



## Fall College Mixed 4s Regionals Bid Form

Thank you for your interest in hosting a USA Ultimate Fall College Mixed 4s Regionals tournament! USA Ultimate events rely on local volunteers to help promote and facilitate tournaments across the country.

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

- Complete the following form and return it to Matthew Bourland ([matthew@hq.usultimate.org](mailto:matthew@hq.usultimate.org))
- Bid deadline: Wednesday, October 4
- bids may be accepted early on a rolling basis anytime after September 27, but all bid determinations will be made by October 6

### Basic Event Information

- Fall College Mixed 4s Regional events can be held on any weekend between October 21 and December 10.
- most events will be held outdoor grass fields, but indoor or beach fields are an option
- The size of each tournament will be based on demand, however, we hope to have between 12 and 64 teams at each event. Tournament organizers should be able to book between 2 and 8 soccer/football fields for the event. **Each soccer/football field can accommodate 3-4 4s fields.**
- With each 4s series lasting approximately 1 hour, there is more flexibility to be creative with schedules. (e.g. midday Saturday start so some teams won't have to get housing accommodations on Friday).

### Before you begin filling out this form, please review the resources available at:

<https://usultimate.org/host-a-championship-event/>

[4s Introduction](#)

[4s Ruleset](#)

### I. General Information

Date(s) —  one day  two day

Location (City, State)

College Region(s) Hosted

How many teams do you have the capacity to host at this event? How many 4s fields are available?

*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:



## II. Statement of Purpose

What group or groups want to bring a Fall College Mixed 4s Regionals 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 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

Are USA Ultimate-certified observers available?

Yes  No

If so, approximately how many?

#### V. Playing Facilities

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

How many full sized Soccer/Football fields (120x53) are available at the site that meet the field size and spacing requirements outlined in the Event Quality guidelines? **Each soccer/football field can accommodate 3-4 4s fields.** (Central Zone Length: 37 Width: 25 End Zone: 8 Total Length: 53)

What are the dimensions of each soccer/football field?

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 section](#) of the Event Quality guidelines 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

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 the 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 section](#) of the Event Quality guidelines before completing this section.

### **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.

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

### **Airline Transportation**

Regardless of the site selected, teams may be flying in to your event.

Is there a major airport near the site that will provide easy access?

Yes  No

If there is not a major airport in the immediate area, what is the closest one?



### Ground Transportation

It is assumed that whatever airport is selected will have rental cars available. Teams usually rent cars at the airport they fly into.

Are there other transportation options, such as public transportation or shuttle services?

Yes  No

### VIII. Insurance

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

*USA Ultimate maintains a \$2 million liability policy that covers the 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

Event information needs to be made available electronically, online (website) or via email. 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.

### XI. Budget



**Income**

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

Other