

HOST BID FORM 2015

Thank you for your interest in hosting the 2015 Indiana High School Boys' Lacrosse State Championship Tournament Semifinals and Finals. In this application you will find information to assist you in filling out this form.

Please fill out all sections and include and pertinent information that may assist the Executive Committee in considering your Bid. This application is for the 2015 Tournament, if your application is for future or consecutive years, please indicate.

GENERAL PROCESS & EXPLANATION

Among many factors, it is the desire of the Executive Committee of the Indiana High School Lacrosse Association ("IHSLA") to select a bid that will insure that the Tournament Semifinals and Finals can be held safely in all weather conditions. Therefore, you must provide evidence that your facility will permit play under all conditions including but not limited to rain soaked field, drought, other weather related situations where a facility would not allow use of their fields.

If necessary and when available the IHSLA will provide historical financial data to prospective hosts on an as needed basis to assist them in budgeting. The IHSLA does not guarantee that a prospective host, if awarded the tournament, will realize any financial gain as previously realized or as budgeted in such prospective host's application.

It is understood that the IHSLA will only consider those applications that provide the highest quality tournament possible. Therefore the selection process will not be based solely on remuneration to the IHSLA. The IHSLA will consider all aspects of a prospective host's bid, including, but not limited to:

- Facility– location and accessibility
- Field surface
- Stadium facility (size, access, concessions, restrooms, audio, scoreboard, disability access)
- Ancillary facilities (vendors, interactive games)
- Safety considerations (inclement weather, access to medical assistance and equipment)
- Marketing (advertising, video production, media)

Simply put, the Executive Committee will evaluate who can put on the "best show". We all want our sport to grow, and the State Tournament is the showcase for us.

INSTRUCTIONS

1. All applications must incorporate the requested information from this Form and follow any and all instructions explained herein.
2. Bidders should sign their application.
3. Bidders must submit a signed statement from the facility that it will allow the IHSLA to use the Facility on the Memorial Day weekend in all weather conditions. Memorial Day weekend ("weekend") shall be defined as including the Friday preceding the weekend through Monday of the weekend.
4. Bidders must sign and submit the CERTIFICATE OF ACCEPTANCE contained herein.
5. All bids are due to the IHSLA at the address included in the bid packet no later than Monday December 8th, 2014. Those bids postmarked and/or emailed after December 8th, 2014 will not be considered for the 2015 state tournament. It is understood that only complete, hardcopy responses submitted via email or regular mail by the above deadline will be eligible for consideration.

Thank you for your interest. Please feel free to contact Mike Williams at (574) 370-7773, with any questions.

Host site will provide

1. Completely lined legal field as per NFHS guidelines. Field markings must be either painted or permanent (ie no tape or chalked lines).
2. Lacrosse balls for games the duration of the weekend.
This is to include new game balls (4) to start each game and end line balls (20) to start each game. End line balls may be reused throughout the weekend.
3. Two legal size solid welded or similar construction Lacrosse Goals (Orange) no Ragecages.
4. Ballboys (2) with legal equipment to replace balls after shots
5. Sideline benches for teams
6. Scorer's table/ 4 chairs (scorer stand preferred)
7. 7 position cones for field (at least 10 inches tall/ orange)
8. Any appropriate safety equipment to keep players and spectators safe during play ie. nets, fences etc.
9. Water & ice for teams during play
10. Officials' pregame meeting room. Available 1 hour before games, halftime, and after game. Must have room for at least 8 people. Table, 8 chairs, water
11. All other staffing required to support admission, safety, emergency situations, and other event management for additional events proposed by host site.
12. A certified athletic trainer on hand at all times.
13. Provide a game announcer and emcee for the IHSLA award ceremony
 - a. Communication / walk talkies from field to announcer
14. Scoreboard operator (must be different person than announcer)
15. Signage – appropriate signs to fields, parking, restrooms, etc..
16. Event coordinator on sight at all times to answer question from guests.
 - a. Info tent for questions – where to find food, where do teams go, where to find tee shirts to buy, where are restrooms, programs, scores of games, event itinerary, etc.
17. Place to stage teams before games (prefer locker room). If locker rooms are used both teams preparing to play shall have access to the locker room 1.5 hours before the game. If games are back to back the teams playing the second game shall have access to locker rooms after half time of the first game.
18. At least a 5 gal water jug for each bench & personel to fill them during the duration of all games.
19. All non-permanent athletic equipment shall be moved from the field & surrounding track.
20. Long jump pits & tracks should be properly covered.

****IHSLA will provide technical support to host committee

REQUESTED INFORMATION

SECTION 1: BIDDING ENTITY

1. Please describe the legal nature of the bidding entity
2. Please identify any and all individuals employed by the bidding entity, whether such individuals would be involved in the state tournament or not:
3. Please acknowledge that the bidding entity has the financial ability, and is otherwise insured, to sustain and accept the risk of managing the state tournament as requested:

SECTION 2: FACILITIES

Please describe the facility that you propose to use. Include photos, drawings, and schematics when possible.

1. What type of playing surface does your facility have? How many patrons will the facilities bleachers hold in the main seating section/ additional sections?
2. Please describe the facilities' disabled access and disabled access seating and parking, including accessible routes to restrooms and vendors:
3. Does your facility have lighting designed to adequately light evening contests?
4. Does your facility have a scoreboard? (include picture please)
5. What type of restrooms does your facility have? How many stalls for:
Women: Disabled accessible:
Men: Disabled accessible:
Running water/ Sinks:
6. Does your facility have concessions? Running Water? Hot/ Cold?
7. Does your facility have audio & announcing capabilities?
8. How many parking spaces does your facility have that are :

- Paved?
Disabled Accessible to Stadium?
9. Does your facility have locker rooms for teams?
Officials?
10. Accessibility for videotaping the games?

SECTION 3: SAFETY

Please describe briefly how you intend to provide for public safety:

1. Does your facility have easy , unobstructed access to field surface for emergency personnel?
2. Does your facility have areas to move players and spectators to in case of inclement weather? If so, where? Include pictures if possible.
3. Does your facility require spectators to cross streets to move from the parking area to the stadium?
4. If so, how will you ensure safe crossing conditions?
5. How many Police Officers will you have present for the tournament?
6. How many volunteers will you have present for the tournament that are responsible for safety? What training will they have?
7. What devices does your facility have, or that you will provide to communicate with spectators, teams, and staff in case of an emergency?
8. What hospitals are located within your area? How many miles to them, and what are their capabilities?
9. What emergency personnel will you have on site?

SECTION 4: FINANCIAL

The IHSLA relies upon the State Championship Tournament's revenue to help offset the costs associated with league operation. The entity that is chosen to host the tournament will pay the IHSLA \$5,000 payable within fifteen (15) business days of the conclusion of the tournament finals.

SECTION 5: ANCILLARY FACILITIES / LODGING

Please describe other facilities that you will use, create or manage to support the overall experience of the Tournament. These may include tents for a kid's area, vendor tents or area, games area etc. Please provide a list of available lodging, including proximity to facilities and room rates.

Section 6: Other

Please describe any other items that you may plan on including to add to the overall atmosphere of the tournament. This might include T-shirt sales, speedgun shooting areas etc.

CONCLUSION

These pages are designed as a worksheet to assist you in determining if you are able to host the tournament. You will notice that we have not discussed costs etc. with you. It will be your responsibility to determine costs for all of the items listed and submit a budget sheet with your bid. After reviewing bids, the Executive Committee will contact each prospective host to get more information on your bid, and discuss financials.

CERTIFICATE OF ACCEPTANCE

In compliance with the above invitation for bids and subject to all the conditions thereof, the undersigned agrees, if this bid is accepted within a reasonable time from submission (not less than 45 days prior to the Tournament event), the identified prospective bidder shall deliver the 2015 IHSLA State Tournament ("Event") as described in this/its application. Failure to deliver such Event, or if in the IHSLA's determination such bidder is deemed to be unable to deliver such Event after opportunity to cure any defects (such opportunity to cure being waived and default for non-delivery being effectuated at any time within 21 days prior to the Event), the bidder hereby agrees to indemnify the IHSLA for costs and expenses associated with the IHSLA identifying an alternative venue and management for the Event, offset only by any net revenue received by the IHSLA on such alternative.

Prior to the Event, the IHSLA may require, and awarded bidder must provide, additional information regarding the Event and the awarded bidder's management of the Event. Awarded bidder's failure to provide such information shall subject such awarded bidder as being determined to be unable to deliver the Event, as described above.

Any awarded bidder must agree to enter into and abide by a Contract for Management Services Agreement with the IHSLA, which may require the hosting Facility to sign. **Awarded bidder shall have an opportunity to review and negotiate reasonable changes to the terms of the contract.**

Awarding bidder agrees to defend and indemnify the IHSLA against any demand or claim associated with the awarding bidder presenting the Event, including, but not limited to, any claim for payment, wages, costs, expenses or any claim arising out of or related to any injury incurring during or as a result of the Event **only to the extent such claim is a result of gross negligence or willful misconduct by the awarded bidder.** Awarding bidder must present sufficient proof of **liability** insurance covering IHSLA for any such claim and/or injury. **Each participating school must provide proof of liability insurance in the amount of \$2 million, naming awarded bidder as additional insured.**

Awarding bidder, or any person acting on their behalf, shall not discriminate in performance of the Event or any employment/engagement involved in the Event against any person or persons by reason of race, color, sex, age, disability, or national origin.

On Behalf of Bidding Entity

Submit completed documents to:

Mike Williams

c/o IHSLA State Finals

29821 Prairieview Farms Blvd

Elkhart, IN 46514