



## NCTTA 2008 Championship Bidding Guidelines

Updated by NCTTA Board of Directors, February 1, 2007

Preface: NCTTA is a rapidly growing organization that is determined to promote collegiate table tennis across our country. NCTTA's College Table Tennis Championships have been held annually since 2000 and their success has been and will always be dependent on the effort from all of our constituent school, officers, executive board members, and committees. In short, it is everyone's responsibility. Moreover, a successful championship will be organized well in advance and is dependent on a fair and thorough bidding process. This bidding process shall adhere to the following guidelines and be transparent to all parties.

### **Timeline:**

- 1) January 1, 2007, The NCTTA board will forward the bidding guidelines to all member schools and to public and private organizations such as sport commissions, councils, etc.
- 3) By March 15, 2007: All NCTTA bids must be submitted to [president@nctta.org](mailto:president@nctta.org) and [vicepresident@nctta.org](mailto:vicepresident@nctta.org)
- 4) March 16, 2007 Bids will be made public on NCTTA's forum: <http://www.nctta.org/forum.html>
- 5) From March 16, 2007 to April 13, 2007 NCTTA Board of Directors and interested parties are encouraged to ask questions on the NCTTA Forum. The bidding process shall be transparent to all parties involved. Response to any inquiry into the process shall be provided in a timely manner by the board. All discussion regarding the championship sites shall be conducted on the NCTTA forum. **No** discussion can be made through the officer list-serve.
- 6) By April 16<sup>th</sup> 2007, NCTTA's board of directors will send electronic votes to [president@nctta.org](mailto:president@nctta.org) and [vicepresident@nctta.org](mailto:vicepresident@nctta.org). If the president and vice-president have a conflict of interest; a third executive board member will be appointed to receive votes as well.
- 7) Electronic votes are tallied and results revealed in one week's time on the NCTTA website; the names of the people voting for each candidate shall be withheld unless an inquiry into the process is made.
- 8) Mid-October: A progress report in the planning of the championship shall be submitted by the host organizing committee.
- 9) Site Inspection shall be conducted by NCTTA Championship Committee in the Fall or Spring semester by February 1 at the latest.

- 10) Beginning of November: If the host organizing committee fails to make considerable progress in its planning, the executive board shall consider opening the bid to other schools.

**Guidelines:**

- 1) The championship would preferably be held in conjunction with the ACUI (singles and doubles) table tennis championship. During the bidding and open-discussion period, the ACUI director will be contacted by the board for any input and suggestions. However, if no mutually agreeable conditions can be made, NCTTA's championship shall stand alone.
- 2) The NCTTA Championships consists of a Men's/Coed team event, Women's team event and Paralympic event.
- 3) For interested schools, facility owners, public and/or private organizations, please submit a completed application (downloaded from the Documents section of our website).
- 4) NCTTA and the winning school bidder will enter into a contract for the championships one week after satisfactory completion of the site visit, at the latest.
- 5) It is the responsibility of the host school to notify the championship committee of any problem in the planning and preparation process. The committee will take whatever steps necessary to help.
- 9) The NCTTA championship shall be held over three days (Friday, Saturday and Sunday) of a weekend in April. Weekends at other times of the year will only be considered in special circumstances on a case by case basis.
- 10) Financial issues: The NCTTA understands that without title and other sponsorship opportunities that the Championships would not be financially viable, but also in realizing this venture is a product owned and managed by NCTTA. NCTTA withholds the right to the Presented by sponsorship in these championships. A sample contract is available for additional details.
- 11) The same school, facility owner, public and/or private organization cannot host more than 2 consecutive championships and cannot host more than 2 championships in a span of 4 years.