

**BID FORM****2009 & 2010 LOUISIANA STATE CLOSED JUNIOR QUALIFYING TOURNAMENTS****Bid Deadline: August 6, 2008**

Format: Tournament participants must meet eligibility requirements for a closed event.

Singles: Feed-In Consolation through Quarterfinals with playoffs for 3<sup>rd</sup> and 4<sup>th</sup> place.

Doubles: 8 game pro set, Single Elimination

Entry Fee: \$70.38 which includes singles and doubles per player

Scheduling: June, 2009: To commence on Saturday May 30, 2009 and run through Friday June 5, 2009, if necessary; however all girl's divisions (except the 18's) can be scheduled to begin on 2<sup>nd</sup> day of tournament. Also, the Boy's and Girl's 18 and under events will commence on Monday, June 1, 2009.

June, 2010: To commence on Saturday May 29, 2010 and run through Friday June 4, 2010, if necessary; however all girl's divisions (except the 18's) can be scheduled to begin on 2<sup>nd</sup> day of tournament. Also, the Boy's and Girl's 18 and under events will commence on Monday, May 31, 2010.

Daily Match Scheduling: Two rounds of main draw play through the quarterfinals and two back draw/consolation matches each day of the tournament. Match tiebreakers in lieu of the third set in consolation is recommended.

**SINGLES AND DOUBLES ENTRIES ACCEPTED ON-LINE THROUGH TENNISLINK **ONLY!!!!****

Organizer/CTA: \_\_\_\_\_ City: \_\_\_\_\_

USTA / Member Organization #: \_\_\_\_\_

Signature of CTA President: \_\_\_\_\_ Date: \_\_\_\_\_

Host Tournament Chairman: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Email address: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

Tournament Referee: \_\_\_\_\_

USTA #: \_\_\_\_\_

Tournament Resume': *attach*

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

Cell Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Referee Approved by JTC: YES NO Date: \_\_\_\_\_

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

Tournament Director: \_\_\_\_\_

USTA#: \_\_\_\_\_

Tournament Resume': *attach*

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

Cell Phone: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Approved by JTC: YES NO Date: \_\_\_\_\_

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

**SITE INFORMATION:**

List Site Names:	Court Surface	# Courts at Site	# Lighted Courts	# Indoor Courts	Distance from Main Site
Main Site:					
Additional Sites:					
Back-up / Practice Site:					

**SITE AMENITIES: (check)**

\_\_\_\_\_  
\_\_\_\_\_

- Water on courts
- Water/Ice at each site
- Restrooms>Showers at each site
- Chairs on court for players
- Shaded areas for tournament desk
- Fruit/Snacks at each site
- Cellular or fixed Telephones at each site
- Roll drys at each site
- Spectator Seating
- Score counters on courts
- Other: *Please list*

\_\_\_\_\_

**PLAYER AMENITIES: (check)**

- T-Shirts for players
- Local photographer / newspaper
- Snacks & Sports Drinks/Sodas
- Trainer on site

Concession Machines

Other: *Please list*

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Describe Social Events:

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**HOTEL INFORMATION:**

Accommodations: List Main Hotel First	# of Rooms	# of Double Rooms in Block	Standard Rate	Tournament Rate	Parking Rate	Minutes from Main Site

List Main Hotel Amenities: (i.e. pool, restaurant, etc.)

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# of King Rooms: \_\_\_\_\_

# of Double Rooms: \_\_\_\_\_

**PROJECTED BUDGET:**

<b>INCOME:</b>		
Event Sponsors		
Shirt Sales		
Concession Sales		
Entry Fees (___ @ \$70.38)		
\$5,000 matching grant		
Other: _____		
<b>Total Income:</b>		
<b>EXPENSES:</b>		
Court Fees		
Bottling - drinks @ sites		

T-shirts		
Office Supplies:		
LTA Head Tax (338x\$3.50)		
LTA Pub Tax (338x\$1.00)		
Lunches (volunteers/directors)		
Trophies		
Runners		
Miscellaneous Supplies		
Referees - Lodging		
Referees for all sites		
Site Directors		
Tennis Balls		
Tournament Director		
Trainers		
Other: _____		
<b>Total Expenses:</b>		
<b>NET:</b>		

I have read and understand all of the tournament requirements for the host organization and by signing below, agree to comply with all procedures, requirements and regulations for this event.

_____ USTA / LOUISIANA TENNIS ASSOCIATION	_____ DATE
_____ TOURNAMENT ORGANIZER / CTA	_____ DATE
_____ TOURNAMENT REFEREE	_____ DATE
_____ TOURNAMENT DIRECTOR	_____ DATE
_____ TOURNAMENT CHAIRMAN	_____ DATE

Return with additional information or accompanying materials by August 6, 2008 to

**Jana Fogleman, USTA/Louisiana Jr. Tennis Director**  
fourtennis59@aol.com

**Signature page must be faxed to (504) 736-1839**

# 2009 & 2010 LOUISIANA STATE CLOSED JUNIOR QUALIFYING TOURNAMENT OFFER & CONTRACT

Organizer agrees to furnish the following:

## **ACCOMMODATIONS:**

- Provide hotel(s) within close proximity to court sites. Recommended hotel block is 75 rooms with a large number of rooms with four person occupancy.
- Provide reasonable flat room rates with up to 4 persons per room.
- Provide adequate parking (preferably free parking) for players and staff.
- Provide hotel rooms for tournament staff including officials as needed. Tournament staff hotel room charges will be the responsibility of the Organizer.
- Provide a meeting room for the Endorsement Committee with computer and Internet access.

## **ADMINISTRATION:**

- Record all tournament information on TENNISLINK which includes:
  - Post all player entries on web site as they are received
  - Create schedule of play and notify first round match times.
  - Post daily match results on web site.
- Provide telephone contact prior to and during the tournament.
- Designated Tournament Headquarters site for players to check scores and receive any tournament information for the duration of the tournament.
- Administer all aspects of event including tournament staff.
- Organizer agrees to abide by all sanctioned USTA Tournament Regulations as stated in Friend of Court and the LTA Tournament Regulations.
- Schedule Check-In for players on the evening before play begins.

## **LOUISIANA TENNIS ASSOCIATION'S RESPONSIBILITIES:**

- Provide limited liability insurance certificate through USTA to Organizer for event.
- Provide list of USTA Certified referees.
- Distribute tournament information for Southern Closed with selection being provided by the LA Junior Tennis Council (JTC). Notification of selected players will be the responsibility of the LTA.
- Provide suggested seeding for the Louisiana State Closed Junior Qualifying Tournament by the LA Junior Tennis Council for the tournament referee's review.
- Provide a \$5000 matching sponsorship grant to the host organization pending LTA Board of Director approval. Organizer must provide documentation to LTA to receive matching grant. (Matching grant is dollar for dollar, not merchandise or product donation)

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## **SITES & FACILITIES:**

- Provide a minimum of 32 hard courts, utilizing no more than 4 sites, to be available for play from 7:00 a.m. through midnight each day of the event. Any fees are the responsibility of the Organizer.
- Provide back-up courts in case of inclement weather. Any fees are the responsibility of the Organizer.
- Provide practice courts on a daily basis. Any fees are the responsibility of the Organizer.
- Provide water and ice at every site (water from source other than restroom faucets).
- Provide restrooms at every court site with maintenance of restrooms on a daily basis.
- Provide telephone(s) at main site and at any additional court sites for communication to tournament desk at main site.
- Provide a tournament desk in a shaded area at each site with adequate chairs and tables.
- Each site will need a site box with supplies (e.g. pens/highlighters, paper clips, staplers, etc.) necessary to administer the site daily.
- Make all reasonable efforts to obtain local media coverage for the event.
- Provide available spectator seating.
- Score counters on each court.
- Provide an adequate number of roll-drys at each site.
- Provide chairs or benches on courts for players.
- Provide shaded areas at each site for players.
- Provide fruit for players at each court site.
- Concession Machines or Concession Sales at each site.
- Research and secure required permits for concession and souvenir sales at court sites.
- First aid facilities for medical emergencies. Trainer or paramedic on site at main facility.

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

- Provide player T-shirts.
- Provide a player party with food, refreshments for approximately 250 players, parents and coaches.
- Provide a professional photographer to take pictures of 1<sup>st</sup> through 5<sup>th</sup> place in each age division in the singles draws and 1<sup>st</sup> place for each doubles champion. The required format for all pictures is 300 dpi.tif. *The LTA requires a set of pictures for their yearbook and website.*
- Provide awards for 1<sup>st</sup> through 5<sup>th</sup> place in each age division in the singles draw and 1<sup>st</sup> and 2<sup>nd</sup> place for doubles champions and runners-up.
- Select Tournament Sportsmanship Award winner (one boy and one girl) to represent the tournament and present awards to each.
- Furnish maps and written directions electronically for each tournament site and host hotel

# 2009 & 2010 LOUISIANA STATE CLOSED JUNIOR QUALIFYING TOURNAMENT OFFER & CONTRACT

## **SPONSORSHIP/REVENUE/SOUVENIR SALES:**

- Organizer is entitled to all revenue from the Tournament including any souvenir sales and funds. Organizer is responsible to the LTA for submitting sanctioned tournament fees and sanction fee at the completion of the tournament. See LTA Tournament Regulations.
- The maximum player entry fee approved by the LTA is \$70.38 (singles which includes doubles entry)
- Organizer is responsible for all expenses relating to the Tournament unless otherwise provided by the LTA and recorded in this agreement.
- Organizer agrees to include the USTA/LTA logo on all literature, including posters, news releases and other Tournament advertising and souvenir items. All USTA logo MUST be approved BEFORE publishing or duplicating. The official name of the Tournament, **LOUISIANA STATE CLOSED JUNIOR QUALIFYING TOURNAMENT**, shall be stated in all publications and printed materials.

## **TOURNAMENT STAFF:**

- Supply adequate number of volunteers to administer site desks, maintain facilities and water, ice and fruit, and assist with player party.
- Provide LTA with list of tournament staff for identification badges to be worn during event.
- Appoint a qualified computer operator to learn and input all tournament information and post to the appointed web site. Daily updates and site schedules will also be required.
- Provide a USTA certified referee to be named as the LA State Closed Junior Qualifying Tournament Chairman/Director and the Tournament Referee must be two different people. The Tournament Chairman/Director must be named in this agreement and if replaced for any reason, must be approved by the JTC Committee. The Tournament Chairman/Director must attend the LTA Tournament Director's Workshop.
- Schedule all tournament staff at designated sites.

## **REVOCATION:**

- Although it is anticipated that the bid will be awarded for 2009 and 2010, the LTA retains the right to revoke such bid award for 2010 in the event the organizer either fails to put on the 2009 at all, or runs a bad 2009 tournament as judged by the LTA in its sole discretion.