STATE GAMES OF AMERICA
REQUEST FOR PROPOSAL (RFP)

2023/2025

Direct all questions and materials to:
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781-932-6555
Kevin@baystategames.org
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HISTORY OF THE NATIONAL CONGRESS OF STATE GAMES

The National Congress of State Games (NCSG) was created in 1986 to serve as the official association of State Games organizations around the nation. The NCSG exists to strengthen and promote State Games in member states and assist in developing State Games in states where none exist. The NCSG also works with National Governing Bodies (NGB’s) and other sports organizations to develop and/or improve particular sports across the country.

The State Games movement began with New York’s Empire State Games in 1978 and has grown to include 30 Summer State Games and 10 Winter State Games with over 265,000 athletes, 50,000 volunteers, and thousands of spectators annually. State Games provide a motivational goal for all amateur athletes within the state they are organized. The mission of the NCSG is to support State Games member organizations in the promotion of health, fitness and character building through multi-sport competitions and physical activity.

The NCSG is a member of the United States Olympic Committee’s Multi-Sport Organization Council and has received the United States Olympic Committee (USOC) Rings of Gold and the International Olympic Committee's (IOC) Sport for All award. Since 1978, State Games have become one of the most celebrated and anticipated events of the year for athletes of all ages and abilities to achieve their fitness goals, improve their self-esteem and develop a sense of personal and state pride.

State Games of America is a property of the National Congress of State Games which is an Olympic-style event featuring competition between State Games medal winners (gold, silver, and bronze) from across the nation.
<table>
<thead>
<tr>
<th>STATE</th>
<th>ORGANIZATION</th>
<th>WEBSITE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama</td>
<td>The Alabama Sports Festival Foundation</td>
<td><a href="http://www.asffoundation.org">www.asffoundation.org</a></td>
</tr>
<tr>
<td>Arizona</td>
<td>The Grand Canyon State Games</td>
<td><a href="http://www.gcsorg">www.gcsorg</a></td>
</tr>
<tr>
<td>California</td>
<td>California State Games</td>
<td><a href="http://www.calstategames.org">www.calstategames.org</a></td>
</tr>
<tr>
<td>Colorado</td>
<td>Rocky Mountain State Games</td>
<td><a href="http://www.rockymountaininstategames.org">www.rockymountaininstategames.org</a></td>
</tr>
<tr>
<td>Connecticut</td>
<td>The Nutmeg State Games</td>
<td><a href="http://www.nutmegstategames.org">www.nutmegstategames.org</a></td>
</tr>
<tr>
<td>Florida</td>
<td>Sunshine State Games</td>
<td><a href="http://www.sunshinestategames.com">www.sunshinestategames.com</a></td>
</tr>
<tr>
<td>Georgia</td>
<td>Georgia Games</td>
<td><a href="http://www.georgiagames.org">www.georgiagames.org</a></td>
</tr>
<tr>
<td>*Illinois</td>
<td>Ignite Partners, LLC</td>
<td><a href="http://www.stategamesofflinois.org">www.stategamesofflinois.org</a></td>
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<tr>
<td>*Indiana</td>
<td>Evansville Sports Corporation</td>
<td><a href="http://www.evansvillesports.org">www.evansvillesports.org</a></td>
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<tr>
<td>Iowa</td>
<td>Iowa Games</td>
<td><a href="http://www.iowagames.org">www.iowagames.org</a></td>
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<tr>
<td>Kansas</td>
<td>Sunflower State Games</td>
<td><a href="http://www.sunflowergames.com">www.sunflowergames.com</a></td>
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<tr>
<td>Kentucky</td>
<td>Bluegrass State Games</td>
<td><a href="http://www.bgsorg">www.bgsorg</a></td>
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<td>Louisiana</td>
<td>Louisiana State Games</td>
<td><a href="http://www.louisianastategames.com">www.louisianastategames.com</a></td>
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<td>Massachusetts</td>
<td>Bay State Games</td>
<td><a href="http://www.baystategames.org">www.baystategames.org</a></td>
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<tr>
<td>Michigan</td>
<td>Meijer State Games of Michigan</td>
<td><a href="http://www.stategamesofmichigan.com">www.stategamesofmichigan.com</a></td>
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<tr>
<td>Minnesota</td>
<td>Star of the North State Games</td>
<td><a href="http://www.starofthenorthgames.org">www.starofthenorthgames.org</a></td>
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<td>Mississippi</td>
<td>State Games of Mississippi</td>
<td><a href="http://www.stategamesofms.org">www.stategamesofms.org</a></td>
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<tr>
<td>Missouri</td>
<td>Show-Me State Games</td>
<td><a href="http://www.smsg.org">www.smsg.org</a></td>
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<tr>
<td>Montana</td>
<td>Big Sky State Games</td>
<td><a href="http://www.bigskygames.org">www.bigskygames.org</a></td>
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<tr>
<td>Nebraska</td>
<td>Cornhusker State Games</td>
<td><a href="http://www.cornhuskerstategames.com">www.cornhuskerstategames.com</a></td>
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<tr>
<td>New Jersey</td>
<td>Garden State Games</td>
<td><a href="http://www.njseniorolympics.com">www.njseniorolympics.com</a></td>
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<tr>
<td>New Mexico</td>
<td>New Mexico State Games</td>
<td><a href="http://www.newmexicogames.org">www.newmexicogames.org</a></td>
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<tr>
<td>New York</td>
<td>Empire State Games</td>
<td><a href="http://www.empirestatewintergames.org">www.empirestatewintergames.org</a></td>
</tr>
<tr>
<td>North Carolina</td>
<td>State Games of North Carolina</td>
<td><a href="http://www.ncsports.org">www.ncsports.org</a></td>
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<tr>
<td>*Ohio</td>
<td>Ohio Games</td>
<td><a href="http://www.ohiogames.org">www.ohiogames.org</a></td>
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<td>Oklahoma</td>
<td>The State Games of Oklahoma</td>
<td><a href="http://www.stategamesofoklahoma.org">www.stategamesofoklahoma.org</a></td>
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<td>Oregon</td>
<td>State Games of Oregon</td>
<td><a href="http://www.stategamesor.org">www.stategamesor.org</a></td>
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<tr>
<td>Pennsylvania</td>
<td>Keystone State Games</td>
<td><a href="http://www.keystonegames.com">www.keystonegames.com</a></td>
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<tr>
<td>*South Carolina</td>
<td>State Games of South Carolina</td>
<td><a href="http://www.stategamessouthcarolina.com">www.stategamessouthcarolina.com</a></td>
</tr>
<tr>
<td>*Tennessee</td>
<td>Visit Knoxville Sports Commission</td>
<td><a href="http://www.visitknoxville.com">www.visitknoxville.com</a></td>
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<tr>
<td>Texas</td>
<td>Games of Texas</td>
<td><a href="http://www.taa.com">www.taa.com</a></td>
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<tr>
<td>Utah</td>
<td>Larry H. Miller Utah Summer Games</td>
<td><a href="http://www.utahsummergames.org">www.utahsummergames.org</a></td>
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<tr>
<td>Virginia</td>
<td>Virginia Commonwealth Games at Liberty University</td>
<td><a href="http://www.commonwealthgames.org">www.commonwealthgames.org</a></td>
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<tr>
<td>Wisconsin</td>
<td>Badger State Games</td>
<td><a href="http://www.badgerstategames.org">www.badgerstategames.org</a></td>
</tr>
<tr>
<td>*Wyoming</td>
<td>Cowboy State Games</td>
<td><a href="http://www.cowboystategames.com">www.cowboystategames.com</a></td>
</tr>
</tbody>
</table>

*Developing members
2019 SGA OVERVIEW

Host City(s): Lynchburg, VA

Athletes: TOTAL – 12,000 (8,773 in state, 3,227 out of state athletes)

Largest Individual Sport: Figure Skating

Largest Team Sport: Basketball

States Represented: AL, AK, AZ, AR, CA, CO, CT, DE, FL, GA, HI, ID, IL, IN, IA, KS, KY, LA, MD, MA, MI, MN, MS, MO, MT, NE, NV, NH, NJ, NM, NY, NC, OH, OK, OR, PA, RI, SC, SD, TN, TX, UT, VT, VA, WA, WV, WI, WY

Budget: $1,000,000

Estimated Athletes & Spectators at Opening Ceremonies: 7,000+

2019 SGA Economic Impact

Economic Impact: $7 Million Economic Impact

Estimated Room Nights: 5,000

Olympian Support

The State Games of America is a high profile, highly anticipated event and is supported by a number of Olympians.

<table>
<thead>
<tr>
<th>Year</th>
<th>State Games of America - High Profile Guest</th>
</tr>
</thead>
</table>
| 1999 | – Jackie Joyner-Kersee (US Olympian, Track & Field)  
|      | – Mia Hamm (US Olympian, American Professional Soccer Player) |
| 2005 | – Rulon Gardner (US Olympian, Wrestler) |
| 2007 | – Michelle Kwan (US Olympian, Figure Skater) |
| 2009 | – Henry Cejudo (US Olympian, Wrestler) |
| 2011 | – Willie Banks (US Olympian, Track & Field) |
| 2013 | – Hyleas Fountain (US Olympian, Track & Field) |
| 2015 | – Lolo Jones (US Olympian, Track & Field)  
|      | – Jordan Burroughs (US Olympian, Wrestler)  
|      | – Doug McDermott (NBA, Chicago Bulls) |
| 2017 | – Mackenzie Woodring (US Paralympian, Cycling) |
| 2019 | – Dot Richardson (US Olympian, Softball) |
STATE GAMES OF AMERICA (SGA)

The Mission of the State Games of America is to:

- Provide wholesome avenues for positive, personal development through sports and activity
- Promote a national program of amateur-athletic competitions based on medal winners of NCSG-member events
- Promote participation in amateur sports by citizens of all ages and skill levels
- Promote better overall health and fitness among citizens

Benefits of Hosting the State Games of America

- Showcase your city, its facilities and local attractions
- Generate civic pride in your community through volunteer opportunities with the event
- Influx of thousands of athletes, family members, and friends into your city for 3-4 days
- National and local media coverage for your city, sports commission and CVB
- Estimated economic impact around $10,000,000
- Opportunity to host Opening Ceremonies for around 10,000-20,000 athletes & spectators
- Earn the respect of sports enthusiasts nationwide by demonstrating your ability to host a national level multi-sport festival

History of the State Games of America (SGA)

<table>
<thead>
<tr>
<th>YEAR</th>
<th>LOCATION</th>
<th>PARTICIPANTS</th>
<th>OPENING CEREMONY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1999</td>
<td>St Louis, MO</td>
<td>6,000</td>
<td>Busch Stadium</td>
</tr>
<tr>
<td>2001</td>
<td>St Louis, MO</td>
<td>5,800</td>
<td>Busch Stadium</td>
</tr>
<tr>
<td>2003</td>
<td>Hartford, CT</td>
<td>4,800</td>
<td>Rentschler Stadium</td>
</tr>
<tr>
<td>2005</td>
<td>Colorado Springs, CO</td>
<td>9,462</td>
<td>World Arena</td>
</tr>
<tr>
<td>2007</td>
<td>Colorado Springs, CO</td>
<td>10,803</td>
<td>World Arena</td>
</tr>
<tr>
<td>2009</td>
<td>Colorado Springs, CO</td>
<td>10,312</td>
<td>World Arena</td>
</tr>
<tr>
<td>2011</td>
<td>San Diego, CA</td>
<td>9,297</td>
<td>Qualcomm Stadium</td>
</tr>
<tr>
<td>2013</td>
<td>Hershey-Harrisburg, PA</td>
<td>9,500</td>
<td>Giant Center</td>
</tr>
<tr>
<td>2015</td>
<td>Lincoln, NE</td>
<td>14,728</td>
<td>Memorial Stadium</td>
</tr>
<tr>
<td>2017</td>
<td>Grand Rapids, MI</td>
<td>11,760</td>
<td>Van Andel Arena</td>
</tr>
<tr>
<td>2019</td>
<td>Lynchburg, VA</td>
<td>12,000</td>
<td>Williams Stadium</td>
</tr>
<tr>
<td>2021</td>
<td>Ames, IA</td>
<td>N/A</td>
<td>Jack Trice Stadium</td>
</tr>
</tbody>
</table>
## 2023/2025 SGA RFP TIMELINE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 15, 2019</td>
<td>Launch RFP</td>
</tr>
<tr>
<td>January 17, 2020</td>
<td>Letter of intent deadline</td>
</tr>
<tr>
<td>February 14, 2020</td>
<td>Proposal submission deadline</td>
</tr>
<tr>
<td>Late February 2020</td>
<td>NCSG Board review &amp; board recommendations</td>
</tr>
<tr>
<td>Early March (Mid-Year meeting 2020)</td>
<td>Board approves states selected for site visits</td>
</tr>
<tr>
<td>Late March, 2020</td>
<td>States selected for site visits notified</td>
</tr>
<tr>
<td>Late April/ Early May 2020</td>
<td>Site Visits</td>
</tr>
<tr>
<td>June 3, 2020</td>
<td>States selected for final presentations notified</td>
</tr>
<tr>
<td>October 19-22, 2020</td>
<td>Final presentations and decision at NCSG Annual Symposium/ TEAMS conference</td>
</tr>
<tr>
<td>December 31, 2020</td>
<td>Contract signed</td>
</tr>
</tbody>
</table>

### State Games of America Dates

To ensure maximum participation in the State Games of America, the event must take place after the majority of member states have completed their Summer Games and prior to many states starting their school year. Due to these limitations, the window for the SGA is very limited.

For 2023, July 26-30 are preferred dates and August 2-6 would be considered.

For 2025, July 30 – August 3 are the preferred dates.
BID REQUIREMENTS INFO

• Any representatives of bidding communities are prohibited from contacting members of the NCSG Board of Directors and/or the SGA bid committee to discuss the bid process or to obtain any information that would be deemed as gaining an advantage or to promote or solicit support of their bid.

• Upon receipt of a letter of intent (including $5,000 bid fee) by the January 17, 2020 deadline, the NCSG will provide the bidding city budget information from the previous State Games of America. This information is used as a guideline for the final bid document due on February 14, 2020.

• Direct all questions and concerns regarding this bid package to: Kevin Cummings, SGA Committee Chair, c/o Bay State Games 55 Sixth Road Woburn, MA 01801. Phone 781-932-6555 - Email: kevin@baystategames.org.

• Mail 10 copies of the completed 2023/2025 SGA Bid Package to Kevin Cummings, SGA Committee Chair, c/o Bay State Games 55 Sixth Road Woburn, MA 01801

• Completed bid package may not exceed 50 pages.

• Finalists will be selected strictly on required content in the bid package rather than by appearance and/or other features.

• The NCSG may require additional information after the bid package has been submitted.

• The contents of all bids submitted will be kept confidential and will not be shared with competing cities.

• If one city is provided an opportunity to change its bid prior to the selection process, all bidding cities will be provided the same opportunity.

• All bid fees and benefits required in this RFP are to be considered minimums which can be increased by bidding cities as they see fit.

• No gifts of any kind are allowed to be given to the NCSG Board of Directors or SGA Bid Committee.
**Bid Must Include**

1. A host/rights fee payable to the National Congress of State Games of a minimum of $40,000.

2. At the completion of the 2023 and 2025 State Games of America, the LOC must pay a minimum $5 rebate fee to the National Congress of State Games for every athlete that participated in the 2023 or 2025 SGA. The LOC must also pay a minimum $5 rebate fee for each state, issued to the NCSG, for every athlete in the 2023 or 2025 State Games of America (excluding the host state). These rebates must be paid in full by September 30, 2023 and 2025 respectively.

3. Rebate amounts will be based upon individual athlete counts for both individual and team sports.

4. An estimated athlete count, outlining in-state and out-of-state participation numbers. Based upon the estimates presented in the bid, there will be rebate minimums negotiated into the contract.

5. The NCSG and LOC will split the net of all SGA merchandise sales at a minimum of 50/50.

6. The LOC will ensure that the NCSG receives a minimum of 40 complimentary room nights with not less than 10 per night on Thursday, Friday, Saturday and Sunday nights at hotels in proximity to the main venues.

7. A description of the athlete gift that will be provided to participants (ex: performance t-shirt).
Core Sport Requirements

The following core sports MUST be included in the 2023/2025 SGA. In total, there were 53 sports offered in 2015, 48 in 2017, and 37 in 2019.

<table>
<thead>
<tr>
<th>ARCHERY</th>
<th>KARATE (OUTDOOR)</th>
<th>SOCCER (OUTDOOR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>BOWLING</td>
<td>PICKLEBALL</td>
<td>SWIMMING (LONG &amp; SHORT COURSE)</td>
</tr>
<tr>
<td>FIGURE SKATING (USFS &amp; ISI)</td>
<td>SHOOTING SPORTS (TRAP &amp; BB)</td>
<td>TRACK &amp; FIELD</td>
</tr>
</tbody>
</table>

In addition to required sports, additional sports may be added by the host city based on available facilities and regional/national interest. The sports listed below are historically additional sports outside of the core that people travel in order to participate. The addition of any non-core sport is subject to approval by the SGA Executive Committee. The SGA Executive Committee is comprised of three members representing the host city and three members of the NCSG.

Additional Sports

The following list below are recommended additional sports to offer in the State Games of America. The list was populated by examining the additional sports offered by at least some National Congress of State Games member states and the data of travelling participants. Sports that could be considered for addition are not limited to those on this list. Refer to pages 19 and 20 for a full sports listing from 2017 and 2019, respectively.

<table>
<thead>
<tr>
<th>FENCING</th>
<th>GYMNASTICS</th>
<th>JUDO</th>
<th>TAE KWON DO</th>
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</table>

National Championships

Lastly, the following is a list of sports that host national championships and events in conjunction with the State Games of America. These events are required to have included in State Games of America.

<table>
<thead>
<tr>
<th>FLOORBALL</th>
<th>FOOTGOLF</th>
<th>NINJA*</th>
<th>YOGA</th>
</tr>
</thead>
</table>

* Due to the financial requirements of this event, it is not required but still recommended.
**Age Division Requirements**

Member states of the National Congress of State Games offer a wide range of age divisions for their sports including, but not limited to, youth, middle school, high school, college, adult and masters categories. For all required core sports, divisions offered must include a representation of a wide range of age groups. Final approval of all divisions for SGA sports will be made by the SGA executive committee. It is recommended that a wide range of age groups be offered for non-core sports as well.

**Opening Ceremony Requirements**

Opening Ceremony is a critical element associated with the State Games of America that sets this competition apart from the rest. It is a pillar and highlight of the Games for many. There are certain elements that must be included in Opening Ceremony.

Elements must include but are not limited to:

1. Athlete Parade
2. Athlete Oath
3. Lighting of the cauldron
4. Promotion of next SGA host city
5. Family friendly entertainment and celebrity(ies) appearances
BID DOCUMENT ATTACHMENTS

On separate sheets, please attach details to describe the following points:

1. Letter of Intent, including $5,000 ($4,000 refundable for each year), sent to SGA Chairman, Kevin Cummings, stating intention to bid on the 2023 and/or 2025 State Games of America. Letter and payment must be received no later than January 17, 2020.

2. Brief description of city/cities hosting events. Description should include: size of population, capabilities of airports, means of public transportation available, nearby colleges/universities, number of area dorm rooms available for participants and average rate per night for all lodging options, total lodging (including total number of rooms) available in city, and major events taking place in city 3 days prior to and 3 days following State Games of America competition (including celebrations, festivals, sporting events, etc.). What is the average temperature / humidity / precipitation during the timeframe of the SGA.

3. In addition to the core sports which are required, list proposed non-core sports which you would conduct. There were 53 sports offered in 2015, 48 in 2017, and 37 offered in 2019.

4. Blueprint, sketch, photograph, or DVD with details of the proposed event site for Opening Ceremonies and each sport venue. Bidding city should also provide a preliminary creative proposal for an Opening Ceremony program (more information on the Opening Ceremony can be found in the LOC Responsibilities). If LOC is opting to host Opening Ceremony in an outdoor venue, a backup indoor venue and plan must be shown in the proposal that includes all Opening Ceremony elements described on page 10.

5. Map of the city/cities hosting events with event sites highlighted or circled.

6. Proposed LOC organizational chart showing organizational structure of entity that would run the State Games of America. Include each sport director with a review of qualifications and experience.

7. Proposed budget for the State Games of America beginning with announcement of site selection through completion of the State Games of America.

8. Overview of medical plan and letter of support from organization providing medical coverage.

9. Description of insurance coverage and proposed limits of no less than two million. Policy must include sexual abuse and molestation coverage, with minimums of one million.

10. Letter of support from mayor(s) of city/cities hosting State Games of America events.

11. Bids must be submitted in partnership with and support from an NCSG Member with full membership standing (A current membership listing can be provided upon request).
support from the NCSG Member must be included with the proposal outlining their endorsement and involvement with the bid.

12. 2023 & 2025 State Games of America may be combined with the 2023 & 2025 State Games program of the bidding state. Historically, all previous bids have been combined with the local State Games program.

13. Include a list of comparable events that the bidding city has hosted in the past, with references.

14. Compliance with Bid Fee Schedule.

15. Listing of proposed sponsors, grants and top 10 funding sources.

16. Contract must be completed and signed by December 31, 2020 for 2023 SGA. Memorandum of understanding must be signed by December 31, 2020 for 2025 SGA.

**Bid Fee Schedule**

$4,000 of the bid fee will be returned to cities that are not awarded rights to the 2023 & 2025 State Games of America. The cities selected to host the 2023 & 2025 State Games of America will have the $5,000 bid fee applied as credit towards the cumulative payment, minimum of $40,000.

1) $5,000 bid fee included with letter of intent for 2023 & 2025 SGA by January 17, 2020 for each year.

2) Letter of understanding will be signed within one week of the site selection announcement following the annual NCSG symposium.

3) Contract signed on or before December 31, 2020.

4) $35,000 balance paid on/or before December 31, 2020.

**Presentations**

1. During the presentation to the NCSG Board of Directors, bid cities should directly answer the following financial questions:
   a. What financial guarantees does the LOC have to the NCSG?
   b. What are the LOC’s cash flow forecasts?

2. Order of presentations to the NCSG shall be determined by a random drawing.

3. Use of audio/visual equipment is permitted for presentation although acquisition or use of such equipment will be the responsibility of each presenting party.

4. Minutes will be taken during presentation to the NCSG Board of Directors and all answers or declarations by cities will be considered binding.

5. The selection of the host city will be a majority elimination vote by secret ballot of the NCSG Board of Directors.
6. The NCSG Board of Directors reserves the right to seek additional information from bid cities if they feel they do not have adequate information to vote.

Site Visits

1. Not to exceed two nights hotel stay per SGA committee member
2. Site visits will take place in late April/ Early May 2020
3. NCSG site visit team not to exceed a maximum of 3 people
4. All site visit expenses, including cost of travel for NCSG site visit team, are responsibility of bidding city.
5. Visit to include tour of the key proposed venues
6. Bidding cities selected for site visits will receive additional information on site visit requirements and limitations prior to the date of the visit.

Local Organizing Committee (LOC) Responsibilities

- Create a Local Organizing Committee (LOC).
- Work with NCSG to create an Executive Committee (EC) which includes three members of the LOC and three members of the NCSG.
- Create a separate 501c-3 tax-exempt non-profit organization or operate within an existing 501c-3 tax-exempt non-profit organization.
- Secure professional staff and recruit volunteers to fulfill responsibilities.
- Oversee the finances, budget, profit, loss and payment of expenses related to the SGA.
- Obtain funding through private and public contributions, athlete entry fees, local, state and federal funding and corporate relationships. Other revenue can include ticket sales, concessions, merchandise, program sales and admission fees.
- Oversee all event operations including determining the sports, securing venues and creating competition rules/formats for each event subject to recommendation from the NCSG SGA committee and with approval from the SGA Executive Committee.
- Develop and produce artwork and signage for the 2023/2025 SGA.
- Design and create registration and promotional materials to be approved by NCSG Executive Committee.
- Utilize a NCSG approved on-line registration system.
• Post event, provide NCSG with data base, including contact information, of all 2023/2025 SGA participants.
• Arrange room blocks at reasonable rates for athletes and guests.
• LOC shall recruit and train volunteers to support all athletes and events.
• Recruit and assign officials to conduct the competitions. Level and certification of competition officials for each sport to be approved by the Executive Committee.
• Secure medical staff and equipment to assist in the care of injured athletes. Qualification and certification requirements for medical staff to be approved by Executive Committee.
• Create an emergency and security plan to provide a safe and secure competition environment.
• Provide insurance for events, specified by the SGA Executive committee, under the NCSG insurance plan or provided by your own plan. Reference page 11 for details.
• Conduct progress meetings with LOC once per quarter for year prior, then monthly one year preceding the event.
• Produce an Opening Ceremony. The following traditional elements must be included in the Opening Ceremonies: parade of athletes, athlete oath, promotion of next host city, lighting of the torch/cauldron, appearance by a “celebrity (ies)” and entertainment to appeal to a youthful audience.
• LOC must attend the NCSG Symposium the year prior to event and year in which the SGA event is held, in order to provide updates to NCSG membership.
• Develop a local and national public relations and publicity plan for consistent tone & message.
• Develop and produce medals for all competitions.
• Create competition schedule for all SGA events.
• Determine needs and appropriate all sports specific and supporting equipment for each event.
• Conduct all events according to or similar to National Governing Body rules subject to approval of the EC.
• Assist in hosting the NCSG Mid-Year Board Meeting the year SGA will take place. NCSG is responsible for all costs, but LOC will help provide contacts for securing hotels and meeting space.
National Congress of State Games Responsibilities

- Work with LOC to create an Executive Committee (EC) which includes three members of the LOC and the SGA Executive Committee.
- Support in management and execution of the SGA.
- Develop and maintain a dedicated website for the 2023 and/or 2025 SGA.
- The SGA Executive Committee may be comprised of the NCSG President, the SGA Committee Chair, and a representative from the previous SGA.
- NCSG will encourage member states to support the SGA, supply their list of qualified athletes and promote the SGA in their individual states.
- NCSG member states will be encouraged to make mailing lists available for the purpose of the SGA registration and promotion. Contact information can include participant email and phone.
- Provide historical and financial data from previous events.
- Provide access to previous SGA database for pre-approved marketing purposes.
- Provide access to NCSG approved on-line registration system.
Bid cities are encouraged to host multiple sports at the same venue. This is preferred. When listing and describing each facility on your RFP, please describe the following for each venue in addition to the sport specific requirements:

<table>
<thead>
<tr>
<th>Facility Requirement</th>
<th>Archery</th>
<th>Bowling</th>
<th>Figure Skating (USFS &amp; ISI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parking</td>
<td></td>
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<tr>
<td>Concessions</td>
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<tr>
<td>Athletic Training Room</td>
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<tr>
<td>Air Conditioning (Indoor Venues)</td>
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<td>Handicap Accessibility</td>
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<td>Available Storage</td>
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<tr>
<td>Rest rooms (Permanent or portable)</td>
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<td></td>
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<tr>
<td>Seating Capacity</td>
<td>Field space to accommodate minimum 30 shooting lanes.</td>
<td>30 lane minimum, 500 min capacity, Friday – Sunday.</td>
<td>Minimum of 3 surfaces. Multiple facilities must be within 30 min. radius.</td>
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<tr>
<td>Phone &amp; Internet Access</td>
<td></td>
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<tr>
<td>Locker Room Access</td>
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<tr>
<td>Press Area</td>
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<tr>
<td>Restrooms (Permanent or portable)</td>
<td>30 lane minimum, 150 min. capacity, Friday – Sunday.</td>
<td>30 lane minimum, 500 min capacity, Friday – Sunday.</td>
<td>Minimum seating of 500. 1 sheet with seating 500+, Thursday – Sunday.</td>
</tr>
<tr>
<td>Equipment Needs</td>
<td>All required equipment including targets, target stands, target faces, etc.</td>
<td>Air conditioning, all equipment hosted by center.</td>
<td>Multiple locker rooms, hospitality room for judges, PA system.</td>
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<td>Press Area</td>
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</tr>
<tr>
<td>Staff Needs</td>
<td>Sport commissioner, officials, site director at venue, appropriate medical staff.</td>
<td>Sport commissioner, site director at venue, appropriate medical staff.</td>
<td>Sport commissioner, site director per venue, USFS &amp; ISI officials, volunteers, for music, announcing, registration, hospitality, etc., appropriate medical staff.</td>
</tr>
</tbody>
</table>
**KARATE**

**Acceptable Facilities**
College, high school, recreational facility, or convention center.

**Minimum Requirements**

**Equipment Needs**
Mat tape, computerized meet management system, mat sanitizing supplies.

**Staff Needs**
Sport commissioner, refs and judges for each mat, results system operator, event director.

**PICKLEBALL**

**Acceptable Facilities**
College, high school, private or municipal court surface; pickleball specific preferred; minimum 20 courts

**Minimum Requirements**
Adequate parking, bathroom facilities

**Equipment Needs**
All courts properly lined with nets. Pickleballs provided. Windscreen preferred. Large bracket sheets and area for posting.

**Staff Needs**
Sport commissioner, officials, required competition volunteers.

**SHOOTING SPORTS (TRAP & BB)**

**Acceptable Facilities**
Shooting range(s) with various types of shooting offered (trap, BB, skeet, small bore rifle, pistol, etc.). May use multiple locations.

**Minimum Requirements**
Specific lanes for shooters, restrooms, proper distancing marks

**Equipment Needs**
Proper safety equipment, electronic scoring system

**Staff Needs**
Sport commissioner, competition volunteers, scoring system operators, officials

**SOCCER (OUTDOOR)**

**Acceptable Facilities**
College, high school or club fields. Prefer all fields in same location. Seating available at each field.

**Minimum Requirements**
Minimum 6 full fields and 2 reduced side fields for lower age groups. Additional fields will be required if registrations require. Minimum seating of 500 and PA system on one field for championships.

**Equipment Needs**
All fields appropriately lined with nets, goals and corner flags. Minimum 1 tent or shade area per field for administration and medical purposes. Game balls.

**Staff Needs**
Sport commissioner, 3 officials for each game, competition volunteers.
### SWIMMING (LONG & SHORT COURSE)

**Acceptable Facilities**
College, high school, municipal or other comparable swimming facility.

**Minimum Requirements**
Indoor (preferred), 50-meter (long course) swimming pool with 8 lanes. Second pool at same facility for warm ups would be ideal. Friday – Sunday.

**Equipment Needs**
Electronic timing and scoring system, starting blocks, touch pads, lane lines, office for computer, Men’s & Women’s locker room, hospitality room for officials.

**Staff Needs**
Sport commissioner, USA Swimming officials, timing and scoring system operators, meet volunteers.

### TRACK & FIELD

**Acceptable Facilities**
College or high school track stadium. Minimum seating of 1,500

**Minimum Requirements**
One 8 lane, synthetic surface track (mondo preferred). Outdoor facility. 1 high jump area, 2 jumping pits, 1 pole vault area, 2 discus circles, 2 shot put circles, 1 javelin runway, 1 hammer cage. Press box with PA system. Lights preferred. Scoreboard preferred. All field event areas properly lined and marked.

**Equipment Needs**
All standard equipment required to run a college / USATF sanctioned track meet including hurdles, pits, pads, standards, etc. Electronic timing system (Accutrack or comparable) and electronic compilation of results (Hytek or comparable). Specific bib numbers for 2023/2025 SGA.

**Staff Needs**
Sport commissioner, minimum of 20 certified USATF officials including starter, chief referee, head timer, finish line timer and at least 1 certified official on every field event. Volunteers to help with registration, results, field event crews, hurdle crews, etc.
SPORTS

~ 5K
~ Archery FITA
~ Archery 3D
~ Badminton
~ Baseball
~ Basketball
~ Billiards
~ BMX Freestyle
~ BMX Olympic
~ Bocce Ball
~ Bowling
~ Cricket
~ Cycling – Time Trial
~ Cycling – Mt. Bike
~ Darts
~ Disc Golf
~ Fencing
~ Figure Skating
~ Golf
~ Gymnastics
~ Horseshoes
~ Ice Hockey
~ Judo
~ Karate

~ Lacrosse
~ Pickleball
~ Pinball
~ Racquetball
~ Rowing
~ Rugby
~ Shooting Sports
~ Skateboarding
~ Soccer
~ Softball
~ Swimming
~ Synchronized Swimming
~ Table Tennis
~ Tae Kwon Do
~ Tennis
~ Track & Field
~ Triathlon
~ Volleyball – Beach
~ Wakeboard
~ Waterskiing
~ Wrestling – Beach
~ Wrestling – Indoor
~ Weightlifting
~ Yoga
SPORTS

~ Archery FITA
~ Archery 3D
~ Archery Indoor Genesis
~ Baseball
~ Basketball
~ Bowling
~ Chess
~ Disc Golf
~ Equestrian
~ Figure Skating
~ Floorball
~ Foot Golf
~ Gymnastics
~ Judo
~ Jujutsu
~ Karate
~ Mini Golf
~ Mountain Biking
~ Ninja Challenge
~ Paintball
~ Pickleball
~ Racquetball
~ Run (5K Road Race)
~ Sand Volleyball
~ Shooting Sports
~ Skateboarding
~ Snowflex
~ Soccer
~ Softball
~ Swimming
~ Tae Kwon Do
~ Tennis
~ Track & Field
~ Ultimate Frisbee
~ Wing Racing
~ Wrestling
~ Yoga