

IESA Cross Country State Meet Hosting Requirements

Deadline for Submission of Proposal – January 15, 2021

Meet Host – A member school of the IESA or an entity working in conjunction with a member school must submit an official proposal to host the event. The member school may work in conjunction with other entities regarding the meet site and facilities, the conduct of the meet and accommodations for athletes, coaches, meet officials and spectators.

Event Dates – IESA conducts its cross country state meet in the month of October on Saturday of Week No. 15 of the IESA Standardized Calendar. The state final is a one-day event. The entity submitting the host proposal must guarantee the facility to be used for the state meet shall be available as required and shall be the same facility each year. Dates for the state finals of 2021-2026 are:

2021 – October 16
2022 – October 15
2023 – October 14
2024 – October 19
2025 – October 18

Course – Length of course must be set for 2 miles. **Preference shall be given to a facility that can accommodate 4,000+ fans, 1,300 runners, adequate parking, a starting line of a least 200 ft. in length, a finish area that can accommodate meet personnel and timing personnel.** Course must be marked in accordance with NFHS rules. Adequate trash cans spread throughout the course and trash removal procedures must be in place.

Awards Ceremony Area – The facility must have a facility within reasonable distance to hold the awards ceremony. Minimum seating is 1,000. P.A. system must be available at the awards ceremony. A separate area for IESA to take pictures of the top 25 individuals must be available. Facility must be available after 4:00 p.m. on Friday preceding the meet to set-up for the awards ceremony.

Staffing – The host school(s) shall provide the personnel necessary or insure that proper personnel is available to assist in conducting the meet with the exception of staff provided by IESA and officials assigned by IESA to work the meet. Host school shall provide course set-up personnel, parking supervision, facility supervision, custodial as needed, and program sales personnel.

Food Concessions – The facility must sell concessions and have an area capable of serving up to 3,000 people during the course of the meet. All food concession money is kept by the host school/entity.

Parking – There must be a minimum of 1,000 parking spaces adjacent to the competition facilities. Complimentary parking spaces must be reserved for IESA staff, the officials working the meet, IESA Board of Directors, and IESA-authorized vendors. That number shall not exceed 50. If a parking fee is charged, a parking reimbursement will be give to the host school/entity. The amount of the parking reimbursement will be determined by the IESA Board of Directors and will be based on the amount charged to park and the amount of money collected.

Housing – There must be a minimum of 300 hotel/motel rooms within 20 miles of the site of the meet.

IESA Vendors – The host school(s)/facility must provide space and electrical power for the IESA official state final apparel vendor, photography vendor, and for other vendors approved by IESA. IESA shall not be charged a fee

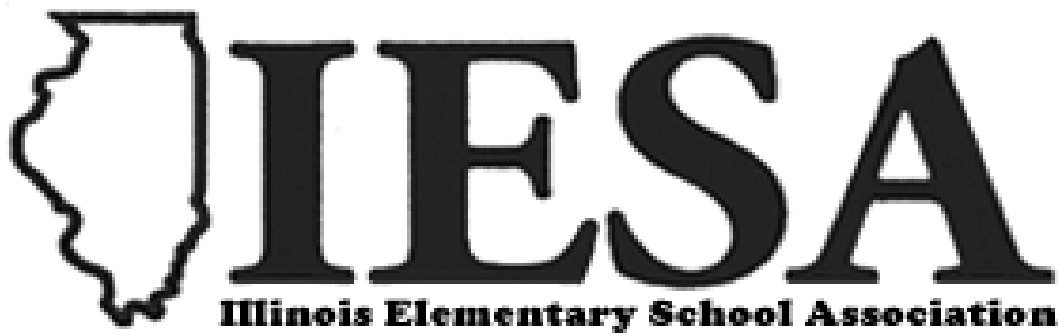
for vendors to sell merchandise. The space needed for the merchandise vendor is equal to that of a regulation basketball floor.

Program Sales – IESA provides the official printed program for the meet(s) and the host school is responsible to provide staff to sell the program booklet. For each program book sold, the host school shall receive \$1.00.

Results Posting Area– There must be an area, preferably inside, where the results can be displayed throughout the day. The location of the posting of the results shall be somewhere in the facility that allows everyone to view the results.

Expenses– Host schools will be reimbursed only those expenses that are pre-approved by the Executive Director. Examples of expenses that would be approved are: paint used for marking the course, any supplies directly related to the administration of the meet; custodial costs. Expenses that will not be approved would include any supplies related to food concessions, cost of substitute teachers, facility rental.

Host Share - The host school shall receive an amount of money determined by the IESA Board of Directors as a share of merchandise sales.



**State Final
Cross Country
Facility Survey**

GENERAL INSTRUCTIONS & INFORMATION

The IESA is accepting proposals to host the State Final Cross Country Meet for the 2021-2022, 2022-23, 2023-24, 2024-25 and 2025-26 school years.

Dates

Event Date(s) – IESA conducts its state final cross country meet in the month of October on Saturday of Week No. 15 in the NFHS Standardized Calendar. The state final is a one day event. Member school(s) submitting a proposal to host must guarantee the facility to be used for the state final meet shall be available as required and shall be the same facility each year. Dates for the state finals of 2021-2026 are:

2021 – October 16
2022 – October 15
2023 – October 14
2024 – October 19
2025 – October 18

Times

Thursday

Course set-up finalized. This includes any and all fencing that may be needed, start line identified, starting boxes identified, required course markings, and finish line identified.

Friday

Interior Set-Up: 4:00 p.m.- 7:00 p.m.

Course open during hours set by the host. Schools will be previewing the course. Vendors will be on-site.

Tents, golf carts and portables will be delivered to the site.

Saturday

Facilities Available – 6:00 a.m. to Close---5:30 p.m. approx.

Course markings (flags) to be in place no later than 7:30 a.m.

Competition – 9:30 a.m. to 3:00 p.m. (Approx.)

In addition to the Friday preceding the meet, in all likelihood, there will be teams during the week that will practice at the facility. The host school should be aware and prepare accordingly.

This Facility Form must be signed by the host submitting this form and the accompanying letter of intent whose signature will be legally binding on the facility or individual submitting the proposal.

This Facility Form must be accompanied at time of submission by all required documentation as specified by IESA.

Questions about this proposal should be directed to Steve Endsley, Executive Director, IESA. The IESA reserves the right to reject any or all proposals.

This Form must be submitted and returned to the IESA Office by January 15, 2021 .

1. ENTITY SUBMITTING FORM:

Name: _____
Address: _____
City: _____
Zip: _____
Telephone Number & Extension: _____
Email address: _____
Name of Contact Person (if other): _____

2. SITE OF STATE FINAL MEET:

Name of Facility: _____
Address: _____
City: _____
Zip: _____

3. STATE FINAL MEET CONTACT:

Name: _____
Title: _____
Telephone Number & Extension: _____
Email Address: _____

4. STATE FINAL MEET EXPENSES:

Expense amount: _____ \$
Detail all anticipated expenses for the event which includes any facility or equipment rental, staffing expenses, and course expenses. Do not include officials costs or awards as those are paid by IESA. Be sure to list all anticipated expenses including those of the host facility and any costs incurred by the host school.

5. COURSE: Please include a course map.

What is the distance of your course? _____

Does it include a loop? Yes No _____

What type of surface will the meet be run on? _____

Is the starting area wide enough for a 200 foot start line? _____

Can the finish area accommodate our timing company? _____

6. SITE FACILITIES:

Will concessions be available onsite? Yes No _____

Describe the areas on site where the IESA official apparel vendor and the Official Photographer will be located:

Is there electrical power available for these areas? Yes No _____

Who will sell the official programs provided by IESA and where will they be sold? _____

How many restrooms are there for spectators? Women: Men: _____

How much parking is available? Spaces: _____

Where is the location of parking? _____

Would it be possible to charge a parking fee at the site? _____

Is there an area available to conduct an awards ceremony? _____

Capacity of the area: _____

Will you be able to provide athletic trainer staff and emergency medical personnel onsite? Yes No _____

Is there an area for officials to meet and store their equipment onsite? Yes No _____

7. ADVERTISING PROHIBITIONS:

Advertising at your facility for alcohol, tobacco products and for gambling interests will have to be covered within reason during the meet. If beer taps are present, they would need to be removed and all precautions to limit exposure of alcohol signage must be taken.

Do you accept this condition? Yes No

8. LIABILITY INSURANCE COVERAGE:

Amounts of each occurrence liability insurance coverage: _____

Amounts of aggregate liability insurance coverage: _____

INCLUDE A COPY OF YOUR CERTIFICATE OF INSURANCE

9. PROPERTY DAMAGE INSURANCE:

Amounts of each occurrence property insurance coverage: _____

Amounts of aggregate property insurance coverage: _____

INCLUDE A COPY OF YOUR CERTIFICATE OF INSURANCE

10. LOST AND FOUND:

Is there a lost and found? Yes No

If yes, where is it? _____

11. STORAGE FACILITIES:

Is there secure storage space for IESA equipment? Yes No

If yes, where is it? _____

12. SIGNAGE:

If there space to display IESA-authorized signs? Yes No

If yes, where? _____

You may attach additional pages to this proposal if needed.

If additional pages are attached, please label them Appendix A, B, C, etc.

If the additional information is in response to a numbered question on the previous pages, please reference your additional information to that numbered question.

SUBMITTED BY:

Date: _____

Signature

Printed Name

Title