



# Kentucky High School Athletic Association

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April 4, 2011

TO: Prospective Host Communities and Facilities

FR: Michael J. Barren, Assistant Commissioner

RE: KHSAA State Soccer Tournaments, 2011 through and 2014

The Board of Control of the Kentucky High School Athletic Association has authorized the Commissioner to solicit proposals for hosting the 2011 through 2014 State High School Soccer Tournaments. A meeting will be held for purpose of making the decision on the site for these years will be in May, 2011 in Lexington at the administrative offices of the Association. Based on submitted proposals, I will give the representatives of those proposals final details on date and time of that meeting. As the day to day contact for Soccer, the Commissioner has asked that I solicit various sites for the purpose of holding the tournament.

The Association desires the following items to be addressed for the 2011 to 2014 state tournament years:

## A. FACILITY

1. Proposal should include a breakdown of how many seats are in the stadium as permanent chair, permanent bleacher, temporary chair back and temporary bleacher.
2. Currently the schedule has two games played on Wednesday and Thursday evenings and a final game for both boys and girls on Saturday evening. The proposal should address this schedule as well as any limitations to an expanded schedule to include other dates during the championship week as the format is under constant review. The proposal should specifically address any conflicting dates during the proposed scheduled weeks and the ability to re-locate or re-schedule planned events to accommodate the tournament.
3. Availability should be addressed for the following advance dates -
  - a. Week of October 30 through November 5, 2011.
  - b. Week of October 28 through November 3, 2012
  - c. Week of November 3 through November 9, 2013. Alternative play dates would be October 27 through November 2, 2013.
  - d. Week of November 2 through November 8, 2014. Alternative play dates would be October 26 through November 1, 2014.
4. Attendance – Prospective sites should use the 2010 attendance information as the benchmark. For the first night (which in 2010 was girls semifinal play), total paid admission was 1,311 for the doubleheader, with a total attendance of 1,559. For the second night (2010 was boys semifinal play), total paid admission was 1,423 for the doubleheader, with a total attendance of 1,679. For the championship doubleheader on Saturday, total paid attendance was 2,461 with a total attendance of 2,840. Prospective sites should notice that under item (2) above, the format and schedule is not fixed, and is subject to change in the future.
5. Proposal should include a breakdown of surface parking, available auxiliary parking, and alternatives for parking in the event of crowds that exceed the available on site parking.

The Association desires parking spaces to be marked and used for team, media and other official transportation. The facility shall ensure that enough parking exists to accommodate normally accepted ratios of seats to spectators.

6. Soccer Playing Facility, full size soccer pitch configured to meet National Federation of State High Schools Association specifications and properly marked. Current recommendations per NFHS Rulebook and Court & Field Diagram are 110 yards by 65 yards. The maximum length and width is 120 yards by 80 yards.
7. The playing surface shall be an all-weather surface, with notations made within the proposal about any planned and confirmed renovations or changes during the period.
8. Field preparation and event ground crew set-up each night. Soccer goals shall not be aligned directly under the football goal posts and must be placed in accordance with NFHS rules. Marking of the field each night with yellow lines preferable.
9. Soccer goals shall be placed at least ninety minutes prior to the start of play each night.
10. The field shall be available for the Association to perform its final setup and display signage each day of the tournament not less than four hours prior to the start of play.
11. Host Site Manager is required to be at the venue during the course of the tournament. Proposal Section B shall address any charges for this manager.
12. Host will acquire security/ushers from 5:30 p.m. until closing. Two uniformed officers shall be obtained for each night of play prior to the finals, with four uniformed officers provided for the finals. After each match, one of these officers will escort the officials to the locker room. An additional officer will provide security at the ticket admission gate. These officers will operate under the direction of a designated lead officer and with the supervision of the designated member of the KHSAA staff. Proposal section B shall address any charges for this security.
13. Host will provide hospitality for KHSAA workers, VIP's and working media box. (i.e. pizzas, vegetable trays, cookies, drink, etc.). Approximately 40 individuals per night. Proposal shall address any exclusivity for food providers being able to assist with this part of the tournament. Proposal section B shall address any charges for this security.
14. Host will acquire ambulance with on-call availability at a minimum, on-site available at the optimum. Proposal section B shall address any charges for this service.
15. Host will ensure that all gates are able to be secured at the defined timeline provided by the KHSAA staff.
16. Host will facilitate assistance with the KHSAA in installing a phone line for specific use by the KHSAA. If existing phone lines are available, proposal should make note of this fact. The host is expected to have live and turned on any previously installed phone lines. The KHSAA will pay all toll charges. The proposal will address available wireless/wired internet access for media and KHSAA staff use. Proposal section B shall address any charges for these items.
17. Host site will provide adequate concession staffing in consultation with KHSAA staff. Proposal section B shall address any arrangements for concessions. KHSAA and concessionaire shall mutually agree on pricing structure for concession items.
18. Host site shall detail facilities on site (permanent) for bathrooms (with count of male vs. female restrooms). Host and KHSAA will mutually agree on any additional units (portable) to be brought in to the site (including a cleaning schedule) to properly handle the prior and expected crowds at the tournament. Proposal section B shall address any charges for these portable units.
19. During the time of tournament play, the host site shall confirm understanding that the members of its staff, particularly coaching staff, may not have uninhibited access to the playing facility, including the playing surface and all auxiliary areas and understand that during the event, the host site is operating solely under the direction of the designated KHSAA staff.

## B. RENTAL COST AND FEES

1. Rental cost for the four year period must be included in the proposal. This may be a percentage of the gross gate (normally operations for the KHSAA Championship events), or may be a fixed amount. If a fixed amount is proposed for the tournament period,
2. Host shall detail all arrangements relative to parking per item A (5) above. This response should include any charges to be passed on the customers upon entry or any charge to be levied toward the Association if the parking for the patrons is to be at no cost.
3. Host shall enumerate any charges for an onsite manager per item A (11) above.
4. Host shall enumerate any charges for security and police per item A (12) above.
5. Host shall enumerate any charges for hospitality per item A (13) above.
6. Host shall enumerate any charges for ambulance service per item A (14) above.
7. Host shall enumerate any charges for telephone and data services per item A (16) above.
8. Host shall enumerate and explain all applicable concession arrangements per item A (17) above.
9. Host shall enumerate and explain any charges relative to the bathroom (permanent and portable) provisions per item A (18) above.

## C. HOST SHALL DETAIL THE FOLLOWING AUXILIARY SPACE FOR TOURNAMENT OPERATION

1. Identify available areas area for exhibitions and auxiliary use such as hospitality, media work and interview areas, and exhibition space, both sellable and no charge space and any charges for these areas.
2. Identify available private boxes/suites and/or other rooms within the facility, both sellable and no charge that can be used by the Association any charges associated with these areas.
3. Identify private rooms/areas within the facility to be used for program sales headquarters, novelty sales storage, staff work areas, and any charges associated with these areas.
4. Specify available team dressing facilities and training room facilities.
5. Specify available dressing facilities for officials.

## D. OTHER RIGHTS

1. The association will not enter arrangements where it does not receive 100% of the royalty from the sale of novelty items including souvenirs, programs, and other approved items. Hosts shall confirm knowledge of these provisions.
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 (including internet and other media).
3. Host will waive any limitations on signage and other means of recognizing corporate sponsors. 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 and unless mutually agreed, KHSAA signage will not obstruct any pre-existing signage in the facility.
4. KHSAA will be solely responsible for the solicitation and maintenance of any corporate partnership specific to this event. Host has no rights to sell to other entities sponsorships that would in any way potentially conflict with KHSAA corporate partner contacts and

contracts. After proposal acceptance, all such corporate interests shall be referred to the KHSAA for consideration.

#### E. PROPOSAL VARIANCE

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

#### F. PROPOSAL FORMAT

1. Support material for the presentation may take any format. All proposals shall have summary addressing items A-D above included as the first pages.
2. The Commissioner and the Board of Control reserve the right to negotiate and/or clarify any and all items within the proposal and the Commissioner and Board of Control reserve the right to reject any and all proposals.

#### G. PROPOSAL PROCEDURE

1. One representative from each prospective city shall notify the Commissioner's office not later than Friday, April 15 of that city's intention to submit a proposal.
2. All proposals shall be in the hands of the Commissioner not later than 4:00 PM on April 29.
3. The proposals will be distributed to the Board of Control prior to consideration at the Executive Committee meeting in May.
4. Representatives of the prospective host cities should be available for questioning at the May Board of Control Executive Committee meeting.
5. The final dispensation of the matter will be the decision of the Board of Control as recommended by the Commissioner.

#### H. DISTRIBUTION OF PROPOSALS:

Representatives of Georgetown College  
Representatives of the University of Louisville  
Representative of Northern Kentucky University  
Representatives of Bellarmine University

Should you have any questions regarding the proposals process please call Assistant Commissioner Michael Barren at (859) 299-5472.