



# Kentucky High School Athletic Association

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January 31, 2014

TO: Prospective Cities Interested in Hosting Girls State Basketball Tournament

FR: Commissioner Julian Tackett

RE: Request for Proposals for Future Girls State High School Basketball Tournaments

The Association desires the following items to be addressed for future tournament years, 2015-2018. The Board of Control reserves the right to select more than one facility during this four year term and schedule the tournament on a rotating basis amongst chosen facilities.

## A. FACILITY

1. The configuration of the Playing Facility shall meet National Federation of State High Schools Association specifications.
2. The Host Site Facility shall have a 94 foot playing floor to be used exclusively by the KHSAA for the duration of state tournament. During the three day tournament there can be no other activity outside the scheduled game times.  
NOTE: It should be noted that in the past the Association has not been required to pay rent for the use of a facility to host the Girls State Basketball Tournament.
3. Facility Availability should be addressed for the advance dates as listed on the the long range planning attachment.  
Currently the 16 team tournament is played on Wednesday, Thursday, Friday, Saturday and S Sunday.
4. The facility shall be available for the Association to perform its final setup by the day prior to the start of the tournament. Host Site is responsible for site preparation and maintenance. Host Site Manager is required to be at the venue during the course of the tournament.
5. Host will acquire security to include a minimum number of uniformed officers as mutually agreed by the facility and the KHSAA. KHSAA will arrange for Sports Medicine Coverage and ambulance with on-call availability. The KHSAA will pay the reasonable customary cost for this service, if necessary.
6. KHSAA Video Streaming – selected games at the KHSAA's discretion: 10Mbps (preferred minimum) upload internet speed minimum. This needs to be able to be separated from the remaining data needs below.
7. KHSAA Press internet connection: High Speed internet connection - Preferred minimum download speed of 10Mbps/upload 5Mbps
8. KHSAA Custom network - one standard phone jack in each press box area. KHSAA IT Staff will order and have installed 4 phone lines for team radio. One of the phone lines will have a high speed DSL Data line that will be used for KHSAA Staff internet access and KHSAA Live Stats. KHSAA IT will install private network for KHSAA Staff Live stats that will be based on that DSL Internet connection.
9. Host will ensure that all gates are secured and supply necessary personnel to do so.
10. Host site will provide adequate concession staffing in consultation with KHSAA staff. The host site retains all concession revenue.
11. The facility shall be equipped with a designated press area, a working PA system, and an electronic scoreboard.

12. The KHSAA will supply all workers for scoreboard, PA, Official Scorer and other standard positions. If separate staffing is required to operate internal video equipment within the facility, the facility shall provide these individuals.

**B. HOST SHALL PROVIDE THE FOLLOWING AUXILIARY SPACE FOR TOURNAMENT OPERATIONS AT NO CHARGE TO THE ASSOCIATION.**

1. Areas for exhibitions and auxiliary use such as hospitality, media work and interview areas, and sellable exhibition space.
2. Rooms within the facility to be used for a hospitality area/room, novelty sales, and staff work areas.
3. Dressing facilities for the officials and training room facilities or a designated area for treatment.
4. Facility host should provide details on any restricted areas within the facility that are off limits.
5. Facility host may provide additional space as needed.

**C. OTHER RIGHTS**

1. The association desires an arrangement where it would receive 100% of the royalty from the sale of novelty items such as souvenirs, newspapers, programs, and tee shirts.
2. Host will waive any proposed fee to be assessed against the receipts of television rights for the tournament years or limitations on such television opportunities.
3. Host will waive any limitations on signage and other means of recognizing corporate sponsors as the association attempts to secure funding other than ticket sales. The association as a specification for current proposals will not enter into an agreement with a facility whereby advertising is severely restricted (including press box areas). Conflicts with pre-existing venue agreements will be dealt with on a case by case basis. In addition, the KHSAA will be solely responsible for the solicitation and maintenance of any corporate partnership specific to this event. After proposal acceptance, all such corporate interests shall be referred to the KHSAA for consideration

**E. HOTELS/HOUSING**

1. A headquarters hotel shall be named in the proposal by the facility/host. Multiple properties may be used to accommodate this need.
  - The Association desires a minimum of eight (8) complimentary rooms for the duration of the tournament for the KHSAA Staff.
  - The Association desires a minimum of sixty (60) deeply discounted rooms for the duration of the tournament for the KHSAA Board of Control.
  - The Association desires a minimum of twenty-five (25) deeply discounted rooms for the duration of the tournament for the KHSAA Board of Control.
  - The Association desires a block of rooms to be designated to be sold at a discount to be used by the members of the Kentucky Association of High School Basketball Coaches.
  - If multiple properties are used, these room blocks may be divided between the properties and all properties must adhere to the same arrangements.
  - Room reservations (block)/sales contacts shall be made by the representative of the host city immediately upon acceptance of the proposal by the Board to ensure availability.
  - KHSAA member schools are exempt from state sales tax.
  - More than one team may be assigned to a particular hotel. It is highly desired that no teams be assigned to the headquarters hotel.
2. Team housing shall be addressed during the proposal process.
  - Lodging provisions should be included for up to sixteen (16) properties to block twelve (12) rooms each for a total of one hundred-ninety-two (192) rooms to be used to house the sixteen (16) participating teams. The amount of rooms could be revised if the format of the tournament is altered.

- The Association reimburses the participating schools with an expense allowance, currently at \$52 per night, which does not cover the total rate charged, and therefore the room rate charged is extremely important. Teams are only obligated to stay in the assigned team hotel through the day following elimination from competition. Teams coming from schools within the primary radius (forty miles) of the tournament city might choose not to use housing.
- KHSAA member schools are exempt from state sales tax.
- More than one team may be assigned to a particular hotel. It is highly desired that no teams be assigned to the headquarters hotel.
- The host city shall provide a list of the hotels to be used during the duration of the contract, and may assist KHSAA staff in pre-assigning schools by Region to the hotel properties if it is in the best interest of the proposal.
- The Association reserves the right to reject any hotel due to the rate being charged or the general condition of the hotel. The Association also may reject the entire proposal from a host community for failure to meet these important standards.
- Room reservations (block) shall be made by the representative of the host city immediately upon acceptance of the proposal by the Board to ensure availability.

#### **F. PARKING**

1. The Association desires a designated area to park sixteen (16) team buses, thirty-five (35) KHSAA staff and tournament workers, eighteen (18) members of the Board of Control, as well as tournament fans, participants and media.
2. The facility shall ensure that enough parking exists to accommodate normally accepted ratios of seats to spectators.

#### **G. COPIER/FAX MACHINES**

1. The host city shall secure a high volume top copier for use during the tournament. The Association shall be responsible for paper and toner to be used in the machine. The copier shall be delivered not later than Tuesday morning of the tournament week. In exchange for this item, the association will provide space in the official event program for a one-half page advertisement crediting the company which provides the office equipment.

#### **H. TOURNAMENT REVENUE, EXPENSE AND ATTENDANCE HISTORY**

Please address any areas in which your city as host would attempt to stabilize/increase revenue for the tournament (tournament sponsorship, ticket promotions, direct ticket purchases, novelties, etc.) and address any areas in which your city as host would attempt to stabilize or reduce expenses normally associated with an event of this type. More financial historical information and detail is available upon request.

#### **I. PROPOSAL VARIANCE**

Any item which might vary should the Board choose to alternate tournament sites and/or years in any manner other than consecutive awarded years should be enumerated explicitly in this section.

#### **J. PROPOSAL FORMAT**

1. Support material for the presentation may be in any format. All proposals shall have a summary addressing items A-I above included as the first pages.
2. The Board of Control reserves the right to negotiate and/or clarify any and all items with the prospective host city. Staff opening of proposals will be only for the purpose of concurrence with the proposal specifications.
3. The Board of Control reserves the right to reject any and all proposals.
4. No discussion, comment, release or consideration of the proposals will be done prior to meeting of the Board of Control Executive Committee.

**K. FURTHER INFORMATION**

- 1. For further information concerning process, sponsorship and specific budgetary items, contact Commissioner Julian Tackett.

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