

**GIRLS BADMINTON
Site Proposal Specifications**

Each proposal to host an Illinois High School Association state final event must address and include information relating specifically to the following items:

ESSENTIAL CRITERIA

1) **Site Availability:** The site must guarantee availability of its facilities for all dates of event(s) sought. The IHSA seeks proposals for the following dates and events.

Tournament	Year	Dates
Girls Badminton – Fri./Sat. – Week 45	2022-2023	May 12-13, 2023
Girls Badminton – Fri./Sat. – Week 45	2023-2024	May 10-11, 2024
Girls Badminton – Fri./Sat. – Week 45	2024-2025	May 16-17, 2025

The listed dates are fixed under current tournament structures. In the event changes in structure which may change these dates are considered during the term of the agreement, the venue will have the right of first refusal to continue hosting the event.

Note: The facility will also need to be available on the Thursday of the state final for a practice round or for the start of the state tournament. Detail a time schedule in your proposal that will allow for site availability.

2) **Term and Form of Contract:** Individual proposals must be submitted for each event. Each proposal must be for a 3-year term. Proposals must include a provision for an annual review.

3) **Facility Considerations:**

A.) Describe in detail the facility.

B.) Describe any meeting rooms that will be available during the event.

C.) Minimum 15 courts needed.

Insurance: Describe in detail any and all insurance coverage that the venue currently has as well as any insurance coverage that would be required of the association or lessee.

Security: Submit the venue’s security plan. The plan must include, but is not limited to: routine crowd control, emergency control, i.e. fire, tornado, terrorist, etc.

Handicap Accessibility: Submit verification that the venue complies with all federal and state laws pertaining to disabled persons.

Special Technological Features: Describe any technological capabilities the venue can provide to enhance tournament administration. Such items might include, but are not limited to, message boards, internet availability, scoreboards, etc.

4) **Parking:** Describe parking arrangements which would be provided to accommodate a crowd. Specify the total numbers of parking spaces and parking areas available, indicating the numbers of spaces in each parking area, special accommodations for handicapped parking,

locations of the spaces required for IHSA use and the proximity of each proposed parking area to the venue. Describe shuttle services, if available, from remote parking locations to the venue. Furnish a map or chart showing all prospective parking locations. Describe all financial terms and arrangements associated with parking.

5) **Digital Ticketing:** The Girls Badminton State Final will use digital ticketing through the IHSA partner GoFan.

6) **Financial Considerations:** Describe in detail the costs which the Association would incur by holding its event at the facility. Provide a sample proposed budget for the event.

7) **Settlement:** Settlement of all financial matters must occur not later than sixty (60) days after the conclusion of the event.

8) **Hotel Accommodations:**

IHSA Accommodations: The following minimum numbers of hotel/motel rooms must be available for IHSA use: 12. These rooms will be used to accommodate participating schools/athletes, media, IHSA workers and VIPs.

Spectator Accommodations: List all hotels/motels in the area that have made commitments to provide accommodations during the event(s) sought. Include the number of rooms at each hotel/motel along with the rates at each facility for the duration of the proposed term. Include a map of the community showing all hotel/motel locations in proximity to the venue.

9) **Press and Media Seating:** Accommodations must also be provided at the event for a press work area.

10) **Meal and Hospitality Accommodations:**

A.) The venue must be able to provide meals and/or hospitality service for the following minimum numbers of persons: 20.

B.) Detail in your proposal any meal or hospitality accommodations for coaches (175).

11) **Merchandise:** The IHSA shall provide and have exclusive rights to sell merchandise with no royalty or fees to venue. The IHSA shall have exclusive control over all merchandise sold in the host venue.

12) **Concessions:** Food and beverage concessions shall be provided by the venue or its contracted concessionaire. **Alcohol and tobacco products must be prohibited.** Describe any financial terms associated with concessions.

13) **Programs:** The IHSA shall provide and have exclusive rights to sell event programs with no royalty or fees to the venue. The IHSA shall have exclusive control over all programs sold in the host venue.

ADDITIONAL CRITERIA

14) **Sponsorship:** Describe how venue and host community will advertise and promote tournament events.

15) **Special Events:** Please describe any plans the host community will implement to accommodate, help underwrite or develop special events to be associated with the Girls Badminton state final tournament.

Close the proposal with an explanation as to how and why the mentioned facilities should be selected to host an IHSA state final event. Specifically address how the facility and surrounding community are qualified to uniquely fulfill the aforementioned specifications.

After examining all proposals thoroughly, the IHSA staff will prepare recommendations in regard to site assignments for consideration by the IHSA Board of Directors. Primary consideration will be given to the fulfillment of essential criteria.

Questions regarding proposals or proposal specifications must be directed to Craig Anderson at the IHSA Office.

Proposals should be sent to the attention of Craig Anderson, Executive Director, IHSA, 2715 McGraw Dr., Bloomington, IL 61704.

Deadlines for submitting proposals and the anticipated date of action by the Board of Directors to accept proposals for each sport are:

Sport	Deadline for Submission	Scheduled Board Action
Girls Badminton	August 19, 2022	September 12, 2022

Badminton Specs