BOYS SOCCER (2018-2020)

Faller Field
Venue Name
Middletown, NY

Due Date/ Time: February 15, 2017@ 10:00 AM
* Bids must be delivered in a sealed envelope.
(Please provide a minimum of 20 copies of the bid)
BID INFORMATION:

BID RELEASE DATE: Tuesday, November 29, 2016

BID RETURN DUE DATE/ TIME: February 15, 2017 @ 10:00 AM

* All bids must be delivered in a sealed envelope to:
  
  NYSPHSAA  
  Attn: Championship Site Bid (Boys Soccer)  
  8 Airport Park Blvd.  
  Latham, NY 12110

Sport Committee/ Staff Review Date/ Time: February 15, 2017 @ 10:00 AM

EXECUTIVE/ CENTRAL COMMITTEE APPROVAL: May 5, 2017
NYSPHSAA

Championship Site Bid

BOYS SOCCER

Thank you for your interest in hosting the New York State Public High School Athletic Association's BOYS SOCCER 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:

- Location
- 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

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.
BOYS SOCCER
EVENT SPECIFICS

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

Week #19 (NYSPHSAA Calendar)  November 10-11, 2013
Week #19 (NYSPHSAA Calendar)  November 16-17, 2013
Week #19 (NYSPHSAA Calendar)  November 14-15, 2023

The NYSPHSAA BOYS SOCCER Championships will last 2 day(s).

The approximate start/ end times are as follows:
- Set Up: Noon before Day 1
- Day 1: 8:00 AM-10:00 PM
- Day 2: 8:00 AM-10:00 PM

Additional time line for Friday:
- 10 am-3 pm Committee meeting, we will need a room & lunch
- 12 pm-4 pm Team check-in, at a central location
- 12 pm-4 pm Team Practice (1/2 hour on 3/ of a field)
- 5:30 pm mandatory Coaches meeting, we will need a room
- 7:30 pm Officials meeting, we will need a room

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>2015</td>
<td>6084</td>
<td>Middletown HS</td>
<td>275 Room nights</td>
</tr>
<tr>
<td>2014</td>
<td>4560</td>
<td>Middletown HS</td>
<td>275 Room nights</td>
</tr>
<tr>
<td>2013</td>
<td>4868</td>
<td>Middletown HS</td>
<td>275 Room nights</td>
</tr>
<tr>
<td>2012</td>
<td>4900</td>
<td>Middletown HS</td>
<td>275 Room nights</td>
</tr>
</tbody>
</table>

Approximate Number of Participating:
- Athletes: 600
- Teams: 20
- Officials: 35

ACCOMODATIONS:
Hotel Room Nights Needed for participating athletes, teams and officials:
- 1st Night: 175 Room Nights
- 2nd Night: 100 Room Nights

BANQUET:
Pre-event buffet banquet for 500

Approximate time of banquet: 6:00 PM-9:00 PM
**EVENT:**

To host this event, the site/facility must:

- Venue for a welcome ceremony 5:30 - 6:30 pm
  Facility to provide a team dinner that is optional
  *(Banquet is not expected)*

- Championship size fields (70x120 minimum), in close proximity, providing for 10 semi-final and five final games over two days; other considerations are grass fields are preferable, available practice site(s), turf fields for inclement weather and snow provisions.

- Hospitality areas for the volunteers, committee, officials and members of NYSPHSAA during the contests.

- Medical emergency measures, AED and available medical services in place.

- Security measures in place for both teams and spectators. *(crowd control, emergency or disaster plans)*

- Demonstrate effective championship tournament management with overall ability to create and maintain a championship atmosphere throughout the tournament. Particularly an awards ceremony that is indicative of each team's accomplishment.

- Provision of all amenities, such as, clocks, scoreboards, horns, and PA systems.

* 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, NY  
Number of restaurants within a 10 miles radius of venue: 50  
Number of hotels within a 10 mile radius of venue: 10  
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: 311  
From Section XI office  
180 E. Main Street, Suite 302  
Smithtown, NY 11787  
MILES: 108  
From NYSFPSA  
8 Airport Park Blvd.  
Latham, NY 1210  
MILES: 115  

Negotiated Hotel(s)  

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Rate Per Night</th>
<th>Letter Attached</th>
<th>Total # ofRooms</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 by 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, 13f</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: $ 0.00

Cost per meal: $ 15.0 optional
PROPOSED FACILITY COST:

* Please list all related facility costs below; use blank space for "other" costs.

<table>
<thead>
<tr>
<th>Expense</th>
<th>Total Amount $</th>
<th>Notes (Description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facility Rental</td>
<td>5,000.00</td>
<td>Included in rental agreement</td>
</tr>
<tr>
<td>Video Board Usage</td>
<td></td>
<td>Included in rental agreement</td>
</tr>
<tr>
<td>Scoreboard Usage</td>
<td></td>
<td>Included in rental agreement</td>
</tr>
<tr>
<td>Public Address System</td>
<td></td>
<td>Included in rental agreement</td>
</tr>
<tr>
<td>Chair Rental (Per Chair)</td>
<td>N/A</td>
<td>Included in rental agreement</td>
</tr>
<tr>
<td>Table Rental (Per Table)</td>
<td></td>
<td>Included in rental agreement</td>
</tr>
<tr>
<td>Custodial</td>
<td></td>
<td>Included in rental agreement</td>
</tr>
<tr>
<td>Security</td>
<td></td>
<td>Included in rental agreement</td>
</tr>
<tr>
<td>Merchandise Buy Out</td>
<td>N/A</td>
<td>Included in rental agreement</td>
</tr>
<tr>
<td>Credit Card Fee %</td>
<td>N/A</td>
<td>Included in rental agreement</td>
</tr>
<tr>
<td>Fire Inspection Fee</td>
<td>N/A</td>
<td>Included in rental agreement</td>
</tr>
<tr>
<td>Stagehands</td>
<td></td>
<td>Included in rental agreement</td>
</tr>
<tr>
<td>Union Fee</td>
<td>N/A</td>
<td>Included in rental agreement</td>
</tr>
</tbody>
</table>

List "Other" Costs below

TOTAL: $5,000.00 * Please calculate total facility costs

Does the Facility/Venue have a Per-ticket sold fee? Yes ☐ No ☑

If "Yes", what is the fee per ticket sold? $_________
FACILITY:
Total Seating Capacity: 5,000
- Chair back seating? Yes ☑ No ☐
- Handicap seating? Yes ☑ No ☐
- 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 pressbox on site, with new director chair seating, WIFI capability, and District Information Technology and Media Liaison support. Three separate areas for media, officials, and live game coverage. Roof access.

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: 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 Middletown City School District is a tobacco and alcohol free campus.

Facility Photos/ Diagram
ATTACHMENT "B"- 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.

Please see attached District "Emergency Action Plan"
**PROPOSED PERSONNEL COST:**

*Please list all related personnel costs below; use schedule on page 5 for approximate event time schedule; use blank space for “other” costs related to personnel.*

Note: If volunteer will fill specific role(s), list the expense and $0 for the “Total Amount”

<table>
<thead>
<tr>
<th>Expense</th>
<th>Number Needed</th>
<th>$ Per Hour/Game Flat Fee</th>
<th>$ Total Amount</th>
<th>Notes (Description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Ticket Takers</td>
<td>4</td>
<td>0</td>
<td>0</td>
<td>Included in rental fee</td>
</tr>
<tr>
<td>* Ticket Sellers</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>Included in rental fee</td>
</tr>
<tr>
<td>* PA Announcer</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Included in rental fee</td>
</tr>
<tr>
<td>* Athletic Trainer</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Included in rental fee</td>
</tr>
<tr>
<td>Ushers</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>Included in rental fee</td>
</tr>
<tr>
<td>EMS</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Included in rental fee</td>
</tr>
<tr>
<td>Police</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>Included in rental fee</td>
</tr>
<tr>
<td>Video Operation</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>Included in rental fee</td>
</tr>
</tbody>
</table>

**List “Other” Personnel Expenses below**

<table>
<thead>
<tr>
<th>Expense</th>
<th>Number Needed</th>
<th>$ Per Hour/Game Flat Fee</th>
<th>$ Total Amount</th>
<th>Notes (Description)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sound operator</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Included in rental fee</td>
</tr>
<tr>
<td>Camera Operator</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Included in rental fee</td>
</tr>
<tr>
<td>Site Chair</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Included in rental fee</td>
</tr>
<tr>
<td>Media Liaison</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Included in rental fee</td>
</tr>
<tr>
<td>IT Support Person</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Included in rental fee</td>
</tr>
<tr>
<td>Clock Operator</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Included in rental fee</td>
</tr>
<tr>
<td>Stats</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Included in rental fee</td>
</tr>
<tr>
<td>Security Staff</td>
<td>10</td>
<td>0</td>
<td>0</td>
<td>Included in rental fee</td>
</tr>
<tr>
<td>Hospitality Staff</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>Included in rental fee</td>
</tr>
</tbody>
</table>

Total: 0.00  *Please calculate total personnel costs

*Pay rates determined by NYSPHSAA; not to supersede negotiated rates of school districts/ facilities.*

*Ticket Takers: $15 Per hour  
Ticket Seller: $15 Per Hour  
PA Announcer: $30 Per game  
Athletic Trainer: $35 Per hour  
Scoreboard: $30 Per Game*
MISCELLANEOUS:
Event/Tournament Director:
Name: David Coates
Position (i.e. coach, athletic director, facility manager, etc.) Director for PE, 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 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>Boys' Soccer</td>
<td>Semi-Finals &amp; Finals</td>
<td>2014-2017</td>
</tr>
<tr>
<td>Boys' Soccer</td>
<td>Semi-Finals &amp; Finals</td>
<td>2010-2013</td>
</tr>
<tr>
<td>Boys' Lacrosse</td>
<td>Finals</td>
<td>2016</td>
</tr>
<tr>
<td>Boys' Lacrosse</td>
<td>Semi-Finals</td>
<td>2015</td>
</tr>
<tr>
<td>Boys' Lacrosse</td>
<td>Finals</td>
<td>2012</td>
</tr>
<tr>
<td>Boys' Lacrosse</td>
<td>Semi-Finals</td>
<td>2011</td>
</tr>
<tr>
<td>Boys' Lacrosse</td>
<td>Finals</td>
<td>2013</td>
</tr>
<tr>
<td>Boys' &amp; Girls' Track &amp; Field</td>
<td>Finals</td>
<td></td>
</tr>
</tbody>
</table>

List other events (sporting events, concerts, youth tournaments, etc.) in your area during the time of this event:
No competing events listed at this time.

Describe promotional activities to be conducted for this event:
Contact local media outlets
Post on Section IX and Middletown's websites
Promote via Twitter
Place weekend championship events on the Orange County Tourism's Calendar
Is there any financial/in-kind commitment from the Chamber of Commerce, Sports Commission, Lodgers tax or other entity available to support this proposal? Yes [✓] No [ ]

If, "Yes" please describe or provide as ATTACHMENT "C":

See attachment "C"

Volunteerism:
Describe the volunteerism for this event:

Section IX coaches, Middletown staff and community members heavily volunteer for the Boys' Soccer Championships held at Faller Field. We have had the honor of hosting this championship for the past 7 years and we have never experienced a decrease in our volunteerism or enthusiasm to host.

Middletown soccer players and coaches will also be volunteering their time throughout the weekend assisting with communication, directions and concession stand support.

Middletown Faller Field just recently hosted its 10th NYSPHSAA Championship this past fall.
Please list any other pertinent information pertaining to this proposal:

Middletown has established, since 2010, a very strong commitment and desire to host NYSPHSAA championship events. We fully believe our personnel, athletic facilities, high school campus and community are a perfect match for such a prestigious event. We go out of our way to make sure all participating athletes, coaches, officials, committee members and spectators enjoy their championship experience at Middletown. We have successfully hosted the Boys’ State Soccer Championships for the past seven years, and would be honored to continue this tradition.

We have a well maintained FIFA credentialed 75' x 120' Shaw Sportexe turf field with high grade Musco lighting. On the Faller Field property and adjacent to the turf field we also have a 70' x 120 well groomed grass field with field lighting. Two blocks away from Faller Field we exclusively dedicate a 75' x 120' grass field for tournament use.

Our partnership with Eversan provides our Faller Field facility with a 25' x 15' HD videoboard capable of producing a multitude of high quality video productions, including instant replays. Our state of the art pressbox has WiFi capability, and is coordinated and controlled by Middletown IT personnel, Media Liaison personnel and event security. We have three separate rooms within the pressbox, which provides plenty of room for media, live game coverage, officials and coaches. The roof deck of the pressbox is accessible and available for additional space. Both pressbox areas have full viewing areas of both the grass and turf fields. All 6 locker rooms for athletes and officials at Faller Field have plenty of space and upgraded amenities.

If we are granted the 2018-2020 Boys' Soccer Championships, we will continue our current practice of charging for premium parking in the Middletown High School parking lot. In addition to our paid parking, we will also continue to provide plenty of free parking opportunities in close proximity to Faller Field. A free shuttle bus system will be utilized to transport spectators to and from the free parking areas.
January 12, 2017

NYSPHSAA Executive Director
New York State Public High School Athletic Association
Robert Zayas
8 Airport Park Boulevard
Latham, NY 12110
rzayas@nysphsaa.org

Re: Amendment to the Middletown City School District’s Soccer RFP for 2018-2020

Dear Mr. Zayas:

The Middletown City School District would like to make an amendment to our current bid for the NYSPHSAA Boys’ Soccer Championships for 2018-2020. Based on the recommendation from the CAC (Championship Advisory Committee), we will not be charging for parking for 2018-2020 if we are so awarded.

Thank you for your time and consideration in regard to our bid proposal. If you need additional information pertaining to this matter, please contact me at your earliest convenience.

Sincerely,

David Coates, CAA
Director for Physical Education, Health & Athletics
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: January 5, 2017

Facility Manager
Name: David Coates
Signature: [signature]
Date: 1/5/17

Application Completed by:
Section: 9
Name: David Coates
Organization/ Section/ School: Middletown City School District
Address: 24 Gardner Ave. Ext.
(Street)
Middletown, 10940
(City, Zip)
Signature: [signature]
Date: 1/5/17

Please direct any questions or concerns pertaining to this bid to Joe Altieri, NYSPHSAA Assistant Director, at 518-690-0771 or Altieri@nysphsaa.org
NYSFHSAA 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 (Facility Photos/ Diagram) Pg. 10

☑ Attachment C (Financial Commitment from other entities) Pg. 13

☑ Endorsement signatures
Attachment “A”
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 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,

[Signature]

Christine Chinigo  
General Manager  
Hexs.montgomery.ny@gmail.com
19 Crystal Run Crossing
Middletown, NY 10941
845-692-0098 phone
845-692-0078 fax

September 16, 2016

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 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 of $129.00 plus tax, per room, per night for all standard king rooms and standard double queen rooms for Soccer Tournament guests staying in November 2017 and November 2018. Availability 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 by Hilton Middletown is pleased to offer overnight room accommodations for the NYSPHSAA Soccer Tournament.

The Hotel will provide a set discounted group rate of $119.00 plus tax, per room, per night for all standard king rooms and standard double queen rooms for Soccer Tournament guests staying in November 2017 and November 2018. Availability cannot be guaranteed until rooms are requested and held by NYSPHSAA Soccer Tournament.

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

Warmest Regards,

Corrine Raybuck  
General Manager  
Hampton Inn by Hilton  
20 Crystal Run Crossing  
Middletown, NY 10941  
Ph: (845) 344-3400 ext. 2600  
Fax: (845) 344-3403
James M. Osborne  
Secretary/Treasurer  
Section IX Athletics  
8 Airport Park Blvd.  
Latham, NY 12110  

September 20, 2016

Dear Jim,

It was a pleasure meeting with you yesterday in Middletown. I’m delighted to learn that the new Home2 Suites by Hilton in Middletown might be a viable hotel option for Section IX Athletics. As mentioned, our target opening date is late October, 2016.

Conveniently located off I-84, our all-suite hotel has easy access to several restaurants, shops and corporate businesses. This modern all-suite hotel is perfect for families and young athletes. All of our studio and one-bedroom suites include The Working Wall, which is a fully equipped kitchen, work area and storage and features movable furniture to let you really make yourself at home. Watch movies on the HDTV, play music through the media hub, and stay connected with complimentary Wi-Fi at the work desk/table. Guests can pack the dog bowl and leash - Home2™ is your pet’s home too. Stock up on snacks and sundries at the onsite Home2 MKT®, and cook in your full kitchen, equipped with a dishwasher, microwave and refrigerator.

Guests will enjoy a complimentary Inspired Table™ breakfast – the perfect way for athletes and their families to start the day. The Oasis community area offers a casual, friendly environment where guests can work, relax or socialize. Enjoy dinner on the outdoor patio, or curl up beside the cozy fire pit. Refresh in the skin-friendly indoor saline pool, or multitask at our combined laundry and fitness facility, Spin2Cycle, where you can run a load of laundry while you exercise. Our 1,440 sq. ft. meeting space is perfect for meetings and social events in Middletown.

Home2 Suites by Hilton Middletown would offer rates between $119.00 and $139.00 depending on the season. These rates would be guaranteed for the years 2017 through 2018 and reviewed again at the end of 2018 for subsequent years. Home2 Suites by Hilton in Middletown would proudly participate in any way to help the state tournaments to the Middletown/Town of Wallkill area.

Thanks again, Jim, and we look forward to next steps.

Best Regards,

Eric Baal  
Sales Manager  
Mobile: 914-980-7844  
email: eric.baal@hilton.com
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
ORANGE COUNTY INTERSCHOLASTIC ATHLETIC ASSOCIATION

EVENTS RISK AND EMERGENCY PLAN

AUGUST 2015

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. Whenever 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 OCLAA 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