

KSCA Bidding Process

Hosting the KSCA State Chess tournament is a great way to help promote chess in your local area. The bidding process is open to all KSCA member schools.

The Bidding Process

The KSCA Policy board will accept bids until March 1, 2018 for the 2019 KSCA State tournament which will be held on Saturday, March 9, 2019.

Parts of a State Tournament Proposal

A bid on a KSCA State Tournament is a statement that your group wants to work in partnership with the KSCA to organize a chess event in your local area. If your proposal is accepted, then your group will be held accountable for all the things you promised to do in your bid. If your group wishes to make changes later, you will need the permission of the KSCA Executive Director.

A successful bid will include all of the following:

- A hotel available for the event
- Complete description of the site with contract
- A sample budget
- Names of volunteers, staff, and TDs (including the Chief TD's resume)
- Brochures from the site showing the space layout and dimensions
- A complete description of how food will be provided, to give confidence in the site's ability to handle the large size of this event.

Hotel Accommodations

The bid should list area hotels with room pricing. A chess rate is preferred but not required. If you desire to host the tournament at a hotel, then then the hotel must meet the tournament site guidelines. As a rule of thumb, the KSCA suggests that you plan on 15 sq. ft. per player for a championship event.

A Sample Budget

You should think of your proposal as a type of business plan. Any good state level event needs a budget, and so your sample budget is a very important part of your overall bid. Your budget should include an estimate of the expected revenues for the event. It should also include an estimate of the overall expenses.

A sample budget event might look something like this:

Revenues				
	Number	Price		
Entry Fees	550	\$10	\$5500	
USCF Member Ship Fee	80	\$10	\$800	
Side Event - Blitz	50	\$10	\$500	
T-shirts	50	\$15	\$750	
Team Rooms	10	\$100	\$1000	

Expenses		Price	
Site Rental		\$3000	\$3000
USCF Membership Fee	100	\$11	\$1100
Team Room Rental	10	\$50	\$500
Booklets	500	\$0.50	\$250
Chief TD Fee		\$200	\$100
Floor TD Fee	4	\$50	\$200
Computer TD Fee	4	\$50	\$200
USCF Rating Fee		\$125	\$125
Tournament Supplies		\$200	\$200

Your sample budget is important because, if your bid is accepted, it forms the basis for your agreement with the KSCA. If your budget includes \$1,000 for team rooms, then that is what KSCA will expect (or allow) you to spend. Therefore, it is in your group's best interest to include as much information about your plans as possible. By including the details now, you avoid confusion later. The sample budget listed above could be improved by giving more specific information about spending in each of the general categories.

Names of Volunteers, Staff, and TDs

A good proposal should include lists of available volunteers, staff, and the tournament directors. The Chief TD is responsible for the tournament. The host is expected to work directly with the Chief TD. The Chief TD must be at least a Senior Tournament Director. Your bid should include a written acceptance stating he or she is willing to direct the event you desire to host.

Food Service

Chess events often have playing schedules that don't mesh well with the outside world. Will players be able to find food service for breakfast, lunch, or dinner following their rounds? Be sure to confirm with the sales manager that the food services will be open at the right times or cash sales will be offered for your event.

The Approval Process

Once you have your bidding materials prepared, the next step is to send them to Kyle Camarda, the KSCA Executive Director. His email address is camarda@ku.edu.

The bid must be received by March 1, 2018. Once all bids have been collected, Kyle Camarda will present the bids to the KSCA Policy Board.

Please see the following pages for a SAMPLE bidding proposal.

Sample Bidding Proposal

(your bid may or may not include all of the following)

[EVENT MAKING PROPOSAL FOR]

[DATES OF EVENT]

[PROPOSED LOCATION – NAME –

CITY, STATE]

[DATE SUBMITTED TO KSCA]

Presented By

[ORGANIZER(S) FOR EVENT]

[NAMES]

[US Chess TD LEVEL/FIDE TITLE IF APPICABLE]

Introduction/Summary of bidding proposal

Dates and location proposed for the event

Sample budget – may include the following

Revenues

Expected revenue from T-shirt sales/cash sales/bookstore

Amount of entries expected and type

Include registration discounts if any

Fees collected for section changes

Side event entry fees

TD fees/payment

Site rental

Rating fees

Advertising

Program book expense

Supplies

Considerations if budget does not work out

Registration fees and discounts if any

Online, mail, and/or phone

Boards and pieces for players to use for tournament

Notation sheets for players to use

Side events (Blitz, Bughouse)

Awards ceremonies

Tournament Site/Hotel

Location including address

Room rate per night

Floor plans of how space will be used for Event

Map of layout of tournament area

Including playing hall(s), skittles, bookstore, etc.
Capacity charts for function space using
Table size should be “6x30” or at least “8x30” if possible
Space for computer(s), electrical outlets, and internet access
if necessary to run tournament

Facilities

Room capacity of hotel/site

Internet access

Food considerations

Restaurants

Food locations nearby

Cash sales

Water availability during rounds for players

Other considerations for tournament area

Lighting of playing area

Recreation at hotel or nearby attractions

Skittles area for waiting area between rounds and for parents

Staff

Organizers

Chief TD

Additional staff considerations

Possible staff and payment

Staff experience

Any scheduled meetings that take place during tournament

Maps

Brochures/Floor plans of the hotel/site