



American Mock Trial Association

Returning Tournament Host Proposal Information Packet Regional and Opening Round Championship Tournaments

SUBMISSION DEADLINE: July 1, 2017

Introduction

Each year, AMTA relies on the continued support of our experienced tournament hosts across the country. In order to continue to provide high-quality tournaments to our member schools, AMTA requires all retuning hosts to review the minimum tournament requirements and submit an abbreviated RFP to allow for AMTA to have the most up-to-date information from each of their hosts.

Tournament Requirements

By submitting an updated proposal, each tournament hosts is guaranteeing that they can:

1. Accommodate at least 24 teams of 6-10 students per team plus coaches and spectators. Regional tournament hosts may take up to 30 teams. Opening round championship tournaments are virtually guaranteed to host exactly 24 teams; ORCS tournaments would take 26 teams only in unusual circumstances;
2. Provide at least 12 rooms sufficient for trials. Courthouses are strongly recommended wherever possible. However, if classrooms are used, tables with separate chairs are required; student desks are not acceptable. Rooms should be of sufficient size to allow the student attorneys to have some movement in their presentations;
3. Provide a room that can safely seat all participants (at least 250-300 people) for the opening meeting and closing/awards ceremony;
4. Provide a room that can comfortably seat all judges, with space and equipment necessary for AMTA to present a PowerPoint orientation session to the judges before each round;
5. Provide a meeting room appropriate for a captains' meeting prior to each round. It is acceptable to use the room used for the opening/awards ceremonies or a trial room;
6. Provide a room that can accommodate approximately 30 people to serve as the tabulation room. The room may be a courtroom, conference room, or classroom. It must have at least one medium-sized long table sufficient for the AMTA Representatives to perform their tasks;
7. Provide facilities that are ADA-accessible for students, judges, and spectators;

8. Provide at least **two judges** per trial per round, with a **strong preference** for three judges per trial per round. These individuals should be judges (sitting or retired) or attorneys. Law students are not preferred, especially at the ORCS level. If law students must be used, it is strongly preferred that they be active in law school advocacy competitions or be AMTA alumni. At a minimum, law students must have taken evidence coursework;
9. Provide food and refreshments to the judges, appropriate to the time of day. At a minimum, coffee and continental breakfast (bagels, muffins, etc.) must be provided prior to morning rounds, and cold deli/sub sandwiches, soft drinks, and water must be provided prior to afternoon and evening rounds;
10. For two rounds separated by a lunch hour, there must be outlets available for the students to purchase lunch either at the tournament venue or within reasonable walking distance;
11. For 2018, use one of the following dates:

Regional Tournaments

February 2-3-4

February 9-10-11 (**NOTE – LSAT WEEKEND**)

February 16-17-18

February 23-24-25

Opening Round Championship Tournaments

March 16-17-18

March 23-24-25

12. Follow one of the following formats:
 - a. Round 1 Friday afternoon or evening, Rounds 2 & 3 Saturday morning and afternoon, Round 4 Sunday morning;
 - b. Rounds 1 & 2 Saturday morning & afternoon, Rounds 3 & 4 Sunday morning and afternoon;
 - c. Rounds 1 & 2 Friday morning & afternoon or afternoon & evening, Rounds 3 & 4 Saturday morning & afternoon.

Returning Host Proposal Requirements

Each Returning Host Proposal should:

1. Indicate whether the proposal is for a regional or opening round championship series (ORCS) tournament;
2. **IF DIFFERENT FROM PREVIOUS YEAR(S):** Include a letter from a faculty member or administrator of the host institution confirming institutional support for the tournament. The letter must be written on official letterhead and signed;
3. Indicate the proposed tournament venue (including address) and any costs associated with the venue.
4. Indicate the maximum number of teams that the tournament can accommodate (aka a Team Cap), with the understanding that all tournament hosts are expected to accommodate a minimum of 24 teams;
5. Indicate the primary tournament contact (Tournament Director). This should include the name, title, mailing address (UPS friendly), email, and phone number. Please be sure to indicate which contact information should be shared publicly with the attending teams and which is for AMTA-use only.
6. Indicate the proposed date(s), format, and tentative/preliminary schedule for the tournament (as explained in Nos. 12 and 13 above).

Submission Procedures

The deadline for receipt is **July 1, 2017**

Each proposal must be submitted electronically to **AMTA.Tournaments@collegemocktrial.org**.

Questions regarding this request for proposals should be directed to:

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