

Site Specifications, Requirements
and Application to Host a
2013 USA HOCKEY
TIER I YOUTH
NATIONAL CHAMPIONSHIP

(revised January 2011)



Host Name & Affiliate: _____

This application is for (12 teams per level): 24 teams 36 teams

This application is for (check all that apply):

- Tier I 14 & Under
- Tier I 16 & Under
- Tier I 18 & Under

**If the first choice is not awarded, the following levels would also be of interest
(check all that apply):**

- Tier I 14 & Under
- Tier I 16 & Under
- Tier I 18 & Under

The submitting party would accept whatever level(s) assigned: Yes No

Each year USA Hockey designates six (6) different levels of National Championships for the youth, six (6) levels of girls'/women's and one level of high school classifications. These events are the property of USA Hockey, Inc. and are awarded to the host on a one-year basis by the USA Hockey Youth Council. The Youth Council Chairman appoints a National Championship Director. This person will coordinate the event with the selected hosts.

The following will be in effect for the 2013 National Championship site selection process:

1. This application must be completed, signed by a District Risk Manager and Affiliate President, and returned to the USA Hockey Senior Director, Hockey Development by May 1, 2011.
2. A sub-committee will then complete site visits between June and mid-September 2011.
3. The Youth Council will select the 2013 National Championships sites during its Fall meeting held the last weekend of September 2011. An official announcement will be made the first week of October 2011.

The 2013 USA Hockey National Championships will be held March 22-24 for all Women's levels, April 3-7 for all Youth and Girls' divisions and March 20-24 for high school boys' varsity.

Site Specifications, Requirements
and Application to Host a
2013 USA HOCKEY
TIER II YOUTH
NATIONAL CHAMPIONSHIP

(revised January 2011)



Host Name & Affiliate: _____

This application is for (check all that apply):

- Tier II 14 & Under
- Tier II 16 & Under
- Tier II 18 & Under

**If the first choice is not awarded, the following levels would also be of interest
(check all that apply):**

- Tier II 14 & Under
- Tier II 16 & Under
- Tier II 18 & Under

The submitting party would accept whatever level(s) assigned: Yes No

**ALL TIER II HOST SITES MUST BE ABLE TO ACCOMMODATE UP TO 36 TEAMS.
NO 24 TEAM APPLICATIONS WILL BE ACCEPTED.**

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Site Specifications, Requirements
and Application to Host a
2013 USA HOCKEY
TIER I GIRLS'
NATIONAL CHAMPIONSHIP

(revised January 2011)



Host Name & Affiliate: _____

This application is for: 24 teams 36 teams

This application is for (check all that apply):

- Tier I Girls' 14 & Under
- Tier I Girls' 16 & Under
- Tier I Girls' 19 & Under

**If the first choice is not awarded, the following levels would also be of interest
(check all that apply):**

- Tier I Girls' 14 & Under
- Tier I Girls' 16 & Under
- Tier I Girls' 19 & Under

The submitting party would accept whatever level(s) assigned: Yes No

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Site Specifications, Requirements
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2013 USA HOCKEY
TIER II GIRLS'
NATIONAL CHAMPIONSHIP

(revised January 2011)



Host Name & Affiliate: _____

This application is for: 24 teams 36 teams

This application is for (check all that apply):

- Tier II Girls' 14 & Under
- Tier II Girls' 16 & Under
- Tier II Girls' 19 & Under

**If the first choice is not awarded, the following levels would also be of interest
(check all that apply):**

- Tier II Girls' 14 & Under
- Tier II Girls' 16 & Under
- Tier II Girls' 19 & Under

The submitting party would accept whatever level(s) assigned: Yes No

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Site Specifications, Requirements
and Application to Host a
**2013 USA HOCKEY
WOMEN'S
NATIONAL CHAMPIONSHIP**

(revised January 2011)



Host Name & Affiliate: _____

This application is for:

- Women's Senior A
- Women's Senior B
- Women's Senior C
- Women's 30 & Over

The submitting party would accept whatever level(s) assigned: Yes No

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Site Specifications, Requirements
and Application to Host a
**2013 USA HOCKEY
HIGH SCHOOL VARSITY
(COMMUNITY-BASED)
NATIONAL CHAMPIONSHIP**



(revised January 2011)

Host Name & Affiliate: _____

The “Varsity” designation applies to pure teams that are community-based public high schools, private schools drawing their students exclusively from a local metropolitan area (excluding any school that boards students/players) or combined teams from a state that has **no** pure teams. Representation from each state will be determined by the Affiliate Association participating in the tournament.

Each year USA Hockey designates six (6) different levels of National Championships for the youth, six (6) levels of girls’/women’s and one level of high school classifications. These events are the property of USA Hockey, Inc. and are awarded to the host on a one-year basis by the USA Hockey Youth Council. The Youth Council Chairman appoints a National Championship Director. This person will coordinate the event with the selected hosts.

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Site Specifications, Requirements
and Application to Host a
2013 USA HOCKEY
HIGH SCHOOL GIRLS' VARSITY
(COMMUNITY-BASED)
NATIONAL CHAMPIONSHIP



(revised January 2011)

Host Name & Affiliate: _____

The “Varsity” designation applies to pure teams that are community-based public high schools, private schools drawing their students exclusively from a local metropolitan area (excluding any school that board players) or combined teams from a state that has **no** pure teams. Representation from each state will be determined by the Affiliate Association participating in the tournament.

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Site Specifications, Requirements
and Application to Host a
**2013 USA HOCKEY
HIGH SCHOOL PREP
(NON-COMMUNITY-BASED)
NATIONAL CHAMPIONSHIP**



(revised January 2011)

Host Name & Affiliate: _____

The “Prep” designation applies to boarding schools, non-community-based high schools and others. All teams, players and coaches must register with USA Hockey prior to application for participation.

Each year USA Hockey designates six (6) different levels of National Championships for the youth, six (6) levels of girls’/women’s and one level of high school classifications. These events are the property of USA Hockey, Inc. and are awarded to the host on a one-year basis by the USA Hockey Youth Council. The Youth Council Chairman appoints a National Championship Director. This person will coordinate the event with the selected hosts.

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Site Specifications, Requirements
and Application to Host a
**2013 USA HOCKEY
HIGH SCHOOL GIRLS' PREP
(NON-COMMUNITY-BASED)
NATIONAL CHAMPIONSHIP**



(revised January 2011)

Host Name & Affiliate: _____

The “Prep” designation applies to boarding schools, non-community-based high schools and others. All teams, players and coaches must register with USA Hockey prior to application for participation.

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HOST BENEFITS

1. Retain 100% of admission fees.
2. Retain 100% of any commissions earned (hotel, concessions, merchandise, etc.).
3. Retain the right to sell local, non-conflicting sponsorships, retaining 100% of the revenues.
4. Be recognized nationally, in various forms of advertising, as an elite host site of the prestigious USA Hockey National Championships.
5. Host must meet USA Hockey's indoor air quality requirements.

HOST REQUIREMENTS

The host must agree to all of the rules and regulations of the National Championships, as designated by the USA Hockey Youth Council.

A. FINANCIAL OBLIGATIONS

1. Ice for up to 30 games per level. Length of game slots and resurfacing requirements will be based upon specific age levels.
2. Referees – Three-official system at all levels. A flat fee of \$3,000 per 12 teams awarded payable to USA Hockey is required. The fee covers game fees, per diem, housing and transportation. An additional fee of \$500 is payable to USA Hockey if the on-ice officials do not have access to a hospitality facility and game admission credentials. On-ice officials will be assigned by USA Hockey.
3. Off-ice officials (scorers, timekeepers, penalty box operators, spectator control, etc.).
4. Hotel accommodations for the National Championship Director and Tournament Director(s).
5. Emergency medical coverage at all games, as outlined by the Youth Council.
6. Printing and assembly of tournament program insert. Program wrap is provided by USA Hockey.
7. Any and all expenses associated with the operation of the event.
8. Complete USA Hockey risk manager waiver.

B. PHYSICAL REQUIREMENTS

1. Regulation-sized ice sheet(s) in a well-maintained and modern facility.
2. Ensure that arena is clean of any signage or dashboards which conflict with USA Hockey sponsors.
3. Provide space for sponsor display areas inside and outside of venue (could include vehicle display).
4. Create insert for tournament program.
5. Ensure that no scoring system will be used at the rink for the entire event other than USA Hockey's live scoring system (see "Scoring Rights").
6. Provide broadband internet access at the rink throughout the entire event for USA Hockey and its designees.
7. Provide sufficient computer equipment and manpower for data entry into USA Hockey's designated tournament tool.
8. Ability to accept credit/debit transactions for merchandise and ticket sales.
9. Provide all qualifying teams with a standard tournament information binder.
10. Provide an appropriate block of hotel rooms in each of the following classifications: economy, value, distinctive. Hotel override limits shall be set by the Youth Council and shall be adhered to when negotiating contracts with local hotels.

TOURNAMENT SCHEDULING

The local tournament Chair, rink management and the National Championship Director must mutually agree upon scheduled ice times and building availability in accordance with USA Hockey rules and regulations. The local tournament Chair, with the assistance of rink management, will be responsible for providing the National Championship Director with a proposed schedule that is in the best interest of the players. All games played on Wednesday, Thursday or Friday shall not begin earlier than 8:00 a.m. The National Championship Director has final approval over all schedules.

USA HOCKEY RESPONSIBILITIES

A. MATERIAL SUPPORT

1. Provide gold, silver and bronze individual player awards.
2. Provide championship and runner-up awards.
3. Provide event banners and championship banners to each site.
4. Provide a four-color program wrap to all sites.
5. Provide event patches to all participants.
6. Provide dasherboards and signage for USA Hockey and USA Hockey Sponsors.
7. Provide official scoresheets for all games.
8. Provide a media operations manual for promoting the event.
9. Provide site-specific and general national championship logos.

B. ADMINISTRATIVE SUPPORT

1. USA Hockey will designate all participating teams and the appropriate tournament format.
2. Provide on-going direction and assistance with event preparation (i.e. conference calls).
3. Provide on-site Tournament Director(s).
4. Provide staff support throughout entire event process.
5. Provide liaison between USA Hockey licensees, sponsors, partners and suppliers.
6. Provide historical data and direction, as needed.
7. Promote National Championships through press releases, *USA Hockey Magazine* and usahockey.com.
8. Provide liability, excess accident and catastrophic coverage for the duration of the event.

MARKETING OBLIGATIONS

A. SPONSORS/PARTNERS/SUPPLIERS

1. Hosts must:
 - a. Provide at least one dasherboard, banner and in-ice logo space available for use on every ice sheet 12 months prior to the event as requested by USA Hockey.
 - b. Display of a reasonable number of dasherboards, banners and other signage one week prior to and through the conclusion of the event as requested by USA Hockey.
 - c. Show reasonable efforts to provide local publicity, including but not limited to: print, TV, radio advertisements, editorials, PA's and PSA's, 12 months prior to and during the event, as directed in the media operations manual provided by USA Hockey. All publicity campaigns must be approved by USA Hockey.
 - d. Use USA Hockey sponsors as required by USA Hockey as part of their contractual obligations to the USA Hockey sponsors.
 - e. Allow USA Hockey and USA Hockey sponsors to include information in all communications sent to participants and attendees. USA Hockey must have final approval of all such communications.
 - f. Work with USA Hockey sponsor employee volunteers as requested by USA Hockey.
 - g. Coordinate and execute pre and post event ceremonies, intermission activities and skills challenges as requested by USA Hockey.
 - h. Provide booth space for USA Hockey sponsors that wish to exhibit during the event.
 - i. Supply tickets, VIP and parking passes as requested by USA Hockey.
2. USA Hockey reserves the right to require the host facility to cover all competitive signage and will not allow a competitive company to promote their products or services on-site or at any event associated with the tournament.

B. EVENT MERCHANDISE

1. National Championships merchandise and hard goods for resale must be purchased from USA Hockey selected licensee(s). Items not purchased through the USA Hockey merchandising program cannot be sold during the event.
2. USA Hockey will establish suggested retail pricing for all sites.
3. USA Hockey will develop and approve all designs and logos for these events.
4. Hosts may not develop their own nor alter the National Championships logos and designs provided.
5. USA Hockey will require Host site to order a minimum quantity of event merchandise.

C. TELEVISION/RADIO/INTERNET RIGHTS

1. All broadcast rights are to be retained by and are the exclusive property of USA Hockey. If local broadcast rights are granted by USA Hockey to a Host site, eight commercial spots of at least 30 seconds per hour shall be reserved for use by USA Hockey and its designated sponsors at no cost.
2. The selling of these rights must be negotiated with the USA Hockey National Office.

D. PHOTOGRAPHS AND VIDEO

1. USA Hockey retains exclusive rights to any photo or video taken during or in conjunction with the event.
2. Professional photographer and video arrangements will be negotiated with each site but are subject to the written approval of USA Hockey.
3. Professional photographers and videographers that do not have prior written consent from the host site and USA Hockey shall be prohibited from taking pictures or video during the event.
4. Media personnel must be credentialed prior to entering the event.

All sites will be required to produce a final report and standard sales summary report to the National Office within 30 days of completion of the event.

SCORING RIGHTS

USA Hockey owns all rights to scoring of the event. Scoring means any scoring systems used to post scores, statistics, standings or other game or tournament information, that are directed to locations outside of the rink, such as Internet live scoring systems. USA Hockey owns and uses the “Official National Championship Tournament Tool” scoring system, which all host locations are required to use exclusively to post live scores, statistics, game information and standings from each game of the tournament. No other scoring system or data publication system may be used during this USA Hockey owned event, regardless of any other rink arrangements. Host will not permit any such information to be displayed on any websites other than **usahockey.com** without the expressed prior written consent of the National Championship Director and USA Hockey.

APPLICATION FEES

The following application fees are required to be submitted with the application:

Youth	\$300 per 12 teams awarded
Girls’/Women’s	\$300 per 12 teams awarded

The fee is non-refundable to Hosts which are awarded an event.

All other application fees will be refunded.

APPLICATION TO HOST A 2013 USA HOCKEY NATIONAL CHAMPIONSHIP

Name of Host: _____

City: _____ State: _____ Zip Code: _____

Web Site: _____

President: _____ Term Expires: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (_____) _____ — _____ Fax: (_____) _____ — _____

E-mail: _____

Is Applicant a Non-Profit Corporation (*check one*): YES NO

Type: _____ Federal ID#: _____ Year Incorporated: _____

Are all of its hockey programs registered with USA Hockey? YES NO



FACILITIES

If application includes two facilities, please copy this page and complete one informational sheet for each facility.

Name of Arena: _____

General Manager: _____

E-mail: _____ Web Site: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (_____) _____ — _____ Fax: (_____) _____ — _____

STAR Member? YES NO Number of C.I.T.'s (*Certified Ice Technicians*) employed? _____

Type of Ownership: PRIVATE MUNICIPAL Year Built: _____

Estimated Annual Rink Traffic: _____

Recent/Future Facility Updates/Improvements: _____

Size of Surfaces: #1 _____ #2 _____ #3 _____ #4 _____ #5 _____ #6 _____

Seating Capacity: #1 _____ #2 _____ #3 _____ #4 _____ #5 _____ #6 _____

Number of Locker Rooms: _____ Showers in all rooms? YES NO

Number of Referee Rooms: _____ Showers in all rooms? YES NO

Accommodates how many officials? _____

Other Rooms (*party rooms, meeting rooms, etc.*): _____

Number of Ice Resurfacers: _____ Age of each Resurfacer? #1 _____ #2 _____ #3 _____

Does your facility test for air quality? YES NO

Type of Internet Connection: _____

Describe any scoring systems used or installed at the rink or that the rink is committed in the future to use (other than the rink's physical in-rink only scoring system), including any internet based scoring systems: _____

Pro-Shop Description: _____

Concessions Description: _____

Is alcohol sold on the premises? YES NO

First Aid and/or Training Room Description: _____

Miles to Hospital: _____ Distance to First Aid: _____

General Manager Signature: _____

LODGING

Nearest Major Airport: _____

Miles to Lodging from Airport: _____ Miles to Arena from Airport: _____

Provide listing and approximate nightly costs for hotels within area that are being considered for the event. Please list at least one hotel in each of the following: economy, value, distinctive.

1. Name: _____ Cost Per Night Per Room: \$ _____

Miles to Airport: _____ Miles to Rink: _____

Amenities: _____

2. Name: _____ Cost Per Night Per Room: \$ _____

Miles to Airport: _____ Miles to Rink: _____

Amenities: _____

3. Name: _____ Cost Per Night Per Room: \$ _____

Miles to Airport: _____ Miles to Rink: _____

Amenities: _____

Off-ice Attractions *(list local attractions that would benefit the event)*: _____

The applicant agrees to abide by all USA Hockey requirements of a Host as set forth in this document and as set forth in the USA Hockey Annual Guide and any other provisions that may be imposed by the appropriate council.

This bid application is to assist the parties in their negotiations to a final definitive agreement. USA Hockey requests that this application be submitted before May 1, 2011. If this event is awarded to the applicant, a final agreement will be completed and will deem to have a binding effect on both parties. This agreement is subject in its entirety to negotiation and execution of such a definitive agreement.

USA Hockey is not obligated to award the bid for the 2013 Youth, Girls'/Women's and/or High School National Championships to this applicant or to any other applicant.

Application Submitted By: _____

Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (_____) _____ — _____ Fax: (_____) _____ — _____

E-mail: _____

Signature: _____ Date: _____

INDOOR AIR QUALITY

Does facility own measuring equipment for Carbon Monoxide (CO) and Nitrogen Dioxide (NO₂) gases? YES NO

Does facility regularly measure and log Carbon Monoxide (CO) and Nitrogen Dioxide (NO₂) levels? YES NO

APPLICATION MUST BE APPROVED BY AFFILIATE PRESIDENT

Affiliate President: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: (_____) _____ — _____ Fax: (_____) _____ — _____

E-mail: _____

Signature: _____ Date: _____

A District Risk Manager acknowledges that this facility is acceptable to host a USA Hockey National Championships.

Signature: _____ Date: _____

APPLICATION MUST BE RETURNED TO:

Senior Director, Hockey Development

USA Hockey, Inc. • 1775 Bob Johnson Drive • Colorado Springs, CO 80906-4090

No later than **May 1, 2011** with the following attachments:

1. Check made payable to USA Hockey, Inc. in the amount established in this request for proposal.
2. A site and/or floor plan of the facility to be used.
3. Area map depicting airport(s), considered hotel(s) and attractions.
4. Listing of current round trip airfares from: Anchorage, Atlanta, Boston, Chicago, Dallas, Denver, Detroit, Los Angeles, Minneapolis, New York and Orlando.
5. Complete a USA Hockey risk manager waiver form.



MODEL ICE ARENA RENTAL AGREEMENT

This Ice Arena License Agreement ("Agreement") is entered into between:

Rink Operator: _____, its agents, servants, employees and members ("Licensor"); and

Club: _____, its agents, servants, employees and members ("Licensee"), collectively referred to as the Parties.

This Agreement is intended to control the rights and responsibilities of the Parties regarding Licensee’s use of the Ice Arena for its activities, which include ice skating, hockey games and practices. Licensee shall have exclusive use of the ice surface, boards, goals, benches and locker rooms (“Licensed Areas”) within Licensor’s facility. This agreement shall also control Licensor’s rights of and responsibilities for those areas of Licensee’s non-exclusive use consisting of the parking lots, walkways, spectator stands and other public areas of the Ice Arena (“Non-Exclusive Areas”).

1. USE. The facilities are to be used by Licensee for and during the Term of this Agreement for ice hockey games, practices, team meetings and related club activities unless modified in writing and signed by the parties to this Agreement.

2. TERM. This Agreement shall be in effect from _____ until _____, unless extended by the parties in writing.

3. FEES. Charges are due as set forth below:

4. LICENSOR’S DUTIES & OBLIGATIONS. Licensor shall: (a) Make the Arena available at the dates and times specified herein; (b) Provide a facility that is free from open and obvious physical defects in, of, or upon the Licensed Areas and an Ice Arena that is reasonably fit for its intended use and purpose; (c) Advance preparation of the ice surface, placement of nets, boards, lights, scoreboard and PA system as needed for its intended use and purpose; (d) Make reasonable efforts to resolve all concerns, including, but not limited to, correcting all defects that Licensee brings to Licensor's attention; (e) Be responsible for the condition of the Non-Exclusive Areas and maintain the Ice Arena in accordance with industry standards; and (f) Maintain order and control unruly behavior among spectators jointly with Licensee during all times when the Ice Arena is in use.

5. LICENSEE’S DUTIES & OBLIGATIONS. Licensee shall: (a) Abide by such reasonable rules and regulations as are generally applicable to any or all tenants of the Ice Arena; (b) Maintain all Licensed Areas in a clean and orderly manner; (c) Supervise and control the activities of its members, prospective members, players, coaches and invitees; (d) Notify Licensor of any open and obvious physical defects in the Licensed Areas of which it becomes aware; (e) If Licensee requires additional service providers, such as security personnel, for their event, Licensee may retain such providers, at its cost, subject to the prior approval of Licensor, and such an approval shall not be unreasonably withheld; and (f) Maintain order and control unruly behavior among spectators jointly with Licensor during all times when the Arena is in use.

6. MUTUAL INDEMNIFICATION. The parties to this Agreement do hereby mutually agree to release, indemnify and hold harmless each other, from and against all liability for bodily injury (including death), damage to property, personal injury, claims, demands, losses, damages, costs and expenses (including any attorney’s fees), and lawsuits arising from, or alleged to arise from, rental and use of ice surface and/or use of the arena’s facilities, which are the subject of this agreement. Each party shall agree to accept the full responsibility for their own negligence and actions.

7. INSURANCE. The parties to this Agreement shall each secure and keep in force during the term of this agreement, from an insurance company, government self-insurance pool or government self-retention fund authorized to do business in the state in which the parties are located, commercial general liability with minimum limits of liability of \$1,000,000 per occurrence and a \$2,000,000 general aggregate and a \$1,000,000 products-completed operations aggregate.

8. **EXCUSE OF PERFORMANCE.** The parties to this Agreement shall be excused from the performance of the terms and conditions of this Agreement when such failure is attributable to, and caused by, an Act of God, by governmental rules, regulations or actions, by a power failure, or by other circumstances that are beyond the control of any of the parties hereto.

9. **ASSIGNMENT.** Except for exchanges of, or the resale of, selected ice rental periods by Licensee, by notice to Licensor, neither party may assign this Agreement or transfer any of its rights, duties or obligations hereunder, without the prior written consent of the other party.

10. **CANCELLATION.** This Agreement may be canceled at any time by either party on 30 days written notice.

11. **COMPLETE AGREEMENT.** This Agreement shall constitute the entire Agreement, including any Addendum(s) or Exhibit(s) as may be attached. In the event that any portion of this Agreement shall be ruled to be unenforceable by the courts, the remainder of this Agreement shall continue in full force and effect, for the term of the Agreement.

12. **NOTICE.** Any notices concerning this agreement may be given, and all notices required by this agreement or concerning performance under this agreement shall be given, in writing, and shall be personally delivered or mailed addressed to the addresses shown below, or such other address or addresses as may be designated by either of the parties, in writing, from time to time. Notice shall also be sent via e-mail to the e-mail address for the party indicated below.

13. **DISPUTE RESOLUTION.** All disputes, controversies, or claims arising out of or relating to this contract, specifically including, but not limited to, those relating to the determination of the duties and responsibilities of the parties and their respective liability for claims arising therefrom, shall first be discussed between the parties and if they cannot resolve the dispute shall be submitted binding arbitration in accordance with the applicable rules of the American Arbitration Association then in effect.

14 **ADDITIONAL PROVISIONS.**

IN WITNESS WHEREOF, Licensor and Licensee have mutually executed this Agreement as of the day first above written, or as shown in any Addendum(s) to this Agreement.

Licensor:	Licensee:
By:	By:
Its:	Its:
Address:	Address:
Phone:	Phone:
E-Mail:	E-Mail: