Any school interested in bidding for Sectionals/State Qualifier for the spring of **2016**

FROM: Pete Shambo, Section V Boys and Girls Liaison pshambo@penfield.edu

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Listed below are the items that you’ll need to run a smooth and successful Sectionals and/or State Qualifier?

 1. This form signed by your District, including all expenses.

 2. Starting blocks - 8, plus 2-3 Moye blocks or allow schools that use them to bring them.

 3. Long jump and triple jump runways and pits - 2 (roto-tilled).

 4. Rakes (1) and brooms (2) at each pit.

 5. 2 sets of high jump pits, standards, crossbars - legally set-up ready to go and then put away.

 6. 1 set of pole vault pits, standards, crossbar - same as #5 (2 for state qualifier).

 7. Hurdles - 80.

 8. Steeplechase water pit filled and barriers if available.

 9. Officials stand and lap bell if available.

 10. Access to phones, Xerox machine, and P.A. system for on field use.

 11. Table (1) and folding chairs (3) at awards area.

 12. Tables (2) and folding chairs (5) to conduct coaches’ information meeting.

 13. Table (1) and folding chairs (4) at clerking area.

 14. Tables (2) and folding chairs (5) at the finish line.

 15. **F.A.T. equipment and operator.**

 17. Including site supervisor, 3-4 workers who will be specifically assigned to the entire event, to help find and set-up equipment. These people should have knowledge of where any track and field equipment might be, etc. These individuals will be responsible for set-up, clean-up, bathrooms, and locker rooms. Bathroom facilities must be adequate for a crowd of at least 1500 people or more.

 18. Arrange for a certified athletic trainer on site.

 19. Provide ticket takers/gate security (single meet 2 each, double meet 3 and 4).

 20. Sector lines for shot put minimum 55' long, sector lines for discus minimum 170' long.

 21. Lights around track for nightfall (required Friday night/late Saturday).

 22. Use of field press box.

 23. Scales to weigh shots, discuses, and poles.

 24. A 200' tape measure for discus, 100 foot tape measures for shot, long & triple jumps.

 25. Tent 10x10 minimum for FAT at finish line, electricity on field for FAT.

Bids should include the total cost of your school putting on the meet, this includes everything. Any costs over and above the original bid will be the schools responsibility. Thank you for your interest in bidding this event.

Bids should be sent to Section V Coordinators before ***February 1, 2016.***

Bid Application

School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Phone:\_\_(\_\_\_\_\_\_\_)\_\_ - \_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_

School Fax:\_\_(\_\_\_\_\_\_\_)\_\_ - \_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_

Boys Track Coach:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Girls Track Coach:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Athletic Director:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Site location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bidding for: Fri. night - State Qualifier Sat. morning - double meet (pairings yet to be set)

Lights: YES NO No. of lanes: 6 8 Lane width:\_\_\_\_\_\_\_\_\_

Discus cage: YES NO No. of pads:\_\_\_\_\_\_\_\_ No. of shot circles:\_\_\_\_\_\_\_

Legal pits and standards: YES NO No. of pits available - PV:\_\_\_\_\_\_\_\_ HJ:\_\_\_\_\_\_\_\_

Length of PV runway:\_\_\_\_\_\_\_\_\_\_ LJ / TJ runways: No.:\_\_\_\_\_\_ and length:\_\_\_\_\_\_

Bathroom facilities: Men - No. of urinals:\_\_\_\_\_\_\_\_\_\_ No. of toilets:\_\_\_\_\_\_\_\_\_\_

Women - No. of toilets:\_\_\_\_\_\_\_\_\_\_

Parking facilities for how many spectator cars:\_\_\_\_\_\_\_\_\_\_\_

Location of parking:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Separate bus parking: YES NO Parking for how many buses:\_\_\_\_\_\_\_\_\_\_\_\_\_

Bus parking location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Press box: YES NO Concession facilities: YES NO How many:\_\_\_\_\_\_\_\_

Public address system: YES NO Steeplechase: YES NO

- 2 -

Admissions set-up - describe how you will set this up (gates, fences, # of ticket takers, cost, etc.):

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 Site supervisor costs - #\_\_\_\_\_\_ @ $\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_\_\_\_\_

Maintenance cost (including set-up and clean-up) - #\_\_\_\_\_\_ @ $\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_\_\_\_\_

 Ambulance / Athletic Trainer cost - #\_\_\_\_\_\_ @ $\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_\_\_\_\_

Site security cost - #\_\_\_\_\_\_ @ $\_\_\_\_\_\_\_\_ = $\_\_\_\_\_\_\_\_\_\_\_\_

 Site rental fee = $\_\_\_\_\_\_\_\_\_\_\_\_

Other miscellaneous costs (explain):

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Total cost of bid: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (must be inclusive of all anticipated operating costs)

Athletic Director signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Boys Track Coach signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Girls Track Coach signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section V Track Coordinator signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Section V Exec. Dir. Or Treasurer signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_