NYSPHSAA State Championship Site/ Facility Bid

BOYS LACROSSE (EAST SEMIFINALS)

2020, 2021, 2022

Casey Stadium and John Fallon Field

Venue Name

University at Albany

Location

Due Date/ Time: February 8, 2019 @ 10:00 AM

* Bids must be delivered in a sealed envelope.
(Please provide a minimum of 20 copies of the bid)
**BID INFORMATION:**

**BID RELEASE DATE:** November 20, 2018

**BID RETURN DUE DATE/TIME:** February 8, 2019 @ 10:00 AM

* All bids must be delivered in a sealed envelope to:

  **NYSFHSAA**
  Attn: Championship Site Bid (Boys Lacrosse East Semifinals)
  8 Airport Park Blvd.
  Latham, NY 12110

**Sport Committee/Staff Review Date/Time:** February 8, 2019

**EXECUTIVE/CENTRAL COMMITTEE APPROVAL:** May 3, 2019
NYSPhSAA
Championship Site Bid

BOYS LACROSSE EAST SEMIFINALS

Thank you for your interest in hosting the New York State Public High School Athletic Association’s BOYS LACROSSE EAST SEMIFINALS Championships. The NYSPhSAA is a non-profit, voluntary, educational service organization composed of 783 public, parochial, and private schools dedicated to providing equitable and safe competition for the students of its member schools. Membership is open to secondary schools providing interschool athletic activities for boys and girls in grades 7-12.

PROCESS:
All NYSPhSAA State Championship sites will be open for bid by any NYSPhSAA Section/ Member School and their respective communities in New York State; NYSPhSAA retains sole control over the administration of State Championship events and is the sole rights holder. All expenses and revenues are collected and dispersed by NYSPhSAA.

All site bids will be for a three year period, unless rationale is provided for a shorter or longer term, and must be endorsed by the Section Executive Director.

The NYSPhSAA Executive/ Central Committee will approve all State Championship sites/ facilities, taking into consideration the recommendations of the State Sports Committee and the NYSPhSAA Executive Director/ Office Staff.

Each proposal will be scored from 1 (Not favorable for the event) 3 (acceptable) to 5 (Excellent for the event) on the following criteria by the Sport Committee and the NYSPhSAA Staff:

- Size/ Quality of facility
- Effectiveness of site committee
- Spectator interest
- Handicap accessibility
- Proposed Expenses (Total Costs)
- Parking
- Volunteerism
- Sponsorship/ Community financial commitment
- Hotel Room Rates & Availability
- Restaurants
- Security provisions
- Location

Note: qualifications will not be based solely upon score.
All sealed bids will be opened by the State Sport Committee and the NYSPHSAA Executive Director/Office Staff on the date/time specified on page 2 of this document. Once bids are submitted, no revisions, modifications or adjustments will be permitted. The Championship Advisory Committee will review the recommendations of the Sport Committee and the NYSPHSAA Executive Director/Office Staff to provide input to the Executive/Central Committee.

All bids must be submitted on the enclosed document.

A minimum of 20 copies must be submitted in ONE enclosed envelope.

All bidders must provide an individual or individuals available via teleconference on the day of the Sport Committee meeting to answer any questions the Sports Committee/Staff may have.

The successful facility will be required to provide the association with a contract, stipulating all proposed and agreed upon terms and conditions, within 30 days following the presentation to the Sports Committee and NYSPHSAA Staff.

**Timeline:**
When appropriate, bids will be released 12-14 months prior to the expiration of the current contract/agreement.
BOYS LACROSSE EAST SEMIFINALS

EVENT SPECIFICS

PROPOSAL DATES:
For the purpose of this bid, the NYSPHSAA BOYS LACROSSE EAST SEMIFINALS Championships are scheduled for the following dates:

- Week #49 (NYSPHSAA Calendar) June 10, 2020
- Week #49 (NYSPHSAA Calendar) June 9, 2021
- Week #49 (NYSPHSAA Calendar) June 8, 2022

The NYSPHSAA BOYS LACROSSE EAST SEMIFINALS Championships will last 1 day(s).

The approximate start/ end times are as follows:
- Set Up: 8:00 AM day of game
- Day 1: 8:00 AM – 11:00 PM

Past Event Specifics:

<table>
<thead>
<tr>
<th>Year</th>
<th>Attendance</th>
<th>Location</th>
<th>Hotel Room Nights</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>1659</td>
<td>Hofstra/ Univ. Albany</td>
<td>0</td>
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<tr>
<td>2017</td>
<td>1234</td>
<td>Adelphi/ Univ. Albany</td>
<td>0</td>
</tr>
<tr>
<td>2016</td>
<td>1665</td>
<td>Hofstra</td>
<td>0</td>
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<tr>
<td>2015</td>
<td>1387</td>
<td>Middletown HS</td>
<td>0</td>
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</tbody>
</table>

Approximate Number of Participating:
- Athletes: 240
- Teams: 8
- Officials: 16

ACCOMMODATIONS:
Hotel Room Nights Needed for participating athletes, teams and officials:
- Day Before: 0 Hotel Room Nights
EVENT:
To host this event, the site/facility must:
- Preferred to have 2 fields at same location.

* Additional event specs listed on pages 7-14 (locker rooms, parking, Wi-Fi, seating capacity, etc.)
SITE/ FACILITY SPECIFICS

SITE LOCATION:
Section: 2 Venue Name: Casey Stadium City: Albany

Number of restaurants within a 10 miles radius of venue: 25+

Number of hotels within a 10 mile radius of venue: 25+

Number of hotel rooms within a 10 mile radius of venue: 2500+

Site/ Facility Distance:
From Section VI office From Section XI office From NYSPHSAA
355 Harlem Road 180 E. Main Street, Suite 302 8 Airport Park Blvd.
West Seneca, NY 14224 Smithtown, NY 11787 Latham, NY 12110
MILES: 200 MILES: 140 MILES: 8

Negotiated Hotel(s)

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Rate Per Night</th>
<th>Letter Attached</th>
<th>Total # of Rooms</th>
<th># Single Rooms</th>
<th># Double Rooms</th>
<th>Yr. of Last Renovation</th>
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<tbody>
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ATTACHMENT "A"- Please attach a commitment letter, for the length of the bid, from the hotel(s) with a negotiated room rate for the dates listed on Page 5. Be sure to include any added value (i.e. complimentary breakfast, complimentary Wi-Fi, etc.) NYSPHSAA requires a 30-1 comp room ratio.

Banquet Facility:
Is there an area to accommodate a pre-event banquet (See Page 5 for specifics)- Yes [ ] No [✓]

Cost of banquet facility: $ [Hotel Pricing]
**PROPOSED CHAMPIONSHIP COST:**

* Please list all related championship costs **to be paid by NYSPHSAA.**

<table>
<thead>
<tr>
<th>Check &quot;ALL&quot; items below that are included in Total Cost</th>
<th>NOTES &amp; Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If &quot;NO&quot; explain/ list additional costs to NYSPHSAA</td>
</tr>
<tr>
<td>Facility Rental</td>
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<tr>
<td>Set Up</td>
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<td>Take Down</td>
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<td>Utilities</td>
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<td>Merchandise Buyout</td>
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<td>Staff/ VIP Parking</td>
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<td>Video Board Usage</td>
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<td>Spotlight</td>
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<tr>
<td>Scoreboard</td>
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<tr>
<td>Internet Access (WiFi)</td>
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<tr>
<td>Tables</td>
<td></td>
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<tr>
<td>Chairs</td>
<td></td>
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<td>Risers/ Stage</td>
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<td>Fire inspection</td>
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<td>Ticket Takers</td>
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<td>Ticket Sellers</td>
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<td>Box Office Staff</td>
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<td>Ushers</td>
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<td>PA Announcer</td>
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<td>Security</td>
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<td>Police</td>
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<td>EMS/ Ambulance</td>
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<td>Athletic Trainer</td>
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<td>Custodial/ Cleaning</td>
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<td>Tech Support</td>
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<td>Video Operator</td>
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<td>Scoreboard Operator</td>
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<td>Stagehands/ Union Fee</td>
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<tr>
<td>Please list other items below</td>
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</table>

**COST:** $10260

*Contributions/ Donations: $ -

TOTAL COST: $10260 Payable by NYSPHSAA

*Contributions/ Donations are not considered "NYSPHSAA Sponsorships."
*CONTRIBUTIONS/ DONATIONS:
Please list all contributions/donations associated with this event; must include a letter of guarantee. No deliverables will be associated with contributions/donations. NYSPHSAA shall handle all “sponsorships” associated with NYSPHSAA Championship events. LIST BELOW:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
<th>Letters of Confirmation (Attachment “B”)</th>
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<tbody>
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</table>

Does the Facility/Venue have a Per-ticket sold fee? Yes □ No □ If yes, amount $2

Does the Facility/Venue have a Credit Card fee? Yes □ No □ If yes, amount %

*Pay rates determined by NYSPHSAA for personnel checked “NO” on page 8. NYSPHSAA will NOT pay negotiated rates; those must be included in total facility cost on page 8.*

- Ticket Takers: $15 Per hour
- Ticket Seller: $15 Per Hour
- PA Announcer: $30 Per game (Team)/ $15 per hour (Individual)
- Scoreboard Operator: $30 Per game (Team)/ $15 per hour (Individual)
- Athletic Trainer: $35 Per hour
FACILITY:
Total Seating Capacity: 8500+2500=11000
Chair back seating? Yes ☑ No ☐ Some ☐ N/A ☐
Handicap seating? Yes ☑ No ☐
Ability to charge admission? Yes ☑ No ☐
Separate entrance available for teams/ coaches? Yes ☑ No ☐
Area for vendor set-up? Yes ☑ No ☐
Any limitations for vendor set up?
No tents larger than 10' x 10'

Number of Parking Spaces available onsite: 225
Additional parking available near the site/ facility? Yes ☑ No ☐
If "Yes" number of parking spaces: 2000
VIP parking in designated area? Yes ☑ No ☐
Team Bus parking designated area onsite? Yes ☐ No ☑
If "Yes" how many spots: ______
If "No" how far is the designated team bus parking area: 5 miles

Broadcast ready? Yes ☑ No ☐
WiFi? Yes ☑ No ☐
Media accommodations? Yes ☑ No ☐
If "Yes" please describe:
Press box

Number of team locker rooms available for use: 8
- Do all locker rooms have showers and restroom facilities? Yes ☑ No ☐

Number of officials/ referee locker rooms available for use: 2
- Do all locker rooms have showers and restroom facilities? Yes ☑ No ☐

Number of restrooms at facility: 4

Would there be a designated "hospitality" area for NYSPHSAA use? Yes ☑ No ☐
Catering Service availability: Yes ☑ No ☐

Concession availability: Yes ☑ No ☐

Will facility have staff available to assist with hanging of Championship banners? Yes ☑ No ☐

All NYSPHSAA events are smoke and alcohol free activities. Please describe how alcohol and tobacco sponsor signs/ banners/ messages, if any, located at the facility will be covered or otherwise not advertised/ displayed during the time of use of the facility:

University at Albany is a tobacco and smoke free campus.

Facility Photos/ Diagram

ATTACHMENT "C"- Please attach any photos or diagrams of the site/ facility.

Emergency Policy

NYSPHSAA requires each competition facility/ site to have an emergency plan including sufficient AEDs in place during the entire length of time to conduct the event. Describe the measures in place to address any/ all emergencies that could occur affecting participants and spectators.

Please refer to attachment
**MISCELLANEOUS:**

Event/ Tournament Director:

Name: Adebayo Sotayo  
Position (i.e. coach, athletic director, facility manager, etc.) Assistant Director-Facility and Events  
Telephone Number: 518-442-3074  
E-Mail: asotayo@albany.edu

Person available to answer questions during bid opening:

Name: Leslie Moore  
Phone #: 518-442-3387

Has this facility hosted a NYSPHSAA event in the past? Yes ☑  No ☐

If “Yes” please list most recent:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Event</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys Lacrosse</td>
<td>East Semis</td>
<td>2017-18</td>
</tr>
<tr>
<td>Football</td>
<td>Section 2 Super Bowl</td>
<td>2017-18</td>
</tr>
<tr>
<td>Track and Field</td>
<td>Section 2 Sectionals</td>
<td>2016-19</td>
</tr>
</tbody>
</table>

List other events (sporting events, concerts, youth tournaments, etc.) in your area during the time of this event:

Nothing scheduled at this time

Describe promotional activities to be conducted for this event:

The Athletic Department will promote the event to the best of its ability pursuant to University and NCAA policy.
Volunteerism:

Describe the volunteerism for this event:

The University is unable to negotiate volunteerism for this event due to contractual obligations with the unionized workforce.
Please list any other pertinent information pertaining to this proposal:

Please refer to the attached document outlining the reservation process and the facility policies & procedures.

Tailgating is not permitted

The University reserves the right to charge spectators for parking
ENDORSEMENT SIGNATURES

NYSPHSAA

The following officials/representatives have reviewed this bid and provide endorsement, support and approval. We are confident our site/facility meets all requirements to host a successful State Championship event.

Section Executive Director
Section: 2
Name: Edward E. Dopp
Signature: [Signature]
Date: 01/19

Facility Manager
Name: Leslie Moore
Signature: [Signature]
Date: 

Application Completed by:
Section: 2
Name: Leslie Moore
Organization/Section/School: University at Albany

Address: 1400 Washington Ave
(Street)
Albany 12203
(City, Zip)

Signature: [Signature]
Date: 

Please direct any questions or concerns pertaining to this bid to Joe Altieri, NYSPHSAA Assistant Director, at 518-690-0771 or Altieri@nysphsaa.org