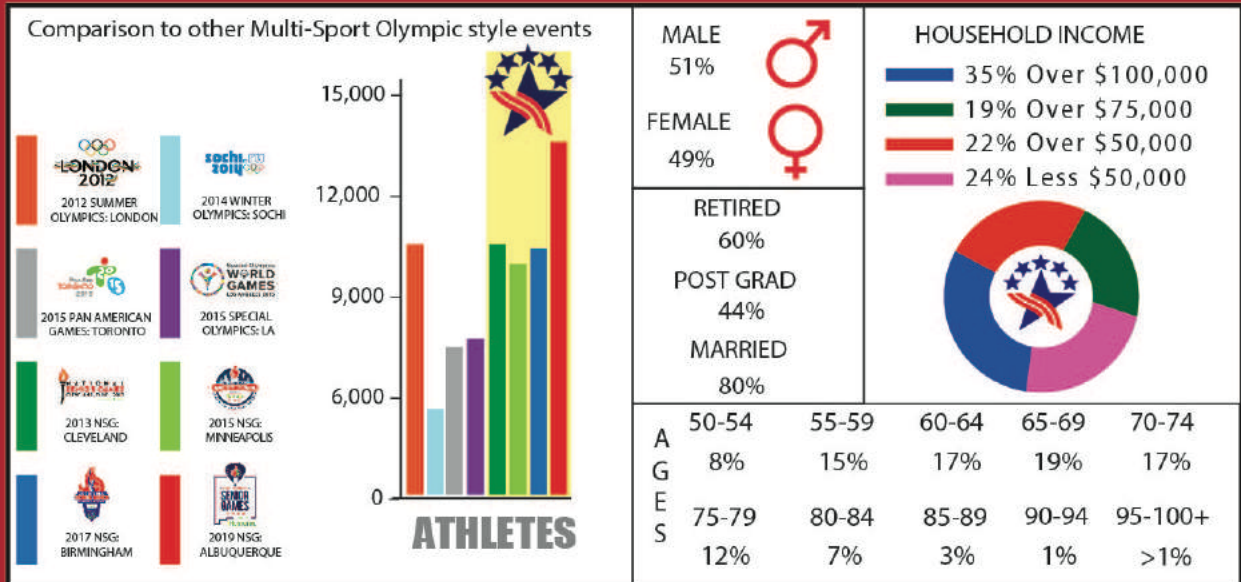


2025 National Senior Games Request for Proposal



BY THE NUMBERS



INCREASING EXPOSURE

Since the inaugural games in St. Louis in 1987:

- 17 biennial National Senior Games
- 14 different states
- More than 131,000 participants

Long live the challenge.

NATIONAL RECOGNITION



2017 Sports Destination Management
Champions of Economic Impact in Sports
Tourism



2007, 2011, 2013, 2017 SportsTravel Award in the
category of "Amateur - Best Multi-Sport or
Multi-Discipline Event"

2025 NSG Request for Proposal

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EXECUTIVE SUMMARY

The National Senior Games Association (NSGA) has developed this Request for Proposal for review by those communities interested in being considered the Host Community for the 2025 National Senior Games. The purpose of the RFP is to communicate information to the prospective Host Communities about The Games, to set forth the basis of the relationship between the NSGA and the community that will be selected to host The Games. Plus, set forth obligations that shall be undertaken by the Host Community should it be awarded The Games.

It should be noted that the scope of services detailed in this RFP represents a starting point for contract negotiations. Any award made under this RFP shall only become fully binding when the parties execute a final written agreement that sets forth their respective rights and responsibilities. Nevertheless, representations made by the proposer in their response, during the site visit and/or in the Letter of Intent will be considered binding. Revocation of or change in any representation prior to final contract signing will be grounds for selecting an alternate Host Community.

This RFP contains general information regarding the NSGA and the National Senior Games; the scope of services for the Local Organizing Committee (LOC), NSGA provided services and venue specifications. It also contains information regarding structure of the proposal, selection process and timeline, evaluation criteria and financial structure.

Letters of Intent received by Friday April 29, 2022. Final proposals received by Friday, July 22, 2022. Complete submittal instructions and evaluation criteria can be found in Sections VI and VII of this RFP.

Please direct all questions to:

Mr. Marc T. Riker
CEO
National Senior Games Association
P. O. Box 5630
Clearwater, FL 33758-5630
(727) 475-4699
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SECTION I ABOUT THE NSGA

The NSGA is:

- A not-for-profit organization dedicated to motivating adults to lead a healthy lifestyle through the senior games movement.
- The organization is the Events Rights Holder and governs the National Senior Games.
- A national umbrella for member organizations across the United States that host State Senior Games. The NSGA supports and sanctions these member state organizations, located in 49 states, the District of Columbia, Canada, and National Veterans Golden Age Games.
- An Affiliate Organization Council member of the United States Olympic & Paralympic Committee (USOPC), serving as the USOPC's official arm to the senior population.
- A national association that works with state and federal agencies, educational institutions and corporate America to better understand and support healthy aging initiatives.
- An organization that partners with national leaders committed to active adult health, wellness and medical care. Seeking ways to maintain and improve active adult health are common goals of the NSGA and its sponsors.

Mission Statement

The National Senior Games Association is a not-for-profit organization that is dedicated to promoting healthy lifestyles for adults 50 and over through education, fitness and sport.



**SECTION II
HISTORY OF THE NATIONAL SENIOR GAMES**

In 1985 in St. Louis, Missouri, a group of seven men and women formed the original leadership for what was initially known as the National Senior Olympics Organization. The vision: to promote healthy lifestyles for adults through education, fitness and sport.

Formerly headquartered in St. Louis, Missouri, the NSGA was originally named the United States National Senior Sports Organization. The NSGA moved to Baton Rouge, Louisiana, in November 1997. In May 2018, NSGA moved its Headquarters to Clearwater, Florida.

The National Senior Games

The NSGA's premier event is the National Senior Games, a multi-sport, biennial competition for men and women over the age of 50. It is the largest multi-sport championship event in the world for seniors. Competition lasts 13 days. Preferred months for the National Senior Games are June, July, and August. Secondary months are May and September. Other months may be considered.

NSGA member organizations hold qualifying competitions in the year preceding the National Senior Games. Athletes that meet specific criteria while participating in these qualifying competitions will qualify to participate in the National Senior Games.

The 2019 National Senior Games had participants from all 50 states, the District of Columbia, and the National Veterans Golden Age Games. Plus, seven countries were represented.

| Year | Host City | Number of Sports | Number of Athletes |
|-------------|---------------------|-------------------------|---------------------------|
| 1987 | St. Louis, MO | 15 | 2,500 |
| 1989 | St. Louis, MO | 16 | 3,400 |
| 1991 | Syracuse, NY | 18 | 5,000 |
| 1993 | Baton Rouge, LA | 18 | 7,200 |
| 1995 | San Antonio, TX | 18 | 8,200 |
| 1997 | Tucson, AZ | 18 | 10,300 |
| 1999 | Orlando, FL | 18 | 12,000 |
| 2001 | Baton Rouge, LA | 18 | *8,700 |
| 2003 | Hampton Roads, VA | 18 | 10,700 |
| 2005 | Pittsburgh, PA | 18 | 11,000 |
| 2007 | Louisville, KY | 18 | 12,000 |
| 2009 | San Francisco, CA | 18 | 10,000 |
| 2011 | Houston, TX | 18 | 10,100 |
| 2013 | Cleveland, OH | 19 | 10,881 |
| 2015 | Minneapolis, MN | 19 | 9,989 |
| 2017 | Birmingham, AL | 19 | 10,530 |
| 2019 | Albuquerque, NM | 20 | 13,822 |
| 2022 | Fort Lauderdale, FL | 22 | TBD |
| 2023 | Pittsburgh, PA | | |

*Reflects more stringent qualifying standards.

SECTION III BENEFITS TO THE HOST COMMUNITY

Economic Impact - Over 25,000 attendees¹, including guests and participants attended the 2019 National Senior Games in Albuquerque, New Mexico. The City of Albuquerque uses direct visitor spending numbers without the multipliers rather than economic impact indicators. The City determined \$17 million in direct visitor spending. The City of Albuquerque commissioned a report from Workforce Solutions prior to the games, and the report estimated \$34 million in economic impact.

For the 2013 National Senior Games in Cleveland, using the Cleveland Regional Input-Output Multiplier Model, the total economic impact for the 2013 National Senior Games was estimated to be \$36.1 million.²

Media Exposure - The Host Community can expect to receive media attention as the site of the National Senior Games through television and radio coverage, as well as print and digital publicity.

Public Relations - People who attend the National Senior Games are interested in the social and vacation aspects of the experience, as well as the athletic competition. They are likely to take tours of the Host Community and partake of its entertainment opportunities. The Host Community also gains valuable experience and credibility for hosting similar events in the future.

Event Legacy - Events like the National Senior Games leave a city with a valuable resource in place – staff leadership and a large volunteer base with identified key persons who have the knowledge necessary to produce other successful events in the community. Thousands of volunteers, ranging from teenagers to senior adults, will be involved in hosting the National Senior Games. The volunteers and the Host Community-at-large will be exposed to achievement-oriented, active and enthusiastic adults who present an image that everyone can admire.

THE NSGA STANDARD

The National Senior Games is the largest multi-sport championship event in the world for adults 50 and over. Athletes attending will have qualified to compete by competing at the local and state level. The NSGA Standard has been developed to reinforce and uphold the image and reputation of the National Senior Games Association and its events. All initiatives, efforts and materials associated with the NSGA and its events shall be conducted and produced in a manner that is befitting of a national championship. Attributes affiliated with the NSGA Standard include, but are not limited to, high quality, family-oriented, user friendly and health conscious. NSGA athletes, sponsors and partners as well as the media and general public expect information to be clearly communicated accurately and attractively portrayed.

¹Source: Destination International Event Impact Calculator

²Source: Dr. Shawn Rohlin, Assistant Professor of Economics at Kent State University conducted the economic impact study.

SECTION IV HOST COMMUNITY / LOCAL ORGANIZING COMMITTEE SCOPE OF SERVICES

The following section details the scope of services the Host Community is responsible for providing as the host of the National Senior Games. Unless otherwise noted, all items shall be provided at no additional charge to the NSGA, the athletes or meeting attendees. All items are subject to NSGA approval.

The Host Community and/or LOC shall provide the following services, including but not limited to:

Administration

- The Host Community (i.e. city, convention & visitors bureau) enters into a contractual agreement with the NSGA stipulating the obligations and responsibilities of each party necessary to conduct a successful National Senior Games. The successful proposer shall enter into a Letter of Intent within 45 days of selection and prior to any official announcement being made by either party. A sample Letter of Intent is attached as Appendix A.
- The Host Community may identify and subcontract an entity to serve as the Local Organizing Committee (LOC) for The Games. Subcontracting with an entity does not defer the scope of responsibilities from the Host Community to ensure the funding and implementation of The Games. The LOC may evolve from a sports foundation, local Senior Games organization, city council, or other civic group. It must be an independent, not-for-profit organization, governed by a Board of Directors and established solely for the purpose of conducting the National Senior Games. Generally, the LOC will fund the budget, produce The Games, procure the necessary facilities, conduct the competition and be responsible for handling all logistics related to the athletes and their guests. See Appendix B for a sample LOC organizational structure.
- Key personnel to include on the LOC Team should include individuals within the following city departments: Police, Fire, Emergency Management, Public Health, Parks and Recreation, Transit, Public Information, Waste Management, and Cultural Services.
- Secure the funding necessary to perform the scope of services. The LOC shall develop and maintain a budget for The Games. See Appendix C for sample line items of budget. Generally, the NSGA estimates the LOC budget for The Games to be between \$3M and \$4M, which include sponsorship dollars, budget-relieving-in-kind (BRIK) and value-in-kind (VIK) donations. No later than 24 months prior to The Games, the LOC shall secure and submit in writing an independent agency (ies) or individual(s) or other NSGA approved method to formally guarantee the fiscal solvency of The Games. The LOC shall provide the NSGA with a final financial statement audited by an independent accounting firm in accordance with generally accepted accounting principles within 90 days of the close of The Games. See Appendix D for additional information regarding financial relationship between the NSGA and the LOC.

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- Provide insurance of the following types and limits:
 - Occurrence basis commercial general liability, including broad form contractual coverage with a minimum limit of \$5M, combined single limit per occurrence, which can be accomplished by combination of commercial general liability and/or excess/umbrella liability insurances and limits.
 - Automobile liability, including owned, non-owned, and rented vehicles, with a minimum limit of \$2M, combined single limit per occurrence.
 - Financial Guarantee or Performance Bond or Cancellation Insurance for the NSGA in the amount of \$2M for the length of The Games.
 - Workers' compensation as required by law and employer's liability with a minimum limit of \$1M per occurrence.
- Provide a comprehensive after action report in accordance with NSGA guidelines within 60 days of the completion of The Games.
- Conduct progress meetings with NSGA representatives approximately once per month for the 18 months preceding the event and more frequently during the 90 days preceding the Event. Such meetings will be in-person on-site or by telephone or videoconference as the parties may agree. In-person on-site meetings occur approximately tri-monthly and then monthly starting six months prior to The Games starting. The approximate length of each on-site visit is three days. The LOC shall provide the NSGA complimentary rooms for each on-site progress meeting. In the event the LOC requires NSGA representatives to attend meetings outside those scheduled monthly, the LOC shall also be responsible for reasonable travel and out-of-pocket expenses. If appropriate and mutually agreeable, these meetings may be conducted from time to time at the NSGA headquarters. The LOC will be responsible for all travel and out-of-pocket expenses for LOC staff attending meetings at the NSGA headquarters.
- Submit written progress reports to the NSGA as required. Generally, reports shall be submitted every 45 days until 12 months prior to The Games, at which time they shall be submitted every 30 days. Progress reports shall include up-to-date budget information, and detailed information on the planning progress of all departments of the LOC.

Marketing & Publicity

- Develop the overall theme and logo for The Games.
- The LOC will conduct on-site marketing at a minimum of 10 official State Games qualifying sites as mutually agreed upon by the LOC and the NSGA. The purpose of on-site marketing is to promote the Host Community. The approximate length of each on-site visit is three days.
- Develop and execute a media plan for promoting and marketing The Games to the general public in the local and regional area and for supporting sponsor acquisition and fulfillment. The campaign shall be comprehensive and include such media as print, radio, and television, digital, social, and electronic media.
- The LOC will develop specific Event information and content for the NSGA website where The Games information will be hosted.

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Collateral Materials

- All collateral shall contain appropriate sponsor recognition and shall be submitted to NSGA for approval prior to printing and distribution.
- Develop a signage matrix consistent with NSGA guidelines. Design and produce themed informational, directional and sponsor signage. Install, maintain, and remove all signage.
- Provide, install and maintain event decor consistent with the theme of the Event.
- Design and produce a souvenir poster.
- Design, produce and distribute a Pocket Event Guide. The guide shall contain schedule and venue information, social activities, and map that include venues, official lodging locations and transportation routes, and other material.
- Design, produce, and distribute an athlete welcome bag for distribution at Athlete Check-In.
- Design, produce, and distribute Volunteer Handbook.
- The LOC may design and produce additional Event Collateral such as fliers, brochures, letterhead and envelopes, or other marketing materials at their cost with NSGA Approval.

The Village

- Provide necessary equipment including technology, power, Internet, pipe-and-drape, chairs, tables, and space to produce “The Village”. Days and hours of operation shall be mutually agreed upon. Generally, from the first day of competition until the last day of competition with daily hours 8AM to 6PM. The Village shall be contiguous with or adjacent to the main hub of athletic activity utilizing approximately 75,000 to 100,000 square feet of indoor “Class A” convention space and shall at minimum contain the following components:
 - Athlete Accreditation/Check-In
 - Volunteer Accreditation/Check-In
 - Games Information Booth
 - City Information Booth
 - Event Results
 - NSGA Booth
 - NSGA Merchandise
 - NSGA Foundation Booth
 - Concessions
 - NSGA Travel Partner
 - Resolution Area
 - NSGA Cyber Cafe
 - Sponsor Booths
 - Future Local Organizing Committee/Host Community Booth
 - Vendor Booths
 - Daily Entertainment and/or Social Activities
 - Entertainment Stage
 - Daily Wellness Clinic (free walk-in medical clinic for minor injury and illness)
 - Lost and Found
 - Exhibition Service Company Support Desk

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- Develop and implement daily entertainment opportunities in The Village to attract athletes and the general public back to sponsors, vendors and the merchandise area. The schedule for activities shall be mutually agreed upon.
- Develop an Exhibitor Information Service Manual including a rate card for booth space and amenities. Booths and amenities shall be typical of those offered at major convention and sporting event exhibitions. Electrical power shall be provided at all locations. Telephone and high-speed Internet access shall also be available for purchase by each vendor. The LOC shall be responsible for all booth and amenity costs associated with athlete check-in, event results, information booth, concessions, resolution area, NSGA sponsor booths, Cyber Café, NSGA booth, NSGA Official Travel Partner, NSGA Official Merchandiser, and future LOC/Host Community.
- Provide labor and logistics required for load-in, load-out, maintenance, custodial service and security of The Village.
- Provide at no cost to sponsors and vendors adequate storage for receipt, storage, inventory control, assembly, delivery and return of items shipped to Host Community for use by vendors, sponsors, partners, NSGA and others as required. Storage space should be approximately 15,000 square feet. Storage space shall be fully enclosed, weatherproof and lockable. The space shall be available for a period beginning ten days prior to the first day of on-site athlete check-in through and including four calendar days immediately following the final day of Event competition.
- Will assist NSGA in hosting a maximum of two Sponsor FAM (familiarization) tours. One to coincide during the Year-Out Celebration and the second one no later than six months prior to the Event. Each Sponsor FAM is typically two days to conduct business. Activities shall include tours of major venues and hubs, a detailed review of the Exhibitor Information Service Manual and exhibit options as well as appropriate social functions. LOC responsible for all expenditures pertaining to the meeting space, which includes complimentary Internet access, and transportation for tours and social functions.

Athlete Check-In

- Provide on-site check-in/accreditation kiosks and personnel to administer on-site check-in distinct from each sport venue check-in. Generally, from one day before competition starts until one day prior to the last day of competition with daily hours 7AM to 8PM. Athlete check-in shall be executed through the NSGA registration and management system.

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Games Management

The following sports and events shall be offered. The venue specs, events per sport, anticipated number of athletes/teams is shown for each sport. The Square Feet (Sq. Ft.) provides an approximate amount of space needed to conduct the sport.

| Individual Sport | Venue Specifications | Events | # of Athletes Anticipated |
|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| Archery | 40-50 Shooting Lanes 15,000 Sq. Ft. | Compound Fingers Compound Release Barebow Compound Barebow Recurve Recurve | 350 |
| Badminton | 10-12 Courts – 15,000 Sq. Ft. | <i>Singles/Doubles/Mixed Doubles</i> | 250 |
| Bowling * | 44 Lanes Minimum | Singles/Doubles/Mixed Doubles/Team | 500 |
| Cornhole | 20 Courts – 10,000 Sq. Ft. | <i>Singles/Doubles/Mixed Doubles</i> | 150 ● |
| Cycling | Road Course | 5K/10K (Time Trials), 20K/40K (Road Races) | 550 |
| Golf | Three 18-hole courses | 54-hole Scratch Play | 400 |
| Pickleball | 40 Courts – 50,000 Sq. Ft. | <i>Singles/Doubles/Mixed Doubles</i> | 1400 |
| Race Walk | | 1500M/ 5K | 200 |
| Power Walk | | 1500M/ 5K | 400 |
| Racquetball | 8 Courts | Singles/Doubles/Mixed Doubles | 175 |
| Road Race | | 5K/10K | 500 |
| Shuffleboard * | 16-20 Courts – 12,000 Sq. Ft. | <i>Singles/Open/Doubles</i> | 200 |
| Swimming | 8-10 Lanes 25 yards (short course) with Digital Timing System Daktronics or Colorado Timing System. Separate 25 yard warm-up pool | Backstroke: 50, 100, 200-Y; Breaststroke: 50, 100, 200-Y; Butterfly: 50, 100, 200-Y; Freestyle: 50, 100, 200, 500-Y; Individual Medley: 100, 200, 400-Y Relays: 200-Y Free and 200-Y Medley | 800 |
| Table Tennis | 28-30 Tables – 30,000 Sq. Ft. | <i>Singles/Doubles/Mixed Doubles</i> | 400 |
| Tennis | 20-24 Courts | Singles/Doubles/Mixed Doubles | 750 |
| Track & Field | 8 Lane 400M Track Two: long jump pits, discus rings, shot put rings, javelin runways, and high jump pits One: pole vault pit, and hammer throw cage | 50, 100, 200, 400, 800, 1500M, 4x100 Relay; Discus, Hammer Throw, High Jump, Javelin, Long Jump, Pole Vault, Shot Put, Triple Jump | 1,400 |
| Triathlon | Open Water | 400M Swim, 20K Cycle, 5K Run Individual, and Relay | 250 |
| | | | |
| Team Sport | Venue Specifications | Events | # of Teams Anticipated |
| Basketball | 14-18 Half Courts–46,000 Sq. Ft. | <i>Women and Men Divisions</i> | 225 |
| Soccer | 4 Fields – 80 Feet by 50 Feet | Women and Men Divisions | 16 ● |
| Softball | 8-10 Fields 300 Feet | Women and Men Divisions | 100 |
| Volleyball | 14-16 Courts – 55,000 Sq. Ft. | <i>Women and Men Divisions</i> | 175 |
| | | | |
| * = Non-Ambulatory Divisions included in this sport | | | |
| ● = New sport for 2022 Games | | | |

**** Prefer sports in “BOLD & Italic be contested in joining “Class A” convention space with The Village estimated at 300,000-400,000 square feet**

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- See Appendix E for more details regarding general venue specifications for the venues that LOC shall procure and provide to conduct The Games.
- All individual sports are offered separately for men and women in five-year age divisions starting at 50 and ending with 100+. Basketball is offered separately for men and women in the following age divisions: 50+, 55+, 60+, 65+, 70+, 75+, 80+ and 85+. Volleyball is offered separately for men and women in the following age divisions: 50+, 55+, 60+, 65+, 70+, 75+, and 80+. Softball is offered separately for men and women in the following age divisions: 50+, 55+, 60+, 65+, 70+, 75+, and 80+.
- Conduct all Event sports according to NSGA Official Sports Rules Book and NSGA Protocols. NSGA rules generally conform to National Governing Body (NGB) rules for the sport with some modifications.
- No competition and/or practice fees (i.e. greens fees or golf carts fees for golf or lineage for bowling) may be charged in addition to the official entry fee. No practice fee only pertains to the practice day, which is the day prior to the start of competition.
- Procure and provide venues suitable for national championship competition. Venues shall meet the venue specifications found in Appendix E. The NSGA shall have exclusive use of the venue for the length of Event's practice and competition or related activity unless otherwise approved. An effort shall be made to consolidate venues to the extent possible, creating one or more main "hubs" of competition. A convention center or university campus has worked well in the past for specific sports (i.e. Track & Field and Swimming) that are typically associated with Colleges or Universities. The other model that is also preferred is Class A Convention space that can accommodate The Village and all of its components as well as several of the sports (5-7) that can be contested indoors as noted in the above section "Games Management- Bold & Italic". The total estimated space needed for the sports and Village is 300,000-400,000 square feet.
- Venues shall be available for practice one day prior to the start of competition at no additional charge to the athlete. Venues shall be fully set for competition (including field of play equipment, décor, and medical support).
- Rain days shall be scheduled for sports conducted outdoors.
- Admission to all venues shall be free of charge unless otherwise approved.
- Provide complimentary locker rooms at all venues where such facilities exist.
- Provide appropriate space for on-site check-in at all venues for athletes, officials, staff and volunteers.
- Provide all athletic field-of-play equipment (i.e. stopwatches, tape measures), including flooring, nets, stanchions, baskets, targets, timing system, benches, score table, scoreboards, staging, supplies, and other equipment necessary to conduct a national championship caliber competition. LOC shall provide a list of equipment to be provided for each sport to NSGA for Approval. NSGA may secure partnerships that include certain athletic field-of-play equipment (i.e. table tennis tables). The partnership would be a budget relieving in-kind arrangement (except shipping costs) for the LOC. NSGA will provide athletic

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competition equipment, including field implements, race and/or bib numbers, balls, and other athletic competition equipment necessary to conduct a national championship caliber competition. Equipment shall meet the equipment specifications of the NGB unless otherwise specified or Approved by the NSGA. The following items are excluded and are to be provided by the athlete: bows and arrows, racquets for racquet sports, bicycles, golf clubs and balls, shuffleboard cues, softball bats, javelins and pole vault poles.

- NSGA National Sports Chairs will be the Oversight Games Chair for that specified sport. The LOC will be responsible for local competition director coordinating, communicating and executing that sport with the respective Chair's oversight.
- LOC will host one Competition FAM (familiarization) for National Sport Chairs for mutually agreed-upon attendees on a mutually agreed upon date. No later than four months prior to the Event. The Competition FAM is typically two days to conduct business. Activities shall include tour of major venues and hubs, a detailed review of the event rules and logistics as well as appropriate social functions. NSGA shall approve the final itinerary. LOC is responsible for all expenditures pertaining to the meeting space, which includes complimentary Internet access, and on-ground local transportation and transportation for tours and social functions.
- Provide staff and officials sufficient to conduct sports in accordance with NGB and NSGA protocols and provide housing as necessary. Officials shall be consistent with NSGA protocol and of number and quality consistent to conduct a national championship event. See Appendix I for required officials for each sport.
- Conduct training of officials to ensure their familiarity with NGB, Master's, and NSGA rules.
- Provide scorekeepers sufficient to conduct sports in accordance with NGB and NSGA protocols. Scorekeepers shall be consistent with NSGA protocol and of number and quality consistent to conduct a national championship event. At minimum, basketball, and softball scorekeepers shall be paid per game that is consistent with standard pay at other national events.
- A qualified local competition manager shall oversee venue readiness and the conduct of competition for each sport. This staff is in addition to the National Sports Chairs.
- Provide for athletes at each venue complimentary ice, water, fruit juice or sport drink, and fresh fruit at no additional cost.
- Provide National Sports Chairs appropriate complimentary meals (i.e. include with volunteer meals) during their sports' practice and competition days.
- Concession sales shall be available at appropriate venues.
- Provide sufficient staff/volunteers to record, compile and distribute the official results of all competition, and post preliminary and final results at all competition venues and in The Village and provide the results to NSGA staff and the Results Room in accordance with NSGA protocol. All results shall be entered into the NSGA registration and management system.
- Coordinate distribution of awards to appropriate competition venues.

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- Conduct an awards ceremony, including presentation of awards, consistent with NSGA Protocol at each venue immediately following completion of competition.
- LOC will provide award stands and decorations for each awards ceremony.
- LOC shall provide a room for Coaches Meetings (i.e. basketball, soccer, softball, and volleyball).

Special Events

- 2023 Games Celebration of Athletes (Pittsburgh, PA)
 - 2025 Host City will partake in the passing of the NSGA flag from the 2023 Host City to 2025 Host City.
 - 2025 Host City will showcase their destination through video and entertainment for 15-20 minutes.
- Year-Out Celebration
 - LOC will produce a public event approximately one year in advance of the Event that serves as an awareness piece focusing on the Event and in keeping with the theme of the Event – the Year-Out Celebration (YOC). The YOC can be tied into another event, which is subject to NSGA Approval. The YOC plan shall, at minimum, include a local and regional media alert including press releases about various aspects of the YOC. Suggested event is an intergenerational walk (the Long Live the Challenge Walk) that is marketed and promoted throughout the region and other programmatically themed components.
- 2025 Flame Arrival Ceremony (FAC)
 - LOC shall produce the FAC, which occurs on the day before or first day of competition. FAC shall include the conclusion of a torch run or mock run, lighting of Event cauldron with live flame, remarks by appropriate officials, and entertainment for 45 – 60 minutes, subject to NSGA Approval.
 - LOC shall design and produce the Event cauldron and the torch, subject to NSGA approval. Produce at least two identical torches, one for LOC and one for NSGA.
 - FAC shall be the first public event of The Games. Admission for athletes shall be free of charge.
- 2025 Games Celebration of Athletes (COA)
 - Produce a combination opening/closing ceremony conducted during the middle of Event dates, known as the “Celebration of Athletes” (COA) subject to NSGA approval. It shall feature a parade of athletes by states into a stadium, arena, or iconic community venue, and the Event cauldron with a live flame. It shall include remarks by NSGA officials, LOC officials, other dignitaries, recognition of sponsors, and other appropriate elements. Admission for athletes shall be free of charge.

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- Procure and prepare the venue for COA in accordance with the venue specification found in Appendix E.
- The COA shall feature entertainment (i.e. musical, comedian, stage act) for the athletes and guests for 45-60 minutes, subject to NSGA Approval. Entertainment shall be appropriate to the demographics of the participants and can be local, regional, or national talent.
- 2023 Games The Village (Pittsburgh, PA)
 - 2025 Host City will exhibit at the 2023 Games to showcase and promote the destination. Procure and distribute giveaway items as a keepsake to remind athletes of the destination.
- Long Live The Challenge (LLTC) Event
 - The LOC will produce an intergenerational event – the Long Live the Challenge (LLTC) Event. Suggested event is a walk. The LLTC shall be free and open to all participants. LLTC plans will include regional marketing and awareness for maximum participation. The purpose of the event is to create awareness of the National Senior Games and promote a healthy and active lifestyle within the Host City community. The event is subject to NSGA Approval.
- VIP Events
 - LOC shall host a pre-FAC VIP reception for 150 – 200 guests (split between LOC and NSGA). The event shall be held immediately prior to FAC and include hot food and open bar. The NSGA is responsible for actual beverage and food expense of NSGA's guests. If the FAC VIP reception is not held in the same venue as the FAC, LOC will be responsible for transportation between reception location and FAC location. The LOC will be responsible for venue and entertainment expenses, and actual beverage and food expense of LOC guests.
 - LOC shall host a premier VIP event for 150 – 200 guests (split between LOC and NSGA) on the evening prior to COA at a mutually agreed upon location that is iconic of the community. The event shall include transportation, heavy hors d'oeuvres, open bar and entertainment. The NSGA is responsible for actual beverage and food expense of NSGA's guests. The LOC will be responsible for venue, transportation and entertainment expenses, and actual beverage and food expense of LOC guests.
 - LOC shall host a pre-COA VIP reception for 200 – 250 guests (split between LOC and NSGA). The event shall be held immediately prior to COA and include hot food and open bar. The NSGA is responsible for actual beverage and food expense of NSGA's guests. If the pre-COA VIP reception is not held in the same venue as the COA, LOC will be responsible for transportation between reception location and COA location. The LOC will be responsible for venue and entertainment expenses, and actual beverage and food expense of LOC guests.

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- Potential Bid Cities
 - LOC shall host a tour for potential Bid Cities of future National Senior Games on the day prior to or following the COA. The tour of select venues shall include lunch and a meeting space including AV equipment necessary to carry out the business session of the tour.
- Daily Social Activities
 - LOC shall provide mutually agreed upon daily entertainment and/or social events that are free to credentialed athletes. The activities shall be incorporated into or located adjacent to The Village unless otherwise Approved. Admission charges for other attendees are optional and subject to NSGA Approval.

Support Services

- **The Village Manager**
 - LOC shall provide a dedicated individual to resolve venue, and operations issues in a timely and effective manner during all hours The Village is open. The individual will serve as the point person for vendors and sponsors who set up in The Village. The manager shall be responsible for areas such as deliveries, storage, power, Internet, trash, and load in/load out technicalities
- **Dedicated Logistics Response Team**
 - LOC shall provide a Logistics Director who manages a dedicated logistics response team to react to and resolve venue, competition and operations issues as they occur. This team should include the relevant equipment, manpower and vehicles to respond in a timely and effective manner to those issues deemed appropriate for their attention.
- **Medical**
 - Provide a Medical Director and adequate coordinated/integrated medical coverage and capability to handle any injuries or medical problems that may arise during the Event. The medical coverage shall provide appropriate coverage of doctors, nurses, athletic trainers, emergency medical personnel, ambulance service, and medical facilities. Medical coverage shall be present at all venues during practice and competition times.
 - Provide a daily wellness clinic that is a free walk-in medical clinic at the main competition venue (i.e. The Village). The clinic serves to manage walk up drop-in and referred athletes that have suffered a minor injury or illness during the Event.
 - See Appendix H for recommended number medical coverage for each sport.

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- **Special Services**
 - Establish a Special Services Team that is activated during emergency situations to assist athletes, spouses and others as appropriate in dealing with difficult stressful situation.
 - The Special Services Team should include trained counselors, clergy, and other persons trained in dealing with family crisis situations.

- **Public Safety**
 - Provide dedicated individual and staff to ensure standard security measures and personnel for all venues, social events and ceremonies, offices, media room, storage, and at other required locations. For cycling, running, race walking, power walking, and triathlon events held on public streets, adequate traffic control and law enforcement presence to ensure the safety of the athletes, spectators and Event personnel is required.

 - Produce a public service safety video from law enforcement to remind participants about practical safety tips (i.e. follow all traffic signs, lock vehicles, stay alert and be aware of surroundings, and emergency and non-emergency contact numbers).

- **Communications**
 - Provide certified sign language services for all public events (i.e. Flame Arrival Ceremony and Celebration of Athletes) related to the Event and for deaf athletes at venues as needed/requested including at competition venues.

 - Develop and implement an Event wide communications system consistent with NSGA protocol. Procure and provide, inventory, distribute and maintain equipment as required.

 - Set-up, secure and manage personnel for the Event Information Center. The Event Information Center provides information to the general public and participants via a dedicated published phone line, social media, email, and a manned Information Booth in The Village.

 - Set-up, secure and manage personnel for the Event Command Center. The Event Command Center provides internal Games operations line of communication to Games personnel via a dedicated phone line, email, and mass correspondence capability.

 - Maintain and disseminate accordingly current National Oceanic and Atmospheric Administration (NOAA) weather information. LOC shall manage the Event weather hotline.

- **Results**
 - Provide a results room and staff necessary to receive and compile results from all competition venues. Provide final results in accordance with NSGA protocol. Results shall be forwarded to the media relations' staff.

 - All results shall be entered into the NSGA registration and management system by LOC results room staff.

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- Provide personnel for data entry, bracket management, and compiling results on-site at all competition venues.
- **Media Relations**
 - Assist in development and execution of a media relations plan that includes staff for attracting media coverage during the Event.
 - Provide a working pressroom and other media relations' facilities personnel, and equipment necessary to support working press including Event photographers and videographers. Facilities will be equipped with hardware, software and connectivity necessary to support the media including an FTP site for photographs and video.
- **Merchandise**
 - The NSGA owns all rights to merchandise development and sales related to The Games.
 - LOC will provide free access to power sources when infrastructure exists at designated venues.
 - LOC will provide assistance in determining all required permits for the Event, applicable state/local taxes on the Event, and the names/contact information for all permitting and taxing agencies.
 - LOC will provide at no charge merchandise storage space as provided in The Village and when infrastructure exists at other designated venues.
 - LOC shall negotiate with all event venue owner/operators to provide the Official NSGA Event Merchandiser with commission/royalty free access.
 - LOC will provide in The Village at no charge the following maximum equipment needs; ten topped/skirted tables, ten topped only tables, four chairs, stanchions for line management (enough for sixty feet of snake lines), 30-40 feet of eight foot pipe & drape, and electrical access (enough power to run four heat presses; each draws 18 amps).
- **Volunteers**
 - Recruit and manage a pool of 2,000-3,000 volunteers to support personnel to assist in the conduct of the sporting events and management of the venues and activities. LOC shall secure, provide, and manage the volunteer system.
 - Provide volunteer training sessions, and a handbook containing guidelines and reference materials.
 - Procure and provide volunteer uniform. Inventory uniform order upon receiving delivery, distribute to appropriate locations for distribution, manage distribution to volunteers, and maintain inventory status.

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- **Transportation**
 - Provide an easy, safe, and affordable transportation system between the airport and designated official housing accommodations.
 - Provide a transportation system between designated official housing accommodations and special events, The Village, and venues. A modest fee (i.e. 4 day pass for \$5) may be charged to athletes, participants and spectators for use of this system.
 - The transportation plan should focus on The Village and Check-In location as being the main hub.
 - The transportation system should consider serving the larger participation sports, such as track and field, pickleball, tennis, basketball, softball, and volleyball.
 - LOC will provide appropriate transportation arrangements and services as mutually agreed. LOC may utilize local transportation company.
- **Parking**
 - Provide maps to indicate parking areas at the venues. Notating free and paid parking lots. If a paid lot, indicate the amount and if there is daily in/out privileges.
 - Negotiate an hourly rate and daily in/out option for the venue where The Village and Athlete Check-In is located. For example, \$10 daily in/out, and \$2/hour rate options.
- **Housing**
 - Provide NSGA staff, personnel, guests, VIP's up to a maximum of 360 room nights, including six suite upgrades and one meeting room at an NSGA Approved property for a period beginning seven days prior to the first day of athlete check-in through and including the three days immediately following the final day of Event competition. No incremental fees (other than room incidentals), parking, or Internet access shall be charged for the use of such accommodations.
- **Athlete Housing**
 - LOC will assist the Official NSGA Travel Partner as reasonably requested to secure sufficient affordable housing for all athletes.
- **Information Services**
 - Provide necessary high-speed Internet access (i.e. T1 or faster), technology and equipment for processing on-site and venue check-in, the Cyber Café, sponsor exhibit booth support, results, media requests and communications.
 - NSGA Cyber Café shall have a minimum of two couches, two lounge chairs, 12 tablet computers (or new computer technology), and table for tablets, 12 chairs, and a secure phone charging station.
 - Provide local and wide area network as required to support Event systems. Provide broadband high-speed Internet access/backbone (i.e. T1 or faster) as required for The Village, the NSGA Cyber Café and all other designated venues.

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- **NSGA Offices**

- Provide office space (approximately 5,000 square feet) for NSGA. This office space shall include furniture, refrigerator, high-speed Internet access, wireless router, parking, Event communication equipment, landline phones with long distance access, fax, copy machine, color printer, scanner, and other agreed upon equipment, for NSGA personnel for a period beginning seven days prior to the first day of Event on-site athlete check-in through and including three days immediately following the final day of Event competition. Local and Long distance telephone and high-speed Internet service shall be available at no additional cost to the NSGA. The office space shall be in close proximity to The Village and accessible 24 hours per day, 7 days per week.
- Provide additional office space for a results room, and a media/press room.

NSGA Annual Meeting

- During the year prior to The Games, host the Annual Meeting of the NSGA. The LOC shall be responsible for providing the necessary meeting space for all functions. Minimum meeting room needs will be as follows: (typically Tuesday to Sunday)
 - Day 1: 2 meeting rooms; 1 u-shape for 30, 1 conference for 15
 - Day 2: 2 meeting rooms; 1 u-shape for 30, 1 conference for 15
 - Day 3: 3 meeting rooms; 1 u-shape for 30, 1 conference for 15, 1 classroom for 125
 - Day 4: 7 meeting rooms; 1 classroom for 125, 5 conference for 25, 1 conference for 15
 - Day 5: 7 meeting rooms; 1 classroom for 125, 5 conference for 25, 1 conference for 15
 - Day 6: 1 meeting room; u-shape for 30
- During the Annual Meeting in the year prior to The Games, host a reception and one other social function for all attendees. Both functions shall include hot food for approximately 100-150 attendees.
- During the Annual Meeting in the year prior to The Games, host a venue tour with lunch and transportation for all interested attendees.
- In the years prior to The Games, attend NSGA Annual Meetings.
- For the years the Annual Meeting is not held in the Host Community, host a hot breakfast or other meal function for conference attendees and provide the attendees with an update on Games' preparations.

SECTION V NSGA PROVIDED SERVICES

Generally, the NSGA will set policies for the National Senior Games, administer certain aspects of The Games, and provide advice and guidance to the LOC. NSGA personnel will be made available to the LOC for regular meetings as necessary and appropriate in preparation for The Games. The NSGA will also provide support and guidance for the Competition Managers from the time the Host Community is selected and its LOC is formed.

Administration

- Approve the appointment of the LOC Executive Director and Competition Managers.
- Provide NSGA representatives for periodic progress meetings with LOC representatives approximately once per month for the 24 months preceding the Event and more frequently during the 90 days preceding the Event. Such meetings will be in-person on-site or by telephone or videoconference as the parties may agree. The approximate length of each on-site visit is three days. In-person meetings occur approximately tri-monthly and then monthly starting six months prior to The Games starting.
- Provide NSGA protocols and procedures for administration of the Event.

Marketing & Publicity

- Develop and execute a national media plan. Coordinate that plan with LOC local and regional media plan.
- Post information regarding The Games on the NSGA website.

Collateral Materials

- Publish the NSGA Official Sport Rules for the Event.
- Design, produce and distribute athlete entry information, including entry form, athlete waiver, and other appropriate collateral including but not limited to a preliminary competition schedule, venue and housing locations and information.
- Design, and produce a Souvenir Event Program.
- Design, and produce an Event Credential for all appropriate personnel associated with the Event.

Research

- Approval of all research shall be the responsibility of NSGA. All LOC vendor/partner research activities shall be presented to NSGA not less than 60 days in advance of the Event for Approval.

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Village

- Provide staff liaison for coordinating load-in and load out of NSGA components.
- Approve all The Village exhibitors, exhibits, and entertainment.

Athlete Registration

- Conduct the athlete qualifying process, including identification of qualifiers and communication with member organizations regarding the qualifying process.
- Conduct the athlete registration process, including communication with athletes as required, processing of entry forms and confirmation of entries.
- NSGA will determine, collect and retain all Event entry fees.

Games Management

- Provide guidance during the Event regarding management and conduct of the Event.
- Sanctioning of sports identified by the NSGA shall be the responsibility of the NSGA.
- Provide National Sport Chairs to assist the LOC in the overview and conducting the Event.
- Provide athletic competition equipment, including field implements, race and/or bib numbers, balls, and other equipment necessary to conduct a national championship caliber competition. The following items are excluded and are to be provided by the athlete: bows and arrows, racquets for racquet sports, bicycles, golf clubs and balls, shuffleboard cues, softball bats, javelins, and pole vault poles.
- Provide one staff person to assist in the results room in the recording and coordination of information flow and distribution of results.
- Design, produce, and provide awards (i.e. medals) for Event participants.
- Determine and publish the NSGA Official Sport Rules for the Event.
- Determine and publish the competition schedule. For reference, the 2019 Games competition schedule is attached as Appendix F.

Support Services

- **Merchandise**
 - The NSGA will negotiate and enter into a contract with a vendor to sell all Event related merchandise (the "Official NSGA Event Merchandiser"). The Official NSGA Event Merchandiser will:
 - Retain exclusive rights to selling any wearable apparel, unless NSGA and Official NSGA Event Merchandiser approve other vendor to sell wearable apparel.

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- Design, create and produce merchandise and souvenirs related to the Event.
- Provide displays and merchandise for sale at agreed upon locations.
- Provide staff to handle all sales and collect all revenues.
- Collect taxes due on merchandise and remit to governmental authority as required.
- Develop and implement a pre-Event merchandise plan for the sale of Event merchandise to athletes during the qualifying year.
- NSGA will Approve all third party vendors and vendor fees.
- **Media Relations**
 - Assist in development and execution of a media relations plan for attracting media coverage during the Event.
- **Athlete Housing**
 - The NSGA will secure a Housing and Travel Partner who will provide the following services including but not limited to: negotiation of all Event rates with housing properties, airlines and other transportation agencies; acceptance and confirmation of housing and travel arrangements; and collection of housing and travel fees. The NSGA and LOC may establish mutually agreed upon housing rebates that are collected by the NSGA Travel Partner.
 - All complimentary rooms will be NSGA's inventory to house National Sports Chairs, and supporting personnel, and are separate from the 360 room nights provided by the LOC.

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SECTION VI REQUIRED LETTER/PROPOSAL CONTENTS

The response process is a two-step process.

Step One is for interested communities to submit a Letter of Intent in accordance with this section. Letters will be evaluated in accordance with Section VII of this document.

Step Two is to submit Final Proposal in accordance with this section.

Letter of Intent

Communities interested in hosting the 2025 National Senior Games submit a Letter of Intent in accordance with the following instructions. Six copies of the Letter of Intent must be submitted. Qualified communities will be invited to submit complete final proposals.

Letters shall be submitted to:

Mr. Marc T Riker
CEO
National Senior Games Association
P. O. Box 5630
Clearwater, FL 33758-5630
(727) 475-4699
mriker@nsga.com

For overnight delivery:
3204 Gulf to Bay Blvd.
Clearwater, FL 33759

**Letters received by:
Friday, April 29, 2022.**

Letters will be evaluated in accordance with Section VII of this request. All letters shall contain the following information. **Letters of Intent are limited in length to no more than 10 pages.**

- Describe your community's ability to procure and operate the necessary venues.
- Describe your community's ability to provide the required housing.
- Describe your community's ability to form the requisite local organizing committee.
- Describe your community's ability to recruit the necessary volunteers.
- Describe your community's ability to secure the necessary funding.
- Describe your community's ability to provide a transportation system.
- Describe why your community wants to host the National Senior Games.

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Final Proposals

Qualified communities will be invited to submit final proposals in accordance with the following instructions. Six bound copies and an electronic version shall be submitted. Elaborate or expensive proposals or art work are not expected. Answers may be brief, but must be complete.

Proposals shall be submitted to:

Mr. Marc T Riker, CEO
National Senior Games Association
P. O. Box 5630
Clearwater, FL 33758-5630
(727) 475-4699

For overnight delivery:
3204 Gulf to Bay Blvd.
Clearwater, FL 33759

**Final Proposals received by:
Friday, July 22, 2022.**

Proposals will be evaluated in accordance with Section VII of this request. All proposals shall contain the following information and/or items.

Transmittal Letter

- Clearly indicate that the Host Community wishes to be considered for The Games and designate the Host Community point of contact.

Description and Experience of the Host Community and Local Organizing Committee

- Indicate the experience of the LOC with multi-sport, senior, masters and other major events. Include references from past events.
- Indicate the anticipated structure of the LOC and its board of directors. Provide as detailed an organizational chart as possible, including resumes of key personnel. Indicate the availability of personnel for The Games.
- Indicate other events for which the Host Community is obligated and their proposed time frames. Include events that the community is considering and events that may conflict with the proposed Games. Indicate outside circumstances (such as construction) that may affect The Games.
- Discuss the capability of the community to recruit and manage the volunteers necessary to conduct The Games and related activities.
- Discuss the ability of the LOC and community to provide the appropriate level of medical facilities and support.
- Provide an indication of the overall community support for this event and others.

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- Discuss the ability of the LOC to assist in the development of NSGA state and/or local games and/or staff as part of the production of the national event.

Description of Venues, Facilities, Housing and Transportation

- Discuss the availability and quality of the venues and facilities necessary for conducting The Games. Facilities should be located in close proximity to each other. A letter from each facility owner/operator demonstrating the commitment to make the venue available for The Games should accompany the proposal.
- Provide Blueprint, sketch, photograph, or DVD with details of the proposed event site for Flame Arrival Ceremony, Celebration of Athletes, The Village, and each sport venue.
- Indicate any and all restrictions associated with the proposed venues including, but not limited to, sponsor exclusivity, signage, exclusive suppliers, sampling, merchandising rights and other restrictions that may affect the conduct of The Games.
- Indicate the ability of the LOC to provide the necessary equipment to conduct The Games.
- Indicate the ability of the LOC to provide the number of qualified and certified officials necessary to conduct the competition. Plus, the rate of pay for officials.
- Discuss the ability of the Host Community to house all athletes and guests in comfortable, reasonably priced rooms. Options should include a variety of properties from limited to full-service, college or university dormitories, RV parks and campgrounds. All proposed properties should be in close proximity to all competition venues. Be sure to include the amenities and concessions offered on a complimentary basis as added incentives per property. Accommodation hotel block range 11,000 – 15,000. Total Accommodation estimate for games with 10,000 – 12,000 athletes is in the range of 15,000 – 19,000 room nights, The Games do not implement a "Stay-To-Play" requirement. Athletes will utilize a plethora of options for accommodations. Examples: home stays, timeshares, pre-pay hotel stays and other low cost accommodation options. Peak night's range from 3000 – 3600 over four to five nights based on competition pattern and number of attendees. The shoulder nights range from 600 to 1000 based on competition pattern and number of attendees.
- Submit completed room block commitment form (Appendix J) per property.
- NSGA Housing Partner has listed block for the peak number of rooms anticipated throughout the term of The Games. Once the schedule is released, the block will be adjusted to accommodate the flow of the various sports.
- Discuss the ability of the LOC to consolidate venues and housing to create one or two competition "hubs". Include appropriate scale maps indicating venue and other key locations.
- Discuss the ability of the Host Community to provide easy, safe and affordable transportation options from various parts of the community.

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- Discuss the ability of the LOC to provide the transportation options detailed in the scope of services.

Description of Athlete Experience

- Provide the average temperature/humidity/precipitation during the timeframe of The Games. Preferred months are June, July and August for 13 competition days. Secondary months are May and September. Other months may be considered.
- Provide the key features of your community as a destination city for visitors.
- Provide testimonials from previous Event Rights Holder who conducted an event in your community.
- Share ideas being considered for the entertainment and atmosphere of the Flame Arrival Ceremony and the Celebration of Athletes.

Financial Considerations

- Discuss the ability of the LOC to develop the financial resources, including in-kind services, necessary to conduct The Games. A preliminary budget should be included. Sample budget line items in Appendix C. Proposers should review Appendix D, Financial Relationship between the NSGA and the LOC.
- Describe the ability of the LOC to meet the event guarantor requirement. Provide names and signatures of a responsible legal entity (i.e. city, convention & visitors bureau, sports commission) to serve as guarantor of the Host Community obligations and responsibilities.
- Describe the ability of the LOC to procure sponsors for the event. Describe potential sponsors.
- Indicate the potential, if any, for the LOC and NSGA to procure multi-Event sponsors.

Media Coverage

- Discuss the capability of the community to engage local and regional media to market and promote to the community for sponsors and volunteers.
- Provide best practice case of how the community has approached marketing, publishing, and promoting of previous major events in your community.
- Describe plan to secure media personnel. Indicate if media personnel from within the city's media department, visitors and convention bureau and/or an outside agency would be utilized.

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Additional Considerations

- Include one or more sets of proposed event dates. Dates should reflect starting on a Thursday or Friday. Indicate the advantages and disadvantages of each proposed event dates. Indicate which event dates is preferred.
- Discuss the overall market size of the community, including the expected visibility of the Event within the region.
- Discuss the attractiveness of the Host Community and surrounding region with respect to attracting a senior adult audience.
- Include any additional pertinent information.
- Include additional enhancements.
- All proposal fees, event fees and benefits required in this RFP are to be considered minimums, which can be increased by bidding cities as they see fit.

Proposal and Event Fees

- A \$5,000 proposal fee in the form of a certified check must accompany final proposals. If not selected for a site visit, \$4,000 is refundable. The \$5,000 proposal fee is non-refundable for cities that are awarded a site-visit, and choose to accept and conduct a site visit. The total Event Fee is a minimum of \$150,000. The successful proposer that is awarded The Games pending signing a final contract is required to execute the Letter of Intent (LOI) and remit a \$20,000 payment within 45 days of notice of being awarded pending signing a final contract and prior to any public announcement. City selected to host the 2025 National Senior Games will have the \$5,000 proposal fee and the \$20,000 payment applied as credit towards the cumulative Event Fee payment, which is a minimum of \$150,000.

Confidentiality of Proposals

- Communities are required to keep proposals confidential and must not disclose their proposals, or information contained in them, to outside parties without the prior written consent of the NSGA. The NSGA will also guarantee similar confidentiality on its behalf.

No Collusion

- A community must not communicate, directly or indirectly, with any other potential community partners (including through any employees, agents or contractors) regarding the preparation, content or submission of proposals. Each proposal should be submitted without any collusion, or knowledge, of the details of any other proposal.



**SECTION VII
EVALUATION PROCESS, CRITERIA AND TIMELINE**

Letter of Intent Evaluation

Letters of Intent will be evaluated by the NSGA to determine whether a community is qualified to host the event. Qualified communities will be invited to submit detailed final proposals in accordance with Section VI of this request.

Final Proposal Evaluation

Proposals will be evaluated and rated by the NSGA according to the following scale:

| | |
|---------------------------------------------------------------------------------|-------------|
| Description and Experience of the Host Community and Local Organizing Committee | 20% |
| Description of Venues, Facilities, Housing and Transportation | 20% |
| Description of Athlete Experience | 15% |
| Financial Considerations | 20% |
| Media Coverage | 15% |
| Additional Considerations | 5% |
| Overall Impression | 5% |
| TOTAL POSSIBLE SCORE | 100% |

Following the evaluation of all proposals, the NSGA may select finalists for further evaluation (the “short list”). This short list is to be announced by Friday August 19, 2022. The final number of communities on the short list will be dependent on the number and quality of submissions.

Site Visits

Following identification of the short list, the NSGA will conduct site visits to each of the short listed communities to further evaluate the community’s proposal. Site visits will take place during the month of September 2022. Each Host Community will be responsible for airfare, hotel accommodations, meals and transportation for a selection committee of up to five individuals. Host Communities will be further evaluated in greater detail on the criteria listed in this RFP. More specific information regarding the format of the site visit and selection criteria will be made available to the potential Host Community prior to the site visit.

Presentations

Following the site visits, the NSGA selection committee will make a recommendation to the NSGA Board of Directors for selected potential hosts to make an in-person presentation at a NSGA Board meeting in October 2022. Presentation format and required information to be presented will be addressed with selected cities.

Final Site Selection

Following the presentations, the NSGA selection committee will make a recommendation for endorsement by the NSGA board of directors. The selected community will have 60 days from notice of being awarded pending signing of final contract and prior to any public announcement to execute LOI and remit \$20,000 payment. In the event the NSGA is unable to successfully negotiate a formal contract with the selected community within 60 days of signing the LOI, it reserves the right to terminate negotiations and begin negotiations with another community.

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TIMELINE

| | |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| February 2022 | 2025 National Senior Games RFP released |
| Friday, April 29, 2022 | Deadline to submit a Letter of Intent to bid on the 2025 National Senior Games. |
| Friday, July 22, 2022 | Deadline to submit six bound copies and an electronic version of completed 2025 National Senior Games bid package and the \$5,000 proposal fee. If not selected for a site visit, \$4,000 is refundable. The \$5,000 proposal fee is non-refundable for cities that are awarded a site-visit, and choose to accept and conduct a site visit. |
| Friday, August 19, 2022 | Bid cities notified if they have been selected for site visit. |
| September 2022 | Site visits will be held with members of the NSGA Site Selection Committee at the expense of the potential Host City. Costs to include travel, lodging, and meals for up to five individuals. Site visit is 2-3 days. |
| September 2022 | Bid cities notified if they have been selected to present at NSGA Board meeting. |
| October 2022 | Selected cities will be given one half hour to present and 45 minutes for questions following presentation at NSGA Board Meeting. Presenters will be selected in random order. |
| October 2022 | Bid to host 2025 National Senior Games will be awarded pending signing of contract. |
| January 2023 | Press Conference announcement pending contract signed prior to announcement. |

Right to Cancel RFP and Accept Proposals

The NSGA is entitled to cancel this RFP at any time without liability for any loss, damage, cost, or expense incurred by any party as a result of that cancellation.

No contractual or other legal obligations between the NSGA and any other person can or will be created except in a written contract executed by two authorized signatures of the NSGA and the Host City.

2027 Games

The NSGA reserves the right to select a Host City for the 2027 Games based on the 2025 Bid Packets received or based on alternative method.

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APPENDIX A SAMPLE LETTER OF INTENT

Parties: National Senior Games Association (NSGA)
Local Organizing Committee (LOC)

Event Dates: Month, Day, and Year to be mutually agreed upon between the LOC and NSGA.

Sports to be contested:

| Sport | Events |
|----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Archery | Compound Fingers/Compound Release/Recurve/ Barebow Compound/Barebow Recurve |
| Badminton | Singles/Doubles/Mixed Doubles |
| Basketball | Three-on-three, half court |
| Bowling * | Singles/Doubles/Mixed Doubles/Team |
| Cornhole * | Singles/Doubles/Mixed Doubles |
| Cycling | 5K/10K (Time Trials), 20K/40K (Road Races) |
| Golf | 54-hole Scratch Play |
| Pickleball | Singles/Doubles/Mixed Doubles |
| Power Walk | 1500M/5K |
| Race Walk | 1500M/5K |
| Racquetball | Singles/Doubles/Mixed Doubles |
| Road Race | 5K/10K |
| Shuffleboard * | Singles/Open Doubles |
| Softball | |
| Soccer | 8 v 8 teams |
| Swimming (Short course yds.) | Backstroke: 50, 100, 200-Y; Breaststroke: 50, 100, 200-Y; Butterfly: 50, 100, 200-Y; Freestyle: 50, 100, 200, 500-Y; Individual Medley: 100, 200, 400-Y Relay: 200-Y Free, and 200-Y Medley |
| Table Tennis | Singles/Doubles/Mixed Doubles |
| Tennis | Singles/Doubles/Mixed Doubles |
| Track & Field | 50, 100, 200, 400, 800, 1500M, 4x100 Relay; Discus, Hammer Throw, High Jump, Javelin, Long Jump, Pole Vault, Shot Put, Triple Jump |
| Triathlon | 400M Open Water Swim, 20K Cycle, 5K Run: Individual, and Relay |
| Volleyball | |
| * = Non-Ambulatory Divisions also included in this sport | |

- The NSGA reserves the right to remove or add any sport from this list prior to 2024.

Event Divisions:

- Individual sports shall be offered separately for men and women in five-year age divisions beginning with age 50 and ending with age 100+.
- Team sports shall be offered separately for men and women in five-year age divisions beginning with age 50 and ending with age 80+ (85+ for basketball).

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LOC Obligations:

- Secure funding necessary to perform scope of services.
- Provide required insurance coverage.
- Develop overall Games' theme.
- Design and develop Games logo.
- Produce, install, maintain and remove directional, informational, and sponsor signage.
- Produce pocket Event Guide.
- Conduct on-site marketing at qualifying sites.
- Develop local and regional media plan.
- Produce athlete welcome bag.
- Produce and maintain The Village in the immediate vicinity of athlete accreditation/check-in.
- Produce daily programming and entertainment in The Village.
- Conduct on-site athlete check-in/accreditation.
- Provide all venues and space necessary to conduct all sports, Celebration of Athletes, Flame Arrival, and The Village.
- Provide all athletic field-of-play equipment, including flooring, nets, stanchions, baskets, targets, timing system, benches, score table, scoreboards, staging, supplies, and other equipment necessary to conduct a national championship caliber competition.
- Provide competition staff, officials, and scorekeepers necessary to conduct competition.
- Provide athletes with complimentary ice, water, fruit juice or sport drink, and fresh fruit at all venues.
- Provide concessions at mutually agreed upon locations.
- Conduct awards ceremonies for each sport specific venue.
- Provide award stands and conduct all awards ceremonies in accordance with NSGA protocols.
- Produce Year-Out Celebration, Celebration of Athletes and Flame Arrival Ceremony.
- Produce required VIP events.
- Provide required logistics personnel.
- Provide required medical equipment, facilities and personnel.
- Provide required security and public safety personnel.
- Provide required communications systems, equipment, and personnel.
- Provide required media relations' staff and equipment.
- Recruit, train, and manage volunteers and personnel.
- Provide required transportation systems.
- Provide required NSGA staff and personnel housing.
- Provide necessary information services equipment and services.
- Provide necessary NSGA office space and equipment.
- Host NSGA Annual Meeting during the year prior to The Games.

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NSGA Obligations:

- Provide NSGA protocols and procedures for administration of the event.
- Develop national media plan.
- Conduct athlete-qualifying process.
- Produce and distribute athlete entry information.
- Conduct athlete registration process.
- Collect event entry fees.
- Produce Souvenir Event Program.
- Assist in management and conduct of The Games.
- Provide all athletic competition equipment, including field implements, race and/or bib numbers, balls, and other equipment necessary to conduct a national championship caliber competition.
- Provide awards for Games participants.
- Design and produce merchandise and souvenirs.
- Provide Travel Partner for housing options at The Games.

General:

- In the event the NSGA is unable to successfully negotiate a formal contract with the LOC within 60 days of signing the LOI, the NSGA reserves the right to terminate negotiations and begin negotiations with another Host Community.
- No later than 24 months prior to The Games, the LOC shall secure and submit in writing to the NSGA an independent agency(ies) or individual(s) or other NSGA approved method to formally guarantee the fiscal solvency of The Games.
- LOC shall procure insurance as required.

Both parties agree that the Event RFP, in conjunction with this document shall serve as a guideline in conducting negotiations for the final Event contract.

AGREED TO THIS _____ day of _____

For the NSGA:

For the LOC

Title: _____

Title: _____

**APPENDIX B
SAMPLE LOC ORGANIZATIONAL STRUCTURE**

Finance

Legal
Audit
Insurance
Cash Control
Collateral Partnerships
Civic Development
Partner Solicitation

Competition

Sport Directors
Officials
Equipment
Awards

Marketing

Branding
Graphics
Promotion

Communication

Media Relations
Media Room
Awareness
Results

Venues, Services & Logistics

Medical
Public Safety
Security
Transportation
Signage
Decorations
Site Prep

Hospitality

Special Events
Tours
Entertainment
Concessions and Food
Housing

Volunteers

Information
Recruitment
Train and Uniform
Administration

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APPENDIX C SAMPLE LOC BUDGET LINE ITEMS

INCOME

Corporate Host City Partners¹
Individual Host City Partners¹
Government Host City Partners¹
(Govt., Chamber of Commerce, Convention Bureau, Visitors Commission, etc.)
Sponsorship
Social Event Income

EXPENDITURES

Administration
Personnel²
Rent³
Office Equipment & Rental
Postage
Telephone
Office Supplies
Other
Insurance
Legal & Accounting⁴

Marketing
Marketing Professional Fee⁵
PR Professional Fee⁵
Marketing Expense (Brochure, Forms, Literature)
PR Expense (Releases, Press Room)

NSGA Annual Meeting of Members⁶

RFP Fee
Site Evaluation Visits
LOC Visits to NSGA HQ for progress meetings
NSGA visits to Host Community for progress meetings
Competition FAM
Sponsor FAM

Special Events
Year-Out Celebration
Flame Arrival Ceremony
Celebration of Athletes
Long Live Challenge

¹LOC must provide forecast on sponsor income.

²Some administrative and support personnel could be city personnel.

³Estimated space needs are: 2000 sq. ft. for 12 to 18 months and then 5,000 - 6,000 sq. ft. for 5-6 months to permit assembly of materials, volunteer work and storage of supplies and materials. Cost will vary by community and could be donated.

⁴Legal and audit professional services will be needed. Cost should be modest and could be donated.

⁵Professional Marketing and Public Relations support services are necessary. Estimates will vary in different communities. Rates can be reduced through contributions.

⁶The NSGA Annual Member Meeting will be in the Host Community to permit the members to become familiar with the community, LOC leadership and facilities. LOC should estimate expense based on local costs and contributions.

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Games Requirements

- Facilities⁷
- Site Preparations (Tents, Chairs, Tables, Decorations, Maintenance, Restoration)
- Refreshments for Athletes⁸
- Equipment
- Officials
- Communications
- Security
- On-Site Check-In & Headquarters Facilities & Equipment
- Social Event (Formal, Informal)
- Transportation
- VIP, Sponsor, Coordinator Hospitality
- Welcome Packets
- Uniforms for Volunteers and Staff
- Computer Facilities and Network
- Medical Services⁹
- Cars, Golf Cart Rental
- Housing for NSGA Staff at Games¹⁰
- Meals
- Volunteers

Contingency

Typical In-Kind Support

- Facilities
- Officials
- Athlete Hospitality, Fruit, Water, Beverages, Other Refreshments
- Cars
- Medical Services
- Computer Facilities and Equipment
- Sports Equipment
- Printing
- VIP Hospitality
- Welcome Packet Materials and Assembly
- Professional Services (i.e. legal, audit, etc.)

⁷Sports and Games facilities may be available at no cost. Costs, if any, can be estimated by the LOC.

⁸This number usually assumes some contributions, e.g., in-kind product

⁹Budget may assume all professional services are donated.

¹⁰As required. Balance will be whatever is needed by the LOC.

*Notes for LOC Budget Items: General – many items in the sample expense budget can be “in-kind” contributions.

APPENDIX D FINANCIAL RELATIONSHIP BETWEEN THE NSGA AND THE LOC

The success of the National Senior Games will depend a great deal on the ability of both parties to obtain sufficient funding to underwrite their scope of services and activities. Each party will be responsible for its own expenses. This appendix addresses the relationship between the NSGA and LOC with respect to how income associated with the Event will be raised and distributed.

Proposal and Event Fees

A \$5,000 proposal fee in the form of a certified check must accompany final proposals. If not selected for a site visit, \$4,000 is refundable. The \$5,000 proposal fee is non-refundable for cities that are awarded a site-visit, and choose to accept and conduct a site visit. The total Event Fee is a minimum of \$150,000. The successful proposer that is awarded The Games is required to execute the Letter of Intent (LOI) and remit a \$20,000 payment within 45 days of notice of award and prior to any public announcement. City selected to host the 2025 National Senior Games will have the \$5,000 proposal fee and the \$20,000 payment applied as credit towards the cumulative payment, minimum of \$150,000.

Proposal and Event Fee

In consideration for the right to host the Event, LOC will pay the NSGA an “Event Fee” of \$150,000.

NSGA will acknowledge that the LOC paid the Proposal Fee (\$5,000), and the Letter of Intent (LOI) Fee (\$20,000), which are applied as credit towards the cumulative Event Fee payment (\$150,000). Therefore, the remaining balance on the Event Fee amount would be \$125,000.

Fiscal Solvency

No later than 24 months prior to the Event, the LOC shall secure and submit in writing to the NSGA an independent agency(ies) or individual(s) or other NSGA approved method to formally guarantee the fiscal solvency of the Event.

Fundraising

LOC shall be solely responsible for securing the funds necessary to perform the scope of its services, as set forth in this Agreement and the appendices. Fundraising may be in the form of cash (from sponsorship sales or other sources), budget-relieving-in-kind ("BRIK") arrangements or value-in-kind ("VIK") arrangements.

NSGA retains the right to Approve all sponsorship offerings including, but not limited to, sponsorship category, fulfillment components, and terms of agreement, exclusivity and financial arrangements including BRIK and VIK components.

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Revenue Sharing

If LOC makes a net profit from the Event, LOC shall pay the NSGA 50% of the net profit. Net profit is defined as the liquid assets remaining after all liabilities are settled. Liquid asset is an asset that can be converted into cash quickly.

Income Sources

Notwithstanding anything contained in this Agreement to the contrary, the parties acknowledge and agree that NSGA shall be entitled to retain income from the following sources as set forth below:

- NSGA shall retain one hundred percent (100%) of any payments received pursuant to the contract with the Official NSGA Event Merchandiser or any other vendor chosen to sell Event-related merchandise (e.g. royalty fees).
- NSGA will determine, collect and retain one hundred percent (100%) of the Event Entry Fees from each athlete.
- NSGA will retain fifty percent (50%) and LOC will retain fifty percent (50%) of all Event hotel rebates.

Other Event Revenues

- All Event-related hotel rebates and/or commissions shall be subject to NSGA Approval, regardless of the property's status of participation in the official Event housing program.
- All other sources of Event-revenue shall be subject to NSGA Approval.

Event Sponsorships

- The LOC and the NSGA shall coordinate their individual efforts in securing sponsors to avoid conflicting sponsors.
- There can only be one National Presenting Sponsor of the National Senior Games. NSGA will procure the Presenting Level and may secure other top tier sponsor levels.
- NSGA has exclusivity to contract a Presenting Sponsor of the National Senior Games and top tier sponsor levels.
- For consideration of product category exclusivity of the 2023 National Senior Games, the sponsorship must be a minimum of \$200,000 cash.
- The NSGA needs to Approve all sponsor benefits prior to proposals being sent to prospective sponsors.
- No sponsorships will be associated with tobacco products.
- The NSGA shall have access to all sponsorship contracts pertaining to the 2025 National Senior Games. Appropriate privacy protocol and confidentiality will be followed with regard to receiving copies.

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- NSGA has exclusivity to the following Event assets:
 - National Senior Games
 - Flame Arrival Ceremony
 - Celebration of Athletes
 - Awards Presentation Area and Stands
- LOC shall have first option to seek sponsorships from Local Sponsors. LOC must receive NSGA Approval prior to contacting prospective sponsors.
- NSGA and LOC shall collaborate to manage to protect exclusivity granted to Sponsors in Product Categories and ensure maximum cash value is generated from available assets and each Product Category.
- **Definitions**
 - “Local Sponsors” shall mean those businesses and organizations that have their Corporate Headquarters located within the same state as the National Games host city and which are identified by NSGA as local sponsors.
 - “National Sponsors” shall mean all businesses and organizations that are not Local Sponsors.
 - “Sponsors” shall mean Local and National Sponsors.
 - “Local Games Assets” shall mean those certain NSGA assets made available to LOC to sell to Local Sponsors.
 - “NSGA Assets” shall mean NSGA Sponsorship Assets and the Licensed Marks.
 - “Product Categories” shall mean the specific types of business, product or service conducted, sold or performed by Sponsors with respect to which NSGA may grant some form of exclusivity.
- **NSGA National Event Sponsors**
 - NSGA shall be responsible for contracting with and invoicing all NSGA Sponsors.
 - NSGA shall be responsible for expenses related to execution & activation of NSGA Sponsor contracts unless such execution and activation is part of a multi-sponsor benefit in which the NSGA Sponsor(s) is part of a larger sponsor group (e.g., creation of a banner with sponsor names).
- **LOC Event Sponsors**
 - LOC shall be responsible for contracting with and invoicing all Event sponsors that are not NSGA Sponsors, i.e., that are obtained by LOC, are not obtained through national leads generated by someone other than LOC and/or commit to sponsor only the Event (“LOC Event Sponsors”).
 - NSGA shall have the right to approve all LOC Event Sponsors and the terms of such sponsorship including, but not limited to; sponsorship category, fulfillment components, terms of agreement, exclusivity, and financial arrangements (including BRIK and VIK components). Such approval shall not be unreasonably withheld and NSGA shall use its

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best efforts not to impede LOC fundraising. The cash amount shall be fairly negotiated in equivalency to the value of the in-kind product.

- The LOC may not sign any corporations to National sponsorship contracts that include the involvement and participation of the NSGA's Member State Games without prior discussion with the NSGA and the NSGA's prior written consent. Only the LOC's 2025 National Senior Games sponsors and the NSGA sponsors shall be recognized with the 2025 National Senior Games.
- Any and all net profits/losses of sponsorships generated by the LOC in hosting the 2025 National Senior Games shall remain with the LOC, subject to any agreed upon revenue-sharing provisions.

• **Sponsorship Options**

- The LOC and NSGA may agree to mutually collaborate and provide resources to secure a Local Sponsor. In such a case, a separate agreement would be made between LOC and NSGA. The agreement shall clarify the sponsorship fee and fulfillment terms along with the revenue-sharing terms for the sponsorship.
- The following categories are closed to the LOC due to current exclusivity with a sponsor. NSGA will provide the LOC updates on potential exclusive agreements.
 - Humana – Health insurance, specialty products or supplemental insurance/benefits

Reconciliation of Event Revenues

- **Final Reconciliation:** LOC shall pay 50% of the net profit from the Event to NSGA. Net profit is defined as the liquid assets remaining after all liabilities are settled. Liquid asset is an asset that can be converted into cash quickly. The parties shall meet, in-person or by telephone, to agree upon a final calculation of net profit, if any, and any monies due to either party under this Agreement. Such meeting shall occur within five months of the conclusion of The Games unless otherwise agreed in writing by the parties hereto. Final financial reconciliation shall occur within five months of the conclusion of The Games with any payment made within thirty (30) days thereafter.

Remains of the Games

After the Event, the method of disposition of all tangible personal property owned by LOC and related to the Event shall be mutually agreed by LOC and NSGA. LOC shall retain all proceeds from the sale of any LOC property.

APPENDIX E SPORT / VENUE SPECIFICATIONS

General Requirements

The following information details the general specifications for the venues the LOC shall procure and provide to conduct The Games. The LOC shall provide all labor, materials and other necessary equipment to accommodate the specifications. The following shall be provided for all venues unless otherwise noted or approved. Final venue contracts from each venue operator shall be provided at least 12 months in advance of The Games. Final venue agreements shall include CAD drawings showing the competition layout as required.

All indoor venues shall be climate appropriate. In addition, venues shall have:

- Access for the disabled. Appropriate accommodations for non-ambulatory sports/events.
- Access to adequate ADA toilet facilities or ADA portable toilets.
- Areas dedicated to performing the following functions, with access restricted to authorized personnel. Where approved by the NSGA, some of the functions may be combined.
 - Games administration
 - Scoring and results tabulation
 - Athlete check-in
 - Volunteer check-in
 - Officials check-in
 - First aid and medical support
 - Storage
- An area for providing athletes with complimentary ice, water, fruit juice or sports drink, and fresh fruit. For outdoor venues, an awning shall at minimum, cover this area.
- Adequate spectator seating.
- Scoreboards for each court or field and game clocks (where required), visible to competitors and spectators.
- Schedules, preliminary and final results posted in an area easily accessible to all athletes and spectators. Schedules should be poster size with large print.
- An adequate public address system.
- Concession and merchandise sales at agreed upon locations.
- Access to appropriate copying, faxing, telecommunications, Internet, and digital information systems equipment.
- Locker room access where available.
- Provisions for the repair of faulty equipment.

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- Provisions for the display of USA, USOPC and NSGA flags.
- Provisions to conduct the awards ceremonies in accordance with NSGA protocols.
- Directional signage to the venue, including clearly marked maps with clear directions.
- Adequate parking for athletes and spectators in close proximity to the venue. Parking shall be free of charge unless otherwise approved.
- If required, adequate lighting to meet the requirements of television production.

Specific Requirements

In addition to the general specifications above, venues shall meet the following specifications detailed by sport. The number of fields-of-play needed per sport outlined below represent an estimate of venue needs per sport. The final venue needs will be based on the final participation numbers after registration closes, which is approximately two months prior to the Event.

Archery

- 40-50 shooting lanes and targets with flags, numbers and new cores are required, subject to NSGA Approval with venue set-up and markings in accordance with National Archery Association specifications. If outdoors, the area should be an open, level, grassy field.
- If outdoors, the configuration shall be such that archer's shoot in a north-south direction.
- If indoors, appropriate netting behind targets.
- Restraining lines should be placed a minimum of 30 feet outside the two outside lanes and a minimum of 50 feet behind the target line.
- An elevated platform shall be available for use by the Director of Shooting. (Approximately 20' x 30' – 2-3' high).
- Transportation (i.e. golf cart) for assisting participant with transporting of athlete's equipment from parking area to competition area.

Badminton

- 10-12 courts are required, marked for both singles and doubles, with court size, venue set-up and markings in accordance with United States Badminton Association specifications. Courts should be wood or an acceptable surface Approved by NSGA.
- The ceiling shall be a minimum of 30 feet from the floor, with no girders or obstructions.
- Lighting should run the length of the venue between courts to avoid obstructing competitor's vision.
- Chairs shall be available for use by players during changeover.

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- The venue shall be indoor and air-conditioned and the venue operator(s) shall be able to regulate, and turn off if necessary, the venue HVAC system.

Basketball (½-court)

- 14-18 half-courts is required, with court size, venue set-up and markings in accordance with specifications for high school basketball. Courts should be wood or an acceptable surface Approved by NSGA. The venues shall be air-conditioned.
- Each court shall have an electronic game and shot clocks and possession arrows.
- Each court shall have two benches with space for 10 people each.
- Each court shall have a separate scorer's table.

Bowling

- A minimum of 44 lanes in one or more bowling centers is required. The bowling center(s) must be United States Bowling Congress certified.
- Automated scorers are required.
- A Pro Shop, and certified driller should be available at all times during competition.

Cornhole

- 20 cornhole courts outdoor or indoor (preferred) with certified boards and bags are required. Board and bag size, venue set-up and markings in accordance with American Cornhole Organization specifications. These boards can be at a current fixed facility or temporary ones constructed for use indoors as long as they meet NGB specifications.
- The indoor venue shall be air-conditioned and the venue operator(s) must be able to regulate, and turn off if necessary, the venue HVAC system.

Cycling

- Race courses shall meet the specifications of the United States Cycling Federation. The courses shall be semi-flat, with minimal number of cross streets and corners. The courses shall be smooth and free of debris. Courses crossing railroad tracks will not be Approved.
- The course shall be closed to vehicular traffic. Hazardous areas on the course shall be flagged and protected as required. Adequate law enforcement presence is required.
- The finish should be a minimum of 400 meters in length and eight meters in width. The final 200 meters shall be free of turns and/or curves. A judge's stand should be located at the finish line.
- A chip timing system either Radio Frequency Identification (RFID) or chip technology with video finish capability or a system with equivalent technology is required.

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- Neutral support and Sag vehicle available.
- A partnership with a cycling company for shipment of competitors' bikes. Competitor pays the shipment expense.

Golf

- Three 18-hole courses are required. The courses shall have similar difficulty ratings and shall be of a high quality, equivalent to that of a good private country club.
- All competitors are required to use golf carts for practice and competition. Carts shall be provided at no additional cost to the NSGA or the athletes.
- Tee time starts for practice and competition rounds.

Pickleball

- Minimum 40 outdoor or indoor (preferred) courts with the same surface are required, marked for both singles and doubles, with court size, venue set-up and markings in accordance with USA Pickleball Association specifications.
- The playing surface per court shall be smooth and unobstructed from electrical outlets or mechanical boxes on the floor. Courts should be wood or an acceptable surface Approved by NSGA.
- Chairs shall be available for use by players during changeover.
- The indoor venue shall be air-conditioned and the venue operator(s) must be able to regulate, and turn off if necessary, the venue HVAC system.

Power Walk

- The Power Walk events will be conducted in accordance with United States Power Walking Association.
- The 1500M shall be conducted on a USATF certified 400M, all-weather track or a flat road course. The track shall meet the specifications indicated in the Track & Field section.
- The circuit for the 5000M should be conducted on the road in a recommended loop of 1000M and 500M between turn around.
- An automated timing system with RFID or chip technology and video finish capability or a system with equivalent technology is required.

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Race Walk

- The 1,500M shall be conducted on a USATF certified 400M, all-weather track. The track shall meet the specifications indicated in the Track & Field section.
- The 5,000M shall be conducted on a USATF certified flat road course, constructed of concrete or asphalt. The course shall not contain more than one loop unless Approved. The course set-up and markings shall be in accordance with USA Track & Field specifications.
- An automated timing system with RFID or chip technology and video finish capability or a system with equivalent technology is required.
- The course shall be closed to vehicular traffic. Courses crossing railroad tracks will not be Approved. Adequate law enforcement presence is required.
- Judge's stands and hydration stands shall be placed at the edge of the course where appropriate.

Racquetball

- 8 courts are required, with court size, venue set-up and markings in accordance with United States Racquetball Association specifications. Glass walled courts are preferred. Courts may not contain any hindrance or obstruction.
- Courts shall be such that seating is available for spectators. Each court shall have provisions for a match referee.

Road Race

- The course shall be USATF certified semi-flat, constructed of concrete or asphalt. The course shall not contain more than one loop unless approved. The course set-up and markings shall be in accordance with USA Track & Field specifications. The start/finish line shall be a minimum of 27 feet wide.
- An automated timing system with video finish capability and RFID or chip technology or a system with equivalent technology is required.
- The course shall be closed or tightly restricted to vehicular traffic. Courses crossing railroad tracks will not be approved. Adequate law enforcement presence is required
- Judge's stands and hydration stands shall be placed at the edge of the course where appropriate.

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Shuffleboard

- 16-20 outdoor or indoor (preferred) courts are required, with court size, venue set-up and markings in accordance with National Shuffleboard Association specifications. Surface type shall be subject to Approval.
- The indoor venue shall be air-conditioned and the venue operator(s) must be able to regulate, and turn off if necessary, the venue HVAC system.

Soccer

- 4 – soccer fields shall not be more than 80 feet by 50 feet are required, with field size, venue set-up and markings in accordance with United States Adult Soccer Association specifications, except where modified by NSGA rules.
- All fields shall be lighted for night play.

Softball

- 8-10 – 300 feet softball fields are required, with field size, venue set-up and markings in accordance with USA Softball specifications, except where modified by NSGA rules.
- All fields shall be available without interruption (i.e. due to league scheduling or another tournament) the entire day.
- All fields shall be lighted for night play.
- Separate shaded dugouts shall be provided for each team.
- Fields shall be lined and dragged prior to each game.
- Adequate staff and equipment shall be available to prepare the fields for play in a timely manner following any rain delay.

Swimming

- The pool shall be 25 yards in length, with a minimum of eight lanes. Recommend ten lanes. Starting blocks, pool depth, lane width, water temperature, venue set-up and markings shall be in accordance with United States Masters Swimming specifications.
- A separate warm-up pool 25 yards in length with a minimum of six lanes, adjacent to the competition pool, is required.
- An automated timing system with starting sound capability is required.
- Each lane shall have its own electronic scoreboard.
- Lifeguards necessary to meet applicable regulations are required at all times when the venue is open.

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Table Tennis

- 28-30 indoor courts, centered in playing areas of 40 feet by 20 feet, are required. Venue set-up and marking shall be in accordance with USA Table Tennis specifications. Courts should be wood or an acceptable surface Approved by NSGA.
- Regulation barriers shall separate each playing area.
- The ceiling shall be a minimum of 14 feet from the floor, with no girders or obstructions.
- Chairs shall be available for use by the players during changeover.
- The indoor venue shall be air-conditioned and the venue operator(s) must be able to regulate, and turn off if necessary, the venue HVAC system.

Tennis

- 25-30 courts, with the same or very similar surfaces, are required. Court size, venue set-up and markings shall be in accordance with United States Tennis Association specifications. Courts should be in as few locations as possible.
- All courts shall be lighted for night play.
- If event is conducted outdoors, windscreens shall be placed on all barrier fences.
- Center straps are required for all courts. Singles sticks shall be used for singles competition.
- Adequate staff and equipment shall be available to prepare the courts for play in a timely manner following any rain delay.
- Umpire stands should be available for all courts during quarter, semi, and final round matches.

Track & Field

- A 400M all-weather track with synthetic surface is required. The venue set-up and markings shall be in accordance with USA Track & Field specifications.
- The track shall have a minimum of eight lanes and shall be lighted for night competition.
- Two of each of the following is required: long jump/triple jump pits, discus rings and cages, shot put rings, javelin runways and high jump pits. One of each of the following is required: pole vault pit and hammer throw ring and cage.
- A Full two (2) camera Finishlynx Timing System with battery backup or a system with equivalent technology is required.
- A timer's/judge's stand shall be located at the finish line.

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Triathlon

- In automated timing system with video finish capability and RFID or chip technology or a system with equivalent technology is required.
- A 400-meter open water swim course is required. A wading pool to remove sand prior to beginning cycling is required. All course components shall be in accordance with USA Triathlon specifications.
- The cycling and running courses shall be USA Triathlon certified semi-flat, with a minimal number of cross streets and corners. The courses shall be smooth and free of debris. They shall be closed to vehicular traffic. Courses crossing railroad tracks will not be Approved. Adequate law enforcement presence is required.
- Lifeguards necessary to meet applicable regulations are required during the swim portion of competition. For open water swim, lifeguards in kayaks in the water are required.
- Hydration stations shall be placed at the edge of the course where appropriate.
- All courses shall be continuous with the transition zone at one location. The start/finish line should be a minimum of 27 feet wide.
- Hazardous areas on the bicycle course shall be flagged and protected as required.

Volleyball

- 14-16 courts are required, with court size, venue set-up and markings in accordance with USA Volleyball specifications. Courts should be wood or an acceptable surface Approved by NSGA.
- Each court shall have two benches with space for 15 people each.
- Each court shall have a separate scorer's table.
- Referee stands should be provided for each court.
- The venue shall be indoors and air-conditioned unless otherwise approved.
- The venue operator(s) must be able to regulate, and turn off if necessary, the venue HVAC system.

Celebration of Athletes

- A stadium, air-conditioned arena, or iconic community venue large enough to seat approximately 8,000 people is required. An air-conditioned facility is preferred. It must include adequate space to perform a parade of athletes by state. An air-conditioned area for staging the athletes prior to the parade is highly recommended. Complimentary transportation to and from the Celebration for competitors is strongly recommended.

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- A main stage for presentations by appropriate speakers. A cauldron for the live flame shall be provided, and located near the main stage.
- An area sufficient for hosting a VIP/sponsor function before or after the Celebration is required.

The Village

75,000 – 100,000 square feet of class A convention space.

APPENDIX F



**2019 NATIONAL SENIOR GAMES
Competition Schedule
-ALBUQUERQUE-**

Week 1

| Activity | Saturday, 6/15 | Sunday, 6/16 | Monday, 6/17 | Tuesday, 6/18 | Wednesday, 6/19 |
|-------------------------|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| Athlete Check-in | 7:00a - 7:00p | 7:00a - 7:00p | 7:00a - 7:00p | 7:00a - 7:00p | 7:00a - 7:00p |
| Athlete Village | 8:00a - 5:00p | 8:00a - 6:00p | 8:00a - 6:00p | 8:00a - 6:00p | 8:00a - 4:00p |
| Home Arrival | 7:00pm | | | | |
| Celebration of Athletes | | | | | 7:00pm |
| ARCHERY | Practice: Compound Release M/W All Ages (9:00am-2:00pm) | Compound Release M/W All Ages | Practice: Recurve M/W All Ages 7:00am-2:00pm | Recurve M/W All Ages | Recurve M/W All Ages |
| BADMINTON | Practice: M/W 50-69 (9:00am-4:00pm) | M/W 50-69 | M/W 50-69 (4p-5p) Practice: M/W 70-100+ (4p-5p) | M/W 70-100+ | M/W 70-100+ |
| BASKETBALL | Practice: M/W 55+, 65+ Cmpts Meeting: M/W 55+, 65+ (9pm-Comcast Center) | M/W 55+, 65+ | M/W 55+, 65+ Practice/Comms Meeting: M/W 70+, 75+, 80+, 85+ 7:30-8:30 (7pm) | M/W 55+, 65+ M/W 70+, 75+, 80+, 85+ | M/W 70+, 75+, 80+, 85+ |
| BOWLING | Practice: 12:00p-4:00p Singles M/W All Ages | Singles M/W All Ages | Singles Roll-Off M/W All Ages Practice: Doubles M/W All Ages (3:00pm-7:00pm) | Doubles M/W All Ages | Doubles Roll-Off M/W All Ages Practice: Mixed Doubles M/W All Ages (2:00p-4:00p) |
| CYCLING | 5K TT - All Ages | 10K TT - All Ages | Rain Date | 20K - All Ages | 40K - All Ages |
| GOLF | | Practice: M/W All Ages | M/W All Ages - Round 1 | M/W All Ages - Round 2 | M/W All Ages - Round 3 |
| HORSEHOES | | | | | Practice: M/W 70-100+ (7:00am-12:00pm) |
| HOCKEYBALL | Practice: M/W 50-64 & 9:00am-5:00pm | Women's Doubles 50-64 | Mixed Doubles M/W 50-59 | Mixed Doubles M/W 60-64 | Singles M/W 50-64 |
| POWER WALK | | 1500M - All Ages | 5K - All Ages | | |
| RACE WALK | | 1500M - All Ages | 5K - All Ages | | |
| RACQUETBALL | Practice: 9:00am-3:00pm | Singles M/W - All Ages | Singles, Doubles & Mixed Doubles: M/W - All Ages | Singles, Doubles & Mixed Doubles: M/W - All Ages | Doubles & Mixed Doubles: M/W - All Ages |
| ROAD RACE | | | | | |
| SHUFFLEBOARD | | Practice: 1:00p-7:00p M/W 50-59 Singles | M/W 50-59 Singles | M/W 50-59 Singles Practice: 20x5 Doubles (4p-5p) | 50-59 Any Doubles |
| SOFTBALL | W-50+, 60+ & Co-pains Meeting (8am-Comcast Center) | W-50+, 60+ | W-50+, 60+ (am) & Rain Date Cmpts Mtg: 6:00p-Com. Center W-55+, 65+, 70+, 75+ | W-55+, 65+, 70+, 75+ | W-55+, 65+, 70+, 75+ |
| SWIMMING | SEESPIRIT: SPORT PAGE FOR DAILY SCHEDULE | Practice: M/W All Ages 12:00pm-7:00pm | M/W All Ages | M/W All Ages | M/W All Ages |
| TABLE TENNIS | | 70+ (M5, W5, MD, WD) 75+ (M5, W5, MD, WD) 80+ (M5, W5, MD, WD) 85+ (M5, W5, MD, WD) 90+ (M5, W5, MD, WD) | 70+ (M5, W5, MD, WD) 75+ (M5, W5, MD, WD) 80+ (M5, W5, MD, WD, MXXD) 85+ (M5, W5, MD, MXXD) 90+ (M5, W5, MD, MXXD) | Practice: 12:00pm-4:30pm 85+, 60+ (MXXD) 85+ (M5, W5, MD, MXXD) 70+ (M5, W5, MD, MXXD) 75+ (M5, W5, MD, WD, MXXD) 80+ (M5, W5, MD, MXXD) 85+ (M5, W5, MD, MXXD) 90+ (M5, W5, MD, MXXD) | M/W 50-64 Singles |
| TENNIS | Practice: 9:00am-4:00pm | 70+ (M5, W5, WD) 75+ (M5, W5, WD) 80+ (M5, W5, MD, WD) 85+ (M5, W5, MD, WD) 90+ (M5, W5, MD, WD) | 70+ (M5, W5, MD, WD) 75+ (M5, W5, MD, WD) 80+ (M5, W5, MD, WD, MXXD) 85+ (M5, W5, MD, MXXD) 90+ (M5, W5, MD, MXXD) | 85+, 60+ (MXXD) 85+ (M5, W5, MD, MXXD) 70+ (M5, W5, MD, MXXD) 75+ (M5, W5, MD, WD, MXXD) 80+ (M5, W5, MD, MXXD) 85+ (M5, W5, MD, MXXD) 90+ (M5, W5, MD, MXXD) | M/W All Ages |
| TRACK & FIELD | Practice: 9:00a-3:00p | M/W All Ages | M/W All Ages | M/W All Ages | M/W All Ages |
| TRIATHLON & TRI RELAY | | | | | |
| VOLLEYBALL | Practice: 10a-5p Cmpts Mtg: 7p-Comcast Ctr M-50+, 60+, 70+, 75+ / W-50+, 65+ | M-50+, 60+, 70+, 75+ W-55+, 65+ | M-55+, 65+ W-50+, 60+, 70+, 75+ | M-55+, 65+ W-50+, 60+, 70+, 75+ | M-55+, 65+ W-50+, 60+, 70+, 75+ |



2019 GAMES COMPETITION SCHEDULE

APPENDIX G RIGHTS AND TITLES

Marks, Logos, Merchandise and Intellectual Property

The NSGA shall hold all rights and titles in and to the NSGA trademarks, service marks, trade names, trade dress, copyrights, slogans, symbols, devices and logos associated with NSGA and/or the Event or used to identify NSGA and/or the Event, whether registered, pending or pursuant to common law (the “Intellectual Property”).

The NSGA shall hold all rights, titles and interest in and to any legally protectable Intellectual Property, including, without limitation, the right to use and exploit such intellectual property in connection with the Event, Event merchandise, premiums, uniforms, or any other product or iconic Event symbol bearing such Intellectual Property, regardless of the funding sources for the aforementioned.

Only vendors licensed by the NSGA may produce merchandise, souvenirs, etc. The NSGA will secure all necessary releases from any third party, which may have licensing right to logos, graphics, symbols, trademarks or other proprietary marks used for Event merchandise.

Broadcast

The NSGA shall own all broadcast rights including but not limited to, radio, television, internet, podcast and streaming, and may broadcast or contract with a third party or parties to broadcast the Event.

Photography

The NSGA shall have the right to photograph and/or film the Event or parts thereof. NSGA, but not LOC, shall have the right to use photographs and/or films for commercial purposes.

Vendor’s right to bid

Approved and licensed NSGA vendors shall be afforded the opportunity to bid on LOC required items, including, but not limited to, equipment, uniforms, and supplies.

Data

All data produced as a result of conducting The Games shall remain the sole property of the NSGA. Such data includes but shall not be limited to: athlete names, addresses, phone numbers, email addresses, qualifying information, start lists and results or other information acquired through the conduct of registration and/or competition. Such data shall not be released or sold except as approved by the NSGA.

Research

NSGA shall hold all rights & title to any and all research. LOC may propose research for consideration. Proposals shall be submitted not later than 12 months prior to The Games.

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APPENDIX H Recommended Number Medical Personnel Coverage

The following table shows the minimum recommended number medical personnel coverage for each sport. Final coverage may be revised based on participation numbers and venue consolidation.

| Sport/Venue | MD ₁ | CEP ₂ | EMT | CAT ₃ | Special ⁴ |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------|-----|------------------|---------------------------------------------------------------------------------------------------------------------------|
| Archery | | | | 2 | |
| Badminton | | | | 1 | |
| Basketball | | 1 | | 1 | |
| Bowling | | | | 1 | |
| Cornhole | | | | 1 | |
| Cycling | | 2 | 2 | | Ambulance & roving mobile units |
| Golf | | | 1 | 1 | |
| Pickleball | | | 1 | 1 | |
| Power Walk | | 1 | | 1 | |
| Race Walk | | 1 | | 1 | |
| Racquetball | | | 1 | 1 | |
| Road Race | | | 1 | 1 | Roving mobile units |
| Shuffleboard | | | | 1 | |
| Soccer | | 1 | | 1 | |
| Softball | | 1 | | 1 | |
| Swimming | | | | 1 | Lifeguards in accordance with local regulations |
| Table Tennis | | | | 1 | |
| Tennis | | | 1 | 1 | |
| Track & Field | 1 | 1 | 1 | 2 | Ambulance |
| Triathlon | | 1 | 1 | 1 | Ambulance & roving mobile units Lifeguards in accordance with local regulations Five kayaks with lifeguards |
| Volleyball | | | 1 | 1 | |
| | | | | | AED's mandatory for every venue |
| ¹ Licensed Physician ² Certified Paramedic ³ Certified Athletic Trainer ⁴ Items in this column are in addition to those shown in other columns | | | | | |

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APPENDIX I REQUIRED OFFICIALS

| | |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Archery | Certified judges and certified Director of Shooting |
| Badminton | Roving officials during prelims Certified referee on each court for semis and finals |
| Basketball | 2 certified officials per court during pool play 2 certified officials per court during championship play NCAA certification preferred/High School certification required Scorekeeper per court Timekeeper per court Shot clock operator per court |
| Bowling | NGB official as required by sanction |
| Cornhole | NGB certified official |
| Cycling | NGB certified officials Trained moto marshals for road races |
| Golf | Roving referees and marshals on each course |
| Pickleball | One referee for each court |
| Power Walk | NGB certified judges 1,500 M: 12 judges and one official 5,000 M: 8 judges on course, one official, 4 table recorders, 2 cyclists on course for warning card delivery |
| Race Walk | NGB certified judges 1,500 M: 12 judges and one official 5,000 M: 8 judges on course, one official, 4 table recorders, 2 cyclists on course for warning card delivery |
| Racquetball | Roving officials during prelims Referee for each court for semis and finals |
| Road Race | Certified officials |
| Shuffleboard | Roving referees for each game Referees on each court for semi-final and final matches |
| Soccer | 2 NGB certified officials per field |
| Softball | 2 NGB certified officials for each preliminary round game 2 NGB certified officials for each championship round game Scorekeeper per field |

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| | |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Swimming | NGB Certified officials required by sanction Minimum four certified officials per session (i.e. starter, and stroke and turn judges) |
| Table Tennis | Roving referee Roving umpires during prelims Umpire on each table for semis and finals |
| Tennis | Minimum one certified official per four courts during prelims Certified chair umpire on each court for semis and finals Line judges on each court for finals |
| Track & Field | NGB certified officials as required by sanction |
| Triathlon | NGB certified officials as required by sanction |
| Volleyball | NGB certified official up and down during prelim rounds NGB certified officials up and down for championship rounds Trained line judges for semis and finals |

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APPENDIX J HOTEL ROOM BLOCK COMMITMENT FORM

2025 NATIONAL SENIOR GAMES ROOM BLOCK COMMITMENT

HOTEL:

ADDRESS:

Organization Name: National Senior Games Association
Meeting Name: 2025 National Senior Games

Staff Block: Complimentary Rooms for National Senior Games Association (“NSGA”)

| Room Type: | RATE | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 | Day 8 |
|----------------------|------|-------|-------|-------|-------|-------|-------|-------|-------|
| Double/Double – NSGA | Comp | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Total Staff Block | | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |

| Room Type: | RATE | Day 9 | Day 10 | Day 11 | Day 12 | Day 13 | Day 14 | Day 15 |
|----------------------|------|-------|--------|--------|--------|--------|--------|--------|
| Double/Double - NSGA | Comp | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| Total Staff Block | | 2 | 2 | 2 | 2 | 2 | 2 | 2 |

Attendee Block: Individual Pays Own

| Room Type | Day 1 | Day 2 | Day 3 | Day 4 | Day 5 | Day 6 | Day 7 | Day 8 |
|---------------------------|-------|-------|-------|-------|-------|-------|-------|-------|
| Projected Pick-up Pattern | 250 | 400 | 675 | 700 | 1000 | 1200 | 1300 | 1400 |
| Double/Double | | | | | | | | |
| King | | | | | | | | |
| Total Attendee Block: | | | | | | | | |

| Room Type | Day 9 | Day 10 | Day 11 | Day 12 | Day 13 | Day 14 | Day 15 |
|---------------------------|-------|--------|--------|--------|--------|--------|--------|
| Projected Pick-up Pattern | 1500 | 1400 | 900 | 650 | 450 | 300 | 150 |
| Double/Double | | | | | | | |
| King | | | | | | | |
| Total Attendee Block: | | | | | | | |

GROUP Room Rates (including rebate and commission) to apply three (3) days prior and three (3) days following the contract event dates based upon FACILITY availability. All room rates are for up to quad occupancy at no additional cost, regardless of room type.

Current Tax Rate:

Attendee Room Rate: \$

COMMISSION AND REBATE:

The guest room rates for the GROUP will be commissionable to NSGA’s Travel Partner - as the agent for the GROUP. Commissions shall be paid at the rate of **10 %** of the guest room net rate for all rooms actually utilized

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and paid for by the GROUP. In addition, a **\$12.00** rebate is to be included in the room rate to off set the GROUP's event expenses. **Rates must be the same for single, double, triple, or quad.**

STAFF ROOM and/or COMPLIMENTARY ROOMS:

FACILITY will provide two (2) complimentary staff room to NSGA's Travel Partner Day 1 – Day 15: _____YES
or _____NO

FACILITY will extend one (1) complimentary room night per every 35 revenue room nights actually utilized within the Room Block by the GROUP.

FACILITY will provide the NSGA Games Staff Room Block:

- Complimentary Internet in NSGA Rooms _____YES or _____NO
- Complimentary Parking for two (2) NSGA Vehicles _____YES or _____NO
- Complimentary Breakfast up to two (2) per NSGA Room _____YES or _____NO

AMENITIES AND CONCESSIONS:

FACILITY is offering the following amenities and/or concessions to the GROUP on a complimentary basis as added incentives in promoting your property:

1. A discount at hotel dining outlets of _____% - _____YES or _____NO
2. Provide a skirted table and complimentary Internet access in a central location in your hotel lobby?
_____YES or _____NO
3. A complimentary breakfast for all attendees? _____YES or _____NO
4. Complimentary parking? _____YES or _____NO
If not, discounted parking? _____YES or _____NO
If discounted, at what rate? _____
5. Complimentary Internet for attendees? _____YES or _____NO

TERMS & CONDITIONS

1) Rates

Hotels must close out all published rates lower than our rate over that time period. Rate range should be between \$89-\$139.

2) Cancellation

NSGA's Travel Partner will agree to the industry standard policy and will agree to an individual cancellation of 24 hours.

3) Attrition

NSGA's Travel Partner will not agree to attrition in any form:

- As a penalty fee
- As a right of the hotel to raise or renegotiate the rate higher
- As a right of the hotel to reduce or eliminate any concessions

4) Right to increase rate

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We will not agree to this under any condition.

5) Damage

Since all NSGA's Travel Partner bookings are "Pay on Own," Damage of any kind must be made the responsibility of each guest, not NSGA's Travel Partner or the "Group."

6) Security

Security must be a cost-of-doing-business for the hotel, and not be the GROUP's responsibility.

7) Indemnification

We will agree to standard indemnification only if it is mutual.

Hotel has read and agrees to terms and conditions:

Hotel

Salesperson (Please Print and Sign)

Email

Phone #

Date

Director of Sales (Please Print and Sign)

General Manager (Please Print and Sign)