



National Collegiate Roller Hockey Association

Collegiate Roller Hockey Championships 2010

Bid Information Packet



NCRHA Collegiate Roller Hockey Championships

BID INFORMATION

Seeking Site For: 2010

Bid Fee: None

Time of Year: Early April (tentative dates April 7-11, 2010)

Length of Event: 4 Days, Thursday to Sunday (using 3 rink facility) or 5 Days, Wednesday to Sunday (using 2 rink facility)

Move-in & Move-out: 1 Day of Set-Up and 1 Day of Move-Out in facilities with existing tile floors. Additional days are needed when converting ice facilities.

Number of Teams: 56 - 60 Teams with an average of 12 players and 2 staff per team

Number of Participants and

Spectators: 1,800

Average Length of Stay: 5-6 Nights per team

Room Blocks Needed: 200-250 rooms per night

Total Room Nights: 1,000 - 1,500

Room Rate: The price range is \$60 - \$100, no matter the occupancy; should not be more than \$110.

Hotel Registration: Through NCRHA selected and contracted 3rd party

Hotel Commission: Handled through NCRHA selected and contracted 3rd party

Local Assistance Needed:

- Medical/Trainer services for event
- Catering for staff meals
- Promotion of event through local media
- Event security
- Volunteers to assist during the event



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FACILITY REQUIREMENTS

Facility Requirements:

- 2-3 Indoor hockey rinks, 3 is preferred
- All rinks located in the same facility is preferred
- If 2 separate facilities are to be used, drive time between them should be no more than 10 minutes, 15 minutes maximum
- A minimum of 4 locker rooms per rink, preferably with showers
- A referee locker room with space for 16 referees.
- Adequate open space for sponsor/vendor booths
- NCRHA staff office space
- Accessible storage space
- High-speed internet access for NCRHA staff use
- If possible, a T-1 or high bandwidth capacity line for internet broadcast use
- Internet radio broadcast locations within facility at each rink
- Adequate air conditioning. This will vary depending on the type of facility used, and is a must when converting ice facilities while leaving the ice under the floor
- Properly functioning scoreboard at each rink, capable of displaying the score and 2 penalties per team
- Meeting room space at the host hotel or at the facility for Coaches Meetings, Staff Meetings, etc (room for 80 people, chairs only)
- 20 tables (prefer 6' x 3') and 40 chairs for event use
- Sound system and PA system at each rink (for playing music and making announcements), in scorekeeper's booth
- Properly stocked pro shop (wheels, sticks, helmet straps, helmet ear pieces, etc.)



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FACILITY/HOST RESPONSIBILITIES

Facility/Host Responsibilities:

- Establish relationship with facility/rink to reserve rink time
- If necessary, assist NCRHA in acquiring floors needed to convert ice facilities, including financial assistance
- If necessary, assist NCRHA in installing and removing floors if needed to convert ice facilities, including labor
- Ensure that facility can be secured for regulated admission of spectators
- Assist in promotion of event through local media and other appropriate methods to increase local awareness of the event
- Assistance in identifying and securing suitable host hotel
- Provide 2 vans, or the equivalent, for use by the NCRHA during the event
- Provide local attraction information and discounted activities for participants (with emphasis on local restaurants)
- Provide contact information for local equipment rental companies (pipe and drape, office supplies, audio/visual, etc.)
- Provide each rink with 1 off-surface official for each game (paid or volunteer), including work schedule.
- Ensure that the facility is clean of any signage or dasher decals which conflict with NCRHA national or event sponsors
- Assist NCRHA tournament director on-site with tournament logistics
- Clean all rink floors twice each day using appropriate method
- Work with NCRHA staff to place event signage in prominent viewing areas
- Assist, when possible, with creation of tournament program
- Allow all participants and spectators to park free of charge
- Facility staff must open the facility at least one hour prior to each day's first game
- Keep facility, including locker rooms, clean throughout event



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FACILITY/HOST BENEFITS

Facility/Host Benefits:

- Retain 100% of all concession revenue
- Retain 100% of all pro shop revenue
- Receive agreed upon flat rate for rink rental, if applicable
- Retain the right to sell local, non-conflicting sponsorships (as approved by the NCRHA), retaining 75% of the revenue
- National recognition and publicity in various forms of advertising and media as an elite site and host of the prestigious 2010 NCRHA Collegiate Roller Hockey Championships
- Ability to display host signage in selected locations in the host facility (dasher board decals, banners, display booth, etc.)



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NCRHA Responsibilities

NCRHA Responsibilities:

- Select the field of teams to participate in the Championships, including verification of credentials, eligibility, etc.
- Select and contract 3rd party to negotiate and handle hotel room blocks, rate negotiations, reservations, and rebates/commissions
- Set ticket prices and collect all gate fees
- Select and contract 3rd party to assist in ticketing and admissions
- Appoint tournament staff, including Referee-in-Chief, and provide their travel accommodations
- Select, schedule and pay referees, including travel expenses
- Select, schedule and pay 1 additional off-surface official (score/timekeeper) per rink, per game
- All tournament awards at the NCRHA's expense, including team trophies or plaques for Champion, Runners-up, Semi-Finalists, and Quarter-Finalists in each division, for 4 divisions. Also including individual awards for Champions and Runners-up in each of the 4 divisions.
- Create tournament program
- Produce and sell event and organizational merchandise
- Provide appropriate event signage
- Schedule all games and provide schedule to host/facility
- Promote National Championships through press releases, NCRHA website, email lists, etc.
- Mention the host and facility in all promotional pieces and publications
- Include host and facility logos in all promotional pieces and publications, where applicable
- Liability, excess accident and catastrophic insurance coverage for the duration of the event
- Provide game pucks and official score sheets for all games
- Provide online real-time scoring for all games
- Work with the Host/Facility to ensure all Host/Facility responsibilities have been fulfilled



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EVENT HISTORY & CONTACT INFORMATION

Event History:	<u>Year</u>	<u>Facility</u>	<u>Location</u>
	2009	The Sportsplex	Feasterville, PA
	2008	Tour Arena and Colorado Sports Center	Colorado Springs, CO
	2007	Matteson Square Garden and Omni Sportsplex	St. Peters, MO
	2006	Carolina Sportsplex	Morrisville, NC
	2005	O.D.'s Sports Crossing	Ft. Collins, CO
	2004	Anaheim Hockey Club	Anaheim, CA
	2003	The Sportsplex	Feasterville, PA
	2002	All-American Sports Mall	St. Louis, MO
	2001	Gretzky Roller Hockey Center	Upland, CA
	2000	JP Igloo	Ellenton, FL
	1999	Portable facility	Chicago, IL

Contact Information:

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NCRHA Collegiate Roller Hockey Championships
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Preferred Format for Bid Submission:

Electronic Format, via Email to:
ED@ncrha.org and
DLO@ncrha.org

