



## 2016 College Table Tennis National Championships

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### Bidding Guidelines

#### **Preface:**

NCTTA is a rapidly growing organization dedicated to the promotion of college table tennis across the country. The premier event in college table tennis, the College Table Tennis Championships has been held annually since 2000. The success of the Championships is only made possible through the considerable efforts of the host 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 guidelines and timeline outlined in this document.

#### **Guidelines:**

- 1) The Championships will include men's and women's singles and doubles events, Paralympic (disabled) singles, men's/coed team, and women's team events.
- 2) The College Table Tennis Championships shall be held over four days (Thursday through Sunday) of a weekend in early April. Proposals for a Championships weekend at other times of the year will be evaluated on a case by case basis.
- 3) The same organization cannot host more than 2 consecutive Championships and cannot host more than 2 Championships in a span of 3 years.
- 4) Interested organizations must submit a completed 2016 Championships Bid Application (available from the Documents section of the NCTTA website: <http://www.nctta.org/documents>).
- 5) NCTTA and the host organization of the winning bid will enter into a contract for the Championships a minimum of 6 months prior to the event.
- 6) It is the responsibility of the host organization to notify the NCTTA Championships Committee of any problem in the planning and preparation process. The committee will take whatever steps necessary to help.

- 7) **Financial Issues:** NCTTA understands that without sponsorships the Championships would not be financially viable, but also in realizing this venture is a product owned and managed by NCTTA, NCTTA reserves the right for final approval of all sponsors. A sample contract is available for additional details regarding the financial terms for the event.

**Timeline:**

- 1) **December 5, 2014** NCTTA will publish bidding guidelines via the NCTTA website. Bidding guidelines will be made available to all member schools and to public and private organizations such as sport commissions, convention and visitor bureaus, etc.
- 2) **May 15, 2015** Bid deadline, all bids must be submitted via email to both [president@nctta.org](mailto:president@nctta.org) and [vicepresident@nctta.org](mailto:vicepresident@nctta.org).
- 3) **May 17, 2015** Bids will be made public via the online NCTTA Forum: <http://www.nctta.org/forum.html>
- 4) **May 17, 2015 to May 31, 2015** The NCTTA Board of Directors and other interested parties may ask questions about the bids via email or the online NCTTA Forum. Any discussion regarding the championship bids will be posted on the NCTTA Forum. The bidding process shall be open and transparent to all parties involved. Response to any inquiry into the process shall be provided in a timely manner by the Board.
- 5) **June 1, 2015** The NCTTA Board of Directors will vote on the bids electronically as described in the *Voting Procedure* section. Within 48 hours of completion of the voting process, the 2015 College Table Tennis Championships will be awarded to winning bid.
- 6) **Mid-October 2015** A progress report in the planning of the Championships shall be submitted by the host organizing committee.
- 7) **By November 15, 2015** Site inspection of the Championships host site shall be conducted by representatives of the NCTTA Championship Committee.

**Note:** The NCTTA Board of Directors reserves the right to select a new location to host the national championships if it decides that during the preparation phase leading up to the championships:

- a) the host organization does not show sufficient progress, or
- b) the host organization deviates significantly from conditions and terms presented in their original bid.

## **Voting Procedure:**

Votes will be cast electronically by the NCTTA Board of Directors who by sending their votes to both [president@nctta.org](mailto:president@nctta.org) and [vicepresident@nctta.org](mailto: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.

**Round 1:** Each Board member may cast a vote for one of the following:

- a) **yes** vote for **one** site of his/her choice,
- b) **no** vote for **all** sites submitted, or
- c) abstention from voting.

If a site obtains a majority (greater than 50%) of 'yes' votes it will be awarded the right to host the Championships. Otherwise, the site with the most 'yes' votes will be retained for Round 2 of the voting process. Any ties will be broken by the chair of the selection committee.

**Round 2:** Each Board member may cast a vote for one of the following:

- a) **yes** vote for the retained site,
- b) **no** vote for the retained site, or
- c) abstention from voting.

If the retained site obtains a majority (greater than 50%) of 'yes' votes it will be awarded the right to host the Championships. Otherwise, the Championships bid process will be re-opened with a new bid deadline.