

NAHBPC Host Handbook V1

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Prepared by the NAH Events Team.

[\[Versión en español. trabajo en progreso\]](#)

Forward

Thank you for your interest in hosting the North American Bike Polo Championship (NAHBPC)! This handbook will help you and your club prepare your bid and plan and organize the event. The handbook is designed to cover all aspects of hosting NAs, and should be used in conjunction with support from the NAH Events Team. Please read through this handbook carefully and make it accessible to all members of your organizing committee.

Should your bid be accepted by the NAH, your club and the organizing committee will be acting on behalf of the NAH and spending NAH funds. The NAH expects all requirements outlined in this document to be met. The NAH Events Team will oversee the process and provide support. The Events Team will have the final say during the planning process and should be considered a knowledgeable resource that can assist with organization, management, budgeting, conflict resolution, and all additional tournament aspects.

The following are tasks the NAH will independently plan and complete for NAHBPC, and ARE NOT considered the host club's responsibility:

- a. **Fees:** the NAH will provide between \$3000 and \$4500* USD to the host club upon approval of the submitted bid (and subsequent criteria) for up-front tournament expenses (insurance, permitting, court infrastructure, etc.) to be recouped via registration.
- b. **Registration:** the NAH team will organize and execute registration for NAHBPC and will collect registration funds.
- c. **Tournament Scheduling:** the NAH team will organize and execute bracket, game structure and scheduling of the NAHBPC.
- d. **Ref Organizing:** the NAH team will organize and schedule refs for the duration of the event.
- e. **Live Streaming:** if possible, the NAH will organize and execute a live stream of the NAHBPC
- f. **Social Media:** the NAH team will be solely responsible for all promotional and organizational media (Facebook, Instagram, etc.).

*amount TBD by the NAH based on individual bids

Thank you for your interest and good luck!

For questions please contact the NAH Event Team:

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Ch 1 Permitting & Insurance

1. The NAH recommends a club look into the following prior to submitting a bid to host NAHBPC:
 - a. The permits and insurance required for the proposed venue
 - b. The cost of the permits and insurance
 - c. The timeline required by the city for obtaining permits and insurance

If a club feels secure in their ability to obtain a permit for the event, they can proceed to the bidding phase. A proposed budget (including permits, see [Appendix 1](#)) will be required as part of a bid. **Permits and insurance are a MANDATORY requirement for running the NAHBPC.**

2. Once the NAH has selected a winning bid, the host club should begin the process of obtaining permits and insurance immediately (see [Appendix 2](#)). The NAH recommends assigning a point person to work with the city and follow through with permitting.
 - a. Insurance will usually need to be obtained first before securing a permit. A google search of “special events liability” should provide you with providers in your area. (some examples include; eventhelper.com, eventinsurancenow.com)
 - i. Depending on the application, you may need to include: An estimated number of attendees, a site map (see [Appendix 5](#)), a description of the event and estimated hours of operation.

- b. After purchasing insurance, permits can be obtained from your city. Please note, this process can be very slow and arduous. It may take several emails and phone calls to finally get satisfactory responses about obtaining permits and subsequently be awarded the permits. Be tenacious (but polite).
3. Food permits: Food permits may or may not be required as part of the permitting process, depending on individual jurisdiction and how the host club intends to distribute food to players. Food permit requirements should be explored as part of the permitting process.

Ch 2 Court Infrastructure

1. The host club should have an estimated cost of necessary court improvements/repairs before submitting their bid. Estimated court costs should be included in the budget as part of the official bid. **If the funds issued by the NAH will not be sufficient to cover the cost of court repairs and improvement, the host club is required to provide a clear outline of how they plan to raise those funds:**
 - a. If fundraising is needed, establishing a fundraising committee from within the host club is recommended.
 - b. For each fundraiser (smaller tournaments, merch sales, local sponsorships, etc) a point person should be assigned from said committee.
 - c. A timeline should be developed that takes into account the total funds needed and the dates that the host club plans on completing court improvements/repair. (See [Appendix 2](#))
2. Once the host club has been selected, funds can be issued from the NAH so that the host club can begin purchasing supplies and planning improvements/repairs.
3. Aside from the basic court requirements to host NAs, the NAH has a list of court expectations that must be accounted for in the host club's court improvements/repairs. They ensure that the tournament can/will be run equitably and that refs/volunteers can do their jobs without having to be unreasonably subjected to the elements.
 - a. **A detailed site map (see [Appendix 5](#)) should be made containing the following items:**

NAH Court Expectations

- i. **Ref stands** must be located near the center of each court, must provide some manner of protection from the elements (sunlight, rain, etc), and each ref stand must have a dedicated cooler for extra balls, a scoreboard, a stopwatch, and a clipboard with a pen for penalty sheets.

- ii. **Doors and team staging areas** must be located on each end of the courts. Doors must be in good working order: faulty or difficult to use doors can lead to an unfair advantage during gameplay and compromises the equity of the championship.
- iii. **Court surfaces** should be intact, level, and as free as possible of problem areas; obstacles, debris, “slick spots”, divots and other problems should be accounted for when making a budget for court improvements/repairs. The events team can provide resources for dealing with problem areas as needed.
- iv. **Goals/nets** need to be in good repair, free of holes in the netting, with goal lines/creases clearly marked/measured out. Any repairs to the netting/frames need to be accounted for when making a budget for court improvements/repairs.
- v. **Goal-judge stations** need to be marked on both sides of each court, in an area where goal judges can clearly see the goal line. Goal judge stations for each court need to be symmetrical; wherever the station is on one side of the court is where it should be on the other side of the court. Umbrellas or some other protection from the elements should be provided at each goal judge station.

Ch 3 Supplies

1. The host club will be provided with a master supply list (see [Appendix 3](#)). Mandatory and optional supplies will be outlined by the NAH.

The NAH recommends the following:

- a. Appointing one person to be in charge of acquiring major items on the supply list (PA system, generator, tents, bike tools, and supplies, etc).
- b. Start securing supplies as early as possible.
- c. Appoint one person (can be the same person as point (i)) to develop a comprehensive plan for getting the supplies to the court either the evening before games start or 1 hr before games are scheduled to start day-of, and for securing the supplies when play has finished for the day. (Examples; a Uhaul with a lock rented for the weekend, a nearby garage/house).
- d. If possible, schedule a bike mechanic to be present at the tournament to assist at a bike maintenance/ mechanic area.
- e. The development of a plan for providing access to water (if it is not readily available) and a point person to oversee this for the duration of the tournament.
- f. Major supplies should be included in the site map including tents, PA system, generator, bike maintenance/ mechanic area.

- g. If necessary, port-o-potties should be secured for the venue. The NAH recommends a minimum of 1 male, 1 female, and one unisex bathroom for a 2 court tournament, and additional facilities for a 3 court tournament.
- h. The court should have ample trash and recycling (if possible) receptacles located throughout the grounds. There should also be a plan in place for properly disposing of such items when they become full.

Ch 4 Food

1. Providing food for the entire NAHBPC event can be challenging. The NAH Events Team will work closely with the host club to determine the best approach. The first step is determining the food budget available to the host club.
2. **Food:** depending on local resources and the budget, the host club can either choose to source food from outside vendors for the tournament, or source/prepare food themselves.
 - a. **Vendors:**
 - i. Food trucks, pop-ups, nearby delis or cafes can be approached for providing meals for tournament attendees. Ideally, the vendor will be approached as a sponsor of the tournament. The NAH (events and sponsorship team) can work with the host club to provide sponsorship incentives in exchange for lower prices for attendees.
 1. Vendors can choose to attend the tournament (food truck, pop-up) or provide discounts upon proof of registration.
 - ii. Lists and maps to nearby food and coffee options should be provided to attendees.
 - b. **Club-sourced:**
 - i. The host club can solicit sponsorship from local grocery stores, bakeries, coffee shops, etc. that may be willing to donate “day-olds”, “B-grade” fruit and veggies, coffee or coffee beans, or bulk foods such as rice and pasta. It is best to reach out for donation possibilities well in advance of the event. What you receive in donations can help guide your food plan.
 - ii. If meals for each day are being prepared, a “menu” and a subsequent shopping list should be outlined in the weeks prior to the event. The NAH recommends assigning at least one point person per meal to be in charge of meal prep, meal storage, and meal delivery to the courts.
 1. Meal prep/storage/delivery: The host club should try to be aware of the following when considering meal planning. Most pre-prepared food will not keep well beyond 24 hours and will

require significant refrigeration space for that time. If meal preparation is happening, the club will need to have a plan for:

- a. Preparing meals within 24 hours of them being served
- b. Storing (refrigerating) the meals between prep and serving
- c. Transportation of the meals to the courts from storage

c. **Hybrid:**

- i. Snacks only (fruit, veggies, granola bars, peanut butter, and bread) are an acceptable low-budget, low-time alternative to club-sourced meals, and can be supplemented with discounts/participation from nearby vendors.
3. **Water:** Water should be readily available to all players at all times. If a tap or water fountain is not readily accessible, the NAH recommends the club acquire a minimum of two large water containers/dispensers (like a 3-gallon Gatorade cooler) and task one volunteer with keeping the containers filled.

Ch 5 Entertainment (optional)

1. Registration/wrap parties are not an expectation of the NAH, but the host club can feel free to organize entertainment as time/resources allow. **Funds should never be allocated to entertainment instead of other, more necessary expenses.** If funds are tight, finding a list of existing entertainment options in the area (live music, karaoke, tourist attractions, house parties, etc) is a great way to show off the host club's city to those visiting from out of town.

Ch 6 Housing

1. The host club should provide accommodation options and suggestions for players, and optional billet housing (if possible) on a first-come, first-serve priority basis.

The host club should continuously provide clear updates to the attendees regarding the status and availability of accommodations.

- a. (Optional) Before registration opens, the host club should ascertain it's capacity for hosting out of town players.
 - i. Solicit feedback from the club, using google forms/ a survey website, etc.
 - ii. Feedback should include the following:
 1. How many players can each household accommodate
 2. Type of accommodation available (spare bed, couch, floor, backyard, etc) and what guests may need to bring (camping pad, sleeping bag, hammock)
 3. If the household has any aspect that may restrict who they can host (pets, etc)
 4. When the household is available to host (tournament only, the days before/ after)
- b. Simultaneously, the host club should contact hotels/motels near the courts and/or a central location for block discounts on multiple rooms.
 - i. If nearby hotels/motels are amenable to offering block discounts, the host club can work with the NAH sponsorship team to develop the prospect.
- c. The host club should explore additional housing options such as; nearby campgrounds, Airbnbs.
- d. Shortly after registration opens, the host club should open a housing registration form until the housing capacity is full.
 - i. The host club should clearly state when billet capacity is reached and players not registered for housing will need to seek other options.
- e. The host club should work to make sure attendees are in communication with their respective household hosts.

Ch 7 Volunteers

1. The NAH recommends that the host club draft a complete volunteer schedule (see [Appendix 4](#)). A complete volunteer schedule should include the following:
 - a. Court construction/set up and tear down for the days prior to and following the event.
 - b. Set up and tear down (tents, tables, PA system) day-of, prior to games starting and after the games end.
 - c. A day-of volunteer schedule that includes the following, preferably consisting of people not playing in the event, or people volunteering in the opposite bracket they play.
 - i. Timekeepers and goal judges
 - ii. A bracket master (someone entering scores and updating rankings)
 - iii. A team wrangler (a person making sure teams are ready to play for their scheduled game start time)
 - iv. A volunteer wrangler (a person making sure volunteers who have signed up attend their shifts, and finds available people to fill in gaps in the schedule)
 - v. A sober person (with a car or with access to a car who can run errands; ice, gas for the generator, etc)
 - d. Bonus volunteer positions include:
 - i. An on-site bike mechanic
 - ii. A catering manager, person in charge of the food/coffee (if required)
2. The NAH additionally recommends that the host club include a line item in the budget for volunteer supplies such as; coffee, beer, and sparkling water for each day of the tournament.

Ch 8 Prizes & Ceremony

- 1) The host club should work with the NAH Sponsorship Committee in the days prior to the event to discuss and set the distribution of prizes.
 - a) For prizes that require observation of the tournament (MVP, etc.) the host club should nominate a person (or persons) who will be present most of the weekend and can watch/solicit feedback.
 - i) This person should have finalized all prize allocations that require observation/feedback PRIOR to the final game being played.
 - ii) This person can solicit help from members of the events team who are present
 - b) The host club should nominate one person (if not the person outlined above) to act as “emcee” for podium presentations/distribution of prizes. This person should be chosen PRIOR to the final game being played and should be relatively sober.

Ch 9 Appendix

The appendix can be found in an external spreadsheet:

- [Appendix 1 - Budget](#)
- [Appendix 2 - Scheduling](#)
- [Appendix 3 - Supplies](#)
- [Appendix 4 - Volunteers](#)
- [Appendix 5 - Sitemap](#)