

TENNESSEE SECONDARY SCHOOL ATHLETIC ASSOCIATION
REQUEST FOR PROPOSAL
2023 and 2024 Cross Country State Championships

Host: Tennessee Secondary School Athletic Association (TSSAA) located in Hermitage, Tennessee

Tentative Dates: **2 consecutive dates between**
November 1-4, 2023
November 6-9, 2024

Course will need to be available for set-up and for competitors to view on the day prior to the start of the state championships.

Organizational Profile: The TSSAA was founded in 1925 as a voluntary, non-profit, self-supported organization to administer the junior and senior high school athletic programs in the state of Tennessee. TSSAA currently serves 469 member high schools and 489 TMSAA member middle schools.

Event Profile: The TSSAA Cross Country State Championships are the culmination of the high school cross country season for both boys' and girls' cross country teams and individual runners of member schools across the state of Tennessee. Member schools are divided into four classifications of competition for boys' and girls' (Division I A-AA and AAA and Division II A and AA), and compete in one of eight state championship races for both team and individual titles. These championships bring together student-athletes, coaches, fans, parents, and other spectators from all over Tennessee.

Attendee Profile:

Division I A-AA - Approximately 528 runners (40 girls' & 40 boys' individual qualifiers, 32 girls' & 32 boys' qualifying teams)

Division I AAA - Approximately 416 runners (40 girls' & 40 boys' individual qualifiers, 24 girls' & 24 boys' qualifying teams)

Division II A - Approximately 156 runners (15 girls' & 15 boys' individual qualifiers, 9 girls' & 9 boys' qualifying teams)

Division II AA - Approximately 238 runners (17 girls' & 17 boys' qualifying teams)

Families and classmates of the participating student-athletes

TSSAA Staff and Event Staff

Facility Requirements:

-Five kilometer (5K) course with a start line wide enough to accommodate 36 starting boxes. Course should be well-marked and roped-off in areas where spectators can gather.

-Ability to charge spectator admission

-Area for team packet pick-up

- Seating/viewing areas for spectators
- Restroom facilities, whether permanent or portable, for all in attendance
- Adequate and safe parking, whether in spaces or in open grass fields, for up to 1000 spectator cars at a time
- Designated parking area for event staff
- Designated parking area for team buses
- LED video board on site for displaying drone coverage of the race, results, and sponsor logos
- Space for the TSSAA official merchandise vendor
- Concessions or food trucks on site are preferred, but those negotiations are left to the host site
- Designated area for athletic trainers and EMS near the finish line
- Area for distribution of awards, preferably in front of the video board
- 4 utility vehicles or golf carts to be used by race personnel
- To preserve the course conditions, site must agree to not host any other cross country meet for the two weeks prior to the state championships

Hotel Requirements: If located outside of Middle Tennessee, the host city must provide the TSSAA with up to 50 complimentary hotel room nights to house officials and event staff. If located in Middle Tennessee, up to 15 complimentary hotel room nights should be provided. There must be adequate hotel availability in the area to accommodate student-athletes and their coaches, parents, and fans that may be traveling from other areas of the state.

<p>Host Responsibilities:</p> <ul style="list-style-type: none"> -Facility maintenance and set-up, including the mowing and care of the actual course and surrounding areas -Facility management -Placement of TSSAA signage -Parking attendants and operations -Concessions -Custodial clean-up, including the servicing of restrooms throughout the event -Medical coverage by EMS and athletic trainers -Security -Lunch for event staff, volunteers, and officials for each day of the event 	<p>TSSAA Responsibilities:</p> <ul style="list-style-type: none"> -Team hosting -Officials' coordination -Official timer -Media coordination -Credential printing and distribution -Ticketing -Trophies and awards -Tournament operation -On-site signage and marketing
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Corporate sponsors - Seeking community and corporate involvement is encouraged. However, NO on-site signage, video/scoreboard ads, PA announcements, booth displays, or giveaways will be allowed due to existing contracts between the TSSAA and its corporate sponsors. Any community sponsors must be approved by the TSSAA Marketing Director, Courtney Brunetz.

Note: The TSSAA reserves the right to all souvenir and soft goods sales due to existing contracts.

Financial Agreement: It shall be the decision of the bidding organization as to the amount of the financial aspect/agreement in their bid. Any costs to TSSAA should be outlined in the proposal. The host can retain all parking and concessions, provided that complimentary parking is provided for TSSAA staff and officials, as well as team buses. If charging for parking, the rate cannot exceed \$5.00 per vehicle. TSSAA retains the right to establish ticket prices.

Recent Sites:

2020-2022: Sanders Ferry Park, Hendersonville
1971-2019: Percy Warner Park Steeplechase, Nashville

Recent Paid Attendance:

2021: 3358 (2-day competition)
2020: 2257 (2-day competition)
2019: 2930 (1-day competition)
2018: 3054 (1-day competition)

Bids Due:	November 30, 2022 by 12pm CST Please provide video drone footage or aerial photos of the course and parking areas to accompany your bid, if possible.
Board Decision:	January 12, 2023
Send Information To: (email submissions are acceptable)	Tennessee Secondary School Athletic Association Emily Crowell, Assistant Executive Director P.O. Box 319 Hermitage, TN 37076 Office Phone: (615) 277-1916 Email: ecrowell@tssaa.org