

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

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

Bid Application

School: _____

Address: _____

School Phone: __ (____) __ - ____ - _____

School Fax: __ (____) __ - ____ - _____ **YEAR:** _____

Boys Track Coach: _____

Girls Track Coach: _____

Athletic Director: _____

Site location: _____

Bidding for (check line): Fri. night sectional – double class meet (Pairing TBD) _____,
Fri. night State Qual. _____, Sat. morning 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 NO

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: _____