NYSPHSAA
State Championship
Site/ Facility Bid

EAST FOOTBALL SEMIFINALS
2019, 2020 & 2021

Faller Field

Venue Name

Middletown, N.Y.

Location

Due Date/ Time: March 27, 2018 @ 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:** *February 5, 2018*

**BID RETURN DUE DATE/TIME:** *March 27, 2018 @ 10:00 AM*

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

- **Attn:** Championship Site Bid (Football East Semifinals)
- 8 Airport Park Blvd.
- Latham, NY 12110

**Sport Committee/Staff Review Date/Time:** *March 27, 2018 @ 10:00 AM*

**EXECUTIVE/CENTRAL COMMITTEE APPROVAL:** *May 4, 2018*
NYSPHSAA
Championship Site Bid

Football East Semifinals

Thank you for your interest in hosting the New York State Public High School Athletic Association’s **Football East Semifinals**. 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) 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.
Football East Semifinals

EVENT SPECIFICS

PROPOSAL DATES:
For the purpose of this bid, the NYSPHSAA Football East Semifinals are scheduled for the following dates:

- Week #20 (NYSPHSAA Calendar): November 22-23, 2019
- Week #21 (NYSPHSAA Calendar): November 20-21, 2020
- Week #21 (NYSPHSAA Calendar): November 19-20, 2021

The NYSPHSAA Football East Semifinals will last 2 day(s).

The approximate start/end times are as follows:
- Set Up: Noon day before
- Day 1: 7:00 AM-11:00 PM
- Day 2: 7:00 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>2017</td>
<td>3,203</td>
<td>Middletown H.S.</td>
<td>20</td>
</tr>
<tr>
<td>2016</td>
<td>4,262</td>
<td>Dietz</td>
<td>0</td>
</tr>
<tr>
<td>2015</td>
<td>4,808</td>
<td>Dietz</td>
<td>0</td>
</tr>
<tr>
<td>2014</td>
<td>4,106</td>
<td>Dietz</td>
<td>0</td>
</tr>
</tbody>
</table>

Approximate Number of Participating:
- Athletes: 550
- Teams: 10
- Officials: 15

ACCOMMODATIONS:
Hotel Room Nights Needed for participating athletes, teams and officials:
- Day Before: 0-30 Hotel Room Nights
EVENT:
To host this event, the site/facility must:
- LIST DETAILS

* Additional event specs listed on pages 7-14 (locker rooms, parking, Wi-Fi, seating capacity, etc.)
SITE LOCATION:
Section: 9  Venue Name: Faller Field  City: Middletown, N.Y.

Number of restaurants within a 10 miles radius of venue: 50+

Number of hotels within a 10 mile radius of venue: 12

Number of hotel rooms within a 10 mile radius of venue: 1,100

Site/Facility Distance:
From Section VI office
355 Harlem Road
West Seneca, NY 14224
MILES: 309

From Section XI office
180 E. Main Street, Suite 302
Smithtown, NY 11787
MILES: 108

From NYSPHSAA
8 Airport Park Blvd.
Latham, NY 12110
MILES: 115

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>Holiday Inn</td>
<td>$ 99/119</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microtel</td>
<td>$ 99/119</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courtyard Marriott</td>
<td>$ 129</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hampton Inn</td>
<td>$ 119</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home 2 Suites Hilton</td>
<td>$ 119/139</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</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: $ 0
**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>YES</th>
<th>NO</th>
<th>N/A</th>
<th>NOTES &amp; Additional Information If &quot;NO&quot; explain/ list additional costs to NYSPHSAA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Rental</td>
<td>✓</td>
<td></td>
<td></td>
<td>Amount: $</td>
</tr>
<tr>
<td>Set Up</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Take Down</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Utilities</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Merchandise Buyout</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff/ VIP Parking</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Video Board Usage</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spotlight</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scoreboard</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internet Access (WiFi)</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tables</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chairs</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Risers/ Stage</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire inspection</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ticket Takers</td>
<td>✓</td>
<td></td>
<td></td>
<td># of Ticket Takers: 4</td>
</tr>
<tr>
<td>Ticket Sellers</td>
<td>✓</td>
<td></td>
<td></td>
<td># of Ticket Sellers: 2</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>
</tr>
<tr>
<td>Security</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMS/ Ambulance</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletic Trainer</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Custodial/ Cleaning</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tech Support</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Video Operator</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scoreboard Operator</td>
<td>✓</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stagehands/ Union Fee</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Please list other items below</td>
<td></td>
<td>✓</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**COST:** $7,000

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

**TOTAL COST:** = $7,000 Payable by NYSPHSAA

*Contributions/ Donations are not considered "NYSPHSAA Sponsorships."

8 | Page
*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>
<td>$</td>
<td></td>
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<tr>
<td></td>
<td>$</td>
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<td>$</td>
<td></td>
</tr>
</tbody>
</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: 4,500
  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?
    No limitations.

Number of Parking Spaces available onsite: 500

Additional parking available near the site/ facility? Yes ☑ No ☐
  If "Yes" number of parking spaces: 750

VIP parking in designated area? Yes ☑ No ☐

Team Bus parking designated area onsite? Yes ☑ No ☐
  If "Yes" how many spots: 15
  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:
    State-of-the-art heated press box on site with new director-chair seating, WiFi, District Information Technology and Media Liaison support. Three separate areas for media, technology, and coaches/ officials, and roof-deck access.

Number of team locker rooms available for use: 4
  - 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: 33

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:

The Enlarged City School District of Middletown is a tobacco- and alcohol-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.
MISCELLANEOUS:

Event/ Tournament Director:
Name: David Coates
Position (i.e. coach, athletic director, facility manager, etc.) Director of P.E., Health and Athletics
Telephone Number: 845-326-1532
E-Mail: david.coates@ecsdm.org

Person available to answer questions during bid opening:
Name: David Coates Phone #: 845-591-5571

Has this facility hosted a NYSHPSSA 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>Football</td>
<td>semifinals</td>
<td>2017</td>
</tr>
<tr>
<td>Boys' lacrosse</td>
<td>finals</td>
<td>2016</td>
</tr>
<tr>
<td>Boys' lacrosse</td>
<td>semifinals</td>
<td>2015</td>
</tr>
<tr>
<td>Boys' and girls' track &amp; field</td>
<td>finals</td>
<td>2013</td>
</tr>
<tr>
<td>Boys' lacrosse</td>
<td>semifinals</td>
<td>2011</td>
</tr>
<tr>
<td>Boys' soccer</td>
<td>semifinals and finals</td>
<td>2010-present</td>
</tr>
</tbody>
</table>

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

There are no such compelling events listed at this time.

Describe promotional activities to be conducted for this event:

We have quality relationships with local media outlets in Sections 1, 2, 7, 9 and 10 and will work with them to publicize and promote the event. Our media-friendly staff includes two ex-journalists with a combined 50 years of sportswriting experience. We utilize the Middletown School District website, Section 9 website and our social media platforms on Twitter and Instagram. We are placed on the Orange County Tourism calendar and use relationships with local businesses and restaurants to help promote the events.
Volunteerism:

Describe the volunteerism for this event:

Section 9 coaches volunteer heavily for all championships hosted at Faller Field. The event will be effectively coordinated with the appropriate amount of support personnel. Middletown football players and coaches also will volunteer their time for games, assisting with communication, directions and concession-stand support. Faller Field has hosted 13 New York State Public High School Athletic Association championships since 2010.
Please list any other pertinent information pertaining to this proposal:

The Middletown School District has made full commitments to hosting state events since 2010. We have been able to do so with strong support and teamwork from our administration, building personnel, athletic and academic departments, local and county government officials, and community.

We are confident that our event personnel, athletic and school facilities, high school campus and community are a wonderful match for this prestigious event. We work hard to ensure that all participating athletes, coaches, officials, committee members and spectators enjoy their experience at Middletown High.

More technically, we have a well-maintained Shaw Sportexe turf field with high-grade Musco lighting. Our partnership with Eversan provides the facility with a 25-by-15 foot high-definition videoboard with instant-replay capacity. Our state-of-the-art heated press box provides plenty of room for media, coaches, officials and live-game coverage. The roof deck of the press box is accessible and available for additional space.

Current home and away locker rooms have plenty of space and upgraded amenities for athletes and coaches to prepare for games.
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: 9
Name: Gregory Ransom
Signature: [Signature]
Date: 3/14/18

Facility Manager
Name: David Coates
Signature: [Signature]
Date: 3/14/18

Application Completed by:
Section: 9
Name: David Coates
Organization/Section/School: Middletown City School District
Address: 24 Gardner Avenue Extension
Street: 
City, Zip: Middletown, N.Y., 10940
Signature: [Signature]
Date: 3/14/18

Please direct any questions or concerns pertaining to this bid to Joe Altieri, NYSPHSAA Assistant Director, at 518-690-0771 or Altieri@nysphsaa.org
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
Attachment "A"
March 19, 2018

New York State Public High School Athletic Association
8 Airport Park Boulevard
Latham New York 12110

Dear NYSPHSAA Committee,

The Town of Wallkill is proud to have been and continues to be an ardent supporter of locating various NYSPHSAA Events in the greater Town of Wallkill/City of Middletown area.

Our central location at the intersections of two major Interstate Highways in Orange County allows us to be at the forefront for location and facilities to host these various Sporting Events.

Our relationship with the City of Middletown, the City of Middletown School District and the Section IX Committee over the past several years has been outstanding. We continue to provide logistical support for the planning and hosting of these events.

We fully support the bid to host the 2019-2020-2021 NYSPHSAA Football East Semifinals, and, we would welcome the opportunity to provide all needed assistance to host future NYSPHSAA events in our area.

Thanks again and we look forward to working with you.

Lou Ingrassia Jr.

Commissioner TOW OEM/DPW

99 Tower Drive- Building A- Middletown, NY 10941
Phone: (845) 326-1435 Fax: (845) 692-2546
Email: louingrasia@townofwallkill.com Website: www.townofwallkill.com
February 20, 2018

Dear NYSPHSAA Committee

The Sleep Inn 7 Suites Middletown-Goshen is looking forward to hosting your sports teams for the upcoming three years. The rates we discussed for your sports teams are between $99 and $119 depending on the season. The rates are guaranteed from now until 2020.

Please don’t hesitate to contact me with any questions.

Sincerely,

Sean Christ
General Manager
GM.NY662@CHOICEHOTELS.COM
845.342.4304
Dear NYSPHSAA Committee,

The Microtel Inn & Suites by Wyndham would welcome the opportunity to house the various sports teams that would be coming to play at Faller Field during the Spring and Fall State Championships. We have hosted the Soccer Teams in the past and it has provided a great economic impact to Orange County.

We could offer rates between $99 and $119, depending on the season. These rates would be guaranteed for the years of 2017 through 2020.

Please let me know if you have any questions and thank you in advance for your consideration.

Kind Regards,

Jan W. Peirce
Director of Sales

Jan.peirce@liberty.twcbc.com

845-692-0098 ext 502
September 21, 2016

Section IX Athletics,

The Holiday Inn Express & Suites, Montgomery would offer the rates between $99 to $119, depending on the season. These rates would be guaranteed for the years 2017 through 2020.

The Holiday Inn Express & Suites, Montgomery would proudly participate in any way to help the state tournaments to the Middletown/Town of Wallkill area.

Thank you for your consideration.

Best,

Christine Chinigo
General Manager
Hexs.montgomery.ny@gmail.com
mltnygm@gmail.com
To James Osborne

Section IX Athletics,

The Holiday Inn Middletown would proudly participate in any way to help bring any and all State Tournaments to the Middletown area. We would gladly offer the rates of $99.00-119.00 and would continue to honor those rates for the years of 2017-2020. Thank you.

Keith Edwards
General Manager
Holiday Inn Middletown, NY
(845) 343-1474
September 19, 2016

The Courtyard by Marriott Middletown is pleased to offer overnight room accommodations for the NYSPHSAA Soccer Tournament.

The Hotel will provide a set discounted group rate which may range between $129.00 and $149.00 plus tax, per room, per night for all standard king rooms and standard double queen rooms for Soccer Tournament guests staying in November 2018, November 2019 and November 2020. Availability and definite set rates cannot be guaranteed until rooms are requested and held by NYSPHSAA Soccer Tournament.

On behalf of the entire team at the Courtyard by Marriott Middletown, thank you for including the hotel in your request for proposal.

Warmest Regards,

Katie Gambino
Director of Sales and Marketing
Courtyard by Marriott Middletown
24 Crystal Run Crossing
Middletown, NY 10941
Ph: (845) 696-0606 ext. 2606
Fax: (845) 695-0607
September 19, 2016

The Hampton Inn Middletown is pleased to offer overnight room accommodations for the NYSPHSAA Soccer Tournament.

The Hotel will provide a set discounted group rate which may range between $119.00 and $139.00 plus tax, per room, per night for all standard king rooms and standard double queen rooms for Soccer Tournament guests staying in November 2018, November 2019 and November 2020. *Availability and definite set rates cannot be guaranteed until rooms are requested and held by NYSPHSAA Soccer Tournament.*

On behalf of the entire team at the Hampton Inn Middletown, thank you for including the hotel in your request for proposal.

Warmest Regards,

Katie Gambino
Director of Sales and Marketing
Courtyard by Marriott Middletown
24 Crystal Run Crossing
Middletown, NY 10941
Ph: (845) 696-0606 ext. 2606
Fax: (845) 695-0607
RE: Letters for Hosting NYSPHSAA Championships

To whom it may concern,

The Holiday Inn Middletown would proudly participate in any way to help bring any and all state tournaments to the Middletown area. We would gladly offer the rates of $99.00-119.00 and would continue to honor those for the years to come. Thank you

Matthew Horan
General Manager
Holiday Inn Middletown, NY
(845)-343-1474
Attachment "B"
Attachment "C"

The Enlarged City School District of Middletown has accepted funding from the Orange County Department of Tourism. This funding assists us in reducing the overall costs of hosting and coordinating this event at Middletown.
Middletown High School

Faller Field Evacuation Plan

The Enlarged City School District of Middletown has adopted and adheres to the Section IX Thunder and Lightning Policy that has been prepared by the Section IX Safety Committee.

In the event of inclement weather or any other emergency related issue during an event hosted at Faller Field the following evacuation plan will be executed.

Middletown Responsibilities Include:

1. Public Address announcements that note rules, regulations and evacuation procedures will be conducted periodically.

2. Announcements to be read:
   "In the event of an emergency all spectators, competitors, coaches, officials and event personnel should evacuate Faller Field and proceed as quickly as possible to our Events Lobby, New Gymnasium and Main gymnasium. Event staff we will be operating all accessible doors heading into all of these areas."

   "Please evacuate through the main stadium entrance and make an immediate left and head towards the Events Lobby Entrance. Spectators, athletes, coaches, officials, and event staff can also utilize the exit directly across the field opposite the bleachers and head into the gymnasiums for shelter."

   "In the event of thunder and lightning Do Not remain on, under, or near metal bleachers, fences or backstops."

   "Safe Alternatives include: Home Locker Room, Visiting Team Locker Room, Officials Office and a vehicle with a metal roof and windows rolled up."

3. Please see attached map for further details, directions and orientation.
Middletown City School District’s New Sports Complex
I. Philosophy

Interscholastic athletics is an integral part of the total secondary educational program. Its purpose is to offer educational experiences not otherwise provided in the curriculum which will promote the student athlete's physical, mental, moral, social and emotional well-being.

Interscholastic athletics shall be primarily for the benefit of the students who participate directly or as spectators. The interscholastic athletic program shall exist for the value which it has for students and for the benefit of the sponsoring institutions.

II. Purpose

A. A school's academic program and athletic program need to work together to achieve the overall goals of the education system. The purpose of a school's athletic program is diverse:

1. To subordinate it to the academic program which is the basis and prime reason for establishment of an educational institution;

2. To protect the good name of the school in the community;

3. To promote the principles of good citizenship; and

4. To recognize participation in athletics is a privilege.

III. Objectives

A. To provide safe athletic events and a meaningful experience for student athletes, coaches and spectators alike.

B. To prevent a crisis from beginning or escalating.

C. To focus on risk management and emergency plan for athletic events.
IV. Code of Ethics

A. It is the duty of all concerned with high school athletics:

1. TO EMPHASIZE the proper ideals of sportsmanship, ethical conduct and fair play.
2. TO ELIMINATE all possibilities which tend to destroy the best values of the game.
3. TO STRESS the values derived from playing the game fairly.
4. TO SHOW cordial courtesy to visiting teams and officials.
5. TO ESTABLISH a happy relationship between visitors and hosts.
6. TO RESPECT the integrity and judgment of the sport officials.
7. TO ACHIEVE a thorough understanding and acceptance of the rules of the game and standards of eligibility.
8. TO ENCOURAGE leadership, use of incentive, and good judgment by the players on the team.
9. TO RECOGNIZE that the purpose of athletics is to promote the physical, mental, moral, social, and emotional well-being of the individual players.
10. TO REMEMBER that an athletic contest is only a game...not a matter of life or death for player, coach, school, official, fan, community, state or nation.

V. Strategies

As a course of action, the Safety Committee has developed the following steps:

A. Clarify chaperones’ duties and expectations with regard to crowd control.
B. Clarify police involvement at event OCIAA Championships.
C. Construct an event checklist so as to identify potential risks and to note coverage areas.
D. Share this developed plan and review it annually during the scheduled September Athletic Directors Workshop.
E. Share information and review procedures annually for Section IX Lightning Policy during September Athletic Directors Workshop (attached).
F. Share the Public Access Defibrillator (PAD) program and review it annually during the scheduled September Athletic Directors Workshop.

G. Pursuant to the Commissioner of Education and Education Law (section 136.4) regarding the requirement for AED’s in Public Schools it is required that:

1. Whichever an instructional school facility is used for a school sponsored or school approved curricular or extracurricular event or activity, the public school officials and administrators responsible for such facility ensure the presence of at least one staff person who is trained, pursuant to Public Health Law section 3000-b (3)(a), in the operation and use of automated external defibrillator.

2. During any school-sponsored athletic contest or school-sponsored competitive athletic event held at any location, public school officials and administrators responsible for such contest or event shall ensure that automated external defibrillator equipment is provided on-site and that at least one staff person who is trained, pursuant to Public Health Law section 3000-b (3)(a), in its use is present during such contest or event.

VI. Guidelines

The OCIAA provides the following general guidelines for crowd control at hosted events.

A. Precrisis Indicators

1. Unusual movement is noted as:
   a. Athletic teams or groups not moving together;
   b. Groups of students not in their territory;
   c. Absence of groups not in their territory; and
   d. Sudden clustering of students.

2. Student attendance can point to a potential problem:
   a. By those students who most likely would not attend; and
   b. By those students who have been suspended.

3. Warning signs are suggested when:
   a. Graffiti is increased:
   b. Students carry items into events;
   c. Nonprofessional staff mention hearsay; and
   d. Rumors are not dealt with as if they are true.

B. Chaperone and/or Crowd Control Duties

1. To maintain a high level of conduct by:
   a. Being courteous:
   b. Not running to the scene of action;
   c. Dealing with a threat as an act of violence; and
   d. Following the chain of command.
2. To remain highly visible by:
   a. Wearing arm bands or other identifiers;
   b. Assisting in finding rest rooms, seats or concessions;
   c. Enforcing event rules about spectator behavior;
   d. Removing unruly students or spectators; and
   e. Being able to identify associated event personnel.

3. To keep moving by:
   a. Not viewing or taking an active role in the athletic event;
   b. Asking spectators to move into assigned seating areas; and
   c. Asking spectators to not to loiter in exit or fire lanes.

C. Police

1. Police are essential in championship events, because they:
   a. Add to the decorum of the contest;
   b. Help with spectator ejection or removal;
   c. Aid in traffic control; and
   d. Provide a safe atmosphere.

2. Techniques that police bring to events are:
   a. The diffusion of large crowds;
   b. The diffusion of a possible situation;
   c. When to call for help; and
   d. Hands on to help.

D. Activating Event Safety Plan

1. Designate a site administrator or event manager. Persons authorized to
   take actions are chaperones, coaches and school administrators. Person in
   charge shall notify or direct notification as needed:
   a. Emergency providers – police, ambulance, fire, poison ctr.
   b. Superintendent of Schools
   c. Building Administrator, Athletic Administrator
   d. Site chaperones

2. Response to medical emergency will follow a sequence of steps:
   a. Assess the injury. If life threatening to player, cancel the game;
   b. Send contact person to activate emergency medical response
      personnel. If injured party is a minor, call parents;
   c. Administer first aid. Prepare to transport to medial facility; and
   d. Complete an injury report.

3. Response to a crowd control incident will use a four layer approach that is:
   a. Prevent any incident from escalating;
   b. Keep crowd back;
   c. Witness and document incident; and
   d. Remain in the area until all is clear
4. Sequential responses will include:
   a. Monitoring of weather stations and/or scanners.
   b. Event evacuation or cancellation instructions told during prevent announcement. Potential causes are: severe weather, fire, bomb threat, and sustained power outage.
   c. Event rules that serve notice to no alcohol, no smoking and improper spectator behaviors and consequences told also during prevent announcement.

5. Individuals designated as site administrator, event manager, chaperone, coach or other trained individual whom has been trained in the use of AED units should:
   a. Immediately check the scene for safety, then verify sudden cardiac arrest;
   b. Perform proper steps according to training;
   c. Allow AED unit to analyze and determine if shock is advised;
   d. If shock needed perform as instructed and trained;
   e. If NO shock is advised begin CPR training skills and procedures;
   f. Follow Post – Use Procedures.

E. Chain of Command

1. The chain of command at athletic events is defined as:
   a. OCIAA Sport Chairs or their designees;
   b. OCIAA Athletic Coordinator;
   c. Host site Athletic Directors or their designees;
   g. Sponsoring Coach;
   h. Security Personnel.

VII. Checklist of Event Risks

A. This checklist of event risks is used to pragmatically prepare for interscholastic athletic events and/or championships:

   _____ 1. Proper supervision in all areas is used

   _____ 2. Plan for the occurrence of bad weather

   _____ 3. Prevent inspection of playing and spectator access areas

   _____ 4. Facility maintenance

   _____ 5. Event announcement which covers rules and evacuation routes

   _____ 6. Injury reporting forms on hand

   _____ 7. Medical personnel and supplies arranged
8. Officials, scorekeepers, timers and announcer in place
9. Forms completed: insurance, pay vouchers, etc.
10. Public address system and/or megaphones available to warn
11. Telephone and/or cell phone available
12. Ancillary help duties are defined for: ticket takers, custodial, etc.

VIII. The following is the recommended OCIAA Medical Emergency Action Plan for OCIAA contests and schools in which a certified approved athletic trainer is assigned. In addition guidelines for responsibilities of an emergency care team are recommended in situations when a doctor or ambulance is not present.

Responsibilities of Emergency Care Team:

- **Athletic Trainer:**
  1. Coordinates care
  2. Assist injury/illness
  3. Provide initial first aid care if necessary
  4. Activate EMS *911* when necessary
  5. Release student athlete to EMS if necessary for transport
  6. Complete necessary accident reports

- **Head Coach/Assistant Coach:**
  1. Send team members to assigned benches
  2. Provide emergency medical/contact card to athletic trainer
  3. Contact parent/guardian
  4. Complete necessary accident report forms
  5. Contact athletic director

- **OCIAA Security Staff:**
  1. Scene control (limit injury scene to first aid providers and move bystanders away from area)
  2. Go to designated location to flag down emergency vehicle
  3. Have keys to gate/doors for emergency vehicle access
  4. Direct EMS/vehicle to injury site
  5. Complete necessary accident report forms

A. **Emergency Personnel:**

Certified athletic trainer and student athletic trainers on site for practice and competitive events.
B. **First Aid Equipment:**

1. All interscholastic sports teams are provided with first aid kits, ice packs and CPR masks.
2. Athletic trainer has medical kit, AED, oxygen, vacuum splints, backboard, and cervical collars.

C. **Communication:**

1. All interscholastic sports teams have a two-way radio to communicate with athletic trainer.
2. All interscholastic sports teams have the athletic trainer’s cell phone number.

D. **Appropriate Medical Forms:**

1. Accident reports to be completed after incident occurs.
2. Emergency Medical/Contact Information to be completed for every student athlete and given to athletic trainer.

CC:  
Mr. Michael Bellarosa, OCIAA President  
Mr. Tim Bult, OCIAA Safety Committee Chairperson  
Mr. David Coates, Athletic Director, Middletown  
Mr. Christopher Mayo, Interscholastic Athletic Coordinator
Section IX Lightning and Thunder Policy  
Prepared by the Section IX Safety Committee  

I. Purpose/Philosophy  
The purpose of a lightning and thunder policy is to provide a safeguard for athletic contests, events and practices.  

II. Policy  
The occurrence of lightning and thunder is NOT subject to interpretation nor debate. Lightning and thunder necessitates that contests, events or practices be immediately suspended.  

III. Procedures  
A. Chain of command  
   1. The chain of command at athletic events is defined as:  
      a. Superintendent of School  
      b. Principal/Building Administrator  
      c. Sport chairs or their designees  
      d. Athletic Coordinator  
      e. Host site athletic directors or their designees  
      f. Officials  
      g. Sponsoring Coach  
      h. Security Personnel  

B. Sequential Response will include:  
   1. Suspend play and direct participants to shelter in a public building or if building is unavailable, to a vehicle with a solid top.  
   2. Monitor weather scanners/stations  
   3. After lightning and thunder has passed, wait a full 30 minutes after the last lightning strike and/or sound of thunder before resuming play.  
   4. Event suspension or evacuation procedures to be outlined during pre-event announcements.  

C. Host school responsibilities will include:  
   1. To make a pre-event announcement that notes rules, regulations and evacuation procedures.  
   2. Announcement to be read: “All spectators, competitors, and personnel should go inside to the school building as quickly as possible. A vehicle with a metal roof and the windows rolled up is a safe alternative to a sturdy building. DO NOT take shelter under trees or other lone objects. DO NOT remain on, under, or near metal bleachers, fences, or backstops.”  
   3. Authority to execute the sequential response shall be governed by the chain of command.  
   4. Consideration to cancel or resume play must take into account a minimum 30 minute wait from the time of interruption. The rules of the sport will determine whether the contest is official or if the contest must resume at a later date.  
   5. To plan for the occurrence of bad weather.  

IV. Communication of Lightning and Thunder Policy  
A. Section workshops  
B. League meetings  
C. Preseason coaches meeting  
D. Section IX heat clinics  
E. Health Science and First Aid Update classes  
F. Published plan sent to superintendents, principals, etc.  

V. Evaluations  
A. Yearly