



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

FROM: Kathy Hoyt, Section V Executive Director [Kathy.Hoyt@wflboces.org](mailto:Kathy.Hoyt@wflboces.org)  
Mr. Lance Bush, Section V Girls' Track Coordinator [sect5Trac@frontiernet.net](mailto:sect5Trac@frontiernet.net)  
Mr. Kevin Rosko, Section V Boys' Track Coordinator [roskokfp@stny.rr.com](mailto: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. Starting blocks - 8, plus 2-3 Moyer blocks or allow schools that use them to bring them.
2. Long jump and triple jump runways and pits - 2 (roto-tilled).
3. Rakes (2) and brooms (2) at each pit.
4. 2 sets of high jump pits, standards, crossbars - legally set-up ready to go and then put away (3 for State Qualifier if possible).
5. 1 set of pole vault pits, legal standards, crossbar - same as #5 (2 for state qualifier).
6. Hurdles - 80.
7. If available, steeplechase water pit filled and barriers.
8. Officials stand and lap bell if available.
9. Access to P.A. system for on field use.
10. Table (1) and folding chairs (3) at awards area and at champions t-shirt hand-out.
11. Table (1) and folding chairs (4) at clerking area.
12. Tables (2) and folding chairs (5) at the finish line.
13. 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. Bathroom facilities must be adequate for a crowd of at least 1500 people or more.
14. ***Provide ticket takers/gate security that are trained in accepting and processing digital tickets.***
15. Sector lines for shot put minimum 60' long, sector lines for discus minimum 180' long.
16. Lights around track for nightfall (required Friday/Thursday night/late Saturday).
17. If available, use of field press box.
18. 200' tape measure for discus, 100 foot tape measures for shot, long & triple jumps.
19. 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 **March 1.**



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## Bid Application

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

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

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

**YEAR:** \_\_\_\_\_

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

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

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

**Bidding for (check line):**

**Fri. night sectional – single class meet \_\_\_\_\_ (if you prefer Thurs. night single class meet check here \_\_\_\_\_)**

**Sat. morning sectional - double class meet (pairings TBD) \_\_\_\_\_**

**Fri. night State Qualifier \_\_\_\_\_.**

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 capacity for 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

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.):

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Site supervisor costs - # \_\_\_\_\_ @ \$18/hr. @ \_\_\_\_\_ hours = \$ \_\_\_\_\_

Maintenance cost (set-up and clean-up) - # \_\_\_\_\_ @ \$18/hr. @ \_\_\_\_\_ hours = \$ \_\_\_\_\_

Site security cost - # \_\_\_\_\_ @ \$18/hr. @ \_\_\_\_\_ hours = \$ \_\_\_\_\_

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

Section V will pay for F.A.T. and Athletic Trainers. Section V standardized rate of pay for hosting Section V events for your staff is \$18.00/hour.

Other miscellaneous costs (explain):

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**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: \_\_\_\_\_