



Tarheel Forensic League

Tarheel Forensic League
Building Intellect & Character Through Speech

TFL State Tournament Bid Form

Please read the following: To prevent hosting from being an unreasonable burden, **the TFL will pay a \$2000 stipend to the host school, plus \$5 per competing student and judge entered in the tournament as calculated by the tournament manager. Additionally, the host school will receive up to \$500 worth of free student entries into the tournament.** The host will receive payment from the TFL after the conclusion of the tournament. Free entries will be deducted from the school's registration invoice. The host is responsible for any expenses needed in advance of the tournament and during the tournament itself until this stipend is paid.

The 2020 bid process is open to any TFL member school in the **Tarheel East NSDA District** that can meet the requirements listed herein. Carolina West schools will be invited to bid only if an acceptable bid from the East is not received by the deadline. As agreed to by the TFL State Committee, a Carolina West school will host in 2021 as part of a yearly geographical rotation.

A completed bid application package consists of the following:

- **Answering all questions on the online bid form at this link: <https://tinyurl.com/TFLBidForm>**
- **Downloading this document, obtaining all requested signatures and uploading the signed form along with school maps to the online bid form listed above. (Note: You must have a Google account to upload documents.)**
- **Optional: Uploading any supporting documents for your bid. (Recommended: school maps, a letter from your school's Technology Director speaking to the robustness of your wireless network, and anything else you may think helpful to your bid.)**

All portions of the bid application must be submitted.

Bid submission deadline is Tuesday, October 1, 2019.

Tournament Dates:

March 28-29, 2020

This will be a Saturday/Sunday tournament.

Please carefully read the following pages and make sure that the requirements, stipends and mutual expectations are clearly understood by all required parties in the potential host school and adjacent school (if necessary), including the coach(es), principal(s) and custodial and security staffs. By signing this bid form, you agree to host the TFL State Championship on the dates listed and provide the services listed if the TFL Executive Committee accepts your bid proposal.

PLEASE INCLUDE A MAP OF THE INSIDE AND OUTSIDE OF ALL FACILITIES TO BE USED WHEN RETURNING THIS FORM



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TFL State Tournament Requirements

NON NEGOTIABLE: Internet Access: The host will be required to provide school-wide wi-fi for all students, judges and tab staff and, preferably, networked printers for the TFL tab room staff to use. It is strongly suggested that your signed application include a statement from your network administrator regarding the robustness of your school's wireless network

Speech Contest Rooms: A **MINIMUM** of 120 rooms suitable for speech competitions, including at least one large room capable of housing about 40 (extemp draw) students. In counting your available rooms, remember not to count any that will not be available for security reasons such as offices or secure labs.

Tab Room: One room for tournament headquarters, such as a media center, large enough to hold at least eight large tables with chairs for at least three computer workstations. Computer workstations with internet access in this room are to be provided by the host school. This area must be available all day both Saturday and Sunday.

Extra Judges: (NON NEGOTIABLE!) The host school must provide a **MINIMUM** of ten debate judges. This is IN ADDITION to the team's normal judge quota based on entries. It would be appreciated by the committee if the host can exceed this number. However, the host must at least provide this minimum number of extra judges. **The judges must be UNAFFILIATED with your school and able to judge ANY team, including yours. All host judge names are due to the TFL Chair a MINIMUM of one week prior to the first day of the tournament.** Judges must be available the **entire** tournament. It is to your benefit in the bid process to pledge more than the minimum number. However, you will be held to the number of judges that you pledge. Failure to provide the number of extra judges pledged will result in forfeiture of the stipend paid to the host. Host judges not available for any portion of tournament will incur the same host penalty.

Photocopier: Easy access to a reliable, high capacity machine, with paper. Costs associated with copying are to be deducted from fee paid to host school.

School Official with Keys: This person must be on call and available throughout the tournament to unlock and relock rooms assigned to the tournament as needed.

Judges' Lounge: Capable of seating about seventy-five people. In addition to Friday dinner, Saturday breakfast, and Saturday lunch, light refreshments should be provided in this room throughout the tournament. Judges are to be accommodated with refreshments through conclusion of Final Rounds.

Assembly Area: Auditorium type facility for opening and closing assemblies. Tables for display of awards, appropriate lighting and sound are necessary for assemblies.

Competitor's Lounge Area: Cafeteria-type facility where students can assemble between rounds and consume purchased food or snacks. In addition to Friday dinner, Saturday breakfast, and Saturday lunch, light refreshments should be provided in this room for purchase by students. The host school keeps all profits from student concessions.

Runners: Six to eight students who will not be competing should be available to run errands and assist the TFL Committee with tab room work, photocopying, and postings. These students should be knowledgeable of basic tournament operations (hopefully have assisted with host school invitational in the past). If necessary, adult runners may be provided in lieu of student runners.

Stipend and Limitations: The TFL will pay a stipend to the host school of \$2000, plus \$5.00 per student entry and total judge(s) in attendance. This stipend is to cover tournament costs for all items such as photocopying, tournament staff and judge meals, refreshments, custodial work, and security. Additionally, TFL will waive the host school's student registration fees up to a total not exceeding \$500. TFL's financial responsibility will not exceed the amount of this stipend and fee discount, including any costs for adjacent campuses.

Damage or Loss: Problems with recent state tournaments have been relatively minor, and we hope to work with the host school to maximize precautions. Our custom has been to honor legitimate claims when resources permit, but security is ultimately the responsibility of the host school. TFL's resources are limited and we urge host schools to use prudence in locking up particularly valuable items and locking blocks of rooms as events are completed. TFL does not guarantee compensation to the host school beyond the stipend amount noted in this bid form.

Upon receipt of bid forms, the TFL Executive Committee will vote and the 2020 TFL State Tournament host school will be notified of acceptance of their bid by December 15, 2019.

Questions? Contact Keith Pittman [keith.pittman@acsgmail.net]
Cell: (828) 273-8986

TFL STATE CHAMPIONSHIP BID CONTRACT:

Please submit this sheet with the sheets above to indicate agreement to all listed requirements.

We the undersigned have read the requirements for the State Tournament listed in this bid contract. We agree as part of this bid to provide these facilities, supplies and services. We further understand the limitations of funds for categories of cost items as described within this packet.

In addition to this signature page and the responses to the questions on the online form (<https://tinyurl.com/TFLBidForm>), we are submitting with this packet the required school map(s) of the inside and outside of any facilities being used.

() If checked here, we are also submitting additional information such as letters from administrators or other materials we feel will support our bid and be helpful to the TFL committee in making its decision. **Suggested documents include school maps and a letter from the school network administrator with details on the robustness of your school's wireless network.** We have listed these submitted materials below:

School: _____

Coach Signature: _____ Date: _____

Principal Signature: _____ Date: _____

Adjacent School Principal Signature (if necessary): _____
Date: _____

Remember, this entire bid packet with all necessary forms and signatures must be uploaded to the link listed above no later than Monday, October 1, 2019. If you are unable to upload your documents to the online form, please contact Keith Pittman immediately to assist you with alternate options.

Questions? Contact Keith Pittman [keith.pittman@acsgmail.net] Cell: (828) 273-8986