



REQUEST FOR PROPOSAL (RFP)

USA HOCKEY DISABLED HOCKEY EVENTS

INTRODUCTION

USA Hockey is seeking host sites for the 2025 Warrior Classic, NHL Sled Classic, Special Classic, Blind Classic, 2026 Toyota USA Hockey Sled National Championship, and Warrior National Championships. These events will showcase teams from all over the country in the four disciplines. These events are organized to provide an inclusive opportunity for athletes with disabilities and to promote the growth and popularity of disabled hockey across the United States.

USA Hockey is the National Governing Body (NGB) for the sport of ice hockey in the United States and is recognized as such by the United States Olympic and Paralympic Committee (USOPC). The Disabled Hockey program within USA Hockey provides playing opportunities across six disciplines, including blind, deaf/hard of hearing, sled, standing amputee, special, and warrior hockey.

Sled Hockey, also known as Para Ice Hockey, offers recreational and competitive opportunities for individuals with various types of disabilities at the local level for recreation and competition, all the way up to the National Sled Team that competes in the World Championships and the Paralympic Games. The inaugural Toyota USA Hockey Sled National Championships were held from April 18th to 21st, 2024, at the Ice Line Arena in West Chester, PA, where 1,080 players across 60 teams from around the country competed for national championship honors in nine different tiers, including six adult and three youth classifications.

The Sled Classic is an annual round-robin tournament between NHL-affiliated sled hockey teams that was first staged in 2010 and presented by the NHL. Participating teams in the tournament must have an official affiliation with an NHL member club. They must represent their affiliated NHL club by wearing official NHL-licensed jerseys with local club marks and logos.

Warrior Hockey is a program dedicated to supporting injured and disabled U.S. Military Veterans who play ice hockey. It is a part of the Disabled Hockey Section and is becoming increasingly popular nationwide. While some participants had played hockey before their injuries, many tried it for the first time as a therapeutic activity. The Warrior National Championship events bring together Warrior Hockey teams from all over the country to participate in a weekend of hockey. The inaugural Toyota USA Hockey Warrior National Championships were held from April 11-14, 2024, at the Ice Vault Arena in Wayne, NJ, where over 750 players participated.

The Special Classic is a unique form of ice hockey that provides individuals with cognitive and developmental disabilities the opportunity to play the sport in a manner that is tailored to their abilities. This specialized discipline facilitates a level playing field for all athletes who participate. The Classic is an adaptive-style tournament that allows special hockey teams from all over the country to compete against each other.

The Blind Classic is a recently introduced Disabled Hockey event that aims to bring together blind hockey teams and athletes from all over the country to compete in a round-robin tournament. The primary objective of this event is to provide blind hockey teams with a



platform to showcase their skills in a competitive environment while promoting this discipline's growth and increasing its visibility throughout the nation.

Site Selection Committee

Brandon Beaver – Manager, Disabled Hockey
Maureen Thompson-Siegel – Disabled Section, Chair
Warrior National Discipline Representative
Sled National Discipline Representative

Primary Contact

Bid submissions and any questions should be sent to: Brandon Beaver;
Brandon.Beaver@usahockey.org

BID SUBMISSION REQUIREMENTS

To assist interested parties in their bid submission and ensure that all pertinent areas have been addressed, USA Hockey has provided specific hosting requirements in the following categories. Bid submissions must address, and agree to, each of the following focus areas:

1. Proposed Dates
2. Venue Requirements
 - a. Hockey Operations
 - b. Media and Broadcast
3. Event Rights
4. Accommodations
5. Host Expenses and Obligations
 - a. Financials
 - b. Operations
 - c. Marketing
 - d. Volunteer and Staff
6. Revenue Opportunities



Event Dates & Format

The following are the proposed dates for several upcoming events, subject to negotiation with the host:

- Special & Blind Classic (held together): November, December, January, or February
- Sled Classic: October or November
- Warrior Classic: October or November
- National Championships: April 16 – May 14, 2026. Teams will check in on Thursday, with games scheduled from Thursday morning through Sunday afternoon.

USA Hockey is seeking host sites for both the National Championships to maximize resources. However, they will consider bids for one championship only. These events will likely occur over two consecutive weekends unless the host can accommodate both in one weekend across up to two venues. Bids for the Classics are stand-alone events. Bids can be submitted for Classics and National Championships from the same facility.

	Sled National Championship	Warrior National Championship	Warrior Classic	Sled Classic	Blind Classic	Special Classic
<i>Registration Type</i>	Open	Open	Open	Open	Open	Open
<i>Divisions</i>	10-12	6-8	6-8	6-8	3	3
<i>Teams per Division (approx.)</i>	4-8	4-8	4-8	4-8	2	4-6
<i>Total Games (approx.)</i>	90-125	80-125	75-100	50-75	10-15	25-35
<i>Minimum Ice Sheet Requirement</i>	4	3	3	3	2	2
<i>Day Count</i>	4	4	4	4	3	3

COMMUNITY OVERVIEW & RATIONALE FOR BID SUBMISSION

For a community to be considered as a potential host of these events, the bid must support the rationale for wanting to host the events and be able to demonstrate its ability to meet minimum hosting standards as outlined below.



- The host community and proposed arena(s) must have demonstrated the ability to stage sporting events in a highly successful manner, both financially and logistically
- The host community should be near a major airport that offers direct flights to >30 destinations. The maximum distance to the airport should not exceed 60 minutes' travel time.
- The host community must have a strong volunteer base with the business and hockey communities from which to draw for leadership and staffing/volunteer support.
- The host should be engaged with a local USA Hockey affiliate or club to assist in event operations.
- The host community must show a connection and role in the support, growth, and development of disabled hockey.

The bid shall also contain unique characteristics of the host community and demonstrate how the community, arena(s), and surrounding region will be able to support and elevate the events to a new level. Maps of the host community that highlight locations of the key facilities (arenas, hotels, and ancillary facilities) will also help provide clear insight.

VENUE REQUIREMENTS

The host must secure and cover the expenses of the competition venue(s), meeting the minimum requirement for ice sheets as specified under the event format. Special consideration will be given to a venue that has multiple sheets of ice and can accommodate the entire event within one building. If there are two (2) separate competition venues, both arenas should be within 30 miles (or 30 minutes travel time) of one another.

Venue(s) must comply with all current ADA standards for accessibility, including facility accessibility (elevators, ramps, automatic doors, etc.), handicap-accessible restrooms and locker rooms, and handicap-accessible parking. Adequate seating to accommodate, at minimum, the family of participants is encouraged (approximately 200).

Hockey Operations

Although not an inclusive breakdown, the following minimum technical standards and event needs pertaining to the venue(s) must be met and outlined within the bid submission:

- Ancillary space to facilitate all aspects of the tournament including team check-in, roster checks, scoring, timing, any off-ice activities, overall management of the event, and an HQ room for USA Hockey staff.
- Secure space that teams can use to store equipment between games.
 - If storage space is not conveniently located, the venue should consider securing a hand truck to move equipment between storage and competition.



EVENT RIGHTS

Logos & Trademarks

The official event logo for the Classics and National Championships will be developed and approved by USA Hockey. The use and/or application of the official trademarks and logos for the event are subject to the prior approval of USA Hockey.

USAHockeyTV (National Championships Only)

The official broadband streaming partner of USA Hockey's national championships will broadcast all games live via the Internet. Doing this effectively requires the host to source personnel and equipment as well as the setup and game-day operations at each facility.

Appendix A

ACCOMMODATIONS (National Championships Only)

The host is required to secure hotel room blocks for participating teams and event staff that meet the following requirements:

- Hotel offerings should include properties across 3 different levels (budget, mid-level, full-service), with each negotiated at the lowest possible rate.
- ADA rooms are required for teams competing at the Sled National Championships, approximately 30-35% of the total room block.
- The host should make the best effort to offer hotels within the Marriott brand (minimum 1)
- Minimum of 12 rooms allocated per team, within reasonable driving distance from the venue(s)
- The cut-off date for reservations should be no more than 10 days out from the start date of the event.
- The host must reserve and cover costs for up to four (4) USA Hockey staff for the duration of the event.

Except for local participants, teams are required to stay in the host hotel(s) for the duration of the tournament and are required to book rooms through the host (stay to play). The penalty for the teams that do not stay in the host hotel(s) will be \$5,000, which the host will retain.

Pending: USA Hockey is currently exploring partnership options for event registration platforms. If implemented, a housing partnership may develop as well. Hosts may be required to use the housing platform designated by USA Hockey.

BREAKDOWN OF EVENT EXPENSES, OBLIGATIONS, & RESPONSIBILITIES

While not inclusive of all costs associated with the event, the following is a breakdown of the main expenses incurred with the hosting of these events.



Host Obligations and Expenses

- The host is responsible for covering all building operations expenses, maintenance, security, and ice costs.
- The host must fulfill staffing & volunteer operation requirements - [Appendix B](#)
- The host must provide medical services - [Appendix C](#)
- The host is responsible for recruiting and covering the costs of officials, including hotel rooms if needed.
- Hosts must purchase, produce, and install the USA Hockey Classic or National Championships branding package, including dashers and venue signage.
- Hosts must designate a check-in area and provide staff or volunteer personnel for team check-in, including players, coaches, officials, and volunteer staff.
- Hosts must have a credentialing system for all tournament participants and arena employees that designates any restricted areas to which they have access.

USA Hockey Obligations & Expenses

- Insurance coverage for the events
- Awards & trophies
- Pre-event team registration management

Shared Expenses and Responsibilities

- Marketing and promotions: Host and USA Hockey will, in good faith, work to use their internal assets to promote the event, in addition to supplemental paid marketing.
- Tournament management: The host and USA Hockey will work together to facilitate all aspects of the management of the tournament including game scheduling, roster checks, scoring, timing, and any off-ice activities
- Merchandise: The host will purchase and sell Classic or National Championship merchandise including apparel, headwear, and souvenir items. Event logos and merchandise graphics are produced by USA Hockey. - [Appendix D](#)

REVENUE OPPORTUNITIES

After expenses are covered, profits should be reinvested into the community to promote the growth of disabled hockey programs. Revenue opportunities include, but are not limited to, the following categories:

Registration Fees (subject to change)

Blind Hockey Classic: \$250 per player

Sled Classic: \$1,200 per team

Special Classic: \$550 per team

Warrior Classic: \$1,200 per team

Sled National Championship: \$1,500 per team

Warrior National Championship: \$1,500 per team



Sponsorship Sales

The host may develop a sponsorship sales strategy to be included with the bid submission, including details of sample sponsor packages that will be proposed to local/regional companies. All local sponsors are subject to the prior approval of USA Hockey.

Merchandise

The host will produce and sell Classic or National Championship event merchandise, and as such will retain all revenue generated.

Concessions

The host may sell concessions.

Ticketing

Hosts may sell tickets to events.

Grants

Hosts are encouraged to seek local, state, and federal grants that help support the hosting of this event.

Rebates

The host may retain any rebates or commissions negotiated in hotel contracts while adhering to the standards set forth under accommodations. USA Hockey may elect to use a third-party housing partner; however, the host will remain the beneficiary for rebate and commission revenues specific to the event.

Special Functions

The host is encouraged and allowed to create special functions that dually serve as opportunities to increase the celebration of the event by creating festival-like environments and generating incremental revenue (i.e.: NHL Alumni Game). Community engagement initiatives such as Try Hockey or clinics hosted within the vicinity of the arenas have been successful at past events and are encouraged to enhance the bid proposal. Final considerations for site selection will be given to applicants who enhance player/participant experience by organizing opening and closing ceremonies, medal presentations, and hosting team functions like socials or receptions.

APPENDIX A (National Championships Only)

Broadcast – USAHockeyTV

USAHockeyTV is the official broadband streaming partner of USA Hockey's National Championships and will broadcast all games live via the Internet. To do this effectively, requires the host to source personnel and equipment as well as the setup and game-day operations at each facility.



Setup before the broadcasts

- USAHockeyTV has the exclusive rights to stream all USA Hockey National Championship games. Any building using any live streaming (i.e. LiveBarn, YouTube, etc.) must disable all live streaming throughout the tournament.
- Each broadcast location must be at or near center ice, elevated, and equipped with a live power strip that contains at least four open ports. Each broadcast location must include sufficient room for play-by-play talent and a camera operator. The broadcast location must provide an unobstructed view of the entire ice surface, one that won't be obscured by spectators, etc.
- Each broadcast location must have a dedicated, wired internet connection (not wireless/Wi-Fi, hotspot, RF, or satellite)
- Each broadcast location's dedicated internet connection (not shared) must have a minimum upload speed of 2 Mbps per ice sheet. For high-definition streaming video (preferred), each broadcast location's internet connection must have a minimum upload speed of 3 Mbps.
- USAHockeyTV will ship the cameras, encoders, and other equipment that will need to be stored securely before, during, and after the Championships. Please save all boxes to ship the equipment back to USAHockeyTV at the conclusion of the tournament.
- Hosts are required to produce signage at the entrance to each sheet of ice and within the sheet of ice that filming is strictly prohibited and will be subject to enforcement and penalties.
- At the opening meeting, the host and USA Hockey staff will remind teams that filming is prohibited, and teams must inform their program, coaches, spectators, families, and players of this restriction.
- Each team will be provided with a single login to download and view games to share with the team as a teaching tool.

Game day information.

- Please make sure the broadcast area at center ice is ready for USAHockeyTV personnel (power, internet, table, chairs)
- Someone must always be available who is familiar with the rink's internet setup/provider and can troubleshoot, should problems arise.
- At the end of the day, camera operators will break down the equipment and store it in a pre-defined secure location.

For the semifinals and finals

USAHockeyTV provides a production team at each venue to produce a professionally directed game. Additionally, USAHockeyTV is seeking to have 2-4 cameras, audio talent (for quarterfinals and beyond), and integrated game graphics during the show. Please make sure that the game location for all semi-final and championship games has at center ice, live power with a power strip (at least 8 ports open), a live internet connection, a 6' or 8' table, and three chairs available for these broadcasts.

To ensure this goes smoothly, all Hosts are required to complete the USAHockeyTV online tech check form found here: http://hockeytech.formstack.com/forms/htv_tech_check. This online form must be completed for each ice sheet and must be completed by December 31 preceding the event.



APPENDIX B

Staffing & Volunteers

Hosts should be prepared to fill staffing and volunteer needs in the following categories. The list is subject to modification by the Host based on need.

Game Staffing and Off-Ice Officials

The host shall provide all off-ice officials coverage for the duration of the tournament including the following roles:

- *Timekeeper*: Responsible for operating the time clock, ensuring all warm-up times, game times, penalty times, and intermission times are displayed properly on the scoreboard
- *Scorekeeper*: Game staffing should include one (1) person per game to operate stats using GameSheet. USA Hockey will provide an iPad to operate the program. This role is responsible for utilizing GameSheet to record goals, assists, penalties, etc.
- *Announcer & Music*: Responsible for reading or playing USA Hockey-provided PA announcements, announcing goals, assists, penalties, etc., and playing music before, during all stoppages, and between periods. Host to provide appropriate music for the box, including the National Anthem.
- *Off-Ice Officials Coordinator*: Responsible for obtaining, scheduling, training, and overseeing all off-ice officials. USA Hockey will provide scorers, timekeepers, and penalty box operator information sheets, including protocols for preliminary and playoff rounds.

Treasurer

Responsible for the establishment, implementation, and administration of key financial policies.

Hotel Coordinator (National Championship Only)

Responsible for securing hotel rooms, including negotiating rates and rebates, and working with travel agents who book rooms for teams. The hotel coordinator is also responsible for acting as a liaison between travel managers and the host hotels to handle any issues throughout the tournament.

Merchandise Coordinator

Responsible for contracting a merchandise vendor that is a USA Hockey-approved licensee. The coordinator will work directly with the vendor to determine the product line, quantities purchased, and product pricing for the event.

Media Coordinator

Responsible for working with the liaison from USA Hockey's national office to ensure that the tournament is equipped with appropriate technology resources to adequately meet the internet, USAHockeyTV, and streaming requirements.



Volunteer Coordinator

Responsible for identifying volunteer positions, recruiting volunteers, and supervising volunteers throughout the event. The volunteer coordinator must also confirm that each volunteer has completed necessary background screenings and SafeSport training when applicable.

Team Arrivals & Check-in

1-2 assigned person(s) to oversee team arrivals, check-in, and credentialing operations, manage input and credentialing for staff and volunteers before the event, and operate the (check-in) headquarters for the duration of the event. This role might also include:

- Maintaining score sheets and check-in sheets for team sign-in and ensuring they are picked up by the scorekeepers before the start of the game.

Security

Security personnel must be present during all event functions and games; a minimum of one (1) dedicated security personnel per host facility. Dedicated means that the security personnel is assigned to the event. General building or grounds security is not considered dedicated, especially in large venues.

The following are added precautions and while not required, USA Hockey strongly encourages Hosts to implement these and/or other measures to ensure a safe and secure competition.

- It is recommended that the security personnel be uniformed and armed
- The host should provide radios or another reliable way for on-site staff to communicate with security personnel
- If the facility is selling alcohol, the Host should provide additional security personnel.

Medical Coordinator

Responsible for leading the planning, organizing, and implementation of medical needs for the tournament. See Appendix C for medical personnel requirements.



APPENDIX C

Medical Personnel Requirements

The host shall be required to provide a written Medical Personnel Plan following guidelines set forth by USA Hockey. Medical personnel must be present during all games; a minimum of one (1) medical personnel per one (1) sheet of ice. Additionally, one (1) athletic trainer or (1) physician should be always on-site to coordinate return-to-play decisions after an injury.

Medical personnel shall be defined as EMT, paramedic, physician, or certified athletic trainer. They are encouraged to wear identifying apparel so that they may be easily located. Medical personnel will be responsible for completing:

- Daily Injury Summary/Report
- USA Hockey Injury Form (required for any player held out of play or who is referred to a physician/hospital for follow-up care)

For the Sled National Championships, Host is highly encouraged to have a prosthetist on site, in addition to medical personnel, for player/participant adjustments and/or support.

Emergency Action Plan

The host is responsible for developing an Emergency Action Plan to include medical emergency procedures outlining responses to medical emergencies, such as heart attacks, strokes, and traumatic injuries. This should include information on how to access first aid kits and other medical supplies, as well as how to coordinate with local emergency services for resuscitation or emergency transport. The plan should outline a communication plan for notifying spectators, staff, and other stakeholders of an emergency. This may include using public address systems, social media, or text messaging.

APPENDIX D

Merchandise Program

As outlined in the bid package, it is the responsibility of each host site to purchase and sell Classic or National Championship merchandise including apparel, headwear, and souvenir items. When done properly, selling merchandise provides a great opportunity to subsidize event costs and make money. The following information provides an overview of the program and establishes guidelines to ensure host sites are successful in this endeavor.

Vendor(s)

Host sites may choose the merchandise vendor(s) they will work with for the event; however, vendor(s) must be an approved licensee of USA Hockey. To become a licensee, or for a list of current USA Hockey licensees, please contact USA Hockey's Marketing & Sponsor Department.

Host-sites will work closely with their approved vendor to:

- Determine the product line, selecting quality items
- Determine the quantities purchased
- Determine product pricing for the event
- Determine an ordering timeline to ensure appropriate delivery dates

Logos & Graphics

Official event logo and merchandise graphics are provided by USA Hockey. Upon submission of a one-time Use Agreement signed by the Host, USA Hockey will distribute a Dropbox link with illustrator files of the graphics available for use. These files are vector art that can be enlarged and reduced without losing any visual quality, allowing the sites to choose the size and placement of each design. To ensure brand consistency, all sites are required to use the graphics provided by USA Hockey. Host sites are not permitted to alter the designs or logos available in Dropbox.

Product Line, Quality & Pricing

The merchandise sold at the event reflects on the Host as well as USAH. As you make product selections, please select quality items, and try to offer a variety of products at different price points. Merchandise sales are a great opportunity to make money, and while attendees may expect to pay slightly higher than average prices for the event products, we discourage pricing beyond what is reasonably expected for similar products at similar events. The teams that attend the Championships are proud to be part of the event, and the merchandise they purchase at the tournament can be a great keepsake of their event experience.

Please note that the host sites are restricted from having **ANY** USA Hockey graphics and/or logos on the following brands: Adidas, Reebok, Puma, Under Armour, New Balance, Asics, Mizuno, Li-Ning, Anta, Starter, Lululemon and any similar brand.

