

## APPENDIX D - CONTRACT AND SECURITY AGREEMENT

This Contract and Security Agreement is between the Midwest Athletic Association of the Deaf (hereinafter referred to as "MAAD") and Tournament Host.

MAAD and the Tournament Host are entering into this Contract and Security Agreement to ensure that the MAAD Tournament is a successful event for both parties. In consideration of MAAD providing the opportunity to host the MAAD Tournament, the Tournament Host agrees to the following conditions:

- A. APPOINTMENT, REQUIREMENTS, AND RESPONSIBILITIES OF TOURNAMENT HOST –
1. Within thirty (30) days of executing this Contract and Security Agreement, the Tournament Host will appoint or elect a Tournament Host Chair.
  2. Immediately upon appointing or electing the Tournament Host Chair, the Tournament Host shall notify the MAAD Secretary with the Tournament Host Chair's name, mailing address, e-mail address, and all other contact information (including but not limited to videophone number(s), phone number(s), and fax number(s)).
  3. The Tournament Host Chair must be a member in good standing of the Club Member that is the Tournament Host.
  4. The Tournament Host Chair shall serve on the MAAD Executive Board immediately after the Executive Wrap Up Meeting in the year preceding the Tournament for which he/she will serve as the Host Chair and end with the conclusion of the Tournament.
  5. The Tournament Host Chair shall work closely with the MAAD Tournament Director at all times.
  6. Beginning six (6) months before the Tournament for which he/she serves as the Host Chair, the Tournament Host Chair shall submit to the MAAD Executive Board a monthly report that shall outline the progress towards hosting the Tournament, all plans for the Tournament, and all information regarding the facilities for the Tournament.
- B. TRANSPORTATION AND LODGING EXPENSES –
- The Tournament Host agrees to pay for the transportation and lodging expenses of the Tournament Host Chair that are incurred when attending the MAAD Board of Delegates meetings at other Tournament cities.
- C. TOURNAMENT REQUIREMENTS –
1. The Tournament Host agrees to select a suitable facility as the Tournament Headquarters, and the facility shall include:
    - a. A reception area, meeting rooms, and conference rooms for all necessary MAAD activities;
    - b. A large meeting room arranged classroom style to be used for MAAD Board of Delegates and Players Council meetings;
    - c. Appropriate space for the Awards Ceremony as determined by the Players Council;
    - d. Provision in all meeting rooms of all appropriate equipment and supplies (such as but not limited to: overhead and/or LCD projectors, overhead markers, screen, blackboard, chalk, paper); and
    - e. All necessary and appropriate telecommunications equipment to be provided at Tournament Headquarters as well as at the Tournament site.
    - f. Schedule the rooms for as listed:
      - i. Thursday
        - 8:00 a.m. – 12:00 p.m. Executive Board Meeting
        - 1:00 p.m. – 5:00 p.m. Other Meetings (Committee, R&R, etc.)
        - 7:00 p.m. – 9:00 p.m. Players' Council Meeting
        - 9:00 p.m. – 11:00 p.m. Delegates' Roundtable
      - ii. Friday
        - 8:00 a.m. – 12:00 p.m. Board of Delegates Meeting

2. The Tournament Host agrees to provide lodging for all MAAD Elected Officers during the Tournament in which it is serving as host, with lodging to be provided in the form of rooms with two (2) double beds and each bed being provided for a MAAD officer at the Tournament Headquarters hotel. Lodging shall be provided for the duration of the Tournament and shall also include any stay needed to be present for meetings of the Board of Delegates, the applicable Players Council, and the Executive Board. The Tournament Host agrees to pay for 50% of the cost of transportation (which may be either the air fare or the mileage cost) for all MAAD Elected Officers to travel from their respective home cities to the site of the Tournament.
3. The Tournament Host agrees to obtain the appropriate Officials, Umpires, or Referees for the Tournament as needed pursuant to the Tournament Rules and Regulations.
4. The Tournament Host agrees to prepare, produce, and distribute a Tournament Program Book at the time of the Tournament:
  - a. Program Book shall include the following:
    - i. Names of all players participating at the Tournament; and
    - ii. The correct jersey numbers of each player.
    - iii. OPTIONAL: the MAAD All-Time Tournament Records and Resumes;
    - iv. OPTIONAL: a historical listing of all MAAD Elected Officers; and
    - v. OPTIONAL: the previous year's Tournament results.
  - b. Distribute Program Book to the following:
    - i. 2 copies to Hall of Fame Director, and
    - ii. 15 copies to President/Commissioner
5. The Tournament Host agrees to provide at its own cost all awards specified by the Tournament Rules and Regulations for the applicable sport. MAAD agrees to assume the cost for additional awards given in the event of ties. The Tournament Host agrees to put all awards on display during the Tournament.
6. The Tournament Host agrees that MAAD is not responsible for any bills incurred by the Tournament Host in the course of preparing for an undertaking the Tournament.
7. The Tournament Host agrees to ensure that the accommodations (lodging and food needs) are suitable for all Club Members and Independent Team Members, and their teams. The Tournament Host agrees to obtain an optimal location and rates for such accommodations to be attractive to all Members, teams, players, fans and visitors.
8. The Tournament Host agrees to submit a full Financial Report of the Tournament within ninety (90) days after the conclusion of the Tournament to: all Club Members, the MAAD Executive Board, and all Past Presidents/Commissioners.

**D. REGISTRATION REQUIREMENTS –**

1. MAAD agrees to handle the registration of teams including the players and coaches/managers for the Tournament.
2. The Tournament Host agrees to handle the registration of all other persons attending any part or the entire Tournament, including all meetings, and games during the Tournament.
3. The Tournament Host agrees to use, for registration and tracking purposes, registration tags that are numbered consecutively in the order of tickets sold in each of the different registration fee categories with each category having its own color code.
4. The Tournament Host agrees to use official numbered MAAD Registration forms during the Tournament, and to maintain the forms for inspection by the MAAD Executive Board at any time during the tournament. At the completion of the Tournament, the Tournament Host agrees to turn over all registration forms, whether used or not, to the MAAD Treasurer.

**E. RATE & PASS REQUIREMENTS –**

1. The Tournament Host agrees to register all persons at rates/fees determined by the Players Council and set forth in the Budgetary Guideline [Appendix B], and not charge any more or less, as follows:
  - a. Any person under the age of seven (7) years old shall be registered without any registration fee;

- b. Any person who is at least seven (7) years old and less than eighteen (18) years old shall register at the Student's Registration Fee;
  - c. Any person who is at least eighteen (18) years old and less than fifty-five (55) years old shall register at the Fan's Registration Fee;
  - d. Any person who is at least fifty-five (55) years old shall register at the Senior Citizen's Registration Fee.
2. The Tournament Host agrees to charge other non-refundable rates and costs, with the approval of the MAAD Executive Board (with recommendations from the MAAD Budget Committee) as follows:
    - a. Special Combo rates, including the full Registration fee, for the players and coaches/managers/team statisticians;
    - b. Special Combo rates for all delegates;
    - c. Combo rates for fans to all events consisting of:
      - i. Registration fee;
      - ii. Program book;
      - iii. Access to meetings; and
      - iv. Tournament games
      - v. Entertainment (optional by host)
      - vi. Awards
  3. The Tournament Host agrees to provide a Complimentary Pass to the following –
    - a. Each MAAD Past President/Commissioner attending the Board of Delegates meeting as a Delegate-at-Large;
    - b. Each MAAD Elected Officer who is present at meetings of the Board of Delegates, Players Council and/or Executive Board;
    - c. Tournament Host Chairs; and
    - d. Umpires or referees, if they have paid the regular registration fee in full.
  4. Special rate for Entertainment with Awards Night with no MAAD required registration fee (optional by host).

F. TOURNAMENT HOST BID DEPOSIT –

1. The Tournament Host agrees that it has submitted a bid deposit of \$500 to be held by MAAD until all requirements of this Contract and Security Agreement are completed to the satisfaction of the MAAD Executive Board.
2. MAAD agrees to refund the bid deposit of \$500 to the Tournament Host within thirty (30) days of the Tournament Host completing the following:
  - a. the Host Club has executed all requirements of this Contract and Security Agreement to the satisfaction of the MAAD Executive Board; and
  - b. the Host Club has sent a team to participate in tournaments of the sport being hosted as follows:
    - i. the tournament in the year preceding the year hosted by the Host Club;
    - ii. the tournament hosted by the Host Club;
    - iii. the tournament in the year after the year hosted by the Host Club.
  - c. Submits six (6) monthly reports prior to tournament date to MAAD Executive Board, and Member Clubs via email, fax, or letter by the first Sunday of each month.
  - d. Submits financial report within ninety (90) days after the tournament
3. Fines:
  - a. \$25 per missed monthly report
  - b. \$100 for not sending a team in the year before its hosted tournament
  - c. \$300 for not sending a team in the hosted tournament
  - d. \$100 for not sending a team in the year after its hosted tournament

In witness whereof, MAAD and the Tournament Host execute this Contract and Security Agreement, and in doing so, agree to be bound to all the terms and conditions included in this Contract and Security Agreement.

The contract shall be signed and dated with the following, original contracts (2) to MAAD secretary and Member Host with copies to MAAD President/Commissioner.

- A. MAAD
  - 1. President/Commissioner
  - 2. Secretary
  - 3. Tournament Director
- B. Tournament Host Club
  - 1. President
  - 2. Vice-President
  - 3. Secretary