



# **National Collegiate Roller Hockey Association**

**Collegiate Roller Hockey Championships 2014**

**PLUS High School National Championships**

**Bid Information Packet**

The National Collegiate Roller Hockey Association (NCRHA), the nationally recognized governing body for collegiate level roller hockey in the United States, is seeking a host city/organization for its 16<sup>th</sup> annual Collegiate Roller Hockey Championships to be held in April 2014. Over four to five days, 160 games will be played on 2-3 hockey rinks.

The event will bring 60 teams in 4 divisions (Division I, Division II, Junior College Division, and B Division) together to compete for the title of Collegiate National Champion. Teams will represent each of the seven Member Organizations (regions) of the NCRHA. Each Member Organization will receive an automatic bid to place one team in each division. The rest of the field will be selected at-large from around the country by the NCRHA Selection Committee on "Selection Monday" at the beginning of March. The format for the event includes three round robin games for each team, followed by a single elimination bracket round leading up to the National Championship games.

The NCRHA also plans to host a national championship for high school teams at the same time, welcoming as many as 16 teams from across the country to compete during the collegiate games at the same venue(s). This will be done in conjunction with the Amateur Athletic Union, Roller Hockey Alliance, and USA Roller Sports.

During the event the NCRHA will also be hosting the "Mission Hockey College." This event, sponsored by Mission Hockey, features a one hour, no-charge instructional clinic given to local youth hockey players. The instructors for the Mission Hockey College are current collegiate hockey players/ coaches and are regarded as some of the most talented players in the world. The Mission Hockey College gives the youth players the opportunity to interact with the collegiate players in an atmosphere where they can receive tips and pointers and have some fun.

#### About the NCRHA:

The NCRHA is a non-profit corporation, governed by a seven member Board of Directors comprised of one voting member from each of its Member Organizations. Organized geographically, the Member Organizations coordinate league play during the season for 200 teams from over 150 colleges and universities across the United States. The Collegiate Roller Hockey Championships is the culmination of that season-long competition.

A complete listing of the colleges and universities that compete in the NCRHA is available on the NCRHA website, [www.ncrha.org](http://www.ncrha.org), along with an electronic version of this RFP.

Thank you for your consideration in hosting the Collegiate Roller Hockey Championships.

#### Mission Statement:

As the national governing body of collegiate roller hockey, the National Collegiate Roller Hockey Association shall promote and advance the sport of hockey while maintaining the spirit of the game through athletic achievement and sportsmanship.

Rob Coggin, Director of League Operations

Brennan Edwards, Executive Director

# NCRHA Collegiate Roller Hockey Championships

## BID INFORMATION

**Seeking Site For:** 2014

**Bid Deadline:** May 18, 2012

**Bid Fee:** None

**Time of Year:** Preferred dates April 2-7, 2014; alternative dates April 9-14, 2014.  
Only 5 days would be needed on 3 rinks (Wednesday – Sunday).

**Length of Event:** 2 rink facility – 6 Days, Weds – Mon  
3 rink facility – 5 days, Weds - Sun

**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:** 72-76 Teams with an average of 12 players and 2 staff per team

**Number of Participants and**

**Spectators:** Approx. 2,400

**Average Length of Stay:** 5-6 Nights per team

**Room Blocks Needed:** 225 - 275 rooms per night

**Total Room Nights:** Participants – approx. 1,000; Spectators – approx. 750

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

**Hotel Registration:** CVB housing bureau preferred; NCRHA selected and contracted 3<sup>rd</sup> party if CVB housing bureau is not available

**Hotel Commission/Comps:** Negotiable; handled through CVB or through NCRHA selected and contracted 3<sup>rd</sup> party

**Local Assistance Needed:**

- No cost or reduced cost for facility
- Medical/Trainer services for event, if possible
- Assist with catering or discounts for staff meals
- Promotion of event through local media
- Event security
- Volunteers to assist during the event



# NCRHA Collegiate Roller Hockey Championships

## 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 and dehumidification. 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.)



# NCRHA Collegiate Roller Hockey Championships

## 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
- Promote event through local media and other appropriate methods to increase local awareness of the event
- Assist with 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



# NCRHA Collegiate Roller Hockey Championships

## 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 60% of the revenue
- National recognition and publicity in various forms of advertising and media as an elite site and host of the prestigious 2012 NCRHA Collegiate Roller Hockey Championships
- Ability to display host signage in selected locations in the host facility (dasher board decals, banners, display booth, etc.)



# NCRHA Collegiate Roller Hockey Championships

## 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 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



# NCRHA Collegiate Roller Hockey Championships

## EVENT HISTORY & CONTACT INFORMATION

<b>Event History:</b>	<b><u>Year</u></b>	<b><u>Facility</u></b>	<b><u>Location</u></b>
	2011	Capitol Ice Arena	Madison, WI
	2010	Silver Creek Sportsplex	San Jose, CA
	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:**

**Rob Coggin, Director of League Operations**  
NCRHA Collegiate Roller Hockey Championships  
1289 Suncrest Way  
Colorado Springs, CO 80906  
Phone: 719-331-7344  
Email: [DLO@ncrha.org](mailto:DLO@ncrha.org)

### **Preferred Format for Bid Submission:**

Electronic Format, via Email to:  
[ED@ncrha.org](mailto:ED@ncrha.org) and  
[DLO@ncrha.org](mailto:DLO@ncrha.org)

