



## School State Championships Bid Document 2023

Thank you for your interest in hosting a USA Ultimate High School State Championship! The USA Ultimate Championship Series relies on local volunteers to help promote and facilitate tournaments across the country. Your State Championship will be one of a series of events that helps determine champions in multiple divisions around the country.

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.

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

1. Complete the following form and return it to your [State Youth Coordinator](#) no later than six (6) weeks prior to your event.
  - a. CC to your [Regional Youth Director](#) and the Manager of Competition and National Team Programs - Youth ([dana@hq.usultimate.org](mailto:dana@hq.usultimate.org)).
2. The State Youth Coordinators will review all bids with consultation from the Regional Youth Director.
3. The final selection will be made within five (5) business days once bid documents are received by the SYC.

*The State Youth Coordinators and Regional Youth Directors reserve the right to make a site selection earlier, so please express your interest in submitting a bid to your State Youth Coordinator as soon as possible.*

### Bid Fees for Divisions

- In order to host a USA Ultimate State Championship, each state must pay a fee of \$170/division for divisions that are returning.
- In order to promote the growth of youth ultimate, states are only required to pay \$100 per each new division they introduce that wasn't previously included in their State Championship (ex: adding a separate division for JV/B teams or featuring a mixed division for the first time).

The fee is due at headquarters two (2) weeks after the event. A portion of this fee will go toward trophies for 1st place, 2nd place, and for Spirit Award winners in each division. The rest is used for overhead, administrative support, other logistics, etc.

### Additional Documents & Requirements

The Tournament Director is required to complete USAU's [Tournament Director Certification Program \(TDCP\)](#). The cost of certification will be covered by USAU; contact [dana@hq.usultimate.org](mailto:dana@hq.usultimate.org) if you need to complete this certification.

Host organizations must show that they are complying with all USA Ultimate and local/state health and safety requirements, and that they have requirements in place for participating teams that ensure adequate adult supervision and quarantine contingencies in place based on the current COVID conditions at the time of the event.

**NEW:** You must review the [Return to Play Guidelines](#) and policies here before completing the bid form.

Please direct questions to your State Youth Coordinator, Regional Youth Director, or the Manager of Competition and National Team Programs - Youth: [dana@hq.usultimate.org](mailto:dana@hq.usultimate.org).



## School State Championships Bid Document 2023

### **I. General Information**

When filling out this bid form, please include the following information for each division:

**State:**

**Division (Girls/Mixed/Open and DI/DII/DIII):**

**Date(s) of event:**

**Location (name of facility and full address):**

**Tournament Director:**

**Tournament Director Email:**

*I have fully read and understand the requirements and guidelines for [hosting a championship event](#) and the [Return to Play Guidelines](#), and I agree that by submitting a bid form, I am agreeing to meet the guidelines outlined for my event type.*

**Initial here:**

### **II. Statement of Purpose**

What group or local disc organization(s) want to bring a State Championship to your area? Please note if the group is a USAU Affiliate or State Based Organization.

What are the group's goals regarding the event?

What about your site or ultimate community will contribute to a successful event?

Have USAU events or other large ultimate tournaments been held in your area before?

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

### **III. Tournament Location and Dates**

What is the name and 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, event rescheduling, 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 a current **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 stocking water and food stations.

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

*Primary Contact = Tournament Director*

Name

Address



## School State Championships Bid Document 2023

Phone  
Email Address

### *Secondary Contact*

Name  
Address  
Phone  
Email Address

Are USA Ultimate-certified observers available?

Yes  No

If so, approximately how many?

### **V. Playing Facilities**

Please review the [Provisions and Amenities document](#) before completing this section.

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 not required, but are always recommended. 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 document](#) before completing this section.

#### **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



## School State Championships Bid Document 2023

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

At USA Ultimate youth events, alcohol is **not** permitted. 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

If the answer to the above 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 document](#) before completing this section.

#### Accommodations

What accommodations are available on or near the site? Please include price range and availability for hotels.

Do you intend to set up a tournament hotel with a discounted rate for teams?

### VIII. Insurance

Please review the [Championship Event Hosting Benefits document](#) before completing this section.

**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.*



## School State Championships Bid Document 2023

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 [Organizer Health and Safety Requirements](#) before completing this section.

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 should 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.

### **XI. Budget**

#### **Revenue**

- Bid Fee (per team)
- Sponsorships
- Other

#### **Expenses**

- Facility Rental
- Rental Equipment (field carts, tables/chairs, tents, porta potties, 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 (optional)
- Other



# 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 email to the USA Ultimate Manager of Competition and National Team Programs - Youth: [dana@hq.usultimate.org](mailto:dana@hq.usultimate.org)

The Tournament Director works with the USA Ultimate State Youth Coordinators to optimize the tournament event experience for the athletes, coaches, and fans. USA Ultimate coordinators(s) will focus on teams, formats, and scheduling. The Tournament Director will work more on the logistics of the event (fields, equipment, supplies, water, food, medical, etc.).

### **COVID-19 Restrictions Acknowledgment**

Please confirm that your event will be held in accordance with any federal, state or local regulations and recommendations related to COVID-19 as well as USA Ultimate's [Return to Play Guidelines](#).

- I hereby represent and warrant that I am authorized to legally hold the Sanctioned Event pursuant to federal, state and local laws and regulations, including without limitation, laws and regulations related to COVID-19 and other infectious diseases. **INITIAL:** \_\_\_\_\_

- I hereby covenant that I will immediately cancel or postpone the Sanctioned Event, and shall immediately notify USAU, upon becoming aware of any order or other reason in which the Sanctioned Event may not legally be held. **INITIAL:** \_\_\_\_\_

- I hereby covenant that the Sanctioned Event and all activities related thereto will be held in strict compliance with any and all safety and health guidance from federal, state and local authorities, including without limitation, the Centers for Disease Control and Prevention, and applicable state and local health agencies. **INITIAL:** \_\_\_\_\_

- Please provide any appropriate URLs for your state and local health department's web pages that outline relevant COVID-19 guidelines.

- What are your specific safety protocols that you're implementing? If you have a safety document you can email it to [dana@hq.usultimate.org](mailto:dana@hq.usultimate.org).

### **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



## Tournament Director Agreement

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 NCSI background check greenlighted, SafeSport certified, and 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:** \_\_\_\_\_



# Tournament Director Agreement

## Event Requirements

Review the [Tournament Director's Manual](#), get [TDCP certified](#), 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/club).

- [Health and Safety](#)                      I have read, understood and agree to abide by the USAU Health & Safety Requirements.
  
- [Competition](#)                                I have read, understood and agree to abide by the USAU Competition Requirements which establish fairness and consistency across events
  
- [Registration](#)                                    I have read, understood and agree to abide by the USAU Registration Requirements so that participants can also benefit from the insurance coverage.
  
- [Provisions and Amenities](#)                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 Emails – The Tournament Director will have access to contact information for event participants and will have the ability to email participants in relation to their event via the electronic rostering system. Sharing contact information to a third party or using the email 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:** \_\_\_\_\_





# Tournament Director Agreement

## 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 Guidelines found on the USA Ultimate website.
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.  
*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:** \_\_\_\_\_