

Tarheel Forensic League



STATE TOURNAMENT BID FORM 2023-2024

The 2024 bid process is open to any TFL member school.

Due to concerns about travel expenses, the Committee would prefer to award a bid to a school within the Carolina East NSDA District that can meet the requirements listed herein. As agreed to by the TFL State Committee, a Carolina West school will host in 2025 as part of a yearly geographical rotation.

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/or adjacent schools, including the coach(es), principal(s), custodial, and security staff.

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.

A completed bid application consists of the following:

- Answering all questions on the online bid form at this link: bit.ly/tfl-bid-2024
 - Note: You must have a Google account to upload documents.
- Uploading supporting documents using the form above:
 - The last page of this document with all requested signatures
 - School maps (inside and outside of all facilities)
 - Any supporting documents for your bid. (Recommended: Documentation speaking to the robustness of your school's wireless network, list of neutral judges, or anything else you think may be helpful to your bid.)

State Tournament Dates:

Saturday - Sunday
March 2-3, 2024

Bid Applications Due: October 15, 2023

Bid Notification By: December 15, 2023

COMPENSATION

- To prevent hosting from being an unreasonable burden, the TFL will pay...
 - a **\$2,500 base stipend** to the host school,
 - plus **\$5 per competing student and judge** entered in the tournament as calculated by the tournament manager,
 - plus 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 expenses needed in advance of the tournament and during the tournament itself until this stipend is paid.
- 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.

HOSTING 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
- **[NON-NEGOTIABLE]** 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.
- **[NON-NEGOTIABLE]** Extra Unaffiliated Judges: 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 (and favored in the bid process) 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 entered in the TFL State Championship, including the host school's.
 - All host judge names are due to the TFL Chair a MINIMUM of two weeks prior to the first day of the tournament.
- **[NON-NEGOTIABLE]** Judge Lounge: Capable of seating about seventy-five people. Must provide the following available free of charge: Saturday breakfast, lunch, light afternoon refreshments, and dinner, and Sunday breakfast, lunch, and light afternoon refreshments (through the conclusion of final rounds each day).

- **[NON-NEGOTIABLE] Student Lounge:** Cafeteria-type facility where students can assemble between rounds and consume purchased food or snacks. Must provide the following available for purchase: Saturday breakfast, lunch, and light afternoon refreshments, and Sunday breakfast, lunch, and light afternoon refreshments (through the conclusion of final rounds each day). The host school keeps all profits from student concessions.
- **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. This area must be available all day both Saturday and Sunday.
- **Photocopier:** Easy access to a reliable, high capacity machine, with paper.
- **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.
- **Assembly Area:** Auditorium-type facility for opening and closing assemblies, including tables for display of awards, appropriate lighting, and sound.
- **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. If necessary, adult runners may be provided in lieu of student runners.

PENALTIES

- The following penalties will be instituted if a host school fails to meet their obligations:
 - **Internet Outages:** In the event that the Internet network is unavailable, a \$250 per half hour penalty may be deducted from the base stipend.
 - **Missing Unaffiliated Judges:** Judges with school affiliations will not be counted toward the unaffiliated judge quota (each will count as not providing a judge). If a school does not meet the 10 judge burden, the school will be charged \$250 for each full commitment, \$125 for each half commitment, and \$50 for each missed round.
 - **Lounge Deficiencies:** In the event that the host school does not provide meal service for students and judges, the entire base stipend may be forfeited.
 - Failure to deliver on the contracted expenses cannot result in a Host School owing the TFL money, but can waive their entire stipend and payment.
 - In the event that a force majeure event occurs, the host school will not be held responsible for penalties. "Force majeure" means any unavoidable circumstance which is beyond the control of the host school which prevents them from performing their obligations. Such circumstances include, but are not limited to, any natural disaster, fire, flood, accident, etc.

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

Questions? Contact Crawford Leavoy at crawford.leavoy@da.org

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Please submit this sheet to indicate agreement to all listed requirements.

We, the undersigned, have read the requirements for the State Tournament listed in this bid contract and in the online bid form. 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 bid form, we are submitting with this packet the required school map(s) of the inside and outside of any facilities being used.

SCHOOL: _____

COACH SIGNATURE: _____

DATE: _____

PRINCIPAL SIGNATURE: _____

DATE: _____