**College Conference Championships Bid Form**

Thank you for your interest in hosting a USA Ultimate College Conference Championships tournament! The USA Ultimate Championship Series relies on local volunteers to help promote and facilitate tournaments across the country. Your Conference Championships tournament will be one of a network of events that is the first step toward qualifying for the USA Ultimate College Championships.

**The application and bid process timeline is as follows:**
- Complete the following form and return it to your Conference Coordinator by **December 15, 2016**, with a CC to the Manager of Competition and Athlete Programs (tom.manewitz@hq.usaultimate.org). (If no location has been announced please feel free to continue to submit bids until a site has been chosen.)
- The Conference Coordinators will review all bids and make a recommendation to the Regional Directors by **January 1, 2016.**
- The Regional Directors will make a final selection by **January 15, 2016.**
- The Conference Coordinators and Regional Directors reserve the right to make a site selection earlier, so please express your interest in submitting a bid to your Conference Coordinator as soon as possible.

Please direct questions to your Regional Director, to the National College Directors (Jeff Kula and Beth Nakamura) at ncd@usaultimate.org, or to the Manager of Competition and Athlete Programs (Tom Manewitz) at tom.manewitz@hq.usaultimate.org.

**Before you begin filling out this form, please review our new Event Quality guidelines:**<http://www.usaultimate.org/resources/champ_events/#Bidding>

**I. General Information**
**Conference**

**Region**

**Gender (Open / Women)**
 **Division (DI / DIII / Developmental)**

**Date**

**Location**

*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 Conference events 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.** **Statement of Purpose**What group or groups want to bring a Conference 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?
     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

 **V. Playing Facilities**Please review the [Provisions and Amenities section](http://www.usaultimate.org/resources/champ_events/provisions_and_amenities.aspx) 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?

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](http://www.usaultimate.org/resources/champ_events/provisions_and_amenities.aspx) 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?
[ ]  Yes [ ]  No

If the answer is “no” may bids for concessions 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 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](http://www.usaultimate.org/resources/champ_events/provisions_and_amenities.aspx) 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](http://www.usaultimate.org/resources/champ_events/benefits.aspx) 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](http://www.usaultimate.org/resources/organizer_resources/health_safety_and_liability_requirements.aspx).

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.

**V. Budget**
**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