

2008 NCTTA Championship Bid Application

Updated by NCTTA Board of Directors, February 1, 2007

NCTTA is a national organization that is determined to promote college table tennis. Other than the divisional meets, NCTTA's National Championship is **the event** that helps NCTTA achieve this goal. Therefore, the executive board takes the planning of the championship seriously. The championship weekend is a great opportunity to publicize our league and to give back to our members through an enjoyable weekend of activities. By completing this application, you, the bidder, agree to put forth the necessary amount of effort and work closely with the board to make the championship a successful event!

Please complete the following:

- 1) Name of the primary person and four secondary people responsible for the championship planning and running the championship tournament. If the event will be held at a college or university, this list should include an official from that institution.
- 2) Contact information, including e-mails and phone numbers, of the above people. Name and list the members of the organizing committee as well as the authorized signer of a proposed contract if your bid is selected.
- 3) Experience and credentials of the members of the organizing committee in running local, regional and/or national events (not limited to table tennis-related activities).
- 4) Number of competition tables available for the championship. Tables must be ITTF approved. *Minimum 16.*
- 5) Number of training/practice tables available for the championship should be at least ½ overall number of competition tables. *Minimum 8.*
- 6) A certified USATT National Referee with knowledge of college table tennis is mandated for this event. The host organizing committee can nominate a Referee, subject to NCTTA approval; a Deputy Referee will be selected by NCTTA to assist in this event.
- 7) A Competition Manager will be required to manage and oversee the competition. This person should be knowledgeable and experienced in running large table tennis competitions. The host organizing committee can nominate the Competition Manager, subject to NCTTA approval. If the organizing committee does not wish to nominate a Competition Manager or cannot find one agreeable to NCTTA, NCTTA will appoint a Competition Manager for the event.
- 8) As a minimum, a scorekeeper/umpire will need to be provided at each competition table. The scorekeeper/umpire must be provided by the host organizing committee and must be USATT certified at the Club Umpire level or higher.
- 9) Provide a list of equipment planned to be used for the championships along with its age and condition: nets, barriers, score boards, umpire tables and towel stands.
- 10) The venue to be reserved and its dimensions. Competition courts: 18 x 36 minimum. Please also attach, electronically, two photos of the venue from different angles, if possible. There should also be a training venue located within the same competition arena

or in a different nearby location. In this venue the practice courts of 14 x 28 feet need to be located.

- 11) The transportation information in the surrounding area (airports, highways, railroad stations, boat access and public transit system). Provide transportation information on venue to hotel and hotel to airport.
- 12) Name of sponsors you plan to approach and name of current bid sponsors.
- 13) Tentative planning timeline (for ex., when your club will actually apply for funding from your own school, when you will bring in tables, etc.).
- 14) Tentative budget for the event to include expenses of: awards banquet, space, catering, entertainment and host contributions (where applicable).
- 15) Tentative budget for the meal plan for athletes during the tournament, which should include both breakfast and lunch for the days of competition.
- 16) An awards banquet is expected on one of the evenings of the championships for all championships participants. Please give a preliminary set up and plan for the event
- 17) Describe your plan for media coverage. How many people are you reaching thru TV and other media outlets? What spectator appeal will you offer? How do you plan to attract spectators from outside of the sport? Provide plans for the possibility of TV contracts to broadcast the championships, including how such coverage and other aspects of event production will affect tournament management.
- 18) Name and describe the role of the host hotel in the championships. Provide rates, amenities and other supporting information.
- 19) How do you plan to fund printed programs for the championships? Do you plan to produce championships merchandise?
- 20) List your volunteer plan and how you will address issues concerning: registration, credentials, security.
- 21) Any other information you would like to provide.

Please do not hesitate to attach any other pages containing helpful information.

Deadline:

Note: Please submit the complete application to both the president (president@nctta.org) and the vice-president (vicepresident@nctta.org) electronically.

Incomplete applications will **NOT** be accepted!