



# 2019 FHSAA Officials Leadership Conference Request for Proposal

## INTRODUCTION

Since its beginning in 2003, the FHSAA has presented the opportunity for all registered officials to attend the Officials Leadership Conference (OLC). Each summer more than 200 FHSAA registered officials from across Florida gather for a day and a half for continued education presented by the FHSAA Staff, guest speakers, and local associations' leadership. 2019 OLC will be held on July 19-20.

**Site Proposal Outline.** The site proposal outline has been developed to pinpoint key areas that will be evaluated by the FHSAA staff in determining the site for this conference, and to assist you in assembling your proposal. Each and every point, document, map, diagram and form addressed in the outline should be answered, provided, completed and returned as part of your proposal package.

**Site Proposal Specifications.** The site proposal specifications set forth the Association's minimum expectations of both the facility in which the OLC will be conducted, and the host association. The FHSAA is committed to making the OLC a first-class event and will expect no less of the facility and host association. Please read the specifications carefully. As you work your way through each section, note the requirements that will result in an expense. In this way, you can determine the minimum cost of complying with the specifications and operating the OLC.

The deadline for submission of proposals to host the FHSAA Officials Leadership Conference is **April 19th, 2019 at 5 p.m. ET.**

The FHSAA staff will examine thoroughly each proposal received. Fulfillment of the essential criteria for hosting the event, and specific advantages and disadvantages of each proposal will be the foundation of this examination. The target deadline for reaching an agreement is **May 3, 2019**. The FHSAA reserves the right to choose up to three (3) associations to negotiate with during this time.

Proposals to host the Officials Leadership Conference must be received in the FHSAA office no later than **April 19, 2019**. A proposal packet must address the following points and include the following documentation:

- I. Proposal to host information
- II. Information regarding prospective host organization
  - a. Type of association and purpose
  - b. Associations contact list
  - c. Name of event manager and brief description of his/her event-organizing experience.

- d. List of similar events that have been hosted by organization.
- e. Affirmation of solid volunteer base from which to draw staffing for event.
- f. Describe any plans to secure local sponsorship for event. Name potential local sponsors you might approach. What benefits do you propose to offer them?
- g. Disclose any facility policies that might prohibit FHSAA corporate partners from showcasing and distributing their products or services in facility during event.

### III. Information regarding proposed facility

- a. Name and location of facility
- b. Name of facility liaison
- c. Letter from facility management/ownership confirming facility's availability on specified dates and its willingness to house event and its waiver of all access, utilities and vendor fees
- d. Address all facility requirements as stated in site proposal specifications
- e. List and describe any special technological features of facility that will be available for use to enhance event experience for participants
- f. Map showing location of facility
- g. Diagrams of facility showing classroom areas; entrances and exits; hospitality area; General session location, Lunch room location, etc.
- h. Diagram of all parking areas showing proximity to facility and number of available spaces
- i. Describe plans to handle overflow parking

### IV. Facility Requirements (these spaces may be multipurpose):

- a. Auditorium/Large Meeting Space – seat 200 or more
- b. Lunch Room/Large Space with tables and chairs – seat 200 or more
- c. Four to five (4-5) Classrooms that seat 40
- d. Registration Space
  - i. 2-3 tables
  - ii. 4-6 chairs

### V. Lodging.

- a. Name of proposed headquarters hotel.
  - i. Distance and driving time to facility Enclose brochure from the hotel
  - ii. Disclose secured best-possible rate for rooms in FHSAA and officials blocks
  - iii. Deadline established for releasing to public unreserved rooms in blocks
  - iv. Will host and/or hotel offer to FHSAA any complimentary rooms?
  - v. Provide name and contact information for hotel employee who will act as liaison to FHSAA in management of room blocks
- b. List all hotels/motels in area within 5, 10 and 20 miles of facility
  - i. Provide number of rooms and rates for 2-person and 4-person occupancy at each property
  - ii. Include map of community showing all hotel/motel locations in proximity to the facility
  - iii. Describe efforts you will undertake on behalf of participating officials to negotiate special rates for lodging accommodations, including food services, during their stay in your community

- c. Disclose any other events taking place within the city or surrounding communities during the dates of the event that may impact the availability of reasonably priced lodging accommodations for participating teams and spectators

VI. Food and beverage concessions.

- a. Hospitality Requirements:
  - i. The FHSAA will provide **\$3000** (reimbursement) for the purchase of food and non-alcoholic beverages
  - ii. Receipts for all purchases must be kept for reimbursement
- b. Disclose plans for providing food and beverage services to attendees during the following times:
  - i. **Friday Night:** Social (appetizers, beverages (beer/wine optional – Cannot be purchased with FHSAA Funds))
  - ii. **Saturday Morning:** continental breakfast (pastries, coffee, fruit juice, fruit, water etc.)
  - iii. **Saturday throughout the day:** beverages (bottled water, soft drinks)
  - iv. **Saturday Lunch:** food to feed 200-250
- c. FHSAA funds are not to be used to purchase alcoholic beverages. The FHSAA will provide its tax exempt number to keep food and beverage (non-alcoholic) purchases from being taxed. The FHSAA also has a corporate account with Jason's Deli which could be used for lunch if no other options are available.

VII. Insurance.

- a. Discuss your ability to provide required insurance coverage if needed by the host facility.

VIII. Financial arrangements.

- a. The FHSAA can provide a check at the time of service to pay for lunch if needed
- b. All facility cost (i.e. janitorial) must be factored into the \$3000 hosting budget
- c. All receipts must be submitted within seven (7) business days after the conclusion of the event to receive reimbursement

- IX. Summation. Close your proposal with an explanation as to how and why the prospective host association and prospective facility should be selected to serve as host for the event. Specifically address how the prospective host association, the prospective facility and the surrounding community are qualified to uniquely fulfill the specifications. What about your facility or community will contribute to a successful event?

Please find the 2018 FHSAA Officials Leadership Conference Agenda included for additional information.  
**Times are subject to change depending on host facility.**

Please email your RFP to Jeremy Hernandez at [jhernandez@fhsaa.org](mailto:jhernandez@fhsaa.org). If you have any questions, please feel free to contact Mr. Hernandez at the above email address or at 352-372-9551 ext. 300.

We look forward to working with you on this endeavor.



# FHSAA Officials Summer Conference ~ June 8-9, 2018

## Leto High School, Tampa, FL

### Friday June 8<sup>th</sup>

Registration	(Leto High School Lobby)	3:00-4:30
Welcome/Introduction/General Session	(Auditorium)	4:40-5:45
Dinner/Baseball Game/Social	(George M. Steinbrenner Field/Hotel)	6:00

### Saturday June 9<sup>th</sup>

Registration	(Leto High School Lobby)	7:15-7:30
Welcome	(Auditorium)	7:40-7:50
Breakout Sessions (FB, T&F and WR)	(FB #102, T&F #103 and WR #106)	8:00-9:30
Arbiter How-to/Q & A (SC, SB and VB)	(Room #105)	8:00-9:30
General Session (BA and Bball)	(Auditorium)	8:00-9:30
Breakout Sessions (SC, SB and VB)	(SC #102, VB #103 and SB #106)	9:45-11:15
Arbiter How-to/Q & A (BA and Bball)	(Room #105)	9:45-11:15
General Session (FB, T&F and WR)	(Auditorium)	9:45-11:15
Breakout Sessions (BA and Bball)	(BA #102 and BB #103)	11:30-1:00
Arbiter How-to/Q & A (FB, T&F and WR)	(Room #105)	11:30-1:00
General Session (SC, SB and VB)	(Auditorium)	11:30-1:00
Apparel Vendors	(Auditorium)	1:10-2:00
Lunch/Awards/Closing Remarks	Cafeteria	2:10-3:00

TIME	<u>ROOM 1</u> RM #102	<u>ROOM 2</u> RM #103	<u>ROOM 3</u> RM #106	<u>ROOM 4</u> RM #105	<u>ROOM 5</u> Auditorium	<u>Room 6</u> RM #104
<b>8:00am-9:30am</b>	<u>FOOTBALL</u>  Presenter- FRANK BEASLEY FHSAA DIRECTOR	<u>TRACK &amp; FIELD</u>  Presenter- ED THOMPSON FHSAA DIRECTOR	<u>WRESTLING</u>  Presenter- ROBBIE LINDEMAN FHSAA DIRECTOR	<u>ARBITER</u>  SOCCER SOFTBALL VOLLEBALL	<u>FHSAA GENERAL SESSION</u>  BASEBALL BASKETBALL	<u>OPEN FORUM</u>  Optional KELLIE DOUCETTE, ALEX OZUNA & COREY SOBERS- FHSAA DIRECTORS
<b>9:45am-11:15pm</b>	<u>SOCCER</u>  Presenters- ALEX OZUNA, COREY SOBERS FHSAA DIRECTORS	<u>VOLLEYBALL</u>  Presenter- ROBBIE LINDEMAN FHSAA DIRECTOR	<u>SOFTBALL</u>  Presenter- KELLIE DOUCETTE FHSAA DIRECTOR	<u>ARBITER</u>  BASEBALL BASKETBALL	<u>FHSAA GENERAL SESSION</u>  FOOTBALL TRACK & FIELD WRESTLING	<u>OPEN FORUM</u>  Optional ED THOMPSON & FRANK BEASLEY- FHSAA DIRECTORS
<b>11:30m-1:00pm</b>	<u>BASEBALL</u>  Presenter- ROBBIE LINDEMAN FHSAA DIRECTOR	<u>BASKETBALL</u>  Presenters- FRANK BEASLEY, ED THOMPSON FHSAA DIRECTORS		<u>ARBITER</u>  FOOTBALL TRACK & FIELD WRESTLING	<u>FHSAA GENERAL SESSION</u>  SOCCER SOFTBALL VOLLEYBALL	<u>OPEN FORUM</u>  Optional KELLIE DOUCETTE, ALEX OZUNA & COREY SOBERS- FHSAA DIRECTORS