NYSPHSAA

Section I

Regional Championships

Site/Facility Bid

Ice Hockey (2023)

_____

Venue Name

_____

Location

Due Date/ Time: Wednesday, November 2, 2022 at 10:00am

*** Bids must be delivered in a sealed envelope.**

(Please provide a minimum of 6 copies of the bid)

BID INFORMATION:

BID RELEASE DATE: **Monday, October 10, 2022**

BID RETURN DUE DATE/ TIME: **Wednesday, November 2, 2022 at 10:00am**

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

Todd Santabarbara / *Section I Athletics*
Attn: Championship Site Bid **(Ice Hockey)**
450 Mamaroneck Ave.
Harrison, NY 10528

Sport Chair/ Championship Committee Review Date: **Friday, November 4, 2022**

EXECUTIVE COMMITTEE APPROVAL: **Monday, November 21, 2022**

Section I
Regional Championship Site Bid

Ice Hockey

Thank you for your interest in hosting Section I's Ice Hockey Regionals. Section I is a non-profit, voluntary, educational service organization composed of 77 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 Section I Championship sites will be open for bid by any Section/ Member School and their respective communities in New York State; Section I retains sole control over the administration of Championship events and is the sole rights holder. All expenses and revenues are collected and dispersed by Section I.

All site bids will be for a one year period, unless rationale is provided for a longer term, and must be endorsed by the Section Executive Director.

The Section Executive Committee will approve all Championship sites/ facilities, taking into consideration the recommendations of the Sports Chair, Championship Committee and the Executive Director.

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 Chair, Championship Committee and the Section Executive Director:

- Size/ Quality of facility
- Effectiveness of site committee
- Spectator interest
- Handicap accessibility
- Proposed Expenses (Total Costs)
- Parking (Availability / Cost)
- Volunteerism
- Security provisions
- Location

Note: qualifications will not be based solely upon score.

All sealed bids will be opened by the Executive Director 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 Committee will review the recommendations of the Sport Committee and the Executive Director to provide input to the Executive Committee.

All bids must be submitted on the enclosed document.

A minimum of 6 copies must be submitted in ONE enclosed envelope.

All bidders must provide an individual or individuals available via teleconference on the day of the Championship Committee meeting to answer any questions the Sport Chair/ Championship Committee 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.

NOTE:
Specific to Regional Ice Hockey Venue Selection:

- Only approved sites who submit an RFP will be eligible to host a regional game.
- Upon approval of an RFP, a school would be able to select use of their home rink (with an approved RFP by the Section 1 Executive Committee).
- If a school's home rink does not submit an RFP, the school would be required to choose among the previously approved venue(s).
- *If a rink submits an RFP, they are committing to host a REGIONAL game regardless of whether or not their "home" school/team is competing.
- **Section 1 is **not** responsible for the costs of any unused ice time on the date above should a team of the home rink not advance to the Regional Finals.
- The Section 1 Executive Committee reserves the right to approve or deny any/all RFP's.

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

Ice Hockey Regionals

EVENT SPECIFICS

PROPOSAL DATES:

For the purpose of this bid, the Section **Ice Hockey Regionals** are scheduled for the following dates:

Regional Finals (after 12:00pm)
Saturday, March 4, 2023 – 2 games (Division 1 & 2)

NOTE:

*If a rink submits an RFP, they are committing to host a REGIONAL game regardless of whether or not their "home" school/team is competing.

Section 1 is **not responsible for the costs of any unused ice time on the date above should a team of the home rink not advance to the Regional Finals.

***The Section 1 Executive Committee reserves the right to approve or deny any/all RFP's.

The Section 1 **Ice Hockey Regionals** will last **1** day.
The approximate start/ end times are as follows:
See preferred time above

Past Event Specifics:

Year	Attendance	Location

Approximate Number of Participating:
Athletes: 25 per/team
Teams: 2 per/game
Officials: 3 per/game

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/ FACILITY SPECIFICS

SITE LOCATION:

Section: _1__ Venue Name: _____ City: _____

PROPOSED CHAMPIONSHIP COST:

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

Check "**ALL**" items below that are included in Total Cost				NOTES & Additional Information If "NO" explain/ list additional costs to Section 1
	YES	NO	N/A	
Facility Rental				
Set Up				
Take Down				
Utilities				
Merchandise Buyout				Amount: $_____
Staff/ VIP Parking				
Video Board Usage				
Spotlight				
Scoreboard				
Internet Access (WiFi)				
Tables				
Chairs				
Risers/ Stage				
Fire inspection				
Ticket Takers				# of Ticket Takers: _____
Ticket Sellers				# of Ticket Sellers: _____
Box Office Staff				
Ushers				
PA Announcer				
Security				
Police				
EMS/ Ambulance				
Athletic Trainer				
Custodial/ Cleaning				
Tech Support				
Video Operator				
Scoreboard Operator				
Stagehands/ Union Fee				
Please list other items below				

COST:	$			
*Contributions/ Donations	- $			
TOTAL COST:	= $			**Payable by Section I**

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

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 Section I for personnel checked "NO" on page 8. Section I will NOT pay negotiated rates; those must be included in total facility cost on page 8.
Section will pay the Section rate to all employees not covered in the RFP agreement

FACILITY:

Total Seating Capacity: _____

Chair back seating? Yes ____ No ____ Some ____

Handicap seating? Yes ____ No ____ N/A____

Ability to charge admission? Yes ____ No ____

Ability to have Section I staff handle collection of admission? Yes ____ No ____

Separate entrance available for teams/ coaches? Yes ____ No ____

Area for vendor set-up (e.g. apparel sales)? Yes ____ No ____

Any limitations for vendor set up? _____

_____

_____

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

Cost for parking? Yes ____ No ____ If "Yes", specify cost: ____

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: _____

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: _____

_____

_____

Number of team locker rooms available for use: _____

- Do all locker rooms have showers and restroom facilities? Yes ____ No ____

Number of officials/ referee locker rooms available for use: _____

- Do all locker rooms have showers and restroom facilities? Yes ____ No ____

Number of restrooms at facility: _____

Would there be a designated "hospitality" area for Section I to 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 Section I events are smoke and alcohol free activities. Please describe how alcohol and tobacco sponsor signs/ banners/ messages, if any, located at the facility will be covered or otherwise not advertised/ displayed during the time of use of the facility:

Facility Photos/ Diagram

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

Emergency Policy

Section I 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: _____

Position (*i.e. coach, athletic director, facility manager, etc.*) _____

Telephone Number: _____

E-Mail: _____

Person available to answer questions during bid opening:

Name: _____ Phone #: _____

Has this facility hosted a Section I event in the past? Yes ____ No ____

If "Yes" please list most recent:

Sport	**Event**	**Year**
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Describe any promotional activities to be conducted for this event:

Volunteerism:

Describe the volunteerism for this event:

Please list any other pertinent information pertaining to this proposal:

ENDORSEMENT SIGNATURES

Section I

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 Championship event.

Facility Manager

Name: _____

Signature: _____ Date: _____

Application Completed by:

Name: _____

Organization/ Section/ School: _____

Address: _____

(Street)

_____

(City, Zip)

Signature: _____ Date: _____

Please direct any questions or concerns pertaining to this bid to:
Todd Santabarbara, Executive Director, at 914-592-2526 or tsantabarbara@swboces.org

Section I CHAMPIONSHIP BID CHECKLIST

Section I

_____ Completed application; must be sent in a sealed envelope by specified deadline (date/ time)

_____ Provide a minimum of 6 copies of the bid

_____ **Attachment A** (Facility Photos/ Diagram) Pg. 11

_____ Endorsement signatures