



---

USTA Texas

Is Extending

## **An Invitation for Proposals**

To Host The

**2017**

**USTA Texas**

**Junior Team Tennis**

**Section Championships**

***Proposal Deadline: October 31, 2016***

If you are interested in participating in this dynamic event we invite your proposal to host this major happening.

This three-day team tennis tournament will bring approximately 200 – 700 participants to your area, ages 8 to 18, representing regions throughout Texas at all player skill levels. The contract term is one year.

Details and Forms are contained on the attached pages.

**Please feel free to attach additional pages to this Proposal with any further information you would like to share, such as tennis facilities, hotels, player party venue, amenities, or any additional information concerning the community or the tennis environment that may provide a more complete picture for the Selection Committee's consideration.**

# **USTA TEXAS JTT SECTION CHAMPIONSHIPS: Spring Beginner, Intermediate, &Advanced and Summer Intermediate & Advanced**

**GENERAL:** The following pages list specific details of requirements as well as a list of USTA Texas' responsibilities for this event is also included. A list of questions for the Proposer is attached. Please answer all questions completely. The Selection Committee for USTA Texas will review all Proposals submitted and recommend a host site for the next year (2017) for a Sectional Tournament.

Those interested in proposing to host this event are encouraged to partner with their local tennis facilities, their Community Tennis Association (CTA), their Chamber of Commerce, Visitor & Convention Bureau, Sports Authority, or other organizations that can assist with providing a successful Sectional Tournament. Any questions on this event, or the specifications contained herein, may be referred to the USTA Texas Junior Team Tennis Coordinator, Veronica Nicholls at 8105 Exchange Dr. Austin, TX. 78754. Email is nicholls@texas.usta.com, phone is 512-443-1334 ext. 215, and fax 512-443-4748.

Player and team fees will not paid out to the Host to fund any expenses related to hosting this event.

## **Host Requirements**

### ***SITE/COURT REQUIREMENTS:***

1. Minimum number of courts (utilizing a maximum of 5 different sites):
  - **Spring JTT Track Section Championships = 65 Courts**
  - **National Championship Track Section Championships = 30 Courts**

The courts must be hard surfaced, lighted for night play, and must be available 24 hours a day for the duration of the event.

2. Availability of local indoor or covered courts is preferred in the event of inclement weather.
3. Restrooms must be available at all tournament sites.
4. Roll-dries must be available at all sites.
5. An adequate tournament desk area with table and two chairs at each tournament site.
6. The main site must have the capability of internet connection.
7. Provide an electrical outlet at each tournament site.
8. Racquet stringers, at player expense, at one or more of the tournament sites

9. A copy machine must be available for through the duration of the tournament located at the tournament headquarters. .
10. Provide adequate, free parking to all players and staff at all sites.

## **Items for Host Consideration**

### ***HOST SITE/COURT ITEMS:***

1. Free or reduced cost court fees. Any fees must be approved by USTA Texas.
2. Free or reduced cost court fees for indoor or covered courts. Any fees must be approved by USTA Texas.
3. Provide snacks, water and ice at tournament sites.
4. The availability of an internet connection is required at the tournament headquarters and preferred for all remaining tournament sites is preferred.
5. Provide and coordinate local volunteers to assist in, but not limited to, hanging/installing USTA Texas sponsor and section approved banners and advertising devices at the tournament sites prior to the first day of play, and to remove these items immediately following the completion of play the last day of tournament play. Accommodate as needed any USTA Texas sponsor on-sites and marketing promotions. Maintaining tournament site refreshments (delivering ice, water or additional snacks).

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

1. Consideration will be given in the selection of the tournament location, for hosts that will plan, and/or fund this event for the players. The player party may consist of Hors d'oeuvres, dinner, and entertainment. There may be up to 600 players and family in attendance. USTA Texas typically provide for a player party on Saturday evening of the event. The host is encouraged to partner with local providers for venue, food and entertainment to propose an event that is both fun and cost effective. USTA Texas can assist hosts in developing player party ideas as necessary.
2. Provide items that can be placed in the coaches/captains "welcome bags" for each team containing such items as maps, coupons for local businesses (which do not conflict with Section sponsors), sample products (which do not conflict with Section sponsors), information brochures for local restaurants, and information of local tours or points of interest.
3. Hosts are encouraged to provide a "welcome" gift for players.

## **USTA Texas Responsibilities**

1. Provide the Tournament Director, Referee and other site officials for the event and fund their expenses. Staffing will include all committees needed for Championship Committees.
2. Provide hosts with direction and assistance when necessary.
3. Provide the tennis balls for the event.
4. Provide each player with a USTA Texas Junior Team Tennis Section Championship T-shirt.
5. Provide awards for champions and finalists.
6. Provide packets for each participating team with all information regarding the event.
7. Provide door prizes for player party if not provided locally.
8. Provide national, sectional and sponsorship banners.
9. Provide player and coach/captain's gifts for welcome bags if not provided locally.
10. Help with the organization and/or funding as needed for the player's party depending on the hosts' agreed involvement.

## **Sponsorship**

- The USTA Texas Junior Team Tennis Section Championships are the property of the USTA and USTA Texas. Title and presenting sponsorship sales are not permissible by the Host and all USTA and USTA Texas Junior Team Tennis sponsorship commitments must be honored and fulfilled by the host as they apply. The Host must contact the USTA Texas Director of Marketing to receive approval, prior to the beginning of the event, regarding any potential sponsorship or advertising opportunities associated with this event.
- Any use of the USTA and USTA Texas logos and marks must be submitted to the Director of Marketing for review and approval prior to the event.
- The host area's CTA must acknowledge awareness and general support for hosting this event by providing a Certificate of Awareness. This certificate does not commit the local CTA to any specific asset or financial obligation as a part of the potential contract with USTA Texas. A certificate of awareness is contained in the bid forms included in this document.

## **Concessions & Licensed Merchandise:**

- The host is responsible for acquiring any local or state permits for concession and/or souvenir sales should they be required.
- Any official USTA Junior Team Tennis items vended by the Host must be acquired through an approved USTA vendor.
- USTA Texas reserves the right to sell USTA or USTA Texas merchandise at each of the tournament sites and must provide a minimum of 10 days prior notice to the host for proper permitting process.

# USTA Texas Junior Team Tennis Section Championship

*Please complete the following pages in full and forward to USTA Texas for consideration by the Site Selection Committee.*

**Spring JTT Track Section Championships** (approx. 700 players)

**Friday – Sunday, May 12 – 14, 2017**

**National Championship Track Section Championships** (approx. 250 players)

**Friday – Sunday, June 23 – 25, 2017**

***Bid Deadline: October 31 2016***

(Please Print the Following Information)

City: \_\_\_\_\_

Host Organization/Facility: \_\_\_\_\_

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

E-mail Address \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Work # \_\_\_\_\_ Home # \_\_\_\_\_ Cell # \_\_\_\_\_

Fax # \_\_\_\_\_

**SITE INFORMATION: (Also List Other Indoor Site Facilities to be used in Case of Inclement Weather)**

List Site Names:	Court Surface	# Courts at Site	# Lighted Courts	# Indoor Courts	Distance from Main Site
Main Site:	Hard				-----
Other Sites:	Hard				

*Please answer all questions.*

**Site/Court Requirements:**

1. Are the minimum number of courts available for the event? Have the minimum number of courts been blocked by the facilities during the selection process?

65 courts for Spring JTT Track Section Championships

Yes \_\_\_\_\_ No \_\_\_\_\_

30 courts for National Championship Track Section Championships

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Are the courts located at five or fewer sites?

Yes \_\_\_\_\_ No \_\_\_\_\_

A. Are the courts lighted, hard surface, and available for the duration of the tournament?

Yes \_\_\_\_\_ No \_\_\_\_\_

B. Are there at least 3 indoor/covered courts available for tournament use in case of inclement weather?

Yes \_\_\_\_\_ No \_\_\_\_\_

C. Are the indoor/covered courts within a 30 minute drive from the main site?

Yes \_\_\_\_\_ No \_\_\_\_\_

3. Are there restroom facilities at all sites? Yes \_\_\_\_\_ No \_\_\_\_\_

4. Will any of the sites have portable toilets? Yes \_\_\_\_\_ No \_\_\_\_\_

5. Will there be roll-dries available at all sites? Yes \_\_\_\_\_ No \_\_\_\_\_

6. Will a tournament desk and two chairs be furnished at all sites? Yes \_\_\_\_\_ No \_\_\_\_\_
7. Is internet access available at the main site? Yes \_\_\_\_\_ No \_\_\_\_\_
8. Will electrical outlets be available at each tournament site? Yes \_\_\_\_\_ No \_\_\_\_\_
9. Will racquet stringers be available, at player expense, at one or more of the tournament sites?  
Yes \_\_\_\_\_ No \_\_\_\_\_
10. Is there adequate, free parking, at all sites? Yes \_\_\_\_\_ No \_\_\_\_\_
11. Is there adequate, free parking, at all hotels? Yes \_\_\_\_\_ No \_\_\_\_\_

**Desired Site/Court Items:**

12. Will snacks, water and ice be provided at each site, with volunteers to maintain them?  
Yes \_\_\_\_ No \_\_\_\_
13. Will internet connections be available at all sites? Yes \_\_\_\_\_ No \_\_\_\_\_
14. Will volunteers be available for the duration of the tournament to assist in, but not limited to hanging banners prior to, and remove after the tournament?  
Yes \_\_\_\_ No \_\_\_\_\_

**Desired Social Event Items & Player Considerations:**

15. Will a player party be provided? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, please describe proposed plans for the party below?

---

---

---

---

---

16. Will gifts for each player and coach/captain in the “welcome bags” be provided?

Yes \_\_\_\_\_ No \_\_\_\_\_



17. Will door prizes be provided for the coaches/captains check-in and/or player party?

Yes\_\_\_\_\_ No \_\_\_\_\_

26. Did your local CTA sign the Certificate of Acknowledgement and Support at the end of this Proposal Form? Yes \_\_\_\_\_ No \_\_\_\_\_

*Note: The proposer may attach additional information explaining (1) Additional benefits or amenities the Host may provide if chosen (2) An explanation of alternative methods to achieve desired results of any required items that cannot be specifically met, and (3) Any additional information the Proposer may feel would benefit the Selection Committee in their decision.*

### **Certificate of Acknowledgement and Support**

This is to acknowledge that the CTA (Community Tennis Association) of the proposed host organization and any associated sponsoring institutions have been informed of the intent to host the USTA Texas Junior Team Tennis Section Championships for the period indicated. The CTA supports this effort, but assumes no obligation, financial or otherwise, as a part of this certificate.

\_\_\_\_\_  
Signature of CTA President

\_\_\_\_\_  
Date

**Proposal Signature:**

**Representing:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
City, Chamber of Commerce,  
Tennis Facility, CTA, Sports Authority  
or Visitor/Convention Bureau

\_\_\_\_\_  
Printed or Typed Name

Return with additional information and accompanying materials by **October 31, 2016** to:

**Veronica Nicholls, USTA Texas Junior Team Tennis Coordinator**  
**8105 Exchange Dr., Austin, TX. 78754**  
**Phone: (512)443-1334 ext. 215 / Fax: (512)443-4748**