



## National Championship Events Bid Packet



**DEADLINE: 15 Months prior to Championship**

USA RACQUETBALL  
2812 W. Colorado Ave., Suite 200  
Colorado Springs, CO 80904  
(719) 635-5396  
[www.usaracquetball.com](http://www.usaracquetball.com)

## ***About USA Racquetball***

USA Racquetball, founded in 1969, is the National Governing Body (NGB) for Racquetball in the United States. We are fully recognized by the International Racquetball Federation (IRF), and the United States Olympic Committee (USOC). We provide opportunities for members and enthusiasts to actively participate in the sport, through sanctioning of events, administration of instructional programs, and development of competitive teams. USA Racquetball has more than 13,000 annual members. In the United States alone, there are more than 4 million people that are involved in this growing sport. Racquetball is also achieving great success internationally, where the sport is practiced in 90 different countries, involving 14 million racquetball players worldwide. USA Racquetball is responsible for presenting athletes an opportunity to compete in six National Championships that include: National Doubles, National High School Championships, Intercollegiate Nationals, National Singles, and the UnitedHealthcare US OPEN. USA Racquetball also sends a team of athletes to several international competitions every year such as the Pan-American Games that was held in San Luis Potosi, Mexico in March, 2016 and World Championships held in Cali, Colombia in July 2016, along with a team of junior athletes that was sent to Santo Domingo, Dominican Republic in November 2015. USA Racquetball has proudly won 16-of-19 international championships that we have participated in.

Racquetball is one of the most accessible sports in the country which requires very little equipment and offers a fun way for athletes of all skills and ages to compete. USA Racquetball is pleased to present the opportunity for Cities/organizations to offer a bid for the four upcoming event(s) in the United States.

### **Mission Statement**

USA Racquetball (USAR), recognized by the United States Olympic Committee as the National Governing Body for the sport, is committed to our members and the growth of racquetball from recreational play to international competition.

### **Core Values**

Communication      Customer Service      Dedication      Excellence      Integrity



**For a site to be considered for a national championship, the minimum commitment of two support groups must be confirmed:**

- The Racquetball host facility (hereinafter “**Club**”), and
- A local organizing committee (hereinafter “**LOC**”). LOC’s are recommended to be (but not limited to) State Racquetball Associations. The designated LOC *must* have a letter of recommendation from a State Racquetball Association, fully recognized by the USAR. Furthermore, some of the members of the State Racquetball Association should be assisting the LOC and USAR with coordinating the event and assist in negotiations with local sponsors, hotels, transportation, etc.

Additionally, it is *strongly* recommended that one or more local agencies responsible for the promotion of sporting events (i.e. Convention & Visitors Bureau, City or State Sports Corporations, Chamber of Commerce, etc.) be involved and provide additional support.

## **Club/Venue Requirements**

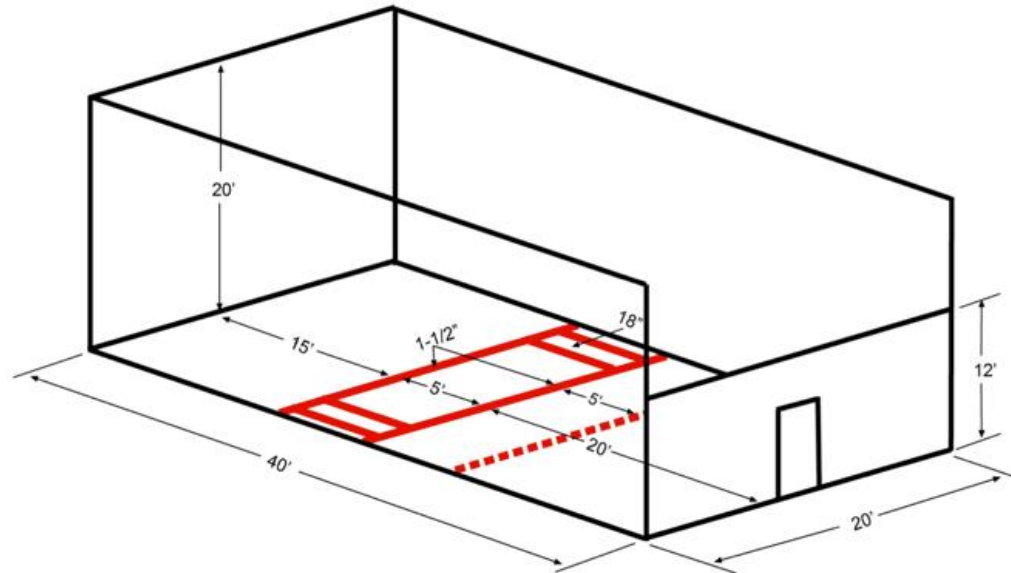
The host club is a vital component of providing a successful bid. USA Racquetball is committed to hosting National Events in quality venues that are not only safe but also attractive to our players and guests.

### **Racquetball Club/Court General Information**

- One Club will be designated the “host” Club and should have a minimum of 50% of the necessary courts, required for the tournament. The capacity to host the entire event at one Club is preferred. These courts should have viewing areas, preferably glass walls, back or side. Upstairs viewing is also a positive for our guests and referees. In addition, these courts should be safe, clean and well maintained.
- The club(s) must have enough courts to accommodate the specified event(s) needs, which is shown on page nine (9), along with enough space for spectators.
- The hosting club(s) must be open and available during event hours and at least 48 hours prior to the event to allow for setting-up the event area.
- USA Racquetball will hang banners throughout the club including at entrances.
- “Show Courts” are defined as courts with a minimum of one full glass back wall to allow a minimum of 100 spectators to view the match. It is preferable to have two Show Courts available for use at the Host Club, but is NOT required for a club to be selected. Show Courts are reserved for USA Racquetball promotion of sponsors. Other sponsors on this court need to be approved by USA Racquetball. See “Show Court” examples on page 16.
- Courts should be made available to athletes for practice for a minimum of four (4) hours per day for the two (2) days prior to the start of the tournament. Athletes can be required to make reservations.



- All courts within the facility must be properly lined and in accordance with the official racquetball court dimensions, established by USA Racquetball. *See image below*



#### Number of Clubs/Venues

- The maximum number of clubs used at an event is related to the distances from each club AND the availability of reliable transportation. We have used as many as four clubs although that is not preferable. For example, if an event requires 16 courts and the host club has 10 courts, a 2<sup>nd</sup> and/or 3<sup>rd</sup> club needs to be identified with a total of at least 6 courts between them. The use of any club with fewer than 4 courts is *not* preferred. They must also be within a reasonable distance from each other, no more than 15 minutes is preferred.

#### Parking

- Free parking close to the club(s) for participants, USA Racquetball Staff, and volunteers.

#### Storage

- Storage room needed for shipments that may arrive before the event and for storage use throughout the event.

#### Meeting Room

- One meeting room, if possible, is recommended.

#### Locker Rooms

- Permission for players and guests to use the locker room areas for showering and keeping personal belongings in while on site for the event.
  - **Sweat towels and shower towels** *must* be provided for individuals participating in the event.



### **Concessions**

- Please indicate if concessions are currently sold at the Club(s), what type of items are available, and how you would propose the arrangements be between the local owners and USA Racquetball should a large increase in customers be present who are in the facility related to the Racquetball Event. For example, offering discounts on concessions for event participants and guests.

### **Amenities**

- Please include a list of all amenities at the club that are available/not available for use for the players and their guests during the event.

### **Hospitality Area**

USA Racquetball and the LOC will take *full* responsibility for setting up and running the hospitality village, but will require cooperation from the host club by providing adequate space.

- USA Racquetball National Events offer hospitality at the main club and in some cases, at the secondary clubs, to our players and guests. which entail the following:
  - Morning coffee and donuts/pastry/bagels.
  - Fruit provided for all hours of the competition.
  - Beverages (water and/or sports drink) for all hours of the competition.
- In addition, some events require a VIP Hospitality Area, which can be a tent in a gymnasium, outdoor area or large meeting room capable of comfortably serving up to 25 people at one time. These events will be specified by USAR.
  - VIP offerings include higher quality of food and complimentary beverages (see alcoholic beverages below).

### **Alcoholic beverages**

- Any information on policy regarding alcoholic beverages on the properties is helpful. Most USA Racquetball events are alcohol free with the exception of National Singles and National Doubles, where alcohol has been provided in some cases. Permission to serve/sell alcoholic beverages is desired but *not required* for a bid to be accepted.

### **Audio/Visual Services**

- USA Racquetball requires a public address system that can be heard throughout the club. This is used to announce matches, court assignments, referee needs and any other pertinent information. Any assistance by the LOC and/or club to provide the necessary equipment is valuable. In addition, any provision of additional A/V equipment to include television monitors, cables, speakers and scoreboards (digital or manual) is very helpful.



## Security

- Information on the security of the facility including associated parking areas is necessary. USA Racquetball does not hire on-site security personnel and is not inclined to do so. If it were necessary, arrangements including hiring and compensating personnel would need to be agreed upon.

## Medical Procedures

- Please include a course of action that's intended to take place shall a medical injury/emergency occur during the event.
  - Basic First Aid available
  - AED available on event site

## Staff

- USA Racquetball and the LOC will staff the event but is in need of maintenance assistance to include trash removal, court cleaning, restroom/locker room maintenance and general area maintenance.
- A qualified technician should be available for any unexpected mechanical or electrical issues.

## The Local Organizing Committee (LOC)

The LOC is responsible for any and all accommodations for the USA Racquetball Staff, the participating athletes, and their guests that will be partaking in the event. These accommodations include but are not limited to, transportation, limited hospitality at the event, and lodging options given to USA Racquetball.

- The LOC will be responsible for a site visit for one (1) staff member to assess the host club(s), lodging selections, transportation, nearby restaurants, activities, etc. USAR may attend this trip prior to a bid being accepted to assist our efforts in awarding a bid.
- Any grant payable to USAR or other monetary or expense reducing support provided to help offset the cost of the event will significantly enhance that cities bid.

## Transportation

- Secure transportation for all participants from:
  - Airport to Hotel/ Hotel to Airport (may require a fee if published in entry form and utilize standard services i.e. Airport shuttle, etc.)
  - Hotel to Club/ Club to Hotel (at no expense to the participants, if the hotel is not within reasonable walking distance to the Club)



### Food Services

- USA Racquetball staff will seek food vendors locally but any assistance by the LOC to secure quality, low-rate services is helpful.

### Hotel/Lodging

Several host hotel options should be provided so that USA Racquetball can adequately select the best candidate for the event.

- Must be capable of providing a sufficient number of rooms for the athletes, their guests, and USRA Staff. *Please review the table on page nine (9) for the estimated participants in each event.*
  - USAR *highly recommends* complimentary rooms for USAR staff, which will need 6-8 staff rooms per event. USAR will approve and execute the agreement with the designated host hotels.
- A room capable of hosting a dinner banquet should be available for use. The cost of the banquet will be borne by USAR, which will determine the menu and format.
- While a continental breakfast is not required, hotels that offer a morning continental breakfast are *strongly recommended* and will significantly enhance that sites bid.
- Please include any on-site amenities the hotel(s) offer when presenting hotel options.
  - Pool, hot tub, sauna, on-site bars and/or restaurants, free Wi-Fi, etc.
- The hotel should be as close to the venue as possible, preferably within walking distance to minimize transportation accommodations.

### Hospitality Village

USA Racquetball will take full responsibility for setting up and running the hospitality village, but will require cooperation from the LOC and Host Club.

- Some events *require* a VIP area which can be a tent in a gymnasium, outdoor area or large meeting room capable of comfortably serving up to 25 people at one time.
  - VIP offerings include higher quality of food and complimentary beverages (see alcoholic beverages below).

### Staff/Volunteers

- Assist and support the Club and USA Racquetball in the planning, coordination, and execution of the event with available staff, expertise, and volunteers.
  - Depending on the size of the event, USA Racquetball will need 2-5 staff/volunteers at any given time during the Championship.
  - Volunteer staff has traditionally been the LOC's responsibility, however, USA Racquetball intends to contribute in any way we can.



### Local Activities/Restaurants

- Please include a list of local activities and restaurants in the area that players and guests can visit during the duration of the event.
  - In the past, some LOC's have incorporated the local professional sports teams to help enhance their bid. Other examples include local zoos, golf, laser tag, pools, shopping, etc.
  - Please include the name of the restaurants, average price and the distance from the club.

### Optional Promotional Opportunities

- Optionally, create and produce an event program which may contain advertising sold to raise funds for expenses of the event and to raise money for a designated cause.
- Optionally, sell local sponsorships to raise funds for expenses of the event and to raise money for a designated cause. Local Sponsors must not conflict with established USAR sponsors and are subject to approval by the USAR. Agreements with local sponsors for court decals, on-site banners, on-site displays, or product sampling must be authorized by the USAR.

***\*Note: Any enhancements or additional amenities provided by the LOC for the benefit of the participants will be welcomed by the USAR and will enhance site bid packages.***





## **Responsibilities of USA Racquetball**

- Host the Championship in the designated city chosen by USA Racquetball.
  - Pay any court usage fee based on number of courts.
- Provide hospitality sponsors, if available, from national programs.
- Promote the Championship and the designated host city through the racquetball community.
- Professionally staff and conduct the Championship
  - USA Racquetball will fully execute the event, including receipt/processing of entries, match scheduling, and event desk operation.
- Develop divisions and entry requirements
  - USA Racquetball will retain all event fees
- Provide Championship medals.
- USA Racquetball, at its sole discretion, will select the ball that will be used for the event.
- Provide one ½ page ad to LOC in two issues of the USA Racquetball Magazine published prior to the championship (ads must be submitted in print-ready form by editorial due date) so long as issues are published.
- Provide the host city with at least one 30-second commercial per hour promoting their city during the broadcast of the Championships (ad must be submitted in air-ready format no later than 30 days prior to the championship). So long as Championships are broadcasted and ad insertion capabilities are in place.
- USA Racquetball reserves the right to develop and sell event merchandise, including the official tournament shirt, etc.
- USA Racquetball will be responsible for selecting an official stringer for the event.



## Bid Application

A completed bid application will include the following materials and should be enclosed in a **single (1)** document- printed or electronic. **Incomplete applications may not be considered.**

- Letter of intent
- Bid Application
- Letter of recommendation from State Racquetball Association (if needed)
- Rough draft of ALL fees and charges applicable to USA Racquetball
- Supporting Documents (venue and hotel layout, photographs, sponsors, maps, etc.)
  - Please attach any pertinent information that was reviewed in this packet if it is not included in the bid application below.
- Providing any additional material that may enhance the bid is strongly encouraged. Material such as any previous experience the host LOC and/or Club has with directing tournaments, other activities offered in the host city, special rates given to USA Racquetball, etc. will be given special consideration.

| <b><u>Primary Contact Information</u></b>                         |  |
|---|--|
| <b>Contact Person:</b> <input style="width: 90%;" type="text"/>   | <b>Phone:</b> <input style="width: 90%;" type="text"/> |
| <b>Mailing Address:</b> <input style="width: 90%;" type="text"/>  | <b>Email:</b> <input style="width: 90%;" type="text"/> |
| <b>City, State, Zip:</b> <input style="width: 90%;" type="text"/> | <b>Fax:</b> <input style="width: 90%;" type="text"/>   |
| <b>Applicant's Signature:</b> _____                               | <b>Date:</b> <input style="width: 90%;" type="text"/>  |

### Upcoming Events

| National Event            | Event Date   | Minimum Courts Required | Estimated Entrants |
|---------------------------|--------------|-------------------------|--------------------|
| National Doubles          | Mid February | 12 courts               | 300-500            |
| National Intercollegiates | Late March   | 10 courts               | 200-300            |
| National Singles          | Mid/Late May | 12 courts               | 300-500            |
| National Junior Olympics  | Late June    | 10 courts               | 150-300            |

\*Note: Estimated entrants listed above do not include athlete's guests.



**Please select the event(s) that you are bidding for:**

\*Unless you wish to host the same championship across multiple years, any interest in hosting multiple championships must submit a separate bid packet for each championship selected.

|                           | 2017                     | 2018                     | 2019                     |
|---------------------------|--------------------------|--------------------------|--------------------------|
| National Doubles          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| National Intercollegiates | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| National Singles          | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| National Junior Olympics  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

**LOC Information**

Local Organizing Committee:

Bidding Organization:

Mailing address:

City:  State:  Zip:

Contact Name:

Phone:  Fax:

Email:

**Participating State Racquetball Association Principals:**

Name:  Phone:

Email:

Name:  Phone:

Email:

Name:  Phone:

Email:



**Prospective Sponsors**

Name of Organization:

Address:  City:

State:  Zip:

Contact Name:

Phone:  Fax:

Email:

Form of Advertising:

---

Name of Organization:

Address:  City:

State:  Zip:

Contact Name:

Phone:  Fax:

Email:

Form of Advertising:

---

Name of Organization:

Address:  City:

State:  Zip:

Contact Name:

Phone:  Fax:

Email:

Form of Advertising:



### Host Club Information

Please attach photographs and/or descriptions of the interior and exterior of the club, including a diagram showing the floor space, hospitality areas, spectator space, court specifications, and parking availability.

Name of Club:

Club Address:

City:  State:  Zip:

Contact Person:

Phone:  Fax:  Email:

---

Number of Total Courts:  Number of Show Courts:

Shower Towels Available for Athletes

Sweat Towels Available for Athletes

**Other Facilities/Rooms/Specific Areas-** check if applicable

Locker Rooms

Free Parking

Meeting Room

Hospitality Area/Room

Concessions Area

Water/Sports Drink Area(s)

Locked Storage (equipment, merchandise, medals, etc.)

**Equipment Available On-Site-** check if applicable

Computer with Printer

Public Address System

A/V Cables

Fax Machine

Overhead Speakers

Television Monitor(s)

Wireless Internet

Copy Machine

Scoreboards(digital or manual)

**Seating-** check if applicable

Bleacher Seating: If yes, what is the seating capacity?

Available Tables: If yes, how many?

Available Chairs: If yes, how many?

**Secondary Club Information (if applicable)**

Please attach photographs and/or descriptions of the interior and exterior of the club, including a diagram showing the floor space, hospitality areas, spectator space, court specifications, and parking availability. *Please fill out for each additional club used*

**Name of Club:**

**Club Address:**

**City:**  **State:**  **Zip:**

**Contact Person:**

**Phone:**  **Fax:**  **Email:**

**Number of Total Courts:**  **Number of Show Courts:**

- Shower Towels Available for Athletes
- Sweat Towles Available for Athletes

**Other Facilities/Rooms/Specific Areas-** check if applicable

- Locker Rooms
- Free Parking
- Meeting Room
- Hospitality Area/Room
- Concessions Area
- Water/Sports Drink Area(s)
- Locked Storage (equipment, merchandise, medals, etc.)

**Equipment Available On-Site-** check if applicable

- Computer with Printer
- Public Address System
- Public Address System
- Fax Machine
- Overhead Speakers
- Public Address System
- Wireless Internet
- Copy Machine
- Scoreboards(digital or manual)

**Seating-** check if applicable

- Bleacher Seating: If yes, what is the seating capacity?
- Available Tables: If yes, how many?
- Available Chairs: If yes, how many?



**Accommodations**

Please submit specific information regarding the host hotel, an area map showing the club location, nearby restaurants, and available transportation. USA Racquetball strongly encourages Hilton properties. *Please fill out for each prospective property.*

**Host Hotel Name:**

**Address:**

**City:**  **State:**  **Zip:**

**Contact Name:**

**Phone:**  **Fax:**  **Email:**

.....

**Number of available rooms:**  **Proposed rate(s):**

Complimentary Rooms for USRA Staff: If yes, how many?

Are the rates above guaranteed?

**Check in/out times:**

Free continental breakfast? If yes, please list breakfast hours:

Banquet Room Available?       Free Parking?       Free wi-fi?

**Please list any additional amenities offered (pool, hot tub, bar/restaurant, etc.):**

**Distance from Club:**  **Distance from Airport:**

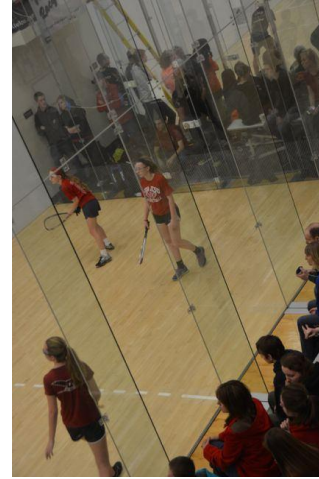
Transportation Service to/from Club       Transportation Service to/from Airport

**Areas of Interest: Please list any additional activities that are available in the area, which may be of interest during the event:**



## Examples of “Show Courts”

### High School National Championships:



### National Intercollegiate Championships:



### National Doubles Championships:





**Championship Bids Submission**

The deadline to submit a bid to USA Racquetball will be 15 months prior to the designated event. If there is intent to host more than one (1) event, a bid packet for each event must be submitted, unless you wish to host the same event, across multiple years. Please submit all documents via mail or e-mail (subject should say for example “National Singles Bid Submission”) and sent to the following address:

USA Racquetball  
Championship Bid  
2812 W. Colorado Ave., Suite 200  
Colorado Springs, CO 80904

Phone: (719) 635-5396  
Fax: (719) 635-0685  
Email: [championships@usra.org](mailto:championships@usra.org)

If there are any additional questions, please call or write at the above contact information.

