

## Bid Application

The Zone will seek Host Bids from qualified parties by way of a Request for Bids. The Request for Bids will include but are not limited to the following:

- Name of the Host, the Host Chairman, and the name of all partners who are individuals or clubs that represent the bidding party and will financially benefit from hosting the event.
- A simple statement summarizing why the bidder believes from a qualitative and cost standpoint that they should be awarded the Bid.
- A specific timeline for when schedules will be released. When seeding calls will happen. The zone requests that all schedules are posted 7 days prior to the start of the first game for JOQ.
- The facilities to be used for the Qualification Tournament including the name of the facilities, the location of the facilities, the number and description of courses (size, floating or wall) to be hosted in each pool, the hours of availability (including warm up time before games), availability of parking and any potential costs, shaded areas or awnings, bathrooms, and any unique or special considerations of the location.
- A hand drawing or photos of the pool set up for each pool facility that shows the course set-ups and lengths and the warm-up areas along with locations of shot clocks, tables and referees walk paths.
- Names of back up pools, their location, specifications, and availability.
- A description of the Host's qualifications. Provide previous event host experience.
- A list of vendors known at the time of bid, merchandise provided and sources of alternative income to be provided at the tournament. Budgets and financial information are not required.
- A statement that draft schedules will be submitted to the Zone's Competition Committee for distribution. Due no later than five (5) calendar days after entries are closed.
- Specification of the operating hours of the tournament host sites from pool opening to warm-up, first game start time, and last game start time for each facility.
- A sample of the proposed on-line management system to be used to post game results and bracket advancements on a real time basis.
- A budget for the Qualifying Event expressed as a Price per Team and Price per Game basis that factors all the Host's costs. The budget will include line items and explanations for:
  - pool fees
  - staff and labor fees
  - equipment costs
  - referee fees

- new ball costs
  - cleaning costs and on-site costs
  - any other costs necessary to run the tournament including management fees.
- Price per game is requested to honor a request by clubs to only be charged for games played in the cases of highly ranked teams who don't play many games and poor teams that are eliminated early from the Qualifying event.
- As most Host know, referee costs can fluctuate depending on the level of referees that work an event. On average, our experience shows that budgeting two Level 3 referees for each game is a reasonable average. The host is responsible for all referee payments and bears any, and all financial risk for cost changes from what was anticipated during the bidding process.
- The Zone will not allow Gate Fees for Qualification Events.
- The Host will retain 100% of all revenues from other activities described and disclosed in the Host bid for items including but not limited to vendors (vetted and consistent with USAWP agreements), snack bar, and merchandise sales. The Host does not need to disclose budgets for these revenue items in its bid.
- Bids shall be in writing (.pdf acceptable) signed by the authorized representative of the Host bidder and addressed to the Zone Chair.
- Bids must be submitted by posted deadline. Bids received after the deadline will not be accepted.
- \$25 from each entry will go the zone. The remaining amount of the entry fee will go to the host awarded the bid.

## **Zone Responsibilities for JOQ**

Any Individual, Member, Club, or a formal affiliation of Clubs and Individuals who are all in good standing with USAWP and the Zone, may submit a bid to Host one of the Zone Qualification Events or other Zone sponsored events. The winning bidder will be called the Host.

### **The Zone's responsibilities:**

- Create and communicate to the Zone's members the Request for Bids.
- Provide a fair and transparent summary of the bid outcome to the Zone's constituency including number of bidders, names of the bidders, list of competition pools, budget, and any distinguishing features of each bid.
- Provide an evaluation process for the bids that is free from Conflicts of Interest between bidders and evaluators.

- Post Qualification Event entry related information on the Zone home page and e-mailing out to all Zone constituents the information about who is the Host, the price per team and entry deadlines.
- Identify to the Host Bidder who will participate in the Zone Qualification Management Committee (ZQMC).
- Advertise the Qualification Event to all Coaches, Members, and Clubs within the Zone via e-mail and Zone web page.
- Provide a USAWP a Zone sanction form for the Qualification Event.
- Provide brackets for the Qualification Event per the library of approved Zone Brackets.
- Encourage referees to plan and carry two whistles, with different tones, in the event that the referee is assigned to facilities which fields more than one course.
- Communicating USAWP participation requirements and deadlines for athletes, coaches, officials, and team registrations.