



**NYSPHSAA**

**Section I**

**Sectional Championship**

**Site/Facility Bid**

**Cross Country**

**(2026-2028)**

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**Venue Name**

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**Location**

**Due Date/ Time:** Thursday, April 30th, 2026, 4:00pm

\*Bids must be received by the date/time listed above in a sealed envelope or scanned and emailed electronically

**BID INFORMATION:**

BID RELEASE DATE: **Friday, April 10, 2026**

BID RETURN DUE DATE/ TIME: **Thursday, April 30, 2026 at 4:00pm**

\* All bids must be delivered in a sealed envelope or scanned electronically to:

Todd Santabarbara / *Section I Athletics*

Attn: Championship Site Bid **(Cross Country)**

450 Mamaroneck Ave.

Harrison, NY 10528

Sport Chair/ Championship Committee Review Date: **Friday, May 1, 2026**

EXECUTIVE COMMITTEE APPROVAL: **June 1, 2026**



## Section I Championship Site Bid

### Cross Country

Thank you for your interest in hosting Section I's **Cross Country** Championships. Section I is a non-profit, voluntary, educational service organization composed of 78 public, parochial, and private schools dedicated to providing equitable and safe competition for the students of its member schools. Membership is open to secondary schools providing interschool athletic activities for boys and girls in grades 7-12.

#### **PROCESS:**

All Section I Championship sites will be open for bid by any Section/ Member School and their respective communities in New York State; Section I retains sole control over the administration of Championship events and is the sole rights holder. All expenses and revenues are collected and dispersed by Section I.

All site bids will be for a **three-year** period, unless rationale is provided for a longer term, and must be endorsed by the Section Executive Director.

The Section Executive Committee will approve all Championship sites/ facilities, taking into consideration the recommendations of the Sports Chair, Championship Committee and the Executive Director.

Each proposal will be scored from **1** (*Not favorable for the event*) **3** (*acceptable*) to **5** (*Excellent for the event*) on the following criteria by the Sport Chair, Championship Committee and the Section Executive Director:

- Size/ Quality of facility
- Effectiveness of site committee
- Spectator interest
- Handicap accessibility
- Proposed Expenses (Total Costs)
- Parking (Availability / Cost)
- Volunteerism
- Security provisions
- Location

**Note:** qualifications will not be based solely upon score.



All sealed bids will be opened by the Executive Director on the date/ time specified on page 2 of this document. Once bids are submitted, no revisions, modifications or adjustments will be permitted. The Championship Committee will review the recommendations of the Sport Committee and the Executive Director to provide input to the Executive Committee.

All bids must be submitted on the enclosed document.

A minimum of 6 copies must be submitted in ONE enclosed envelope.

All bidders must provide an individual or individuals available via teleconference on the day of the Championship Committee meeting to answer any questions the Sport Chair/ Championship Committee may have.

The successful facility will be required to provide the association with a contract, stipulating all proposed and agreed upon terms and conditions, within 30 days.

**Timeline:**

When appropriate, bids will be released up to 12 months prior to the expiration of the current contract/ agreement.



**Cross Country**

**EVENT SPECIFICS**

**PROPOSAL DATES:**

For the purpose of this bid, the Section **Cross Country** Championships are scheduled for the following dates:

Fall 2026 (26-27 school year)

Saturday, November 7, 2026

Sunday, November 8, 2026 (Rain Date/Reserved for Emergency)

Fall 2027 (27-28 school year)

Saturday, November 6, 2027

Sunday, November 7, 2027 (Rain Date/Reserved for Emergency)

Fall 2028 (28-29 school year)

Saturday, November 4, 2028

Sunday, November 5, 2028 (Rain Date/Reserved for Emergency)

The Section **Cross Country** Championships will last **1** day(s).

The approximate start/ end times are as follows:

Set Up:

7:00am

Day 1: Full Day, 10:00am start time

**Past Event Specifics:**

Year	Attendance	Location

Approximate Number of Participating:

Athletes: 100

Teams: 62

Officials: N/A

**EVENT:**

To host this event, the site/ facility must:

- LIST DETAILS

**\* Additional event specs listed on pages 7-12 (locker rooms, parking, Wi-Fi, seating capacity, etc.)**



**SITE/ FACILITY SPECIFICS**

**SITE LOCATION:**

Section:   1   Venue Name: \_\_\_\_\_ City: \_\_\_\_\_

**PROPOSED CHAMPIONSHIP COST:**

*\* Please list all related championship costs **to be paid by Section I.***

Check " <b>ALL</b> " items below that are included in Total Cost				NOTES & Additional Information If "NO" explain/ list additional costs to NYSPHSAA
	YES	NO	N/A	
Facility Rental				
Set Up				
Take Down				
Utilities				
Merchandise Buyout				Amount: \$ _____
Staff/ VIP Parking				
Video Board Usage				
Spotlight				
Scoreboard				
Internet Access (WiFi)				
Tables				
Chairs				
Risers/ Stage				
Fire inspection				
Ticket Takers				# of Ticket Takers: _____
Ticket Sellers				# of Ticket Sellers: _____
Box Office Staff				
Ushers				
PA Announcer				
Security				
Police				
EMS/ Ambulance				
Athletic Trainer				
Custodial/ Cleaning				
Tech Support				
Video Operator				
Scoreboard Operator				
Stagehands/ Union Fee				
Please list other items below				

<b>COST:</b>	\$			
*Contributions/ Donations	- \$			
<b>TOTAL COST:</b>	= \$			<b>Payable by Section I</b>

*\*Contributions/ Donations are not considered "Section Sponsorships."*

Does the Facility/ Venue have a Per-ticket sold fee? Yes \_\_\_ No \_\_\_ If yes, amount \$ \_\_\_

Does the Facility/ Venue have a Credit Card fee? Yes \_\_\_ No \_\_\_ If yes, amount % \_\_\_

*Pay rates determined by Section I for personnel checked "NO" on page 8. Section I will NOT pay negotiated rates; those must be included in total facility cost on page 8.*

*Section will pay the Section rate to all employees not covered in the RFP agreement*

**FACILITY:**

Total Seating Capacity: \_\_\_\_\_

Chair back seating? Yes \_\_\_ No \_\_\_ Some \_\_\_

Handicap seating? Yes \_\_\_ No \_\_\_ N/A \_\_\_

Ability to charge admission? Yes \_\_\_ No \_\_\_

Ability to have Section I staff handle collection of admission? Yes \_\_\_ No \_\_\_

Separate entrance available for teams/ coaches? Yes \_\_\_ No \_\_\_

Area for vendor set-up (e.g. apparel sales)? Yes \_\_\_ No \_\_\_

Any limitations for vendor set up? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Number of Parking Spaces available **onsite**: \_\_\_\_\_

Cost for parking? Yes \_\_\_ No \_\_\_ If "Yes", specify cost: \_\_\_

Additional parking available near the site/ facility? Yes \_\_\_ No \_\_\_

If "Yes" number of parking spaces: \_\_\_\_\_

VIP parking in designated area? Yes \_\_\_ No \_\_\_

Team Bus parking designated area **onsite**? Yes \_\_\_ No \_\_\_

If "Yes" how many spots: \_\_\_\_\_

If "No" how far is the designated team bus parking area: \_\_\_\_\_ miles



Broadcast ready? Yes \_\_\_\_ No \_\_\_\_

WiFi? Yes \_\_\_\_ No \_\_\_\_

Media accommodations? Yes \_\_\_\_ No \_\_\_\_

If "Yes" please describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of team locker rooms available for use: \_\_\_\_\_

- Do all locker rooms have showers and restroom facilities? Yes \_\_\_\_ No \_\_\_\_

Number of officials/ referee locker rooms available for use: \_\_\_\_\_

- Do all locker rooms have showers and restroom facilities? Yes \_\_\_\_ No \_\_\_\_

Number of restrooms at facility: \_\_\_\_\_

Would there be a designated "hospitality" area for Section I to use? Yes \_\_\_\_ No \_\_\_\_

Catering Service availability: Yes \_\_\_\_ No \_\_\_\_

Concession availability: Yes \_\_\_\_ No \_\_\_\_

Will facility have staff available to assist with hanging of Championship banners? Yes \_\_\_\_ No \_\_\_\_

All Section I events are smoke and alcohol free activities. Please describe how alcohol and tobacco sponsor signs/ banners/ messages, if any, located at the facility will be covered or otherwise not advertised/ displayed during the time of use of the facility:

### Facility Photos/ Diagram

**ATTACHMENT "A"** - Please attach any photos or diagrams of the site/ facility.

### Emergency Policy

Section I requires each competition facility/ site to have an emergency plan including sufficient AEDs in place during the entire length of time to conduct the event. Describe the measures in place to address any/ all emergencies that could occur affecting participants and spectators.



**MISCELLANEOUS:**

Event/ Tournament Director:

Name: \_\_\_\_\_

Position (*i.e. coach, athletic director, facility manager, etc.*) \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Person available to answer questions during bid opening:

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Has this facility hosted a Section I event in the past? Yes \_\_\_\_ No \_\_\_\_

If "Yes" please list most recent:

<b>Sport</b>	<b>Event</b>	<b>Year</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

List other events (sporting events, concerts, youth tournaments, etc.) in your area during the time of this event:

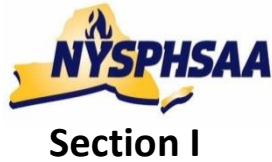
Describe any promotional activities to be conducted for this event:

Volunteerism:

Describe the volunteerism for this event:

Please list any other pertinent information pertaining to this proposal:

**ENDORSEMENT SIGNATURES**



The following officials/ representatives have reviewed this bid and provide endorsement, support and approval. We are confident our site/ facility meets all requirements to host a successful State Championship event.

Facility Manager

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Application Completed by:

Name: \_\_\_\_\_

Organization/ Section/ School: \_\_\_\_\_

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

(Street)

\_\_\_\_\_

(City, Zip)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please direct any questions or concerns pertaining to this bid to:  
Todd Santabarbara, Executive Director, at 914-592-2526 or [tsantabarbara@swboces.org](mailto:tsantabarbara@swboces.org)

**Section I CHAMPIONSHIP BID  
CHECKLIST**



**Section I**

- \_\_\_\_\_ Completed application; must be sent in a sealed envelope by specified deadline (date/ time)
- \_\_\_\_\_ Provide a minimum of 6 copies of the bid
- \_\_\_\_\_ **Attachment A** (Facility Photos/ Diagram) Pg. 11
- \_\_\_\_\_ Endorsement signatures