



2020 National Indoor Tournament Qualifiers Host Requirements

The following is a comprised list of the requirements to host USA Field Hockey's National Indoor Tournament Qualifiers (NITQ). The NITQ lead to qualification to the National Indoor Tournament (NIT) largest indoor tournament in the country. Participants include age divisions for girls U-16 and U-19. [Click here](#) for the web page detailing the appropriate birth years for each age group.

A National Indoor Tournament Qualifier can host a maximum of 16 teams with a maximum of 12 athletes per team, per event. A single host venue may host two NITQ simultaneously for a total of 32 teams in the form of two (2), 16 team tournaments. The venue must consist of a minimum of two (2) hard surface courts. Tournament participants consist of team coaches, parents, college coaches and spectators.

The Host must meet the following requirements:

Tournament:

- All NITQ dates must be within the time frame of **December 14, 2019 through January 26, 2020**.
- Bids may be for either age divisions, both age groups at different venues or dates, and/or both age divisions at the same venue and dates.
- All court and competition requirements must strictly follow USA Field Hockey's [Rules of Indoor Hockey](#).
- *Post Event Reports* (in the form required by USA Field Hockey) must be sent by the Tournament Director to USA Field Hockey within 24 hours of the tournament ending. These reports include a standard *Game-by-Game Results* form, *Final Placement* form and *Team Roster Report*.
- Tournament schedules will be provided by USA Field Hockey and will be supplied to the tournament host at least 2.5 weeks in advance of the event.
 - Sites hosting a 16-team tournament on two (2) courts can expect the tournament to run and be completed over the course of 10 hours
 - Sites hosting a 16-team tournament on three (3) courts can expect the tournament to run and be completed over the course of 7.5 hours
 - Sites hosting two, 16-team tournaments simultaneously on three (3) courts can expect the tournament to run over the course of 13 hours (tournaments scheduled in waves)
 - Sites hosting two, 16-team tournaments simultaneously on four (4) courts can expect the tournament to run over the course of 10 hours (tournaments scheduled simultaneously)
 - *Interested bidders who would like a sample schedule may contact the National Office for more information.*

- Participating coaches, umpires, athletes and clubs must be current USA Field Hockey U-19, Coach or Umpire Members, respectively.
- Teams must be from USA Field Hockey Member Clubs in good standing.
- A certified Umpire Manager must supervise officiating at the event; this person will be assigned and paid by USA Field Hockey (to include travel, hotel expenses, meals and honorarium).

Courts:

- Minimum of two (2) courts which meet the standard minimum or maximum size for International Hockey Federation (FIH) competition:
 - **Minimum 118 feet x 59 feet – Maximum 144 feet x 72 feet**
 - Reference **Page 4** for a diagram that includes minimum and maximum court dimensions and layout
- Sport tile, rubber composite and hardwood courts are all acceptable; however, facilities with sport tile are preferred
- Two (2) indoor field hockey goal cages per court. Goal cages must meet FIH Specifications
- Courts must be lined, cleaned and maintained during the event to meet USA Field Hockey standards
- Provide adequate space between courts to allow for safety, team benches and spectator viewing. If courts are end-to-end OR in close proximity side-by-side, protective netting extending at least 10 feet high should be provided.
- Side boards for all courts must meet USA Field Hockey and FIH minimum standards (wooden side boards are acceptable, but metal is preferred)
- Medical stations AT LEAST one (1) certified Athletic Trainer per two competition courts.
- Benches, scoring table and chairs for each court

Equipment:

- Schedule and results boards placed in a high traffic area for public posting.
- Appropriate directional signage at the venue as well as leading to the venue for participating teams
- Public address system
- Scoreboard with timing and score is preferred
 - If no visible scoreboard is available, table top timing device and/or scoreboard are acceptable

Lodging and Mileage Reimbursement:

- A variety of accommodations located as close to the competition venue as possible
- Rates consistent with the lowest off-season per room rates. At least 75% of the rooms must be priced under \$125.00 for up-to-four per room
- Complimentary rollaway beds to accommodate four to a room
- Lodging for umpires must be provided and covered by host when umpire travels more than 75 miles one way

Commercial:

- The host must comply with the presenting sponsorship and other commercial agreements in place with USA Field Hockey for the NITQ. This includes, but is not limited to:
 - Displaying specific branding, if provided
 - Providing the most prominent area for the presenting sponsor to vend who will **exclusively** vend at the event and sell licensed NITQ product
 - YOLO Sportswear being the exclusive vendor

- If YOLO Sportswear does not vend at the NITQ, host are then allowed to accept other vendors approved by USA Field Hockey. Please contact information@usafieldhockey.com for approval.

Services:

- Provide photocopying and printing service at no cost or reduced cost
- Medical support throughout the event including athletic trainers, medical supplies and EMT service on-site
- Personnel to run the tournament including team check-in, results, scoring, timing, etc.
 - Personnel running team check-in should be 18 years or older
- One meal per day must be provided for the umpires by the host. If the event runs past 6:00 p.m. on any of the days, two meals must be provided for umpires
- Adequate supply of water and snacks must be available for all umpires and staff during the event

Other Considerations:

- Adequate and well-staffed complimentary parking in close proximity to the event venue
- Operations office equipped with telephone lines, internet access, computer, color printer, copy machine and storage area
- A private hospitality room made available for umpires
- Team check-in area equipped to handle on-site team check-in
 - Wristbands must be provided by the host for all participating coaches and players and should be available to pass out to all rostered and eligible players and coaches at check-in
- Space to accommodate field hockey specific vendors on-site
- Quality, economic food vendor(s) on-site throughout the event
- Adequate restrooms; supplied and maintained by the host throughout the event

Financial Considerations:

- Host will be provided with \$533.00/per team of entry fees collected by USA Field Hockey to support the event. (\$400.00/per team will be provided to the host for upfront costs 2 weeks prior to the NITQ and the additional \$133.00/per team will be sent one week after the successful completion of the NITQ).
- Host will be responsible for all costs of running the tournament including facility rental, umpire fees, athletic training staff, etc.
- Umpires must be paid a game fee of **\$0.80 per minute** of each game at the NITQ. Umpire Manager pay will be covered by USA Field Hockey.
- Mileage reimbursement or other travel costs must be included for umpires. For each mile traveled over 75 miles one way, the host must pay **\$0.40 per mile**. Umpire Manager mileage and travel costs will be covered by USA Field Hockey
- Lodging for umpires must be provided and covered by host when an umpire travels more than 75 miles each way. Umpire Manager accommodations will be covered by USA Field Hockey
- Mileage reimbursement must be included for umpires traveling by car from over 75 miles away. Hosts will only be expected to pay mileage for each mile driven over the 75-mile threshold (i.e. if an umpire drives 80 miles total, the host would only reimburse for 5 miles). For each mile traveled over 75 miles, the host must pay **\$0.40 per mile. If necessary, airfare will be covered by the host.**

Conflicting Event Dates:

- Host should make every attempt to schedule the qualifying tournament on a weekend free from conflicting field hockey events such as Futures, Junior Premier Indoor League and other USA Field Hockey Sanctioned Events. If this is impossible, USA Field Hockey may attempt to schedule the tournament so that athletes may participate in both programs. Scheduling timeframes are up to the discretion of USA Field Hockey

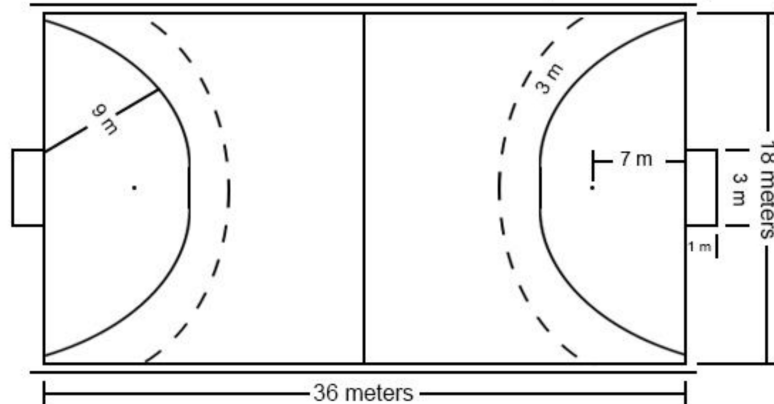
Support from USA Field Hockey:

- USA Field Hockey will ensure and provide the following resources to the qualifying tournament organizers and participants:
 - A comprehensive insurance program to protect the event organizer, event volunteers, athletes and sponsors
 - Assignment and scheduling of umpires, umpire managers and technical staff to the site. All umpires will be scheduled by the umpire manager for the site. **Technical Staff and Umpire Managers will be assigned by USA Field Hockey**
 - The marketing support of USA Field Hockey to drive registrations including email, website, print, press releases and word of mouth
 - Team registration and roster verification through USA Field Hockey's platform(s)
 - Provision of standard reporting documents for *Game-by-Game Results*, *Team Placement* and *Team Rostering*
 - Pools and NITQ schedules constructed by USA Field Hockey
 - On-call support on tournament weekends from at least one member of the USA Field Hockey National Office Staff to assist with decision-making around tournament delays/cancellation, rule violations, etc.

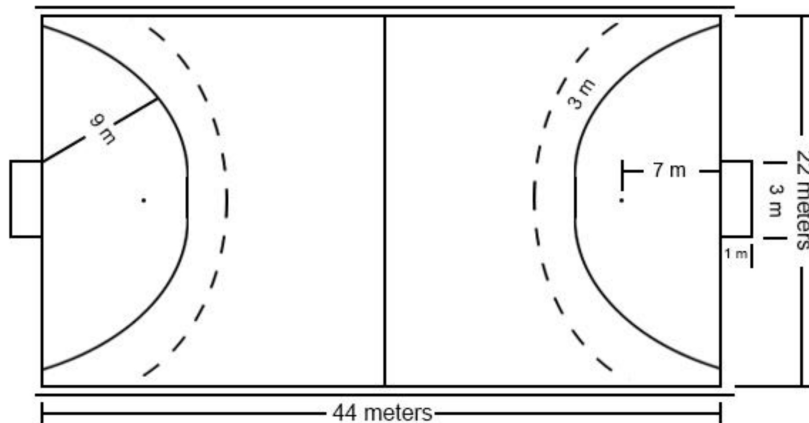


Indoor Field Dimensions

Minimum Dimensions: 18 meters x 36 meters (59 ft x 118 ft)



Maximum Dimensions: 22 meters x 44 meters (72 ft x 144 ft)



National Indoor Tournament Qualifier Application

Please use the following questionnaire to assist in determining the acceptability of your site to host a USA Field Hockey National Indoor Tournament Qualifier. Note that at the bottom of this application are a list of additional materials that are required when submitting your bid. Please refer to the Host Bid Requirements for specific event information when answering these questions.

Bid Event: 2020 NATIONAL INDOOR TOURNAMENT QUALIFIERS

Name of Local Sports/Organizing Group: _____

Phone: _____ Fax: _____

Contact Person: _____ Title: _____

E-mail address: _____

Intended Site for the event: _____

Address: _____

Intended Dates for the event: _____

Secondary Dates for the event: _____

Number of Courts: (circle one) 2 3 4 _____ Dimension of courts: _____

Description of surface: _____

Number of teams: 16 or 32 Any spectator fees: _____

Approximate Rental Cost for the facility: _____

Please check what you can provide at the competition venue from the Host Requirement specifications:

_____ Lining & set-up	_____ Water/ice coolers	_____ Training room
_____ Maintenance	_____ Parking	_____ PA system
_____ Ice & drinking water	_____ Food concessions	_____ Message/Results board
_____ Goal cages	_____ Restrooms	_____ Office/Workroom
_____ Tables & chairs	_____ Side Boards	_____ Check-in area

Please explain what you cannot provide (if anything) from the list above: _____

Please describe your hotel inventory (e.g.: one tournament hotel with 200 rooms, eight hotels with 50 rooms each): _____

Location of hotel(s) to competition venue: _____

Please explain what you cannot provide from the lodging specifications: _____

Location of the nearest airport to the hotel(s): _____

Which airlines service this airport? _____

Driving distance to the tournament hotel(s): _____

What services will be provided? (Please check what you can provide referring to the event specific requirements):

- | | | |
|---|---|---|
| <input type="checkbox"/> Photocopying | <input type="checkbox"/> Office equipment | <input type="checkbox"/> Printer |
| <input type="checkbox"/> Printing | <input type="checkbox"/> Fax | <input type="checkbox"/> Copy Machine |
| <input type="checkbox"/> Medical support | <input type="checkbox"/> Phone(s) | <input type="checkbox"/> Security |
| <input type="checkbox"/> Medical equipment/supplies | <input type="checkbox"/> Computer(s) | <input type="checkbox"/> Two-way Radios |

Describe your event staff and volunteer base: _____

The major cost to host events is predominately derived from the operating expenses as indicated above. Please list anything else your association/community is willing to provide that is unique to your site and will enhance this USA Field Hockey event.

What financial support/commitment can your association/community provide to this event?

Please refer back to the "2020 National Indoor Tournament Qualifier Host Requirements" section of this bid document on pages 1-3. Is there anything that you cannot provide? Please explain/list what you cannot provide from that list:

Please scan and return this application by email along with the required supporting documents listed below. Bids submitted without the appropriate documentation will not be considered.

Required Materials:

1. Completed Qualification Application
2. Signed Contract acknowledging application accuracy and expectations of hosting
3. Colored photographs of proposed venue space that include the following images (all photographs should include proposed layout to the best extent possible - fully extended bleachers, all netting/scrimms lowered for play, suspended basketball goals folded up, etc.):
 - a. Photographs of each court from court's sidelines at the proposed court mid-line
 - b. Photographs of each court from court's end lines at the proposed goal cage area
 - c. Photograph of sideboards proposed to be used
 - d. Photograph of goal cages proposed to be used
4. A full diagram or map of venue layout including placement of courts, umpire hospitality/check-in areas and a detailed description of the space between courts, walls and spectator seating/bleachers
 - a. Submitted space proposal materials should be as thorough and include as many space specifications as possible
5. A list of proposed, or previously scheduled, athletic training services

All materials should be submitted to the following USA Field Hockey Events and Club Services contacts by the bid deadline listed below:

Glen Hollingsworth | Events and Club Services Manager: ghollingsworth@usafieldhockey.com
Ryan Hickey | Senior Events and Club Services Coordinator: rhipkey@usafieldhockey.com

Bid Deadline is
DATE: Friday, May 3, 2019



-Contract-

I _____ hereby acknowledge that I am fully aware and versed in the minimum requirements of hosting a National Indoor Tournament Qualifier (NITQ) and understand that if awarded a bid I am required to provide/abide by these amenities/services/processes to our participants. The amenities/services/processes I am required to provide/abide by include the requirements outlined in the “2020 National Indoor Tournament Qualifier Host Requirements” section on pages 1-4 of this bid document. Additionally, any amenities/services/process that I cannot provide/abide by I have appropriately noted (or attached to this application) in the “2020 National Indoor Tournament Qualifier Application” section on pages 5-7 of this bid document

with the understanding that I will be expected to work with USA Field Hockey to amend any short comings by bid may have with their requirements.

Payments for this event must be made out to _____.
I understand that payment for this event will be split into two separate payments by USA Field Hockey if our site is awarded the bid. These two payments must be sent to the following address:

_____.

The first payment will be sent by USA Field Hockey two weeks before to the first competition day of our NITQ for an amount of \$400.00 per team signed up. A second payment will be sent by USA Field Hockey one-week after the completion of our event for an amount of \$133.00 per team that participated in our NITQ. I understand that if I as an individual, or as an individual representing an organization affiliated with this bid or with USA Field Hockey, (this includes but is not limited to being a representative of a USA Field Hockey affiliated club or partner) have outstanding debts or payments owed to USA Field Hockey that I may not be entitled to the payments associated with hosting a NITQ.

I recognize that if I fail to provide/abide by any amenities/services/processes that I stated I would provide/abide by in this bid document that, at USA Field Hockey's discretion, I may be stripped of my right to bid for the 2020 NITQ and may have my second payment of \$133.00 per team revoked post event. In the event that my NITQ is forced to be cancelled I will work with USA Field Hockey to the best of my ability to reschedule within their rescheduling guidelines.

By signing below, I agree to all of the terms outlined in this contract:

Signature: _____

Name (Print): _____

Date: _____