

WESTERN REGIONAL CHAMPIONSHIPS

TOURNAMENT BID SUBMITTAL PACKAGE

January 4, 2014 Revision

General Overview

This purpose of this bid package is to provide sufficient information regarding the organization sponsoring the tournament, the site and the general details regarding the tournament execution. This bid package specifies the minimum requirements for a regional tournament bid proposal to be accepted for consideration by the Western Region Council. The Western Regional Council will use this guideline in evaluating various bids, qualifying a potential site, and determining the timing of the Regional Championship Tournament throughout the Western Region. A formal Regional Championship tournament bid must be submitted to the Western Region Council for consideration and will aid in the analysis and award of tournament.

The format of the bid proposal is patterned after the general requirements for the Regional Guide announcement. In essence, if the announcement information is completed, the majority of the required information to review the specific proposal will have been provided.

General Requirements

The sponsoring club should provide a brief description of the organization. Include the years in existence, the demographic makeup of the club, the number and types of officials that are members and other pertinent information that highlights the qualifications of the organization and the site. Discuss the roles that these members will play in the preparation and execution of the various support activities required for hosting the Regional Championships. In addition, highlight past major tournament activity, such as a previous Regional Tournament or record capability tournaments.

Location

Provide a brief description of where the site is located, the number of lakes and proximity to various general services. (Motels/Hotels, retail outlets, airport(s) and other practice sites if available) Include general directions from the logical travel approach points. Restaurants must be within 5 miles of the site and be available for service at least 2 hours after tournament ends each day. Motels/Hotels must be within 20 minutes of site.

Entry Requirements

This section should define the suggested qualification requirements for all events. Exceptions to these qualifications should be included. Qualifications should be consistent with sustaining the level of participation in area tournaments for divisions that have been identified as key areas for promotion, such as Boys and Girls 1-2. The Western Region Council will vote and approve the requirements that will optimize participation and control the number of entries.

All entry qualifications should be consistent with the current AWSA Performance Qualifications. Each Western Regional skier must be an AWSA member, US Citizen and be a Western Region resident. Entry refunds **will not** carry a refund charge requested by a designated date.

Registration Requirements

Entry requirements should be clearly defined. Registration must include an Official Entry Form, Full entry Fee and proof of AWSA membership. A specific date for receipt of the entry must be identified. All entries should be accompanied by proof of rating to minimize any uncertainties regarding performance qualifications.

The suggested entry fee should be determined and be approved by the Council at the Winter Regional meeting prior to the Regional Tournament. Fee determination should be consistent with previous tournaments and expected number of contestants.

Site Check-in

Site check-in is not necessary if an individual has completed all the requirements identified in Registration Requirements. The only documents that will be accepted on site without a Late Fee are proof of rating and/or declared trick list. These must be provided ½ hour prior to the start of the event. It is the skier's responsibility to provide this information.

Awards

Awards must be of a type that is relevant to the event. Sponsors must designate where and when the awards are to be given out. It is recommended that the award presentations coincide with the junior development banquet or officials banquet.

Practice

This section would outline the process used for practice. In addition, how will practice be organized? If there are multiple lakes, what is the process for making available time for all events? If there are multiple lakes, will the lake with the jump be available for practice during the tournament? If the site is a single lake, is a cooperative arrangement in place to offer practice at nearby lakes. How will that information be disseminated? Finally what is the cost, number of passes and preference provisions given to tournament officials.

Practice should be made available whenever possible, on the same lake skiers will be competing in that event. A designated committee chairman should supervise practice. Only rated drivers should be used for driving practice and preferably drivers that will drive the tournament whenever possible. Skiers will not be allowed to practice during their event or after their event, unless no one is

waiting. No one may take a second practice ride for the same event when there are skiers waiting to take their first practice ride.

Lake availability regarding general practice and boat setup periods should be outlined. The need to “dial in” speed control systems, test various boats and make necessary adjustments for all three events should be established by the Chief Driver and considered when practice is defined. In addition, practice boats should vary by brand to provide the skier the opportunity to practice behind qualified tournament boats whenever practical.

Specific attention should be given to general practice and boat setup provisions prior to site orientation day. The Chief Driver should consider an additional day to setup tournament boats prior to formal practice. Practice periods should accommodate a balance for jump, tricks and slalom.

Site Briefing & Practice Process

This section should detail the plan for conducting the site briefing and skier practice. The number of passes, the cost and the time the briefing would be available.

Tentative Schedule of Events

The host hotel should be identified. The schedule of events should include the following items:

- Regional Council Meeting
- Judges and Drivers Meeting
- Appointed Officials & Regional Council Banquet
- General Membership Meeting
- Skier Appreciation Dinner
- Officials Appreciation
- Junior Development Team Banquet

Anticipated times for each of these activities should be identified. They should allow sufficient times for everyone to attend with time in between. Consideration should be given to tournament official’s work schedules and events should be scheduled to allow all officials to attend.

Junior Development Banquet

The program outline for the Junior Development Banquet should be outlined. A location large enough to hold this function will be necessary and the funding requirements should fall within the budget constraints of the Site and the Western Region Junior Development program.

Skier Appreciation Banquet

In association with the General Membership meeting the host site shall put on a skier appreciation banquet at the tournament site, weather and conditions permitting. The banquet costs should fall within the budget constraints of the Site and the Western Regional Council.

Camping Accommodations

Specific details regarding camping on-site should be presented. Any services such as trash disposal, sanitary waste system services and availability of electrical hook-ups should be noted. Parking availability should be listed and any restrictions or limitations should be identified.

On-site camping should be available. Trash service and potable water should be provided. Sanitary dumps should be available every other day at a nominal fee. Campsite costs should be set below any surrounding campsite fees.

A standard time of 10:00 pm and one-half hour before tournament starts each day should be designated as quiet times. That includes (not inclusive) voices, music, cars, generators, etc.)

Food Services

Specific details should be provided regarding on-site food service. In addition, local restaurant availability should be included where applicable.

Food must be available on site for 3 meals a day at reasonable prices. Some provisions should be made to accommodate officials.

Officials

This section should list (tentatively) the Chief Officials. These include the Chief Judge, Chief Driver, Chief Scorer, Chief Registrar, Chief Announcer, Safety Director, Technical Controller and the Tournament Director(s). These assignments are subject to change, but will provide additional strength to the bid proposal if they are identified. In addition, it will also be beneficial if members of the sponsoring club are listed in one or more of these positions.

The Local Organizing Club, in conjunction with the chief officials, will establish general guidelines to resolve disputes that may occur during the tournament. This may include protests, inappropriate behavior by a skier or any interpersonal issues that may arise on the tournament site. A person should be identified that will be responsible for facilitating resolutions including fact finding and coordination of Regional Council Representatives where necessary to support the orderly execution of the tournament.

Schedule of Events

This section should describe the anticipated schedule of events. Consideration should be given to logical flow for site changeover between different events. What is the duration of the tournament? The proposal should discuss the estimate for the number of entries and provide a basis for that estimate. The schedule of events should be sensitive to minimizing the periods between multiple event skiers. Every effort should be made to avoid excess spacing between a division's three events minimizing extended stays for multiple event skiers.

The potential impacts to the tournament such as weather, site changeover, single lake limitations and length of each day should be discussed and a contingency plan with alternatives should be included in the proposal. The schedule of events for the juniors should coincide with the Junior Development Banquet date.

The Tournament schedule should be scheduled to last no longer than 8 hours per day without delays whenever possible. The utilization of additional days should be considered to mitigate daylight to dusk schedules. Site restrictions and general conditions (sun, wind, normal temperature) should be evaluated and considered in establishing the schedule. These factors should also be evaluated when proposing qualification standards with the bid submittal.

Proposal Submittal

The Area Council Representative should submit the proposal to the Western Region Council for consideration. The Area Council Representative should review the proposal prior to the submittal and work with the sponsoring club as the tournament bid is being prepared to assure the information required for comparative analysis with other bids has been provided.

Periodic updates to the proposal as the year of the potential tournament bid nears may be required. It will be the responsibility of the Area Council Representative to coordinate information and provide feedback to the club that has submitted a previous tournament bid.