WEST FOOTBALL SEMIFINALS

2019, 2020 & 2021

BID

VICTORY WITH HONOR
DEFEAT WITH CLASS

SECTION IV
NYSPHSAA
State Championship
Site/ Facility Bid

WEST FOOTBALL SEMIFINALS
2019, 2020 & 2021

Ty Cobb Stadium (2020)
Venue Name

Unione Endicott High School
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:

  NYSPHSAA  
  Attn: Championship Site Bid (Football West 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
Thank you for your interest in hosting the New York State Public High School Athletic Association’s Football West 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 West Semifinals
EVENT SPECIFICS

PROPOSAL DATES:
For the purpose of this bid, the NYSPHSAA Football West 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 West 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>2,475</td>
<td>Union Endicott HS</td>
<td>0</td>
</tr>
<tr>
<td>2016</td>
<td>3,766</td>
<td>CNS HS</td>
<td>0</td>
</tr>
<tr>
<td>2015</td>
<td>3,908</td>
<td>CNS HS</td>
<td>0</td>
</tr>
<tr>
<td>2014</td>
<td>2,872</td>
<td>CNS HS</td>
<td>0</td>
</tr>
</tbody>
</table>

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

ACCOMODATIONS:
Hotel Room Nights Needed for participating athletes, teams and officials:
Day Before: 0 Hotel Room Nights

5 | Page
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: 4  
Venue Name: Ty Cobb Stadium  
City: Endicott

Number of restaurants within a 10 miles radius of venue: 100

Number of hotels within a 10 mile radius of venue: 20

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: 184
From Section XI office  
180 E. Main Street, Suite 302  
Smiithtown, NY 11787  
MILES: 
From NYSPhSAA  
8 Airport Park Blvd.  
Latham, NY 12110  
MILES: 143

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>Best Western</td>
<td>$85.00</td>
<td>✓</td>
<td>100</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>LaQuinta</td>
<td>$85.00</td>
<td>✓</td>
<td>100</td>
<td></td>
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<td></td>
<td>$</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: $0.00
**PROPOSED CHAMPIONSHIP COST:**

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

<table>
<thead>
<tr>
<th>Item</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>
<td>no fee</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>Amount: $</td>
</tr>
<tr>
<td>Staff/ VIP Parking</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Video Board Usage</td>
<td></td>
<td></td>
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</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>
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<td></td>
</tr>
<tr>
<td>Tables</td>
<td></td>
<td></td>
<td></td>
<td></td>
</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>
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<td></td>
</tr>
<tr>
<td>Ticket Takers</td>
<td></td>
<td></td>
<td></td>
<td># of Ticket Takers: 4 @ $30 per game</td>
</tr>
<tr>
<td>Ticket Sellers</td>
<td></td>
<td></td>
<td></td>
<td># of Ticket Sellers: 3 @ $40 per game</td>
</tr>
<tr>
<td>Box Office Staff</td>
<td></td>
<td></td>
<td></td>
<td>1: $80 per game = $400</td>
</tr>
<tr>
<td>Ushers</td>
<td></td>
<td></td>
<td></td>
<td>4 team liaison's per game: $40 per game = $800</td>
</tr>
<tr>
<td>PA Announcer</td>
<td></td>
<td></td>
<td></td>
<td>1: $40 per game = $200</td>
</tr>
<tr>
<td>Security</td>
<td></td>
<td></td>
<td></td>
<td>2 auxillary police for parking lots per game = $450</td>
</tr>
<tr>
<td>Police</td>
<td></td>
<td></td>
<td></td>
<td>2 Endicott Police at each game (hourly rate): $43 = $1720</td>
</tr>
<tr>
<td>EMS/ Ambulance</td>
<td></td>
<td></td>
<td></td>
<td>1 ambulance at each game (hourly rate): $100 = $1600</td>
</tr>
<tr>
<td>Athletic Trainer</td>
<td></td>
<td></td>
<td></td>
<td>2 groundsman: $75 per game = $150</td>
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<tr>
<td>Custodial/ Cleaning</td>
<td></td>
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<td>1 AT at each games: 13 hrs = $550</td>
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<tr>
<td>Tech Support</td>
<td></td>
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<td>1: music coordinator: $40 per game = $200</td>
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<tr>
<td>Video Operator</td>
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<tr>
<td>Scoreboard Operator</td>
<td></td>
<td></td>
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<td>1 scoreboard &amp; 1 play clock: $40 per game = $400</td>
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<tr>
<td>Stagehands/ Union Fee</td>
<td></td>
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<td></td>
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<tr>
<td>Site Coordinator</td>
<td></td>
<td></td>
<td></td>
<td>$800</td>
</tr>
</tbody>
</table>

Please list other items below

* chain crew, game officials, social media coordinator not included

**These costs are for when event is at UE ONLY**

**COST:** $____________

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

**TOTAL COST:** $9655.00 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>
<td>$</td>
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</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: 6000
- 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?

Number of Parking Spaces available onsite: 750

Additional parking available near the site/facility? Yes [✓] No [ ]
If “Yes” number of parking spaces: ________

VIP parking in designated area? Yes [✓] No [ ]

Team Bus parking designated area onsite? Yes [✓] No [ ]
If “Yes” how many spots: 50
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:
Press box and upper cafeteria overlooks stadium

Number of team locker rooms available for use: 6
- 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: 4 plus porta johns

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:

none located on school grounds

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.

We have stadium evacuation plans/announcements, thunder/lightning, AED location announcements that can read pre-game. Our stadium has multiple exits and is attached to our HS. Players, personnel, and spectators could enter the HS quickly in case of any emergency.
MISCELLANEOUS:
Event/ Tournament Director:
Name: Josh Gannon
Position (i.e. coach, athletic director, facility manager, etc.) Director of Health, PE and Athletics
Telephone Number: 607-757-2191
E-Mail: jgannon@uek12.org

Person available to answer questions during bid opening:
Name: Josh Gannon Phone #: 607-427-7086

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>Football</td>
<td>West Semi-finals</td>
<td>2017</td>
</tr>
<tr>
<td>Track</td>
<td>NYSPHSAA Championships</td>
<td>2017</td>
</tr>
</tbody>
</table>

List other events (sporting events, concerts, youth tournaments, etc.) in your area during the time of this event:
None

Describe promotional activities to be conducted for this event:
Website, social media
Volunteerism:

Describe the volunteerism for this event:

Union Endicott is a sports community. We have a very active booster club that would be volunteering their time for this event. The Section 4 Football coaches association would be very involved in volunteering to make this event a positive experience for all 10 teams.
Please list any other pertinent information pertaining to this proposal:

We are looking to bid this event WITH CNS. We would propose adding a 4th year to the bid. UE and CNS would alternate Section 3/4 Regionals and Semi-finals at our facility. CNS would host West Semi-finals in 2019 & 2021. UE would host in 2020 & 2022.

**Since we host event in 2019, if 4 year agreement is not agreed upon, UE would only host in 2020.

In hosting this event in the past, we feel we have the best facility in the state. We go above and beyond to make sure that the student athletes and coaches have the absolute best experience when here. UE received much positive feedback from the teams, officials, and spectators who participated in this event this past Fall. We can build on that to ensure and even better experience moving forward.
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: IV
Name: Ben Nelson

Signature: ___________________________ Date: 3/21/2018

Facility Manager
Name: Josh Gannon

Signature: ___________________________ Date: 3/21/2018

Application Completed by:
Section: IV
Name: Josh Gannon
Organization/ Section/ School: Union-Endicott HS

Address: 1200 East Main Street
         Endicott, NY 13760

Signature: ___________________________ Date: 3/21/2018

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