NYSPHSAA
State Championship Site/Facility Bid

GIRLS LACROSSE

2020, 2021, 2022

SUNY Cortland/CRSC
Venue Name
Cortland, NY
Location

Due Date/Time: December 3, 2018 @ 9:00 AM
* Bids must be delivered in a sealed envelope.
(Please provide a minimum of 20 copies of the bid)
SITE LOCATION:
Section: III
Venue Name: SUNY Cortland
City: Cortland

Number of restaurants within a 10 miles radius of venue: 38

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

Number of hotel rooms within a 10 mile radius of venue: 765

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
Smithtown, NY 11787
MILES: 265

From NYSPHSAA
8 Airport Park Blvd.
Latham, NY 1210
MILES: 154

Negotiated Hotel(s)

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Rate</th>
<th>Minimum</th>
<th>Maximum</th>
<th>Occupancy</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday Inn Express</td>
<td>$109.00</td>
<td>48</td>
<td>8</td>
<td>40</td>
<td>2016</td>
</tr>
<tr>
<td>Comfort Inn</td>
<td>$109.00</td>
<td>40</td>
<td>15</td>
<td>25</td>
<td>2016</td>
</tr>
<tr>
<td>Best Western Fingerlakes Suites</td>
<td>$109.00</td>
<td>31</td>
<td>4</td>
<td>27</td>
<td>2014</td>
</tr>
<tr>
<td>Hampton Inn</td>
<td>$109.00</td>
<td>42-40</td>
<td>2</td>
<td>40</td>
<td>2016</td>
</tr>
<tr>
<td>Clarion Inn - Ithaca</td>
<td>$109.00</td>
<td>55</td>
<td>5</td>
<td>50</td>
<td>2018</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
Dear Machell:

Thank you for choosing Clarion Inn, Choice Hotels—Ithaca as a host hotel for the Lacrosse Tournament Teams. We appreciate your interest and look forward to your group’s arrival. The following will confirm your group and negotiated rate information:

GUEST ROOMS

40  Deluxe Double Rooms, (2 Double Beds) for Thursday
8  King Rooms, (1 King Bed) for Thursday
20  Deluxe Double Rooms, (2 Double Beds) for Friday
4  King Rooms, (1 King Bed) for Friday

Check-in time is anytime after 3:00 pm and departure time is prior to 11:00 am.

Arrival Date:       Thursday, Weekend of LAX Event
Departure Date:     Saturday, Weekend of LAX Event
Rate:              $109.00 plus tax, per room, per night

Negotiated Rates are eligible during bid years of 2020, 2021, 2022. Rates are based upon double occupancy. Please submit tax exempt forms and cc authorizations as needed prior to arrival.

Sincerely,

Becky Darling
Ravi Desai <desaitops@yahoo.com>
To: Machell Phelps
Nov 20 at 9:21 AM
To
Machell Phelps

Hello Machell,

We have the following rooms available for the LACROSSE tournament. This is for years 2020, 2021 and 2022.

Thursday 14 Queen rooms with two queen beds. Friday same 14 Queen rooms with two queen beds
Thursday 13 King suites with a king bed and queen Pull out. Same for Friday also.
Thursday 4 King room with single king bed and same for Friday.

The rate will be negotiated rate of 109.00/room / night plus Tax.
Check in will the usual and customary time of 3 PM and check out will be no later than 11 AM. We need to maintain these times.

Arrival date will be the Thursday, the weekend of LAX event and departure date will be Saturday of the same weekend. Thee rates are available for the years mentioned above. Credit card authorization and tax exempt forms will be required if eligible for the status.

Thank you.

Ravi Desai
GM
Best Western Plus Finger Lakes Inn & Suites
Cortland, NY
### LACROSSE TOURNAMENTS

**To:** Machell Phelps  
**Cc:** Ravi Desai <desaitops@yahoo.com>  
**Sent:** Nov 20 at 9:21 AM

Hello Machell,

We have the following rooms available for the LACROSSE tourney:

- **Thursday 14 Queen rooms with two queen beds.** Friday same.
- **Thursday 13 King suites with a king bed and queen Pull out.**  Sa Thursday 4 King room with single king bed and same for Friday.

The rate will be negotiated rate of $109.00/room / night plus Tax.

Check in will be the usual and customary time of 3 PM and check outطلقة.

Arrival date will be the Thursday, the weekend of LAX event available for the years mentioned above. Credit card authorization will be taken.

Thank you.

Ravi Desai  
GM  
Best Western Plus Finger Lakes Inn & Suites  
Cortland, NY

---

EASY SMOKED SAUSAGE SKILLET. MAKE IT TONIGHT!

GET RECIPE

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https://mail.yahoo.com/d/folders/1/messages/AF3Gt_Y51kY75hW_QYMd-gg-APPcKk
Dear Machell:

Thank you for choosing Comfort Inn—Cortland as a host hotel for the Lacrosse Tournament Teams. We appreciate your interest and look forward to your group’s arrival. The following will confirm your group and negotiated rate information:

**GUEST ROOMS**

Currently we have *40 rooms reserved at your negotiated rate for Thurs & 20 for Friday*

**25 Double Bedded Rooms for Thurs**

**5 1 King Bedded rooms with standard pull-out sofa for Thurs**

**15 Double Bedded Rooms for Friday**

**5 1 King Bedded rooms with standard pull-out sofa for Friday**

Check-in time is anytime after 3:00 pm and departure time is prior to 11:00 am.

<table>
<thead>
<tr>
<th>Arrival Date:</th>
<th>Thursday, Weekend of LAX Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Departure Date:</td>
<td>Saturday, Weekend of LAX Event</td>
</tr>
<tr>
<td>Rate:</td>
<td>$109.00 plus tax, per room, per night</td>
</tr>
</tbody>
</table>

Negotiated Rates are eligible during bid years of 2020, 2021, 2022. Rates are based upon double occupancy. Please submit tax exempt forms and cc authorizations as needed prior to arrival.

--

Maryann Bates

*General Manager*
COMFORT INN, CORTLAND

gm.ny092@choicehotels.com

2 1/2 Locust Avenue
Cortland, New York 13045

607-753-7721
Fax: 607-753-7608

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Settings

General Manager NY092

gm.ny092@choicehotels.com
(607) 753-7608
November 7, 2018

Dear Machell:

Thank you for choosing Hampton Inn, By Hilton—Cortland as a host hotel for the Lacrosse Tournament Teams. We appreciate your interest and look forward to your group’s arrival.

The following will confirm your group and negotiated rate information:

GUEST ROOMS

Currently we have 40 rooms reserved at your negotiated rate for Thurs & 20 for Friday
25 Deluxe Queens, (2 Queen Beds) for Thurs
15 King Study’s, (1 King Bed, 1 Full Size Sofa Pullout,) for Thurs
2 Single Kings, (1 King Sized Bed,) for Friday
18 Deluxe Queens, (2 Queen Beds) for Friday

Check-in time is anytime after 3:00 pm and departure time is prior to 11:00 am.

Arrival Date: Thursday, Weekend of LAX Event
Departure Date: Saturday, Weekend of LAX Event
Rate: $109.00 plus tax, per room, per night

Negotiated Rates are eligible during bid years of 2020, 2021, 2022. Rates are based upon double occupancy. Please submit tax exempt forms and cc authorizations as needed prior to arrival. Purchase Orders are NOT an acceptable form of payment.

RESERVATIONS:

A rooming list for this group needs to be received by the Monday prior to the event; any and all unutilized space will be released after this date for general resell at the hotel level. Please send it directly to the sales department at the hotel: Fax (607-662-0678) or
email myself, Kelly Foster, (kfoster@visions-hotels.com) the rooming list prior to this date, once received the hotel will respond with confirmation numbers for each team.

CANCELLATION POLICY

The entire group may be cancelled up until the Monday prior to the tournament without penalty. Any cancellations after this date will result in a $50.00 per room cancel fee.

METHOD OF PAYMENT

In order to guarantee these rooms on a definite basis, please sign and return the enclosed copy of this letter of agreement by December 2019.

Please keep the original to serve as our mutual confirmation.

AMENITIES

- Complimentary, Hot Breakfast
- Complimentary, On Site Parking
- Complimentary WiFi
- Complimentary Cookies/Coffee 24/7
- Complimentary Business Center Access
- Complimentary On and Off Site Fitness Access
- Indoor Pool and Hot Tub

Again, we look forward to hosting your group and I am personally looking forward to everyone’s arrival. Please feel free to call me if there are any changes to the schedule or unanswered questions.

Sincerely,

Kelly Foster
General Manager
Hampton Inn By Hilton
607-662-0007
kfoster@visions-hotels.com

<table>
<thead>
<tr>
<th>Accepted By Name</th>
<th>Company/Organization</th>
<th>Date</th>
</tr>
</thead>
</table>
Dear Machell:

Thank you for choosing Holiday Inn Express, Cortland, as a host hotel for the Lacrosse Tournament Teams. We appreciate your interest and look forward to your group’s arrival. The following will confirm your group and negotiated rate information:

GUEST ROOMS

Currently we have the following rooms reserved at your negotiated rate for Thurs & 20 for Friday

40 Double Bedded Rooms for Thurs
8 1 King Bedded Rooms for Thurs
20 Double Bedded Rooms for Friday
5 1 King Bedded Rooms for Friday

Check-in time is anytime after 3:00 pm and departure time is prior to 11:00 am.

Arrival Date: Thursday, Weekend of LAX Event
Departure Date: Saturday, Weekend of LAX Event
Rate: $109.00 plus tax, per room, per night

Negotiated Rates are eligible during bid years of 2020, 2021, 2022. Rates are based upon double occupancy. Please submit tax exempt forms and cc authorizations as needed prior to arrival.

Theresa M. Wilson, CLM
General Manager
Holiday Inn Express
----- Forwarded Message ----
From: "kcomfort@visions-hotels.com" <kcomfort@visions-hotels.com>
To: Machell Phelps <machellphelps@yahoo.com>
Sent: Thursday, November 8, 2018, 11:24:29 AM EST
Subject: RE: Supplies

Machell - We are holding 45 rooms for both Thursday and Friday nights of the tournament, half doubles and half singles for the Girls Lacrosse committee and officials. These rooms will be priced at the same rate as the team rooms, $109/room/night for the duration of the three year bid/contract.

Please let me know if there is anything else you need.

Thanks, Kayla
**PROPOSED CHAMPIONSHIP COST:**

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

<table>
<thead>
<tr>
<th>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>
<td>$250/field/day</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>Lights @ $75/field/hour</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>
<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>
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<td></td>
</tr>
<tr>
<td>Ticket Takers</td>
<td>✅</td>
<td></td>
<td></td>
<td># of Ticket Takers: 3@$15/hr</td>
</tr>
<tr>
<td>Ticket Sellers</td>
<td></td>
<td>✅</td>
<td></td>
<td># of Ticket Sellers: 2@$15/hr</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>$30/game</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>$55/hr - Campus Police</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>$35/hr/game</td>
</tr>
<tr>
<td>Custodial/ Cleaning</td>
<td>✅</td>
<td></td>
<td></td>
<td>$30/hr</td>
</tr>
<tr>
<td>Tech Support</td>
<td></td>
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</tr>
<tr>
<td>Video Operator</td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Scoreboard Operator</td>
<td>✅</td>
<td></td>
<td></td>
<td>$30/game</td>
</tr>
<tr>
<td>Stagehands/ Union Fee</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Please list other items below:

<table>
<thead>
<tr>
<th>Student Workers</th>
<th>✅</th>
<th></th>
<th></th>
<th>3 @ $15/hour to maintain gate access at Stadium</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**COST:** $572.50/game

*Contributions/ Donations - $333.33/game  Please denote on Page 9

**TOTAL COST:** = $239.17/game

*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</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cortland Regional Sports Council</td>
<td>$ 4000.00</td>
<td>✓</td>
</tr>
<tr>
<td>Cortland Regional Sports Council - Banquet</td>
<td>$ 750.00</td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

Does the Facility/Venue have a Per-ticket sold fee? Yes ✓ No □ If yes, amount $1.00

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
November 26, 2018

NYSPHSAA
RE: Girls Lacrosse Championships Bid

Attachment B

The Cortland Regional Sports Council commits to contributing $4750.00/year to offset costs of conducting the championships at SUNY Cortland.

This commitment is good for the years of 2020, 2021 and 2022.

THE CORTLAND REGIONAL SPORTS COUNCIL

Machell Phelps
Machell Phelps
Executive Director
MCP/st
**FACILITY:**

Total Seating Capacity: 6500+

- 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?
Vendors just need to be cleared through Auxiliary Service Corp. & SUNY Cortland

Number of Parking Spaces available **onsite:** 1500

Additional parking available near the site/facility? Yes ☑️ No ☐

If "Yes" number of parking spaces: 500

VIP parking in designated area? Yes ☑️ No ☐

Team Bus parking designated area **onsite**? Yes ☑️ No ☐

- If "Yes" how many spots: 8-10
- 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:
Credentialed media will have full access to SUNY Cortland's state of the art press box - wifi, fax, TV and radio broadcasting ability

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: 2
- Do all locker rooms have showers and restroom facilities? Yes ☑️ No ☐

Number of restrooms at facility: 6 at Stadium

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 NYSPPHSAE 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:

   No signs or banners of this type exist at the facility, therefore this is not an issue.

Facility Photos/ Diagram

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

Emergency Policy

NYSPPHSAE 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.

Policy Attached
MISCELLANEOUS:
Event/ Tournament Director:  
Name: Machell Phelps & Jamie Brown  
Position (i.e. coach, athletic director, facility manager, etc.) CRSC Director/Tournament Director  
Telephone Number: 607-756-1864/607-423-5707  
E-Mail: machellphelps@yahoo.com  

Person available to answer questions during bid opening:  
Name: Machell Phelps  
Phone #: 607-423-1394  

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>Soccer</td>
<td>Sec.III Boys&amp;Girls Champ</td>
<td>2005</td>
</tr>
<tr>
<td>Soccer</td>
<td>Sec.III Girls Championships</td>
<td>2006-11, 2014-Now</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>Sec.III Girls Championships</td>
<td>2016-Now</td>
</tr>
<tr>
<td>Soccer</td>
<td>NYSPHSAA Girls Championships</td>
<td>2006-Present</td>
</tr>
<tr>
<td>Lacrosse</td>
<td>NYSPHSAA Girls Championships</td>
<td>1998-Present</td>
</tr>
</tbody>
</table>

List other events (sporting events, concerts, youth tournaments, etc.) in your area during the time of this event:  
No other sporting events requiring hotels, etc. will be taking place during this event. We moved the Empire State Senior Games back a week to avoid the conflict.

Describe promotional activities to be conducted for this event:  
The Cortland Regional Sports Council will produce and distribute printed posters, in conjunction with the NYSPHSAA, around the community for event awareness. We will also issue press releases leading up to the event, notify restaurants & shops and include the event on all of our social media/website. This will be done in conjunction with the state office's own communication plan.

The CRSC has an extensive media list including print, radio and TV sources for releases. These outlets are located throughout the state of New York.

A banner welcoming the state championships will be hung across Main Street in downtown Cortland. Our traditional Welcome Guide will continue to be distributed.
Volunteerism:

Describe the volunteerism for this event:

Due to the timing of the lacrosse championships, students are not in attendance at SUNY Cortland however any that are attending summer sessions will be encouraged to volunteer for course credit. The CRSC gives the Sport Management department an event sign-up sheet each semester for this purpose.

The CRSC will line up community volunteers to act as liaisons for each team while in town for the lacrosse championships. These people will be able to assist with suggestions for restaurants, directions, community information, etc.
Please list any other pertinent information pertaining to this proposal:

The Cortland Regional Sports Council has worked closely with Jamie Brown and the NYSPHSAA Girls Lacrosse committee since our inception in 2004. For this reason, we feel our offer to cover costs associated with the event will show a commitment on our part to keep the event in Cortland.

A banquet was always part of the event and even though no specific detail was requested about the banquet itself, I would like to address the support given to it by our organization...The CRSC subsidizes a portion of the banquet cost in order to keep it affordable. We also pay for any committee members, officials or state office guests that attend. The Banquet of Champions is an important part of the weekend experience and one we feel a commitment to.

As part of this ongoing commitment to NYSPHSAA events, the CRSC is hosting the Section III Girls Lacrosse Championships in Cortland. We feel this is a way to give back to the section and help alleviate expenses for them as we cover the venue expense.

We will continue to be the local community contact and available to do whatever needs to be done prior to, during and after the event to ensure a positive outcome for all involved. We will continue to facilitate the housing/lodging piece and assist with scheduling, volunteers, communication and banquet needs. We have a tournament registration form that we include in the team packets which gives us important information about who is attending the event from each school, contact information, etc. This is necessary in the event of an emergency or other unforeseen issues. The CRSC details all pertinent information for the teams trip to Cortland via electronic communication - providing hotel information, restaurant information, directions, etc. By speaking directly with each school prior to their travel to Cortland, we can help them be proactive with details and prevent issues. It is our belief that this makes for a less stressful and easier trip for the teams, coaches and administration.

Please note that all hotels are once again offering the same price per night. This equates to around $27/person with breakfast included. All hotels offer their hotel brands breakfast as part of this bid. By keeping the rate equal amongst the properties, it allows us flexibility for the teams and no one team has to pay more than another for their lodging. It also provides piece of mind to the team, coaches and athletic directors as they are not spending time calling around trying to find hotel rooms once they make it to the tournament! We are very fortunate to be able to extend the partnership we have with our hotels to the tournament.

The Country Inn & Suites will be the headquarters for the officials and committee members while in Cortland. This property is located directly across the street from SUNY Cortland and provides an easy 2 minute commute for the guests. We have found this works well - having a separate hotel for the officials and committee members given the competitiveness and tension that is sometimes present at athletic events. The Country Inn & Suites offers the same pricing per room, per night as the "team" hotels.

We look forward to providing the best possible experience for everyone involved.
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 Rathbun
Date: 11/29/18

Facility Manager

Name: Kevin Pristash
Signature: Kevin Pristash
Date: 11/29/2018

Application Completed by:

Section: 3
Name: Michelle Phelps
Organization/Section/School: CSE

Address: 100 Grace Pl. Ste 209
Cleveland, NY 13045
(Street)
(City, Zip)

Signature: Michelle Phelps
Date: 11/28/18

Please direct any questions or concerns pertaining to this bid to Joe Altieri, NYSPHSAA Assistant Director, at 518-690-0771 or Altieri@nyphsaa.org
November 26, 2018

NYSPHSAA LACROSSE COMMITTEE
c/o NYSPHSAA
8 Airport Park Blvd.
Latham, NY 12110

RE: Girls Lacrosse Championships Bid

The Cortland Regional Sports Council, in conjunction with SUNY Cortland and the Cortland community, is pleased to submit the attached bid for your consideration.

We have truly appreciated the partnership formed with the NYSPHSAA and Girls Lacrosse committee over the years. Hopefully our track record will be a factor in your final determination…

One additional point to consider – we take out advertising and will continue to look for advertisers for the tournament program. I realize this is facilitated by a third-party, but in support of the NYSPHSAA and the sport of Girls Lacrosse, we will continue this commitment.

Thank you for the opportunity to be your partner in the past and for your consideration on the enclosed bid. Feel free to call me with any questions.

THE CORTLAND REGIONAL SPORTS COUNCIL

Machell Phelps
Machell Phelps
Executive Director
MCP/st
Emergency Action Plans

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I. Introduction

Emergency action plans for fires and other campus emergencies are outlined in this plan. Employees, students, and visitors are expected to observe the requirements and guidelines outlined in this document. Please contact the Environmental Health and Safety Office (EH&S) at envirohth@cortland.edu or at extension 2508 if you need more information about this plan, or if you require an explanation of the responsibilities as outlined in Section II.

II. Responsibilities

EH&S Office – Responsible for: 1) reviewing and updating this safety standard; 2) evaluating this standard’s effectiveness; 3) providing or coordinating Emergency Action Plan training; 4) reporting fires, emergencies, and related issues to the appropriate agencies; 5) providing information about this standard and specific responsibilities to employees; 6) responding to or assisting with other campus emergencies; and 7) assisting with providing information for the Annual Fire Report.

Supervisors – Will assist with efforts to provide Emergency Action Plan training to employees.