NYSPHSAA
State Championship
Site/ Facility Bid

ICE HOCKEY CHAMPIONSHIPS
2019, 2020, & 2021

Utica Memorial Auditorium
Venue Name

Utica, NY
Location

Due Date/ Time: September 29, 2017 @ 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: August 8, 2017

BID RETURN DUE DATE/ TIME: September 29, 2017 @ 10:00 AM
* All bids must be delivered in a sealed envelope to:
   NYSPHSAA
   Attn: Championship Site Bid (Ice Hockey)
   8 Airport Park Blvd.
   Latham, NY 12110

Sport Committee/ Staff Review Date/ Time: September 29, 2017 @ 10:00 AM

EXECUTIVE/ CENTRAL COMMITTEE APPROVAL: October 12, 2017
NYSPHSAA
Championship Site Bid

ICE HOCKEY

Thank you for your interest in hosting the New York State Public High School Athletic Association's ICE HOCKEY 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.
ICE HOCKEY
EVENT SPECIFICS

PROPOSAL DATES:
For the purpose of this bid, the NYSPHSAA ICE HOCKEY Championships are scheduled for the following dates:

Week #36 (NYSPHSAA Calendar) March 9-10, 2019
Week #36 (NYSPHSAA Calendar) March 14-15, 2020
Week #36 (NYSPHSAA Calendar) March 13-14, 2021

The NYSPHSAA ICE HOCKEY Championships will last 2 day(s).

The approximate start/ end times are as follows:
Set Up: Noon Friday
Day 1: 7:00 AM-10:00 PM Saturday
Day 2: 7:00 AM-7:00 PM Sunday

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>2017</td>
<td>3,567</td>
<td>HarborCenter</td>
<td>205</td>
</tr>
<tr>
<td>2016</td>
<td>2,792</td>
<td>HarborCenter</td>
<td>205</td>
</tr>
<tr>
<td>2015</td>
<td>4,044</td>
<td>Utica Aud</td>
<td>205</td>
</tr>
<tr>
<td>2014</td>
<td>2,786</td>
<td>Utica Aud</td>
<td>205</td>
</tr>
</tbody>
</table>

Approximate Number of Participating:
Athletes: 200
Teams: 8
Officials: 15

ACCOMMODATIONS:
Hotel Room Nights Needed for participating athletes, teams and officials:
Day Before: 25 Hotel Room Nights

BANQUET:
Pre-event buffet banquet for 250

Approximate time of banquet: 6:00 PM
EVENT:
To host this event, the site/facility must:

- Meeting Room for Committee (15-20 people) meeting at 1:00 PM on Friday of event.

* Additional event specs listed on pages 7-14 (locker rooms, parking, Wi-Fi, seating capacity, etc.)
SITE LOCATION:
Section: 3 Venue Name: Utica Memorial Auditorium City: Utica, NY

Number of restaurants within a 10 miles radius of venue: 60

Number of hotels within a 10 mile radius of venue: 16

Number of hotel rooms within a 10 mile radius of venue: 1374

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: 105 MILES: 93.3

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>
</tr>
</thead>
<tbody>
<tr>
<td>Doubletree by Hilton Hotel Utica</td>
<td>$ 139</td>
<td>☑</td>
<td>112</td>
<td></td>
<td></td>
<td>2017</td>
</tr>
<tr>
<td>Radisson Hotel Utica Centre</td>
<td>$ 109</td>
<td></td>
<td>162</td>
<td></td>
<td></td>
<td>2017</td>
</tr>
<tr>
<td></td>
<td>$</td>
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</tbody>
</table>

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: $1500
# 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</th>
<th>Total Cost:</th>
<th>NOTES &amp; Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Rental</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Set Up</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Take Down</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Utilities</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Merchandise Buyout</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Staff/ VIP Parking</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Video Board Usage</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Spotlight</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Scoreboard</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Internet Access (WIFI)</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Tables</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Chairs</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Risers/ Stage</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Fire Inspection</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Ticket Takers</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Ticket Sellers</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Box Office Staff</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Ushers</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>PA Announcer</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Security</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Police</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>EMS/ Ambulance</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Athletic Trainer</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Custodial/ Cleaning</td>
<td>YES</td>
<td>NO</td>
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<tr>
<td>Tech Support</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Video Operator</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Scoreboard Operator</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Stagehands/ Union Fee</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

Please list other items below:

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
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<tbody>
<tr>
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COST: $10200 plus hourly

*Contributions/ Donations - $0 Please denote on Page 9

TOTAL COST: $10200 plus hourly Payable by NYSPHSAA

*Contributions/ Donations are not considered “NYSPHSAA Sponsorships.”

Page 8
**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>
<tr>
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</table>

Does the Facility/ Venue have a Per-ticket sold fee? Yes ☑ No ☐ If yes, amount $3.00

Does the Facility/ Venue have a Credit Card fee? Yes ☑ No ☐ If yes, amount %4

*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: 3934
Chair back seating? Yes □ No □ Some □
Handicap seating? Yes □ No □ N/A □
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?
           Subject to building approval

Number of Parking Spaces available onsite: 400
Additional parking available near the site/ facility? Yes □ No □
If “Yes” number of parking spaces: 150
VIP parking in designated area? Yes □ No □
Team Bus parking designated area onsite? Yes □ No □
If “Yes” how many spots: 10
If “No” how far is the designated team bus parking area: ____ miles
Broadcast ready? Yes □ No □
WiFi? Yes □ No □
Media accommodations? Yes □ No □
If “Yes” please describe:
The Utica Memorial Auditorium has a designated Media Room in which members or the media can work, eat, drink, or relax.

Number of team locker rooms available for use: 7
    - Do all locker rooms have showers and restroom facilities? Yes □ No □

Number of officials/ referee locker rooms available for use: 1
    - Do all locker rooms have showers and restroom facilities? Yes □ No □

Number of restrooms at facility: 6

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:

We will remove or cover all alcohol and tobacco sign-age if possible. Please note that some may be inaccessible or unable to remove during hockey season. We have removed similar sign-age for other events such as NCAA Championships.

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 AFDs 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.

The Utica Memorial Auditorium has an Emergency Procedure manual. The Emergency procedures include general emergencies, catastrophic emergencies, medical emergencies, fire emergencies, and bomb threats. In addition to these procedures, we also have evacuation procedures. All supervisors must ensure that their respective personnel are aware of these procedures. These procedures can be provided upon request.
MISCELLANEOUS:

Event/ Tournament Director:
Name: Luann Horton-Murad
Position (i.e. coach, athletic director, facility manager, etc.) Executive Administrator
Telephone Number: 315-738-0164
E-Mail: luannhorton-murad@uticacomets.com

Person available to answer questions during bid opening:
Name: Luann Horton-Murad Phone #: 315-738-0164

Has this facility hosted a NYSPHSAA event in the past? Yes X No ____
If “Yes” please list most recent:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Event</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ice Hockey</td>
<td>State Championship</td>
<td>2015</td>
</tr>
<tr>
<td>Ice Hockey</td>
<td>State Championship</td>
<td>2014</td>
</tr>
</tbody>
</table>

List other events (sporting events, concerts, youth tournaments, etc.) in your area during the time of this event:
Utica Comets Regular Season
Utica College Men's + Women's Ice Hockey
Youth Hockey

Describe promotional activities to be conducted for this event:

We have an extensive e-mail database that will be used to promote the event. All patrons who have attended hockey events in the past will receive multiple promotional e-mails regarding this event. In addition, we will use our social media platforms to advertise the event. We also have the ability to play video messages during other events leading up to the State Championship.
Volunteerism:

Describe the volunteerism for this event:

The Utica Memorial Auditorium and its employees view this event as a great experience. Current employees are excited to volunteer for this event. In addition, we have a great relationship with local colleges and universities. We expect to gain many volunteers who are looking to work at an event like this to further their professional experience.
Please list any other pertinent information pertaining to this proposal:
ENDORSEMENT SIGNATURES

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: 3
Name: JOHN RATHBUN
Signature: John N. Rathbun
Date: 9/26/17

Facility Manager:
Name: Rick Reynolds
Signature: [Signature]
Date: 9/26/17

Application Completed by:
Section: 3
Name: David Sietsema
Organization/ Section/ School: Utica Memorial Auditorium
Address: 400 Oriskany St. W
Utica, NY 13502
Signature: [Signature]
Date: 9/26/17

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

15 | P a g e
NYSPHSAA CHAMPIONSHIP BID CHECKLIST

☑ Completed application; must be sent in a sealed envelope by specified deadline (date/time)

☑ Provide a minimum of 20 copies of the bid

☑ Attachment A (Negotiated Hotel(s) Commitment Letters) Pg. 7

☐ Attachment B (Contributions/Donations) Pg. 9

☑ Attachment B (Facility Photos/Diagram) Pg. 11

☑ Endorsement signatures
David,

The Doubletree by Hilton Hotel Utica is 100% committed to being the host hotel for the NYS State High School Hockey Championships. David between the Utica Auditoriums renovations and our conversion to a Doubletree and location right across the street we would meet and exceed any expectations from teams and fans alike!

Visions Hotels owner of the Doubletree Hotel Utica also has a Hampton, Holiday Inn Express & Suites and Fairfield Inn & Suites located within a half mile from the auditorium. These Visions Hotels will have rooms and support your efforts in securing the bid for the NYS High School Hockey Championships.

Per our conversions we are committing to the following dates

• March 9-10, 2019
• March 14-15, 2020
• March 13-14, 2021

The price for 2019 is $139 double queen room, the following years we would have the price or increase no more than 5% per year.

The DoubleTree would commit 25 double queen rooms with the understanding that these rooms will be guaranteed to be used from the teams.

Sincerely

Kevin Bartlett

Doubletree by Hilton Hotel Utica

102 Lafayette St.

Utica, N.Y.