



USA Club Rugby Association on
behalf of the Senior Club Council
of USA Rugby

REQUEST FOR PROPOSAL
National Championship Hosting

August 15, 2025

SUMMARY

USA Club Rugby Association, Inc., a 501(c)(3), through its governing body The Senior Club Council (SCC) of USA Rugby, is accepting proposals to host the SCC's 15's and 7's National Championships. The purpose of this RFP is to provide a fair evaluation for all candidates and to provide the candidates with the evaluation criteria against which they will be judged.

The SCC is looking to select a single venue for the next two or three years. The SCC would look to have a mutual option to renew each year depending on the agreed upon cycle. The event requires a minimum of Two (2) rugby fields but prefer a minimum of Three (3) rugby fields; dates of the next three upcoming National Championships are as follows:

Fifteens: 2026: May 15-17 2027: May 21-23 2028: May 19-21

Summary of 15's National Championships: Played over three days, the 15's National Championships currently features 20 teams (4 teams in 5 divisions) participating in the Semi-Finals and Finals of the Club Rugby Nationals Playoffs. The 2025 event brought approximately 1,000 players, coaches, supporters and administrators to Indianapolis, IN and resulted in approximately 600 hotel room nights being booked by the teams alone. Additionally, the event received over 50,000 views from its YouTube livestream and over 675 single/multi-day tickets.

Sevens: 2026: August 8-9 2027: August 7-8 2028: August 12-13

Summary of 7's National Championships: Played over two days, the 7's National Championships currently features 32 teams (16 teams per Women's & Men's division) participating in the Club Rugby Nationals Playoffs.

PROPOSAL GUIDELINES AND REQUIREMENTS

This is an open and competitive process.

Proposals received after **5:00pm noon EST, October 16, 2025**, will not be considered and will be returned.

Questions may be submitted up to the deadline at 15s@usaclub.rugby and/or 7s@usaclub.rugby will be responded to directly.

The proposal must contain the signature of a duly authorized officer or agent of the entity submitting the proposal.

If you wish to submit alternate solutions, please do so.

The price, if any, you quote should be all inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

CONTRACT TERMS

The SCC will negotiate contract terms upon selection. All contracts are subject to review by the SCC's legal counsel, and a project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget and other necessary items.

The SCC is looking to make a two year commitment to two locations with a mutual option to extend for another two years.

PURPOSE, DESCRIPTION AND OBJECTIVES

Purpose

The SCC currently hosts two National Championships on a yearly basis. The events have been awarded to different sites on a yearly basis. An opportunity exists to build an ongoing relationship with a facility and community in order to grow the event and create a destination rugby event for the USA Club Rugby community. The SCC is not only looking for a host, but a partner who will work collaboratively to expand and grow further events.

Description

The SCC National Championships serve as the defining moment of the USA Club Rugby season. They bring teams from across the country together to play elite amateur rugby and compete for a National Championship. In addition to providing a great live rugby opportunity, the SCC National Championships are streamed nationally and viewed by rugby players across the country.

Objectives

The SCC is looking to create a partnership with a local rugby community that can help to provide a first class experience for the members that are traveling to play or watch the national championships. The SCC would like to provide for its members top rate facilities, an engaging fan experience, affordable accommodations, and an enjoyable community experience. The SCC would look to expand its national championships to include additional side tournaments if an effective commercial partnership can be built that would allow for such growth. The national club rugby community will be at or watching this event and the SCC looks to showcase club rugby.

TIMELINE

This RFP is dated August 15, 2025. Proposers may also request a copy be sent via email by contacting David McPhail at 15s@usaclub.rugby or David Fee at 7s@usaclub.rugby.

Proposals are due no later than 5:00pm EST, October 16, 2025.

Proposals will be evaluated immediately thereafter. During this time we may require interviews via Google Meet with our evaluation team. You will be notified if this is requested.

All candidates and selected venue(s) will be notified on or before November 18, 2025.

BUDGET

The SCC is open to multiple cost structures relating to the hosting of the event. Each bid should outline all costs associated with hosting the event and any available revenue streams (ticket sales, parking, food and beverage).

BACKGROUND OF ORGANIZATION

Our Mission

The Senior Club Council of USA Rugby is composed of adults (+18yo) involved with rugby from various ethnic backgrounds and religious affiliations united in getting more people playing better senior club rugby.

Products and Services Overview: 2025 Program Highlights

More than 39,900 individual members participate in a variety of programs at 19 regional administrative organizations. The SCC of USA Rugby is recognized as the designated administrative body to manage all aspects of adult club rugby.

Geographics

Our geographic market covers all of the United States. Senior Club Rugby is the most populous playing community, and one of the fastest growing. The players segment accounted for more than 28,000+ as of June 2025 . This number is up from 22,000+ in 2022.

Instagram: 8,000+ Followers with 1,200,692 Views in the Last 90 Days

Facebook: 13,000+ Followers with 445,982 Views in the Last 90 Days

TikTok: 1000+ Followers with 30,000 Post Views (since we started in November of 2024)

YouTube: 1,816 Subscribers Last 90 Days reported 592.2 Watch Hours

LOCATION MINIMUM REQUIREMENTS

The following are the minimum requirements for evaluation as part of this RFP

1. Two or more full sized rugby fields:
 - a. Additional consideration will be given to sites with bleachers and a stadium for at least one of the fields; prefer a minimum of two fields with bleacher seating.
 - b. Additional consideration will be given to locations with additional fields that would allow for expansion of the tournament and / or additional warm-up areas.
 - c. Fields should be as close as possible to World Rugby standards which are between 68-70 meters wide by 96-100 meters goal line to goal line with 22-meter end zones (in-goal) a 5-meter safety area the length of each sideline and technical zones.

2. Ability to serve concessions, including alcoholic beverages.
3. ADA compliant facilities.
4. Ability to host on the dates outlined above.

QUALIFICATIONS/CONTENTS OF PROPOSAL

The proposal should contain the following information:

1. Field Composition
 - a. How many fields will your location contain?
 - b. What are the dimensions of the field?
 - c. Are the fields grass or turf?
 - d. What type of goal posts are you able to provide?
 - e. How will the fields be lined?
 - f. What is the weather policy for use of the fields?
 - g. Please provide an annotated satellite image of the fields and facilities that are part of your bid.
 - h. Do the proposed playing fields have scoreboards, and if so, are they manual or digital?
2. Broader Facility Information
 - a. What is the address of the facility?
 - b. Who is the owner of the facility / contracting party?
 - c. Is there any type of spectator seating for the various fields?
 - d. Are there barriers to keep spectators from the field?
 - e. Do you have an elevated press box or vantage point for live streaming?
 - f. Is there seating for teams during matches?
 - g. Are there team and / or match official locker rooms?
 - h. How many permanent restrooms are on site?
 - i. How many temporary restrooms are on site?
 - j. Is the facility open to the public or is there an option for ticketed admission?
 - k. Can you serve concessions?
 - l. What types of alcoholic beverages can be served?
 - m. How much parking is available?
 - n. Is the parking area gated / access controlled?
 - o. How far are the facilities from the local hospital?
 - p. Are you able to provide or arrange EMTs and Athletic Trainers?
 - q. Do you have any association with local media partners?
 - r. What type of staff or volunteer support can you provide?
 - s. Can you provide ball runners?
 - t. Is there a PA system available for use?
 - u. Can the SCC display sponsorship information?
 - v. Is there WIFI at the facility?
 - w. Is there a hard-wired internet connection available at the facility?
 - x. What are the options for power? (Please mark power outlets on the annotated satellite image.).
 - y. Does the facility restrict display of SCC sponsor signage or other promotional activities?
 - z. Can you provide secure storage space for apparel, trophies, and other SCC items?

- aa. Is there space for and/or any prohibition on the SCC selling event apparel on site?
- bb. Can you provide separate indoor meeting spaces on-site for referees and SCC tournament staff?
- cc. Is there a service cart or similar vehicle available for use during the tournament?

3. Local/Community Information

- a. What are the two major airports closest to the facility?
- b. Do you have an existing relationship with the local convention and visitors bureau?
- c. What type of deals are you able to provide with local hotels and restaurants?
- d. Are you working with a USA Rugby Club?
 - i. If so, which Club?
- e. Are you working with or a USA Rugby Geographic Union?
 - i. If so, which Geographic Union?
- f. Who is the primary owner of the facility?
- g. Have you hosted prior rugby events?
- h. Are you affiliated with, or are you, an MLR team?

4. Cost Information

- a. Is there a rental fee for the facility? If so, what is the cost breakdown?
- b. What services are included in the cost of the facility?
- c. Are there additional costs to the SCC?
- d. Would the SCC be able to charge admission to the facilities?
- e. Would the SCC be able to receive a portion of concession sales?
- f. Are there any other potential revenue streams for the SCC?
- g. Are there any other financial considerations associated with the bid?
- h. Please send any standard form of facilities rental contract typically used for the facility.

5. Additional Information

- a. Please provide any information that you believe will be useful to the SCC in the evaluation of this proposal.

EVALUATION CRITERIA

The following criteria will form the basis upon which the SCC will evaluate proposals. The mandatory criteria must be met and include:

Your proposal must be received no later than 5:00pm EST, October 16, 2025. Your proposal must include a cost proposal as described above. All costs associated with the delivery of the project should be presented in a flat rate, fee for service format.

- **Deliver Fifteens proposals to the attention of: David McPhail / 15s@usaclub.rugby**
and/or
- **Deliver Sevens proposals to the attention of: David Fee/ 7s@usaclub.rugby**

Proposals that meet the mandatory requirements, as stated above, will be evaluated with the following criteria:

- Suitability of the Proposal – the proposed site meets needs and criteria set forth in the RFP.
- Prior experience in hosting large community sporting events.
- Ease and cost of travel to the proposed site for USA Club Rugby member teams.
- Upfront costs to the SCC and the potential for revenue to be generated by the events
- Depth and breadth of the on site staff
- Spectator experience

FORMAT FOR PROPOSALS

Please use the following as a guideline to format your proposal:

Length and Font Size:

Please use fonts no smaller than size 10 font. Maximum proposal length including title page, cover letter, proposal, qualifications and budget should not exceed 30 pages.

Title Page:

USA Rugby's Senior Club Council, National Championship Proposal, your company name, address, web site address, telephone number, fax number, e-mail address and primary contact person(s).

Executive Summary:

Signed by the person or persons authorized to sign on behalf of the bidding company.

Proposal:

Discuss your proposed solution, including the features, benefits and uniqueness of your site.

Qualifications:

Provide the information requested in Qualifications/Contents of Proposal

Budget and Fees:

List budgets as requested above.