



September 1, 2017

Dear Applicant,

Thank you for your interest in hosting a 2018 WFTDA tournament! The WFTDA is looking for locations to host our International WFTDA Playoffs and International WFTDA Championships tournament. To assist you in the bidding process, we have compiled some resource materials for your information.

This document is the bid application package and contains the following sections to assist you in preparing your bid:

- 2018 WFTDA Tournament Bid Application Procedure
- 2018 WFTDA Tournament Responsibility Assignments
- 2018 WFTDA Tournament Venue RFP Requirements

In addition, the following documents may assist you in understanding our requirements:

- [WFTDA Site Visit Guidelines](#)
- Sample WFTDA Tournament Track Layout (available upon request due to types of venues used)
- Sample WFTDA Event Hosting Agreement (available upon request to WFTDA-Member leagues)

A complete Tournament Hosting bid application will be submitted with:

- 2018 WFTDA Tournament Hosting Application – League Detail
- 2018 WFTDA Tournament Hosting Application – Venue Proposal

These Tournament Hosting Application materials may be requested by emailing bids@wftda.com.

You are encouraged to consider submitting a bid with more than one venue option. The Tournament Venue RFP Requirements will provide a very detailed explanation of the *ideal* tournament facility and amenities. We do not expect a venue to meet every requirement.

If you have any questions, please don't hesitate to email bids@wftda.com. Completed applications are due to bids@wftda.com by Tuesday, October 31, 2017. **Please note:** Although the resource information is listed in U.S. currency and metrics, we are looking for non-U.S. bids. Please be sure to note in the venue budget area what currency the totals are in.

Sincerely,

Suzy Slam
WFTDA Tournaments Manager
suzyslam@wftda.com



2018 WFTDA TOURNAMENT BID APPLICATION PROCEDURE

The selection of the hosts for the 2018 WFTDA tournaments is a multi-step process that takes place over many months. Listed below are the steps involved and the associated deadlines.

Bid Application Submission

All bid applications are due to the WFTDA Tournament Director on **Tuesday, October 31, 2017** via bids@wftda.com. A completed bid application will consist of two parts: *2018 WFTDA Tournament Hosting Application – League Detail* and *2018 WFTDA Tournament Hosting Application – Venue Proposal*. A bid application may have more than one Venue Proposal.

Submission by the deadline date will enable your organization to be considered as a potential tournament host. If no bid applications are received for one of the tournament's, hosts will be solicited on the WFTDA Forum.

Selection Process

All bids submitted by the October 31 deadline will be presented to key WFTDA staff and volunteers for review. Winning bids will be selected in November 2017 and notified by January 31, 2018.



2018 WFTDA PLAYOFFS AND CHAMPIONSHIP TOURNAMENT RESPONSIBILITY ASSIGNMENTS

The WFTDA holds the majority of the responsibility for tournament planning and shoulders the financial responsibility. The success of a tournament, however, still requires assistance from a dedicated host league. The responsibility split is as follows.

WFTDA Responsibility	Host League Responsibility
Select host league, city and venue from bids.	Identify city and venue appropriate for event.
Negotiate with, contract, and pay venue.	Provide introductions and positive liaisons using existing local relationships. Serve as an “on the ground” point person for WFTDA as needed for walk-throughs, pickup or drop off, etc.
Negotiate and contract hotel room block(s).	Provide introductions and positive liaisons using existing local relationships. Serve as an “on the ground” point person for WFTDA as needed for walk-throughs, pickup or drop off, goodwill, etc.
Supply Games Tournament Official(s) (1-2)	
Select and supply officials (Referees, NSOs, Games Data, and Tournament Heads) in accordance with WFTDA rules and standard practices.	Recruit/supply THNSO Assistant(s). (Individual must be familiar with the WFTDA StatsBook to assist THNSO with paperwork creation.)
Create event schedules and floor plans.	Serve as an “on the ground” point person for WFTDA as needed for walk-throughs, pickup or drop off, goodwill, etc.
Collaborate with the facility to develop security protocols and emergency plans.	Serve as an “on the ground” point person for WFTDA as needed for walk-throughs, pickup or drop off, etc. Complete the Emergency Action Plan and submit to WFTDA.



Arrange EMTs or other medical staffing in compliance with state, local, venue, and WFTDA Safety Protocol requirements.	Refer local professionals who may be interested to WFTDA.
Ticketing strategy and implementation	In collaboration with WFTDA.
Supervise security, production, and track setup volunteers.	Recruit/supply production volunteers during the event: Stage managers (2) Team liaisons, aka “wranglers” (10-16) Volunteers for registration, security, track set-up, merchandise, etc., to be assigned based on facility and event-specific needs (approx. 35 per day).
Arrange liability insurance and athlete injury coverage at the event.	
Set guidelines for, credential, and work with event photographers.	Refer any interested local or league photographers.
Set guidelines for, credential, and work with media.	Refer WFTDA to local media outlets. Leverage league relationships with local media. As needed, coordinate with the WFTDA to provide a spokesperson from the host league for media coverage.
Create tournament name, theme, and logo artwork. Collaborate heavily with host to identify themes and images that relate well to their city, venue, and league.	Assistance to WFTDA to identify themes and images that relate well to their city, venue, and league.
Create and host event webpage(s).	Include link on league website(s) to http://wftda.com/tournaments Create/host/monitor event social media page -answer questions, direct to WFTDA when necessary



Develop corporate sponsor solicitation materials.	
Solicit and land national, multi-event sponsors, vendors, and advertisers. Negotiate and execute contracts.	Solicit and land local-event-only vendors and advertisers. Negotiate and execute contracts with WFTDA sponsorship liaison.
Fulfill WFTDA obligations to sponsor, vendor, and advertiser agreements (before, during, and after the events).	Work with WFTDA to fulfill obligations to local-only sponsor, vendor, and advertiser agreements (before, during, and after the events).
Design and produce event merchandise. Set pricing.	Provide staff volunteers for WFTDA merch booth.
Design and produce event program.	Sell local advertising for event program and provide local content of interest.
Sell event merchandise online and at the event.	Sell league merchandise at the event (optional). Provide volunteers to staff WFTDA merchandise table.
Book entertainment, including anthem, halftime shows, and DJs.	Provide WFTDA with the names and contact information of local entertainers.
Arrange internet access at the venue.	Provide WFTDA with Host League internet requests (not guaranteed).
Arrange on-air talent for online streaming broadcast of games and in-house talent for live call of games.	Send any local announcers to WFTDA.
Provide announcers with content, including sponsorship spots.	



<p>Advise Host League of any sponsors or partners that may wish to support after parties.</p>	<p>Plan after parties (may include shuttles). Coordinate details with WFTDA.</p>
<p>Develop and run marketing campaign for the event, including purchasing and placing advertisements, social media campaigns, and creating/developing the website.</p>	<p>Drive local league fans and nearby derby community to the event. Collaborate with the WFTDA to showcase tournament, as appropriate, via local marketing endeavors.</p> <p>Work with WFTDA for ticket giveaways, in-house activities, fan sections, and social media promotions; host league will implement after working with WFTDA to develop ideas/plan.</p>
<p>Manage participant/team registration, tracking, and communication.</p>	<p>Supply volunteers for the registration table during the event.</p>
<p>Design and distribute hospitality packet for teams.</p>	<p>Contribute local information, relationships, and flavor to data WFTDA has. Develop additional hospitality efforts, such as shuttles, welcome baskets or sponsor swag.</p>
<p>Design and distribute hospitality info for fans.</p>	<p>Contribute local information, relationships, and flavor to data WFTDA has.</p>
<p>Design and produce trophies and medals.</p>	<p>WFTDA will present awards; production manager will facilitate the timing/process in conjunction with WFTDA staff.</p>
<p>Create postmortem reports and financials.</p>	<p>Provide feedback, comments, and suggestions on event to use to improve future events.</p>
<p>WFTDA will provide a Tournament Director, Marketing and Communications Director,</p>	<p>Supply: Host tournament liaisons (2) - (main contacts) Local sponsor liaison</p>



<p>Sponsorship Chair, and Games Tournament Oversight to provide oversight of the Event.</p>	<p>Marketing/advertising liaison Social media liaison Public relations/media liaison Ticketing liaison Entertainment liaison Hospitality liaison Shipping/receiving liaison Officials liaison Announcers liaison Safety liaison Security liaison Photographer liaison/assistant Volunteer coordinator Emergency Medical Technicians (if applicable)</p>
<p>WFTDA will supply consumable tournament and track materials (printer ink, paper, track tape, dry erase markers, etc.).</p>	<p>Host League will loan permanent items (whiteboards, clipboards, track boundary rope, high-efficiency color printer/copier/scanner and one of the same as a back-up [or recommend a place to rent, if necessary], projectors, etc.) to the tournament to help minimize waste or items that cannot be transported easily to the remaining tournaments.</p>
<p>To the extent that the venue does not govern the concessions, WFTDA will provide for sale of food and beverages.</p>	



2018 WFTDA TOURNAMENT VENUE RFP REQUIREMENTS

The WFTDA has found that knowing in advance what the possibilities and limitations are of the venue helps a great deal with planning and budgeting. Additionally, it reduces miscommunication and assumptions between the venue and its client when the parameters of what is provided are clearly known up front. An event manager at a venue should be willing and able to provide you with a basic idea of what their policies and costs are for the items listed.

Item Needed	Description
Set-up and Hours (approximate depending on need of tournament)	<p>Thursday: Load in 12:00 PM – 10:00 PM (22:00)</p> <ul style="list-style-type: none"> • Broadcast Manager and Tournament Director arrive at Noon • Track setup begins by 4:00 PM (16:00) • Vendor setup opens by 5:00 PM (17:00) • Out of venue around 9:00 PM (21:00) <p>Friday: 7:00 AM – 11:00 PM (23:00)</p> <ul style="list-style-type: none"> • Venue access by 7:30 AM • Doors open to public by 9:00 AM • Games are approximately every two hours starting at 10:00 AM • Last game starts at 8:00 PM (20:00) • Out of venue around 10:30 PM (22:30) <p>Saturday: 7:00 AM – 11:00 PM (23:00)</p> <ul style="list-style-type: none"> • Venue access by 7:30 AM • Doors open to public by 9:00 AM • Games are approximately every two hours starting at 10:00 AM • Last game starts at 8:00 PM (20:00) • Out of venue around 10:30 PM (22:30) <p>Sunday: 7:00 AM – 10:00 PM (22:00)</p> <ul style="list-style-type: none"> • Venue access by 7:00 AM • Doors open to public by 9:00 AM • Games are approximately every two hours starting at 10:00 AM • Last game starts at 6:00 PM (18:00) • Awards Ceremony at 7:30 PM (19:30) • Cleanup and load out begins immediately after ceremony • Out of venue by 10:00 PM (typical) (22:00)



Track/Warm-up Track	<p>Track - Minimum space of 108' x 85' (9180 sq ft) / 32.92 meters x 25.9 meters (2798 square meters) with no columns, beams or walls is required for the skating track with additional space along one side for team benches and Penalty Box and at one end to accommodate tables and chairs for officials and tournament staff.</p> <p>Warm-up Track - Optional secondary space is preferred, but not required. In order for it to be used for full contact play, it must meet the same requirements as the main track, however, smaller areas may also be proposed for more limited warmup use.</p>
Floor	<p>Floor surface can be polished concrete, sealed wood, sport/skate court or another surface appropriate for skating. Floors should be level, smooth, and free from obstructions or disruptions to the skating surface (pits, seams, rivets, etc.).</p> <p>Note that wrestling mat, gaffer's or gym floor tape is used to mark track boundaries on the floor. All tape is no- or low- residue.</p> <p>When utilizing sport court, the court must cover the full skating track area. This allows for the entire track, Referee skating lane, Penalty Box and team benches to be on the same surface.</p>
Chairs/Seating	<p>Depending on the tournament, minimum of 500-5000 seats required around the track. In addition to bleachers or tiered audience seating, 14 chairs are needed per team bench and 6 for the Penalty Box. Chairs will also be needed in each locker room (20-22 each), office and lounge areas, two for each 8' (2.4 meter) vendor booth table, as well as at registration tables, media/photographer area and Broadcast Center.</p>
Officials/staff work tables	<p>Provide 10-12 skirted 8' (2.4 m) tables for Tournament heads, officials, BOD, staff, etc. Preferred position is straightaway on opposite side from team benches or between corners 3 and 4.</p> <p>Multiple power strips required for laptops and printers (approx. one per table). Internet access will also be needed.</p>



Production	<p>Sound: Arena or venue sound/PA system to accommodate two live announcers and a DJ. Three wireless microphones are needed and one mixer board with laptop and/or iPod inputs stationed on the dais. One audio line out to Broadcast Center.</p> <p>Lights: Option to provide focused lighting on the track as needed to improve the quality of the broadcast feed. Charges for equipment, set-up, tear-down and operator charges are to be disclosed in full along with any charges for equipment required to install.</p>
Internet	<p>Dedicated 20 mbps line for Broadcast and 12 (approx.) separate Wi-Fi connections for tournament operations.</p> <p>Cost for internet connections MUST be accessible and reasonable.</p>
Electrical	<p>Drops needed for staff tables, Broadcast Center, vendors, media/photographer area, show office and others as determined.</p>
Broadcasting	<p>Must be able to broadcast online, retain broadcast rights, no broadcast restrictions (rights, ownership, costs) or origination fees.</p> <p>Broadcast Center: Three 8' (2.4 m) tables minimum and 6 chairs - separate room preferable, on arena floor when necessary</p> <p>Electrical: Dedicated 20 amp (or international equivalent) circuit at Broadcast Center. Drop for two static cameras behind the team benches and penalty box. Drop for one static camera at turn 1.</p> <p>Internet: Dedicated 20 mbps hardline (x2 for championships).</p> <p>Audio: House Audio line level XLR delivered to table.</p> <p>We can deliver video feed to house for concourse and external TVs.</p> <p>Optional: forklift rental from venue or third party for static cameras behind penalty box.</p>



<p>Camera Stations</p>	<p>Physical: Two static cameras along the straightaway between turns 4 and 1, at the middle of the track with a high line of sight. One static camera at turn 1.</p> <p>Power: Shared circuit low draw, delivered to camera stations. Drops for two cameras behind penalty box and one camera at turn 1.</p> <p>Cable Run: We will run an HD-SDI coax from the Broadcast Center to the cameras. This cable run needs to be out of the audience flow. Cable run should be less than 251 feet (76.5 meters).</p>
<p>Scoreboard</p>	<p>Provide one (possibly two) 9' (2.74 m) x 12' (3.66 m) screen, 7000 (min.) lumens projector(s), and/or digital scoreboard or jumbotron with laptop inputs viewable to both team benches, penalty box, stage/dais and center of track.</p> <p>Scoreboard will need to integrate with current WFTDA software for derby-specific scoring.</p> <p>Scoreboard operator to be WFTDA-provided official. Must notify WFTDA if union contracts do not allow for non-union operator.</p>
<p>Staff</p>	<p>Event set-up staff required through load-in day.</p> <p>Lighting/ Sound/ Scoreboard operators, if required by union contracts.</p> <p>Ticketing/ Box Office Staff needed during event.</p> <p>Medical and Security needed during event hours, but supplemented with volunteer, certified medical and "t-shirt" security.</p>
<p>Merchandise Sales</p>	<p>No merchandise sales subject to venue concession requirements. If required, a flat buy-out fee no greater than US \$250 for the entire event. No venue or third-party staff required to sell merchandise.</p>



<p>Tickets</p>	<p>Online ticket service needed. For Playoffs & Championships, WFTDA will select ticketing agency of its choice in addition to the venue sales conduit. Minimal to no per-ticket venue fees.</p> <p>Types of tickets dependent on Playoffs or Championships:</p> <ul style="list-style-type: none"> • Friday all day • Saturday all day • Sunday all day • Weekend Pass which includes all three days • Friday evening (last 2 games) • Saturday evening (last 2 games) • Sunday evening (last 2 games) <ul style="list-style-type: none"> • VIP passes for Championships tbd by WFTDA • Stands are not cleared between “sessions.”
<p>Concessions & Alcohol</p>	<p>Daily variety of healthy concession choices with vegetarian and vegan options required.</p> <p>No minimum concession stand purchases.</p> <p>Alcohol sales and concessions must be open to working with the WFTDA in helping to support our food/beverage sponsors (when applicable).</p> <p>Provide and restock free ice and water stations for athletes and ice station for medical purposes.</p>
<p>Volunteer Food</p>	<p>No restriction on outside food brought in to backstage areas for volunteers, officials, announcers, operations or broadcast team (approx. 100 people).</p> <p>Athletes allowed to bring in individual water bottles and sports beverages.</p>



Sponsorship	<p>WFTDA sponsor logos must be allowed in venue (in addition to venue specific sponsors, if necessary).</p> <p>WFTDA to have full right of logos trackside, retention of all primary advertising in arena for WFTDA sponsors.</p> <p>WFTDA sponsor banners must be allowed to be hung (typically on dasher boards, bike barricade racks or 3' (0.91 m) piping).</p>
Tables	Provide 60 skirted 8' (2.44 m) rectangular tables.
Vendors	<p>15-30 10' x 10' (3.05 m x 3.05 m) vendor booths in high-traffic area with a draped and skirted 8' (2.44 m) table with two chairs.</p> <p>View of track preferred for as many booths as possible.</p> <p>Use of loading dock and hand carts.</p> <p>Some flexibility with load-in and -out times</p> <p>Electrical access.</p>
Misc. Equipment	<p>Provide pipe and drape as needed.</p> <p>Power outlets, easels, stanchions, bike rack, etc.</p>
Locker Rooms	<p>Provide 4-10 locker rooms or alternatively, area to accommodate 4 or more makeshift changing areas appropriately sized to accommodate approx. 22 people per room.</p> <p>20-22 chairs and one table provided in rooms.</p> <p>Placement should be somewhat near the track and consideration should be paid to stairs or other impediments going from locker rooms to the track on skates.</p> <p>Assurance of limited access for security purposes (participant-only access).</p>



Meeting Rooms	<p>1 officials lounge, 60 chairs and several round tables</p> <p>1 volunteer area, 20 chairs with a few tables</p> <p>1 announcer room, 15 chairs with a few tables</p> <p>1 EMT room to assess or treat athletes out of the view of the public</p>
Show Office	<p>Secure office/ storage area.</p> <p>Access to office equipment if available (scanner, copier, printer).</p>
Bathrooms	<p>Provides option(s) for gender-neutral bathroom.</p>
Parking	<p>Provide loading dock access as needed by event staff, vendors and approved others.</p> <p>Free parking with loading dock access on Thursday.</p> <p>40 free parking passes per day for event staff/ volunteers.</p> <p>Offer overnight parking options for trucks, vans or trailers.</p> <p>Provide adequate, free to low-cost daily rates for attendees.</p> <p>Provide attendees with advance purchase option of 3-day parking pass at US \$10/day max.</p>
Advertising	<p>Provide in-venue PR and marketing through venue's established connections, social media, billboards and marquees, etc.</p> <p>No ad work review or signoff requirement for material that has the venue name on it.</p>
Shipping/ Receiving	<p>Receiving and holding packages prior to load-in at no additional fee and provide for pick-up by a major carrier after load-out at no additional fee.</p>
Additional Charges	<p>Venue will provide one-month notice on all additional charges outside the agreement of the initial contract.</p>



Insurance	<p>Venue will provide details of all insurance requirements and necessary liability waivers and/or releases.</p> <p>Venue will work with WFTDA & host league to create an emergency action plan for the event.</p>
Authorizations	<p>If a municipal or county venue, venue will provide details of any and all governmental requirements, if applicable.</p>
Family Values Issues	<p>Venue will provide details of requirements and behavior standards for event attendees regarding attire, obscenities, weapons, signage, language use, behavior, etc. and state protocol for handling such issues.</p>
Other Assets	<p>Use of additional assets in particular to the venue that will be useful in improving the overall success of the event (i.e. TV screens in-house; VIP lounges, box seats or suites; electronic outdoor signs or banners).</p>