



Request for Proposal (RFP)  
**2018-2019 LHSAA Cross Country State Meet**  
Host Site Proposal Specifications & Criteria

Monday - Tuesday, November 13-14, 2018  
and  
Monday - Tuesday, November 12-13, 2019

**Deadline:**

Proposal Due - Wednesday, May 17, 2017

**Submit Bid To:**

LHSAA  
Hope Walley  
HWalley@LHSAA.org



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 Cross Country State Meet. 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](mailto: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 Cross Country State Meet. The tournament dates included in this request for a proposal to host the Cross Country State Meet are Monday and Tuesday, November 13-14, 2018 and Monday and Tuesday, November 12-13, 2019. Though not included in the dates of the tournament, Sunday, November 12, 2018 and Sunday, November 11, 2019 must be included in the dates the facility will be available for tournament set-up and preparation. The event includes seven (7) classifications of boys and seven (7) classifications of girls. Eight (8) classifications will compete on Monday (Boys' & Girls' Class C, B, 1A, and 2A). Six (6) classifications will compete on Tuesday (Boys' & Girls' Class 3A, 4A, and 5A). 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. Facility suitable for hosting a state championship event which includes ample open space over natural ground material (i.e. dirt, grass, etc...) with limited running on road surfaces (i.e. concrete, asphalt, etc...)
2. A 3.1 mile cross country course that is properly marked with approved start and finish line as per NFHS guidelines
3. Course markings
4. Press box
5. PA system
6. Scoreboard & scoreboard operator
7. Work area for media (including telephone & high speed internet)
8. Meet personnel needed to run the event
9. Volunteer coordinator and adequate number of volunteers
10. Facility manager
11. Gate personnel (ticket sellers, ticket takers and pass gate)
12. Custodial/maintenance staff & supervisor
13. Security/police/parking lot security
14. Program publisher & sellers
15. Ample restroom availability for fans, participants, etc.
16. Golf cart or the like for medical and meet personnel
17. Copy machine and supplies for the meet
18. 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.



## Section II: Championship RFP Specifications Agreement (cont.)

---

### 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. Ticket office operation including ticket manager
4. Hospitality room for workers, officials, coaches, and LHSAA staff
5. Equipment necessary for crowd control – Spectators must be physically separated from the floor/competition area.
6. Medical Services - EMT/Ambulance
7. Concession operations
8. Facility set-up fees expenses
9. National Anthem
10. Music
11. American Flag
12. Incidentals necessary for the facility to host the tournament
13. Area for T-Shirt sales (including a secure storage area for merchandise)
14. Area for Photography sales (including access to electricity)
15. 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.
16. Work with local CVB to secure rooms for the LHSAA staff near the facility at no charge or a reduced rate. 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. Ticket manager
7. Ticket sellers
8. Ticket takers
9. Personnel for players gate, media gate, and coaches' pass gate including pass gate information
10. Official scorekeepers (adults)
11. Scoreboard operators
12. PA Announcer (to be approved by the LHSAA)
13. Ground Crew
14. 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.
15. Police (Inside and outside)
16. Traffic control/security
17. Parking lot attendants and supervisors
18. Custodial staff and supervisor
19. Concession workers
20. Hospitality room attendants



## Section II: Championship RFP Specifications Agreement (cont.)

---

**The LHSAA shall provide:**

1. LHSAA staff members on site
2. Meet director
3. Officials and course marshals
4. PA announcer
5. Computerized transponder/chip timing system
6. Trophies and awards
7. Pre-Game activities including national anthem
8. Official photographer
9. Official merchandiser
10. Media coordination including credential printing and distribution
11. Numbered tickets
12. Pass gate information
13. PowerAde sports drink and coolers for participants
14. On-site signage and marketing



## Section II: Championship RFP Specifications Agreement (cont.)

### Revenue Share

Revenue shall be divided as follows:

- A. Revenue produced from concession sales and program shall be retained by the host. Host is responsible for ad sales and program production.
- B. Ticket prices for the event will be \$10 for a one-day ticket. Two dollars (\$2) of every ticket sold shall go directly to the LHSAA and earmarked for payment toward the LHSAA building. The remaining revenue produced from ticket receipts shall be split between the Host and the LHSAA. Seventy percent (70%) shall be retained by the LHSAA, and 30% shall be retained by the Host.
- C. 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 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: \_\_\_\_\_

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 Cross Country State Meet.

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 Cross Country State Meet. 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: \_\_\_\_\_