



## **An Invitation for Bids 2018-2019**

### **USTA Tennessee Adult State Championships (Adult 55&over)**

The event may be hosted on a two-year contract bid basis and is open to all CTA's, providers, or tennis volunteers that can offer a quality setting within which this championship can be presented. This tournament runs for three—plus days and includes approximately 250 players each weekend of all skill levels.

Overview: The event includes champions representing all areas in Tennessee with NTRP levels 3.0, 3.5, 4.0, and 9.0 in the Adult 55& over Divisions. Some levels may be comprised of ten teams. The number of teams will vary depending on local league participation. Round robin play will determine group winners that will compete with other group winners in finals at each level. A maximum of 200 teams is permitted for event. Each championship requires a tournament host committee set up by the bid applicant. The committee must comprise of 4 members, 1 of which is the host facility represented.

The Tournament host committee is responsible for providing a minimum of 25 outdoor tennis courts (10 of which are lighted) as well as an indoor back-up plan with facility contact information, support equipment and facilities. The Tournament host committee must be able to accommodate adequate room nights at quality hotels reasonably near the tennis facilities (approximately 150 rooms).

The economic impact provided to the community is significant. We have attached a template of an economic impact study shown for national event run in Tennessee. We recommend that you work with your local municipalities to see if additional sponsorship for outside funding is possible. These outside funds will be able to directly go to the CTAs, facility, or bid applicant. If you are interested in hosting this dynamic event, have an active and enthusiastic tennis community that will serve together with a supportive civic and municipal community partner, we invite you to bid for this major sporting event. Details and Bid Forms are contained in the attached pages.

#### **BID DEADLINE: November 8, 2017\***

\*If the November 8<sup>th</sup> bid deadline poses a challenge for you to return a completed bid, the committee will consider giving the potential bid an extension. Also, event dates have been determined by committee decision and are the preferred date to hold the tournament, however if you wish to host this event and it has a significant local conflict preventing you from doing so, please contact the State League Coordinator to discuss possibly adjusting the date to accommodate local needs.



## BID FORM

### 2018-2019 USTA Tennessee State Adult Championships (Adult 55& over)

May 18-20, 2018 and May 17-19, 2019

**Bid Deadline: November 8, 2017**

NTRP levels 3.0, 3.5, 4.0, and 9.0

Date: \_\_\_\_\_

Bid Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

CITY: \_\_\_\_\_ State: TN Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ FAX: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

\*If you are not a CTA or facility, please provide contact information of a CTA. So as the state office may contact them for additional support. \*

Site Information: **MINIMUM 25 COURTS AT NO MORE THAN 5 SITES**

List Site Names:	Court Surface	# Courts At Site	# Lighted Courts	#Indoor Courts	Distance from Main Site
<b>Main Site:</b>					
<b>Additional Sites:</b>					

**NOTE:** The applicant is responsible for procuring the signed rental agreements between all parties involved in the execution of the event.

**Site Amenities: (check)**

- Water on courts or a minimum of one 15 gallon jug of iced water per four (4) courts placed alongside the courts
- Restrooms at each site
- Seating on court for four players
- Shaded areas for tournament desk
- Fruit at each site
- Cellular or fixed telephones at each site
- Roll dries at each site
- Electrical outlets at main site
- Wireless access and secure room at main site
- Score markers for each court

**Player Amenities: (Check)**

- Player "goodies"/coupons
- Water/Ice at each site
- Door prizes
- Stringer at main site or name and phone # in close proximity

**List any other amenities offered if applicable:**

<b>Accommodations: List Main Hotel First</b>	<b># of Rooms</b>	<b>Standard Rate</b>	<b>Weekend Special Rate</b>	<b>Parking Rate</b>	<b>Minutes from Airport</b>	<b>Minutes from Main Hotel</b>

**LIST HEADQUARTERS HOTEL AMENITIES:** \_\_\_\_\_

**# of King Rooms:** \_\_\_\_\_ **# of Double/Double Rooms:** \_\_\_\_\_

**Pool:** Yes No                      **In-House Restaurant:** Yes No

**WHICH AIRLINES SERVICE YOUR AREA?** \_\_\_\_\_

Return with additional information or accompanying materials by **November 8, 2017** to:

**Michael Chamberlain, Executive Director-USTA Tennessee**

[michaelchamberlain@ustatn.com](mailto:michaelchamberlain@ustatn.com)

**Hard copies may be mailed to:**

USTA Tennessee  
1029 17<sup>th</sup> Ave South  
Nashville, TN 37212



## 2018-2019 USTA Adult State Championships (Adult 55&over)

### HOST COMMITTEE & USTA TENNESSEE STATE COMMITMENT LETTER

#### **BID APPLICANT COMMITMENT:**

Host tournament committee will consist of host site representative, president of the local community tennis association, appropriate local league coordinator and other interested representatives as needed. The strength of committee may be reviewed in the bid application process. Member names must be submitted at time of application.

#### **SITE REQUIREMENTS:**

- Provide a minimum of 25 courts in good repair (utilizing no more than 5 sites) with a minimum of 10 lighted courts. Locate back-up indoor courts with contact information in case of inclement weather. Also, mention of available "practice courts" in the area at separate sites not in use by the tournament is a plus. Host is responsible for cost of using outdoor courts.
- Locate back-up courts with contact facility information in case of inclement weather. Indoor back-up courts available within one hour of host city will be considered an asset.
- The availability of indoor courts in the event of inclement weather is essential to the competitive nature and success of the event and the expectations of our members. The host is responsible for procuring the use of indoor courts in the event of inclement weather and facilitating the negotiation of pricing of indoor courts; USTA Tennessee is responsible for finalizing the price negotiation and facilitating payment via written invoices submitted by the indoor courts and facilities directly to USTA Tennessee. The host has no authority or responsibility to negotiate final pricing or commit the funds of USTA Tennessee.
- Alert fire stations nearest each site of possible heat-related emergencies during competition.
- Provide Tournament Committee a list of the hospitals and fire stations nearest each site as well as their contact information.
- Provide water and ice at every site (water from source other than restroom faucets.)
- Provide restrooms at every court site.
- Provide a tournament desk in a shaded area at each site.
- Provide an adequate number of roll-drys at each site.
- Provide chairs or benches on court for four players.
- Provide fruit for players at court sites.
- High Speed Internet Access at Site Headquarters.
- Adequate secure working space at Headquarters.

- Score markers on all courts
- Work with USTA TN and assist in recommendation of local certified officials
- Provide detailed map of and directions to court sites and hotels that will be posted on the USTA Tennessee League website one month prior to event.
- Provide on-site maintenance personnel at larger sites.

### **SPONSORSHIP/REVENUE:**

- Send unsigned agreements for any local sponsorship to USTA TENNESSEE Office for approval. The sponsors must be non-competitive with USTA or USTA Southern sponsors.
- Host may display banners advertising sponsorships; however, banner sizes are restricted to no more than 3 ft. by 6 ft. ALL BANNERS MUST BE APPROVED BY USTA TENNESSEE.
- **USTA TENNESSEE MUST approve the design and use of all logos and graphic designs.**
- Host is encouraged to establish a partnership with the local tennis organization or group to help in securing volunteers to help work the event.
- Notify USTA TENNESSEE of any local municipalities' sponsorship and support so as they can be recognized in all publications and acknowledgements.

### **CONCESSIONS & LICENSED MERCHANDISE:**

- The host is responsible for acquiring any local or state permits for concession and souvenir sales at each site.
- Any official USTA League Tennis items vended by the host must be acquired through an approved USTA vendor. USTA TENNESSEE reserves the right to approve logos and graphical designs used on merchandise.

### **ACCOMMODATIONS:**

- Negotiate and sign contracts with the hotel(s).
- Provide a list of hotel(s) within close proximity to court sites capable of accommodating approximately 250 players and their guests. Recommended hotel block is 150 rooms with a large number of double/doubles.
- Provide reasonable flat room rates with up to 4 persons per room.
- Provide adequate parking (preferably free parking) for players and staff.
- Provide complimentary rooms at the selected area hotels for USTA TENNESSEE representatives.

### **TOURNAMENT HEADQUARTERS:**

- Provide a complimentary securable room at main site to serve as the tournament headquarters. Room must be equipped with a telephone line, ability to accommodate 3 personnel and internet access.
- Provide private space for score entry.
- Provide securable storage space for supplies for delivery before and duration of event. Space should be of such a size as to accommodate 50 cartons.

- Provide space to accommodate approximately 50 people for a captains' meeting and team registration on the Thursday prior to the tournament weekend.

### **SOCIAL EVENTS AND AMENITIES FOR PLAYERS:**

- Provide a "goody" bag and door prizes (optional)
- Provide refreshments for captains' registration the afternoon before play begins, or provide box lunch for all players at the main tournament site on at least one of the days.
- Provide stringer at main site or in close proximity each day of event or stringer on call.

### **VOLUNTEERS:**

- Supply adequate number of local volunteers to:
  - Assist with preparation of packets, etc. for captains' registration/meeting
  - Maintain supplies of water, ice and fruit at each site
  - Obtain and deliver lunches for each of the site workers
  - Site volunteers will electronically submit completed scorecards to designated scorekeeper or deliver to main site for score entry
  - Set-up and breakdown site crews for public unsecured facilities
- At least seven days prior to the event, the host will arrange a training session for local volunteers. USTA Tennessee staff will plan and deliver the training to local volunteers. The host will ensure that all local volunteers attend this training.



## USTA Tennessee Adult State Championships (Adult 55&over)

### USTA TENNESSEE COMMITMENT:

- Appoints committee (to include local representatives) to conduct site visits to ensure playability of courts.
- Upon the submission of an invoice from the Host, USTA TN will pay the Host a stipend based on the projected number of players to offset expenses for the Players Party. USTA TN will pay \$1.75 per player to help offset incurred costs.(this is an increase of .5 per player from previous two year bid holders)
- \$6.00/(this amount is up \$1 from previous bid holders) player to be paid to the Host. This payout will be determined by host as to how these funds are distributed. The Host Committee Chairman will provide usage numbers per site for direction in distribution of host site funds. A report outlining division of funds will be submitted to USTA Tennessee at the end of the event.
- USTA Tennessee is responsible for costs of indoor court facilities.
- **Approve the design and use of all logos and graphic designs.**
- Provide a Host Committee Chairman whose responsibilities include:
  - Presents bids to USTA TENNESSEE authorities for review and decisions.
  - Conducts site visits along with State League Coordinators to evaluate proposed sites.
  - Appoints and oversees Championship Tournament Committee, Tournament Referee and Staff for the event and has final approval of Deputy Referee as needed.
  - Responsible for checklist of requirements, organization and floor plan set-up as well as administration of duties in the tournament headquarters room during event.
  - Conducts volunteer site director and local volunteers training prior to event.
  - Confirms that all State and Section requirements for Championships are fulfilled.
  - Acts as liaison to Local Organizing Committee Chairman or CTA (if host is not a CTA).
- Send representatives to the event as Tournament Director, Tournament Referee, Site Directors, and Tournament Staff as the USTA TENNESSEE deems necessary. All State representatives will be funded by the USTA TENNESSEE. Staffing includes all committees needed for State Championships' Grievance and Appeals Committees.
- Provide all office supplies for the administration of the event.
- Distribute team packets and receive team entries.
- Collect all entry fees from participating teams.
- Provide section and state sponsorship banners.
- USTA TENNESSEE's website:
  - One month before event, website will be established to post general event information and promote tournament sponsors (including local sponsors).
  - At least one week prior to first day of event, create and post schedule of play.

- Submit results and photos from the event to the USTA TENNESSEE webmaster for posting to the USTA TENNESSEE website.
- Hold a captain’s meeting or provide all relevant tournament information to captains at tournament registration.
- Approve use of logos and graphic designs of local items produced for sale to players.
- Provide awards for champions and finalists.
- Provide tennis balls for all tournament play.
- Provide each captain with a gift.
- Provide a photographer to take team pictures of champions and action shots during tournament play.
- Assist in sending Press Releases to local media.
- Following the first year of the contract, USTA TN and the Tournament Committee will submit a written review of the host community’s fulfillment of bid. If compliance of the terms is inadequate, USTA TN reserves the right to request attention to certain areas or to revoke the second year of the bid.

***I have read the foregoing Rights and Responsibilities for this USTA TN Event. By signing my signature to this document, I affirm that:***

- ***I understand that I am submitting an offer to host this event in accordance with the foregoing Rights and Responsibilities;***
- ***I have actual authority to submit this offer on behalf of a qualified Hosting Entity/Organization/Community; and***
- ***If the USTA TN accepts my offer, this will be a legal contract binding on the Hosting Entity/Organization/Community.***
- ***The Bid Packet includes a Cover Sheet for Bids, Event Requirements and Responsibilities, Invoice Template, Host Endorsement, and Event/Facilities Worksheet, all of which is made part of our Bid to host this event***

\_\_\_\_\_  
USTA TENNESSEE, Executive Director

\_\_\_\_\_  
USTA TN Office

Date: \_\_\_\_\_

Date: \_\_\_\_\_

***Acceptance***

***On behalf of USTA TN, I accept this Offer to Host a USTA TN Event, in accordance with the foregoing Description of Rights and Responsibilities.***

Date of Signature: \_\_\_\_\_

\_\_\_\_\_

**Host Bid Applicant**



**INVOICE**

<b>To</b>	<b>USTA/TN Tennessee Tennis Association</b>
<b>From</b>	
<b>For</b>	<b>USTA TN Championships</b>
<b>Amounts Due</b>	<b>\$6 per capita player fee x players = \$</b>
<b>Total Due</b>	<b>\$</b>
<b>Date of Invoice</b>	

**Prepared by:** \_\_\_\_\_ **on behalf of USTA TN**

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Accepted by:** \_\_\_\_\_ **on behalf of Host Applicant**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Host applicant must return signed invoice to USTA TN within ten days of event to procure payment.**

**Host must also provide accurate mailing address for the check.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Certificate of Acknowledgement and Support**

This is to acknowledge that the USTA Community Tennis Association of the proposed Host has been informed of the intent to host the USTA TN Championships for the period indicated above. The USTA Community Tennis Association supports this effort, but assumes no obligation, financial or otherwise, as a part of this certificate.

---

**Signature of Host**

---

**Date**

**Name and Address of Community Tennis Association:**

---

---

---

**Name and Address of Main Facility:**

---

---

---

***Event/Facilities Worksheet***

**EVENT:** \_\_\_\_\_

**EVENT DATES:** \_\_\_\_\_

**DEADLINE TO SUBMIT BID:** \_\_\_\_\_

**PLACE TO SUBMIT BID:** \_\_\_\_\_

**Facility:** \_\_\_\_\_

**Contact Info of other Committee Members:**

#1 Committee Member: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

#2 Committee Member: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

#3 Committee Member: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

#4 Committee Member: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_ Fax: \_\_\_\_\_

Site Information: **MINIMUM 25 COURTS AT NO MORE THAN 5 SITES**

List Site Names:	Court Surface	# Courts At Site	# Lighted Courts	#Indoor Courts	Distance from Main Site
<b>Main Site:</b>					
<b>Additional Sites:</b>					
<b>INDOOR Facilities in case of weather:</b>					

**Site Amenities: (check)**

- Water on courts
- Water/Ice at each site
- Restrooms at each site
- Chairs on court for players
- Shaded areas for tournament desk
- Fruit at each site
- Cellular or fixed telephones at each site
- Roll drys at each site
- Electrical outlets at main site

**Player Amenities: (Check)**

- Player "goodies"/coupons
- Door prizes
- Trainer at main site
- Stringer at main site or contact in close proximity

List any other amenities offered if applicable:

Accommodations: List Main Hotel First	# of Rooms	Standard Rate	Weekend Special Rate	Parking Rate	Minutes from Airport	Minutes from Main Hotel

**LIST HEADQUARTERS HOTEL AMENITIES:**

---

# of King Rooms: \_\_\_\_\_ # of Double/Double Rooms: \_\_\_\_\_

Pool: Yes No

In-House Restaurant: Yes No

**WHICH AIRLINES SERVICE YOUR AREA?**

---

Return with additional information or accompanying materials by November 8, 2017 to:

[MichaelChamberlain@ustatn.com](mailto:MichaelChamberlain@ustatn.com)

Or mail to:

USTA TN  
1029 17<sup>th</sup> Avenue South  
Nashville TN 37212