



2014 USA Roller Sports Roller Derby Regional Qualifier & National Championships Official Hosting Requirements

USA Roller Sports will be conducting its third annual Roller Derby Championships in 2014. Detailed information regarding qualifying for the Championships will be posted as it becomes available.

BIDDING PROCESS

- All interested USARS member clubs are eligible to submit a proposal to host one of the events.
- Hosting one of the events will not impact participation or lack thereof.
- Multiple clubs located in close proximity to each other may submit an application to co-host one of the events.
- USA Roller Sports reserves the right to host the events without the direct involvement of a host club, if no qualified applications are submitted.

BENEFITS TO HOST CLUBS

Hosting one of the USARS Qualifying or Championship events represents a great opportunity for your club and will have a positive effect in several areas of your organization:

Visibility

Imagine your club becoming the center of the derby universe for a weekend, giving you the chance to show derby fans your great city and to show roller derby to your great city. Events can bring hundreds or, in some cases, thousands of fans to your city, not only giving the sport attention and legitimacy, but also generating support from local government, news outlets and businesses. Several roller derby events have featured the mayor of the city blowing the first whistle and have been featured on the front page of local publications. This visibility translates directly into more fans and more support for your club.

Valuable Relationships

As you build a positive relationship with locals and reinforce your relationships with current sponsors, vendors and partners, the USARS Championships give your club an opportunity to reward your loyal partners for supporting your club in the past. Most importantly, it also allows you to cultivate new relationships that will benefit your club in the future.

Competitive Advantage

If your club is planning on participating in the event, hosting is a great way to get a competitive and economic advantage. Your players will be at home and your club will save thousands of dollars in travel expenses. In addition, your team can skate at home in front of their local fans and they will spend less time fundraising and more time training for the event.

Financial

Not only will your players save thousands of dollars in travel expenses, but your club will benefit economically from the revenue generated by the event. USARS gives a percent of the collected entry fees to the host clubs to use for operating expenses and uses the balance of the entry fees as cash prizes for the top three teams of the event.

EVENT REQUIREMENTS

- All games must be played using the current USA Roller Sports Roller Derby rules.
- All participants (players and referees/officials) must be current USARS members.
- Players may only participate in the events playing for the club with which they hold a USARS membership. For example, an individual wanting to play for San Diego Roller Derby would have to be affiliated with the Club ID for San Diego (CA126RD).
- Only one team per club is eligible to participate per event.

VENUE REQUIREMENTS

- A smooth, unobstructed floor space large enough for at least one USARS regulation track; preference given to those that are large enough for two regulation tracks.
- Seating capacity for a minimum of 500 spectators for Regionals and 1000 for Nationals.
- Locker room areas.
- Preference given to those facilities offering wireless access (secure WI-FI).
- Appropriate venue conditions for event based on local climate (A/C, heat, etc.).
- Concessions throughout the entire day, preferably including alcohol sales. Revenue from concessions shall be divided according to host's contract with the venue.
- Space for merchandise tables for all participating clubs, vendors, and/or sponsors. Venue must be available for several hours for track setup the night before the event.
- Please state whether or not the venue has any special requirements or restrictions for such items as concessions, merchandise sales, or personnel (I.e. they must provide ticket sellers, security, etc.).

HOST CLUB REQUIREMENTS

- One primary contact person for all event details. This person will have frequent communication with USA Roller Sports prior to the event for planning and updates.
- Provide volunteers and coordinate their activities during the event.

- Track set up before the event.
- Track teardown after the event.
- Venue cleanup after the event (if not provided by the venue).
- Scoreboard (please indicate if venue scoreboard or projector will be used).
- Game supplies (track boundary, clip boards, white boards, penalty boards, stopwatches, tape, markers, pens, etc.).
- If desired, find an after party location and handle all organizing.
- Find group rates for local hotel(s) near the venue (preferably with shuttle service) or help organize travel arrangements (bus, vans, rental service, etc.) for the teams to get to the venue.
- Creation and distribution of the schedule of events for the event (Regionals only).
- Assist with handling communication with the participating teams prior to the event.
- Work with USARS designated representative to organize all referees, NSO's and support staff prior to and during the event.
- Organize all announcers prior to and during the event.
- Organize any online video feeds during the event.
- Organize all vendors and sponsors prior to and during the event (Regionals only).

HOST CLUB FINANCIAL OBLIGATIONS

The host club will be responsible for all the costs of organizing the Regional event and is entitled to retain all revenue. Possible reimbursement for some of the costs of hosting the National Championships only is at the discretion of USA Roller Sports and must be approved prior to reimbursement being granted.

- Venue rental fees
- Security personnel fees
- EMT fees
- Event programs (setup and printing fees)
- Marketing fees (flyers, print ads, radio, TV, etc.)
- Equipment rental fees (tables, chairs, sound equipment, etc.)
- Bottled water, sports drinks and/or hospitality meals for participants during the event

USA ROLLER SPORTS OBLIGATIONS

USA Roller Sports will work with the host club as needed for planning and will provide the following:

- USARS event sanctioning- form must be submitted by host club
- Certificate of liability insurance for venue (if required)- form to be submitted by host club
- Awards

- Define requirements (including application) for teams wanting to participate and selection of those teams
- Create the event structure
- Creation and distribution of the schedule of events for the event (Nationals only)
- Communication with the participating teams prior to the events
- Organize all vendors and event sponsors prior to and during the event (Nationals only)
- Provide exposure to host clubs via the USARS website and applicable Facebook page prior to the event

CRITERIA FOR SELECTING THE HOSTS

- Venue accommodations
- Ease of travel to host city
- Costs associated with event production
- Capability of host club to bring in a large crowd
- Hotel rates and availability
- Online video streaming capabilities

HOW TO SUBMIT A BID

Acceptable ways to submit include fax (402-483-1465), email (aepp@usarollersports.org), or mail (4730 South Street Lincoln, NE 68506). Please be sure to include a complete list of costs in your bid, as well as your average attendance and ticket prices for home events. USARS encourages creativity when submitting bids and welcomes any ideas that may improve the Championship event experience.

ACCEPTANCE OF BID

A contractual agreement will be presented to the host club which further defines division of duties should the host club become negligent as well as specific insurance requirements that must be included in the venue contract.



2014 USA Roller Sports Roller Derby Regional & National Championships Official Hosting Application

Club Information

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Primary Contact: _____ Title: _____

Phone: _____ Fax: _____

Email: _____

Year Established: _____ Number of Members: _____

Interleague Games: _____ Average Attendance: _____
(last year)

Wish to be considered for: Regionals Nationals Both

Proposed event dates: _____ to _____ Regionals Nationals

* Regionals must be held in August or early September. Nationals must be held in October. _____ to _____ Regionals Nationals
_____ to _____ Regionals Nationals

What is the maximum number of games for which your club could organize an event?

Two Day Event: _____ games Three Day Event: _____ games

Does your club have any experience hosting tournaments or large events? Yes No

If you answered yes above, please include a description of each. Include the name of the event, number of times held, number of teams that participated, if a vendor area was included and the number of vendors, spectator attendance, etc. Attach additional paper if needed.

Please provide any additional information about your club that might be relevant to this application.

Venue Information

If application includes multiple venues, copy this page and complete one page per proposed venue.

Name: _____
Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Fax: _____
Venue Contact: _____
Title: _____ Email: _____

<input type="checkbox"/> Track 1	Size: _____	Surface: _____	Total Seats: _____
<input type="checkbox"/> Track 2	Size: _____	Surface: _____	Total Seats: _____
<input type="checkbox"/> Track 3	Size: _____	Surface: _____	Total Seats: _____
<input type="checkbox"/> Warmup Area	Size: _____	Surface: _____	
<input type="checkbox"/> Locker Rooms	Quantity: _____	Capacity: _____	Showers: _____
<input type="checkbox"/> Referee Room	Private: _____	Capacity: _____	Showers: _____
<input type="checkbox"/> Vendor Area	Total Size: _____		

Describe the security personnel and protocols that will be provided during the Championship event.

Describe the emergency personnel and medical services that will be provided during the event.

Describe the types of seats available and the number of seats per type.

Stadium Seating: _____ Folding Chairs: _____ Bleachers: _____
Track-side: _____ VIP Seating: _____ Other: _____

Describe how scores will be tracked and displayed in the venue (scoreboard, projector screen, etc.)

Describe how tickets will be sold and any existing agreements with the venue in regards to ticketing.

Describe any additional limitations or existing agreements with the venue in regards to food/alcohol sales, broadcasting, sponsorship, union work or merchandise sales.

Hospitality

Please provide a brief overview of your city and the reasons why it is the best place to host a USARS Championship event.

Please list any airports located in close proximity to the venue and approximately how far they are.

Please describe the type of transportation (if any) that your club will provide to and from the airport and the type of visitors to which they will be available (players, officials, fans, etc.)

Please list any hotels located within 10 miles from the venue, the average price per room and any additional services they provide.

Please provide an overview of the available transportation options and services provided to visitors to travel between the hotels and the venue during the event (shuttles, public transportation, etc.)

Please describe any special pricing, hotel packages or any other assistance with travel expenses given to visiting teams.

Please list any other events happening in your city during the suggested dates for the event.

Please provide any additional information in regards to hospitality for the Championship event.

Promotion and Media Information

Please list any local convention and visitors bureaus, sports commissions, sports authorities, etc. that are willing to help promote the event and their desired level of involvement.

Please provide an overview of your plans to promote the Championships before the dates of the event.

Please provide an overview of your plans to provide media coverage during the event.

Please provide information regarding available broadcasting options for the Championship event.

Additional Information

Please provide an overview of your plans for the following activities for the event:

Track Setup (before), Maintenance (during) and Teardown (after)

Volunteers (coordination and acquisition)

Floor Management (schedule enforcement, supervision and support)

Additional Information (continued)

Announcers (coordination and acquisition)

Internet Access

National Anthem Singers and Half Time Entertainment

By signing below, the undersigned acknowledges that the information provided on this application and the enclosed proposal is true and accurate to the best of his/her knowledge. The undersigned is also confirming that the host club will be obtaining USARS membership for the 2014 season which begins on January 1, 2014.

Date of Signature

Printed Name

Signature

Title