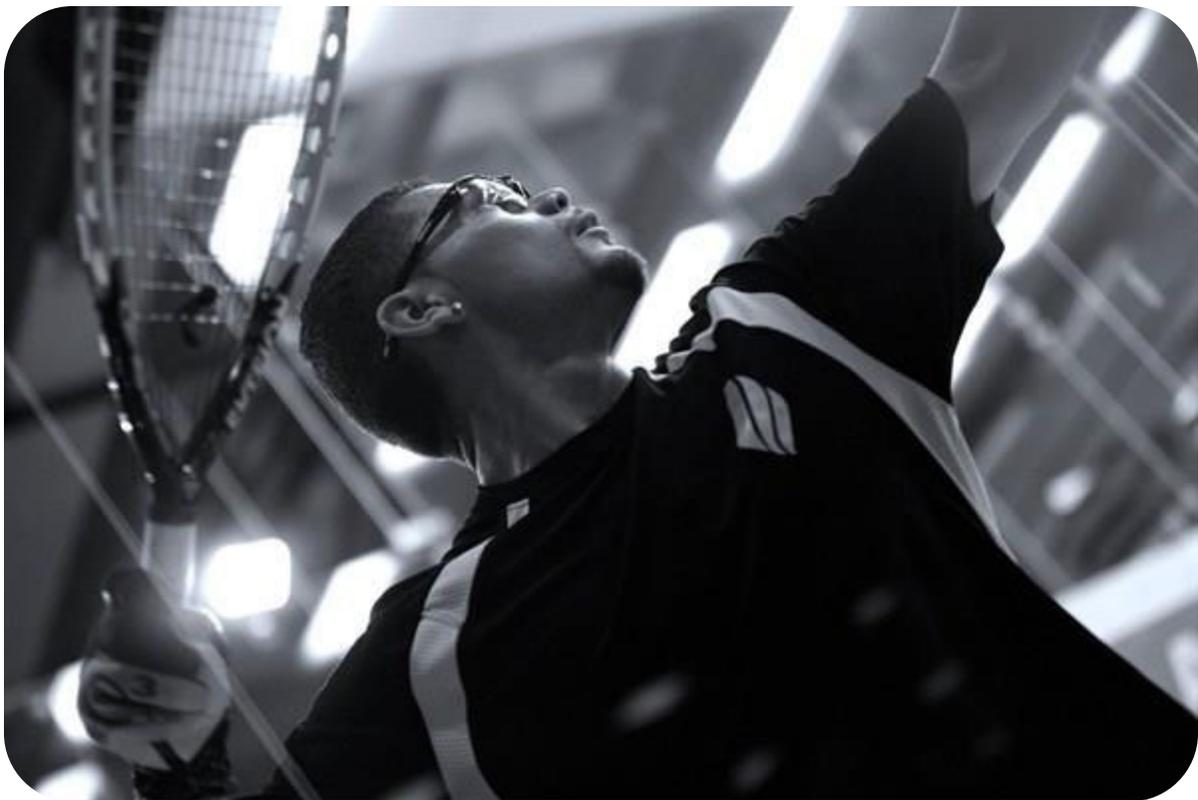




# USA Racquetball National Championships



## About USA Racquetball

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USA Racquetball (USAR), founded in 1969, is the National Governing Body (NGB) for Racquetball in the United States. We are fully recognized by the International Racquetball Federation (IRF), and the United States Olympic & Paralympic Committee (USOPC). We provide opportunities for members and enthusiasts to actively participate in the sport through sanctioning of events, administration of instructional programs, and development of competitive teams. USA Racquetball has more than 7,000 annual members. In the United States alone, there are more than 3.5 million people involved in this growing sport.

Racquetball is also achieving great success internationally, where the sport is competed in 90 countries, involving 14 million racquetball players worldwide. USA Racquetball is responsible for presenting athletes an opportunity to compete in six USAR National Championships that include the USAR National Doubles Championships, USAR National High School Championships, USAR National Intercollegiate Championships, USAR National Singles Championships, USAR Junior National Championships, and the UnitedHealthcare US OPEN.

USA Racquetball also sends its U.S. Adult National Team to compete in several international competitions on an annual or biennial basis, such as the Pan American Games, the IRF World Championships, the World Games, and the Pan American Racquetball Championships. The U.S. Junior National Team competes in the IRF World Junior Championships each year.

Racquetball is one of the most accessible sports in the country, requiring very little equipment and offering a fun way for athletes of all skill levels and ages to compete. USA Racquetball is pleased to present the opportunity for cities/organizations to offer a bid for five upcoming event(s) in the United States.

## Mission Statement

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USA Racquetball (USAR), recognized by the United States Olympic Paralympic Committee as the National Governing Body for the sport, is committed to our members and the growth of racquetball from recreational play to international competition.

## Core Values

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Communication   Customer Service   Dedication   Excellence   Integrity



# Table of Contents

Section	Page Number
USA Racquetball Organizational Background	Page 1
National Events Contracting Schedule 2020-2024	Page 3
Bid Information	Page 4
Tournament Housing	Page 4
Tournament Profiles	Page 5 - 6
Club / Venue and Host City Requirements	Page 7 - 9
Hospitality Area	Page 9
Local Organizing Committee	Page 10
USA Racquetball Responsibilities	Page 11
Local Sponsorship Assistance Agreement	Page 12
Completed Bids and Needs Checklist	Page 13
Contact Info for Submission and Questions	Page 13



## National Events Contracting Schedule 2020-2024

Event Name	Dates	Status	Number of Courts	Approx Number of Athletes
2019 – 2020 Season				
2019 US Open	October 2 – 6, 2019	Awarded	32	750
2020 National Doubles Championships	February 5 – 9, 2020	Awarded	10	300 -350
2020 National High School Championships	February 26 – March 1, 2020	Awarded	16	350 - 400
2020 National Intercollegiate Championships	March 25 – 29, 2020	Cancelled	10	150 – 200
2020 National Singles Championships	May 27 – 31, 2020	Cancelled	12	150 – 200
2020 National Junior Championships	June 24 – 28, 2020	Cancelled	10	150 – 200
2020 – 2021 Season				
2020 US Open	October 5 – 11, 2020	Awarded	32	800
2021 National Doubles Championships	February 2 – 7, 2021	Awarded	10	300 -350
2021 National High School Championships	February 24 – 28, 2021	Awarded	16	350 - 400
2021 National Intercollegiate Championships	March 24 – 28, 2021	Pending Contract	10	150 – 200
2021 National Singles Championships	May 26 – 30, 2021	Pending Contract	12	200 - 250
2021 National Junior Championships	June 23 – 27, 2021	Open	10	150 – 200
2021 – 2022 Season				
2021 US Open	October 4 – 10, 2021	Pending Contract	32	600
2022 National Doubles Championships	February 2 – 6, 2022	Open	10	300 -350
2022 National High School Championships	February 23 – 27, 2022	Pending Contract	16	350 - 400
2022 National Intercollegiate Championships	March 23 – 27, 2022	Open	10	150 – 200
2022 National Singles Championships	May 25 – 29, 2022	Open	12	200 - 250
2022 National Junior Championships	June 22 – 26, 2022	Open	10	150 – 200
2022 – 2023 Season				
2022 US Open	October 3 – 9, 2022	Pending Contract	32	600
2023 National Doubles Championships	February 1 – 5, 2023	Open	10	300 -350
2023 National High School Championships	February 22 – 26, 2023	Pending Contract	16	350 - 400
2023 National Intercollegiate Championships	March 22 – 26, 2023	Open	10	150 – 200
2023 National Singles Championships	May 24 – 28, 2023	Open	12	200 - 250
2023 National Junior Championships	June 21 – 25, 2023	Open	10	150 – 200
2023 – 2024 Season				
2023 US Open	October 2 – 8, 2023	Pending Contract	32	650
2024 National Doubles Championships	February 1 – 4, 2024	Open	10	300 -350
2024 National High School Championships	February 21 – 25, 2024	Pending Contract	16	350 - 400
2024 National Intercollegiate Championships	March 20 – 24, 2024	Open	10	150 – 200
2024 National Singles Championships	May 22 – 26, 2024	Open	12	200 - 250
2024 National Junior Championships	June 19 – 23, 2024	Open	10	150 – 200

Note: "Approx Number of Athletes" does not include coaches, officials, or spectators.

USA Racquetball will accept bids from any City, CVB, Sports Commission, DMO, State Racquetball Association, Club, or Local Organizer interested in hosting one of our National Championships. The bid must include all facilities, additional services, personnel accommodations, value-in-kind, sponsorship commitments, and donations provided in order to make the event successful for USA Racquetball as well as make a positive impact on the Host Organization and Local Community. Bids are reviewed on a first-come-first-serve basis but there are no hard-bid deadlines.



## Bid Information

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As USA Racquetball utilizes local sport clubs and third-party organizations rather than city-owned convention centers, bids will be considered with a collaboration focus. Understanding that most DMOs can't, or prefer not to, underwrite third-party contracts with local sport venues, USA Racquetball is happy to accept separate contracts and commitments from both organizations. These contracts, bids, and MOUs will be reviewed at the same time and signed accordingly. On top of this, all hotel contracts need to be confirmed prior to signing any contracts. USA Racquetball uses a third-party housing company, GroupHousing, for our events so hotel contracts can be included in the bids with the host DMO.

## Tournament Housing

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### USA Racquetball Housing Service and Official Partner: **GroupHousing**

A successful bid must meet the hotel contract requirements for each event. The official housing partner of USA Racquetball is GroupHousing and it will manage the hotel contracts and review the city/venue proposals in cooperation with USA Racquetball. The hotel room rates shall include a \$15 rebate for USA Racquetball and a 10% commission for GroupHousing.

There will be two cut-off dates. The first release of inventory from USA Racquetball's housing partner to the hotel will occur 21 days prior to the first day of the event. The second cut-off date will occur 14 days prior to the first day of the event. The second cut-off date will consist of a small percentage of the overall unreserved inventory left; these rooms are to accommodate the late entries leading into the various championships. Only after the release of unreserved rooms can individual hotels issue these rooms to the general public.

#### Comp Rooms:

An earned complimentary room policy of a 1/30 for full-service hotels and a 1/25 for limited service hotels is preferred and appreciated.

#### Host Hotel:

The host hotel must include staff/officials' rooms. The headquarters hotel should offer a combination for the staff block to contain both complimentary rooms and rooms at a reduced rate. These staff rates will be proposed 'net' of any rebate but will include the 10% commission for GroupHousing. Combination ratios will vary by event. The headquarters hotel shall be in proximity (ideally walking distance or public transport accessible) to the host club.

#### Required for the Host Hotel:

- Complimentary breakfast for any official (staff) staying at a host hotel from the day after check-in through day of check-out (example: 10 staff staying for five nights should receive 50 breakfasts).
- Breakfast must begin by 6:30 AM and be served until at least 9:00 AM each day. Breakfast must contain typical breakfast buffet options: eggs, breakfast meat, hot and cold cereals, yogurt, fresh fruit, breakfast breads and coffee/tea.
- A minimum of ten (10) free parking passes should be provided for each event if the host hotel charges for parking. In addition, USA Racquetball requests parking passes at a reduced rate for staff and officials that may be driving. A comprehensive list of individuals will be supplied seven days from arrival if needed.



## Tournament Profiles

Event Name		Athlete Attendance								
<b>US OPEN</b>		<b>750 - 775</b>								
Tournament Move-In will be Monday and Tuesday. Competition will last from Wednesday – Sunday. Tournament Move-Out will be Sunday - Tuesday.										
		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Monday	Tuesday
<b>Staff</b>										
	Doubles									
	Singles									
<b>Attendees</b>										
	Doubles									
	Singles									

Event Name		Athlete Attendance								
<b>National Doubles Championships</b>		<b>300 - 350</b>								
Tournament Move-In will be Monday - Tuesday. Competition will last from Wednesday - Sunday. Tournament Move-Out will be Sunday Night.										
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	<b>Totals</b>
<b>Staff</b>										
	Doubles		2	3	4	4	4	4	3	24
	Singles	1	2	3	3	3	3	3	2	20
<b>Attendees</b>										
	Doubles			35	35	35	35	35	30	205
	Singles			15	15	15	15	15	15	90
<b>Total</b>		1	4	56	57	57	57	57	50	<b>339</b>

Event Name		Athlete Attendance								
<b>National High School Championships</b>		<b>350 - 400</b>								
Tournament Move-In will be Monday - Tuesday. Competition will last from Wednesday - Sunday. Tournament Move-Out will be Sunday Night.										
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	<b>Totals</b>
<b>Staff</b>										
	Doubles		2	3	4	4	4	4	3	24
	Singles	1	2	3	3	3	3	3	2	20
<b>Attendees</b>										
	Doubles			42	42	42	42	42	30	240
	Singles			21	21	21	21	21	15	120
<b>Total</b>		1	4	69	70	70	70	70	50	<b>404</b>



Event Name		Athlete Attendance								
<b>National Intercollegiate Championships</b>		<b>150 - 200</b>								
Tournament Move-In will be Monday - Tuesday. Competition will last from Wednesday - Sunday. Tournament Move-Out will be Saturday Night.										
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Totals
<b>Staff</b>										
	Doubles		2	2	3	3	3	3		16
	Singles	1	2	3	3	3	3	3		18
<b>Attendees</b>										
	Doubles			20	20	20	20	20		100
	Singles			10	10	10	10	10		50
<b>Total</b>		1	4	35	36	36	36	36		<b>184</b>

Event Name		Athlete Attendance								
<b>National Singles Championships</b>		<b>200 - 250</b>								
Tournament Move-In will be Monday - Tuesday. Competition will last from Wednesday - Sunday. Tournament Move-Out will be Sunday Night.										
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Totals
<b>Staff</b>										
	Doubles		2	3	4	4	4	4	3	24
	Singles	1	2	3	3	3	3	3	2	20
<b>Attendees</b>										
	Doubles			25	25	25	25	25	23	148
	Singles			26	26	26	26	26	18	148
<b>Total</b>		1	4	57	58	58	58	58	46	<b>340</b>

Event Name		Athlete Attendance								
<b>National Junior Championships</b>		<b>150 - 200</b>								
Tournament Move-In will be Monday - Tuesday. Competition will last from Wednesday - Sunday. Tournament Move-Out will be Sunday Night.										
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Totals
<b>Staff</b>										
	Doubles		2	3	4	4	4	4	3	24
	Singles	1	2	3	3	3	3	3	2	20
<b>Attendees</b>										
	Doubles			20	20	20	20	20	18	118
	Singles			11	11	11	11	11	8	63
<b>Total</b>		1	4	37	38	38	38	38	31	<b>225</b>





**Number of Clubs/Venues**

The maximum number of clubs used at an event is related to the distances from each club and the availability of reliable transportation. We have used as many as four clubs although that is not preferable. For example, if an event requires 16 courts and the host club has 10 courts, a 2<sup>nd</sup> and/or 3<sup>rd</sup> club needs to be identified with a total of at least 6 courts between them. The use of any club with fewer than 4 courts is *not* preferred. They must also be within a reasonable distance from each other; no more than 15 minutes is preferred. Access using public transportation is also a bonus.

**Parking**

Free parking close to club for participants, USA Racquetball staff, and volunteers.

**Storage**

Storage room needed for supplies, overnight storage of technology equipment, and various packages during the event.

**Meeting Room**

One meeting room required for USA Racquetball. Two meeting rooms preferable.

**Food/Drink Concessions**

Please indicate if concessions are currently sold at the club(s), what type of items are available, and how you would propose arrangements be made between the local owners and USA Racquetball should a large increase in customers be present who are in the facility related to the Racquetball event. For example, identify the possibility of offering discounts on concessions for event participants and guests.

**Amenities**

Please list any included amenities at the club(s) that are available to athletes and event guests.

**City Concessions and Amenities**

Please include any and all included concessions from the DMO. This can be anything from in-house graphic designers for banners, street banners, electronic marketing, volunteer portals, etc.

**Alcoholic Beverages**

Information regarding alcoholic beverages policies on the properties is helpful. Most USA Racquetball events are alcohol-free apart from National Singles and National Doubles, where alcohol has been provided in some cases.

**Audio/Visual Services**

USA Racquetball requires a public address system that can be heard throughout the club. This is used to announce matches, court assignments, referee needs, and any other pertinent information. Any assistance by the LOC and/or club to provide necessary equipment is valuable. In addition, any provision of additional A/V equipment to include television monitors, cables, speakers, and scoreboards (digital or manual) is helpful.

**Security**

Providing information about building security as well as parking areas is critical. USA Racquetball does not typically hire security. If security is required, the quoted cost should be included in the bid.

**Emergency Action Plan**

Please include facility emergency action plan with all AED locations (fully stocked) noted along with evacuation and shelter-in-place procedures. In return, USA Racquetball will share its event EAP with pertinent parties as well in order to streamline emergency preparation. Please also include location of ice stations and basic first aid supplies.



Staff



Onsite building staff will be needed for standard trash removal, court cleaning, restroom/locker room upkeep. Please include quotes for overtime cost if applicable.

#### Site Visit

The host city will be responsible for a site visit for one (1) USA Racquetball staff member to assess the host club(s), lodging selections, transportation, nearby restaurants, activities, etc. USAR may schedule this trip prior to a bid being accepted.

#### Transportation

Secure transportation for all participants from:

- Airport to Hotel / Hotel to Airport (recommended companies are fine as we can negotiate a discount on our own behalf).
- Hotel to Club/Club to Hotel (at no expense to the participants, if the hotel is not within reasonable walking distance to the club).

#### Extra Dollars or Grant Funding

Any grant payable to USAR or other monetary or expense reducing support provided to help offset the cost of the event will significantly enhance that city's bid.

## Hospitality Area

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Hospitality is arguably one of the most impactful and scrutinized part of a USA Racquetball National Championship. We direct a lot of our effort to the Hospitality Area in order to make athletes and attendees feel valued and, "taken care of." The included *Sponsorship Assistance Agreement* is directly tied to the hospitality area. We direct these dollars to full-service food and beverage service, full-time customer service focused attendant, and real-time connected technology so attendees can stay up to date on matches.

USA Racquetball and the LOC will take full responsibility for setting up and running the hospitality area but will require cooperation from the host club to provide adequate space.

- USA Racquetball National Championships offer hospitality to our players and guests at the main club and in some cases at the secondary clubs. Some of these included elements are:
  - Morning coffee, donuts, pastries, bagels, fruits, etc.
  - Rotating appetizers provided throughout the competition.
  - Catered lunches and dinners.
  - Beverages (water and/or sports drink) for all hours of competition.



## Local Organizing Committee (LOC)

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The LOC will nearly always be a supporting USA Racquetball State Association. The LOC is paramount in the success of any USA Racquetball National Event and is a valued part of the team. The LOC will assist in getting much-needed volunteers for various set-up tasks, hospitality accommodations, and post-event pack-up. They will also be very important in assisting with local promotion within the racquetball community. More specific responsibilities are listed below:

- Volunteers
  - o LOC is responsible for recruiting and managing between 4 – 5 volunteers for both set-up and pack-out.
- Local Athletes and State Athletes
  - o LOC is responsible for outreach and promotion of the event to their state and local athletes. Some of the justification for selecting event locations is based on available local athletes that will help boost attendance.
  - o This promotion can be anything from state association email blasts / social media posts to reaching out to individual clubs to source participation.
- Optional Elements
  - o Sponsored Lunch Catering / Hospitality
    - LOC sponsors one or two days' worth of catered food or sourced local restaurant sponsors for athlete lunch or hospitality room.
    - LOC should also provide promo banners during this time with similar taglines to, "Hospitality Sponsored by \_\_\_\_\_."
  - o Sponsored coffee and tea during early morning matches
    - LOC sponsors one hour per morning of coffee and tea service for early morning matches.
    - This is ideally sourced through local coffee shops in order to give back the most money to the host community.
  - o Any other fun and value-add elements suggested by the LOC can be reviewed on case-by-case basis.

Please include Local Organizing Committee Contact or State Association Contact below.

Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_



# USA Racquetball Responsibilities

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## Venue and Court Costs

USA Racquetball is entirely responsible for paying court assessed fees to the host club or university. DMO assistance in offsetting these costs are extremely beneficial and can be paid directly to USA Racquetball or negotiated with the host club or university.

USA Racquetball is responsible for any overtime fees accumulated from staff working outside standard club hours. These fees should be estimated prior to submitting a bid.

## Promotion

USA Racquetball is responsible for including all applicable sponsors and supporters of each National Event in all relevant and previously decided-upon material such as email membership blasts, social media posts, magazine ads, broadcast time, etc.

USA Racquetball is responsible for advertising city benefits such as local deals and discounts to drive attendee revenue to local attractions and businesses.

Provide (one) ½ page ad to LOC in two issues of Racquetball Magazine published prior to the championship (ads must be submitted in print-ready form by editorial due date) so long as issues are published.

Provide the host city with at least one 30-second commercial per hour promoting their city during the broadcast of the Championships (ad must be submitted in air-ready format no later than 30 days prior to the event). So long as the Championships are broadcasted and ad insertion capabilities are in place.

## Event Execution

USA Racquetball will staff and execute the event entirely. This will include receipt/processing of entries, match scheduling, and event desk operation.

USA Racquetball will create all divisions and brackets as well as retain all event fees for the tournament.

USA Racquetball will provide Championship medals.

USA Racquetball, at its sole discretion, will select and provide the ball that will be used for the event.

USA Racquetball reserves the right to develop and sell event merchandise, including the official tournament shirt, etc.

USA Racquetball will be responsible for selecting an official stringer for the event.

## Social Responsibility

USA Racquetball always operates in a socially responsible manner. USAR has several programs that assist in this effort including the following: holistic switch from single-use plastic bottle to reusable water bottles for athletes, electronic brackets and event seeding, and equipment collection and donation to underserved junior racquetball programs in the United States. Any and all socially responsible programs that the LOC or host city suggest would be a great value-add for consideration.

We feel it is extremely important to leave our host city better-off than when we arrived.



# Local Sponsorship Assistance Agreement

USA Racquetball relies on individual event sponsors to make our championships a success. In the past, USA Racquetball used national level sponsors and disseminated the dollars equally among the five National Championship events. However, this model did not create the local impact and local inclusion we wanted. Therefore, USA Racquetball uses this Local Sponsorship Assistance Agreement to use the DMO network along with USA Racquetball membership to help secure sponsorship dollars from local companies. It is our responsibility, as the National Governing Body for the sport of Racquetball in the US, to work as hard we can to make a positive impact on the communities that host our events. This is why we want to target and support small businesses, LGBTQ+ owned, women owned, people of color owned, and other local companies that care about diversity and inclusion. These are the local businesses we want to reach out to for sponsorship and to promote to our membership.

The Local Sponsorship Assistance Agreement is considered between USA Racquetball and the host city DMO. It is a written agreement that the host city DMO will assist USA Racquetball in sourcing local sponsors dollars for the National Event in bid. We, as USA Racquetball, are more than happy to have the conversations if needed, but please consider this agreement as active until we secure the dollars needed to host.

**Total Dollars Needed for National Championship: \$7,000 - \$10,000 (depending on tournament)**

**This agreement is active until the number goal is achieved. This total sponsorship dollar need can be supplied by one large local sponsor or several smaller sponsorship agreements.**

Please find below an easy-to-use sponsorship deck that outlines various tiers of sponsorship along with accompanied commitments by USA Racquetball.

\$1,000 - \$3,000	\$3,001 – \$6,000	Over \$6,000
<ul style="list-style-type: none"> <li>- Included as, “USA Racquetball Tournament Sponsor” in event program, website, and social posts (approximately 11,000 active followers).</li> <li>- Provided a copy of the <b>Future Highlights</b> list of broadcasted and most contested matches.</li> <li>- Advertised address for business in athlete packet and included in attendee, “Places to Eat or Visit” email blast. (Sent to 200 – 400 people)</li> </ul>	<ul style="list-style-type: none"> <li>- All previous tiered inclusions</li> <li>- Two [2] dedicated social media post (Instagram and Facebook)</li> <li>- Four [4] included VIP passes for the Hospitality Lounge (food and hors d’oeuvres)</li> </ul>	<ul style="list-style-type: none"> <li>- All previous tiered inclusions</li> <li>- Naming rights for the Hospitality Lounge as well as two [2] additional VIP passes.</li> <li>- 20-second broadcast advertisement per day during event (sponsor must provide verbiage 4 days prior to start of competition)</li> <li>- Other asks are welcomed and appreciated.</li> </ul>

Any questions or concerns regarding this agreement or ideas on Sponsorship asks and accompanying commitments by USA Racquetball are welcome and appreciated. Please email Connor Shane, USA Racquetball Director of Events, at [cshane@usaracquetball.com](mailto:cshane@usaracquetball.com).



# Completed Bids and Needs Checklist

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## **Letter of Intent**

Please include a letter of intent. This can include a Memo of Understanding that outlines offered concessions, etc.

## **Letter of Recommendation from State Racquetball Association**

## **Estimate of Costs**

Include the negotiated club rental price as well as any additional required charges such as EMT presence, police or security, desk staff, overtime hours, etc.

## **Other Supporting Documents**

Include venue layout if possible, hotel grid, club photographs, pre-negotiated sponsors, city maps, transportation routes, show-your-badge programs, and any included discounts or city deals.

## **Host Club Info**

Include contact info for emergencies, number of courts, estimated seating numbers, number of show courts, possible hospitality lounge locations, additional meeting rooms, number of restrooms and water fountains, parking, in-house speakers, AV capability, etc...

## **Submission**

Please submit all completed bids to USA Racquetball Director of National Events, Connor Shane via info below. Electronic bids are preferred in order to be eco-friendlier.



Member, United States  
Olympic & Paralympic Committee

Connor Shane  
Director of National Events  
USA Racquetball

[cshane@usaracquetball.com](mailto:cshane@usaracquetball.com)

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