Venue Hosting Packet:

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**✯Letter to the City, Host Facilities, and School or University Partners**

**✯Schedule of Events**

**✯Partnership & Acceptance Form**

Scope of T✯CAL

Texas Christian Athletic League, TEAM T★CAL, and T-CAL.ORG, is a state wide extra-curricular league for Private Christian Schools, Charter Schools and Home School organizations. We purpose to unite our schools, and promote good character in our students and their families within the great state of Texas. We are approx. 70 schools, located in over 40 cities and comprise an estimated 8000 students and their families. We provide 10 different high school sports and a state wide Fine Arts & Academics competition. Our student athletes go on to become engineers, politicians, divinity grads, missionaries, teachers and business professionals.

TEAM T✯CAL’s Impact

Dear Friends,

One of the priorities of T★CAL is to secure a venue for each event that will enable our vision; create a goal for the players; and motivate our coaches. Schools in T★CAL compete in district competition to qualify for regional playoffs. The winners of the regional games advance to the State Championships. We have up to 48 teams in various divisions competing in our State Tournaments for high school boys and girls.

## Benefits [UNIVERSITY/COLLEGE]

Our student athletes and their parents are eager to see what your school has to offer. A booth or table should be set up throughout the tournament for students and parents to pick up brochures or talk to a representative about your university. We will include a full page advertisement on the inside cover of the programs. We will also include material in the coaches’ packets. 100% of concession revenue will go to the school.

Communities interested in hosting a T★CAL State Tournament, should be prepared to assist us by recruiting sponsors for the tournament to be advertised in the programs, and forming a Tournament Steering Committee.

### Steering Committee Members & Job Descriptions

1. **Promotions / Marketing Coordinator:** Contact or be a liaison between T★CAL and sponsors. Compile a list of potential and actual sponsors with addresses and phone numbers.
2. **Tournament Coordinator:** Oversee Steering Committee and hold regular committee meetings. This person will be in constant communication with the Director of Athletics. All costs from each of the respective areas should be given to the tournament coordinator.
3. **Media Coordinator:** Compile list of local media and arrange press conferences. Arrange the taping of the Tournament by a professional organization for a T★CAL set fee. Coordinate any media advertisement with the Executive Director’s office.
4. **Facility Manager:** Arrange all Security. Coordinate all Janitorial services needed for the Tournament (before and after
5. **Ticket Manager:** Schedule all gate personnel and Ticket distribution. Responsible for counting all gate income at the end of day along with an authorized T★CAL representative
6. **Concessions Manager:** Coordinate all concession staff and pricing Coordinate all meals and food for the Coaches / Media Hospitality room.

A person can hold more than one position on the Steering committee, but not more than three.

## Amount of Sponsorship Necessary

**Following is a list of all approximate Tournament expenses itemized for your information. Each one of the costs must be sponsored. \*This cost will increase 10% to 15% the second year.**

|  |  |  |
| --- | --- | --- |
| **Tournament Expenses** | **Itemized** | **Total Expenses** |
| Venues | 3-4 gyms(floors) | Avg. $3,500 |
| Officials | 42 games @ $130 per game | $5,460 |
| Trophies | 6- 1st place  6-2nd place  3 plaques  120 Medals | $2,000 |
| Textiles | 200 Shirts  48 Sweat Shirts  various Misc. | $2,500 |
| Hospitality room (Coaches/Media) | 7 Meals at $100 | $700 |
| Programs | 125 Programs @ $2.50 | $312.50 |
| Tickets / Passes | 650 Coaches,/Player Media Passes  750 Tickets  1000 Arm bands | $600 |
| Miscellaneous | Scorebooks  Basketballs  Travel | $500 |
| **\*Total Sponsorship:** |  | **$15,572.50** |

There are absolutely zero downsides to becoming a support partner with T★CAL, and the upsides are limitless. It takes many people working together to give back to the communities and bring about the success we and our members have come to expect from T★CAL. We need your help!

Because Texas Christian Athletic League is a 501(c)3 charitable organization your monetary donations, facilities, gym time etc. will be tax deductible. As time is of the essence, we would like to set up a meeting to discuss a possible 2-3 year commitment at your earliest convenience. Contact the Director of Athletics, Jason M. Balli, at (210)522-1463 or send an email to TEAMTCAL@GMAIL.COM.

Schedule of Events [EXAMPLE]

2013 State Basketball Tournament [DATE]

University

Student Campus Center

500 College Street

Central, Texas 76513

(234) 567-8910

**THURSDAY, [DATE] – # of Gyms**

***[TIME] Coaches Meeting*** at a designated Conference room (or Host Hotel Conf. Room): Director of Athletics and the Coordinator of Officials for the tournament will address the state coaches.

***[TIME]***  ***Front gate opens.*** All gyms, locker rooms, media booth and concessions should be opened and available.

***[TIME]***  Pre-game special presentations/announcements: National Anthem, lineups

***[TIME]***  ***Quarterfinals:*** # of games; # of gyms

***7:30 pm***  ***TEAM T★CAL Youth Rally & Chapel Service***

**FRIDAY, [DATE] - # of Gyms**

9:00 am ***Front gate opens.*** All gyms, locker rooms, media booth and concessions should be opened and available.

9:30 am Pre-game special presentations/announcements: National Anthem, lineups

10:00 am ***Semifinals:*** # of games; # of gyms

**SATURDAY, [DATE] \*All Championship Games in the Student Campus Center**

9:00 am ***Front gate opens.*** All gyms, locker rooms, media booth and concessions should be opened and available.

9:30 am Pre-game special presentations/announcements: National Anthem, lineups

10:00 am \*Class 1A Girls Championship

12:00 pm \*Class 1A Boys Championship

2:00 pm \*Class 3A Girls Championship

4:00 pm \*Class 3A Boys Championship

6:00 pm \*Class 2A Girls Championship

8:00 pm \*Class 2A Boys Championship

**Awards Ceremony immediately following each game.**

**PARTNERSHIP ACCEPTANCE FORM**

**Host School/University/Facility Shall:**

⮚ Allow games to be played in the Main arena, all 3 days.

⮚ Assist in setup beginning at [TIME] for utilization of the press box and public address system for play by play, announcements, and music at intermissions, locker rooms for both teams and officials. Provide 2 tables for T★CAL merchandise sales.

⮚ Have, at least, 1 school/university **Staff person/Supervisor** on duty to assist or direct us to available resources during set up and take down. Supervisor shall be able to access and unlock dressing rooms for both, teams and officials, sound booth, maintenance or storage units etc.

⮚ Have the school’s staff members (18yrs of age or older) assist in charging admission for the events (based on T★CAL tournament rates) at the gate/box office. (T★CAL reserves the right to retain all proceeds from ticket sales).

⮚Provide an announcer (approved script/guide provided by T★CAL) for every game all 3 days in the Main Arena. Paid [RATE OF PAY] per game.

⮚ Allow posting of the T★CAL banners and signage inside and outside of the main entrance of the arena.

⮚ Allow for T★CAL approved media, partners, and videographers to utilize a press table, film games, and interview fans.

⮚ Provide **Concessions** (All proceeds from concessions will be retained by the Host School/University).

⮚ Provide **Security**: 1-2 licensed security professionals/guards for the duration of games (include in usage fees below or attach a separate fee schedule).

⮚**Certified Trainer(s)**: Trainer(s) will need to be at each site all 3 days between the hours of 8:00am and 6:00pm on Thursday, and 8:00am to 9:00pm on Friday and Saturday.

**Note: Upon receipt of these guidelines please sign and submit to state office within 24 hours.**

**Total Proposed Usage Fee $**  **(If facilities are being donated please leave blank).**

Is the stated fee above all inclusive of custodial, security, ER services? If not, please notate additional amounts below. Please attach any invoices or additional fee schedules to this form, thank you.

NOTES:

**The above guidelines correctly set forth the understanding of,**  (Host Facility).

By signing below, I agree to the terms herein and to provide a safe facility for your student athletes.

Print name & Title of Authorized Representative Signature Date