NYSPHSAA

State Championship Site/ Facility Bid

GYMNASTICS

CHAMPIONSHIPS

2022, 2023, & 2024

Kenmore West HS

Venue Name

Section VI

Location

Due Date/ Time: April 1, 2020 @ 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: March 1, 2020

BID RETURN DUE DATE/ TIME: April 1, 2020 @ 10:00 AM
* All bids must be delivered in a sealed envelope to:
  NYSPPSAA
  Attn: Championship Site Bid (Gymnastics)
  8 Airport Park Blvd.
  Latham, NY 12110

Sport Committee/ Staff Review Date/ Time: April 1, 2020

EXECUTIVE/ CENTRAL COMMITTEE APPROVAL: May 7, 2020
GYMNASTICS

Thank you for your interest in hosting the New York State Public High School Athletic Association’s Gymnastics 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 NYSPHSA 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 NYSPHSA 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 NYSPHSA Staff.

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

EVENT SPECIFICS

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

- Week #34 (NYSPHSAA Calendar) March 5, 2022
- Week #35 (NYSPHSAA Calendar) March 4, 2023
- Week #35 (NYSPHSAA Calendar) March 2, 2024

The NYSPHSAA Gymnastics Championships will last 1 day(s).

The approximate start/ end times are as follows:
- Set Up: Thursday 2:00 PM-7:00 PM
- Warm-Ups: Friday 10:00 AM-6:00 PM
- Championships: Saturday 7:00 AM-6:00 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>2019</td>
<td>320</td>
<td>Cold Springs Harbor HS</td>
<td>90</td>
</tr>
<tr>
<td>2018</td>
<td>353</td>
<td>Cold Springs Harbor HS</td>
<td>90</td>
</tr>
<tr>
<td>2017</td>
<td>444</td>
<td>Cold Springs Harbor HS</td>
<td>90</td>
</tr>
<tr>
<td>2016</td>
<td>416</td>
<td>Shaker High School</td>
<td>90</td>
</tr>
</tbody>
</table>

Approximate Number of Participating:
- Athletes: 165
- Teams: 0
- Officials: 10

ACCOMMODATIONS:
Hotel Room Nights Needed for participating athletes, teams and officials:
- Day Before: 90 Hotel Room Nights
EVENT:
To host this event, the site/facility must:
- No additional details.

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

SITE LOCATION:
Section: VI
Venue Name: Kenmore West HS
City: Kenmore

Number of restaurants within a 10 miles radius of venue: 75

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

Number of hotel rooms within a 10 mile radius of venue: 2000

Site/ Facility Distance:
From Section VI office
355 Harlem Road
West Seneca, NY 14224
MILES: 16.7

From Section XI office
180 E. Main Street, Suite 302
Smithtown, NY 11787
MILES: 444

From NYSPHSAA
8 Airport Park Blvd.
Latham, NY 12110
MILES: 279

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>Marriott</td>
<td>$112</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Marriott</td>
<td>$</td>
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<tr>
<td>Marriott</td>
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<td>Marriott</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: $TBD
PROPOSED CHAMPIONSHIP COST:

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

<table>
<thead>
<tr>
<th>Check “ALL” items below that are included in Total Cost</th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
<th>NOTES &amp; Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Rental</td>
<td>✓</td>
<td></td>
<td></td>
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<tr>
<td>Set Up</td>
<td>✓</td>
<td></td>
<td></td>
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<tr>
<td>Take Down</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Utilities</td>
<td></td>
<td></td>
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<td>Amount: $_______________________</td>
</tr>
<tr>
<td>Merchandise Buyout</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
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<tr>
<td>Staff/ VIP Parking</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Video Board Usage</td>
<td></td>
<td></td>
<td>✓</td>
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<tr>
<td>Spotlight</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Scoreboard</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Internet Access (WIFI)</td>
<td>✓</td>
<td></td>
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</tr>
<tr>
<td>Tables</td>
<td>✓</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Chairs</td>
<td>✓</td>
<td></td>
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<tr>
<td>Risers/ Stage</td>
<td>✓</td>
<td></td>
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<tr>
<td>Fire Inspection</td>
<td>✓</td>
<td></td>
<td></td>
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<tr>
<td>Ticket Takers</td>
<td></td>
<td>✓</td>
<td></td>
<td># of Ticket Takers: 2 = $175</td>
</tr>
<tr>
<td>Ticket Sellers</td>
<td></td>
<td></td>
<td>✓</td>
<td># of Ticket Sellers: ___________</td>
</tr>
<tr>
<td>Box Office Staff</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Ushers</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>PA Announcer</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
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<tr>
<td>Security</td>
<td>✓</td>
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<tr>
<td>Police</td>
<td></td>
<td></td>
<td>✓</td>
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<tr>
<td>EMS/ Ambulance</td>
<td></td>
<td></td>
<td>✓</td>
<td></td>
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<tr>
<td>Athletic Trainer</td>
<td>✓</td>
<td></td>
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<tr>
<td>Custodial/ Cleaning</td>
<td></td>
<td></td>
<td>✓</td>
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<tr>
<td>Tech Support</td>
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<td>Video Operator</td>
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<tr>
<td>Scoreboard Operator</td>
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<td>✓</td>
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<tr>
<td>Stagehands/ Union Fee</td>
<td></td>
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<td>✓</td>
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Please list other items below

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<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>N/A</th>
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COST: $2000

*Contributions/ Donations - $ Please denote on Page 9

TOTAL COST: $2000 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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

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

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: [Box checked: Yes]
- Chair back seating? Yes [Box checked: Yes] No [Box checked: No] Some [Box checked: N/A]
- Handicap seating? Yes [Box checked: Yes] No [Box checked: N/A]

Ability to charge admission? Yes [Box checked: Yes] No [Box checked: N/A]

Separate entrance available for teams/coaches? Yes [Box checked: Yes] No [Box checked: N/A]

Area for vendor set-up? Yes [Box checked: Yes] No [Box checked: N/A]
- Any limitations for vendor set up?

Number of Parking Spaces available onsite: 200

Additional parking available near the site/facility? Yes [Box checked: Yes] No [Box checked: N/A]
- If "Yes" number of parking spaces: 100

VIP parking in designated area? Yes [Box checked: Yes] No [Box checked: N/A]

Team Bus parking designated area onsite? Yes [Box checked: Yes] No [Box checked: N/A]
- If "Yes" how many spots: 15
- If "No" how far is the designated team bus parking area: _______ miles

Broadcast ready? Yes [Box checked: Yes] No [Box checked: N/A]

WiFi? Yes [Box checked: Yes] No [Box checked: N/A]

Media accommodations? Yes [Box checked: Yes] No [Box checked: N/A]
- If "Yes" please describe:
  Separate area either upstairs or classroom

Number of team locker rooms available for use: 4
- Do all locker rooms have showers and restroom facilities? Yes [Box checked: Yes] No [Box checked: N/A]

Number of officials/referee locker rooms available for use: 2
- Do all locker rooms have showers and restroom facilities? Yes [Box checked: Yes] No [Box checked: N/A]

Number of restrooms at facility: 2

Would there be a designated "hospitality" area for NYSPHSAA use? Yes [Box checked: Yes] No [Box checked: N/A]
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:

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.

Our Athletic trainers (Section VI) in coordination with KenTon UFSD will complete the EAP prior to the event annually.
MISCELLANEOUS:
Event/ Tournament Director:
Name: Joe Buscaglia /Kelly Blaszak
Position (i.e. coach, athletic director, facility manager, etc.) Section VI Chairman and coach from Ke
Telephone Number: 716-228-0340
E-Mail: jbuscaglia@starpointcsd.org

Person available to answer questions during bid opening:
Name: Timm Slade
Phone #: 716-821-7092

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>Girls Gymnastics</td>
<td>NYSPHSAA Championships</td>
<td>2015</td>
</tr>
</tbody>
</table>

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

Describe promotional activities to be conducted for this event:
We will work closely with Buffalo/Niagara Sports Commission with promotion of this event along with local businesses promoting the opportunities for enjoyment/pleasure during our championships
Volunteerism:
    Describe the volunteerism for this event:
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: VI
Name: Timm Slade

Signature: Timm Slade Date: 5/4/2020

Facility Manager
Name: Brett Banker

Signature: Brett Banker Date: 5/4/2020

Application Completed by:
Section: VI
Name: Timm Slade
Organization/ Section/ School: Section VI (NYSPHSAA)

Address: 355 Harlem Road
(Street)
West Seneca NY 14224
(City, Zip)

Signature: Timm Slade Date: 5/4/2020

Please direct any questions or concerns pertaining to this bid to Joe Altieri, NYSPHSAA Assistant Director, at 518-690-0771 or Altieri@nysphsaa.org
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
We do have separate entry ways for teams if that is required. I saw that question was not filled in.

Timm: I'm not allowed in my office for the foreseeable future so I don't know how I'm going to be able to print, sign, scan and return this bid. Can you type in my name and I can send in an email of support to the state office? Or just sign my name and note my initials next to it.

Brett A. Banker, CMAA
Kenmore-Town of Tonawanda UFSD
Director of Health, PE & Athletics
Office: (716) 871-3082

On Mon, May 4, 2020 at 1:36 PM Slade, Timm <tslade@e1b.org> wrote:
Hello, Would you kindly review the information attached and let me know if it requires any changes/additions also, Brett, please sign and return to me.

I would like to send this out by tomorrow evening to Joe Altieri.

Be safe and please advise when you have a moment

Thank you

Timm Slade
Executive Director
Section VI, NYSPHSAA, Inc.
355 Harlem Road
West Seneca, NY 14224
Ph: 716-821-7092
Twitter: @SectionVI

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