NSCRO is the home of Small College Rugby in America and is dedicated to its growth and development. For more information please visit [www.NSCRO.org](http://www.NSCRO.org).

Deadline for Letter of Intent – Please email [Events@NSCRO.org](mailto:Events@NSCRO.org) if you’re interested in bidding on one or more of these events

Deadline for Bid Submission – **Friday, August 30, 2019**

Final Decision and venue/destination selected – **Friday, September 13, 2019**

Dear Potential Host,

On behalf of the NSCRO, we would like to thank you for your interest in hosting one of our many regional championship events. NSCRO considers our championship events a member benefit and, as such, look for hosts that exceed expectations in terms of communication, support, and athlete experience. NSCRO Regional Championships will provide economic impact to your community, create a fun and unique event for your citizens, and promote the sport of rugby.

The objective of this RFP is to provide general information about the site selection process, illustrate criteria required to host NSCRO Championship events, and to outline the division of operations and budget responsibilities for each organization. Please contact NSCRO at events@nscro.org if you have questions or would like to discuss creative ideas to accomplish our shared goal.

Thank you for your interest and we look forward to reviewing your submission

Sincerely,

Matthew Robinette

Director of Events

NSCRO

**Central Region Champions and Challenge Cup Championship** **- November 9-10, 2019** (Eight Teams-Four games Saturday, three games Sunday-Two fields preferred)

**South Cup Championship - November 16-17, 2019** – One field (Four Teams-Two games Saturday, One game Sunday)

**West Challenge Cup Championship – November 16-17, 2019** - One field - four teams - four total matches (two per day)

**Northeast Region Champions and East Coast Region Challenge Cup Championship** - **November 23-24, 2019** (Eight Teams-Four games Saturday, three games Sunday-Two Fields preferred)

**Mid-Atlantic South Champions Cup Championship - December 7-8, 2019** One field (Four Teams-Two games Saturday, One game Sunday)

**Hotel Information:**

Events with four teams: 15 QQ or 15 DD Friday and Saturday night – 30-total rooms  
Events with eight teams: 60 QQ or 60 DD Friday and Saturday night – 120-total rooms

**Competition needs:**

Ball runners for all matches

Fields up to specifications

Volunteer support

Scheduling Certified Athletic Trainers

**Hotel needs:**

Complimentary Breakfast

1:25 Comp ratio

No Attrition

Cutoff Date – one-week prior to event weekend

One Complimentary Suite for NSCRO President (above the 1:25 comp)

Complimentary WIFI

Rate equal to rates on booking engines

Complimentary Parking for cars, vans, and motorcoaches

Teams responsible for rooming lists and payments

CVB partnership required

**Bid enhancements:**

Venue rental assistance

Local sponsor connections

Team dining options

Fan blocks

Welcome signage

Assistance with Production Calls

Local promotion/media contact/connections

**Benefit of hosting:**

Exposure to greater rugby community

Connection to local rugby community to utilize as partners in future bid opportunities

Which event(s) are you interested in hosting?

Click or tap here to enter text.

Please provide the name and contact information of the person completing this bid:

Click or tap here to enter text.

If different, please provide the name and contact information of the person that will be the Event Manager responsible for management of this event:

Click or tap here to enter text.

I am a:

Choose an item.

The host will collaborate with the following rugby organizations:

Click or tap here to enter text.

**FIELD REQUIREMENTS**

The following section outlines the required field dimensions and support areas to host a NSCRO Championship event. When submitting your final, completed bid packet please include pictures of the venue taken at the same time of year that the event will be hosted.

Please provide the name, address, phone, and website of the host venue:

Click or tap here to enter text.

Is there a cost to NSCRO to rent the facility?

Choose an item.

What is the hourly rental rate for the venue?

Click or tap here to enter text.

Does the field have lights?

Choose an item.

Fields should be as close possible to World Rugby standards which are between 68-70 meters wide by 96-100 meters goal line to goal line with 6-22-meter end zones (in-goal) a 5-meter safety area the length of each sideline and technical zones (more information provided in this section) for the teams and coaches. Do you have a primary field that meets these requirements?

Choose an item.

What is the width of the pitch/field (in meters)?

Click or tap here to enter text.

What is the length of the pitch/field goal line to goal line?

Click or tap here to enter text.

What are the depth of the end zones? Please note if the end zones are two different depths.

Click or tap here to enter text.

Will you provide rope (or some sort of sideline barrier) spanning from goal line to goal line, 5-meters from the sideline on both sides of the field?

Choose an item.

Will there be technical zones on team sidelines? Technical Zones diagram can be found here: <https://assets.usarugby.org/docs/club/cms/USA-Rugby-Technical-Zone-and-Sideline-Management-Guidelines.pdf>

Choose an item.

What is the composition of the field that the matches will be played on?

Choose an item.

If the field is turf, what is the in-fill (rubber, coconut)?

Click or tap here to enter text.

What organization will be responsible for lining the field?

Click or tap here to enter text.

Please provide a specific date that the field(s) will be lined for this event:

Click or tap here to enter text.

If the field has permanent lines for other sports please note those sports here:

Click or tap here to enter text.

Where is the warm up field in relation to the primary match pitch/field? (adjacent to the match pitch – no warm up field available – 1 mile from primary pitch)

Click or tap here to enter text.

What are the dimensions of the warm up field (in meters)?

Click or tap here to enter text.

Are there any policies established by the venue management that would cancel matches and what entity makes those decisions?

Click or tap here to enter text.

What is the venue’s *lightning* policy?

Click or tap here to enter text.

Are there any obstructions on the field or within 5-meters of the playing enclosure? (sprinkler heads, drain grates/covers, large holes, telephone poles, etc)

Choose an item.

Are goal posts permanent, portable, or equipment from another sport converted to goal posts?

Choose an item.

Where are the goal posts located? (Try Line, Dead ball line)

Click or tap here to enter text.

Are the goal posts installed into sleeves, permanent, or, if portable, supported by braces? If portable, please describe how many metal pieces must be padded.

Click or tap here to enter text.

Are there any potential conflicts with another sport that would take priority over this event?

Click or tap here to enter text.

**ADDITIONAL FIELD SUPPORT**

Please respond to the following questions regarding athlete and fan support services and equipment

Will tents be available for team use (prefer 15’ x 15’ – one tent per team)?

Choose an item.

Is there fan seating? What is the capacity?

Click or tap here to enter text.

Are there restrooms and are they located in a permanent structure or port o lets?

Click or tap here to enter text.

Are there concessions available?

Click or tap here to enter text.

What is the menu?

Click or tap here to enter text.

Will teams have access to a locker room?

Click or tap here to enter text.

Do the locker rooms have showers?

Click or tap here to enter text.

If shower facilities are not available at the venue, is there a location nearby that players can access for showers? If so, what is the name of the facility and how far away from the complex is the facility? Please share the address of the facility.

Click or tap here to enter text.

Is there a scoreboard dedicated to the primary field and will it be available for all of the matches?

Click or tap here to enter text.

Please list any events that will be taking place in the destination or at the same venue that may impact this event (hotel compression, traffic, etc.)

Click or tap here to enter text.

Will water coolers be placed on each bench?

Click or tap here to enter text.

Who is responsible for filling and maintaining the water coolers? Pleas provide the name of a person and the organization that person is affiliated.

Click or tap here to enter text.

Do you require a Certificate of Liability Insurance?

Click or tap here to enter text.

\*\*NSCRO will provide match balls and trophies

Will Alcohol be served during the event? Please note that NSCRO has an alcohol policy which reads: Possession and/or consumption of alcoholic beverages is not allowed by anyone (players, coaches, spectators, etc.) in attendance at an NSCRO-sanctioned match or event. The onus of responsibility for compliance is on the individual club they are associated with. If NSCRO enters into a written agreement that allows the facility owner to serve alcoholic beverages, the facility owner shall be required to enforce any and all applicable laws relating to the provision, sale and consumption of alcoholic beverages, including the prohibition of consumption of alcohol by minors. Additionally, the facility owners must provide insurance coverage for NSCRO, referee societies, university/colleges, and NSCRO Sponsors. Teams are requested to refrain from evening gatherings involving consumption of alcohol during attendance at an NSCRO playoff match or event. Failure to comply with this Policy as well as applicable laws may result in the team and/or player disqualification and/or enforcement by either college/university or city police. Any breach of this Policy at this event, as witnessed and reported by any individual will be forwarded to the appropriate disciplinary committee for action as well as possible disqualification from future NSCRO playoff matches.

Choose an item.

Is there a PA system available for event use? Please note if a fee is applicable.

Click or tap here to enter text.

How many parking spaces are available within ½ mile of the venue?

Click or tap here to enter text.

How many motorcoach spaces are available near the venue?

Click or tap here to enter text.

Are pets permitted in the venue? If animals cannot be controlled, it is up to the host to manage removal

Click or tap here to enter text.

Please provide the name, email address and cell phone number of the on-site field manager.

Click or tap here to enter text.

Will host provide ball runners (both side lines and both dead ball lines)?

Click or tap here to enter text.

**MARKETING, PROMOTIONS, AND SALES**

Please provide detailed answers to these questions regarding marketing, promotions, and sales

Will you promote the event to your local media and/or campus media outlets?

Click or tap here to enter text.

How many social media followers do you have across Twitter, Facebook, and Instagram?

Click or tap here to enter text.

Will the event be added to the venue/host website and social media platforms?

Click or tap here to enter text.

What are the dimensions of the logo you will need to add to the website and/or social media platforms? (Ex: 800 x 800 pixels)

Click or tap here to enter text.

Will an event program be created?

Click or tap here to enter text.

If yes, please describe the program including content, ad space, and price for ads.

Click or tap here to enter text.

Will you charge an entry fee to this event?

Click or tap here to enter text.

How much is the fee if there is a gate?

Click or tap here to enter text.

Will you charge for parking?

Click or tap here to enter text.

How much will you charge for parking?

Click or tap here to enter text.

Do you have a revenue sharing model for gate and parking that will split the revenue with NSCRO? Please describe if there is a revenue sharing model.

Click or tap here to enter text.

Will you sell merchandise at this event? NSCRO merchandise and/or proprietary merchandise? Please provide a list of items and prices that will be sold on site. Any merchandise must be approved by the NSCRO.

Click or tap here to enter text.

Will you include the event in any sponsor activation in your current inventory? Please list all sponsors and what your activation policies are and how those policies impact the event’s ability to activate current sponsor commitments.

Click or tap here to enter text.

Are there any restrictions on event sponsor activation? (Exclusive categories not permitted)

Click or tap here to enter text.

Will the host permit NSCRO sponsors to set up booths?

Click or tap here to enter text.

Will NSCRO be permitted to hang branded banners in the facility?

Click or tap here to enter text.

**MEDICAL COVERAGE**

NSCRO requires the presence of 2 qualified medical professionals to be field side for multi-match events. If two fields are in used at the same time and they are adjacent to the other, then 3 qualified medical persons are to be present. One Qualified Medical Professional (QMP) should be field side during match play on each field, while the third QMP shall be stationed "between the fields" in view of both fields and handle care for players removed from play as needed as well as pre-match taping requested by players.

The goal is to have a QMP observing match play and recognize players who need to be treated or evaluated.

Qualified medical professionals, **which shall be hired directly by the host,** include a Certified Athletic Trainer (ATC), Sports Certified Physical Therapist, a medical physician who is trained in sports medicine, orthopedics or emergency medicine, and physician’s assistant (PA) likewise trained in sports medicine, orthopedics or emergency medicine.

The presence of an EMT and Ambulance does not replace any of the qualified medical persons but should be considered based on host’s experience with emergency medical response time at the event location when an ambulance is not present. If an EMT/ambulance is not provided, the local ambulance service companies shall be advised about the event in advance. The Host shall provide evidence to NSCRO that such communications were made, including name of service, contact person, and date of confirmation.

An Emergency Action Plan will be required and submitted to NSCRO for review no less than 2 weeks before the event. [Click here](https://www.nscro.org/forms) for the standard NSCRO template to be used. If the host has a standard EAP, such as issued by the school, it may be submitted for review. Please note the Medical Equipment addressed in the standard EAP including the requirement for an AED (Automated External Defibrillator) to be available.

The event requires at least two QMPs. Certified Athletic Trainers (ATCs) are the preferred QMPs. Will you schedule the required QMPs for this event? Please confirm specific QMPs to be hired, such as ATCs.

Click or tap here to enter text.

Will tape, pre-tape, and ice be provided by Certified Athletic Trainer?

Click or tap here to enter text.

The medical staff must be stationed field side and provided with a covered canopy tent (and banner as appropriate) with all necessary items (cooler with ice, table, chairs, etc).

Click or tap here to enter text.

NSCRO expects the host to hire and pay for all QMPs and related medical costs. Will you cover this cost? If not, please note the hourly rate for each QMP and overall expected cost for full event coverage? NSCRO will reimburse you for their cost if host does not provide NSCRO with this service complimentary.

Click or tap here to enter text.

If you’re not covering the cost of the trainers will you book and pay for the trainers understanding that NSCRO will reimburse the expense? NSCRO would prefer that the host contract the trainers directly then be billed for reimbursement.

Click or tap here to enter text.

Will there be any other qualified medical professional(s) on site during this event? If so, please provide name and specialty.

Click or tap here to enter text.

Will there be an ambulance with Advance Life Saving or Basic Life Saving qualifications on site?

Click or tap here to enter text.

Will host cover the cost of ALS/BLS Ambulance?

Click or tap here to enter text.

Where is the closest public fire/EMT station? Please provide link from field to station via Google Maps.

Click or tap here to enter text.

What is the name and where is the closest hospital to the primary field? Please provide link from field to hospital via Google Maps.

Click or tap here to enter text.

**LOCAL RUGBY SUPPORT**

Which Local Referee Society provides service to this venue? Please list primary contact and referee scheduler for the Society name and email address.

Click or tap here to enter text.

Is the local Referee Society aware that this bid is being submitted?

Click or tap here to enter text.

Will the local referee society provide the referee, assistant referees (2), and a #4 referee?

Click or tap here to enter text.

Will you provide food, protection, and beverages for the referees?

Click or tap here to enter text.

Will the host/conference/union/society pay the referee fees?

Click or tap here to enter text.

What is the estimated cost for referee coverage for this event? Include all four referee fees including mileage.

Click or tap here to enter text.

Has the host notified the conference and/or union that the event will take place?

Click or tap here to enter text.

How many youth, college, and adult clubs are within 50-miles of the venue?

Click or tap here to enter text.

Is the conference or union interested in learning how they can partner with this event? Who is the Commissioner or President of the administrative body?

Click or tap here to enter text.

**MEDIA AND BROADCAST**

The host can provide a proposal to live stream all event matches from the primary field. If interested in doing so, please discuss with the Events Director accordingly.

Click or tap here to enter text.

What is the upload/download capacity – Hardline and Wifi?

Click or tap here to enter text.

Do you have a media relations/PR department?

Click or tap here to enter text.

Will you promote the event to your local media?

Click or tap here to enter text.

Who will be our primary contact for media relations? Name and email address

Click or tap here to enter text.

Please provide the contact information for the local television, radio, and print sports reporters?

Click or tap here to enter text.

**HOTEL NEEDS**

Do you have a standing commitment to provide leads to a partner hotel? Name and location, include Google map from hotel to field, of partner property.

Click or tap here to enter text.

Average room rate during this time of year

Click or tap here to enter text.

How many hotels are within 10 miles of the primary field and there brand?

Click or tap here to enter text.

Can you send a lead to all the hotels in your region?

Click or tap here to enter text.

Please provide a list of events your organization has hosted in the past 24-months.

Click or tap here to enter text.

**BUDGET**

Income - please list all revenue sources and estimated income

Click or tap here to enter text.

Expenses - please list expenses for the event. This should include Field Rental, Trainers, other medical personnel, etc.

Click or tap here to enter text.

Please list all expenses host will provide the funding for

Click or tap here to enter text.

Please list all expenses NSCRO is expected to cover

Click or tap here to enter text.

If you are a university/college, is the university/college aware you are bidding to host this event and will provide necessary support? Please provide name, position, phone number and email address of school contact.

Click or tap here to enter text.