



2019 WFTDA Continental Cups Bid Introduction

Last Updated: August 17, 2018

Thank you for your interest in hosting a 2019 WFTDA Continental Cup! The WFTDA is looking for member leagues who are experienced tournament hosts for the North America-East, North America-West, Europe, Latin/South America, and Australia/NZ regions to host our Cup tournaments.

The North America Cups will take place in August 2018 and Europe in Late September/October 2018. The Latin/South America and Australia/NZ cups are developmental (rankings play) Cups and will take place any time between February 1 and June 30, 2019.

WFTDA will pay a stipend to the Cup hosts in exchange for hosting the event. The amount of the stipend will be determined at the time of application approval and will be based on local needs, length of the tournament, and cost of the venue.

2019 Bid Application Procedure

All bid applications are due by **Monday, October 1, 2018** via the online [2019 WFTDA Continental Cups Application Form](#). This form includes information on your league, the city and one venue.

If you would like to submit a bid for more than one venue, you should submit the first venue via the above application form, then complete information for an additional venue via the [Additional Venue application form](#). Please complete one of these for every additional venue you wish WFTDA to consider.

Should you have any questions during this process, or wish to submit additional materials to support your bid, you may contact the WFTDA at bids@wftda.com.

2019 WFTDA Continental Cups Responsibility Assignments

The following is based on the 2018 Continental Cups responsibility assignments and may be adjusted in the 2019 host contracts based on 2018 feedback, as well as for local requirements.

Host League Responsibility	WFTDA Responsibility
Negotiate with, contract, and pay venue and all other operating costs of the event not assigned to WFTDA. Provide financial report of the event within 8 weeks of completion in order for WFTDA to assess the success of the program.	Provide a stipend to be determined for operating the event, payable 14 days after signature of this hosts agreement. Cover any costs assigned to WFTDA in this contract.
Select and contract ticket agent. Set ticket prices and policies. Sell tickets and retain all ticket revenue.	Provide historical information on Playoffs ticket sales and packages.
Negotiate and contract hotel room block(s) or discounts, as per regional practice. Provide access to all tournament participants, including WFTDA support staff listed in this document.	Provide historical information on Playoffs room night usage.
Provide all staff and volunteers required to operate the event, with the exception of positions listed as the responsibility of WFTDA. Provide the following support positions to WFTDA: <ul style="list-style-type: none"> - Minimum of 2 host liaisons to manage event with WFTDA - Team wranglers (1 per team recommended) - THO Assistant - Officiating liaison - Announcer liaison (may shadow THA) 	Select the following positions: <ul style="list-style-type: none"> - Tournament Head Referee (THR) - Tournament Head NSO (THNSO) - Games Tournament Oversight officer (GTO) - all skating and non-skating Officials - Games Data Manager - Broadcast Producer and broadcast staff - Tournament Head Announcer (THA) - announcers - two WFTDA photographers - WFTDA leadership to attend event
Host may not charge teams additional registration fees and must wait to announce participating teams until WFTDA has released brackets and teams.	Manage all team invitations, sanctioning, scores, stats submissions and bracket structures. WFTDA charges \$500 from teams for participation in the tournament. WFTDA will announce the brackets publicly by July 15, 2018. The GTO will be responsible for any games or officiating events on the tournament schedule and will manage all games and sanctioning needs at the event.
Track setup meets the requirements of <i>The Rules of Flat Track Roller Derby</i> , the <i>WFTDA Risk Management Guidelines</i> , the <i>WFTDA Sanctioning Policy</i> , and the <i>WFTDA Tournament Track Setup Guidelines</i> . Provide all seating, audio-visual equipment, printers, tape, track and officiating supplies required to meet the requirements of sanctioned game play.	WFTDA staff and tournament support will be available pre-event to consult on setup needs. Head Officials and GTO have final approval on track setup upon arrival at the event.
Provide dais or officiating table space with internet access and electricity for Tournament Head Referee (THR), Tournament Head NSO (THNSO), GTO, Tournament Head Announcer (THA), 2 scorekeepers and scoreboard operators. Provide rooms for officials and announcers.	WFTDA will provide scoreboard laptop and any games data needs. WFTDA support staff will bring their own computers.
Entry badges, registration process and appropriate and reasonable hospitality support for the following WFTDA support members: <ul style="list-style-type: none"> - minimum of 24 per team for skaters and support staff - approximately 65 officials - 1 THA - 1 GTO - 10 broadcast production staff 	WFTDA will provide team charters and lists of all officials and WFTDA-staffed tournament support at least 14 days prior to the event for use at registration. WFTDA will manage online participation waivers for teams and officials and will provide participation waiver for in-person registration as well as list of any unsigned waivers.

<ul style="list-style-type: none"> - approximately 15 announcers - 2 WFTDA leadership - 1 WFTDA Merchandise booth manager - 2 WFTDA photographers 	
Awards ceremony may be structured per Host event requirements.	Provide winner trophy, medals for the top three teams, patches for participating officials.
Pre-tournament meeting space for 150 people for 8:00 PM-10:00 PM Thursday night pre-tournament meeting at a space convenient to the hotel or venue. Please be aware of audio needs for participants and supply microphone, if needed.	Run pre-tournament meeting.
<p>WFTDA must be able to broadcast online, retain broadcast rights, no broadcast restrictions (rights, ownership, costs) or origination fees.</p> <p>Three tables minimum and 6 chairs located behind the stage/dais.</p> <p>Dedicated 20 amp 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>Dedicated 20 mbps hardline (x2 for championships).</p> <p>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>	Produce the broadcast of the event and incur all additional venue, staffing, internet and other costs required for broadcast production.
Collaborate with the facility to develop security protocols and emergency plans. Submit Emergency Action Plan to WFTDA Insurance. Staff EMTs or other medical staffing in compliance with state, local, venue, and WFTDA Risk Management Guideline requirements and submit staffing plan to WFTDA Risk Management Chair.	Provide support and guidance on safety and medical requirements and processes. Review Emergency Action Plan and medical staffing plan within 14 days or receipt of plan.
Arrange liability insurance and athlete injury coverage at the event.	Provide support for insurance needs. Confirm insurance for all participating teams, skaters and skating officials. Provide participation waiver for all Participants.
Solicit and manage all event sponsorships and vendors.	Solicit and manage all broadcast sponsorships.
Set guidelines for, hire, credential, and work with event photographers/videographers.	Select two photographers to provide material for WFTDA's use. Provide photography/video waiver for all participants.
Key spokespeople must complete online brand management training.	Online brand management training (will be live and a recording made available)
<p>North America Cups - 2 booth spaces to sell WFTDA merchandise, International - will be sold via a vendor</p> <p>Logo/banner placement in arena for broadcast and behind broadcast announcers</p> <p>Space in any of any arena signage (scoreboards, ribbon boards, etc)</p> <p>2 full page ads in the program - if you have one</p> <p>Logo and advertising on website/event page</p> <p>Announcer mentions in house</p>	Provide all banners, ad and program content, and announcer mentions
Create a page on Host website or a website exclusively for the Continental Cup that will house the marketing and promotional information for the event, including but not limited to ticket sales links, brackets, hospitality packages, etc.	WFTDA Continental Cup digital assets and logo use standards.

Set up a Facebook event page and invite WFTDA as co-host for recognition on our WFTDA Facebook events list. Event name must contain 'A WFTDA-Continental Cup" either as part of the Facebook event name OR on the creative images for the event	Advertising support on WFTDA media channels including social media posts at various intervals prior to and during the tournament.
Set guidelines and requirements for, credential, and work with media and photographers.	Support on media and photographer guidelines best practices.
Design and produce event merchandise. Set pricing. If the Host produces a program, two free full-page ads must be made available for use by WFTDA.	If the Host produces a program, WFTDA will provide all ready-made assets for the two full-page ads by the deadline provided or will forfeit the ads.
All spokespeople must use the key mentions document in social media or any interviews surrounding the event.	Key mentions document outlining other WFTDA Continental Cups and WFTDA assets and events for announcers, Host social media teams or any interviews surrounding the event.
Provide WFTDA THNSO with all scoreboard advertising to be added to the scoreboard computer. Provide WFTDA with space for scoreboard advertising.	Provide all ready-made assets for the scoreboard advertising 48 hours prior to the event.
Provide house announcers with content for event sponsorship spots.	Provide broadcast announcers with content from broadcast sponsor spots.
Promote the Cup through their league website, any related tournament microsites, league-owned social media channels, press releases and media, and through commercial advertising including but not limited to; print, radio, television. All advertising stated above will include the WFTDA-Continental Cups logo, WFTDA and URL (WFTDA.com or WFTDA.com/Events) and will tag the WFTDA in their social media content.	WFTDA marketing team is available to consult on tournament marketing efforts.