



MSA Policy 104 Tournament Bid Proposal

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2010 version

Bid Application to Host MSA Tournaments

Tournament Name: _____

For the Date(s) of: _____

Contact Information:

Association: _____

Contact Person: _____

Address: _____

City/State/Zip: _____

Phone Numbers including area code:

Home: _____ Work: _____ Mobile: _____

Email Address: _____

The following items are desired for the hosting any MSA Sponsored Tournament or State Cup. Please read the following items carefully and indicate those that will be supplied as part of your proposed bid package. Bid awards will be made by the Tournament Committee or MSA Council based upon the best-perceived value and facilities for MSA and its players. Organizations within the tournament rotation will receive priority consideration.

MSA will consider multi-year Bids. Indicate the number of years that this bid is for:

1 year 2 year 3 year

Annual remuneration for a multiple year bid \$ _____

MSA will arrange hotel accommodations for MSA Staff and Referees

The Division I and II Cups by their nature, may require a greater of number of referees that may need to travel to the Tournament. Referee Rooms must be Double/Doubles in order to accommodate the number of officials needed. Bidders should assume that as many as 30 rooms may be needed for an event. MSA attempts to limit the number of traveling referees as possible, but also must balance the needs of the players having quality officials. MSA will always seek to obtain the lowest cost accommodations for Staff and referees while maintaining proper safety and risk management. When Bidding Staff and Referee Rooms, you should check with your local Hotels to obtain rates to assess your exposure in a bid. Historical data indicates that rooms in Mississippi average between \$89 and \$109.



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Playing Fields/Complex:

The Tournament will be held at _____ in the City of _____,

Additional Locations: _____

The address of the fields are: _____

This is necessary to include map coordinates online.

Field Specifications – Page One

Provide field specifications, goal size and lighting availability for each field. Provide any additional comments on a separate piece of paper as an addendum.

Field #	Field Name	Length (yds)	Width (yds)	Oldest Age	Youngest Age	Goal Sizes	Lights Y/N
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							



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Field Specifications – Page One

Provide field specifications, goal size and lighting availability for each field. Provide any additional comments on a separate piece of paper as an addendum.

Field #	Field Name	Length (yds)	Width (yds)	Oldest Age	Youngest Age	Goal Sizes	Lights Y/N
15							
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							

We understand that all costs associated with the fields and / or their preparation will be paid by the host organization.



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Bid Components

Indicate the items that your organization will provide and the amounts that are being bid

	Item	Cost	Comments
1	Field Rental	-0-	Any field rental costs shall be assumed by the tournament host
<p>MSA uses between 4 and 10 Staff rooms depending on the tournament location. Indicate your Staff Rooms bid for either a fixed number, a percentage of the cost, or a flat dollar amount, if any.</p>			
	Staff Hotel Rooms #		Fixed Number
		or	
2	Staff Hotel Rooms %		Percentage
		or	
	Staff Hotel Rooms \$		Fixed Dollar Amount
<p>MSA uses between 15 and 30 Referee rooms depending on the tournament location and Playing Division. Indicate your Referee Rooms bid for either a fixed number, a percentage of the cost, or a flat dollar amount, if any.</p>			
	Ref Hotel Rooms #		Fixed Number
		or	
3	Ref Hotel Rooms %		Percentage
		or	
	Ref Hotel Rooms \$		Fixed Dollar Amount
4	Golf Carts		5 required for single venue, 1 each for additional venues (State Cups)
5	Tent/Trailer Rental (Admin) \$		
6	Tent/Trailer Rental (Referee) \$		
	MEALS:		
7	Tournament Officials Lunches \$		
8	Referee Snacks \$		
9	Referee Meals \$		
	Miscellaneous: List		
10			
11			
	Total Cost to MSA \$		



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Bid Component Details – Page One

The following items are those, which are desired for the hosting any MSA Sponsored Tournament or State Cup. Please read the following items carefully and **click to place a checkmark by those that will be supplied as part of your package. Some items require agreement for the Bid to be considered.**

Benches

	Two player benches on one side of the playing field, separated by 15-20 feet on each side of the halfway line for the teams
	We understand that this is required

Administration – Required -One large tent or trailer to serve as tournament headquarters.

Required -One large tent, trailer or room onsite to serve as tournament headquarters

	Two 6-8' long tables and a minimum of 12 chairs in the administrators area.
	Fresh water and ice, with cups, provided throughout the day.
	Snacks and drinks provided for the administrators and VIP's throughout the day.
	Lunch provided for administrators each afternoon.
	Boards provided in a convenient location for all teams to see. Boards will contain tournament game schedules and standings. Boards also available for posting messages and telephone numbers.

Tournament Administrator to be provided with a complete list of address and telephone numbers of the following.

	Field contact person and alternate
	Hosting association contacts
	Tournament volunteers and positions (Risk Management completed)
	Storage Facilities for the balls, trophies, medals and banners which can be kept locked at all times. Administrator will require one key for easy access.
	Internet Access -



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Referee Tent

	One large tent, trailer, or room away from players and spectators for the referees.
	Water, ice and cups provided continuously throughout the tournament.
	Snacks provided for referees throughout the tournament (oranges, Gatorade, bananas, raisins)
	Lunch provided for referees each day
	2 tables with 4 chairs for assignor and assessor staff

Comfort Facilities

	Port-a-lets or permanent bathroom facilities are required
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Staging Area

	A central location for the presentation of the trophies..
	Location for sponsor inflatables.

Transportation

	5 Golf carts required for State Cups. One additional for each remote venue. These golf carts are set aside for The sole use of MSA Staff
	We understand that no minors may operate Golf Carts

Products, Signage and T-Shirts

	If the hosting association wishes to sell T-Shirts, the design must first be approved by the MSA Executive Director and Corporate Sponsor
	Signage must be approved and reviewed with the MSA Executive Director to assure sponsorship compliance



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Bid Component Details – Page two

Miscellaneous

	Concession stand to be provided. All sales to local host.
	All retail vendors are to be first approved by the MSA Executive Director
	Banners to be placed around the field (provided by the MSA State Office and MSA Sponsors).
	Provide sponsors, if possible, to help with the cost of the tournament. Any sponsorship shall be split at a rate of 60/40 to the local hosts. All Sponsorships must be paid directly to MSA



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BID PROPOSAL Agreements

Having been able to meet the majority of the criteria as on the previous pages 1 - 7, we would like to host the Cup Competition Listed above at the our organizations facilities in the City or Cities of _____,

Having read and reviewed the requirements in making this bid presentation, we, the following undersigned, do agree to the terms and conditions of hosting this tournament as listed under Bid Requirements of this document.

▶ For **all** tournaments, we acknowledge that games will be played on Sunday Morning and that the playing fields required for the Sunday Morning Games will be available. If a City Recreation Department controls the fields, their signature agreeing to this requirement is affixed below. (***Bids will not be accepted for city sites without the appropriate city officials signature.***)

▶ We agree that all costs associated with the fields and / or their preparation will be paid by the host organization. We acknowledge that we will receive all proceeds from the sales of concessions and souvenirs sold at the tournament ***with the exception*** of the proceeds from the sale of official MSA, USYSA and USSF Souvenirs, which will be sold at the tournament headquarters.

▶ We acknowledge that MSA will be responsible for the referee fees, official MSA Tournament awards, expenses for the MSA officials and staff, and all administrative costs of the tournament that we have not agreed to supply as a part of our bid.

▶ We agree to honor all MSA Contracts with National and / or State Sponsors.

Signature of Hosting Association President

Date

Signature of Facility Administrator or City Official

Date

Signature of Facility Administrator or City Official

Date

Print and Fax, or save and email to office@mississippisoccer.org