

# **SPECIAL NOTE FOR 2013 USA HOCKEY DISABLED FESTIVAL ONLY**

Due to time constraints with implementation of the new process, the following accommodations for the dates will be in effect for the 2013 National Disabled Hockey Festival / Sled Adult National Tournament site selection process ONLY:

- Bid Applications must be received by USA Hockey Disabled Section Discipline or District Representative no later than November 1, 2011.
- Bid Application must be signed by a USA Hockey Disabled Section Discipline or District Representative **and** the host Affiliate President.
- Signed Bid Application must be received by the Chair of the USA Hockey Disabled Section by December 31, 2011
- The USA Hockey Disabled Section will review and vote on all properly submitted bids at the 2012 USA Hockey Winter Meetings.
- Official announcement of the site selection will be made and the conclusion of the 2012 USA Hockey Winter Meetings.



# USA Hockey Disabled Festival Application Information



## APPLICATION PROCESS

The following application process will be used to bid and select sites for the USA Hockey Disabled Festival. For more information about this process or if you have any questions, please email [DisabledHockey@USAHockey.org](mailto:DisabledHockey@USAHockey.org).

- Bid Application must be received by USA Hockey Disabled Section Discipline or District Representative no later than January 31st, two years prior to the event bidding for.
- Bid Application must be signed by a USA Hockey Disabled Section Discipline or District Representative **and** the host Affiliate President.
- Signed Bid Application must be received by the Chair of the USA Hockey Disabled Section by May 1st, two years prior to the event bidding for.
- The USA Hockey Disabled Section will review and vote on all properly submitted bids at the USA Hockey Annual Congress two years prior to the event.
- Official announcement of the site selection will be made at the end of the USA Hockey Annual Congress two years prior to the event.

## GAME SCHEDULING

The local Festival Chairperson, rink management and Disabled Section Chairperson must mutually agree upon scheduled ice times and building availability in accordance with all USA Hockey and Disabled Section rules, regulations and policies.

## USA HOCKEY DISABLED SECTION RESPONSIBILITIES

- Provide Festival / Adult Sled National Tournament banner
- Provide Championship and Runner Up trophies for Adult Sled National Tournament Teams
- Provide Championship and Runner Up individual player awards for Adult Sled National Tournament Teams.
- Disabled Section Chair shall oversee or directly provide: on-going direction and assistance with the event preparation; on-site direction; liaison between USA Hockey licensees, sponsors, partners and suppliers; historical data and direction as needed; and promote through press releases, USA Hockey Magazine and [usahockey.com](http://usahockey.com)
- Provide liability, excess accident and catastrophic coverage for the duration of the Festival / Adult Sled National Tournament

## **HOST BENEFITS**

- Opportunity to gain exposure for local Disabled Hockey programs in your surrounding community.
- Retain 100% of any commissions earned (hotel, concessions, merchandise, etc.).
- Retain the right to sell local, non-conflicting sponsorships, retaining 100% of the revenues.

## **HOST RESPONSIBILITIES**

- Ice adequate to conduct the entire Festival and Adult Sled National Tournament, meeting all USA Hockey and Disabled Section Playing Rules, including resurfacing, rest between games, overtime, etc. and will be regulation sized ice surfaces in a well-maintained and modern facility.
- Referees for all games. This shall be a mandatory two-official system for all Adult Sled National Tournament Games.
- Off-ice officials – mandatory requirements are scorers, timekeepers and spectator supervision. Additionally, penalty box personnel, goal judges, team ambassadors, etc. may be provided if the host desires and has the mandatory requirements covered for each game.
- Score sheets for all games.
- Standing boards and copies of games schedules posted in common areas of the facility.
- Emergency medical coverage at all games.
- Printing and assembly of Festival / Adult Sled Tournament program.
- Provide participant recognition for Festival team members, i.e. medal, pin, patch (Adult Sled National Tournament - see USA Hockey Disabled Section Responsibilities).
- Any and all expenses associated with the operation of the Festival and Adult Sled National Tournament.
- Provide space for any sponsor display areas inside and/or outside the venue
- Provide an appropriate number of hotel rooms with USA Hockey National Marketing Partners affiliate chain in your area of the country. The following items to be clearly specified: Names, addresses and contact personnel at each hotel, total number of rooms reserved at each hotel, number of rooms that are handicap accessible at each hotel, rates for hotels rooms, date rooms will be reserved until, travel distance and time to arena for each hotel, denote hotels that provide shuttle service to and from airport(s).



# USA Hockey Disabled Festival Application Form



## HOST INFORMATION

What year are you applying to host *(only per year per application)*: \_\_\_\_\_

Name of Host: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

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

Phone: \_\_\_\_\_ *(Home)*

\_\_\_\_\_ *(Work)*

\_\_\_\_\_ *(Mobile)*

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

Website: \_\_\_\_\_

Is the Host a Non-Profit Corporation:  Yes  No

If yes, Federal ID #: \_\_\_\_\_ Year Incorporated: \_\_\_\_\_

Are all of the Host's programs registered with USA Hockey?  Yes  No

## AFFILIATE INFORMATION

Affiliate President: \_\_\_\_\_ Term Expires: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Affiliate President Signature: \_\_\_\_\_

## DISABLED SECTION REPRESENTATIVE

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Disabled Section Rep Signature: \_\_\_\_\_



# USA Hockey Disabled Festival Application Form



## HOST HOTEL INFORMATION

Name of Hotel: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Number of rooms reserved at this hotel: \_\_\_\_\_

Number of handicap accessible rooms: \_\_\_\_\_

Room Rate per nights: \$ \_\_\_\_\_

Dates rates in affect: \_\_\_\_\_ to \_\_\_\_\_

Miles to Rink: \_\_\_\_\_

Miles to airport: \_\_\_\_\_

Shuttle service available to airport: \_\_\_\_\_ Yes \_\_\_\_\_ No

Dates all rooms will be release: \_\_\_\_\_

***Please copy and submit one hotel form for each host hotel.***