



## An Invitation for Bids 2017 and 2018 USTA Mississippi Tri-Level Doubles Championships

2017 and 2018 Championships (two year bid) - Requires Minimum of 24 Courts (in 3 court blocks)

**Not before August 12, 2017 and August/September 2018**

(The above-mentioned dates are preferable, but other dates will be considered. MTA reserves the right to alter dates)

### Overview:

The USTA Mississippi League Championships include champion teams from each of the eight local leagues. With more than 6,000 players the adult league continues to be the flagship for USTA Mississippi's USTA League Tennis program. The economic impact on the community hosting this event will be extremely significant, as over 150 hotel room nights will be booked. Additionally, it is an outstanding opportunity to showcase exceptional towns with active and enthusiastic tennis communities.

### USTA Mississippi Tri-Level Doubles Championships:

This bid is for a two year commitment. The event will be comprised of about 50 teams and over 400 participants. The event requires a community to have facilities with at least 24 hard and/or soft courts. The courts should be counted in 3-court blocks. For example a facility with 8 courts would count as a 6-court site for counting purposes. This is to avoid split matches. The community must be able to accommodate adequate room nights at quality hotels close to the tennis facilities. A host community is required to offer at least one social player amenity such as a welcome reception, player party, lunch, or other social activity for the players. The host should also provide a player gift such as a t-shirt or other like item.

### USTA Mississippi Tri-Level Doubles Championships

**REQUIREMENTS:** Listed below are specific details and requirements for hosting the USTA Mississippi Tri-Level Doubles Championship tournament. The responsibilities required of the host organization and the responsibilities fulfilled by USTA Mississippi are listed below. Attached is the bid form that must be completed by prospective host organization and submitted to USTA Mississippi office. Cities are encouraged to submit additional information concerning their community and tennis environment that may provide a more complete picture for bid selection officials to consider. Any questions regarding this event, or the specifications contained herein, may be referred to the Director of Adult League Tennis (Lindsey Bullard, [lindseyb@mstennis.com](mailto:lindseyb@mstennis.com), 601-981-4421).

### **HOST RESPONSIBILITIES**

- The host must provide written certification of dedicated court availability for the duration of the tournament.
- Secure tentative blocks for hotel(s) within close proximity to court sites capable of accommodating up to 200-250 players (approximately 50+ rooms for 3 nights). This will be approximately 150 total rooms during the tournament weekend
- Provide reasonable room rates. Rate must be a flat rate for up to 4 players per room.
- Additional complimentary hotel rooms for staff or VIP's is a plus.

#### SOCIAL EVENTS AND CONSIDERATIONS FOR PLAYERS

- The local sponsor or host organization is responsible for providing some type of player amenity, such as a player party, player reception or lunch on site for the championship weekend.
- Provide a "player welcome bag" for each player or team containing discount coupons for local businesses, sample products and informational brochures for local restaurants and/or tour information for each championship weekend.
- Provide tournament t-shirt or other player gift to each participant.

#### REGISTRATION/CAPTAINS MEETING (AT MAIN SITE OR OTHER VENUE):

- Provide (indoor) space for registration of team captains.

#### CONCESSIONS & LICENSED MERCHANDISE

- The host is responsible for acquiring any local or state permits for concession and souvenir sales at each site.
- USTA Mississippi will provide League items to be sold at the host site and/or satellite locations. The host should provide volunteers to assist with sales.
- Ability to expose Southern sponsorships at host facilities (banners, sign application, etc).
- USTA Mississippi grants the right for the host to sell sponsorships in select categories that are not competitive with USTA or USTA Southern Section Sponsors. Prior to beginning a sponsorship sales campaign, the host must contact the USTA Mississippi Director of Marketing to receive approval on categories available for event sponsorship. Host may display banners advertising sponsorships.

#### SITE REQUIREMENTS:

- 24 Lighted courts (hard and/or soft).
- All courts must be available for play 24 hours a day for the run of the event
- Wireless internet access at tournament facility headquarters.
- Provide water and ice at every site.
- Provide a covered and shaded tournament desk with a 6-foot table and chairs at each site.
- Provide an adequate number of roll-drys at each hard court site.
- Provide chairs or benches on court for players (minimum of four seats per court).
- Provide score tenders on each court.
- Provide fruit for players at each site.
- Access to restroom facilities

#### VOLUNTEERS:

- Volunteer coordinator: Recruiting local volunteers to have an active participation in the state tournament.
- Volunteer duties include assisting USTA Mississippi Staff with team registration, facility or court maintenance.
- Provide a minimum of two volunteers for support of team registration (approximately 3 hours).
- Provide volunteers to serve as ambassadors for the host community at tournament sites and headquarters.
- Provide volunteers to manage site desks during the event. (Training to be provided by USTA Mississippi)

#### USTA Mississippi RESPONSIBILITIES

- USTA Mississippi Director of Adult League Tennis or designee will collaborate with local host committee and ensures all bid requirements are completed by host community. USTA Mississippi staff liaison may conduct site visits.
- USTA Mississippi will appoint the Tournament Director, Director of Events, Tournament Referee, and all Tournament staff. USTA Mississippi tournament officials and staff will be the financial responsibility of USTA Mississippi.
- Secure and retain all tournament entry fees.
- Make a donation of \$2,000 to the host organization's championship fund.
- Provide a website for each event which includes local sponsors, tournament information, directions, hotel information schedules and local activities in the host community.
- Provide the tennis balls for the event.
- Provide gift for each team captain.
- Provide awards for champions

USTA Mississippi Tri-Level Doubles Championships

This form should be completed and submitted with any additional information or materials by **July 18, 2016**. Bid form and accompanying materials, including possible sponsors, should be sent to Lindsey Bullard, P. O. Box 5388, Jackson, MS 39296. Please note the form has been modified for electronic completion and may also be emailed: [lindseyb@mstennis.com](mailto:lindseyb@mstennis.com)

Name of Tournament: USTA Mississippi Tri-Level Doubles Championships

Date: **Not before August 12, 2017 and August/September 2018** (preferable dates but other dates will be considered)

Tournament Director: Lindsey Bullard

REQUIREMENTS FOR HOSTING TOURNAMENT:

1. SITE AND FACILITIES

(Must have a minimum of 24 Courts available in 3 court blocks. Must have a signed letter of intent from each facility)

Facility (list host first)	# of Courts	# of Lighted courts	Surface	distance from host site	Notes (practice, backup, indoor)

- Water at all sites
- Ice at all sites
- Bananas at all sites
- Restrooms at all sites
- Wireless Internet access at host site
- Tournament desk and chairs in a shaded area or tent
- Benches or chairs on court for players
- Adequate number of roll-drys per site

2. TOURNAMENT PERSONNEL

- Agree to provide a tournament committee to assist in planning
- Agree to provide volunteers for registration, USTA MS merchandise sales, publicity, tournament desk, monitors and planning of player party

4. PLAYER AMENITIES

- Player Party or lunch-Please indicate your plan
- Tournament T-shirts-or equitable gift for all registered players-please indicate your preference
- Other Amenities-List any other amenities you plan to provide



USTA Mississippi Championship Facility Agreement  
(must submit this form for each facility listed in bid application)

If selected as a location for the 2017 and 2018 USTA Mississippi Tri-Level Doubles Championships, our facility will provide the following requirements **Not before August 12, 2017 and August/September 2018.**

- Water
- Ice
- Restrooms
- Wireless Internet access at host site (if applicable)
- Shaded area for tournament desk
- Benches or chairs on court for players
- Adequate number of roll-drys per site
- Access to courts as indicated below for play 24 hours a day for the run of the event
- Score tenders on each court

If selected as a location for the 2017 and 2018 USTA Mississippi Tri-Level Doubles Championships, our facility will provide the following additional amenities for players and/or staff:


Facility	# of Courts	# of Lighted courts	Surface	distance from host site	Notes (practice, backup, indoor)
<i>Example: City Park A</i>	8	6	Hard	5 miles	Championship play
<i>Example: City Park B</i>	2	0	Hard	5 miles	Practice/back up
<i>Example: City Park C</i>	5	5	Clay	5 miles	Championship play/back up or practice

Facility Manager/Representative (print please): \_\_\_\_\_

Facility Manager/Representative Signature: \_\_\_\_\_

Facility Manager/Representative(email/phone): \_\_\_\_\_