

## **Guidelines for Bidding Alabama Chess Federation, Inc. Tournaments**

### **How is the Bid Process Started?**

ACF will announce that it is accepting bids for a particular tournament in ACF's quarterly publication *Antics*, the ACF website [www.alabamachess.org](http://www.alabamachess.org), and/or by a single direct mail solicitation to the address of each current affiliate.

### **Who Can Submit a Bid?**

ACF will consider bids from any tournament organizers. Every bid should have the USCF certified tournament director identified. As a general rule, ACF will only approve bids from organizers that meet or exceed the minimum requirements and are expected to do a good job. The reputation of an organizer is also significant. For example, while admittedly subjective, if the strong consensus among players is that an organizer runs poor quality events, their bids will likely not be given serious consideration.

To ensure that no one director or affiliate claims a specific annual event, the ACF desires that no one organizer or affiliate host the same annual event two consecutive years; given that there is at least one other eligible bid and bidder submitted per regulations and guidelines.

ACF, at the discretion of the board of directors, reserves the right to reject all bids, request additional support information regarding a bid, and/or request all bidders modify their bids to meet certain criteria.

### **What Should the Bid Include?**

At minimum, the bid should be the basic information of the event being organized, including:

- 1) The bidders name, address, and contact information (including email if available)
- 2) The location address of the event and description of the tournament hall.
- 3) The date of the event.
- 4) Complete description of tournament format. Must include all financial overhead.
- 5) Submitting a draft copy of a TLA (USCF Chess Life/Tournament Life Announcement) is **required**.

Additional information is encouraged and is a desirable part of any bid. This may include:

- 1) A brief description of the playing area with regard to quietness, lighting, accessibility, etc.
- 2) Information about the host facility including location, food, snacks, restrooms. If this is a statewide event, travel distance for players may be considered.
- 3) If the event is a multi-day tournament, information regarding special rates, group benefits, general lodging, food, and travel will be considered.
- 4) If the bid does not specify a certain date, then a proposed date is required and suggested available alternate dates are recommended.
- 5) Special arrangements will be a factor including confirmed sponsorships, support infrastructure for registration, additional floor help, etc.
- 6) A statement that the organizer will follow all relevant ACF requirements, policies, and guidelines for that event.
- 7) A statement that releases the ACF from any liability associated with the event. For those events that require it, a statement that the organizer will have a liability insurance policy in force at the time of the event.
- 8) For any sizable event submitting a draft budget and any pending hotel or other contracts is recommended. The draft budget would include all estimated expenses and revenues.

Unless an event has an underwriter (sponsor or patron), we want to avoid awarding events to organizers who are likely to lose sizable amounts of money, or will enter into hotel contracts that have unreasonable performance clauses.

### **Where Are the Bids Submitted?**

The bids should be sent to the ACF officer listed on the bid solicitation. Bids may be sent email or postal service. The officer is responsible to confirm the bid to the bidder, deliver the bids to the executive board, and verify the bid process is timely, fair, and fully executed.

### **Who Determines the Winning Bid?**

The executive committee, as chaired by the ACF president, selects the winning bid for non-scholastic events by simple majority vote. For scholastic events, the scholastic VP is given preference for selection with executive committee review and simple majority approval.

### **What is contained in the ACF request for bids?**

The solicitation of a tournament bid by ACF will include:

- 1) The tournament (name) being bid
- 2) A listing of ACF provided titles, prizes and/or awards. This is in addition to and DOES NOT include prizes (MONEY!) that the tournament organizer may supply. For instance ACF recognizes and conveys a state championship title but the tournament organizer provides the cash prize from the tournament budget.
- 3) A description of the player groups that qualify to compete for ACF titles, prizes and/or awards.
- 4) The opening and closing dates for bidding (about six weeks)
- 5) The closing of the bid process. The winning bid will be announced in ACF's quarterly publication *Antics*, the ACF website [www.alabamachess.org](http://www.alabamachess.org), and by a single direct mail solicitation to the address of each current affiliate.

### **Can the Winning Bid Be Modified?**

The winning bid may not be modified by the bidder or ACF unless the request is submitted in writing to the successful bidder and the ACF officer and countersigned by both.