



2012 & 2013 State Volleyball Championship Request for Proposal

Thursday - Saturday, November 8-10, 2012
&
Thursday - Saturday, November 14-16, 2013

Deadline:

Letter of Intent to Submit a Proposal – February 29, 2012

Proposal Due – March 14, 2012

Mail Bid To:

LHSAA
Attn: Rhonda Dreibelbis
12720 Old Hammond Highway
Baton Rouge, LA 70816



KENNETH W. HENDERSON
Executive Director

B.J. GUZZARDO, JR.
RHONDA DREIBELBIS
KEITH ALEXANDER
Assistant Executive Directors

February 15, 2012

To Whom It May Concern:

On behalf of the Louisiana High School Athletic Association (LHSAA), I would like to formally invite you to submit a proposal to host the 2012 and 2013 LHSAA State Volleyball Championships.

Included in this packet are detailed information about the championship, requirements necessary to submit a bid and a form to use in submitting your proposal. If your organization is interested in submitting a bid, the LHSAA would like a letter of intent no later than Wednesday, February 29, 2012. The completed and signed proposal form must be received at the LHSAA office in Baton Rouge by close of business (4:00 p.m.) on Wednesday, March 14, 2012.

All proposals shall be reviewed and analyzed by the LHSAA staff, and if needed, a site visit by LHSAA staff to the facility will be arranged. The LHSAA administration will make a recommendation to the LHSAA Executive Committee during their next meeting on Wednesday, March 21, 2012. Final approval rests with the Executive Committee, and your organization will be notified of their final decision.

In fairness to you and your organization, I want you to know that in recent years, the LHSAA has turned to corporate and organizational sponsorships to help defray some of the expenses involved in staging this tournament; therefore, any sponsorship money offered by the proposing party will be given strong consideration by the LHSAA when awarding this proposal. In addition, 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 that 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 that 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/bid and are grateful for your consideration and commitment. Should you have any questions or concerns during this process please do not hesitate to call our office at 225-296-5882.

Sincerely,

Kenny Henderson
LHSAA Executive Director

LHSAA... Beyond the Game

12720 Old Hammond Hwy. • BATON ROUGE, LA 70816
PHONE 225.296.5882 • FAX 225.296.5919 • WWW.LHSAA.ORG • LHSAA@LHSAA.ORG

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Championship RFP Specifications Agreement

Term

The term of this RFP is for a period of two (2) years commencing on November 8, 2012. The tournament dates included in this request for a proposal to host the State Volleyball Championships are Thursday through Saturday, November 8-10, 2012 and Thursday through Saturday, November 14-16, 2013. The championship involves five divisions (Division I, II, III, IV and V) with eight teams representing each division. All 40 teams will compete in the single elimination tournament on Thursday. The 20 winners will advance to the semi-finals on Friday. The Thursday and Friday rounds will be played on three courts. The ten finalists will play on Saturday on a single court.

Performance

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 our ability to make sure the event is successful for all involved. The partnership will split areas of responsibility between the host and the LHSAA.

The Host shall provide:

1. Climate controlled ADA approved facility suitable for hosting a state championship event with a minimum 2,500 seating capacity (chair back seats preferred) and a large lobby area to accommodate vendors and sponsor exhibit booths
2. Three (3) Volleyball Courts – Court area must be large enough for 3 volleyball courts that meet NFHS standards. Floor space shall be large enough so that there is 15’- 20’ from the end of the court to the spectator seating and large enough to have 12’ between each court. Netting shall be placed between the courts.
3. Official volleyball net system and officials stand for all 3 courts
4. Tables and chairs required for tournaments: Team benches must seat 18, scoring tables must seat 4
5. Locker rooms – 4 team locker rooms with toilets and showers – 2 officials’ locker rooms with toilets and showers suitable for both male and female officials.
6. Scoreboard and scoreboard operator
7. PA system
8. Separate entrance for players and pass gate for coaches
9. Gate personnel (ticket sellers, ticket takers)
10. Facility manager
11. Hospitality room for workers, officials, coaches and LHSAA staff (ability to seat 150)
12. Hospitality room attendants
13. Custodial/maintenance staff and supervisor
14. Security/police/parking lot security
15. Equipment necessary for crowd control
16. Media workroom/postgame interview room – this area can be one or two rooms; however, if two rooms are used, they should be in close proximity to the other. Interview room shall be large enough for 5 interview chairs, table, LHSAA backdrop, microphone and stand/podium and seating for 10-12 reporters. Workroom should include telephone access, high speed internet and contain a copy machine and supplies for media/stat purposes.

17. A press row that can accommodate writers, photographers, radio broadcast area and prime seating for TV announcers and producers
18. Concession operations and workers
19. Room for LHSAA office with internet connection
20. Parking plan – a thorough parking plan should be presented (complete with number of parking spaces in each lot) to accommodate team buses, pep (fan) buses, fan parking, media, officials, LHSAA staff, VIPs, life safety vehicles, event staff, concession workers and ADA
21. Television production truck parking – parking with each cable access to the arena for television production and satellite trucks
22. TV rated lighting for facility
23. Facility set-up fees (if applicable)
24. American flag
25. Incidentals necessary for the facility to host the tournament
26. Area for t-shirt sales with electrical power (including a secure storage area for merchandise)
27. Area for program sales with electrical power (including a secure storage area for merchandise)
28. Emergency plans
29. 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.
30. Work with local CVB to provide list of hotels and prices for tournament for teams and fans
31. Work with local CVB to secure rooms for the LHSAA staff near the facility at a reduced rate

The LHSAA shall provide:

1. LHSAA staff members on site
2. Balls
3. Meet director and game operation
4. Officials; coordination and scheduling
5. Medical services – certified trainers and EMT/ambulance
6. PA announcer
7. Pre-game activities
8. National anthem
9. Score clocks for three courts (provided by Rainey Electronics)
10. Score clock operators
11. Official scorekeeper
12. Trophies and awards
13. Numbered tickets, unless a Ticket Master facility
14. Media coordination including credential printing and distribution
15. Players gate and coaches' pass gate personnel including pass gate information
16. Ball girls for final games on Saturday
17. Towels for each court for entire tournament
18. PowerAde sports drink and coolers for on court and dressing rooms
19. Official photographer
20. Television coordination and timing
21. On-site signage and marketing

Revenue Share

Revenue shall be divided as follows:

- A. Revenue produced from concession sales shall be retained by the Host.
- B. Program sales shall be retained by the producer of the program. Producer is responsible for ad sales and program production.
- C. Revenue produced from ticket receipts shall be retained by the LHSAA. Ticket prices for the event will be \$10 for a one-day ticket. A three-day pass can be purchased for \$25.
- D. The LHSAA reserves rights to all souvenir and soft good sales due to existing contracts with Talkin' T-Shirts, owned and operated by Ronnie Mahtook of Lafayette, LA. (337- 233-9996)

Marketing

- A. The LHSAA has several corporate sponsors that help offset costs in conducting state championship events. Promotion of these corporate sponsors is part of our existing contracts and the display of sponsor banners is vital to the event. Current sponsors include the following: **State Farm Insurance Company and its Louisiana agents; Southern Quality Ford Dealers; Louisiana Coca Cola Bottling Company including Powerade; Baden; Nike; Tulane Sports Medicine; Musemeche Photography; Talk'n T-Shirts and ExxonMobil.**
- B. No limitations shall be applicable that would prevent any LHSAA sponsorships from being displayed or advertised.
- C. No solicitation of other vendors shall be allowed by Host without written consent of the LHSAA.
- 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.

The Championship Host agrees to all terms and conditions as outlined above in the Championship RFP Specifications Agreement. (If Host disagrees with any of the terms and conditions as outlined in the Championship RFP Specifications Agreement, used the space below to state your disagreement.)

Agree

Disagree

Indicate if there are any fees (i.e. facility fees, staffing fees, catering fees, etc...) attached to the Host terms and conditions as outlined above in the Championship RFP Specifications Agreement. If there are fees attached, give detailed dollar amount.

Indicate if there are any applicable sales taxes on ticket sales.

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: _____

Proposed Competition Venue Information:

Name: _____

Address: _____

Year Opened: _____

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 State Volleyball 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...)

Additional Information and/or Comments:

MEMORANDUM OF UNDERSTANDING

*On behalf of my organization, I am submitting this bid to the LHSAA for hosting the 2012 and 2013 Girls' State Volleyball 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 on behalf of the submitting organization.***

Name: _____

Signature: _____

Title: _____

Organization: _____

Date: _____