



**IMLCA**

INTERCOLLEGIATE MENS LACROSSE  
COACHES ASSOCIATION

## **Request for Proposals**

for the management of

# **The 2021-2023 IMLCA Recruiting Events**

## **Background**

### **The IMLCA**

The IMLCA is the membership-led association of the coaches of the nation's intercollegiate men's lacrosse programs in all divisions of the NCAA and the NAIA. The IMLCA also works closely with the National Interscholastic Lacrosse Coaches Association (NILCA) which was formed to meet the specific needs of high school lacrosse coaches.

### **IMLCA Mission**

The Intercollegiate Men's Lacrosse Coaches Association (IMLCA) was formed in 2004 to serve the intercollegiate men's lacrosse coaches community in the following ways:

- Develop among intercollegiate coaches a deep sense of responsibility in teaching, promoting and maintaining the growth of lacrosse in accordance with the highest ideals of fair play
- Stimulate the development of quality leadership for lacrosse programs by recognizing professional contributions to the sport
- Keep our coaches informed of current coaching techniques while identifying and pursuing issues relevant to lacrosse coaches and to the sport of lacrosse while providing a forum for the discussion of matters of interest to members of the IMLCA
- Promote cooperative efforts with other professional organizations interested in the development of lacrosse and athletics in general

### **IMLCA Players Directory**

The IMLCA Players Directory is the APP based solution to the coaches need for a central database of up to date and accurate information on prospective student athletes. Created by the IMLCA in partnership with Mango Solutions, the Players Directory should be fully integrated into the following recruiting event(s) proposal. Please contact [playersdirectory@imlcoaches.com](mailto:playersdirectory@imlcoaches.com) for more information on the IMLCA Players Directory.

## Introduction

The Intercollegiate Men's Lacrosse Coaches Association (hereafter "IMLCA" or "Association") is pleased to offer providers of event management services (hereafter "HOST") the opportunity to submit a proposal to manage IMLCA's recruiting tournaments and events in 2021, 2022, and 2023.

The IMLCA is looking for innovative ideas to run a premier annual recruiting event that corresponds with the annual Convention. The IMLCA Convention Committee would provide input as to specific timing so as not to interfere in any way with the educational mission of the Convention. It is our wish to create recruiting events that promote our mission, with the quality of the event, the recruiting needs of IMLCA member coaches, and the interests of prospective student athletes taking precedence over the revenue that is derived from the event.

Additionally the IMLCA is interested in proposals for other events - for instance a midyear showcase in conjunction with a summer IMLCA meeting.

The information contained in this document provides the minimum proposal specifications for hosting our events. The terms set out herein will become part of the agreement between the IMLCA and the person or entity submitting the winning proposal.

Note that the RFP Schedule (below at p.4) requires that you submit a letter of intent to submit a proposal in response to this RFP **no later than Friday, September 4, 2020**. Your completed, signed proposal must be delivered to IMLCA **on or before Wednesday, September 30, 2020**.

All proposals shall be reviewed and analyzed by IMLCA staff, IMLCA Events Committee, IMLCA Board of Directors and IMLCA lawyers. As each proposal is evaluated, further clarification/input regarding the prospective host companies may be sought and, if needed, a video conference or in-person meeting may be requested. The Events Committee will make a recommendation to the IMLCA Board of Directors. Final approval is vested in the IMLCA Board of Directors, and your organization will be notified of the decision in a timely manner.

Coordinating the hosting of high caliber regional and national recruiting events requires thorough planning, seamless coordination between those involved, and complete cooperation from all entities. The IMLCA is keenly aware of the hard work, planning, and preparation necessary to be successful as a host and will do everything within its ability to make sure the events are successful for all involved.

It is critical that you address all topics in the invitation to bid documents when preparing your proposal. How you plan to manage your areas of responsibility, how the event will be operated, personnel assignments, identifying those who will work directly with the IMLCA staff, foreseen expenses of running a successful event, and revenue sharing sources will all be very important to the proposal evaluation by the IMLCA staff, Events Committee and Board of Directors.

## **TERM**

The initial term of your proposal shall be no longer than a period of three years, 2021-2023.

## **RECRUITING EVENTS**

### **All events and revenues are the property of the IMLCA**

The IMLCA RECRUITING EVENTS and all sponsorships, vendor contracts, venue contracts, other contracts, marketing and promotional materials, trademarks (including any event name and logo created for an EVENT (“EVENT MARK”) and any substantially similar MARK, and all revenues from the events shall be the exclusive property of the IMLCA. Nothing in this RFP, any proposal, or any agreement arising out of this RFP shall be construed to confer any ownership or property interest in the foregoing assets to any entity or person other than the IMLCA.

The IMLCA will rely on HOST’s experience and expertise to manage and administer the EVENTS and the IMLCA will support the HOST in managing the EVENTS. The IMLCA will retain final decision making authority and operational control over all aspects of the EVENTS including the determination of amount and account used to maintain all registration fees and deposits from participants, sponsors, grants, third-party vendors, venues, the gender<sup>1</sup> and age eligibility of participants, the number of participants, registration selection, hotel and lodging agreements, and the format of EVENTS.

The IMLCA recruiting events must be hosted and conducted as stand-alone events and not incorporated in, or advertised as, a division or subdivision of another event or tournament. This does not preclude hosting an event immediately prior to another event or tournament.

### ***The recruiting events must be able to accommodate the following:***

- Convention Event - A team event that would be hosted in conjunction with the annual IMLCA Convention. In 2021, this event will be the weekend of December 11-12. The IMLCA will determine the host location for the Convention and field complex in 2021. The HOST will manage the field complex and choose the Event hotel(s) for teams and families. The IMLCA will internally manage the Convention, Convention Hotel, Convention Expo, and all Convention related events, Additionally the Convention hotel will be managed by the IMLCA and used solely for coaches attending the Convention This RFP is solely for the recruiting tournament event and the hotel connected with the teams and families.
- New Events - To be determined by the HOST and approved by the IMLCA. Open for ideas on creating an event during the summer.

## **THE RFP TIMELINE**

### ***PHASE NO.1: PUBLICATION AND RELEASE OF RFP, August 24, 2020***

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<sup>1</sup> All events will be for prospective student athletes who are male and identify as males.

The information contained in this document provides the minimum bid specifications for hosting future IMLCA recruiting events, as well as essential information that will provide assistance in the development of a creative, comprehensive and competitive bid proposal.

***PHASE NO. 2: SUBMIT LETTER OF INTENT, September 4, 2020***

On or before, September 4, 2020, please deliver a brief letter of intent to submit a proposal in response to this RFP to IMLCA Staff at [staff@imlcacoaches.com](mailto:staff@imlcacoaches.com). The letter need only state that you intend to submit a proposal and provide your contact information.

***PHASE NO. 3: QUESTIONS AND ANSWERS, September 21, 2020***

Address all questions regarding this RFP and your proposal via electronic mail to IMLCA Staff at [staff@imlcacoaches.com](mailto:staff@imlcacoaches.com).

***PHASE NO. 4: PROPOSAL SUBMISSION DEADLINE, September 21 - 30, 2020***

All proposals in response to this RFP shall be submitted on or before September 30, 2020 to the IMLCA via e-mail addressed to IMLCA Staff at [staff@imlcacoaches.com](mailto:staff@imlcacoaches.com). To be considered, your proposal must include all the information set out in Bid Specifications and Requirements, Host Information, Facility and Event Requirements, and all of the representations set out in the Certifications section below.

***PHASE NO. 5: REVIEW AND COMMENT PERIOD, September 30, 2020 - October 9, 2020***

The IMLCA will review and analyze completed proposals and may seek further clarification from prospective HOSTS in connection with their proposals. In person meetings, videoconferences, and/or presentations may be requested by the IMLCA during this period.

***PHASE NO. 6: HOST DETERMINED - October 23, 2020***

The IMLCA will review all proposals and accept the winning proposal(s) to host the 2021-2023 IMLCA Recruiting Events. Such decisions are not considered final until they are approved by the IMLCA Board of Directors. The results will be communicated to every prospective HOST in a timely manner.

## **BID PROPOSAL**

Your proposal, including all information and documents submitted with it, shall become the property of the IMLCA upon submission thereof. The IMLCA shall not be liable for any costs, expenses or other liabilities associated with the preparation and/or submission of the bid documents referenced herein.

## **FINANCIAL ARRANGEMENTS**

Your proposal must include a proposed budget and financial report that reflects all revenue sources, event and staff expenses, commitments by the bid respondent, and a revenue guarantee or sharing agreement with the IMLCA. This bid is solely for a recruiting event(s). The IMLCA will receive all income associated with its Convention and any income derived from a potential Convention & Visitors Bureau grant based on bringing multiple activities to the area.

## **EVENT SPECIFICATIONS AND REQUIREMENTS**

1. Event Registration Fees and Deposits
  - a. Event registration fees and deposits for participants (teams and individuals) will be determined by the IMLCA, but your proposal must include a proposal for the amount and timing of registration fees and deposits for each EVENT.
  - b. If any other fees are appropriate to charge registrants, please describe each such additional charge, the reason(s) they should not be included in the registration fees, and the amount you propose for each such charge.
2. Event Dates & Locations
  - a. IMLCA Convention Recruiting Tournament
    - i. 2021 Convention will be held on December 11-12. Note that **ATTACHMENT 1** details the information on the Omni Championsgate property which is being held for the 2021 Convention and recruiting event. Additionally Northeast Regional Park is an off premise property located 20 minutes from the Omni that is being held for use if needed. Please describe how you would utilize the facilities for a successful recruiting tournament/event in 2021.
    - ii. Please address how you propose to establish a consistent weekend in late November to mid-December at a time that evaluations are permitted for all coaches under the NCAA Recruiting Calendar for men's lacrosse.
  - b. IMLCA Recruiting Event Series.
    - i. For 2021, 2022, and 2023, please propose any recruiting tournament, clinic or other event that would add to the available offerings in the market. For each event, please propose the dates, locations, and as much detail as possible about the content, format, and the expected market demand for the event, and a brief statement explaining how the event would be designed to further the IMLCA's mission.
    - ii. Your proposal must state whether the proposed timing of each event would be in conflict with the NCAA Men's Lacrosse Recruiting calendar,

which limits the attendance of our NCAA Division I and Division II coaches to certain times of the year.

3. Event Competition & Support Facility Requirements
  - a. Saturday of the event - Fields available to all teams: 7:00am - 10:00pm. Lighted fields could be necessary.
  - b. Sunday of the event - Fields available to all teams: 7:00am - 7:00pm

**COVID-19/Coronavirus Provision.** Your proposal must specifically address how you will design events to address the problems and minimize the risks arising out of the COVID-19/Coronavirus pandemic (or any other epidemic or pandemic that may arise). Please include (1) how you would ensure compliance with all laws and regulations as well as all guidelines issued by the Center for Disease Control and other national, state and local health agencies; and (2) strategies for ensuring that the events in the IMLCA Recruiting Series will be a leader in hosting events that protect the public health and the health and safety of the student athletes, families, coaches, officials, event staff and all other participants in the events.

**Inclusion of Underserved Communities and Populations.** The IMLCA is committed to expanding opportunities to participate in lacrosse to underserved communities and populations. Please include in your proposal an explanation of how you propose to further that goal through the events in the IMLCA Recruiting Event Series. Organizations like Harlem Lacrosse provide an excellent example of how the game has been brought to underrepresented communities.

### **HOST INFORMATION**

- Experience: Describe your event management history and provide references.
- Staff: List your full-time staff and explain their roles and responsibilities in your organization and how each would assist with these recruiting events.
- Equipment: What type of equipment (tents, tables, chairs, etc.) does your group/company own that could be used while running these recruiting events? List specific quantities. Estimate what equipment you would need to rent and what those costs would be.
- Please provide two proposed financial structures: a Partnership model and a Management Fee model. Please describe in as much detail as possible all anticipated sources of revenue and expenses, as well as what your company would offer in the course of doing business (that would not be listed as an expense). Please include any fees and what those would cover.
- Game Film: The IMLCA and its member coaches will have full access and rights to provide the game film to IMLCA members at no charge.

- Facility/Facilities: In 2021 the IMLCA will determine the facilities and host site. In 2022 and 2023 IMLCA will work with the HOST to determine facilities and host site of the Convention event. What facility/facilities do you propose as the site for the events? List the site's features including the projected number of teams that the facility could accommodate during the event?
- Recruiting: The IMLCA Players Directory should be fully integrated into the event and mandated for all players to use to register for the events. Rosters will also be utilized following the best practices created by the IMLCA Players Directory Committee. The IMLCA Players Directory will be promoted in conjunction with the event.
- Registration: What system/tool do you propose for team and individual registration process? Please describe how and when your event registration system would work.
- Facility Set-Up: What is your suggested set-up for the fields/vendor area/welcome area/college coach area/club registration area? Please include the anticipated number of tents, chairs, tables, transportation, etc. Visual sketches or maps are welcome.
- College Coaches Benefits: Recruiting is an important job responsibility for college coaches. The IMLCA Recruiting Event Series is expected to provide college coaches (i.e., its members) events and related resources that will effectively facilitate their work in recruiting prospective student athletes that meet their needs of their program and the requirements of their institutions.
  - Please describe your plan for tailoring the EVENTS and offering resources to our coaches with these events that will meet these needs? Such resources and support could include video of competitions, a database of contact and profile information for each prospective student athlete participating in the EVENTS, transportation between the coaches' hotel and the events for coaches, and any grants or sponsorships that would subsidize the travel and lodging expenses of the coaches.
- Event Grants and Sponsorships:
  - Identify potential sponsors and sources of grants for each event (including a brief description of any prior or continuing relationship you may have with them)
  - What is your expected range of revenue from sponsorships for each event?
  - Sponsors and vendors must be approved by the IMLCA and not conflict with IMLCA agreements.
- HOST will appoint an Event Manager, Venue Liaison & Hotel Liaison, all of who will work with the IMLCA staff and IMCLA Events Committee.

## **FACILITY and VENUE REQUIREMENTS**



- For New Event Proposal - If you are proposing a new event please include the detail of the number of full size (110 x 60) athletic fields needed to run the event and whether some or all of them must be turf fields (to avoid delays or cancellations due to rain).
- The facility must supply permanent or temporary scoring systems for each field. If the facility does not supply this, the HOST will be responsible for the expense and supply.
- The HOST will provide adequate on site or adjacent free parking in the amount that equates to a minimum of 12 cars per team registered. If the need for other parking arises, HOST will provide shuttle service to site.
- The HOST provides one (1) certified athletic trainer (ATC) for every four fields.
- The HOST will provide water and ice for each field for the duration of the event.
- The HOST will provide adequate staff, including one (1) Field Manager per field that is responsible for score keeping and communication with Tournament Manager and Athletic Trainers as needed, and one (1) Field Area Supervisor for every four (4) fields that is responsible for maintaining proper field set-up including water and ice needs, keeping designated coaches' areas clear of any non-coaching persons and coordinating the needs of any Field Manager with the Tournament Manager.
- The HOST will provide adequate hospitality areas with food and refreshments for IMLCA coaches & game officials during the event. For a full day event (8am-9pm) three meals will be provided, along with snacks/beverages. For a half day event one/two meals will be provided, along with snacks/beverages. The HOST will work with the IMLCA to determine the appropriate number and type of meals and snacks needed per event.
- The HOST will provide a minimum of two (2) certified officials for each contest.
- The HOST will provide a communication system (walkie-talkies) sufficient in number so that each Field Manager, Field Area Supervisor, Athletic Trainer and Event Manager may be in continuous contact.

### **HOST REPRESENTATIVES**

The HOST shall appoint individuals to assume the following responsibilities (understanding that the IMLCA may ask for modifications in the duties assigned to the HOST at its sole discretion).

The responsibilities of these individuals are as follows:

1. **Event Manager.** The event manager shall work with the IMLCA to ensure that event management responsibilities are fulfilled. Responsibilities include but are not limited to:
  - Work with facility to assure needs are met for running successful event
  - Team Registration Website: Setup and maintain website for the registration of teams attending the event

- Manage registration and waiting list organization based on input from IMLCA
- Collection of participant/team information including complete rosters with player contact information and coach contact information
- Work with digital evaluation company chosen by IMLCA to assure player profiles are seamlessly integrated with platform for coach evaluation
- Work with video company chosen by the IMLCA to ensure access to the fields and ability to capture live game footage is available
- Staff the event check-in areas for participating teams, college coaches, officials, and vendors
- Hire the field managers and field area supervisors
- Hire the athletic trainers
- Hire an assignor to secure and manage an adequate number of game officials
- Develop the event competition schedule based on criteria given from the IMLCA
- Game management, including a comprehensive weather policy

2. **Competition Venue Liaison.** The competition/practice venue(s) shall appoint a knowledgeable member of its staff to serve in this position. Responsibilities include but are not limited to:

- Supervision of competition venue
- Setup of event check in areas for participating teams, college coaches, officials, and vendors
- Setup and maintenance of college coaches only observation areas
- Setup of a headquarters/information area
- Setup and maintain college coaches and game officials' hospitality areas
- Vendor booth organization
- Concessions
- External venue decor
- Security
- Supervision of waste management, both trash and restrooms
- Parking plan and supervision
- Posting and recording of competitive results
- Two (2) goals per field
- Six (6) game balls per field
- Table(s), chair(s), walkie talkie and batteries for Field Managers
- Tent(s) for competing teams, field area managers and Athletic Trainers (One per ever four (4) Fields)

3. **Lodging Liaison.** This individual should be a convention and visitors' bureau staff member or a professional hotel account manager. Responsibilities include the administration of the hotel blocks, assistance with securing overflow hotel properties, managing hotel information desk volunteers. This is for the tournament player and families hotel(s) only. The hotel properties associated with the tournament will be

separate from the IMLCA Convention hotel which will be for IMLCA college coaches and IMLCA Convention attendees.

## **HOTEL REQUIREMENTS**

### **Americans with Disabilities Act**

All hotels used for the IMLCA Recruiting Events shall be responsible for complying with the public accommodation requirements of the Americans with Disabilities Act (ADA).

## **PERMITS and GOVERNMENT APPROVALS**

The HOST shall obtain all permits as well as review and approval services from the municipality or local and or state government having jurisdiction over the venue of each EVENT at no cost to the IMLCA.

## **ADDITIONAL EVENT REQUIREMENTS**

**Operational Control.** The IMLCA will retain final decision making authority over all aspects of the event operations and venue.

**Exclusivity.** The IMLCA shall have exclusive rights to each event venue.

**Venue Space Condition.** The competition venue will be provided fully cleaned with all venue areas in good working condition at no cost to the IMLCA.

**Safety & Security.** The HOST will obtain from each venue a copy of all policies that may apply to each event, including weather policies, field condition and playability policies, postponement and rescheduling policies, safety and security policies and plans, and cancellation policies. The HOST will also obtain a copy and comply with all local or state government regulations, laws, executive orders concerning sporting events or large gatherings of people,

## **INSURANCE**

The HOST shall purchase, extend, or otherwise require the venue to obtain all of the following forms of insurance for each event; and shall submit a copy of all such policies to the IMLCA no later than 120 days before the event.

1. **Certificate of Insurance.** The competition venue, at its own expense and not subject to reimbursement, shall carry and maintain its own insurance during the entire term of the Agreement, with the following insurance programs provided by insurers rated A.M. Best, A-VII or better. A certificate of insurance evidencing such a program must be submitted

to the IMLCA no later than six months prior to the tournament, and at any other time requested by the IMLCA. Such policies must contain express conditions that:

- a. The IMLCA is given 30 days advance written notice of any modification or termination of any insurance program.
  - b. The competition venue's insurance providers agree to waive any rights of subrogation they may have against the IMLCA. Failure on the part of the competition venue to procure or maintain required insurance shall constitute a material breach on contract upon which the IMLCA may immediately terminate the Agreement.
2. **Liability Insurance.** HOST will obtain written confirmation that the event venues' insurance will be the primary liability insurance coverage for each event, and such insurance must meet the following requirements:
- a. When providing the required limits of insurance using a combination of primary and umbrella and/or excess policies, the event venue(s) will confirm on the certificate of insurance that the umbrella and/or excess policies follow from the primary insurance and will drop down in the event of exhaustion of the primary insurance.
  - b. Such liability insurance will name the HOST, the IMLCA, its officers, directors, agents, employees, sponsors and licensees as additional insureds.
  - c. Such liability insurance must include **Comprehensive Commercial General Liability Insurance**, on an occurrence form, with a combined single limit for Bodily Injury and Property Damage, including Products Liability (including completed-operations coverage), coverage for contractual liability, independent contractors, broad form property damage, personal and advertising injury, and no exclusion for beverage alcohol liability, and no exclusion for liability arising from food-borne illness, in an amount of at least Two Million Dollars (\$2,000,000) per occurrence and Two Million Dollars (\$2,000,000) in the aggregate.
3. **Worker's Compensation Insurance.** HOST shall obtain proof that the event venue carries a program of workers' compensation insurance in an amount and form which meets all applicable statutory requirements, and which specifically covers all employees who provide services by or on behalf of the competition venue and all risks to such persons under the competition venue agreement.
4. **Competition Venue Destruction Insurance.** HOST shall obtain an agreement from each event venue providing that, in the event the competition venue cannot be used for any reason, with the exception of events that are the sole fault of the IMLCA, thus creating a situation or circumstance where the tournament may not proceed on the dates specified, the competition venue will exercise its best effort to relocate the event, with the final authorization of the new locations subject to IMLCA approval.

5. **Business Interruption / Event Cancellation Insurance.** Host shall obtain event insurance sufficient to cover all registration fees and unrecoverable expenses incurred prior to the tournament in case the tournament is cancelled due to inclement weather, national emergency, local or state orders prohibiting the event or frustrating the purpose of the event, dangers to public health, or any other other circumstance not in the IMLCA's control.

### **MEDIA RIGHTS & OWNERSHIP OF EVENT MARKS**

The IMLCA possesses the exclusive media rights for its events. The IMLCA is also the owner of all service marks, trademarks, house marks, names, logos, that is used in any promotion, marketing, advertising, and naming of each event (collectively "EVENT MARKS"), and all substantially similar marks.

### **MARKETING & PROMOTION**

The HOST shall be responsible for all marketing, advertising, and promotion of the events in the IMLCA Recruiting Event Series. The HOST shall submit a marketing plan for each event to the IMLCA for its approval, which shall not be unreasonably withheld. The marketing plan shall include any EVENT MARKS, taglines, hashtags used, websites/pages, communications to prospective registrants, lists and contact information of all prospective registrants (e.g., club teams), and any communications that will be sent to registered clubs, players, and families, social media promotions.

### **VOLUNTEER PROGRAM**

The Host shall create and implement a volunteer program for each event, including a comprehensive recruiting and a shift assignment program. Volunteers must be 16 years of age or older. For liability purposes, waiver forms will be provided by the IMLCA for each volunteer and must be collected by the HOST prior to the first day of the event.

### **TAX EXEMPTION**

The IMLCA is a tax exempt organization and your proposal shall include any exemption from sales or admission taxes from the state or local governments where events will be held. If the tax exemption does not apply in whole or in part to state or local taxes, then all applicable tax rates shall be disclosed and any increases in tax rates from the time of the submission of your proposal shall be absorbed by the HOST or reimbursed to the IMLCA.

### **PAYMENT FOR EVENT MANAGEMENT SERVICES**

HOST shall produce to the IMLCA a comprehensive financial report showing all expenses and revenues in connection with the event and calculating the amount payable to the HOST as compensation (pursuant to the formula that is set out in the winning proposal) within 60 days

after the conclusion of each event. Final payment including hotel rebate revenue, sponsorship revenue, grant revenue, or other accounts receivable at the time of the financial report shall be paid within 90 days after the conclusion of the event. Payments may be in the form of a check, wire transfer or other method of payment agreed upon by the HOST and the IMLCA.

### **FINANCIAL AUDIT**

The IMLCA shall have the right to conduct a full financial audit on the event revenues sources and expenditures on an annual basis. The IMLCA will be responsible for the payment of said audit and the HOST will fully comply with the needs of the audit company in a prompt manner. Delay or lack of cooperation will be considered a material breach of the Agreement. Furthermore the IMLCA will have full access to the active budget on a regular basis.

### **CERTIFICATIONS**

**Certification of Incorporation of the Terms of this RFP.** Your proposal must certify that your proposal incorporates by reference all of the terms, specifications, and requirements set out in this RFP.

**Certification of IMLCA Ownership of Events and Related Assets.** Your proposal must contain a statement certifying your agreement that the IMLCA shall have all, exclusive ownership rights the events, registration fees and deposits and other revenues, the intellectual property, the EVENT MARKS, promotional materials and advertising materials, websites, all third-party agreements, all information and databases regarding registrants and potential registrants collected by HOST, and all other things of value that are created, produced or obtained in connection with any of the IMLCA Recruiting Events.

**Non-Compete Agreement.** Your proposal must certify your agreement that, by submitting a proposal in response to this RFP, you agree to not host an event within seven days of any IMLCA event described in the RFP without the written consent of the IMLCA, and, further, you agree to release any third-party contract that you obtained after learning of the IMLCA's intent to host the events described herein.

**Forum and Choice of Law Selection.** Your proposal must certify your agreement that, by submitting a proposal in response to this RFP, you agree to submit to the jurisdiction of the state courts in North Carolina and the United States District Court for the Middle District of North Carolina, and that any dispute arising out of any agreement formed in connection with this RFP or any proposal you submit in response to it shall be governed by the laws of the State of North Carolina.

### **Certification / Disclosure of Affiliations.**

**Affiliations with Club Teams / Organizations:** If you or your company is affiliated with any club team/organization, please identify the club and describe your relationship. If not, please certify in your proposal that no such affiliation exists.

**Affiliations with IMLCA Leadership, Employees, and Contractors:** If you or your company have any relationship or affiliation with a member of the IMLCA Executive Committee, any member of the IMLCA Events Committee, any member of the IMLCA's Convention Committee, or any IMLCA employee or service provider (Robert Ekstrand / Ekstrand & Ekstrand LLP, General Counsel; David Jessey / Jessey Sports LLC., Sales and Marketing; Damali Thomas, Administrative Services), please identify the individual and describe your relationship. If not, please certify in your proposal that no such affiliation exists.

Note that an affiliation with any of the foregoing individuals or entities will not disqualify you or your proposal from consideration in the RFP process.

\* \* \*

Thank you for your interest in working with the IMLCA and our member coaches. We look forward to your proposal.

Sincerely,

J.B. Clarke  
President, IMLCA

Brendan Callahan  
Chairman, IMLCA Events Committee

J.L. Reppert  
Chairman, IMLCA Convention Committee

**ATTACHMENT NO. 1**

**1 Omni Orlando Resort at Championsgate, Orlando, Florida**

- a 8 grass fields with an additional 4 fields within 15 minutes, no lights
- b 862 rooms on-site plus multiple fields, golf course, recreational activities
- c 35 minutes to Orlando Airport
- d 20 minutes to Disney

e NOTES – Provides an opportunity to host the Convention and the tournament on the same property. Additional off-site opportunities to host games in Polk County, Florida that are on hold include:

**Northeast Regional Park**, 6 synthetic turf fields with lights. 20 minutes to Omni. IMLCA is holding this property to be used in conjunction with fields at Omni Championsgate property.