

2009 College Table Tennis National Championships (ACUI/NCTTA) Bidding Guidelines

Updated by NCTTA Board of Directors, ACUI Rep; December 2008

Preface: NCTTA is a rapidly growing organization committed to promoting college table tennis across the country. The College Table Tennis Championships have been held annually since 2000 and is the premiere event in college table tennis. The success of the Championships is only made possible through the considerable efforts of the host school/organization, the Championship Committee, staff and volunteers.

The selection of the best possible site and host organization for the Championships is dependent on a fair and thorough bidding process. This bidding process shall be transparent to all parties according to the following guidelines:

Timeline:

- 1) December 3, 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.
- 2) By March 1, 2008: All bids must be submitted to president@nctta.org and vicepresident@nctta.org
- 3) March 2, 2008 Bids will be made public on NCTTA's forum:
<http://www.nctta.org/forum.html>
- 4) From March 2, 2008 to March 21, 2008 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.
- 5) By April 1, 2008, NCTTA's board of directors will send electronic votes to president@nctta.org and 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.
- 6) Electronic votes are tallied and results revealed at the 2008 College Table Tennis Championships and on the NCTTA website by April 15, 2008. The names of the people voting for each candidate shall be withheld unless an inquiry into the process is made.
- 7) Mid-September: A progress report in the planning of the championship shall be submitted by the host organizing committee.
- 8) Site Inspection shall be conducted by NCTTA Championship Committee in the fall or spring semester by February 1 2008 at the latest.

- 9) Beginning of November 2008: 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 will include men's and women's singles and doubles events (ACUI) events in addition to paralympic singles, Men's/Coed team event, Women's NCTTA team events (NCTTA).
- 2) Interested bidders must submit a completed application (downloaded from the Documents section of our website).
- 3) NCTTA and the winning bidder will enter into a contract for the championships a minimum of 6 months prior to the event.
- 4) It is the responsibility of the host organization to notify the championship committee of any problem in the planning and preparation process. The committee will take whatever steps necessary to help.
- 5) The College Table Tennis Championship shall be held over three days (Friday, Saturday and Sunday) of a weekend in April. Proposals for a Championship weekend at other times of the year will be evaluated on a case by case basis.
- 6) 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 seek out, secure and retain any revenue from the Presented by (secondary title) sponsorship in these championships. A sample contract is available for additional details regarding the financial terms for the event.
- 7) The organization cannot host more than 2 consecutive championships and cannot host more than 2 championships in a span of 4 years.