thank you for volunteering to be the Tournament Director for a USA Ultimate event. This form serves as an agreement between USA Ultimate and the Tournament Director for the event listed below. Please return the completed form by mail or e-mail to the USA Ultimate Manager of Competition and Athlete Programs (Youth), Joy Ferenbaugh.

The Tournament Director works with the USA Ultimate coordinator(s) (state youth coordinators, college conference coordinators, club sectional coordinators, and regional coordinators/directors) to optimize the tournament event experience for the athletes, coaches, and fans. USA Ultimate coordinators(s) will focus on teams, formats, & scheduling. The Tournament Director will work more on the logistics of the event (fields, equipment, supplies, water, food, medical, etc.).

Event Information and Contacts (all fields required)

Tournament Name: Website (if applicable): Event Date(s): to

Site Name: City: State: Zip Code:

Local/Promoting Organization/Club Name (if applicable): Website (if applicable):

Name of Primary Tournament Director: Email:

Street Address:

City: State: Zip Code:

Phone Number:

USAU ID #: (If Applicable)

I confirm that I am 18 or older

If Tournament Director is officially representing an organization:

I, (Name), the Tournament Director, submit this application and contract on behalf of (Organization), and I have authority to submit this application and contract and to bind the organization as set forth herein. Date:

Name of Secondary Tournament Director: Email:

Phone Number:

I confirm that this person is 18 or older

Indemnification

As the duly authorized Tournament Director, in consideration of me being allowed to be sanctioned / insured in any way by USA Ultimate, I agree to abide by and enforce all rules and regulations and decisions of USA Ultimate. I understand that I have primary responsibility to promote safe participation and to direct a safe event. I further understand and agree that the rules, regulations and decisions set forth by USA Ultimate are to be considered minimum standards and conditions, and that special or unusual circumstances may require additional precautions and actions in the interest of safety.

USA Ultimate does not directly supervise the event or Tournament Director, therefore compliance with USA Ultimate regulations, rules, or policies is not guaranteed by USA Ultimate. As such, USA Ultimate is not liable for any injuries or damage caused in whole or in part, directly or indirectly by the actions, errors or omissions of anyone affiliated with or related to the event, including but not limited to the Tournament Director. Additionally, I understand and agree to avoid the destruction/misuse of fields or other facilities or equipment.

It is hereby agreed that the undersigned, as Tournament Director and agent for all promoters, sponsors, managers and any and all entities involved with the production of this event, jointly and severally agrees to defend, to hold harmless and to indemnify USA Ultimate and its officers, directors and agents, from any claims, demands or courses of action arising out of the promotion, organization and conduct of this USA Ultimate event.

As Tournament Director, I will be expected to support, uphold and act in accordance with all USA Ultimate policies and procedures. I realize that any failure on my part to meet all requirements outlined in this contract/application may result in penalty fees, my suspension or the suspension of others acting under my direction, and/or prohibition of an activity or event from being sanctioned or insured by USA Ultimate in the future. Insurance coverage may be denied to any Tournament Director or to any event for any reason. Additionally, I hereby state that I am now TDCP Level I Certified or will become so within 30 days and before the date of the event.

Name/Signature of Primary Tournament Director : Date: