TO: Any school interested in bidding for the 2019 Track and Field Sectionals/State Qualifier Meets.

FROM: Pete Shambo, Section V Boys and Girls Liaison pshambo@penfield.edu  
Mr. Lance Bush, Section V Girls’ Track Coordinator, sect5Trac@frontiernet.net  
Mr. Kevin Rosko, Section V Boys’ Track Coordinator roskokfp@stny.rr.com

Schools are responsible for admissions, set-up of facility, clean-up, and having someone available with keys to give access to extra equipment as needed. The assigned league coordinators/officials will be responsible for running the meet.

Listed below are the items that we will need to run a smooth and successful Sectionals and/or State Qualifier at your facility:

1. A written contract including all expenses for the Section V President to sign.
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 (3 for State Qualifier if possible).
6. 1 set of pole vault pits, standards, crossbar - same as #5 (2 for state qualifier).
8. Steeplechase water pit filled and barriers if available.
9. Officials stand and lap bell if available.
10. Access to phones, Xerox machine, fax machine, 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 (if available).**
16. Wind anemometer (if available).
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 an ambulance or 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. If available, use of field press box.
23. Scales to weigh shots, discuses, and pole vaulters.
24. 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 total cost of your school putting on the meet, this includes everything. *Any expenses over the anticipated costs need prior approval by Section V Executive Director. Any costs over and above the original bid will be the schools responsibility.* Thank you for your continued time and efforts in helping to provide the athletes of Section V with a top quality facility to showcase their talents and be the very best that they can possibly be.

Bids should be sent to Section V Coordinators before **February 16, 2019.**
Bid Application

School:________________________________________________

Address:______________________________________________________________________

School Phone:__(______)__ - _______ - ___________

School Fax:__(______)__ - _______ - ___________

Boys Track Coach:______________________________________________________________

Girls Track Coach:______________________________________________________________

Athletic Director:_______________________________________________________________

Site location:_________________________________________________________________

Bidding for:   Fri. night May 25th sectional – double class meet (Pairing TBD)   Fri. night State Qualifier June 1st, and Sat. morning May 26th sectional -double class meet (pairings TBD)

Lights:       YES       NO       # of lanes: 6 8    Lane width:_________

Discus cage:  YES       NO       #. of pads:_______   No. of shot circles:_______

Legal pits and standards:  YES       NO       #. of pits available - PV:_______   HJ:_______

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

Bathroom facilities:      Men - #. of urinals:_______   No. of toilets:__________

                          Women - #. 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       N

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

_____________________________________________________________________________
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):
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Total cost of bid: $_______________ (must be inclusive of all anticipated operating costs. Additional cost will not be paid beyond the quoted bid, without prior approval by the Section V Executive Director)

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:__________________________________________