



# USCAA

## REQUEST FOR PROPOSAL

### 2028 & 2031 ANNUAL CONVENTION

PREPARED BY:  
**BJ Bertges**  
USCAA Chief Operating Officer

**75+**  
**MEMBER**  
**INSTITUTIONS**  
**NATIONWIDE**

.....

**80-100**  
**ATHLETIC**  
**ADMINISTRATORS**  
**(AGE 25-65)**

.....

**APPROX.**  
**200 ROOM**  
**NIGHTS**

.....

**APPROX.**  
**\$30k MASTER**  
**BILLING**



**UNITED STATES COLLEGIATE ATHLETICS ASSOCIATION**  
811 Boyd Avenue, Suite 201  
Pittsburgh, PA 15238



## REQUEST FOR PROPOSAL

The following document details the requirements to submit a bid to host the United States Collegiate Athletic Association's National Convention, which will capture approximately 200 room nights plus an additional \$30K in master billing. The RFP is open to member institutions, qualifying cities, CVB's and sports commissions.





# REQUEST FOR PROPOSAL

**Intent to Bid:** Due December 1, 2026

**Official Proposal:** Due January 31, 2027

**Site Announcement:** March 1, 2027

The United States Collegiate Athletic Association was formed in 2001, as a reformation of the National Small College Athletic Association, which dates back to 1966. The association continues the mission of providing opportunities for small colleges across the United States to compete against like institutions for National Championships and student-athlete recognition.

Since 2006, the USCAA has grown from 42 member institutions to nearly 80 in 2024. Each year, the association hosts seventeen championship events in Golf, Men's Soccer (D1 & D2), Women's Soccer (D1 & D2), Volleyball (D1 & D2), Men's Cross Country, Women's Cross Country, Men's Basketball (D1 & D2), Women's Basketball (D1 & D2), Basketball, Men's & Women's Track and Field, Softball, & Baseball. More than 70% of USCAA member institutions that were eligible qualified to compete in one or more USCAA National Championship in 2023-24.

Headquartered in Pittsburgh, Pennsylvania, the USCAA maintains a full-time staff of three persons with additional support provided from contractors, part-time employees, graduate assistants, interns, and volunteers.





## ANNUAL CONVENTION OVERVIEW

### EVENT BACKGROUND

The USCAA National Convention is an annual meeting of USCAA Athletic Directors, administrators, and coaches. The event includes Town Hall sessions on championships, ratings/selections and bylaws, business meetings, as well as professional development and social opportunities. Members are highly encouraged to send at least one representative.

Previous host cities have been Pittsburgh, PA, Richmond, VA, Virginia Beach, VA, Norfolk, VA, Portland, ME and Winston-Salem, NC. The USCAA is open to any metropolitan area with convenient airport access east of the Mississippi River.

For 2028 and 2031 we are looking for a city located in the North East.



## EVENT DATES

### EVENT DATES

2028 | June 4-7 or June 11-14 (preferred). We will accept any consecutive three-night period in early-mid June.

2031 | June 1-4 or June 8-11 (preferred). We will accept any consecutive three-night period in early-mid June.

Typically a Sunday to Wednesday event.

Looking for 2-year deal to include 2028 and 2031

# EVENT SCHEDULE (SAMPLE)



## CONVENTION AGENDA

(TENTATIVE 5/2024)

### Sunday | June 2nd

2:00PM – 4:00PM	<b>Board of Directors Meeting</b> <small>*Board Members ONLY</small>	Executive Board Room
2:00PM – 3:30PM	<b>Early Check In / New Member Check In</b>	2 <sup>nd</sup> Floor Foyer
4:00PM – 5:00PM	<b>New Member Orientation &amp; Eligibility 101</b> <small>*Open to current, new, and prospective member President's, Athletic Directors, and Coaches</small>	Pointview
5:30PM – 6:30PM	<b>Hall of Fame Welcome Reception</b>	Relections
6:30PM – 8:30PM	<b>Hall of Fame Dinner</b> <small>*Inductees and ticket holders ONLY</small>	Reflections
8:30PM – 12:00AM	<b>Annual Cornhole Tournament / Hospitality Suite</b>	Brighton I-III

### Monday | June 3rd

7:45AM – 9:00AM	<b>Continental Breakfast</b>	Fountainview
8:00AM – 9:30AM	<b>Board of Directors Meeting</b> <small>*Board Members &amp; President's Council ONLY</small>	Executive Board Room
8:00AM – 9:30AM	<b>Check In</b>	2 <sup>nd</sup> Floor Foyer
9:30AM – 10:45AM	<b>Welcome &amp; State of the Association &amp; Strategic Plan Review</b> <small>*Open to Registrants *Required for President's Council</small>	Ellwood

### Professional Development Series I

\*Open to Registrants

11:00AM – 11:45AM	<b>Building a Team Culture of Inclusion and Belonging</b> <i>Presenters: Derrick Shoffner, Sr. Director of Programs &amp; Services Allegra Elson, Director of Training &amp; Development Vibrant Pittsburgh</i>	Pointview
11:00AM – 11:45AM	<b>Impact of AI on Student-Athletes and College Athletics</b> <i>Presenter: Dr. Morgan Frank Assistant Professor at the School of Computing &amp; Information University of Pittsburgh</i>	Haselton
11:45AM – 12:45PM	<b>Working Lunch</b> <b>Round Table Discussions w/ President's &amp; Board Members</b>	Fountainview
1:00PM – 2:00PM	<b>Championships Town Hall Session</b> <i>(Emerging/Championship Sport Elevation – if necessary)</i> <small>*Open to Registrants</small>	Ellwood

# EVENT SCHEDULE (SAMPLE)

## Professional Development Series II

*\*Open to Registrants*

2:15PM – 3:00PM	<b>Best Practices in Hiring &amp; Staff Evaluation</b>  <i>Presenter: Michelle Buczkowski Managing Director Human Resources Duquesne Light Company</i>	Pointview
2:15PM – 3:00PM	<b>Using NCSA &amp; Front Rush Software to Maximize Recruiting</b>  <i>Presenter: Cecilia Brandon NCSA/Front Rush</i>	Haselton
3:00PM – 4:00PM	<b>Town Hall – Legislation Review</b> <i>*Open to Registrants</i>	Ellwood
4:00PM – 4:45PM	<b>Round Table Discussions w/ President's &amp; Board Members</b>  <b>After Hours Social</b> <i>*Open to Registrants &amp; Guests (RSVP Required)</i>  <b>Option #1</b> <b>Putt Shack Pittsburgh</b> <i>Unlimited indoor mini golf at Putt Shack Pittsburgh. Cost will also include: appetizers (chips &amp; dip, cheeseburger sliders, salads, flatbreads, and tater tots) and drinks (soft drinks, domestic beers, house wines, Truly hard seltzer) for 2 hours. Transportation will be provided.</i>  <a href="https://www.puttshack.com/locations/pittsburgh">https://www.puttshack.com/locations/pittsburgh</a>	Fountainview
5:30PM – 7:30PM	<b>Option #2</b> <b>Burgh Bus</b> <i>Your black 'n gold chariot awaits! This converted school bus is open air and equipped with a custom sound system, groovy party lights, comfy seats, and an eye-catching exterior. This private tour will take you around the city hosted by a local comedian.</i>  <i>This is not your average bus... so bring your smiles, good vibes and enjoy the ride!</i>  <a href="https://www.burghbus.com/">https://www.burghbus.com/</a>	
9:00PM – 12:00AM	<b>Hospitality Suite Available</b>	



# EVENT SCHEDULE (SAMPLE)

Tuesday   June 4th		
7:45AM – 9:00AM	<b>Continental Breakfast</b>	Fountainview
9:00AM – 10:00AM	<b>Board of Directors Meeting</b> <small>*Board Members ONLY – *If Necessary</small>	Executive Board Room
9:00AM – 10:00AM	<b>Committee Meetings   Championships</b> <small>*Open to committee members</small>	Haselton
9:00AM – 10:00AM	<b>Committee Meetings   Ratings &amp; Selections</b> <small>*Open to committee members</small>	Pointview
9:00AM – 10:00AM	<b>Scheduling Opportunities</b> <small>*Open to all member coaches &amp; AD's</small>	Ellwood
<b>Professional Development Series III</b> <small>*Open to Registrants</small>		
10:15AM – 11:00AM	<b>Importance of funding SID Positions Proper Statistical Reporting for USCAA Institutions</b>  <i>Presenter: Jared Sullenberger Assistant Director of Championships &amp; Marketing USCAA National Office</i>	Pointview
10:15AM – 11:00AM	<b>How to Sell Athletics to your President</b>  <i>Presenter: Dr. Mike Fischer President York County Community College</i>	Haselton
<b>Professional Development Series IV</b> <small>*Open to Registrants</small>		
11:15AM – 12:00PM	<b>Reliability, Stability, and Speed: A Key Focus of Your Teams - and Ours!</b>  <i>Presenters: Sean Eisner, Client Success Manager Ebony Cotton, Client Success Manager PrestoSports</i>	Pointview
11:15AM – 12:00PM	<b>Introduction to Finding Grants</b>  <i>Presenters: Alicia Pelfrey &amp; Christi Miller Workforce &amp; Economic Development Team Carnegie Library of Pittsburgh</i>	Haselton
12:15PM – 1:15PM	<b>Lunch</b>	Fountainview
1:30PM – 2:30PM	<b>Business Meeting – Voting on Legislation</b> <small>*Open to Registrants</small>	Ellwood
2:30PM – 5:00PM	<b>Board of Directors Meeting</b> <small>*Board Members ONLY – *If Necessary</small>	Executive Board Room
6:40PM	<b>?Pittsburgh Pirates Game?</b>	

\*Schedule subject to change





## PROJECTED ATTENDANCE

The USCAA anticipates 80-100 participants athletic directors and administrators. These are based on historical numbers for registration. \*Note – the USCAA has implemented a policy change that has the potential of increasing this number in future years.

## FACILITY PREFERENCES

The USCAA requests the following from a host hotel:

- Full service hotel
- Ballroom suitable for a minimum of 100 people classroom style
- No fewer than three breakout spaces
- Storage for convention items
- Complimentary wi-fi highly recommended
- Hospitality Suite preferred
- Preference for \$10-12 rebate program per room booked in block

## EVENT HISTORY

- 2014 and 2015 | Doubletree Downtown Hotel, Pittsburgh, PA
- 2016 and 2018 | Richmond Downtown Marriott, Richmond, VA
- 2017 and 2019 | The Main by Hilton, Norfolk, VA
- 2020 and 2021 HELD VIRTUALLY DUE TO COVID-19
- 2022 and 2025 | Holiday Inn by the Bay, Portland, ME
- 2023 and 2026 | Winston-Salem Marriot, Winston-Salem, NC
- 2024 and 2027 | Sheraton Station Square, Pittsburgh, PA



# HOST HOTEL REQUIREMENTS

## HOTEL ROOM BLOCK

2 DAYS PRIOR	1 DAY PRIOR	DAY 1	DAY 2	DAY 3	DAY 4
5	15	65	65	65	10

The room block should include both singles and doubles, as some administrators will travel with multiple staff and/or family.

The National Office also requests the use of a large suite as an after hours hospitality room to include a large refrigerator to allow for our attendees to stop by for drinks and snacks throughout the event.







# HALL OF FAME GALA REQUIREMENTS

## ROOM & A/V REQUIREMENTS

### Day One

- Social space for approximately 120 individuals
- Banquet/dinner space for approximately 100-120
- One or Two large projectors (rear screen preferred)
- Complimentary lighting package requested if the room is not outfitted
- Stage with black pipe and drape in background
- Podium with microphone
- Space for two 10'X10' USCAA backdrops
- Minimum of three (3) catering options and pricing requested for dinner. Dinner shall consist of salad, plated protein meal with vegetarian option, dessert, tea and water.
- Open and/or Hosted bar





## CVB/SPORTS COMMISSION REQUESTS

• Previous support from CVB's and Cities have included:

- Sponsorship of Hospitality Suite or Welcome Social and Hall of Fame Gala
- Print services including window graphics, signage, etc.
- Concierge service at registration
- Welcome packets/gifts
- Distribution of RFP to qualifying hotels
- Airport signage/branding
- Introduction to services including transportation and social activities service providers
- Complimentary lodging for planning site visit prior to event (preferably in March or April)
- Introduction to sponsors and/or restaurant partners



## **SUBMISSION**

- Official Proposals are due via email to BJ Bertges, Chief Operating Officer, at [bj.bertges@theuscaa.com](mailto:bj.bertges@theuscaa.com)
- Email confirmation will be sent to those whose proposals make final consideration.
- Site selection will be communicated via email to the new host site prior to a public announcement.

## **BASIS FOR AWARD**

The USCAA will award this event based upon the following:

- Quality of hotel, meeting areas, and amenities
- Destination
- Incentives to USCAA
- Costs assumed by USCAA and its participating members

*Questions? Contact BJ Bertges at 412-480-4789 or [bj.bertges@theuscaa.com](mailto:bj.bertges@theuscaa.com).  
The USCAA requests that inquiries are made by hosting entity and not individual hotels/properties.*

# APPENDIX A

## USCAA MEMBERSHIP

### **Alabama**

US Sports Academy

### **Arizona**

Dine College

### **Arkansas**

Lyon College

### **California**

California Miramar University  
Southern California Leadership University  
Stanton University

### **Colorado**

Colorado Mountain College

### **Florida**

Atlantis University  
Beacon College  
Florida National  
John Melvin Christian College  
Trinity College of Florida  
United International College

### **Illinois**

East West  
Southeastern Illinois College

### **Louisiana**

John Melvin University

### **Maine**

Central Maine Community College  
Kennebec Valley Community College  
Southern Maine Community College  
University of Maine - Augusta  
University of Maine - Fort Kent  
Washington County Community College  
York County Community College

### **Massachusetts**

Bay Path University  
Hampshire College  
Quincy College

### **Michigan**

Andrews University

### **New Hampshire**

Great Bay Community College  
New Hampshire Technical Institute

### **New Jersey**

Berkeley College

### **New Mexico**

Navajo Technical Institute

### **New York**

Albany College of Pharmacy & Health Sciences  
Bryant & Stratton College - Albany  
Bryant & Stratton College - Buffalo  
Bryant & Stratton - Rochester  
Bryant & Stratton - Syracuse  
Five Towns College  
Paul Smith's College  
SUNY - ESF  
Vaughan College  
Villa Maria College  
Word of Life Bible Institute / Davis

### **North Carolina**

Johnson & Wales - Charlotte  
Mid Atlantic Christian University  
Shaw University



# APPENDIX A cont.

## USCAA MEMBERSHIP

### Ohio

Bryant & Stratton - Ohio  
Kent State Tuscarawas  
Miami University - Hamilton  
Miami University - Middletown  
University of Cincinnati Clermont  
Wright State University - Lake Campus

### Pennsylvania

Bucks County Community College  
Carlow University  
Central Penn College  
Manor College  
Penn State Beaver  
Penn State Dubois  
Penn State Fayette  
Penn State Greater Allegheny  
Penn State Hazleton  
Penn State Lehigh Valley  
Penn State Mont Alto  
Penn State New Kensington  
Penn State Schuylkill  
Penn State Scranton  
Penn State Shenango  
Penn State Wilkes Barre  
Penn State York  
Williamson College of the Trades

### Tennessee

Crown College

### Texas

North American University  
Paul Quinn College  
Southwestern Adventist

### Vermont

Vermont State Randolph

### Virginia

The Apprentice School  
Christendom College

### West Virginia

Salem University