



## College Conference Championship Bid Form

Thank you for your interest in hosting a USA Ultimate College Conference Championship tournament! The USA Ultimate Championship Series relies on local volunteers to help promote and facilitate tournaments across the country. Your Conference Championship tournament will be the final step toward qualifying for the USA Ultimate College Championship.

All events must adhere to the [Return to Play Guidelines](#), and have COVID contingencies in place. Due to the rapidly changing landscape of the COVID-19 pandemic, all events and teams will be expected to comply with local, state, and USA Ultimate medical and safety requirements for the event.

USAU is allowing the 2023 postseason to be scheduled as follows:

**Conferences** – either April 15-16 OR April 22-23

**Regionals** – either April 29-30 OR May 6-7

Please let your Conference Coordinator know if you have a preference for a date. Please note, preference will be given to Conference bids that allow for a gap weekend between Conferences and Regionals (i.e. if Conferences for any given Conference is scheduled for the second weekend, preference will be given to a regional bid for the second weekend)

\*We encourage Conferences and Regionals events to be held the first weekend to provide more planning time for future stages of the postseason and possible inclement weather. If your region only has a “Confer-Regional”, April 22-23 is a perfectly acceptable weekend.

### The application and bid process timeline is as follows:

- Complete the following form and return it to your Conference Coordinator ([email addresses can be found here](#) - email Regional Director if no Conference Coordinator) by **January 16** with a CC to the Manager of Competition and Athlete Programs ([ben@hq.usultimate.org](mailto:ben@hq.usultimate.org)).
- The Conference Coordinator will review all bids and make a recommendation to the Regional Director by **January 30**.
- The Conference Coordinator will announce a final selection by **February 13**.
- Bids for any series event may be awarded on a rolling basis, so please either submit your bid, or express your interest in submitting a bid to your Conference Coordinator as soon as possible.

Before you begin filling out this form, please review our new [Event Requirements](#).



**I. General Information**

Conference	Division (Women, Men)	Date	Location (city, state)

*I have fully read and understand the Event Quality guidelines, and agree that by submitting a bid form, I am agreeing to meet the guidelines outlined for my event type.*

**Initial here**

Have you coordinated dates / locations with the other divisions in your area? Please note that preference will be given to applications that demonstrate a high-level of coordination with other gender and competition divisions within the same region.

Yes  No

**II. Statement of Purpose**

What group or groups want to bring a Conference Championship tournament to your area?

As of 2018, state-based organizations and affiliates may submit multiyear bids to host a USA Ultimate championship event as well as single year bids before the normal public bid window opens for that event year. Additionally, bid preference for hosting USA Ultimate championship events is given to state-based organizations and affiliates to engage and stimulate interest in their local communities.

Please specify if one or more of the groups is a USA Ultimate affiliate or State-Based-Organization.

Current Affiliates -- <https://www.usultimate.org/currentaffiliates/>

Current SBOs -- <https://www.usultimate.org/contactstateorgs/>

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 in your area?

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



### III. Tournament Location and Dates

What is the name of the field site?

What is the address of the field site?

What type of facility is this (soccer fields, intramural fields, polo fields, etc.)?

Will all of the fields be at one site (preferred)? If the fields will be at multiple sites, how far away are those sites from one another?

What is your backup plan in case you can't use the original fields and date because of weather issues (backup fields, all-weather fields, reschedule, etc.)?

### IV. 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.

Indicate the number of total staff (not participating at the event) who will be available for tournament duties including score reporting, field lining, field setup/breakdown, and keeping water and food stations stocked.

Please list two primary contacts (primary and secondary) with physical address, phone number, and email address.

*Primary Contact*

Name

Address

Phone

Email Address

*Secondary Contact*

Name

Address

Phone

Email Address





## V. Playing Facilities

Please review the [Event Quality Guidelines](#) before completing this.

How many fields are available at the site that meet the field size and spacing requirements outlined in the Event Quality guidelines?

Lined fields are recommended for all fields and are required for semis and finals. What are your plans for field lining?

Are there any lit fields?

Yes  No

Is parking close by?

Yes  No

Is there a water source at the fields? Are you able to meet the water requirements?

Yes  No

Are there restrooms at the fields or are you able to order portable restrooms? Are you able to meet the restroom requirements?

Yes  No

## VI. Support Facilities

Please review the [Provisions and Amenities Conference](#) of the Event Quality guidelines before completing this Conference.

### Tournament Headquarters

Where will the main tent or similar support facility be located in relation to the fields?

There needs to be a place for scores to be posted at tournament headquarters. Are you able to accommodate this?

Yes  No



### **Concessions/Exhibitors**

Can concessions be sold by vendors on site?

Yes  No

Are non-food exhibitors allowed to advertise and/or sell merchandise on site?

Yes  No

Does the field provider have a contract for exclusive concession rights, or can bids be solicited?

Yes  No

Are permits required for food or non-food vendors?

Yes  No

### **Social/Alcohol**

*Some tournaments include a social event as part of the weekend's activities. At USA Ultimate College Series events, alcohol is not to be provided as part of the event through the use of event fees, sponsorships, or other sources of revenue. In addition, the USA Ultimate alcohol policies listed below must be followed.*

- *USA Ultimate does not condone the unlawful or unauthorized use, possession, distribution, consumption, promotion, marketing, or sale of alcoholic beverages at USA Ultimate official, sponsored, sanctioned or affiliated events.*
- *I agree that, as a USA Ultimate member, player, organizer or representative of the organization, I will not compete at USA Ultimate official, sponsored, sanctioned or affiliated events, or carry out responsibilities related to official organization and event business, while under the influence of alcohol or illegal/banned drugs. Additionally, I will not engage in the unlawful or unauthorized use, possession, distribution or consumption of alcoholic beverages or illegal/banned drugs at said events or while representing USA Ultimate in an official capacity.*
- *Alcohol shall not be marketed, provided, served or sold at USA Ultimate official, sponsored, sanctioned or affiliated youth events (events where all of the participants are under 21).*
- *NOTE: USA Ultimate liability insurance for your event does not include alcohol liability.*

Do you plan on hosting a social function as part of the event (e.g. using entry fees, advertised to participants as part of event, etc.)?

Yes  No

Do you plan on having alcohol available in any way at or in conjunction with the event?

Yes  No

If the answer to either of the above questions is "yes", what measures would be taken to ensure the safety of participants and compliance with all applicable laws, site rules, and USAU policies?



## VII. Travel Information

Please review the [Provisions and Amenities Conference](#) of the Event Quality guidelines before completing this Conference.

## 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.

## VIII. Insurance

Please review the [Benefits Conference](#) of the Event Quality guidelines before completing this Conference.

*USA Ultimate maintains a \$2 million liability policy that covers USA Ultimate Championship Series events. The insurance will cover the tournament director, volunteer staff, the field provider, and other groups as requested.*

*NOTE: USA Ultimate liability insurance for your event does not include alcohol liability.*

Is this insurance adequate for the field provider and all other organizations who will be involved in the event?

Yes  No

## IX. Medical / Health

Please review the [Health, Safety, and Liability Requirements](#).

Are you able to comply with these requirements?

Yes  No

## X. Media / Sponsorships

An event guide and travel information need to be made available electronically, online (website) or via email. One printed copy of the event guide must also be provided to each team at the event. Are you able to meet this requirement?

Yes  No

Does the LOC have a volunteer who can post scores on the USA Ultimate website throughout the event? Scores must be posted by midnight on each day of play.

Yes  No

Does the LOC have a media volunteer who can find writers/photographers to cover the action?

Yes  No

Speak to your ability to secure sponsorships (local or otherwise) for the tournament. Please indicate your



understanding that sponsorships may not conflict with USA Ultimate sponsors/commitments.

**V. Budget**

**Income**

Bid Fee (per team)

Sponsorships

Other

**Expenses**

Facility Rental

Rental Equipment (field carts, tables/chairs, tents, portapotties, dumpsters, coolers)

Labor (medical, security, field lining, entertainment, website, transportation)

Food and beverages (participant, staff)

Supplies (ice, medical, trash, field setup, shipping and postage)

Travel / lodging for event staff, including coordinators and observers

Game discs (one per team required)

Other

**Initial here**

Invoice by check (C) or PayPal (P)

If PayPal, e-mail address for PayPal





## 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 (College), [Ben Feng](#).

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/College 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:** \_\_\_\_\_

**Event Requirements**

Review the [Guidelines for Hosting a USA Ultimate Event](#) and check the box to confirm your understanding and agreement to abide by each. Each of these components provides a framework for ensuring that USAU events are safe, organized and of the highest quality. Note differing requirements based on competition level (youth/college/College).

<input type="checkbox"/>	<a href="#">Health and Safety</a>	I have read, understood and agree to abide by the USAU Health & Safety Requirements.
<input type="checkbox"/>	<a href="#">Competition</a>	I have read, understood and agree to abide by the USAU Competition Requirements which establish fairness and consistency across events
<input type="checkbox"/>	<a href="#">Registration</a>	I have read, understood and agree to abide by the USAU Registration Requirements so that participants can also benefit from the insurance coverage.
<input type="checkbox"/>	<a href="#">Provisions and Amenities</a>	I have read, understood and agree to abide by the USAU Requirements for Provisions and Amenities.

The following are required for all event types (States, Sectionals/Conferences, Regionals):

1. Complete USA Ultimate rosters for all participating teams.
2. All participants must sign a USA Ultimate Waiver and Release of Liability form (or have one on file for the current year).

Deadline – All final materials (waivers, rosters, fees, etc.) must be sent to USA Ultimate within 5 business days (postmarked) after the conclusion of the event. Materials are the responsibility of the Tournament Director until they arrive at USA Ultimate. Materials should be sent via priority mail or comparable.

Contact Information and Event E-mails – The Tournament Director will have access to contact information for event participants and will have the ability to e-mail participants in relation to their event via the electronic rostering system. Sharing contact information to a third party or using the e-mail feature to contact participants not in relation to the sanctioned event is a violation of this contract and may result in a conduct case against the Tournament Director.

Accident Report Claim Form – If during the course of the event a participant or spectator is injured, the Tournament Director or the appropriate USA Ultimate coordinator must complete the [Claim Form](#) (copies should be kept on site) and return it to USA Ultimate. A form must be completed for all accidents or injuries.

**Signature of Primary Tournament Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**Event Information**

- 1. Are players under 18 years old allowed to participate at this event?  No  
 Yes, players under 18 years old are allowed to participate and I understand and agree to abide by the [Youth Participation Requirements](#).
- 2. Will observers be used to officiate games at this event?  No  
 Yes, and I agree that only USA Ultimate Certified Observers will officiate games at this event

**Event Insurance Request Page**

The USA Ultimate liability policy provides coverage for the USA Ultimate committee members/volunteers, registered coaches and officials, registered athletes, USA Ultimate teams and USA Ultimate leagues (all while acting in their capacity as such on USA Ultimate business) and anyone else identified as Certificate Holders on this page. Any other entities apart from those named requesting to be covered by this policy must be listed as an Additional Insured. Certificates of insurance will be issued to all entities identified on this Insurance Request Page. The Tournament Director will receive an electronic copy of all the certificates for the event and is responsible for forwarding to the appropriate parties.

If you require insurance certificates, please provide all of the following information. See [tips](#) on completing this form or requesting additional certificates. *There is a \$25 charge to reissue certificates due to incorrect data.*

Tournament Name: \_\_\_\_\_ Event Date(s): \_\_\_\_\_ to \_\_\_\_\_

1) Organization/Entity: \_\_\_\_\_ Contact/Person: \_\_\_\_\_ Relation to event: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Specific Wording if Required: \_\_\_\_\_

2) Organization/Entity: \_\_\_\_\_ Contact/Person: \_\_\_\_\_ Relation to event: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Specific Wording if Required: \_\_\_\_\_

3) Organization/Entity: \_\_\_\_\_ Contact/Person: \_\_\_\_\_ Relation to event: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Specific Wording if Required: \_\_\_\_\_

4) Organization/Entity: \_\_\_\_\_ Contact/Person: \_\_\_\_\_ Relation to event: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Specific Wording if Required: \_\_\_\_\_

**Signature of Primary Tournament Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

