



Timothy Russell, Chief Executive Officer

Friends & Colleagues:

The Intercollegiate Tennis Association is now welcoming bids for a 2023, 2024, and 2025 ITA Division III Women's National Team Indoor Championship.

The ITA Division III Operating Committee will review bid proposals for this event. The Operating Committee will also consider either a one-year commitment, or a multiyear commitment. Please be sure to specify whether your institution (or host site) is interested in hosting for a specific year(s) only, or if you would prefer to be considered for any one of the three years available.

For your convenience, we are attaching the ITA National Tournament Site Selection and Bid Process document, which includes the "ITA National Tournament Bid Guidelines" as well as the "ITA Division III National Team Indoor Championship Distribution of Responsibilities."

Please send your bid proposal to Cory Brooks, ITA Senior Director - Competitive Department, cbrooks@itatennis.com. The deadline for receipt of all bids is May 9, 2022.

Please return your bid submission(s) electronically (in the form of a PDF or Word document attachment). This will enable us to forward electronically all the bids to the ITA Division III Operating Committee for consideration.

We appreciate your interest in hosting this Championship event and look forward to receiving your bid. If you have any questions, please email or call Cory Brooks (361-215-3111).

Yours sincerely,

A handwritten signature in black ink that reads "Timothy Russell". The signature is written in a cursive, flowing style.

Timothy Russell, Ph.D.
Chief Executive Officer

cc: Cory Brooks (ITA Senior Director - Competitive Department)
Justin Cerny (ITA Manager - Division III Men's & Women's Tennis)



INTERCOLLEGIATE TENNIS ASSOCIATION NATIONAL TOURNAMENT SITE SELECTION & BID PROCESS

ITA Division III Women's National Team Indoor Championship – 2023, 2024, 2025

INTRODUCTION

The information in this ITA National Bid Specifications document is being provided to ensure all prospective hosts for the ITA Division III National Team Indoor Championships are aware of the established guidelines and recommendations to enable them to conduct a successful national championship event.

CHAMPIONSHIP DATES

2023 - March 3-5

2024 - March 1-3

2025 - February 28 - March 2

*If you require other dates please note those on the bid. It is our hope that this event will keep its spot in the calendar so as not to overlap with too many other ITA National Team Indoor Championships.

BID TIMELINE

March 17, 2022	Bid specifications published
May 9, 2022	Bid responses due
May 2022	ITA Staff & DIII Operating Committee review
May 25, 2022	Announcement of host sites

SELECTION PROCESS

The deadline to submit a bid proposal is Monday, May 9, 2022 (11:59 pm PT). Following the deadline, bid proposals will be reviewed by ITA staff and the ITA DIII Operating Committee. Any applicants that are a part of the Operating Committee will not participate in the decision making process. After deliberations, the ITA staff and DIII Operating Committee will submit recommendations to the ITA CEO for final approval. Each prospective host will be notified directly and in advance by the ITA office prior to an official announcement of championship hosts by the ITA office. Bids are awarded in principal pending the successful negotiation/resolution of any exceptions declared in bid documents.

ANNOUNCEMENT OF HOSTS

The ITA, in conjunction with the selected hosts, will develop a communication plan for the announcement of the bid award. Each prospective host will be notified directly by the ITA. By bidding on the championship, each prospective host agrees that it shall coordinate in advance with the ITA regarding media and all other public

discussions, including but not limited to press releases and any public comments or announcements. Prospective hosts shall not announce to the media whether they have been awarded the bid without first consulting the ITA. Prospective hosts not receiving bids will be notified in advance by the ITA and shall not release this information publicly until authorized to do so. Hosts that are awarded a future championship shall not conduct a press conference, issue a press release or make any public comments or announcement until cleared by the ITA.

TOURNAMENT FIELD

The tournament field for each gender will consist of 8 teams – the host institution team and 7 teams selected according to the final ITA Tennis Rankings Sponsored by Tennis Point.

FORMAT OF PLAY

All 8 participating teams will be guaranteed 3 dual matches during the event, one each day on Friday, Saturday and Sunday. Each dual match begins with 3 doubles matches followed by 6 singles matches. Friday & Saturday matches will play to completion (regardless of clinch), while Sunday matches will play to clinch due to travel. The ITA Division III Operating Committee holds the authority to revise matches playing to completion or clinch.

SAMPLE SCHEDULES OF PLAY

Single Gender Event on Six Courts

Friday	Saturday	Sunday
8:00 AM: 1 Match	8:00 AM: 1 Match	8:00 AM: 1 Match
11:00 AM: 1 Match	11:00 AM: 1 Match	11:00 AM: 1 Match
2:30 PM: 1 Match	2:30 PM: 1 Match	2:30 PM: 1 Match
5:30 PM: 1 Match	5:30 PM: 1 Match	5:30 PM: 1 Match

**Single Gender Event on Six Courts with Secondary Site of Six Courts Secured on Sunday
(this allows for all teams to travel home on Sunday)**

Friday	Saturday	Sunday
8:00 AM: 1 Match	8:00 AM: 1 Match	8:00 AM: 2 Matches
11:00 AM: 1 Match	11:00 AM: 1 Match	11:00 AM: 2 Matches
2:30 PM: 1 Match	2:30 PM: 1 Match	
5:30 PM: 1 Match	5:30 PM: 1 Match	



BID GUIDELINES FOR ITA NATIONAL TOURNAMENTS

Please include the following information in your proposal

I. DESCRIPTION OF FACILITIES

Number of match courts
Location of match courts
Number of practice courts
Location of practice courts
Court configuration
Court surface
Most recent court surface maintenance/future court surface maintenance
Spectator capacity-projected gate/attendance
Spectator viewing opportunities
Number and location of indoor court backup (for outdoor events only)

II. OFFICIAL HOTEL

Name of hotel(s)
Proximity to courts
Cost of rooms
Size of room block
Amenities (e.g. wireless internet, restaurant on site, shuttle service)

III. TRANSPORTATION

Airport(s)
Airlines
Rental car companies
Other transportation options

IV. UNIVERSITY SUPPORT RESOURCES

Staff commitment for event
Listing of university departments that would be involved with the event and a brief description as to their involvement

V. VOLUNTEER NETWORK

Community support
General assistance
Housing players

VI. MEDIA PLAN

For traditional media (local newspapers, radio, local TV, etc.)
For digital media (streaming, live scoring, national TV, etc.)
For institutional media (sport information department, departmental TV, streaming, etc.)

VII. HOSPITALITY PLAN

For players, coaches, officials, and ITA staff
For potential sponsors and VIPs



DISTRIBUTION OF RESPONSIBILITIES FOR THE ITA DIVISION III WOMEN'S NATIONAL TEAM INDOOR CHAMPIONSHIP

The following items are to be provided by the host site. By submitting an official bid proposal, it is understood that the prospective host site agrees to the terms below unless otherwise noted in the bid proposal.

Host Site (HS) Responsibilities:

▪ SPONSORSHIP

It is understood that HS will have the right to secure local sponsorship for the EVENT with advance written approval of the ITA. All monies secured by HS from local sponsorships shall be used solely for the purpose of covering HS EVENT expenses. Said sponsors shall not be competitors of existing ITA sponsors nor shall they be a tobacco or alcohol company. Proposals for sponsorships above the "local sponsorship" level (Title, Presenting, etc.) shall be submitted by the HS to the ITA for consideration. The ITA reserves the right to have final approval of ALL sponsorship agreements for the EVENT. The ITA has the right to secure a title and/or presenting sponsor, with these monies to be paid directly to the ITA to help defray a variety of staff and tournament costs.

▪ TOURNAMENT DIRECTOR

To provide the services of a Tournament Director (appointed by the HS).

▪ TENNIS FACILITIES

HS will provide a minimum of 6 indoor tennis courts for tournament competition throughout the EVENT. It is understood that all the courts will be available on Thursday, the day prior to the start of the Championship, from 9:00 a.m.--9:00 p.m. All six (6) indoor courts will be available from 7:00 a.m.--midnight each day of the Championship (Friday, Saturday and Sunday). It is also understood that all the courts will be provided to the ITA on a complimentary basis. The cost of these courts will be assumed by the HS. The HS will provide two (2) sets of benches (or chairs) on each court for use throughout the EVENT.

HS will make available at the facility each of the following:

- o Restrooms for use by participating teams, tournament staff and the general public throughout the EVENT.
- o Locker room facilities and maintenance for all players, coaches, and officials throughout the EVENT.
- o Meeting rooms/spaces for use by participating teams throughout the EVENT.
- o HS will make available all appropriate spectator viewing areas so as to maximize spectator attendance and provide the best possible experience for spectators and fans.

- **SCOREBOARDS/SCOREKEEPING DEVICES**

The HS will provide either electronic/digital scoreboards or manual scorekeeping devices at each playing site and on each playing court.

- **SIGNAGE**

HS to install signage for the ITA and its national sponsors, with the actual signage created and produced at the expense of the ITA. All labor costs associated with the installation of signage will be the responsibility of the HS.

- **PLAYER/STAFF HOSPITALITY**

HS agrees to:

- o Provide a complementary meeting room for the ITA Mandatory Coaches Meeting that will take place the evening prior to the EVENT unless a virtual meeting is agreed upon.
- o Provide an Event Hospitality Room with refreshments for players, coaches, tournament officials and staff.
- o Provide lunches and dinner for officials, ITA Staff and tournament staff for each day of the EVENT. HS will determine the type of lunches and refreshments to be provided.
- o Provide a designated lounge space for officials with light refreshments.
- o *OPTIONAL* - Host an ITA Welcoming Banquet or similar event for the ITA players and coaches. This event will be a dinner and will take place on the eve of the tournament, with the exact site and timing to be mutually agreed upon by the ITA and the HS. The budget of the banquet will be determined by the HS. The overall set up of the banquet will be determined by the HS with the approval of the ITA.

- **PLAYER HOUSING/OFFICIAL TOURNAMENT HOTEL**

HS will make arrangements for an official tournament hotel with a special discounted rate. HS will provide a total of 4 complimentary room nights to the ITA for its use during the EVENT. HS will provide two alternative options for hotels within five to ten--minute drive from the HS. HS may offer limited private housing for players and coaches at its discretion.

- **MAINTENANCE & SECURITY**

The HS will provide, at its own expense, customary maintenance and security.

- **ITA CERTIFIED OFFICIALS**

All matches throughout the EVENT will have a minimum of 3 roving officials and all doubles & singles matches during the championship match will be chaired. All officials must be ITA certified. The head referee should not also be a chair umpire, unless extenuating circumstances dictate. HS will assume the expense of officials' pay (which may include a stipend for travel), along with lodging and meals (lunch/dinner) throughout the EVENT. HS will assume the cost of breakfast for the officials if not provided free by the host hotel. The ITA and HS will work together to select a Head Referee. Assignment of all remaining officials shall be the responsibility of the head referee with approval by the ITA.

- **PARTICIPANT GIFT**

HS will provide, at its expense, a customized player gift for all participants in the EVENT. All gifts and t-shirts will include the EVENT logo, to be designed by the ITA in coordination with the HS.

- **CERTIFIED ATHLETIC TRAINERS**

The HS will provide a certified athletic trainer, at its own expense, on-site throughout the EVENT, including the practice day. The HS will also have a qualified physician 'on call' throughout the EVENT. Although the ITA will exercise reasonable judgment in reviewing the precise schedule of these trainers, it is understood that the ITA will make final decisions about this schedule.

- **RACQUET STRINGER**

HS will make available a racquet stringer throughout the EVENT. The fee charged for the racquet stringing services will be determined at the sole discretion of HS. The expense of the racquet stringing will be the sole responsibility of the participating teams.

- **MEDIA SUPPORT**

The HS agrees to assist the ITA with media support for pre-EVENT publicity, as well as necessary on-site coverage of the EVENT itself. On-site media coverage includes but is not limited to "live stats scoring" & live streaming that will be posted on the ITA website (www.wearecollegetennis.com). The HS will provide access to a copy machine and a working printer throughout the EVENT. Wireless internet access will be available at the indoor facility. The ITA will have sole exclusive rights with regards to control over and benefits from all forms of broadcasting, including television, radio transmission, telecasting, videotaping, video reproduction, and broadband web TV transmission of this EVENT.

- **INDEMNIFICATION/INSURANCE CLAUSES**

HS agrees to defend, indemnify and hold any title, associate, or presenting sponsors and the ITA, its officers, employees, successors and assigns harmless from any claim, suit, expense or judgment arising out of the negligence or any wrongful act or omission of HS or its employees, staff or agents. The ITA agrees to indemnify, defend and hold HS harmless from and against any claims, suits, expenses or judgments arising out of the negligence of any wrongful act or omission by the ITA or its employees, agents and its sponsors. Each party agrees to promptly notify the other upon receipt of notice of a claim suit or other action for which a request for indemnification shall be made.

Notwithstanding the foregoing, the HS assumes sole responsibility for the condition of the EVENT facilities. HS shall obtain appropriate policies of comprehensive general liability insurance covering bodily injury, death and property damage liability with limits of no less than \$5 million dollars. The ITA, and any other co-presenting or associate sponsors shall be named as additional insured on such policy or policies and shall be provided with a certificate of such insurance at least thirty (30) days before the beginning of the EVENT.

ITA Responsibilities:

- **HOST SITE IDENTIFICATION**

The ITA agrees to identify HS as the Host Institution of the EVENT. Whenever possible, the Host Institution will be identified in all ITA news releases, website, posters and display advertising.

- **ADMINISTRATION OF THE EVENT**

The ITA will be responsible for the following administrative services relating to the EVENT: ITA will select the field of participants; will determine the seeds and make the draw; will provide on-site staff to assist with the administration of the EVENT and will provide other administrative services as described herein in coordination with the tournament director who will be selected by HS.

- **PROMOTION & TOURNAMENT MANAGEMENT**

The ITA will assist the HS with oversight of promotion and tournament management of the EVENT, including the team championships, as well as consolation events. As part of its promotional efforts, the ITA will provide champions hats, champions t-shirts and a champions banner to the winning team.

- **WILD CARD**

The ITA will provide the HS (if an ITA coach member institution) with a wild card team entry in the event.

- **SIGNAGE**

The ITA will provide, at its expense, all court signage to be displayed during the EVENT.

- **LIVE SCORING & STREAMING**

If necessary, the ITA will provide live scoring capabilities through one of its current partnerships. If HS is unable to provide live streaming, the HS & ITA will work together to determine the best plan.

- **TENNIS BALLS**

The ITA will provide, at its expense, championship quality Wilson tennis balls for the EVENT.

- **TROPHIES**

The ITA will provide, at its expense, trophies for the Champion and finalist teams in the main draw.