

Site Proposal Specifications for IHSA Swimming and Diving State Final Boys & Girls

Each proposal to host an Illinois High School Association state final event must address and include information relating specifically to the following items:

ESSENTIAL CRITERIA

1) **Site Availability:** The site must guarantee availability of its facilities for all dates of event(s) sought. The IHSA seeks proposals for the following dates and events.

Boys	Girls
Swimming & Diving State Finals: Thursday, February 25, 2021 from 3:00p.m. – 9:00p.m.	Swimming & Diving State Finals: Thursday, November 12, 2020 from 3:00p.m. – 9:00p.m.
Friday, February 26, 2021 from 6:00a.m. – 10:00p.m.	Friday, November 13, 2020 from 6:00a.m. – 10:00p.m.
Saturday, February 27, 2021 from 6:30a.m. – 7:00p.m.	Saturday, November 14, 2020 from 6:30a.m. – 7:00p.m.

The listed dates are fixed under current tournament structures. In the event changes in structure which may change these dates are considered during the term of the agreement, the venue will have the right of first refusal to continue hosting the event.

2) **Minimum Seating Requirements:**

Boys Swimming & Diving: 1,200
Girls Swimming & Diving: 1,200

Proposals must include seating diagrams, showing designated seating areas (including the number of seats in each area) for the following spectators, participants, handicapped and media.

3) **Term and Form of Contract:** Individual proposals must be submitted for each event. Each proposal must be for a 3-year term. Proposals must include provision for annual review. The IHSA has provided a sample contract (attached). Proposals must address items in the sample contract with which the venue may have difficulty.

4) **Facility Considerations:**

Competition Area: Describe in detail the dimension, design and surface of the competition area. List and describe all competition equipment that will be provided on behalf of venue, i.e. scoreboards, etc. Minimum requirements include:

- **Competition Pool**
 - Minimum 75 ft. (25 yds.) long
 - Minimum 45 ft. wide (no less than 6 lanes that are 7 ft. wide)

- End walls, and movable bulkheads serving as end walls, shall be parallel and vertical for a distance of 3 feet 6 inches below the overflow level of the water, with no protrusions below the surface.
- Recommended that end walls are finished with non-slip surface that extends no less than .8 meters (2 ft. 7 1/2 inches) below the surface of the water.
- Minimum water depth of 4 ft. in the starting end.
- Recommended that inlets on the end walls be at least 2 ft. 6 inches below the surface of the water.
- If the pool has a radius transition from vertical wall to horizontal bottom, the 4 ft. depth requirement must be met within a 12-inch distance measured out from the end wall when measured from the pool end to 16 feet, 5 inches from the end wall if racing starts are used.
- All ladders, steps or stairs shall be recessed into side walls or easily removed for competition.
- One hundred-foot candles of lighting at water level is recommended.
- The bottom and walls of competition pool shall be white or a light color.
- Continuous lines 10 to 12 inches wide and of a dark color shall mark the middle of each swimming lane. These lines shall end 60 to 80 inches from the end walls and the last 10 to 12 inches of the line shall be 36 inches wide, thus forming a broad "T".
- The center of each lane shall be indicated on the end walls by a 10 to 12 inch line extending vertically at least 3 ft. 6 inches below the surface of the water. Markings on the touchpads and bulkheads shall conform to the required markings on the end walls.
- Visible numbers identifying the lanes shall be provided. The lanes, when practical, should be numbered from right to left as the swimmer stands facing the course.
- The top edge of a deck level pool must be marked with a dark color which is distinct from surrounding colors to provide the swimmer with a visual target. The end walls of a deck level pool must extend at least 2 inches above the normal flat surface of the water.
- Visible markings, which are located 16.4 yards/15 meters from each end wall shall be provided on the deck on both sides of the pool.
- Lane markers shall be continuous, clearly visible floats which indicate the lateral limits of each lane. They shall be attached and stretched between the end walls, and anchored at the surface water level in a recessed receptacle. It is recommended there be solid-colored floats within 15 feet of both end walls in contrast with the center portion of the lane markers.
- Minimum width of lanes is 7 ft. Lanes next to side walls may be wider and outside lane markers are recommended.
- Water clarity shall be such that the bottom and end lane line markings can be clearly seen while standing at midpoint on either side of the pool deck.
- The physical condition of the water shall meet standards of chemical balance and treatment as prescribed by local or state health code.
- The level of the water shall be at the overflow rim of the pool.
- The water temperature shall be no less than 78 degrees F and no more than 82 degrees F.
- **Equipment**
 - All necessary competition equipment shall be provided by the host or institution and maintained in proper working condition throughout the competition.

- Starting platforms for each swimming lane for racing starts shall be measured for a distance from the end wall to a minimum of 16 ft., 5 inches from the end wall. They shall be securely attached to the end walls and numbered the same as the lanes. The top front edge of the platform shall be no more than 30 inches above the water level and flush with the pool end wall. The top surface must be flat with the back-to-front slop not to exceed 10 degrees from the horizontal. The top should be 20 inches square and covered with a non-skid material. Blocks with wedges are acceptable.
- Backstroke starting ledges are NOT permitted.
- Electronic starting system is required, and it shall be loud enough to ensure a fair start. The starting system shall be equipped with a strobe light visible to all starting platforms to signal the start to manual timers and hearing-impaired swimmers.
- A recall device or recall rope shall be available.
- Backstroke flag lines, suspended approximately 7 ft. above the surface of the water and 15 ft. from each end wall, shall be required. At least three pennants of two or more alternating colors shall hang from the line over each lane. The pennants shall be 6 to 12 inches wide and 12 to 18 inches long.
- A visual lap counting system for the 500-yard freestyle event shall be required for each visiting swimmer's lane. The system shall consist of a sufficient number of white cards with 12-inch tall, black, odd, ascending or descending numerals and one solid fluorescent orange card, with or without a numeral.
- An automatic electric timing system is required.
- Touchpads for automatic timing shall be centered in the lanes. It is recommended that touchpads cover the entire width of the lane.
- It is recommended that scoring software be provided for the meet.
- A large electronic results board visible to all meet participants and spectators shall be provided in the competition area.
- **Diving Competition Requirements**
 - The venue shall be equipped to conduct a 1-meter diving event.
 - A diving pool may be separate from or part of the swimming competition pool.
 - A minimum of three 1-meter diving boards that meet the following measurement requirements:
 - End of board to anchoring pool wall, 6 ft.
 - Center of board to center of another board, 8 ft.
 - Center of board to pool side wall, 10 ft.
 - End of board to forward pool wall, 29 ft.
 - Top of board at the take-off end to ceiling overhead, 16 ft.
 - Water depth at any point 2-5 ft. in front of the end of board, 12 ft. or more.
 - Maximum depth reduction rate of diving pools which do not exceed minimum depth requirements, 6 ¼ percent for a distance of 16.5 ft. forward from the end of the board and 6 ft. back and to the sides. Deeper pools may have proportionately steeper depth reduction rates.
 - The diving boards shall be horizontal and 1 meter above the water surface, measured from the top of the board.
 - The boards shall be 16 ft. long and 20 inches wide, and the entire top surface shall be covered with nonskid material.
 - A fulcrum, which can be moved and set at varying positions between 5 ft. 1 inch and 7 ft. 6 inches from the rear of the diving board is required. The board shall remain horizontal with the fulcrum in any position.

- A water agitation system which produces water surface agitation extending 5 ft. beyond the end of the board with a width of 2 ft. is required.
- **Other Facility Requirements:**
 - It is recommended that the facility have a separate auxiliary pool for participants to warm up/down throughout the competition.
 - The deck around the competition pool must be large enough to accommodate seating that will hold up to 600-700 participants and coaches. It must also be able to accommodate 40-50 officials, and a scorers table.
 - The deck must be able to accommodate athletes with disabilities by providing them reasonable access to starting platforms and reasonable access to handicapped accessible locker rooms.
 - There must be available space in the venue to accommodate a meeting space for IHSA Officials and meet personnel.
 - Separate pre-meet holding areas for participants and spectators may be necessary.
- **Medical Requirements:**
 - The facility must be equipped with easily accessible AED(s).
 - The facility must be equipped with all lifesaving equipment/personnel near each swimming pool as required by law.

Insurance: Describe in detail any and all insurance coverage that the venue currently has as well as any insurance coverage that would be required of the association or lessee.

Security: Submit the venue's security plan. The plan must include, but is not limited to: routine crowd control, emergency control, i.e. fire, tornado, terrorist, etc.

Handicap Accessibility: Submit verification that the venue complies with all federal and state laws pertaining to disabled persons.

Special Seating: List and describe any special seating that is available such as corporate or VIP boxes.

Special Technological Features: Describe any technological capabilities the venue can provide to enhance tournament administration. Such items might include, but are not limited to, message boards, special lighting and sound capabilities, giant screen television monitors, etc.

5) **Locker/Training Facilities:** Describe the locker room and training room facilities available. All dressing and locker areas need to provide security to ensure privacy and lock-up. Minimum requirements for each sport are:

Boys Swimming & Diving: 1 team locker/dressing rooms, 1 officials locker/dressing rooms, 1 training room.

Girls Swimming & Diving: 1 team locker/dressing rooms, 1 officials locker/dressing rooms, 1 training room.

6) **Parking:** The following minimum numbers of parking spaces must be available on a complimentary basis for IHSA use:

Boys Swimming & Diving: 20 IHSA/VIP spaces; ability to accommodate up to 120 school vehicles transporting competing individuals and teams

Girls Swimming & Diving: 20 IHSA/VIP spaces; ability to accommodate up to 120 school vehicles transporting competing individuals and teams

Describe parking arrangements which would be provided to accommodate a sell-out crowd. Specify the total numbers of parking spaces and parking areas available, indicating the numbers of spaces in each parking area, special accommodations for handicapped parking, locations of the spaces required for IHSA use (as noted above), school vehicle use (as noted above) and the proximity of each proposed parking area to the venue. Describe shuttle services, if available, from remote parking locations to the venue. Furnish a map or chart showing all prospective parking locations. Describe all financial terms and arrangements associated with parking.

7) **Financial Considerations:** Describe in detail the costs which the Association would incur by holding its event in the venue. Provide a sample proposed budget for the event.

8) **Settlement:** *Settlement of all financial matters must occur not later than thirty (30) days after the conclusion of the event.*

9) **Hotel Accommodations:** The following minimum numbers of hotel/motel rooms must be available for IHSA use:

Boys Swimming & Diving: 20 IHSA/VIPs

Girls Swimming & Diving: 20 IHSA/VIPs

Note: There can be between 600-700 qualifying athletes and coaches. Some may need hotel accommodations, but the local area qualifying schools may not. The number of potential qualifiers provided here should give a general idea of the maximum number of hotel rooms that may be required for the qualifying schools for both boys and girls swimming and diving.

List all hotels/motels in the area that have made commitments to provide accommodations during the event(s) sought. Include the number of rooms at each hotel/motel along with the rates at each facility for the duration of the proposed term. Include a map of the community showing all hotel/motel locations in proximity to the venue.

10) **Press and Media Accommodations:** The following minimum requirements for working press must be available on a complimentary basis for IHSA use:

A separate press work area.

Accommodations must also be provided at each event for the following:

Media Hospitality Room: Fitted with television monitors with access to the meet and accommodations for computers, phones and workspace.

Television Camera Locations: Venue must cooperate with producers of IHSA event telecasts to provide television camera locations as producers determine.

Television Production Parking: Must accommodate parking for two television production trucks and one satellite truck. Parking spaces must be close together and in close proximity to the venue.

11) **Meal and Hospitality Accommodations:** The venue must be able to provide meals and/or hospitality service for the following minimum numbers of persons

Boys Swimming & Diving: 325 (Friday); 250 (Saturday)

Girls Swimming & Diving: 325 (Friday); 250 (Saturday)

12) **Merchandise:** The IHSA shall provide and have exclusive rights to sell merchandise with no royalty or fees to venue. The IHSA shall have exclusive control over all merchandise sold in the host venue.

13) **Concessions:** Food and beverage concessions shall be provided by the venue or its contracted concessionaire. Alcohol and tobacco products must be prohibited. Describe any financial terms associated with concessions.

14) **Tickets:** Describe in detail the ticketing services the venue provides. Describe any financial terms association with ticketing.

15) **Programs:** The IHSA shall provide and have exclusive rights to sell event programs with no royalty or fees to the venue. The IHSA shall have exclusive control over all programs sold in the host venue.

16) **Signage:** The IHSA shall have exclusive authority over event signage. No royalty or fee will be paid to the venue for IHSA's signage commitments. Please identify all existing signage and contractual commitments for its display which the venue currently maintains. Describe any negotiability for such contracted space. Also describe venue's ability to work with IHSA and sponsors if product category conflicts or other signage issues should materialize. Describe what steps the venue will take to eliminate alcohol signage.

ADDITIONAL CRITERIA

17) **Sponsorship:** Describe how venue and host community will advertise and promote tournament events.

18) **Special Events:** (If applicable) Please describe any plans the host community will implement to accommodate, help underwrite or develop special events to be associated with the swimming & diving state final tournament(s).

Close the proposal with an explanation as to how and why the mentioned facility should be selected to host an IHSA state final event. Specifically address how the facility and surrounding community are qualified to uniquely fulfill the aforementioned specifications.

After examining all proposals thoroughly, the IHSA staff will prepare recommendations in regard to site assignments for consideration by the IHSA Board of Directors. Primary consideration will be given to the fulfillment of essential criteria.

Proposals should be sent to the attention of Craig Anderson, Executive Director, IHSA, 2715 McGraw Dr., Bloomington, IL 61704.

Deadlines for submitting proposals and the anticipated date of action by the Board of Directors to accept proposals for each sport are:

Sport	Deadline for Submission	Scheduled Board Action
Boys Swimming & Diving	February 28, 2020	March 21, 2020
Girls Swimming & Diving	February 28, 2020	March 21, 2020