

# Organizational Requirements

## 1. Budget

- A preliminary budget must be included with initial bid and must contain estimated event fees.

## 2. Experience

- Experience, or lack thereof, should be considered when awarding bids for events.

## 3. Event Announcement

- High School State Championships
  - Events must be announced one (1) month prior to the event date.
- Sectional and Conference Championships
  - Events must be announced six (6) weeks prior to event date.
- Regional Championships
  - Events must be announced four (4) months prior to the event date.

## 4. Event Staff

- The relevant USA Ultimate Coordinator must be in attendance.
- A non-playing tournament director (TD) must be in attendance.
- There must be a minimum of one (1) event staff person per field site.
- There must be a minimum of one (1) event staff person per four fields.

## 5. Communication

- Organizers must email and post on the Event Builder page the following information to players and teams attending the event.
  - Logistical Details
    1. Hospital, safety and on-site emergency information
    2. Field directions and parking
    3. Local hotel information
    4. Event contacts
    5. Link to Event Builder page for event -> [play.usultimate.org/admin](http://play.usultimate.org/admin)
  - Format/Schedule
  - Inclement Weather Plan
- Communication Timeline – see chart below

	States	Sectionals/Conferences	Regionals
<i>Logistical Details</i>	2 weeks prior	Team Registration Deadline (min. 2 weeks)	By the time teams qualify
<i>Format/Schedule</i>	5 days prior	5 days prior	5 days prior
<i>Inclement Weather Plan</i>	2 weeks prior	2 weeks prior	1 month prior

## 6. Contracts/Sponsorships

- No sponsorships or contracts can be made that conflict with USA Ultimate sponsorships or commitments. Please check with USA Ultimate HQ before finalizing contracts.