



Request for Proposal (RFP)
2018-2019 LHSAA Tennis State Championships
Host Site Proposal Specifications & Criteria

Monday - Friday, April 23-27, 2018
and
Monday - Friday, April 22-26, 2019

Deadline:

Proposal Due - Wednesday, May 17, 2017

Submit Bid To:

LHSAA
Hope Walley
HWalley@LHSAA.org



Section I: Introduction

The Louisiana High School Athletic Association (LHSAA) is pleased to provide host communities/entities/organizations the opportunity to submit a proposal to host the 2018 and 2019 LHSAA Tennis State Championships. A member school of the LHSAA does not need to be designated as the host submitting the proposal nor for the championship event itself.

The information contained in this document provides the minimum proposal specifications for hosting the championship. The completed and signed proposal form must be received electronically by close of business (4:00 pm) on Wednesday, May 17, 2017.

All proposals shall be reviewed and analyzed by the LHSAA staff. As each proposal is evaluated further clarification/input regarding the prospective host sites may be sought and, if needed, a site visit to the facility shall be arranged. Each bidding organization shall have an opportunity to present their proposal to the Executive Committee at the June meeting. You will be notified of the exact date and time to make your 10 minute presentation.

Coordinating the hosting of the championships requires solid planning; smooth coordination between those involved, and complete cooperation from all entities in the community. The LHSAA is keenly aware of the hard work and dedication necessary to be successful as a host. The LHSAA will do everything within its ability to make sure the event is successful for all involved. The partnership will split areas of responsibility between the host and the LHSAA.

In recent years the LHSAA has turned to corporate and organizational sponsorships to help defray some of the expenses involved in staging this event; therefore, any sponsorship money offered by the proposing party will be given strong consideration by the LHSAA when awarding this proposal. At the same time, other important factors we believe to be vital in staging a first-class championship experience for our students and coaches will be considered.

It is critical you reference all topics in the invitation to bid documents when preparing your proposal. How you plan to manage your areas of responsibility, how the facility will be operated, personnel assignments, identifying those who will work directly with the LHSAA staff, and revenue sharing sources will be very important to the proposal evaluation by the Executive Committee.

Thank you for your interest in this event, and the LHSAA truly appreciates your consideration of this invitation. We are fully aware of the time and efforts required in preparing a proposal and are grateful for your consideration and commitment. Should you have any questions or concerns during this process, please do not hesitate to email Hope Walley at hwalley@LHSAA.org or call our office at (225) 296-5882.



Section II: Championship RFP Specifications Agreement

Term

The term of this RFP is for a period of two (2) years for the Divisions I, II, III, and IV Boys' and Girls' State Tennis Championships. The tournament dates included in this request for a proposal to host the State Tennis Finals are Monday-Friday, April 23-27, 2018 and Monday-Friday, April 22-26, 2019. The rain-out dates for these two events are Saturday & Sunday, April 28-29, 2018 and Saturday & Sunday, April 27-28, 2019. The championship involves four (4) divisions (Division I, II, III, and IV) for both boys and girls. Two (2) of the divisions will be played over a two-day period on Monday & Tuesday and the other two (2) divisions to be played over a two-day period on Thursday & Friday. Wednesday will serve as a built-in weather day. The host agrees that the game and practice facilities will be available for the exclusive use of the LHSAA starting at 7:00pm the day before the event until two hours after the conclusion of the final championship match for the purpose of preparing, practicing and conducting the competition. Tournament schedule and number of participants subject to change.

Facility

A Facility Use License Agreement between the facility and the host entity and/or the LHSAA shall be provided after the championship has been awarded to the city. The LHSAA shall have the exclusive right to the entire competition venue during the specified "hold" dates. The competition venue will be provided fully-cleaned with all venue areas in good working condition. The competition venue shall furnish appropriate set up for the championship; however, the LHSAA or its designees shall have the right to provide equipment, as defined in the proposal specifications. The LHSAA will retain the right to determine and approve all aspects related to the competition venue operations during the championship.

The Host shall provide:

1. ADA approved facility suitable for hosting a state tennis championship event with a minimum seating capacity of 300 spectators at any one time
2. Number of courts and surfaces are a significant factor in considering proposals. At present, a minimum of 30 outdoor competition hard-surface courts of similar speed and surface in banks of six (6) or four (4) (preferred) at one site.
3. The courts shall be set and arranged in accordance with the NFHS Tennis Rules and specifications no later than 7:00 p.m. the day before the games begin. Required daily check of net height, center straps, etc. by officials. Refer to www.southern.usta.com for court specifications.
4. At least two (2) practice/warm-up courts shall be available either adjacent to or within close proximity to the championship courts
5. Equipment for ground crew. Proper cleaning and drying of courts in case of inclement weather during competition is required. Provide for an adequate number of rollers, squeegees and blowers per court. Ensure that an appropriate number of workers per court are available to assist with drying courts. Spare nets and other equipment
6. Provide proper wind screening on all competitive courts.
7. All courts shall include appropriate scoring system, e.g. at least on fully functional electronic scoring devise. Score indicators must be available at each court if electronic scoreboards are not available.
8. Name cards for each match (team or individual name; stenciled or commercially printed), if electronic scoreboards are not available.
9. Singles sticks should be in place for practice and checked for competition.
10. Umpire chairs (one per court). Each umpire's chairs should be equipped with an umbrella.
11. Chairs (four (4) per court for players and coaches) or benches.
12. Ample water and coolers for each court including tables for coolers and volunteers to assist. (Note: LHSAA shall provide product and coolers. No other cups or coolers should be placed at courtside.)



Section II: Championship RFP Specifications Agreement (cont.)

13. Towels for competitors.
14. Tournament desk should not be located in or near the hospitality rooms and should include adequate seating and desk space for officials.
15. PA System
16. Appropriate directional signage within and outside the venue.
17. Posted draw sheets and updated draw sheets should be made available.
18. Leader boards showing top teams and individuals with updates as matches' progress.
19. Provide on-site access for racket stringing with pick-up and delivery service.
20. A training room or tent for trainers and participating student-athletes
21. Adequate public restrooms
22. Separate dressing room for umpires – At least one (1) preferably two (2) separate locker rooms for the game officials (preferably designated “male” and “female”).
23. Water and/or soft drinks and snacks provided in officials' room
24. Two (2) dressing facilities for players designated “male” and “female”– clean and equipped locker rooms. Each locker room should have access to sufficient toilet facilities.
25. Lightning detector
26. Liability insurance on the complex - The LHSAA requires a general liability policy with a minimum amount of \$1 million to cover facilities, participants, and spectators. The host is responsible for ensuring that primary comprehensive general public liability insurance coverage is in effect for the duration of the competition (including set-up dates). It is the responsibility of the host to provide the LHSAA with the appropriate insurance certificate.

Operations

1. Emergency plans - inside and outside facility
2. Parking plan - a thorough parking plan should be presented (complete with number of parking spaces in each lot) to accommodate team buses, fan parking, media, officials, LHSAA staff, VIP's, life safety vehicles, event staff, concession workers, and ADA. If a fee for parking is to be charged it must be noted in the proposal and must be mutually agreed upon by the host and the LHSAA.
3. Hospitality room for workers, officials, coaches, and LHSAA staff. Host shall provide all food, drink, water, etc. for all workers.
4. Equipment necessary for crowd control
5. Medical Services - EMT/Ambulance
6. Concession operations
7. Facility set-up fees expenses
8. National Anthem
9. Music
10. American Flag
11. Incidentals necessary for the facility to host the tournament, e.g. tables, tents, etc.
12. Covered area for T-Shirt sales (including tables, chairs, and a secure storage area for merchandise)
13. Area for Photography sales (including access to electricity)
14. Work with local CVB to provide list of hotels and prices for tournament for teams and fans. Potential host is only required to identify potential hotels to serve the lodging needs of the championship.
15. Work with local CVB to secure six (6) rooms for the LHSAA staff near the facility at no charge for the duration of the tournament. The LHSAA shall consider it a proposal incentive when the prospective local host includes financial assistance helping to defray hotel/lodging costs for LHSAA staff attending the championship.



Section II: Championship RFP Specifications Agreement (cont.)

Event Staffing

1. Local Organizing Committee (LOC) - A LOC should be formed in the host city to act as the local party for fulfilling the host obligations and to provide to the LHSAA certain services and assistance in connection with the various activities related to the championship.
2. Host Site Tournament Coordinator - A knowledgeable person with experience in tournament administration whose focus will be championship operation. Shall work closely with the LHSAA Tournament Director helping to ensure that the policies of the sport and LHSAA are implemented and followed in the administration of the championship sport itself.
3. Facility Liaison/Manager - Specific responsibilities may include assisting LHSAA with direction and supervision of facility arrangements.
4. Media Coordinator - Someone who is familiar with media operations and protocol. They will assist the LHSAA in ensuring that the sports committee's policies regarding media are observed. Specific responsibilities may include planning and supervision of media work areas, statistical services, communications, hospitality and entertainment needs of media. He/She may assist the LHSAA with compilation of the post-championship report.
5. Volunteers - The host will be responsible for securing volunteers for various functions and duties both prior to and during the championships.
6. Personnel for players gate, media gate, and coaches' pass gate including pass gate information
7. Official scorekeepers (adults)
8. Scoreboard operators
9. PA Announcer (to be approved by the LHSAA)
10. Ground Crew
11. Security - The competition facility is required to provide experienced qualified security personnel in all positions for the championship. A comprehensive staffing plan with sufficient number of security personnel both inside and outside the facility shall be provided to the LHSAA prior to the championship.
12. Police (Inside and outside)
13. Traffic control/security
14. Parking lot attendants and supervisors
15. Custodial staff and supervisor
16. Concession workers
17. Hospitality room attendants



Section II: Championship RFP Specifications Agreement (cont.)

The LHSAA shall provide:

1. LHSAA staff members on site
2. Tournament director and game operation/management
3. Game Officials; selection, compensation, coordination and scheduling
4. Medical Services - Certified trainers
5. Media coordination including credential printing and distribution
6. On-site marketing and advertising coordinator
7. Official photographer
8. Tennis balls
9. Official scorebooks
10. Post-game presentations including trophies and awards
11. PowerAde sports drink, cups, and coolers for courtside
12. Television coordination and timing - The LHSAA owns the exclusive rights to broadcast the games on television (linear and digital) and radio, to record the competition and broadcast thereof for DVD's etc., and to photograph the games by means of still, videotape or other motion-picture cameras. The LHSAA shall have the sole right and authority to designate usage of all broadcast, telecast, and press locations, tables, and work areas.
13. On-site signage and marketing
14. Souvenir t-shirts and soft goods personnel/sellers



Section II: Championship RFP Specifications Agreement (cont.)

Revenue Share

Revenue shall be divided as follows:

- A. The LHSAA does not charge an admission fee for Tennis State Championships.
- B. The host/facility will retain, operate and control all food and beverage concession rights at the championship. No alcoholic beverages or non-alcoholic beer may be sold or dispensed for consumption in the arena complex from the time the doors open until 90 minutes after the conclusion of the games and practices.
- C. The LHSAA shall negotiate with the host to produce and distribute the game programs. Program sales shall be retained by the producer of the program. Producer is responsible for ad sales and program production. The producer shall provide the LHSAA with six pages in the program.
- D. The LHSAA has the exclusive right to sell products licensed by the LHSAA for merchandising at the competition site during the lease period. LHSAA shall retain 100% of proceeds from sale of merchandise. Only LHSAA-licensed souvenir and soft good merchandise may be sold at the competition site (both inside and outside in areas controlled by the facility). Currently the LHSAA has an existing merchandise contract with Talkin' T-Shirts, owned and operated by Ronnie Mahtook of Lafayette, LA. (337-233-9996)

Marketing

- A. The LHSAA has contractual obligations to our valued corporate partners. The corporate partners and their contributions are vital to the overall success of the LHSAA and our state championship events. Promotion of these corporate partners is part of our existing contracts and the promotion and use of all available marketing opportunities including the display of banners is required. Current sponsors include the following: Allstate Sugar Bowl, Baden Sports, Inc., Talk'n T-Shirts, Louisiana Coca-Cola Bottling Company including PowerAde, Tulane Institute of Sports Medicine, Green Clinic Sports Medicine & Orthopedic Surgery, North Oaks Orthopedic Specialty Center, Lake Charles Memorial Hospital, Northern Louisiana Medical Center, Romaguera Photography, ISC, CST, New Orleans Saints and Pelicans. LHSAA corporate sponsors are subject to change without notice to the host/facility prior to the actual dates of the event and the LHSAA reserves all rights to new sponsors as noted in the agreement.
- B. In their bid, the host/facility shall provide a list of any and all sponsorships and any exclusivities or limitations that would affect the LHSAA corporate sponsors. No limitations shall be applicable that would prevent any LHSAA sponsorships from being displayed or advertised. The LHSAA will be granted the rights to all promotional opportunities in conjunction with the host/facility including message boards, video boards, ribbon boards, PA system, etc. The LHSAA shall have the right to display corporate sponsor banners and LHSAA signage inside and outside of the facility.
- C. Seeking community and corporate involvement is encouraged and the LHSAA will permit the host/facility to solicit contributions for its championship-related functions from local, regional, or national companies only after the LHSAA has reviewed and approved a list of the potential contributors. NO on-site signage, video/scoreboard ads, or PA announcements may be offered to a potential sponsor without first consulting with the LHSAA Director of Marketing.
- D. All non-permanent signage/advertisement shall be removed from the facility during the LHSAA event.
- E. In certain cases, permanent signage/advertisement may be asked to be covered.
- F. No public address announcements, except those approved in advance by the LHSAA, or for public emergencies, shall be allowed over the public address system during the championship event.



Section IV: Proposal Response Questionnaire

PROPOSAL COMMITTEE

Provide complete contact information as requested. The "Proposal Preparer" is the key individual with whom the LHSAA will communicate direct questions, seek clarifications and coordinate meetings.

Proposal Preparer: (Primary)

Name: _____
Title: _____
Organization: _____
Street Address: _____
City/State/Zip: _____
Telephone: _____ Fax: _____
Cell: _____ E-mail: _____
Signature: _____

Proposal Preparer: (Secondary)

Name: _____
Title: _____
Organization: _____
Street Address: _____
City/State/Zip: _____
Telephone: _____ Fax: _____
Cell: _____ E-mail: _____
Signature: _____

Proposed Competition Venue Representative:

Name: _____
Title: _____
Organization: _____
Street Address: _____
City/State/Zip: _____
Telephone: _____ Fax: _____
Cell: _____ E-mail: _____
Signature: _____



Section V: Proposed Competitive Venue Information

Name of Complex: _____

Address: _____

Year Opened: _____

Playing Surface _____

Year(s) and Description of Last Major Renovation: _____

Disclose the nature and duration of all advertising, signage and/or sponsorship contracts at the competition venue, including interior, exterior, parking, and surrounding areas. _____

Describe any existing naming rights contracts related to the competition venue, including interior, exterior, parking, and surrounding areas. _____

Indicate the number of seats that will be available for the LHSAA Tennis State Championships.

Permanent competition venue seating capacity: _____

Temporary seating capacity: _____

Total number of ADA seats (including companion seating): _____

Total Number of Saleable Seats: _____

Describe seating (e.g. bleachers, risers, padded, bench seats, individual chair back, etc...)

ADA Seating and Accessibility - The LHSAA requires that the competition venue is in full compliance with all applicable city, state, or federal laws and regulations, including those concerning access and seating for persons with disabilities.



Section VII: Memorandum of Understanding

On behalf of my organization, I am submitting this bid to the LHSAA for hosting the 2018 and 2019 LHSAA Tennis State Championships. I hereby acknowledge that I have read the hosting requirements for the event and have reserved the required dates as indicated with this RFP. This shall serve as a memorandum of understanding that this facility meets the requirements of the request for proposal. I further understand that this memorandum of understanding does not guarantee that this proposal nor this facility is or will be a guarantee of proposal award. Signature on this proposal constitutes a contractual commitment and an irrevocable offer on behalf of the submitting organization. If this proposal is accepted by LHSAA, then it becomes a binding contract between the parties.

Name: _____

Signature: _____

Title: _____

Organization: _____

Date: _____