



CUUC 2009 Bid Proposal Package



Bid Proposal for CUUC

Thank you for expressing interest in hosting the next Canadian University Ultimate Championships (CUUC).

The following regulations and guidelines are intended to help organizations make bids for CUUC. The headings and guidelines are provided so that you may not only provide a realistic bid to the CUPA, but to help you plan and put your ideas into action.

To ensure that all bids are judged on an equal basis we ask that you address each area outlined in the bid proposal. The essential requirements for a successful bid include the number and quality of fields, accommodations, food offered to players, medical facilities, the experience of the organization in running large tournaments and an accurate budget. The desirable requirements include all other aspects outlined in this bid proposal.

If you have any questions regarding a bid for the CUUC please contact the Executive Director at (ed at canadianultimate dot org).

We wish you good luck with your bid!



1. Proposal statement

- a. Organization (association, club, team or individuals) hosting the tournament
- b. Group's goals regarding the event
- c. Other comparable sporting events (Ultimate and other sports) that have been held at your site
- d. Letters of support

2. Tournament location

- a. Main contact address of tournament site
- b. Distance from main Canadian cities
- c. Type of facility used (soccer fields, intramural fields, polo fields, etc.)
- d. Proposed dates of event
Note: The CUUC is a three-day (Fri-Sun) event to be held the third weekend of October or on an agreed upon date that avoids a conflict with the UPA club championship regional tournaments.
- e. Map of the site

3. Tournament organizing committee (TOC)

- a. Tournament Director - address details, qualifications and experience
- b. Management Staff - contact information, job descriptions, qualifications and experience
- c. Tournament Staff - numbers of staff for fields, medical, accommodation and food, media, etc.
- d. Volunteer Planning – a volunteer plan which includes the total number of volunteers needed, a break-down of volunteer shifts with the number of volunteers needed per shift, and a recruitment plan for volunteers.

4. Playing facilities

- a. Number of fields and location
Note: The CUUC (2 divisions) requires a minimum of 10 fields. Grass fields that are 120 yards long x 40 yards wide are preferred. Minimum requirements exist for distances between fields (5 yards) and from permanent objects (10 yards). If any of the fields do not meet these criteria, please list how many and reason why.



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- b. Description of quality, grass, slope, and surrounding areas
 - c. Suitability for spectators
 - d. Lighting available for night games (if applicable)
 - e. Parking for players and spectators
 - f. Contingency plan should main fields become unavailable
 - g. Championship Games facilities (if different than above)
- **Preferable to have 1 main site than many satellite fields****

5. On-site facilities

- a. Plan for disc central, information center and concessions (location in relation to fields)
- b. On-site communication
- c. Recycling and waste disposal
- d. Availability of water
- e. Availability of restrooms or showers at the field site

6. Accommodations

- a. Official tournament accommodations. (Number of rooms, occupancy, price, distance & time to fields and proximity to food and other amenities)
- b. Alternative accommodations including camping, billeting and other hotels with distance & time to fields

7. Transportation

- a. Distance from airport to main accommodations (map)
- b. Typical airline expenses from Canadian cities: Vancouver, Calgary, Winnipeg, Toronto, Montreal and Halifax
- c. Distance from main accommodations to fields (map)
- d. Shuttles if applicable (not a requirement)

8. Security

- a. Measures to ensure security for players and their possessions on the fields and at their accommodation

9. Medical Services and facilities



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- a. Medical services, facilities, and equipment available to players at the tournament site, including doctors, nurses, physiotherapists, paramedics, massage therapists etc.
 - b. Hospitals, medical facilities, and ambulance service – proximity to fields
 - c. Risk management plan
 - d. Emergency response plan (communication, first aid, etc)

10. Player and public relations and marketing

- a. Website
- b. Sponsorship
- c. Media plan
- d. Facilities for spectators and guests
- e. Plans to encourage teams to attend
- f. Other

11. Gift and prizes

- a. **Trophies:** The TOC will provide appropriate awards for teams and individuals.
- b. **Volunteer Packs:** The TOC may put together volunteer packs for each volunteer (not a requirement)

12. Tournament and social events

- a. Player dinner
- b. “Marquee games” at the end of the day
- c. Party. Please include a description of venues for any parties.
- d. Finals and Closing ceremony
- e. Others

13. Tournament Merchandise

- a. Design of tournament Logo
- b. Quantity and range of merchandise
- c. Plans for retailing merchandise
- d. Other merchandise

14. Budget:

- a. Should reflect **all aspects** of your bid.



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- b. Should be divided into income and expenditure.
 - c. Example budget headings that might be included in a tournament :
 - d. Please include a proposed team fee for the event

Income

- Team fee
- Sponsorship
- Advertising
- Concessions
- Donations

Expenditure

- Fields
- Tents
- Observers
- Media
- Discs
- Friday Dinner
- Advertising and banners
- Social Events
- Field Food
- Medical Expenses
- Trophies/prizes
- Insurance
- Administration, web-site, phone bill, etc.
- Scoreboards and other field equipment

The TOC is required to submit a revision of their budget to CUPA one month before the tournament.

15. Other relevant information



Bid assessment process

In order to assess objectively the different proposals, the CUPA will consider this non-exhaustive list of criteria:

50% Location and facilities

- Tournament location
- Playing facilities
- On site facilities
- Etc.

20% Planning and feasibility

- Tournament organizing committee
- Budget
- Security, medical services
- Etc.

10% Hospitality services

- Accommodation
- Transportation
- Etc.

10% Entertainment

- Social events



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- Dinner
 - Etc.

10% Marketing, promotion and other

- Players and public relations
- Marketing
- Sponsors
- Gift and prizes
- Tournament merchandise
- Etc.