



CUPA-TOC CUUC Relationship 2009



The CUPA is delighted that you are interested in hosting the Canadian University Ultimate Championships (CUUC). This document contains some important information that you should know before you send in a bid application.

Each year the Canadian Ultimate Players Association (CUPA) receives bids from groups across the country to host the CUUC. Once a successful bid is selected the CUPA sanctions the hosting of the CUUC by a Tournament Organizing Committee (TOC). Both the relationship between the CUPA and the TOC as well as the responsibilities of each is outlined below.

Responsibilities of the CUPA

The primary responsibilities of the CUPA are to monitor the TOC, operate the competition aspect of the tournament and provide support to the TOC.

1. Appoint a contact person to represent the CUPA in communications between the CUPA and the CUUC TOC. Contact information for the CUPA representative, including an email address and phone number, will be provided to the CUUC TOC by May 30th of the year of the tournament. All official communication from the CUPA to the CUUC TOC will come from the appointed contact person in order to facilitate clear and efficient communication.
2. Registration of all teams and players including the review of eligibility documents.
3. Collection of team fees and CUPA memberships
4. Determination of rankings and game schedules for all divisions. The schedule will be made in consultation with the TOC regarding field quality and layout.
5. Providing start up money for the TOC
6. Provide background information from past CUUCs including lessons learned by past organizers



-
7. Advertise the CUUC amongst the CUPA membership and make website space available for the TOC to use on the CUPA web server. The TOC is entitled to send out communications to CUUC participants to advertise the event and to promote the tournament.
 8. Reimbursing the TOC and/or pay for CUUC expenses in a timely manner
 9. Advise the TOC and provide support
 10. Collaborate with the CUUC TOC in the financial reconciliation process
 - a. Send a first report containing draft income collected by CUPA and credit card fees paid by CUPA within 1 month of the completion of the event
 - b. Send a second report containing an updated draft income collected by CUPA and credit card fees paid by CUPA within 2 months of the completion of the event
 - c. Send a final report containing final income collected by CUPA and credit card fees paid by CUPA within 3 months of the completion of the event

Responsibilities of the CUUC TOC

1. Appoint a contact person to represent the CUUC TOC in communications between the CUPA and the CUUC TOC. Contact information for the CUUC TOC representative, including an email address and phone number, will be provided to the CUPA by May 30th of the year before the tournament. All official communication from the CUUC TOC to the CUPA will come from the appointed contact person in order to facilitate clear and efficient communication.
2. All local logistics for the tournament detailed in the CUUC bid form are the responsibility of the TOC.
3. Provide updates to the CUPA contact regarding planning and budgets.
 - a. A first budget should be prepared 3 months before the tournament
 - b. A second budget should be prepared 1 month before the tournament



-
4. Consider these budget elements:
 - a. Budget at least \$500 for observers
 - b. Budget at least \$500 for CUPA sanctioning fee
 5. Keeping accurate accounting information
 6. Secure insurance for the event
 7. Collaborate with the CUPA in the financial reconciliation process
 - a. Send a first report containing draft financials within 1 month of the event
 - b. Send a second report containing updated draft financials within 2 months of the event
 - c. Send a final report containing all financials within 3 months of the event

Profit (loss) sharing

1. 50% of profits will go to the CUPA and 50% of the profits will go to the local organizing committee to support local legacies (examples include field funds, junior programs, outreach programs, etc.)
2. If there is a net loss from the tournament then the CUPA is responsible for 50% of the loss and the TOC is responsible for 50% of the loss.

Negotiable Areas

- Recruiting observers
- Sponsorship
- Signing agreements to book venues