



BID BOOK

U SPORTS
National Championships
for the 2025-2026
& 2026-2027 Seasons

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LETTER FROM THE CEO

Dear Potential Host,

We are pleased to invite you to submit a bid proposal for our **U SPORTS National Championships** as per the enclosed bid documents. U SPORTS will be accepting bids for all championships for the 2025-2026 and 2026-2027 seasons. We are very proud and appreciative of the work of our host schools for providing top quality U SPORTS national championships. We look forward to this round of bid submissions and as we advance with this year's process, we are open to the possibilities of joint hosting of championships and multi-year proposals.

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 57 universities vie for 23 National Championships in 13 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 national championships represent our most prestigious opportunities to showcase and celebrate some of the very best talent in Canada. U SPORTS prides itself on working with local Organizing Committees (Hosts) and engaging the community to ensure all national 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 to continue telling the stories of the student-athletes representing our 57 institutions.

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

PIERRE ARSENAULT

Chief Executive Officer
U SPORTS



U SPORTS OBJECTIVES

The U SPORTS 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 57 institutions.

U SPORTS Objectives for hosting National Championships are the following:

- To ensure a positive, enriching student-athlete experience
- To attract the most competitive teams in Canadian University Sport
- 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 ticket sales according to U SPORTS KPI's with a goal of selling out the venue for each game.
- To generate revenues for Hosts and U SPORTS
- To engage local communities and government
- To provide legacy opportunities with a focus on sustainability in the community and for the member universities.
- To build stakeholder relations within the university, the community, local tourism and city officials as well as Corporate Canada and the Canadian Sport System



U SPORTS CHAMPIONSHIPS INCLUDED IN THIS BID PROCESS

Sport		
Rugby - W	Fall 2025	Fall 2026
Soccer - W	Fall 2025	Fall 2026
Soccer - M	Fall 2025	Fall 2026
Basketball - W	Winter 2026	Winter 2027
Basketball - M	Winter 2026	Winter 2027
Volleyball - W	Winter 2026	Winter 2027
Volleyball - M	Winter 2026	Winter 2027
Hockey - W	Winter 2026	Winter 2027
Hockey - M	Winter 2026	Winter 2027



U SPORTS BIDDING STATEMENT

The bid committee represented by [_____] agree to comply with the following statement:

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

Agree that all contents of the bid application submitted by the bid committee and the bid institution are binding unless they conflict with the obligations listed in the Bid Book for the U SPORTS National Championship(s).

Once the event has been awarded, any changes to the bid application must be approved by U SPORTS before 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 National Championship(s).

U SPORTS is responsible for planning and announcing the successful host bid. U SPORTS will work with the successful host on the announcement schedule and content. The host will be permitted to release information after the U SPORTS national announcement is circulated.

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 National Championship (s).

Name of Athletic Director: _____

Signature: _____

Date: _____

U SPORTS Memorandum of Understanding

Prior to release of any host announcements, a Memorandum of Understanding must be signed by the host (**see Appendix A**).

U SPORTS Commitment to Safe Sport

As part of U SPORT's commitment to creating a healthy, safe and inclusive environment, U SPORTS has implemented Policy 90.20A which sets out the standards and expectations for anyone involved with U SPORTS and the procedures for addressing allegations of breaches of those standards. The bidder agrees to host a U SPORTS Championship in accordance with Policy 90.20A, which policy specifically incorporates, by reference, the adoption of the *Universal Code of Conduct to Prevent and Address Maltreatment in Sport ("UCCMS")*. The bidder also acknowledges awareness of the Safe Sport Mandatory Training under Policy 40.30.5.1 as a requirement for participation in a U SPORTS Championship.

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 growing ticketing revenue, marketing the championship and outreach and engagement in the local and surrounding communities and ensuring the U SPORTS National Championship looks & feels like a U SPORTS National Championship. **U SPORTS 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 U SPORTS. The Host Institution in partnership with the Third Party will be responsible for all liability. Should the third party not be able to support the Championship financially, the partnering host institution will be responsible for financial payment and risk. For clarity, the Championship Hosting Agreement will only be between U SPORTS and the Host Institution.

U SPORTS RESPONSIBILITIES

U SPORTS is the rights holder of the National Championships for University Sport in Canada and thus is responsible for determining financial, hosting, and competitive models. U SPORTS is responsible for developing and managing agreements, the project plan, hosting meetings, broadcast (online, linear), website and digital assets, national ticket sales strategy and title Sponsorship sales. U SPORTS provides support in various areas of the planning and execution of a U SPORTS Championship, including U SPORTS branding, national marketing and promotional strategies, provision of merchandise (for awards and for sale), sponsorship/partnership development and communications. In addition, U SPORTS supports the competition services in coordinating officials' travel with National Sport Organizations (NSO's) to and from the Championship, management of awards and trophies, and provision and enforcement of playing regulations and policies management. Finally, U SPORTS will appoint and pay for a U SPORTS Technical Delegate to attend each Championship. The Director of Sport will provide guidance and communication from U SPORTS to the Host and to the membership.



B BID PROCEDURE AND TIMELINES

Call for Bids and Bid Book Released: Week of April 22, 2024

Confirmation of intent to bid via email: May 13, 2024

Deadline for Submission of Questions: May 24, 2024

Bid Submission Date (Winter Championships): June 7, 2024

Presentations (Winter Championships): June 17 – 21, 2024

Selection of Winners and Notification (Winter Championships): No later than July 15, 2024

Bid Submission Date (Fall Championships): June 21, 2024

Presentations (Fall Championships): July 15 – August 2, 2024

Selection of Winners and Notification (Fall Championships): No later than August 30, 2024

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 before the Bid Due Date.

C BID INSTRUCTIONS

1. BID PROPOSAL SUBMISSION FORMAT

- a. Bids must be submitted in (.PDF) format
- b. Bids are to be submitted electronically
- c. Bids are to be submitted in both English and French
 - U SPORTS recommends VCI as a translation company. To request a quote or submit documents, please email service@govci.ca and allow 5 business days for completion.

2. BID PROPOSAL CONTENT

- a. Describe how your objectives align with the U SPORTS objectives.
- b. Strategies as outlined in **Appendix E** of the evaluation criteria
- c. Proof that your content meets the minimum standards outlined in **Section D** of this document.
- d. The creative freedom that best represents your bid
- e. Photos and visuals that enhance the quality of the Bid Proposal
 - Photos should clearly show the field of play, hotel facilities, banquet facilities, change room facilities, media workspaces, etc.
- f. A proposal that is structured per 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 (does not need to be submitted in French and English).
 - Letter of support from the City or Municipality or Destination Tourism Office
 - 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
- 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.
 - Student-Athlete Experience Strategy
 - Ticket sales Strategy (including key dates)
 - Sponsorship Strategy
 - Marketing / Brand Strategy
 - Including how the host will amplify the U SPORTS brand at the venue.
 - Promotional Strategy
 - Outreach strategy (Ex. Community/minor sport engagement strategy)
 - Stakeholder Engagement Plan
 - Communications Strategy
 - Sport Development Strategy (if applicable)
 - Facility Information
 - Should include a map of the venue (including camera placements for broadcast)
 - Media box or media area plan
 - Dressing room usage plan
 - Sustainability Plan
 - Host Hotel / Community Information
 - Medical Services
 - Organizing Committee Structure
 - Awards and Ceremonies Plan
 - Include the size of the venue/ maximum capacity.
 - Proposed Schedule of Events
 - Any other elements as outlined in the Evaluation Matrix in **Appendix E**
 - Visuals and Appendices that provide further evidence of the bidder's plans.
 - Proposed budget, as seen in **Appendix D**

4. INCOMPLETE BIDS

U SPORTS will review all bid proposals. U SPORTS reserves the right, at its 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. Thus, any proposed changes will be discussed between U SPORTS and the Host Committee. All playing regulations are located on the U SPORTS website at usports.ca.

At any time in the bid process, whether before or after questions have been submitted, U SPORTS may change the Bid Book, but this will be communicated to you in advance. Example: if Broadcast opportunities or Promotional Opportunities arise after the creation of the Bid Book.

6. NO LOBBYING ALLOWED

Championship Bidders may not contact U SPORTS or the Selection Committee to lobby; any attempts to do so will disqualify the bid.

7. NOTIFICATION TO UNSUCCESSFUL BIDS

- a. Only after the successful bidder formally accepts will all other bidders be notified of the results.
- b. The U SPORTS membership will be notified only after the formal acceptance of the bid and once all bidders have been notified.
- c. Non-successful bidders will have the right to seek feedback on their bid proposals after the 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 where 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 joint submissions must meet the following:

- Institutions must be within the same municipality. The hosts and host berth must be defined in the bid. If institutions are 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 approved by U SPORTS. The Host Institution will be responsible for all risks and liability under the U SPORTS Host Agreement. The Host Institution is responsible for entering into a separate agreement with the Third Party. The U SPORTS agreement will be contractual between the Host Institution and U SPORTS.

11. BID BOOK INQUIRIES AND SUBMISSION ADDRESSES

Questions about the Bid Book should be sent to:

Mark Alfano
Director, Sport Technical
C. 905.517.7887
E. malfano@usports.ca

Notes: U SPORTS has the option, but not the obligation, to hold a 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.

D MINIMUM STANDARDS

1. FINANCE

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

Sport	Rights Fee
Rugby - W	\$10,000
Soccer - W	\$10,000
Soccer - M	\$10,000
Basketball - W	\$25,000
Basketball - M	\$77,500
Volleyball - W	\$25,000
Volleyball - M	\$25,000
Hockey - W	\$25,000
Hockey - M	\$77,500

Note #1: The broadcast fee of \$1,500 is now included in the abovementioned Rights fee. The costs of production are outlined in Appendix B.

Note #2: Joint championship rights fees would be the aggregate total of the combined events.

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 for the following championships:**

- Men's and Women's Basketball, Men's and Women's Volleyball and Men's and Women's Hockey.

1.3. **Payment of a 10% merchandise license fee on gross revenue of sales of U SPORTS and event merchandise sold on-site or online.**

1.4. **Payment of Sponsorship sales commission on Title and Presenting Sponsors (see 2.1.3)**

1.5. **Cost of Broadcast Production:**

- 1.4.2. Cost of full services to produce broadcast (digital and linear), as per the minimum standards (see Appendix B)

2. REVENUE GENERATION

2.1. **Sponsorship**

2.1.1. The Host acknowledges and confirms that U SPORTS holds exclusive rights to the title and presenting sponsor categories. U SPORTS will work with the host to maximize value in these categories, including releasing them to the host before the dates prescribed if a pre-approved partner is at a value that reflects the visibility provided during a U SPORTS national championship.

2.1.1.1 U SPORTS must approve all values and companies before making any approach.

2.1.2 The Host committee will respect the U SPORTS national sponsorship strategy. U SPORTS will protect certain key sponsorship categories and only release to the Host at a predetermined date communicated by U SPORTS. These exclusive categories include:

- | | |
|---------------------------|---------------------------|
| a. Automotive | f. Performance Apparel |
| b. Financial Institutions | g. Broadcasting companies |
| c. Professional Services | h. Inflatables (balls) |
| d. Technology | i. Pucks |
| e. Telecommunications | |

2.1.3 When a Title and/or Presenting Sponsor for a U SPORTS championship is secured, revenues from those categories will be shared as per the following:

- U SPORTS will retain 30%.
- The host will retain 30%.
- 20% will be applied to cover costs related to servicing the sponsorship.
- 20% will be retained by the party who has secured the sponsorship.

2.1.4 Hosts have the opportunity to secure sponsorship other than title/presenting. These sponsors must be approved by U SPORTS. Once approved, 100% of sponsor amounts not for title/presenting sponsors remain with the host.

2.1.5 All Host sponsorships must be pre-approved by the U SPORTS. Before approaching a potential sponsor, the host must receive approval from the U SPORTS to prevent conflicts. U SPORTS must also pre-approve any asset packages offered to potential sponsors. Any sponsor that U SPORTS has not approved will not be permitted exposure at the U SPORTS Championship.

2.1.5 All signage in a U SPORTS Championship venue that is not a Championship sponsor must be removed from the date of the first championship event (including team practices) to the last day of the championships. All local championship sponsors must be pre-approved by U SPORTS.

2.1.6 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. Hosts are responsible for providing U SPORTS with a minimum of two signage quotes and U SPORTS must approve the costs before signs are put in production. U SPORTS will be responsible for the cost of producing the signage for its National Sponsors. Hosts will be responsible for installation of signage and associated costs to install signage. All signs and their costs must be pre-approved by U SPORTS prior to production or financial commitment.

2.1.7 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 U SPORTS before production or financial commitment.

2.2. Broadcast

2.2.1 U SPORTS is responsible for securing all broadcast partners.

2.2.2 The Host assumes all costs of onsite production and ensures the venue is broadcast-ready.

2.2.3 The Host assumes all travel and accommodation costs for the bilingual on-air talent.

2.2.4 Remote broadcasts are permitted using U SPORTS partners.

2.2.5 U SPORTS and the broadcaster will have the final say on the games to be broadcast and on the schedule.

2.2.6 U SPORTS and the broadcasters will approve on-air talent. Host on-air talent will be considered for broadcast opportunities but are not guaranteed to be included in the broadcast of U SPORTS national championships.

Note: The U SPORTS broadcast strategy is evolving, and minimum standards/requirements may change. The Host will be notified of any changes in advance.

2.3 Broadcast standards

- 2.3.1. Refer to Appendix B for broadcast technical standards
- 2.3.2. The cost of equipment set-up and production to reach the minimum standard as set by U SPORTS is at the expense of the Host
- 2.3.3. U SPORTS and its broadcaster partners recommend that Hosts hire outside production houses to deliver broadcasts. U SPORTS and the broadcast partners have final approval before the Host may hire a production company.
- 2.3.4 All broadcasts must be streamed in English and French

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 Championships. U SPORTS will confirm at which Championships the U SPORTS official supplier will be present, no later than September 1 for Fall Championships and December 1 for Winter Championships.
- 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 sold by the host.

2.4.2 Championship Awards Merchandise Program

- 2.4.2.1 The Host will be provided with U SPORTS Championship merchandise, 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. The 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 allowed 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 followed.

2.5 Ticketing

- 2.5.1 The Host is responsible for developing a ticketing sales strategy, with the oversight approval of U SPORTS.
- 2.5.2 The Host will pay U SPORTS 12.5% of gross ticket revenue, not including complimentary tickets for the U SPORTS National Championships outlined in section D1.2.

2.5.3 The Host will provide tickets and accreditation at no cost to U SPORTS/Sponsors based on the following chart:

Championship	U SPORTS Staff (All-Access Accreditation)	U SPORTS VIP Accreditation	U SPORTS Tickets (GA)	Sponsor VIP Accreditation	U SPORTS Awards Tickets
WSOC	All staff in attendance	U SPORTS will identify the number needed	30	As per sponsor agreement	10
MSOC	All staff in attendance	U SPORTS will identify the number needed	30	As per sponsor agreement	10
WRUG	All staff in attendance	U SPORTS will identify the number needed	30	As per sponsor agreement	10
MBB	All staff in attendance	min. of 20 VIP/Premium tickets	50	As per sponsor agreement	10
WBB	All staff in attendance	min. of 20 VIP/Premium tickets	50	As per sponsor agreement	10
MHKY	All staff in attendance	min. of 20 VIP/Premium tickets	50	As per sponsor agreement	10
WHKY	All staff in attendance	min. of 20 VIP/Premium tickets	50	As per sponsor agreement	10
MVB	All staff in attendance	min. of 20 VIP/Premium tickets	50	As per sponsor agreement	10
WVB	All staff in attendance	min. of 20 VIP/Premium tickets	50	As per sponsor agreement	10

2.5.4 The Host will hold until Tuesday (4 pm LOCAL) before 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

3.1 Signage/Brand

3.1.1 Signage within the TV arc is reserved for U SPORTS and U SPORTS partners. At its sole discretion, U SPORTS may release signage locations to the host.

3.1.2 The Host will provide and pay for the U SPORTS logos on the field of play surfaces. For hockey, the position of the U SPORTS logo is centre ice, basketball mid-court and baselines, volleyball sidelines and baseline, and field sports between the 45- and 55-yard lines with preference for the middle of the field.

3.1.3 U SPORTS will provide the following assets, that **must** be used:

1. Program template (Digital programs/print programs)
2. Awards PowerPoint presentation template
3. Championship accreditation template
4. Championship logo
5. Media backdrop
6. Volunteer apparel graphics

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

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

- 3.1.4.1
 - a. Signage
 - b. Digital Assets
 - c. Advertising and Promotion
 - d. Merchandise

- 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.
- 3.1.6 The Host agrees to apply the U SPORTS brand and marks properly.
- 3.1.7 Host university or athletic department branding may only appear on the field of play or within line of sight of broadcast with the approval of U SPORTS.

**** 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 oversight approval from U SPORTS. The promotional and marketing strategies utilized by the Host are to be aligned with the U SPORTS national strategy.

3.3 Promotional Opportunities

- 3.3.1 The successful bidder agrees to participate in promotional opportunities 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 collaborate with U SPORTS for content on U SPORTS social media channels.
- 4.1.2 The Host must respect and abide by the social media guidelines and templates provided by U SPORTS.
- 4.1.4 No modifications are permitted without pre-approval from U SPORTS.

4.2 Website / Digital

- 4.2.1 The Host must use the dedicated championship webpage on USPORTS.ca as the official website. Unless approved by U SPORTS in advance, this is the only website that shall be created for the championship.
- 4.2.2 The host will provide the information for the web page to U SPORTS in both languages.
- 4.2.3 All information the Host provides will be subject to approval by U SPORTS before posting.

4.3 Media Relations

- 4.3.1 The Host will develop an accreditation process for media, subject to approval by the U SPORTS.
- 4.3.2 The Host must have a designated media room for attending media. This room should include the following minimum standards outlined in Appendix C.
- 4.3.3 The Host and U SPORTS will determine the feasibility of Hosting a pre-championship / opening media conference or event. U SPORTS will outline minimum standards for such an event, which must be adhered to.
- 4.3.4 The Host will be responsible for producing a Championship Program that outlines participating teams, the schedule of events, and any sponsor ads required as part of any U SPORTS Championship sponsor agreements. The program can be either print or digital.

5. HOSTING

Should a Bidder wish to use a Third Party, they must be included within the Bid Proposal and approved by U SPORTS before 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 Outreach and Sales
 - e. Community Outreach
 - f. Hospitality / VIP Services / Awards
 - g. Communications (Broadcast, Media and Public Relations)
 - 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) infectious disease management
 - m. Technical (match officials services, rules, 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 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, practices and any athlete lounge at the venue or hotel.
 - c. **VIP Accreditation:** are passes to all VIP lounges and games
 - d. **Media Accreditation:** passes to all games, the media room, pre-and 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 the following allotment of tickets. Anything above this allotment, the Host may begin to charge participating teams.

Sport	Championship Roster	Total Team Allotment
Rugby - W	25	35
Soccer - W & M	22	30
Basketball - W & M	14	25
Volleyball - W & M	16	25
Hockey - W	20	30
Hockey - M	21	30

- 5.2.3 The host will ensure that any professional scouts in attendance receive accreditation passes at no charge.
- 5.2.4 The Host will ensure that attending media receive Media Accreditation passes, at no charge.
- 5.2.5 The Host will provide VIP Accreditation Passes, without cost, to non-participating awards nominees or recipients should they be in attendance.

5.3 Hospitality

- 5.3.1 The Host must 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 for its use. U SPORTS will notify the Host if they require such services. All costs for food and beverage in this area will be assumed by 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.
- 5.4.2 The Host is required to provide a meeting room for a Broadcast Production meeting (if required).
- 5.4.3 The Host must provide a meeting room with a screen/TV and high-speed internet for teams to host meetings. This room can be in the venue (if located near the host hotel) or in the host hotel. The meeting room (s) should be provided to the participating teams at no cost.

5.5 Awards and Ceremonies

- 5.5.1 The Host is required to organize a bilingual awards celebration to honour the achievements of the student-athletes and coaches during the season. In coordination with U SPORTS, the Host will determine the format (i.e., banquet dinner, awards show, ceremony, brunch, reception, etc.).
- 5.5.2 Complimentary tickets will be provided for all Non-Participating Award Winners and nominees and to U SPORTS (as per item 2.5.3 above).

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 outlined below. Should a second hotel need to be booked, all standards as per below must be followed, and the cost should be within the same range of +/- \$25 per night.
 - 5.6.1a The Host must also secure a minimum block of 10 rooms for media. These rooms can be released on the Monday of the championship and will be paid for by attending media.
- 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 before 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 high-speed Wi-Fi located throughout (in meeting spaces and bedrooms at a minimum)

5.6.5 Approximate number of hotel rooms that should be put on hold per championship:

Championship	Participating Team Allotment (per team double occupancy)	U SPORTS Allotment
WSOC	20	3
MSOC	20	3
WRUG	20	3
MBB	15	4
WBB	15	4
MHKY	20	4
WHKY	20	4
MVB	15	3
WVB	15	3

5.6.6 A separate hotel must be booked for officials and U SPORTS, which follow the above minimum standards. See the officials' section for the number of rooms required.

5.7 Medical *subject to change*

5.7.1 The Host must meet U SPORTS medical standards of personnel and equipment on site including a doping control centre (as per CCES requirements). U SPORTS will provide policies and procedures (as provided by the U SPORTS Sport Medicine & Research Science Committee) that represent the minimum standards for medical care related to athletes playing within a U SPORTS National Championship.

5.8 Site Visits

5.8.1 U SPORTS may send a maximum of two (2) individuals to the successful bidder for a site visit at Host cost. The cost includes Flights, rental cars, mileage, hotels and per diems.

5.9 Host Orientation Workshop

5.9.1 The Host may be required to attend a two (2) day orientation in Richmond Hill (Toronto), Ontario, at the Host's 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, communications, broadcast, and event management.

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

5.10 Reporting / Transfer of Knowledge

5.10.1 The host will provide U SPORTS with the necessary championship information before 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.

5.10.2 U SPORTS will provide a project plan to the host, identifying key milestones/deliverables, persons responsible and target deadlines. This will be shared with the host prior to the first host/U SPORTS meeting.

5.10.3 The Host will be required to submit a post-event report to U SPORTS no later than 30 days after the championship. The Host will use the U SPORTS-supplied template, which will be used for future knowledge transfer.

- 5.10.4 The Host will be required to submit an approved financial statement(s) at most 60 days post-championship that will be used for future knowledge transfer.
- 5.10.5 The host will be required to provide ticket sales, sponsorship, and merchandise reports within 15 days of the championship's completion so that U SPORTS can invoice the host as per the host agreement.

5.11 Risk Management

- 5.12.1 The Host will provide U SPORTS with a crisis response plan 60 days before the championship(s). This response plan should also include their security plans.

5.12 Insurance

- 5.12.1 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).
- 5.12.2 Written evidence in the form of a certificate of insurance shall be permanently deposited with U SPORTS at least ten (10) days before the first Practice Day.
- 5.12.3 All personnel employed by or on behalf of the Host, including volunteers, must be covered by workers' compensation insurance where required by law.

5.13 Technology

- 5.13.1 At a minimum, the Host hotel(s) should have free High-Speed WIFI access throughout for all participants and officials as outlined in Section D 5.6.3
- 5.13.2 The Host will ensure that the competition venue has free High-Speed WIFI available within the media room
- 5.13.3 The Host will ensure a dedicated internet connection for broadcasts as outlined in Appendix B

6. COMPETITION

6.1 Championship Dates **subject to change**

6.1.1 Tentative Championship Schedule for 2025/26 and 2026/27 is listed below:

Sport	2025 - 2026	2026 - 2027
Rugby - W	October 29 to November 2, 2025	November 4 to 8, 2026
Soccer - W & M	November 6 to 9, 2025	November 11 to 15, 2026
Basketball - W & M	March 5 to 8, 2026	March 11 to 14, 2027
Volleyball - W & M	March 13 to 15, 2026	March 19 to 21, 2027
Hockey - W & M	March 19 to 22, 2026	March 25 to 29, 2027

6.2 Schedule and Format **subject to change**

- 6.2.1 As per U SPORTS Playing regulations
- 6.2.2 As per Section D2.2.3, the broadcaster and U SPORTS will have final say on the schedule and game times.

Note: U SPORTS is finalizing the berth structures for the National Championships. The following berths are confirmed:

- Host Berth
- Conference Champions

6.3 Field of Play / Technical

- 6.3.1 As per U SPORTS Playing regulations

6.4 Facility Operations / Capacity

- 6.4.1 Facility must meet the minimum requirements as outlined in the Playing Regulations
- 6.4.2 There must be enough dressing rooms to supply each individual team as well as at least 2 rooms for officials.
- 6.4.3 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.
- 6.4.4 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

6.7 Officials

- 6.7.1 The Host will ensure there are enough rooms blocked at a separate hotel from the teams, double occupancy, for all participating officials (as per the playing regulations) and a maximum of three (3) 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 at the airport, the Host must have ground transportation and/or shuttles available for officials and assignors/supervisors, as per the following:
- Arrival and departure transfers (From airport / train / bus station to hotel and back)
 - From hotel to competition venue and back
 - 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 a meeting room (at no cost) at the competition venue, where officials can immediately review video post-game. This room should come equipped with the necessary technical equipment.
- 6.7.4.2 The Host will provide a meeting room (at no cost) at the hotel. This room should come equipped with the necessary technical equipment.
- 6.7.4.3 The Host will provide a separate dressing room for officials, accounting for gender imbalances or differing gender identities.
- 6.7.4.4 The Host will provide free accreditation to each official for their use to view games they are not participating in.
- 6.7.4.5 The Host will provide post-game snacks and beverages to participating officials, like training tables for athletes.

6.7.4.6 Summary of official costs by championship for reference only (as of April 2024):

Championship	# of Officials	Fees (paid by Host)	Per Diems (paid by Host)	Local Transportation (paid by Host)	Accommodations (paid by Host)
WSOC	13	\$80 x 1 official / 11 games = \$880 \$40 x 3 officials / 11 games = \$1,320	\$67 x 13 officials / 6 days = \$5,226	Transportation to/from airport & all travel on site from hotel to venue	5 nights (Wednesday-Monday) 7 double rooms / night
MSOC	13	\$80 x 1 official / 11 games = \$880 \$40 x 3 officials / 11 games = \$1,320	\$67 x 13 officials / 6 days = \$5,226	Transportation to/from airport & all travel on site from hotel to venue	5 nights (Wednesday-Monday) 7 double rooms / night
WRUG	8	\$150 x 1 official / 11 games = \$1,650 \$75 x 2 officials / 11 games = \$1,650	\$67 x 8 officials / 7 days = \$3,752	Transportation to/from airport & all travel on site from hotel to venue	6 nights (Tuesday-Monday) 5 double rooms / night
MBB	12	\$140 x 3 officials / 11 games = \$4,620 \$70 x 1 official / 1 game = \$70	\$67 x 12 officials / 5 days = \$4,020	Transportation to/from airport & all travel on site from hotel to venue	4 nights (Thursday-Monday) 7 double rooms / night
WBB	12	\$150 x 3 officials / 11 games = \$4,950 \$75 x 1 official / 1 game = \$75	\$67 x 12 officials / 5 days = \$4,020	Transportation to/from airport & all travel on site from hotel to venue	5 nights (Wednesday-Monday) 7 double rooms / night
MHKY	10	\$155 x 2 officials / 8 games = \$2,480 \$80 x 1 official / 8 games = \$640	\$67 x 10 officials / 6 days = \$4,020	Transportation to/from airport & all travel on site from hotel to venue	5 nights (Wednesday-Monday) 5 double rooms / night
WHKY	16	\$155 x 2 officials / 11 games = \$3,410 \$80 x 2 officials / 11 games = \$1,760	\$67 x 16 officials / 6 days = \$6,432	Transportation to/from airport & all travel on site from hotel to venue	5 nights (Wednesday-Monday) 8 double rooms / night
MVB	6	\$100 x 1 official / 11 games = \$1,100 \$50 x 1 official / 11 games = \$550 4 local linespersons per game - costs paid by Host**	\$67 x 6 officials / 5 days = \$2,010	Transportation to/from airport & all travel on site from hotel to venue	4 nights (Thursday-Monday) 4 double rooms / night
WVB	6	\$100 x 1 official / 11 games = \$1,100 \$50 x 1 official / 11 games = \$550 4 local linespersons per game - costs paid by Host**	\$67 x 6 officials / 5 days = \$2,010	Transportation to/from airport & all travel on site from hotel to venue	4 nights (Thursday-Monday) 4 double rooms / night

** Per diems are calculated based on max # of days and U SPORTS current rate - generally not all officials are paid for all full days (dependent on arrival times)

EVALUATION & QUALIFICATION CRITERIA

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

U SPORTS will be accepting joint bids to host the U SPORTS Women's and Men's Championships in the same sport as well as single event bids. While the bid package is for the 2025/26 and 2026/27 seasons, U SPORTS will consider multi-year bid proposals beyond 2026/27.

See Appendix E for the evaluation matrix that the Selection Committee will utilize.

All bid proposals should meet the evaluation criteria. Bidders will be given an overall grade within each category on a scale of 1-10. The matrix outlines various strategies and elements that will be evaluated. Failure to provide necessary information will result in a score of 0 for that section.

The evaluation includes Student-Athlete Experience (facilities, full venues, in-game experience); ticket sales potential, and geographic rotation.

F SELECTION COMMITTEE

1. U SPORTS BID SELECTION COMMITTEE

U SPORTS will select the members of this committee. 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.

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 it, it 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 RIGHT 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 at its sole discretion, concerning 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 outlined 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, reject the proposal of the sole proponent, 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, issue a new bid book for the same or similar events. To accept any proposal in whole or in part
- k. To reject any or all proposals

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 statements made in the documents submitted are true and correct in every respect.
- c. You understand U SPORTS makes no promise, representation, warranty or guarantee regarding the accuracy of any information contained in this Bid Book or issued by 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 costs of preparing, submitting, presenting, and demonstrating your proposal and, if necessary, entering into the Agreement. Also, U SPORTS shall not be liable to you for any expenses, 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 under the laws of the Province of Ontario and the federal laws of applicable therein

APPENDICIES

APPENDIX A

Memorandum of Understanding

APPENDIX B

Broadcast Costs and Standards

APPENDIX C

Minimum Standards for Media Services

APPENDIX D

Budget Template

APPENDIX E

Evaluation Criteria

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