



Request for Proposals to Host the USA Ultimate Division III College Championships

Overview

USA Ultimate (USAU) is the National Governing Body for the sport of ultimate in the United States and is a member of the United States Olympic & Paralympic Committee (USOPC) and the World Flying Disc Federation (WFDF) which serves as the international governing body for the sport of ultimate. Founded in 1979 as the Ultimate Players Association, USA Ultimate is the largest flying disc organization in the world with more than 55,000 members.

Governed by a core principle called [Spirit of the Game™](#), ultimate is proud of its heritage and continuing practice of being a self-officiated sport from local, recreational play to elite-level, international competition. USA Ultimate also values the contributions and perspectives that a truly diverse community provides our sport and its culture. Equity, diversity and inclusion are critical to the integrity of our sport, and USA Ultimate is committed to increasing access to and participation in the sport, particularly amongst youth in underrepresented communities.

USA Ultimate organizes the full spectrum of ultimate in the U.S. and hosts several major events annually, including national championships for youth, college, elite and masters divisions, as well as the U.S. Open, a major international tournament.

The Division I College Championships

With more than 16,000 student-athletes competing on 700-plus teams across men's and women's divisions, the college division is USA Ultimate's largest. The regular season lasts from early January through mid-April. The ensuing postseason championship series features a set of conference and regional qualifying tournaments, providing an opportunity for those 700 teams to punch a ticket to nationals. Colleges with fewer than 7,500 students are eligible to compete in Division III.

Thirty-two teams (16 each in the men's and women's divisions) earn an invitation to the Division III College Championships held the weekend before Memorial Day weekend. These top teams, featuring more than 700 athletes and coaches, are cheered on by hundreds of families, friends, and alumni over the course of this 3-day event, culminating in the crowning of a national champion in each of the men's and women's divisions.

The Division III College Championship finals are showcased through comprehensive live-streaming coverage of the entire event by USA Ultimate's streaming partners, extending the reach of this exciting event to fans across the nation and the world.

Our Mission: To advance the sport of ultimate in the United States by enhancing and promoting [Character](#), [Community](#), and [Competition](#).

THE BASICS

Timing

We are looking for a partner who can host the event the weekend prior to Memorial Day weekend. This will be a 3-day event, Saturday through Monday. We will consider bids to host a single year or multiple years.

We will need access to the facilities 2 – 3 days before the event begins (but do not need access to use the fields) for set-up and to line the fields. Teams will need access to practice fields 1 – 2 days before the event begins.

- ☐ *Please confirm the availability of your facilities for these dates and any potential limitations or conflicts.*

Facility/venue requirements

The ideal set-up will be a facility with 12 high quality ultimate fields (see field description below and in Appendix 1), including at least one “showcase field/stadium” where crowds can sit in stands (can be temporary) to watch the top games and demonstrations, and where our television network partner can broadcast the showcase games.

Ultimate Fields:

Playing Field

- An ultimate field is a 110 yard by 40 yard rectangle called the playing field, which consists of the central zone, a 70 yard by 40 yard rectangle between end zones, and two 20 yard by 40 yard rectangles called end zones, one on either end of the field (see Appendix 1).
- Surface: Well-trimmed grass is preferred, which is flat, free of obstructions and holes, and affords reasonable player safety.
- Goal Lines: Goal lines are lines which separate the playing field proper from the end zones and are part of the playing field proper.
- Perimeter Lines: Perimeter lines (sidelines and end-lines) are lines separating the playing field from the out-of-bounds area and are not part of the playing field.
- Markers: The corners of the playing field proper and the end zones are marked by cones made of a brightly colored, flexible material.
- Line Markings: All lines shall be marked with a non-caustic material and shall be between 2 inches and 4 inches wide.

Buffer Zone

- There should be a 10 yard buffer zone around each field free of permanent hazards or obstacles. This includes concrete walls, metal poles, irrigation covers, trees, etc. If there are any situations where this is not attainable for some of your fields, please indicate the issue and potential safety concerns or mitigation measures.

- **Buffer Lines:**

An equipment line shall be established 5 yards from the playing field to ensure that the sidelines remain clear of spectators and equipment (e.g. tents, chairs) during play.

An additional team line shall be established 3 yards from the playing field to ensure that the sidelines remain clear of team members during play.

- ☐ *Please include a description of the quality, type of surface and surrounding areas for all fields, including which fields are lighted.*
- ☐ *Describe what is available for team warm-up areas aside from the playing fields (e.g. running tracks, empty field space, indoor facilities).*
- ☐ *Include photographs of the facility and fields and a map indicating potential field layout, including dimensions, as well as location(s) of facilities for staff, bathrooms, parking lots, concessions, and any other event infrastructure.*

Media/Live Streaming

There will be live-streamed broadcasts of games throughout the event.

- ☐ *Please describe what kind of internet access is available at the facilities and whether/how live-streaming of events has been supported at past events.*

Geography and Climate

Please provide the following information:

- ☐ *Description of typical weather during the proposed tournament dates, including daily sunrise and sunset, average precipitation and wind.*
- ☐ *Map of the host community indicating locations of key facilities (e.g. playing fields, warm-up areas, accommodation, and ancillary venues) with a detailed listing of distances and travel times between them.*
- ☐ *Projected costs of flights from major US cities to the host city for that time of year.*
- ☐ *Distance from major international airports, train stations and seaports to the tournament site. Include public transportation services from point of arrival to the tournament site/accommodation and their costs.*

Volunteer base

It is estimated that you will need a volunteer staff of approximately 75 to handle event requirements, including responsibilities before, during, and after the event, including but not limited to:

- Local Organizing Committee (LOC) staff leads
(Tournament Director, Volunteer Coordinator, Head Scorekeeper, Hospitality Coordinator, Parking Coordinator, Media Coordinator, and potentially other lead roles)
- Water delivery to water stations throughout the facility
- Score keeping and field reporting
- Traffic and parking attendants
- Field setup and breakdown
- Trash pick –up

- ☐ *Please describe the group from which you will staff the primary lead LOC positions, including the Tournament and their experience, as well as any other specific individuals already planning to be involved in certain roles.*
- ☐ *Is there an extensive volunteer base (ultimate and/or non-ultimate community) to staff the many jobs that need to be performed at this event?*

THE VISION

USA Ultimate Values and Inclusion

In support of its strong and continued commitment to diversity, equity and inclusion, USA Ultimate has developed several resources to assist in creating and maintaining an environment consistent with these values at championship events. Candidates should review the resources below and include any relevant information that aligns with, or otherwise reinforces, these values as part of its bid.

Resources:

- [Organizational Values](#)
- [USA Ultimate Inclusion Statement](#)
- [Gender Inclusion Policy](#)
- [Code of Conduct](#)

- ☐ *Please outline any state or local laws that might be considered in conflict with USA Ultimate's values or policies on inclusion, along with a written plan of action to accommodate potentially affected participants and mitigate any negative impacts, to ensure the comfort, protection and welfare of participants, staff and fans.*

As part of its bid evaluation process, USA Ultimate staff will consider the requested information as one of several key data points when awarding bids, to continue prioritizing the comfort and safety of a diverse ultimate community, including legally protected classes and marginalized identities.

Host Group(s) & Statement of Purpose

- ☐ *What is your group's motivation to host the tournament and why do you want to bring it to your community?*
- ☐ *What are your goals for this event?*
- ☐ *Describe the unique features of your region, city, site and/or ultimate community that will contribute to a successful event, and how hosting this tournament will be beneficial to your community.*
- ☐ *What other comparable sporting events (ultimate and other sports) have you hosted and/or have been held at your sites?*
- ☐ *Please provide a brief introduction to key personnel on the bid committee and how they will be utilized as potential members of the LOC staff for the event.*
- ☐ *Please specify primary and secondary contacts and include their phone numbers, postal- & e-mail addresses.*

Local Support

The ideal host community includes an enthusiastic and cooperative partnership between a local disc organization, local municipality, and facility provider. Please describe the following:

- ☐ *Role of government support or other agencies (i.e., Convention and Visitors Bureaus, Sport Commissions, Mayor's office, event service companies, sport institutions, schools, etc.).*
- ☐ *Role of local disc community (disc organizations, teams).*
- ☐ *Role of facility provider(s) and relationship with prospective event hosts.*
- ☐ *Please include any official letters of support.*

Local Development

- ☐ *Describe plans you have to use this event for local, "big-picture" growth and development. This might include plans to expand the local awareness of ultimate, develop new programming, grow youth ultimate, work with local partners, develop internal organizational structures, or other ideas. USAU is happy to assist in the development of this plan.*

Event Marketing and Promotions

Please provide the following information:

- ☐ *Plan for advertising and promoting the event and all surrounding activities via print, radio, TV, etc. Describe target audiences, goals, etc.*
- ☐ *Describe how marketing ties into your local development goals.*
- ☐ *Facilities and services for spectators that would enhance the event experience.*

Media and 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 LOC provide a Local Media Coordinator to assist USAU with obtaining local media contacts and developing (local) content for press packages.

- ☐ *Please describe how you would meet these requirements, including the specific person or people if known, and their experience.*

THE DETAILS

Facilities for Staff and Volunteers

Please describe your ability to provide the following:

- ☐ *Offices/work spaces for staff and key volunteers leading up to and during the tournament.*
- ☐ *Volunteer Central – a place where volunteers can check-in and out, get information, take breaks, and have refreshments during the tournament. Location, services provided, etc.*
- ☐ *Meal plan for staff and volunteers during the tournament. Apparel for staff and volunteers (may be part of official merchandiser responsibilities, but could be supported by local sponsors).*
- ☐ *Accommodation options for volunteers and, where applicable, key staff members close to the venue.*

Restrooms

- ☐ *Please describe the restroom facilities available on site, including both fixed and portable.*
- ☐ *Please describe your plans for accommodating the expected number of participants, staff, and fans.*
- ☐ *Please describe your plan for ensuring the availability of gender neutral restrooms (fixed or portable), to help ensure flexibility and comfort for attendees who might prefer this option.*

Accommodations

The host should provide a plan to offer the widest possible range of lodging/accommodations both in style and price. This range should include family resorts as well as inexpensive suite style accommodations or even university dorms.

- ☐ *Please include a list of lodging options, including price range and location relative to the venue.*

Medical Services and Facilities

The medical team is a critical component of the event and must include Certified Athletic Trainers (ATC) and depending on conditions, on site emergency services (EMT/paramedic).

- ☐ *Please describe local medical resources that could be used to staff the event medical team.*
- ☐ *Please identify nearby hospitals, medical facilities, and ambulance services, and include proximity to the fields, accommodation and other venues.*
- ☐ *Please create a preliminary medical emergency response plan.*

Security

The safety of participants, spectators, and event staff and equipment is of the utmost importance. Please describe the following:

- ☐ *Security of the field facility and safety of the surrounding area.*
- ☐ *Options for overnight security for the field site*
- ☐ *Options for security at the stadium/showcase venue during the event.*

Social Events

Player, Coach, & Staff Dinner – Sunday evening during the semifinals, we will offer a catered buffet dinner at the stadium.

- ☐ *Describe local catering options that could provide for this player dinner.*
- ☐ *Can alcohol be sold or served on site?*
- ☐ *What measures would be taken to ensure the safety of participants and the prevention of underage consumption of alcohol?*

Gifts and Prizes

The LOC may be asked to help USAU put together player packs for each player, to include a tournament souvenir and other items as determined jointly by the LOC and USAU. 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 the event. USAU will provide appropriate trophies and awards for teams and individuals.

Tournament Information

Event Guides are part of the event experience and will be made available for a nominal fee. The Event Guides will include event-specific information, local maps, general information about the teams and the sport of ultimate, and may include advertisements (sold to sponsors to offset event costs).

The LOC will be asked to provide USAU with assistance and content for the Event Guides, including contact information for local printing companies, advertisements sold by LOC (must meet USAU specifications), local directions and maps, and other local information as approved or requested by USAU.

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.

THE FINANCES

Economic impact

With more than 700 participants on the 32 teams and hundreds of fans, including friends, family, alumni, and members of the local and regional ultimate community, this event brings economic opportunity for the communities in which it is hosted. Out of town groups, including the teams and their families will be staying for multiple days during the event and often for days before and after, spending money on food, lodging, transportation, and entertainment. Grants, sponsorships, expense offsets, VIK donations, and other budget relief from the state and/or local municipalities go a long way towards supporting the event, keeping costs down for participating players, and supporting USA Ultimate programs.

- ☐ *Please outline any financial support available in conjunction with your bid.*

Merchandise, Vendors, and 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?*

Sponsors

USAU has multiple sponsors, licensees and merchandise partners. Many of these will need tents and exposure at the main venue. We also seek local support to engage local sponsors who can benefit from exposure to and opportunities to sell to the attendees.

All contractual agreements relating to sponsorship of the event must be coordinated and approved by USAU headquarters. USAU and the host will determine any relationship between tournament sponsors and USAU and develop a plan to work together to secure sponsorship.

- ☐ *Please list and describe host sponsorship options/targets, including companies approached or to be approached, and the estimate of financial or product contribution(s).*

Budget

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. sponsorship sales and advertising).

- ☐ *Please include a proposed budget for the event, with estimated expenditures based on the categories listed in Appendix 2. Instead of providing total cost estimates for security personnel, trainers, and EMTs, please provide their hourly rates (please note any special rates for weekend and/or holiday hours). Similarly, please provide unit rental cost estimates for tents of various sizes (10x10 through 20x40) as well as items like tables, chairs, utility carts, generators, et cetera.*

Feel free to contact USAU headquarters before finalizing the draft budget.

Insurance

USAU maintains a \$5 million liability policy. The insurance will cover the tournament director, LOC, 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?*

CONTACT

For any questions or to submit a bid, contact:

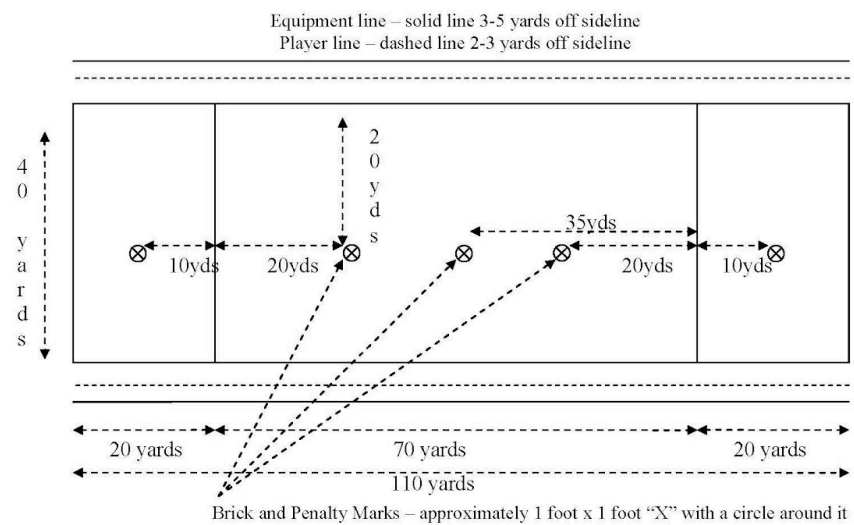
Byron Hicks
Manager – Events
5825 Delmonico Drive
Suite 370
Colorado Springs, CO 80919
719-219-8322
byron@hq.usultimate.org

Thank you very much and. . . Good luck with your bid/proposal!

Appendix 1

ULTIMATE FIELD LAYOUT

(with penalty marks, sideline buffers, 20 yard endzones)



Appendix 2

Budget Expense Categories

Event Expenses	
Facilities	
	Fields
	Stadium
Rental Equipment	
	Utility carts
	PA system
	Porta johns
	Radios
	Tables/Chairs/Tent
	Bleachers
	Trash/Recycling
	Water coolers/Ice chests
	Storage truck
	Generator
Labor	
	Medical
	EMT
	Trainers
	Police/Security
	Field Lining and Supplies
	Shuttle Service
Staff Travel	
	Lodging
Food and Water	
	Water
	Food
	-Participant
	-Staff
Supplies	
	Ice
	Trash/Recycling Supplies
	Discs
	Other
Social Events	
	Facilities
	Equipment
	Food/Beverages
	Supplies