College Conference Championship Bid Form (2027)

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. Conference Championships are the first step toward qualifying for the USA Ultimate College Championship.

The 2027 postseason will be scheduled as follows:

Conferences weekend #1 April 17-18	**Conferences** weekend #2 April 24-25	**Regionals** weekend #1 May 1-2	**Regionals** weekend #2 May 8-9
D-I (preference)	D-I (allowable if Regionals is weekend #2)	D-I (preference)	D-I
D-III (bid priority given)	D-III (allowable if Conference spans region)	D-III (bid priority given)	D-III (rain date/backup)
Dev (preference)	Dev (allowable if D-I + Dev Regionals are weekend #2)	Dev	Dev

- we require two weeks in between Conferences and Regionals
- D-III bids will be given strong priority to weekend #1 options, due to the earlier weekend of the D-III College Championships
- we recommend D-I and Dev events to be held the weekend #1 to provide more planning time for future stages of the postseason and possible inclement weather
- be mindful of calendar conflicts which may make it difficult for teams to participate

The application and bid process timeline is as follows:
- complete the following form and return it to matthew@hq.usaultimate.org by January 31, 2027
- Regional Directors will make a final selection by February 15, 2027
- bids may be awarded on a rolling basis, so express your bid interest as soon as possible.

Multiyear postseason bids:
- currently only open to USA Ultimate Affiliates, or LDOs who either apply to be USA Ultimate Affiliates or partner with affiliates to host
- interested USA Ultimate Affiliates should email matthew@hq.usaultimate.org, and also note 2028 interest in form responses below
- 2028 postseason = Conferences (April 15-16, April 22-23), Regionals (April 29-30, May 6-7)

****** Note: you may instead fill out a google form version of this form******

Before you begin filling out this form, please review our Event Requirements and initial below.

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:**

I. General Information

Division(s):

- D-I Men's Division
- D-I Women's Division
- D-III Men's Division
- D-III Women's Division
- Dev Men's Division
- Dev Women's Division

Region name (see map):

Date(s):

Location (city, state):

Rain date/location:

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. Tournament Location and Dates

Field site name(s):

Address(es):

- 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.)?
- 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?

III. Statement of Purpose
What group or groups want to bring a Conference Championship tournament to your area?

Organizing group(s):	

- 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?

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.

Tournament Director:	

Please list two 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

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.

Total # of staff:	

Scores must be posted after each round of play on the USA Ultimate website (*"How to Report Game Scores"*).
.

Does the LOC have a volunteer who can post scores throughout the event?	• Yes • No

V. Playing Facilities
Please review the Provisions and Amenities Requirements before completing.

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 larger Conference Championships. 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? Will you meet the water requirements?	• Yes • No
Are you able to meet the restroom requirements? *(restrooms at the fields, or able to order portable restrooms)*	• Yes • No

VI. Support Facilities
Please review the Provisions and Amenities Requirements before completing.

Tournament Headquarters:

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

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?	● 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 <u>not</u> 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 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 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:
Event and travel information needs 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

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

Postseason Disc Orders

Postseason event organizers have access to order the college season discs to use/sell at the events.
(Minimum order is 20 discs. Discs can be ordered in any quantity of 20 or more and divisible by 5.)

Would you be interested in purchasing discounted postseason discs?	● Yes ● No

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

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 matthew@hq.usaultimate.org.

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/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 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:** _____

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 Requests *(this section is only relevant if you are awarded the bid)*

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 (COI) 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 are awarded the bid and require a COI, please email the following information to info@hq.usaultimate.org.

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: _____