



**NJSIAA Individual State Wrestling Championship  
2023, 2024 and 2025**

**Proposal Outline and Specifications for Prospective Venue**

**New Jersey State Interscholastic Athletic Association**

Colleen Maguire – Executive Director

1161 Route 130 North

Robbinsville, NJ 08691

609-259-2776

[cmaguire@njsiaa.org](mailto:cmaguire@njsiaa.org)

## **INTRODUCTION**

During the high school wrestling season, 448 student-athletes will advance to the NJSIAA Individual State Wrestling Championship, hereinafter referred to as State Championship. The administration of the State Championship is under the authority of the NJSIAA staff, subject to policies and regulations established by the NJSIAA Executive Committee.

The NJSIAA is seeking proposals from qualified venues to host the State Championship for a three (3) year period. The dates for the upcoming three (3) year period are as follows:

**March 2, 3 and 4, 2023**

**February 29, March 1 and 2, 2024**

**March 6, 7 and 8, 2025**

The venue proposal outline has been developed to identify the key areas that will be evaluated by the NJSIAA staff in determining the venue for this event, and to assist you in assembling your proposal. The venue proposal specifications set forth the NJSIAA's minimum expectations of the venue in which championship events will be conducted. The NJSIAA is committed to making the State Championship a first-class event and will expect no less of the venue. Please read the specifications carefully.

**The deadline for submission of proposals to host the State Championship is May 1, 2022**

Proposals must be addressed to:

New Jersey State Interscholastic Athletic Association  
Colleen Maguire, Executive Director  
1161 Route 130 North  
Robbinsville, NJ 08691  
(cmaguire@njsiaa.org)

Upon receipt of the proposals, the NJSIAA staff will thoroughly review each proposal. Fulfillment of the essential criteria for hosting the event and the specific advantages and disadvantages of each proposal will be the foundation of this review. The Executive Director and/or his designee(s) will negotiate with one or more prospective venues and will enter into an agreement on the Association's behalf with the successful venue. The anticipated deadline for reaching an agreement is on or about May 31, 2022.

### **AGREEMENT/AWARD**

Award of the contract resulting from this RFP will be based upon the most responsive venue whose offer will be most advantageous to the NJSIAA in terms of pricing, suitability, availability, local support, flexibility regarding possible revenue sharing and other material factors as may be identified by the NJSIAA.

Questions regarding the proposal outline and specifications prior to the deadline submission date should be emailed to: Collen Maguire, Executive Director, at [cmaguire@njsiaa.org](mailto:cmaguire@njsiaa.org).

### **ATTENDANCE**

Paid attendance figures for the State Championships over the past 2 years are as follows.

<b><u>Year</u></b>	<b><u>Site (City)</u></b>	<b><u>Attendance</u></b>
2020	Atlantic City, Boardwalk Hall	24,050
2022	Atlantic City, Boardwalk Hall	26,500

### **REQUESTED INFORMATION**

1. Name and location of venue
2. Type of venue
3. Map showing location of and access to venue, i.e., public transportation, etc.
4. Name of venue liaison with specific contact information
5. Organizational chart and diagram of venue showing seating areas, entrances and exits for spectators, participants, and credentialed individuals
6. Name of event manager and brief description of his/her event-organizing experience
7. Similar sporting events that have been hosted by venue
8. Describe any plans to secure local sponsorship for event
9. Disclose any venue policies that might prohibit NJSIAA corporate partners from showcasing and distributing their products, services, or signage in facility during event
10. Describe what steps, if applicable, to eliminate or reduce visibility of signage promoting alcoholic beverages, cigarette smoking, gambling, etc.

11. Address the venues seating capacity, type of seating (permanent or portable), handicap availability, luxury boxes, hospitality area, etc.
12. List and describe any special technological features and staffing requirements for operating those features of venue that will be available for use to enhance event experience for participants and spectators
13. Parking facility and lot attendants - Please supply a diagram of parking area, including overflow parking, proposed NJSIAA reserved parking and number of parking spaces
14. Provide copy of venue security and evacuation plan
15. Describe ticket sales and facility fee requirements, box office hours, ticket collection process, re-entry procedure, e-ticketing options, etc.
16. Availability of ticket sellers and takers
17. Availability of concession workers
18. Availability of maintenance workers/floor staff
19. Availability of custodians
20. Availability of technical and support personnel
21. Catering service accommodations
22. Describe location of loading dock and availability of equipment and manpower to assist with deliveries
23. Provide details for media accommodations and necessary computer and photocopying requirements
24. Restroom accommodations
25. Please provide names, contact and hotel information for lodging in the immediate vicinity of the venue
26. Describe in detail your proposed financial arrangement with NJSIAA to support your proposal to host the State Championship. Please provide applicable supporting documentation

#### **ADDENDUM**

The Tournament Director will be responsible for organizing the event, prior to, during and after the event, please provide who will be the NJSIAA's primary contact with the venue administration. The facility must be available for use by the NJSIAA from 8:00 a.m. (EST) Wednesday (for setup) through 6 hours following the last competition on Saturday (for post-event media operation and breakdown).

## CHAMPIONSHIP FORMAT

\*\*Format is subject to change as deemed necessary by the NJSIAA\*\*

1. Thursday:
  - Session 1      2:00 PM      Preliminaries, Prequarters to follow**
2. Friday:
  - Session 2      9:00 AM      Wrestlebacks 1, 2 and 3**
  - 12:30 PM      Quarterfinals**
  - Session 3      6:00 PM      Semifinals and Wrestlebacks 4 and 5**
3. Saturday:
  - Session 4      10:00 AM      Wrestleback 6 - Final 3<sup>rd</sup> to 8<sup>th</sup> consolations to follow**
  - 2:00 PM      Awards, Presentations and Parade**
  - 3:00 PM      Finals**

## TIME SCHEDULE

1. Thursday:
  - Session 1**
  - Wrestlers arrive @ 11:00 AM**
  - Weight check @ 11:30; Weigh in @ 12:00 PM; Wrestling @ 2:00 PM**
2. Friday:
  - Session 2**
  - Wrestlers arrive @ 6:30 AM**
  - Weight check 7:00 AM; Weigh in @ 7:30 AM; Wrestling @ 9:00 AM**
  - Session 3**
  - Wrestlers arrive @ 4:45 PM - Wrestling @ 6:00 PM**
3. Saturday:
  - Session 4**
  - Wrestlers arrive @ 7:30 AM**
  - Weight check @ 8:00 AM; Weigh in @ 8:30 Wrestling @ 10:00**
  - Wrestling ends approximately 6:00 PM**

### **ADDITIONAL SPACE REQUIREMENTS**

1. Staff area/rooms - four (4) rooms to accommodate the following:
  - a. Tournament director
  - b. Officials
  - c. Steroid testing (when applicable)
  - d. Tournament staff
2. Locker Rooms – five (5)

### **ADDITIONAL REQUIREMENTS**

1. Floor space to accommodate 8 competition mats.
2. Clocks will be delivered Monday.
3. Mats will be delivered early Tuesday at approx. 9:00 am. Mats will be delivered to loading dock, both a roller and roller forklift without a cage needs to be available.
4. Access to set-up of arena on Wednesday morning.
5. The ability to store 10 score clocks, and 9 competition size wrestling mats.
6. Warm up area – must be close to competition area and be able to accommodate two mats.
7. Weigh in area - large room with two entrances, one at each end for flow purposes.
8. Seating/bleachers to accommodate 500, which include wrestler, coaches, and staff.
9. Area in first two rows for 8 mat scoring tables and 3 tables in center for announcers.
10. Communication system between venue staff and NJSIAA staff.

### **SUMMARY**

Please close your proposal submission with an explanation as to how and why the prospective host organization and prospective venue should be selected as host for the event. Specifically address how the prospective host organization, the prospective venue and the surrounding community are qualified to fulfill the specifications.