



American Mock Trial Association

Tournament Host Proposal Information Packet Regional and Opening Round Championship Tournaments

SUBMISSION DEADLINE: July 1, 2019

Introduction

The core of AMTA's mission is to teach students through preparation for and competition in mock trial tournaments. To that end, our regional tournaments and opening round championship tournaments are central to the experience of our member schools.

AMTA's Tournament Administration Committee ("TAC") is responsible for organizing sanctioned competition. The Site Selection Subcommittee of TAC reviews proposals from interested parties and selects each year's tournament hosts.

The Subcommittee evaluates each proposal using the following criteria:

- Overall quality of the proposal
- Cost-effectiveness for member schools
- Geographic proximity to member schools
- Experience and reliability of organizers

Eligibility

Sanctioned tournaments are awarded to AMTA-member schools, other post-secondary institutions (such as law schools,) or non-profit organizations. AMTA prefers non-member institutions have some existing individual relationship with AMTA, e.g., a law school professor who coaches a team at an AMTA-member school.

Minimum Tournament Requirements

Each regional and opening round championship tournament must:

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 preferred 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 2020, use one of the following dates:

Regional Tournaments

January 31 – February 1-2

February 7-8-9

February 14-15-16

February 21-22-23

Opening Round Championship Tournaments

March 6-7-8

March 13-14-15

March 20-21-22

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.

Proposal Requirements

Each proposal shall:

1. Include a cover letter summarizing the proposal;
2. Indicate whether the proposal is for a regional or opening round championship series (ORCS) tournament;
3. 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;
4. Indicate the proposed tournament venue (including address) and any costs associated with the venue. **Photographs of the venue, including rooms to be used for trials, should accompany the proposal.** The proposal should specifically address all of the venue requirements listed above along with parking availability for teams and judges. If the proposed venue is a courthouse, the proposal must include any requirements imposed by the courthouse for security, insurance, etc.;
5. 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;
6. 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.
7. Indicate the plan for recruiting at least three individuals per trial per round to serve as judges, addressing:
 - a. A recruitment plan, including a timeline.
 - b. Information regarding the judging pool, such as size, resources, access to email lists, contacts made by the organizers, etc.
 - c. Information regarding past recruitment efforts, such as judging turnout to previous invitational or sanctioned tournaments.

8. Include a tournament budget, taking care to include facilities rental, furniture rental, climate control, catering, judging recruitment costs, etc.
9. Indicate the proposed date(s), format, and tentative/preliminary schedule for the tournament (as explained in Nos. 12 and 13 above);
10. Describe the experience of the organizers in hosting mock trial tournaments, other academic competitions, or conferences. Proposals from tournament organizers with experience and who express a willingness to continue hosting for at least three years will receive preference;
11. Describe the amount and location of available lodging near the tournament venue sufficient to accommodate the estimated number of participants. Please address how much of this lodging is within walking distance of the tournament venue. Describe any standing relationships you or your institution has with any area hotels (university rates, etc.)
12. Describe the transportation situation surrounding the tournament venue:
 - a. The nearest commercial airport(s) to the venue, along with transportation from the airport(s) to the venue/hotels;
 - b. Intercity trains and buses;
 - c. Local public transportation and taxi availability.
13. Describe the availability of restaurants near the tournament venue and the proposed hotels, both for students to eat lunch between rounds and other meals before/after each day of the tournament;

AMTA Support

AMTA will provide the following to each tournament:

1. The on-site assistance of two AMTA Representatives during the tournament. These “AMTA officials” will conduct the captains’ meetings, instruct and assign the judges, tabulate results, pair rounds, award bids to the next level of competition, and otherwise ensure compliance with AMTA rules. AMTA covers the expenses of the AMTA Representatives.
2. Ballots, tabulation cards, trophies and individual awards (Sent via UPS to address provided in No 6 above).
3. Contact information for all participants.
4. Electronic forms for collecting information from participants (attendance confirmation, team rosters, etc.), along with login credentials to access the information.
5. A stipend - Regional tournament hosts should expect to receive \$3,250. ORCS hosts should expect to receive \$6,000.

Submission Procedures

The deadline for receipt is **July 1, 2019**

Each proposal should be submitted electronically to:

AMTA.Tournaments@collegemocktrial.org.

Each proposal must include the physical signatures of:

- a. The person who will serve as the primary organizer of the tournament, along with their printed name, title, and date of signing;
- b. If the primary organizer is not a full-time faculty member, administrator, officer, or director of the host institution, then such a person must sign as the Institutional Representative, along with their printed name, title, and date of signing.

Questions regarding this request for proposals should be directed to:

Melissa L. Watt, Esq.
AMTA Tournament Administration Committee Chair
Email: AMTA.Tournaments@collegemocktrial.org