

## Procedure for Bid to Host National USJA Events

- 1) Nomination, review and approval of national events shall be the responsibility of the USJA Board of Directors acting on the advice of its Event Committee.
- 2) All national events shall be opened to bid for hosts not more than 5 years and not less than 3 years in advance of the projected event.
- 3) Review of the schedule of national events shall occur during the first Board of Directors' meeting each calendar year.
- 4) The list of USJA national events shall be updated not later than 30 calendar days after approval by the USJA Board of Directors.
- 5) The USJA Board of Directors shall formally open the bidding process with a public announcement, which shall utilize all available media, and make available to all interested parties a Request for Bid (RFB) package.
  - a. The RFB package will be put together by the USJA Event Committee and must be approved by the Board of Directors.
  - b. The RFB shall specify the closing date and any particulars regarding bids for that particular event, including any specific intent that the USJA has for that event, its location, inclusion of activities, size, venue, etc.
  - c. The RFB shall give specific, real calendar dates for all deadlines, decision dates, and all other elements of the bid process timeline.
  - d. The RFB shall require that financial breakouts of expenses and/or profits to the USJA be provided. At the bidder's discretion, this may be done in the form of a pro forma income statement.
  - e. The RFB shall require a event operations proposal (EOP) including information regarding the proposed venue, mat areas, access, arrangements for necessary event support personnel, i.e. referees and officials, etc.
  - f. The RFB shall require a technical qualifications package ("qual pack") providing:
    1. Evidence of the bidder's experience in hosting such events,
    2. The bidder's Judo and business background, including resumes of the principals involved and the nature of their participation in hosting the event, and
    3. A demonstration of adequate financial resources.
  - g. The RFB shall require (a) representative(s) of the bidding organization to make a formal presentation to the USJA Board of Directors at a scheduled Board meeting.
  - h. The RFB shall outline specific criteria upon which the board will make its decision.
  - i. The RFB shall also specify cancellation or withdrawal terms for each party.

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j. The RFB shall be published via all available media until such time as an event is closed to bid for hosts.

k. The RFB shall clearly state that at its discretion the USJA Board of Directors reserves the right to withdraw its RFB or re-open the bid process (for example, in the event of a lack of competitive bids).

6) Bids must be presented in writing and conform to the requirements set forth in the RFB.

7) The bidding process shall be completed not less than two years prior to the targeted date for the event.

8) The Board may, at its discretion, withdraw its RFB or re-open the bid process (for example, in the event of a lack of competitive bids).

9) Groups and/or individuals awarded the United States Judo Association Junior National Championships will be assessed a licensing fee of \$2,000.00 for the right to host said event. The licensing fee shall be submitted only after selection as host.