



Club Sectional or Regional Championships Bid Form

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

For the 2026 season, USAU is allowing the postseason to be scheduled as follows:

Sectionals –September 12-13 (Rain Date: September 19-20)

Regionals – September 26-27 (Rain Date: October 3-4)

The application and bid process timeline for hosting Regionals is as follows:

- Make a copy of this document, adding submitting organization's name to the document name
- [Complete the linked form](#) (which includes uploading the final version of this document) and email your Regional Coordinator ([email addresses can be found here](#)) by **March 31** with a CC to the Manager of Competition and Athlete Programs (marc@hq.usultimate.org).
- The Regional Coordinator will review all bids and make a recommendation to the National Director by **April 15**.
- The intent of these deadlines is to enable the Regional Coordinator to announce a final selection by **May 1st**.
- 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 Regional Coordinator as soon as possible.

The application and bid process timeline for hosting Sectionals is as follows:

- Make a copy of this document, adding submitting organization's name to the document name
- [Complete the linked form and](#) email your Sectional Coordinator ([email addresses can be found here](#)) by **May 31** with a CC to the Manager of Competition and Athlete Programs (marc@hq.usultimate.org).
- The Sectional Coordinator will review all bids and make a recommendation to the Regional Coordinator by **June 15**.
- The intent of these deadlines is to enable the Sectional Coordinator to announce a final selection by **July 1st**.
- 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 Regional Coordinator as soon as possible.

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

Note: Mid- Atlantic Regional Tournaments have been awarded for 2026 and 2027

South Central Regionals have been awarded for 2026



I. General Information

Region/Section	Division (Men, Mixed, Women)	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

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/>

II. Statement of Purpose {Not required if you hosted a mTCT or postseason event in 2024 or 2025}

What group or groups want to bring a Sectional Championships tournament to your area?

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?



III. Tournament Location

What is the name of the field site?

What is the address of the field site? (please include a map link)

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

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

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 [Provisions and Amenities section](#) of the Event Quality guidelines 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 recommended for all fields and are required for semis and finals. What are your plans for field lining? (e.g. – Field provider will line fields or you will hire someone to line fields)

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**

Does the field provider allow you to monetize concessions?

Yes

No, the field provider have a contract for exclusive concession rights

No, concessions are not allowed

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

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 Club 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 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.

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 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.



XI. Budget

Game discs (one per team required)

Income	Amount	Notes
Bid Fee		per team or per player
Sponsorships		
Other		
Total Income		
Expenses	Amount	Notes
Facility Rental		
Rental Equipment		field carts, tables/chairs, tents, portapotties, dumpsters, coolers
Labor		medical, security, field lining, entertainment, website, transportation
Tournament Director		
Food and beverages		participant, staff
Supplies		ice, medical, trash, field setup, shipping and postage
Travel & lodging		event staff, coordinators, and observers
Game Discs		one per team - \$7 per disc for Series discs
Regional Team Fee		see next page
Other		
Total Expenses		



Regional Team Fee:

In order to align with the College and Masters Divisions, beginning in 2026 Regional events will be charged a tiered flat amount based on the previous year’s event size for each division, with two tiers per division (see below for breakdown).

The event fee will be due within 2 weeks of bid selection. Please contact Julia Lee at Julia@hq.usultimate.org with any questions regarding payment.

Fees (based on 2025 team counts)	Men's and Mixed with 13 or more teams	Men's and Mixed with fewer than 13 teams	Women's with 11 or more teams	Women's with fewer than 11 teams
	\$650	\$450	\$250	\$180
<u>2026 Fee Amount</u>				
	Great Lakes: \$1,480			
	Mid-Atlantic: \$1,550			
	North Central: \$1,480			
	Northeast: \$1,550			
	Northwest: \$1,280			
	South Central: \$1,350			
	Southeast: \$1,480			
	Southwest: \$1,550			

I understand that each Club Regional division hosted incurs a fee that is payable to USA Ultimate within 2 weeks of my bid being selected. I understand this and will build this fee into the budget and will remit payment upon selection. I understand that this cost should be built into the Regionals fee that each team pays to me as the event organizer.

Initial Here:



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 complete and sign this form as a part of your bid document.

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/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 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/club).

- [Health and Safety](#) I have read, understood and agree to abide by the USAU Health & Safety Requirements.

- [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).

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

Players under 18 years old are allowed to participate and I understand and agree to abide by the [Youth Participation Requirements](#).

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:** _____