



BID BOOK

**U SPORTS Women's & Men's
Hockey Championships
2024 & 2025**

New Brunswick forward, Philippe Mallet hoists the University Cup after his team's victory over the Saskatchewan Huskies in the 2017 Cavendish Farms U SPORTS Men's Hockey Championship. (Photo courtesy: James West)



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LETTER FROM THE CSO

Dear Potential Host,

We are pleased to invite you to submit a bid proposal for the **2024 and/or 2025 U SPORTS Women's and Men's Hockey Championships**. U SPORTS will be accepting joint bids to host the U SPORTS Women's Hockey Championship together with the U SPORTS Men's Hockey Championship, as well as single event bids for each Championship. Multi-year bid proposals for either joint or single events will also be accepted and considered.

Enclosed In this document you will find all the requirements to bid on a U SPORTS Championship. Please note that this bid book is also available online (usports.ca), and our staff will always be ready to answer any questions you may have.

U SPORTS is the national brand for university sport in Canada. Every year, over 15,000 student-athletes and 500 coaches from 56 universities vie for 21 National Championships in 12 different sports. U SPORTS also provides high performance international opportunities for Canadian student-athletes at FISU Winter and Summer University Games as well as numerous FISU World University Championships.

The U SPORTS Hockey Championships are two of U SPORTS' most prestigious sporting events showcasing the very best talent in Canada. U SPORTS prides itself on working with local Organizing Committees (Hosts) and engaging the community to ensure all U SPORTS championships have a positive impact on the development of student-athletes, coaches and officials', as well as raising the national profile of

Canadian university sport, the U SPORTS brand, and strengthening its partnership with the National Sport Federation.

Our vision is to grow the U SPORTS brand and the value of university sport in Canada, enriching the student-athlete experience and continue telling the stories of the student-athletes representing our 56 institutions.

U SPORTS' Objectives for hosting National Championships are the following:

- To ensure a positive, enriching student-athlete experience
- To promote university sport, student-athlete stories and grow a fan base
- To provide a highly competitive event that is student-athlete focused
- To generate revenues for Hosts and U SPORTS
- To engage local communities and government
- To provide legacy opportunities in the community and for the Institutions
- To build stakeholder relations within the university, in the community, with local tourism and city officials as well as the Canadian Sport System including Hockey Canada

Thank you again for your commitment to growing University Sport in Canada and once again, should you require any further questions, please do not hesitate to contact our office.

Sincerely,

U SPORTS

LISETTE JOHNSON-STAPLEY
Chief Sport Officer



A PARTNER RESPONSIBILITIES

HOST RESPONSIBILITIES

Hosts are responsible for the financial and administrative responsibilities of organizing and hosting a U SPORTS National Championship. Hosts are also responsible for marketing the championship to the local community. U SPORTS National Office will not share in any deficit. Expenses not covered by the Host are the responsibility of participating teams unless otherwise stipulated in the bid document.

Should a Bidder wish to use a Third Party, they must be included within the Bid Document, and approved by the U SPORTS National Office. The Host Institution in partnership with the Third Party will be responsible for all liability. Should the third party not be able to financially support the Championship, the partnering host institution will be responsible for financial payment and risk. For clarity, the Championship Hosting Agreement will be between U SPORTS and the Host Institution only.

U SPORTS RESPONSIBILITIES

The U SPORTS National Office will provide support in various areas of the planning and execution of a U SPORTS Championship including marketing, promotions, merchandising, sponsorship / partnership development and communications (including webcasting, website and digital assets). In addition, U SPORTS will support the competition services in coordinating officials, management of awards and trophies, communication with U SPORTS membership, and administratively with the provision and enforcement of playing regulations and policies management. Finally, U SPORTS will appoint and send a U SPORTS Delegate to each Championship and the U SPORTS Director of Sport will provide guidance and communication from the National Office to the Host.

B BID PROCEDURE AND TIMELINES

- ▶ **Call for Bids:** June 10, 2022
- ▶ **Confirmation of intent to bid via email:** July 8, 2022
- ▶ **Submission Date:** August 15, 2022
- ▶ **Bid Submission Date:** August 16-29, 2022
- ▶ **Selection of Winners and Notification:** September 2, 2022

NOTES:

- U SPORTS requires a minimum of 48 hours to respond to any inquiries about the Bid Book. Only after 48 hours, may a bidder re-send their questions.
- Once submitted, a bid proposal will be irrevocable for 90 days. Bids submitted after the bid Due Date will be disqualified.
- If necessary, you may amend or withdraw a proposal prior to the Bid Due Date.



The Manitoba Bisons celebrate their win over the Western Mustangs in the Gold Medal match of the 2018 USPORTS Women's Hockey Championships hosted by Western University in London, ON. (Photo courtesy: rardon VandeCaveye)

BID INSTRUCTIONS

1. BID PROPOSAL SUBMISSION FORMAT

- a. Bids must be submitted in (.PDF) format
- b. Bids are to be submitted electronically

2. BID PROPOSAL CONTENT

- a. Describe how your objectives align with the U SPORTS objectives outlined in the letter on the opening page
- b. Strategies as outlined in **Appendix C** of the evaluation criteria
- c. Proof that your content meets the minimum standards as outlined in **Section D** of this document
- d. Creative freedom that best represents your bid
- e. Photos and visuals that enhance the quality of the Bid Proposal
- f. A proposal that is clearly structured in accordance with the instructions in this Bid Book. Where information is requested in a section of this Bid Book, you should reference that number in your response

3. KEY DOCUMENTATION CHECKLIST:

- Letters of Support
 - Letter of support from the City or Municipality
 - Letter of support from the Provincial Sport Organization
 - Letter of support from the Local Club Organization (only one is required, but if there is more than one local team, you may provide more to show extra support for your event)
 - Letter of support from the University President
 - Any other letters the Bid Committee deems necessary for their Bid
- Signed Bidding Statement in Appendix A**
- Some or all of the following should be identified in the Bid Proposal, including any other information that will help the selection committee assess the overall quality and sophistication of the Bid.
 - Sponsorship Strategy
 - Marketing / Brand Strategy
 - Promotional Strategy
 - Communications Strategy
 - Ticketing Strategy
 - Sport Development Strategy (if applicable)
 - Facility Information
 - Host Hotel / Community Information

- Medical Services
- Organizing Committee Structure
- Awards and Ceremonies Plan
- Stakeholder Engagement Plan
- Proposed Schedule of Events
- Any other elements as outlined in the Evaluation Matrix in **Appendix C**
- Visuals and Appendices that provide further evidence of bidder's plans
- Proposed budget as seen in **Appendix B**

4. INCOMPLETE BIDS

All bid proposals will be viewed by U SPORTS. U SPORTS reserves the right, at U SPORTS' sole discretion, to allow minor errors or gaps in bid proposals to be repaired or revised without disqualifying the bid. If the repair or revision reveals that the earlier information provided was inaccurate, incomplete or misleading, U SPORTS has the right to either disqualify the bid proposal or adjust its scoring of the proposal. If there is any substantive gap in the bid proposal, or if the proposal does not meet any minimum bid requirements, the bid proposal will be deemed incomplete and be disqualified from the bid process.

5. CHANGES/ADDITIONS TO THE BID BOOK

Please note that Playing Regulations are subject to change and thus, any proposed changes by any Sport Technical Sub-Committee and Sport Committee will be provided to the Host, bearing in mind they do not have significant financial impact on the Host. All playing regulations are located on the U SPORTS website at usports.ca.

At any time in the bid process, U SPORTS may make changes to the Bid Book but will be communicated to you in advance. Example: if there are Broadcast opportunities or Promotional Opportunities that arise after the creation of the Bid Book.

6. NO LOBBYING ALLOWED

Championship Bidders may not contact U SPORTS or the Selection Committee for the purpose of lobbying; any attempts to do so WILL disqualify the bid.

7. NOTIFICATION TO UNSUCCESSFUL BIDS

- a. Only after formal acceptance by the successful bidder will all other bidders be notified of the results.
- b. Only after the formal acceptance of the bid, and once all bidders have been notified, will the U SPORTS membership be notified.
- c. Non-successful bidders will have the right to seek feedback on their bid proposals, after successful bidder has formally accepted and an announcement has been made to the U SPORTS membership.
- d. Non-successful bidders will be supplied with the areas in the evaluation criteria in which they received their lowest scores.

8. APPEALS

Please note that there is no appeal process once a selection has been made.

9. BIDS WITH JOINT HOSTS

Any submissions that are submitted jointly by two institutions must meet the following:

- Both institutions must be within the same municipality
- The primary and secondary host must be defined in the bid, as well who will receive the host berth (if applicable). If two institutions are jointly submitting a bid to host a joint men's and women's championship, it must be clearly identified who will receive the host berth for each championship (if applicable).

10. THIRD PARTY HOSTS

As per Host Responsibilities outlined in Section A above, third party partners must be included within the Bid Proposal and must be approved by the U SPORTS National Office. The Host Institution will be responsible for all liability under the U SPORTS Host Agreement. Should the Host Institution wish to enter into a separate agreement with the Third Party in order to defer some or all liability to the third party, that is their prerogative; however U SPORTS' agreement will be only with the Host Institution, and regardless of whether the third party is able to financially support the Championship, the Host Institution will be responsible for all financial payment and risk.

11. BID BOOK INQUIRIES AND SUBMISSION ADDRESSES

Questions about the Bid Book should be sent to:

Jenna Blackburn
 Sport Coordinator
O. 905.508.3000 ex.239
C. 437.246.2494
E. jblackburn@usports.ca

NOTES:

U SPORTS has the option, but not the obligation, to hold a bidders briefing with potential bidders at any time during the bid process at which time further information may be presented.

Any anomalies noticed within the Bid Book, must be communicated to the U SPORTS office.



Queen's forward, Slater Doggett handles the puck up the ice in their Quarter-Final game against the UNB Varsity Reds at the 2017 Cavendish Farms U SPORTS Men's Hockey Championship. (Photo courtesy: James West)

D MINIMUM STANDARDS

1. FINANCE

1.1. Payment of a Rights Fee (no exceptions) of the following:

- U SPORTS Men's Hockey Championship: a minimum of **\$75,000**
- U SPORTS Women's Hockey Championship: a minimum of **\$10,000**
- U SPORTS Joint Men's & Women's Hockey Championship: a minimum of **\$83,000**

As per policy 20.30.1.8, all bids must pay the pre-determined U SPORTS Championship rights fee, regardless of broadcasting changes (if applicable) or other reasons deemed unacceptable by U SPORTS. Failure to do so will result in penalties

1.2. Payment of 12.5% of gross ticket revenue

1.3. Payment of 10% merchandise license fee on gross revenue off sales of U SPORTS and event merchandise

1.4. Payment of sponsorship sales commissions as outlined in Section D 2.1

1.5. Payment of Webcasting Fees as per the following:

- 1.5.1. Webcasting production fee as assigned by U SPORTS will be a fixed cost of \$1,500 (no exceptions).
- 1.5.2. Cost of full services to provide the entire delivery of the digital platform and any onsite production costs, as per the minimum standards

1.6. Payment of Legacy Branding Fee of \$1,500

2. REVENUE GENERATION

2.1. Sponsorship

2.1.1. The Host acknowledges and confirms that the U SPORTS National Office holds exclusive rights to the title and presenting sponsor. A predetermined date will be provided to the Host, at which time, if the U SPORTS National Office has not secured a title or presenting sponsor, the Host committee may begin to seek out potential sponsors in these two categories. Values will be determined in collaboration with the U SPORTS National Office.

2.1.1.1 All values and companies must be approved by the U SPORTS National Office

2.1.2 The Host committee will respect the U SPORTS national sponsorship strategy, in which certain key sponsorship categories will be protected by the U SPORTS National Office and only released to the Host at a predetermined date communicated by U SPORTS. These exclusive categories include:

- a. Automotive
- b. Financial Institutions
- c. Professional Services
- d. Technology
- e. Telecommunications
- f. Performance Apparel

2.1.3. Total revenues from the title and presenting sponsorships will breakdown as per the following:

- a. 20% of total cash value will be retained to service the account
- b. 30% of total cash value will be retained by U SPORTS as the rights holder of the event
- c. 30% of total cash value will be reinvested into the event budget
- d. 20% commission will be provided to the party who successfully secured sponsorship

2.1.4. Revenue share for all other sponsorship revenue (cumulative total of all other sponsorship deals for the Championship):

- a. Host to retain 100% of the first \$10,000.00 in gross revenue.
- b. For all revenue above the first \$10,000.00 in gross revenue:
 - i. 10% of total value will be provided to U SPORTS as the rights holder of the event
 - ii. 20% of total value will be retained to service the account
 - iii. 20% commission provided to the party who successfully secured the sponsorship
 - iv. 50% of total value will be invested into the event budget

2.1.5. All signage in a U SPORTS Championship venue which is not a Championship sponsor must be removed, from the date of the first championship event (includes team practices) through to the last day of the championship.

2.1.6. All Host sponsorships must be pre-approved by the U SPORTS National Office. Prior to approaching a potential sponsor, Hosts should advise the U SPORTS National Office in order to prevent conflicts. Any asset packages being offered to potential sponsors must also be approved by the U SPORTS Office in advance. Any sponsor that has not been approved by the U SPORTS National Office will not be permitted exposure at the U SPORTS Championship.

2.1.7 Signage and activation space must be reserved for all U SPORTS sponsors as required. Hosts will be responsible for production of field of play signage, including for U SPORTS National Sponsors. U SPORTS will be responsible for the cost of producing the signage for its National Sponsors. All signs and their costs must be pre-approved by the U SPORTS National Office prior to production or financial commitment.

2.2. Broadcast

2.2.1. The U SPORTS National Office is responsible for securing a broadcast partner

2.2.2. Costs for onsite production and to ensure the venue is television ready are paid for by the Host

2.2.3. The broadcaster will have final say on games to be broadcast as well as on scheduling, in collaboration with the U SPORTS National Office.

NOTE: The U SPORTS broadcast and webcast strategy is under review and minimum standards/requirements may change. The Host will be notified of any changes in advance.

2.3. Webcast/Streaming

2.3.1. All games for both championships must be livestreamed in HD on the U SPORTS platform(s) of choice

2.3.2. The cost of equipment set-up and production to reach the minimum standard as set by U SPORTS National Office is at the expense of the Host

2.3.3. The broadcaster will have final say on any potential livestreaming partner, in conjunction with the U SPORTS National Office.

2.3.4 All broadcasts must be streamed in English and French

2.3.5 The following minimum standards must be followed:

2.3.5.1 Round Robin / Consolation Games

- a. 3+ camera production, including 1 camera at ice level (and goal line review cameras for men's hockey)

- b. Production led by a director as assigned by U SPORTS
- c. Broadcast / Webcast graphics system (with U SPORTS branded graphics package & automated scoreboard data system)
- d. Instant replays (with U SPORTS branded transition)
- e. Commentary (with field of play audio)
- f. High quality broadcast (1080p @ 4Mbps bitrate)
- g. Provide a dedicated bidirectional wired internet connection (minimum of 100 Mbps upload and download)

2.3.5.2 Playoff and Medal Round Games

- a. 4+ camera production, including 1 camera at ice level (and goal line review cameras for men's hockey)
- b. Production led by a director as assigned by U SPORTS
- c. Broadcast / Webcast graphics system (with U SPORTS branded graphics package & automated scoreboard data system)
- d. Instant replays (with U SPORTS branded transition)
- e. Commentary (with field of play audio)
- f. High quality broadcast (1080p @ 4Mbps bitrate)
- g. Provide a dedicated bidirectional wired internet connection (minimum of 100 Mbps upload and download)

2.3.5.3 Financial Requirements for Webcasting

U SPORTS will provide access to a Project Manager (at the cost of U SPORTS) to oversee all elements of the webcasting minimum standards. The U SPORTS Project Manager must be utilized as the primary link between the Host and the U SPORTS National Office. All Financial Requirements for webcasting are outlined in **Section D 1.5 of Finance**.

NOTE: The U SPORTS broadcast and webcast strategy is under review and minimum standards/requirements may change. The Host will be notified of any changes in advance.

2.4 Merchandise

2.4.1 Event Retail Merchandise

- 2.4.1.1 U SPORTS will offer its official supplier the first right of refusal to set up an event retail shop on site at the Championship. U SPORTS will confirm at which Championships the U SPORTS official supplier will be present, no later than 90 days before Championship.
- 2.4.1.2 Should the official supplier for U SPORTS not be present at a Championship, the host may proceed with an event retail merchandise plan approved by U SPORTS. The first right of refusal to supply merchandise for the event will be offered to the official supplier for U SPORTS. In the event this supplier cannot offer merchandise, or opts to not do so, the successful bidder may use a local generic non-competing supplier but **MUST** be approved by the U SPORTS corporate sponsorship department prior to signing. **A license fee of 10% will apply to all U SPORTS branded and event branded merchandise.**

2.4.2 Championship Awards Merchandise Program

- 2.4.2.1 The Host will be provided with U SPORTS Championship merchandise and award gifts for Champions and select Award Winners that must be distributed accordingly. A detailed listing will be provided, and Hosts may choose to obtain additional gifting beyond what is provided from the U SPORTS official supplier at the time of the event. Host may use a local generic non-

competing sponsor for gifting; however U SPORTS must approve the designs and branding, and U SPORTS Official supplier must be given the opportunity to quote and compete for the business.

2.4.3 Merchandise Designs

- 2.4.3.1 Host must submit all merchandise (retail, awards, gifts, etc.) designs to the U SPORTS marketing department for approval, to ensure all brand guidelines are being followed.

2.5 Ticketing

- 2.5.1 The Host is responsible for developing a ticketing sales strategy, with the oversight approval of the U SPORTS National Office.
- 2.5.2 The Host will pay the U SPORTS **12.5% of gross ticket revenue** not including comp tickets.
- 2.5.3 The Host will provide sponsor tickets based on national sponsorship agreements at the time of the event.
- 2.5.4 The Host will hold until the Monday prior to the start of the Championship, reserved tickets for each participating team.
- 2.5.5 Costing for tickets for any Award Ceremonies are outlined in **Section D5.5 Awards and Ceremonies**.

3. MARKETING, BRAND & PROMOTIONS

NOTE: The U SPORTS Marketing, Brand and Promotions strategy for Championships is under review and minimum standards/requirements may change. The Host will be notified of any changes in advance.

3.1 Signage/ Brand

- 3.1.1 The Host will reserve up to 50% of rink board (field of play) signage within the TV arc for U SPORTS and U SPORTS partners..
- 3.1.2 The Host will provide and pay for an on-ice U SPORTS logo, positioning determined in collaboration with U SPORTS.
- 3.1.3 U SPORTS will provide the following assets at minimum, which must be used:
 1. Poster template
 2. Program template
 3. Awards PowerPoint presentation template
 4. Championship accreditation template
 5. Championship logo
 6. One media backdrop
 7. Two pull up banners
 8. Volunteer apparel graphics
 9. Graphics templates for social media and digital platforms

**** The Host is expected to amplify branding with additional materials at their own cost. All elements created by the Host must be approved by U SPORTS.**

- 3.1.4 The Host must respect and utilize the U SPORTS Championship brand guidelines when creating branding material, including but not limited to the following:

3.1.4.1 Facility assets

- a. Field of play signage
- b. Perimeter signage, video board content and LED/ribbon board content
- c. Branding for entrances and other front of house areas
- d. Branding for surrounding facility spaces associated with the field of play

- 3.1.4.2 Digital assets
 - a. Social media
 - b. Digital advertisements
- 3.1.4.3 Advertising and promotions
 - a. Out-of-home
 - b. Print
 - c. Television (Video)
- 3.1.4.4 Merchandise
 - a. Volunteer clothing
 - b. Gifting
 - c. Retail

3.1.5 The Host will ensure that the Championship venues and any marketing materials associated with the Championship(s) are branded with primary U SPORTS colors, red, black, white and grey.

**** All assets created by the Host must be submitted for approval by U SPORTS through the brand approval process as outlined and distributed by U SPORTS.**

3.2 Marketing and Promotional Strategies

3.2.1 The Host will be solely responsible for producing a marketing and promotional strategy for their local market, with the oversight approval from the U SPORTS National Office. The promotional and marketing strategies utilized by the Host are to be aligned with the National Strategy of U SPORTS. Key dates to be communicated by the Host to the National Office, for integration into the national strategy.

3.3 Promotional Opportunities

3.3.1 The successful bidder agrees to participate in promotional opportunities which are presented to them for the betterment of University Sport as deemed important by U SPORTS.

4. COMMUNICATIONS

4.1 Social Media

- 4.1.1 The Host may be provided with a sport specific twitter and Facebook account that is to be utilized. They are not to create their own social media accounts for the purposes of the U SPORTS Championship(s).
- 4.1.2 The successful bidder may be provided with access to the main Facebook, Instagram and other social media accounts. These accounts will be managed by the U SPORTS National Office in collaboration with the Host.
- 4.1.3 The Host must respect and abide by the social media guidelines provided by U SPORTS.
- 4.1.4 The Host must respect and use the social media graphic templates provided to them. No modifications can be made without approval from U SPORTS.
- 4.1.5 If requested by U SPORTS, the Host must have a designated person on their organizing committee to lead Social Media, before and during the event. This should NOT be the same individual who is managing the communications of the event. Please see organizing committee structure, as outlined in **Section D5.1**

4.2 Website/ Digital

4.2.1 The Host must use the dedicated championship webpage, as created by U SPORTS, as their website. No other website shall be created for the purposes of the championship, unless approved by U SPORTS in advance.

4.2.2 The information for the web page will be provided by the Host to the U SPORTS in both languages.

4.2.3 All information provided by the Host will be subject to approval by U SPORTS prior to being posted.

4.3 Media Relations

4.3.1 The Host will develop a concrete accreditation process for media, subject to approval by the U SPORTS National Office.

4.3.2 The Host must have a designated media room for attending media. This room should include the following minimum standards:

- a. Located in the competition venue
- b. Equipped with free wireless internet access
- c. Sufficient seating capacity and working tables
- d. Plugins for laptops
- e. Photocopier, printer and paper
- f. Desk space for statistics, start lists, media kits
- g. Security at the door to ensure only those with accreditation are allowed access
- h. Food and beverage must be supplied, with approval from the U SPORTS National Office
- i. Access to a translator at any time

4.3.3 The Host and U SPORTS will determine the feasibility of Hosting a pre-championship / opening media conference or event. Minimum standards for a media conference or media event will be outlined by U SPORTS and must be adhered to.

4.3.4 The Host is responsible for gathering all key information on the participating teams and making it available at any time to the media, regardless of the format (compiled or separate document, printed or digital, application, etc.). The method in which to disperse this information must be approved by U SPORTS.

4.3.5 The Host will have the responsibility to produce a Championship Program that outlines participating teams, schedule of events as well as any sponsor ads that are required as part of any U SPORTS Championship sponsor agreements. The program can be either print or digital (with a limited print run for distribution to sponsors post championship).

5. HOSTING

Should a Bidder wish to use a Third Party, they must be included within the Bid Proposal, and approved by U SPORTS prior to submission.

5.1 Host Organizing Committee

- 5.1.1 The Host must have an Organizing Committee structure with a minimum representation of the following areas:
 - a. Championship Convenor (Event Lead, Stakeholder Relations and Finance) – the Convenor will be the main point of contact with U SPORTS.
 - b. Sponsorship / Corporate Sales
 - c. Marketing and Promotions
 - d. Ticketing and Accreditation
 - e. Community Outreach
 - f. Hospitality / VIP Services / Awards
 - g. Communications (Media, Webcast, Broadcast)
 - h. Social Media / Digital (if requested by U SPORTS)
 - i. Event Day Operations (fan experience, competition venue operations)
 - j. Volunteers (recruitment, training, and in-event management)
 - k. Team Services (practice venue operations, laundry, hotels, transportation, practices/training)

- l. Medical (includes doping control and, if applicable, COVID-19 Management)
- m. Technical (match officials services, rules, laws and policies)

5.2 Accreditation

- 5.2.1 The Host must develop a concrete accreditation process for participating teams following the outline below:
- a. **All-Access Accreditation:** passes that provide access to all aspects of the championship including but not limited to banquets, games, VIP areas, back of house spaces, etc..
 - b. **Team Accreditation:** passes that are provided to each participating team up to the number listed in Section D 5.2.2. These passes allow access to the competition venue for games and practices as well as any athlete lounge at the venue or hotel.
 - c. **VIP Accreditation:** are passes to all VIP lounges and games
 - d. **VIP Plus Accreditation:** are passes that have designated seating at games, and also provides access to any VIP lounge
 - e. **Media Accreditation:** passes to all games, the media room, post-game media scrums, media conference, press box, and if applicable, field of play
- 5.2.2 The Host will provide each participating team with up to twenty-seven (27) accreditation passes and five (5) VIP passes. Anything above this allotment, the Host may begin to charge participating teams..
- 5.2.3 The Host will provide twelve (12) All-Access passes per championship free of charge to U SPORTS for its sole use.
- 5.2.4 The Host will ensure that attending media receive Media Accreditation passes.
- 5.2.5 The Host will provide, free of charge VIP Accreditation Passes to non-participating awards nominees or recipients should they be in attendance.
- 5.2.6 The Host will provide two (2) VIP Plus Accreditation Passes to any individual in attendance that either has a trophy named after them, or is the next of kin to the individual in which the trophy is named after.

5.3 Hospitality

- 5.3.1 The Host is required to have a sectioned off area in the competition venue for VIPs. This area should include beverages and snacks.
- 5.3.2 Should boxes/ suites be available at the competition venue, one should be made available, free of charge to U SPORTS. The U SPORTS National Office will notify the Host if they require such services. All food and beverage for this room would be at a cost to U SPORTS (order and pricing to be confirmed / approved by U SPORTS).

5.4 Meeting Space

- 5.4.1 The Host is required to provide a meeting room for the Championship Technical Meeting for each Championship, which should take place the day prior to competition and be large enough to accommodate the U SPORTS Delegate, Officials Representatives, Host Committee and at least 2 representatives from each participating institution.
- 5.4.2 The Host is required to provide a meeting room for a TV Production meeting (if applicable), which would take place the day prior to the first televised game.
- 5.4.3 The Host is required to provide a meeting room for the coaches association (if applicable).
- 5.4.4 The Host is required to provide a meeting room with screen/TV and high-speed internet for teams to host meetings. Ideally each team would have their own meeting room, but rooms can be shared and pre-booked as needed.

5.5 Awards and Ceremonies

- 5.5.1 The Host should organize a bilingual awards presentation or celebration to honour the achievements of the athletes and coaches during the season. Host in coordination with U SPORTS will determine the format (i.e. banquet dinner, awards show, ceremony, brunch, reception, etc.). Where possible the

awards celebration should include an opportunity for student-athletes to come together with each other and socialize. A mixer or social event can also be delivered as a separate event from the awards, if preferred. Concepts will need to be communicated clearly and approved by U SPORTS.

- 5.5.2 The Host will ensure they negotiate the best prices possible with their venue/caterer in order to offer reasonably priced tickets to attendees.
- 5.5.3. The Host will offer discounted tickets to participating teams up to the team's allotment for accreditation, outlined in Section D5.2.2.
- 5.5.4. Should any team wish to purchase additional tickets above the maximum team allotment (as per item 5.5.3 above), the Host may charge full price.
- 5.5.5. Complimentary tickets will be provided for all Non-Participating Award Winners and to U SPORTS for its use.

5.6 Accommodations

- 5.6.1 Unless otherwise directed by U SPORTS, the Host must secure a Host Hotel where all participating teams will stay. The Host is to reserve a block of rooms for all the participating teams at this official Host hotel following the minimum standards as outlined below. Should a second hotel need to be booked, all standards as per below must be followed, and cost should be within the same range +/- \$25 per night.
- 5.6.2 U SPORTS may, at its discretion, secure and organize the Host Hotel for the Championships. It will notify the Host Institution of this decision in advance of signing the Host Agreement. Prospective hosts must still outline hotel information and their plans to secure a hotel in their bid proposal.
- 5.6.3 The Host hotel(s) must meet a minimum star rating of four (4)
- 5.6.4 The Host hotel(s) must have free Wi-Fi located throughout (in meeting spaces and bedrooms at a minimum)
- 5.6.5 Estimate approximately 24 rooms per night, per team. Note, early in the week required room numbers may be lower.
- 5.6.5 There must be a separate hotel booked for officials and U SPORTS, which follow the above minimum standards. Estimate approximately 2 single and 7 double occupancy rooms per night for the Women's Championship, and 3 single and 5 double occupancy rooms per night for the Men's Championship.

5.7 Medical ***subject to change**

- 5.7.1 The following equipment should be readily available on site at all times:
- a. First aid area adjacent to playing surface
 - b. Pre-Game preparation area
 - c. Automated External Defibrillators (AED)
 - d. Stretcher, spinal boards
 - e. Splints
 - f. Ice
- 5.7.2 The following personnel should be available at all times:
- a. Coordinator for medical services, with contact information and directions
 - b. Therapists, SPD/CATA certified
 - c. Physician on call
 - d. Orthopedic specialists available for referral
 - e. EMS with ambulance must be on site from 30 minutes prior to until 30 minutes after the game.
 - f. Host with knowledge of medical services

5.8 Doping

5.8.1 A doping control station should be prepared at the competition venue. It will include the following minimum standards:

5.8.1.1 Chaperones and Volunteers meeting minimum criteria:

- a. Minimum of 18 years of age
- b. Fully bilingual (written and verbal) in English and French
- c. Must not be involved in the administration of the sport for which testing is being conducted, or related/ involved in any personal affairs with any athlete being tested
- d. Must be the same gender as the athlete being tested

5.8.1.2 A facility meeting the following minimum criteria:

- a. A waiting room/ area that is large enough to accommodate all necessary personnel. It should include chairs, benches and tables, with an adequate supply of sealed, non-alcoholic, non-caffeinated beverages.
- b. A doping control/ processing room that allows access only to the doping control personnel and athlete being tested. This room should include a table, chairs, a garbage bin and paper towels.
- c. A lavatory that possesses a sink and toilet and that is connected to the control/ processing room. It shall be large enough to accommodate the chaperone and athletes being tested.

5.9 Site Visits

5.9.1 U SPORTS may send a maximum of two (2) individuals to the successful bidder for a site visit, at Host cost.

5.10 Host Orientation Workshop

5.10.1 The Host may be required to attend a two (2) day orientation in Richmond Hill (Toronto), Ontario at Host cost. The orientation will include sharing of best practices with other Hosts, education on minimum standards, as well as presentations/seminars from industry professionals in ticketing, promotions, sponsorship, communication and event management

5.10.2 The number of organizing committee members the Host sends is at the discretion of the Host.

5.11 Reporting/ Transfer of Knowledge

5.11.1 The host will provide to U SPORTS the necessary championship information prior to the deadlines outlined in the Host Agreement through championship bulletins, which will be distributed to members, and posted on the website. The content of this bulletin is subject to U SPORTS oversight and approval.

5.11.2 All pre-championship information supplied through the bulletins, must be submitted in both official languages.

5.11.3 The Host will provide a project plan and timeline to U SPORTS, identifying key milestones / deliverables, persons responsible and target deadlines. This must be submitted by April 30th ahead of the respective season in which they are hosting the Championship.

5.11.4 The Host will be required to submit a post event report to U SPORTS no later than 30 days post championship. The Host will use the U SPORTS National Office supplied template. This will be used for future transfer of knowledge.

5.11.5 The Host will be required to submit an approved financial statement(s) no more than 60 days post championship that will be used for future transfer of knowledge.

5.12 Risk Management

5.12.1 The Host will provide U SPORTS with a crisis response plan no later than 60 days prior to the championship. This response plan should also include their plans for security.

5.13 Insurance

5.13.1 The Host will obtain and maintain in force during the Championship, at its expense, a minimum of \$5,000,000 general liability insurance for property damage, bodily injury or death to any person(s) participating in or attending the Championship(s) and covering any claims arising from such property damage, injury or death brought by third parties. U SPORTS will be named as an additional insured for the period of the Championship(s).

5.13.2 Written evidence in the form of a certificate of insurance shall be permanently deposited with U SPORTS no later than ten (10) days prior to the first Practice Day.

5.13.3 All personnel employed by or on behalf of the Host must be covered by workers' compensation insurance where required by law, including volunteers.

5.14 Technology

5.14.1 At minimum, the Host hotel(s) should have free WIFI access throughout for all participants and officials as outlined in **Section D 5.6.3**

5.14.2 The Host will ensure that the competition venue have free WIFI available free within the media room.

6. COMPETITION**6.1 Championship Dates *subject to change**

6.1.1 The Men's Championship will take place over 3 days, typically a Friday to Sunday, in March 2024 and March 2025. The day prior to the first game must be reserved for practice.

6.1.2 The Women's Championship will take place over 3 or 4 days, typically a Thursday to Sunday, in March 2024 and March 2025.

6.1.3 Exact dates are to be determined by U SPORTS in consultation with the Host Institution and Conferences.

6.2 Schedule and Format *subject to change

6.2.1 Both the Men's and Women's U SPORTS Championships will consist of eight (8) teams each in a Quarter-Final knockout format.

6.2.2 The Men's Championship will consist of eight (8) games over four (4) days of competition. The Women's Championship will consist of eleven (11) games over four (4) days of competition.

6.2.3 For both Championships there will be a Gold Medal Final and a Bronze Medal Final, and the Women's Championship will also have a 5th Place Final. There will not be 7th Place Final at either championship.

6.2.4 The schedule should follow the following guidelines:

- a. DAY ONE: Quarter-Finals
- b. DAY TWO: Quarter-Finals
- c. DAY THREE: Semi-Finals
- d. DAY FOUR: Finals

6.2.5 Should there be any deviations from the above, the Host must notify U SPORTS by April 1st prior to the playing season in question, to seek approval. Approvals are not guaranteed.

6.2.6 As per **Section D2.2.3**, the broadcaster and U SPORTS will have final say on the schedule and game times.

6.2.7 A minimum of 25 minutes will be provided for warm up for each game, regardless of delays.

6.2.8 All other scheduling should follow the Playing Regulations for Women's Hockey or Men's Hockey,

respectively.

NOTE: U SPORTS will be engaging in a review of the format for the Men's Hockey Championship in 2022 for implementation (if changes are made) for the 2023-2024 season.

6.3 Field of Play/ Technical

- 6.3.1 All field of play / technical rules will be governed by the rules of Hockey Canada, unless otherwise stipulated in the Playing Regulations.
- 6.3.2 The host must have a room available for the Supplementary Video Review Committee, with the necessary equipment.
- 6.3.3 U SPORTS will select the members for the Supplementary Review Committee, with each member being compensated as such:
 - a. U SPORTS Delegate- travel costs paid for by U SPORTS
 - b. Assignor/ Evaluator- travel costs paid for by the NSO
 - c. Third impartial hockey expert- travel costs paid for by Host
- 6.3.4 The Host must be able to accommodate and manage Video Goal Review for the Men's Championship games, as per the U SPORTS Playing Regulations and must provide a Video Goal Judge for the duration of the championship.

6.4 Facility Operations/ Capacity

- 6.4.1 The facility must be able to accommodate a minimum of 1,500 spectators for the Women's Championship and a minimum of 2,500 spectators for the Men's Championship or a joint Women's and Men's championship.
- 6.4.2 There must be a sufficient amount of dressing rooms to supply each individual team as well as at least 2 rooms for officials.
- 6.4.3 Facility must meet the minimum requirements as outlined in the Playing Regulations
- 6.4.4 The facility must be of top quality within the host city, and should be able to provide the best student-athlete experience. This facility is NOT required to be on campus.
- 6.4.5 Gender Neutral spaces:
 - 6.4.5.1 Bids to host a U SPORTS Championship are to include gender neutral washroom and locker rooms spaces to be considered
 - 6.4.5.2 U SPORTS championship bulletins should capture information on gender neutral washroom and locker room spaces

6.5 Equipment

- 6.5.1 The host is required to order at least 150 pucks per championship from U SPORTS preferred supplier, and these shall be the official puck for both Women's and Men's Championships. This is subject to change based on U SPORTS partnerships and any Hockey Canada rule changes.

6.6 Video Exchange

- 6.6.1 The Host will ensure that the participating team and officials in each round of the championship receive a copy of each game played at the Championship, within 60 minutes after the conclusion of each game (including their own and their next opponent's games).

6.7 Officials

- 6.7.1 The Host will ensure there are a sufficient number of rooms blocked at a separate hotel from the teams, double occupancy, for all participating officials (as per the playing regulations) and a maximum of two (2) assignors/supervisors and evaluators for each championship. Some single rooms may be required where there are gender imbalances.

6.7.2 The Host will pay all accommodations, meals, game fees and ground transportation (outlined below) for the appointed officials at minimum.

6.7.3 Upon arrival, the Host must have ground transportation and/or shuttles available for officials and assignors/supervisors and evaluators, as per the following:

- a. Arrival and departure transfers (From airport / train / bus station to hotel and back)
- b. From hotel to competition venue and back
- c. From hotel to training facilities and back

6.7.4 Officials must be treated as high performance officials, and receive similar treatment to participating teams in attendance as per the following:

- 6.7.4.1 The Host will provide appropriate meal allowances to the appointed officials based on the U SPORTS approved rate at the time of the championship. For reference, the rate for the 2021-2022 Championships was \$55.00 per day (\$10.00 breakfast, \$20.00 lunch and \$25.00 dinner).
- 6.7.4.2 The host will provide a meeting room at the competition venue, where officials can immediately review video post-game. This room should come equipped with the necessary technical equipment.
- 6.7.4.3 The Host will provide a meeting room at the hotel. This room should come equipped with the necessary technical equipment.
- 6.7.4.4 The Host will provide separate dressing rooms for officials, accounting for gender imbalances or differing gender identities.
- 6.7.4.5 The Host will provide free accreditation to each official for their use to view games they are not participating in.
- 6.7.4.6 The Host will provide post-game snacks and beverages to participating officials, similar to training tables for athletes.
- 6.7.4.7 The Host will provide seating space at ice level or an elevated central position for the assignor(s) and evaluator(s) of the championship. If a different location is requested, the host will make best efforts to accommodate the request.
- 6.7.4.8 The Host will ensure that participating officials have adequate medical support if needed.
- 6.7.4.9 The Host will ensure that the officials have their own chaperone / host.

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E EVALUATION & QUALIFICATION CRITERIA

U SPORTS is seeking creative proposals to enhance the profile of the Women's and Men's Championships; to enhance the local/regional and national profile, as well as the financial sustainability, of U SPORTS; and to provide a high-quality student-athlete experience. A bidder's ability to satisfy these criteria will be considered in the bid selection process.

See **Appendix C** for the evaluation matrix that will be utilized by the Selection Committee.

All bid proposals should fall in line with the evaluation criteria. Bidders will be given an overall grade within each category on a scale of 1-10. Various strategies and elements that will be evaluated are outlined within the matrix. Failure to provide necessary information will result in a score of 0 for that particular section.

F SELECTION COMMITTEE

1. U SPORTS BID SELECTION COMMITTEE

The members of this committee will be selected by the U SPORTS National Office. Members may include:

- a. Representatives from the membership and other committees
- b. NSO or MSO designates
- c. Industry experts

NOTES:

U SPORTS will select the members of the selection committee and will include representation from Athletic Directors and industry experts. This selection committee will make recommendations to the U SPORTS CSO and CEO.

2. CRITERIA OF A SELECTION COMMITTEE MEMBER – AS PER POLICY 20.30.2.3

- a. Selection Committee members may not be closely connected to a university or conference bidding for a Championship including current employees, former employees (within the last 2 years) or those closely involved with current alumni activities, etc.
- b. The Selection Committee will not have two members from the same university who have a reporting relationship.
- c. If multiple conferences are bidding for a Championship, such that there are insufficient voting members on

the Selection Committee, the CEO of U SPORTS shall have the right to adjust the Selection Committee composition or voting structure as may be necessary in their discretion.

- d. If a bidder has any concerns about the composition of the Selection Committee, such concerns must be delivered to the CSO, in writing, at least 2 weeks prior to any bid presentation. The CSO shall consider the matter and has the authority to make changes to the Selection Committee, including appointing additional members if required, all to be exercised in his sole discretion.
- e. If no bids are received, the U SPORTS CSO and CEO will determine an alternate method.

G RIGHT TO RESCIND

In addition to any other rights and remedies available to U SPORTS, U SPORTS may revoke its notification that a bidder is the winner of the bid and/or rescind the Host Agreement if either: (a) U SPORTS determines that a bidder made a misrepresentation or submitted any inaccurate or incomplete information; or (b) bidder fails to sign the Host Agreement in the time frame set out. If acceptance is rescinded or revoked, U SPORTS may award the Championship to another bidder.

H PENALTIES

Once a bidder is awarded the hosting rights and accepts to host a U SPORTS Championship, but defaults on its obligations to Host the Championship awarded to them, they may be subject to a default fee levied in accordance with U SPORTS Policy 20.70.

I CONFIDENTIAL INFORMATION

All information provided by or obtained in any form in connection with a bid is the sole property of U SPORTS and must be treated as confidential. It may not be used for any purpose other than to respond to this Bid Book or to perform the Host Agreement. Note: U SPORTS will not share any bids received with the membership.

J RIGHTS OF U SPORTS

Notwithstanding anything else contained in this Bid Book, U SPORTS has reserved the following rights (which are in addition to any other rights that U SPORTS may have), which it can exercise in its sole discretion, with respect to the submissions it receives:

- a. To waive non-compliance where, in U SPORTS' sole and absolute discretion, such non-compliance is minor and not of a material nature, or to accept or reject in whole or in part any or all proposals, with or without giving notice. Such minor non-compliance will be deemed substantial compliance and capable of acceptance. U SPORTS will be the sole judge of whether a proposal is accepted or rejected
- b. To verify with any proponent or with a third party any information set out in a proposal
- c. To check references other than those provided by any proponent
- d. To disqualify any bidder whose proposal contains misrepresentations or any other inaccurate or misleading information
- e. To disqualify any bidder or the proposal of any bidder who has engaged in conduct prohibited by this Bid Book or conflicts with U SPORTS values or its Code of Conduct set forth in Policy 90.
- f. To make changes, including substantial changes, to this Bid Book provided that those changes are issued by way of Addenda
- g. To select any bidder other than the Bidder whose proposal reflects the lowest cost to U SPORTS or the highest score
- h. If a single compliant proposal is received, to reject the proposal of the sole proponent and cancel this bid process or enter into direct negotiations with the sole proponent
- i. To cancel this bid process at any stage
- j. To cancel this bid process at any stage and issue a new Bid Book for the same or similar events
- k. To accept any proposal in whole or in part
- l. To reject any or all proposals

costs, losses or any direct or indirect damages incurred or suffered by you or any third party resulting from U SPORTS exercising any of its express or implied rights under this Bid Book

- e. All the provisions outlined in this Bid Book are deemed to be included in your proposal
- f. U SPORTS will not return your proposal or any accompanying documentation to you
- g. This bid process will be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of applicable therein

K GENERAL TERMS & CONDITIONS

In responding to this Bid Book and submitting a bid proposal and other documents set out, you expressly promise and agree as follows:

- a. Your proposal has been arrived at separately and independently, without conspiracy, collusion or fraud
- b. All of the statements made in documents submitted are true and correct in every respect
- c. You understand U SPORTS makes no promise, representation, warranty or guarantee as to the accuracy of any of the information contained in this Bid Book or issued by way of Addenda. Any quantities shown or data contained are estimates only and are for the sole purpose of indicating the general size of the work. It is your exclusive responsibility to avail yourself of all the necessary information to prepare your proposal
- d. You will bear all your own costs of preparing, submitting, presenting and demonstrating your proposal and, if necessary, entering into the Agreement. As well, U SPORTS shall not be liable to you for any expenses,

APPENDIX A

U SPORTS BIDDING STATEMENT

The bid committee represented by [organization name]:

_____ agree to comply with the following statement:

Cooperate fully with U SPORTS in the staging and Hosting of the U SPORTS [Type of Championship] _____ Championship(s) from [Date of Championship] _____, and assume responsibilities for all expenses concerning the U SPORTS Championship(s).

Agree that all contents of the bid application submitted by the bid committee and the bid institution are binding, unless it conflicts with the obligations listed in the Bid Book for the U SPORTS Championship(s). Any changes to the bid application once the event has been awarded must be approved by U SPORTS prior to taking effect.

Immediately after being awarded the event by U SPORTS and no more than 60 days later, the Bid Committee will create a local Host Organizing Committee (HOC) which shall be responsible for the organization, operations and financial management of the U SPORTS Championship(s).

The appointment of the HOC is conditional upon its undertaking in form and substance satisfactory to U SPORTS to fully comply with the terms and conditions of the obligations listed in the Bid Book and the Hosting Agreement which will be completed upon awarding of a U SPORTS Championship.

The Bid Committee shall be liable for all commitments entered into by them, individually or collectively, in connection with the organization, operations, financials and staging of the event, including any obligation under the Hosting Agreement for the U SPORTS Championship(s).

Name of Bidding Institution or Community: _____

Signature: _____

Name of Athletic Director: _____

Signature: _____

Date: _____

APPENDICES

APPENDIX B

SUGGESTED BUDGET TEMPLATE

You are able to submit a budget in any format you wish, however it must include the elements outlined in the template below.

ESTIMATED REVENUE

ITEM / CATEGORY	Total
Grant Funding (itemize)	\$
Sponsorship - Title & Presenting (itemize, cash & VIK)	\$
Sponsorship - Other (itemize, cash & VIK)	\$
Ticket Sales	\$
Hospitality and Suites	\$
Awards and Banquet/Special Events	\$
Advertising Sales	\$
Concessions / F&B	\$
Cost Recoveries / Chargebacks (itemize)	\$
Other Income (itemize)	\$
Total Revenue	\$



The Montreal Stinglers celebrating their Consolation Final win against St. Francis Xavier X-Women in the 2018 USPORTS Women's Hockey Championships hosted by Western University in London, ON. (Photo courtesy: Brandon VandeCaveye)

ESTIMATED EXPENDITURES

ITEM / CATEGORY	Total
U SPORTS Rights Fee	\$
U SPORTS Sponsorship Fee - Presenting & Title	\$
U SPORTS Sponsorship Fee - Other	\$
U SPORTS Ticket Sales Fee	\$
U SPORTS Merchandise Fee	\$
Office Supplies	\$
Shipping / Courier	\$
Storage / Warehousing	\$
Advertising and Promotions (itemize)	\$
Graphic Design and Print Collateral (itemize)	\$
Media Relations & PR	\$
Photography	\$
Translation	\$
Sponsor Servicing (itemize)	\$
Broadcast / Streaming	\$
IT and Technology	\$
Event Ops - facility rental fee, infrastructure rentals, set up and suppliers (itemize)	\$
Event Production - entertainment and fan experience (itemize)	\$
Food and Beverage	\$

ITEM / CATEGORY	Total
Team/Officials Services & Training	\$
Medical and Athletic Therapy	\$
Contractors	\$
Volunteers (clothing, gifting, other)	\$
Accommodations	\$
Onsite Transportation	\$
Meals & Per Diems	\$
Officials Game Fees	\$
Awards and Banquet/Special Events (itemize)	\$
Legacy and Community Outreach (itemize)	\$
Other Expenses / Miscellaneous (itemize)	\$
Contingency	\$
Total Expenses	\$
Net Profit	\$

APPENDIX C

EVALUATION CRITERIA

Criteria	Summary
PART 1: FINANCE	
A. Minimum Standards	1. Ability to meet all financial standards as outlined in Section D-1 Finance
B. Budget	1. Ability for bidder to show a surplus budget
C. Financial Enhancements	1. Additional sharing with U SPORTS 2. Financial Enhancements to participating teams a) Ground Transportation b) Meals c) Accommodations d) Meeting Space e) Tickets f) Cash Contributions to teams
PART 2: REVENUE GENERATION	
A. Minimum Standards	1. Ability to meet all standards as outlined in Section D2- Revenue Generation
B. Sponsorship	1. Sponsorship strategy 2. Additions for national sponsors
C. Webcast/ Streaming	1. Ability to meet minimum standards 2. Plans to ensure top quality webcasting and streaming
D. Ticketing	1. Ticketing Strategy and plans to sell out the venue
PART 3: MARKETING, BRAND & PROMOTIONS	
A. Minimum Standards	1. Ability to meet all standards as outlined in Section D3- Marketing, Brand and Promotions
B. Signage & Brand	1. Plans to enhance U SPORTS visibility on campus and within the community, and the ability to ensure the championship resembles a National Event 2. Marketing/ Brand strategy 3. Alignment with national vision/mission
C. Promotions	1. Promotional Plan to maximize ticket sales 2. Alignment with National Vision/ Mission
PART 4: COMMUNICATIONS	
A. Minimum Standards	1. Ability to meet all standards as outlined in Section D4- Communications
B. Communications Strategy	1. An ability to demonstrate their commitment to top quality communications through a detailed communications plan that meets or exceeds requirements by U SPORTS 2. An ability to demonstrate a strong push to digital communications channels (social media, website)"
C. Media Relations	1. The capacity to ensure media/broadcast demands are met and TV exposure is maximized. 2. Plans for media accreditation as well as media rooms on site
PART 5: HOSTING	
A. Minimum Standards	1. Ability to meet all standards as outlined in Section D5- Hosting
B. Organizing Committee	1. A detailed outline of the organizing committee that includes all positions as outlined in Section D5.1.1
C. Accreditation	1. Plans for accreditation that meets the outlined standards in D5.2.1
D. Hospitality	1. Additions to the minimum standards as outlined in Section D5.3
E. Awards and Ceremonies	1. Plans to enhance the student-athlete experience with an Awards Ceremony

Criteria	Summary
F. Accommodations/ Location	1. Host hotel meets minimum standards 2. proximity to competition venue 3. proximity to airport 4. ability to host all participating teams 5. ease of travel for participating teams to host city a) volume of flights to and from closest airport b) Major transportation hubs in the region c) Travel assistance for teams
G. Medical/ Doping	1. Services that will be provided to participating teams 2. Quality and quantity of hospitals in the region
H. Host Orientation	1. Ability and willingness to attend and learn at the Host Orientation will be evaluated
I. Student-Athlete Experience	1. Plans to enhance the whole student-athlete experience through different methods
J. Sport Development	1. Plans to elevate the sport in question locally will be evaluated through the host plans to have legacy events a) Athlete Development b) Coach Development c) Officials Development d) Leadership Development e) Facility Development f) Community Development
PART 6: COMPETITION	
A. Minimum Standards	1. Ability to meet all standards as outlined in Section D6- Competition
B. Dates	1. Ability to ensure that the U SPORTS Championship takes precedent over any other event on campus 2. That the dates do not fall in line with any event that will negatively affect ticket sales"
C. Schedule	1. Proposed schedule that will maximize ticket sales
D. Facility/ Capacity	1. Ability to meet technical requirements of FIBA 2. Capacity of facility a) Dressing Room inventory b) Spectator capacity c) Availability of VIP suites d) Lighting e) Press Box/ Media Room f) Inventory of video boards g) Space for field side signage 3. Quality of facility a) Age of facility b) Look and feel"
PART 7: OTHER ELEMENTS	
A. Special Events	1. Any events that can be run in conjunction with the National Championship
B. Track Record of Bidder	1. Amount and track record of formerly hosted national championships 2. Track record of bidder in abiding by U SPORTS policies"
C. Strength of Team	1. Ability of host to prove the willingness to ensure team will participate in medal rounds (recruiting, national ranking, former national championship appearances)
D. Local Support	1. Based on amount of letters of support provided by the bidder

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