

# ***KEYSTONE GAMES FESTIVAL OF SPORTS & PENNSYLVANIA SENIOR GAMES***

## **HOST CITY INFORMATION PACKET**

*2018-2020 Prospective Bid Dates*



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Keystone State Games, Inc. is announcing that we are accepting bids to host the Keystone Games Festival of Sports and Pennsylvania Senior Games beginning in 2017. Both the Host City Questionnaire and Host City Requirements documents have been posted on the KSG website; [www.premiersportingevents.com](http://www.premiersportingevents.com) and can be downloaded if you plan on submitting a proposal.

The Keystone State Games is not only a great event for the participants, but it also has a significant impact financially within the host community. A local tourism official from York County (the host of the 2015-2017 Games) stated that the Keystone State Games Festival of Sports is expected to generate an estimated \$41.6 million in direct and indirect local economic impact over three years and draw as many as 30,000 people to York County over that time ([ydr.com](http://ydr.com), 2014).

If you plan to bid on the Keystone State Summer Games and the Pennsylvania Senior Games, the Host City Questionnaire and the Host City Requirements must be received in our office by October 16, 2016. We are seeking a 3 year proposal; 2018, 2019, 2020 and will discuss them individually after visiting your city.

We encourage you to attend the benchmark 35<sup>th</sup> Annual Keystone Games Festival of Sports and the 33<sup>rd</sup> Biennial Pennsylvania Senior Games in York, PA during the week of July 27 – 31, 2016. We look forward to hearing from you in the near future. Any questions with the process, please do not hesitate to contact me by phone at (570) 760-0352 or by email at [jcostello@ksgoffice.com](mailto:jcostello@ksgoffice.com)

**BID PROCESS TIMELINE:**

There are important steps and dates to keep in mind with the process of securing the right to serve as host for the Keystone Games Festival of Sports:

**Step 1** - Formal written bid to include the Host City Questionnaire and Host City Requirements by October 16, 2016. We will accept mail and email copies of both documents.

**Step 2** - Site evaluation by Keystone State Games, Inc. During the evaluation the Host City will provide a formal presentation to the site committee.

**Step 3** – Once chosen as the designated site, a contract between the host organization and Keystone State Games, Inc. will be executed. At that time, payment schedules along with other important matters will be discussed and added to the contract. This phase will be completed by the end of June 2017.

**Step 4** – Announcement of Host City at your convenience once the contract has been executed in 2017.

Sincerely,

***James J Costello***

James J. Costello  
Executive Director  
Keystone State Games, Inc.

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*The Benchmark 35th Annual  
Keystone State Games  
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## July 27-31, 2016

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## Keystone State Games returning to York County for three years, beginning in 2015

By GARY HABER Daily Record/Sunday News  
Updated: 04/29/2014 10:20:58 PM EDT

ydr.com

### Amateur athletics competition expected to generate millions in economic impact.



An amateur sports competition whose participants when it was in other cities have included Los Angeles Lakers star Kobe Bryant and former Orioles and Yankees pitcher Mike Mussina will return to York County for a three-year run starting in summer 2015.

The Keystone State Games Festival of Sports is expected to generate an estimated \$41.6 million in direct and indirect local economic impact over three years and draw as many as 30,000 people to York County over that time, local tourism officials said at a news conference Tuesday.

*Jen Muston, a Keystone State Games veteran and York College women's lacrosse head coach, talks about what it was like for her to participate in the Games*

In addition to the Keystone State Games, which includes events for youth athletes and adult competitors, the biannual Keystone Senior Games will also be held in York County in 2016.

Tuesday's announcement at York College's Grumbacher Sport and Fitness Center comes as York County gets ready to host an expected 2,000 police, fire and EMS participants in the Can-Am Police-Fire Games from July 13 to July 20.

York County is no stranger to the Keystone State Games. The county hosted the Games for six years from 2005 through 2010. The county's central location, venues like the York Expo Center and large number of hotel rooms made it a natural for it to return to the area, Keystone State Games CEO Owen Costello said.

The Games, which started in 1982, include more than two dozen events and typically attract between 6,000 and 7,000 youth and adult athletes and another 3,000 to 4,000 parents and other spectators, Costello said. The marquee events include baseball, ice hockey, wrestling, martial arts and women's field hockey.

Several participants have gone on to pro sports careers.

Bryant played in the Games while he was at Lower Merion High School in Ardmore, Pa. Mussina, who is from Montoursville, Pa., participated in the Games while he was a Stanford University undergraduate.

The event, held in July and August, requires at least 3,000 hotel rooms, Costello said. York County has 4,000 hotel rooms, said Anne Druck, president of the York County Convention and Visitors Bureau.

David Hogg, CEO of Springwood Hospitality, a hotel owner and operator, said his hotels saw increased business during the six years the Games were in York County.

"It really was a tremendous boost," Hogg said.

Hogg estimates that the annual Keystone State Games could mean an additional \$36,000 a year in business for his two York-area hotels -- the 91-room Homewood Suites in Manchester Township and the 100-room Hampton Inn & Suites in York Township. The biannual Senior Games could mean another \$13,500 in business every other year, he said.

Bringing the Games back to York County will boost efforts to position York County as a host of major amateur sports events that draw thousands to the area, Druck said.

"It helps not just to build our resume, but also on our expertise," she said.

Getting the Keystone State Games' contract caps a long process for the CVB. It took about six months for the group to assemble the bid it submitted in December. CVB officials learned in March the event would be returning to York County.

The Keystone State Games have been held in the Harrisburg-Hershey area from 2011 to 2014. York County was one of five regions, including the Pittsburgh, Reading and Harrisburg areas, to express interest in hosting the games from 2015 through 2017 but it was the only one to submit a formal written bid, Costello said. The Wilkes-Barre area made a verbal offer but did not submit a written bid, he said.

This year's Keystone State Games will be held from July 14 to Aug. 3. The Senior Games will be July 14-July 20.

**KEYSTONE GAMES FESTIVAL OF SPORTS  
& PENNSYLVANIA SENIOR GAMES**

**HOST CITY  
REQUIREMENTS**

*2018-2020 Prospective Bid Dates*



# KEYSTONE GAMES

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## **Keystone State Summer Games Festival of Sports & PA Senior Games**

The Keystone State Games are highlighted annually by the summer multi-sport festival. Since its inception in 1981, the KSG Summer Games has provided an opportunity for thousands of athletes to participate in various sports at the local, state, and national levels.

The Keystone Games Festival of Sports and the Pennsylvania Senior Games are the largest Olympic-style multi-sport event in the KSG sports program. Serving as host to the KSG Summer Festival as well as the biennial PA Senior Games (even years) has proven to be rewarding to those communities involved. The economic impact of thousands of athletes, accompanied by coaches, as well as family and spectators, is certainly an obvious reward. Competition to host this event has become increasingly important to cities throughout the Commonwealth.

The Keystone State Games is not only a great event for the participants, but it also has a significant impact financially within the host community. A local tourism official from York County (the host of the 2015-2017 Games) stated that the Keystone State Games Festival of Sports is expected to generate an estimated \$41.6 million in direct and indirect local economic impact over three years and draw as many as 30,000 people to York County over that time (ydr.com, 2014).

The Pennsylvania Senior Games will take place in years 2018 and 2020 for the current bid cycle. The PA Senior Games is used a qualifying event for the National Senior Games that take place throughout the country on odd numbered years.

### **Sports included in the Keystone State Summer Games & PA Senior Games In the York Area, Pennsylvania 2015—2017**

- **Archery**
- **3D Archery**
- **Badminton**
- **Baseball**
- **Basketball**
- **Basketball Shooting**
- **Basketball 3V3**
- **Bocce**
- **Bowling**
- **Brazilian Jiu-Jitsu**
- **Cornhole**
- **Darts**
- **Disc Golf**
- **Field Hockey**
- **Fencing**
- **Fitness Challenge**
- **Football / Softball Throw**
- **Golf**
- **Gymnastics**
- **Horseshoes**
- **Ice Hockey**
- **Judo**
- **Karate**
- **Lacrosse**
- **Masters Swimming**
- **Pickleball**
- **Powerlifting**
- **Racquetball**
- **Rugby**
- **Shuffleboard**
- **Softball**
- **Swimming**
- **Synchronized Swimming**
- **Table Tennis**
- **TaeKwonDo**
- **Tennis**
- **Track & Field**
- **Volksmarch**
- **Volleyball**
- **Weightlifting**
- **Wrestling**
- **Wrestling Duals**

## **Local Organizing Committee Responsibilities To KSG**

### **1) Pre-game Administrative Responsibilities**

- Make a commitment to host the best Keystone State Games to date
- Execute an agreement with the Keystone State Games, Inc. that stipulates the contractual conditions of the Keystone State Games
- Fund the Keystone State Games through local and regional level marketing strategies, including corporate patrons, ticket sales, and concession sales
- Develop Local Organizing Committee (LOC) to administer and operate all functions associated with the Games
- Market the Keystone State Games, Inc. through a comprehensive local and regional campaign inclusive of print, broadcast, billboard, and other media

### **2) Sport Operations/Equipment Responsibilities**

- Contract and secure competitive sports venues according to technical specifications necessary for each sports competition at least eight (8) months in advance of the competition date
- Secure local sports committees to ensure the technical readiness of the sports venues no later than six to eight (6-8) months in advance
- Provide operational equipment as outlined in sports requirements
- Recruit and train a minimum volunteer pool of 1,000 to assist in the administration and operation of the events (i.e., ticket takers, maintenance personnel, officials, scorers, medical, security, registration, decoration, registration data entry, equipment set-up, parking, and general support)

### **3) Transportation and Housing Responsibilities**

- Provide a number of complimentary room nights for Keystone State Games, Inc. staff, coaches, and medical personnel
- Provide ground transportation for Keystone State Games, Inc. staff support and other officials for the duration of the Games (if needed)

### **4) Registration Responsibilities**

- Provide registration facilities and personnel to assist in the pre-Games registration for all athletes and coaches
- Provide general registration and check-in location for athletes, coaches, and officials
- Provide an information services center for athletes, coaches, and spectators at designated registration area

### **5) Miscellaneous Responsibilities**

- Secure office space, furnishings, and equipment for the Keystone State Games, Inc. staff
- Provide an (800) phone line system with operators for housing and Games information with a set period of operations (if needed)
- Merchandising opportunities and programs are to be approved by the Keystone State Games headquarters
- Provide a secure storage facility at least twelve months prior to Games

## **Keystone State Games Responsibilities to LOC**

### **1) Pre-Games Administrative Responsibilities**

- Review bids and select host city according to selection process
- Execute contract agreement with the LOC
- Set the dates for Games
- Provide comprehensive liability insurance for the duration of the Games

### **2) Sport Operations/Equipment Responsibilities**

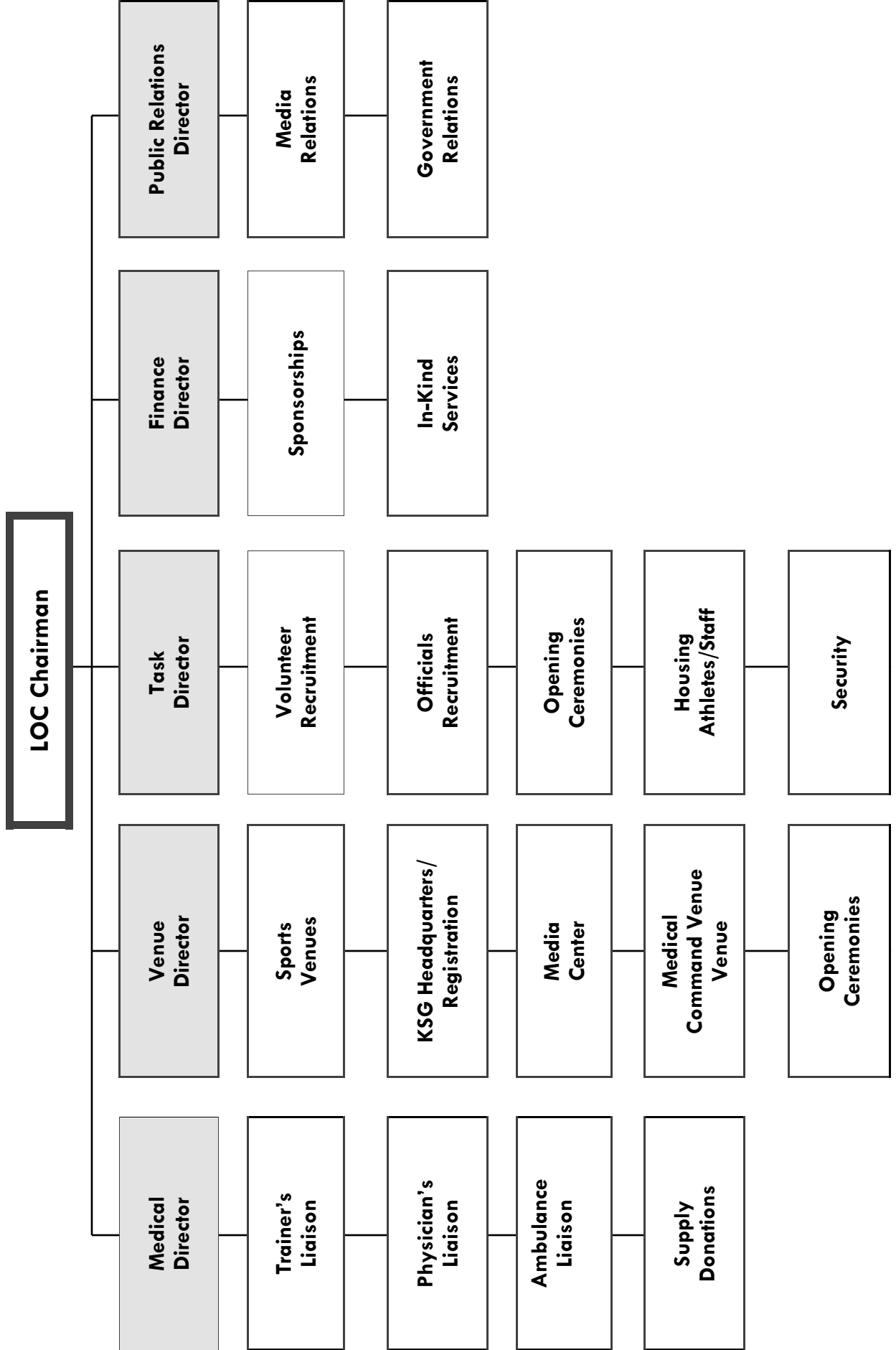
- Approve all LOC and sports operating addenda
- Provide technical requirements as stated in sport venue requirements
- Select athletes through methods approved by the Keystone State Games, Inc. to compete in Games
- Print and distribute all athletes' and coaches' entry forms

### **3) Miscellaneous Responsibilities**

- Make travel arrangements for Keystone State Games, Inc. staff
- Manage and support advance on-site and follow-up media relations services on local, regional, hometown, and national levels
- Provide overall guidance and supervision in planning, organizing, and conducting the Games
- Secure, if possible, a television broadcast of Games
- Work with LOC in ensuring all functions and requirements of LOC are fulfilled
- Ensure all licensed merchandise and marketing agreements are executed by LOC
- Stimulate communication between Keystone State Games, Inc. and LOC Sport Chairman



# Proposed LOC Organizational Chart



## Keystone State Games, The Bid Process

There are three (3) important steps involved in the process of securing the right to serve as host for the Keystone State Games Festival of Sports and Pennsylvania Senior Games:

**Step 1** - Formal written bid to include the Host City Questionnaire and Host City Requirements

**Step 2** - Site evaluation by Keystone State Games, Inc.

**Step 3** - Presentation to Keystone State Games, Inc.

### Step 1, Formal Written Bid

#### A) Deadline Date:

Formal written bid for **2018**, 2019, **2020** by October 16, 2016 (2018 & 2020 include PA Senior Games)

#### B) Host Fee and Contractual Agreement

The cost to the host organization for housing the Games is a minimum of \$200,000 per year. This fee is negotiable pending the cost of the location associated with the desire to host the event and may be in the form of both monetary and in-kind costs associated with hosting the Games. All monies provided by the host organization will be used directly to support the Keystone Games Festival of Sports and Pennsylvania Senior Games within the host community. These expenses include but are not limited to the rental of facilities, hotel accommodations for staff / volunteers, promotions, officials / referee expenses, equipment, community boosters, etc.

The host organization will also have the opportunity to raise funds throughout their community to assist with their investment of hosting the event. All sponsorship dollars raised by the host organization are exclusively used by the organization to offset the cost of hosting the Games.

By investing in the Keystone Games Festival of Sports and Pennsylvania Senior Games your organization is investing in your community. In a March 8, 2016 York Daily Record article it was reported that the Keystone State Games will have an economic impact of \$7,974, 257 in 2016 for the York community (ydr.com, 2015).

Once chosen as the designated site, a contract between the host organization and Keystone State Games, Inc. will be executed. At that time, payment schedules along with other important matters will be discussed and added to the contract.

#### C) LOC Structure:

On the preceding page, a proposed chart is outlined by the Keystone State Games. The chart and additional materials are intended to serve as an introduction to the Games. LOC committees may be further divided into subcommittees, or moved from one division to another to better suit the management of the Games. The host organization can design or alter their organizational structure. A detailed organizational chart should accompany the bid questionnaire including the names, backgrounds, addresses, and telephone numbers for those individuals who will be serving on the Executive Committee and in those positions of Committee Chairman and above.

The Chairman of the LOC is the highest representative of the host city to the Keystone State Games. It is the Chairman who is ultimately responsible for the complete fulfillment of the contract terms between the LOC and Keystone State Games, Inc.. The position of Chairman of the LOC is a voluntary position held by a civic leader of the host city. The position involves being the final authority to make decisions on behalf of the LOC. Accordingly, the Executive Committee is, in turn, formulated by the Chairman.

There are several areas (legal, insurance, finance, medical, technical, municipal) that require the contribution of highly trained professionals serving in a volunteer capacity. These appointees should be a part of the Executive Committee and interface directly with the Chairman. If at all possible, the LOC should appoint a Director. This individual should be highly skilled and have significant experience in the corporate and sports world. The Director will serve as liaison in the relationship between the LOC and Keystone State Games, Inc.. There are a variety of other levels of volunteer positions which will need to be filled at a later date. Volunteers are perhaps the most important commodity involved in this event.

## D) Venues

The Games include a minimum number of sports necessitating a pool of available facilities within a community, as well as the community's ability to make the facilities available, a fact which constitutes a primary consideration in the Games being awarded to that community. An estimated number of sports venues will be used during the Games. The sports currently contested at the Games, with general physical and equipment requirements, are included in this book. Additional sports (demonstration sports) may be added upon approval by both Keystone State Games, Inc. and the LOC.

Proposed facilities should be listed in the Bid Questionnaire, along with detailed information regarding their physical specification. A letter from the facility owner/operator demonstrating a commitment to make the site available during the required period of athletic practices and competition must also accompany the Bid Questionnaire.

## E) Housing

- **Dormitory** - If the host plans on utilizing college and/or university housing facilities, that institution must be responsible for all facets of its housing program, including setting the rates, registration, collecting the dormitory fees, as well as accepting the responsibility of the actions of the athletes housed in the facilities. Therefore, it is necessary that the Bid Questionnaire include a commitment from the appropriate institution.
- **Hotels/Motels** - A complete list of hotels/motels and secured rates for athletes, coaches, officials, families, spectators, and other guests should be included in the Bid Questionnaire. (Written contracts from each hotel reflecting those rates promised or projected should also be included). Your local convention and visitor bureau should provide support documents toward this effort.
- **Other** - Provide a list of Bed & Breakfasts and Campgrounds

## F) Medical Staff

Keystone State Games, Inc. will develop and secure the best possible medical staff for the safety of all participants. It is imperative that the host site has an adequate amount of medical organizations in its geographical area that have EMT's, trainers, and medical personnel to form the Keystone State Games medical staff.

## G) Volunteers

The Keystone State Games, Inc. Volunteer Coordinator will work closely with the host designated person in securing the volunteer needs to host the Games.

## H) Venue Admission

Keystone State Games, Inc. will designate which venues will charge an admission. Usually, venue admission charges are done to assist in the cost of the venue.

## I) Contractual Agreements: Admissions, Souvenirs

- **Description:** Several contractual agreements are made between institutions and Keystone State Games, Inc. for facility usage. Two of these areas include receipts of souvenir sales and entrance to venues. During the Games, considerable revenue is gained through these two areas. It is our intent to continue with a similar arrangement.
- **Present Usage:** All souvenir sales are handled through Keystone State Games, Inc. appointed vendors and permitted to operate at preassigned locations.
- Admission is charged at Opening Ceremonies (if conducted) and several sports competitions during the Games. All receipts are property of the Games.



**Please submit the following documents:**

- List any facility or institution that presently has a policy prohibiting either of the two aforementioned areas of concern.

**J) Food Service and Concession**

**Description:**

With thousands of athletes, coaches, officials, and spectators attending the Finals competition, it is important to address the food service and concession concerns.

**Present Usage:**

Food is the responsibility of the participants. Limited food services are planned for officials and coaches. The concessions are run by booster clubs, local colleges, recreation departments, and private food vendors. Each offer a variety of lunch foods, candy, and the official beverage of the Games. In addition, discount tickets from local restaurants are made available.

**Please submit the following documentation:**

- Knowing the above information, describe a brief plan as to how food service might be handled for 8,000+ individuals for a five day period.

**Step 2, Site Evaluation by Keystone State Games, Inc.**

The Keystone State Games, Inc. Site Evaluation Team must visit your city to be eligible for selection as host. The Committee will visit your city and inspect the proposed sports venues and housing accommodations being proposed for the Games. The Team should meet with proposed Local Organizing Committee officials, community leaders, government officials, college or university staffs, and other parties who will be responsible for supporting the games. The site evaluation is a one or two day process. Accommodations will be for two nights with each committee member in a separate room.

**Step 3, Presentation to Executive Committee**

The Keystone State Games, Inc. Site Evaluation Team representatives will present their findings from each site visited at the next scheduled Executive Committee meeting. Keystone State Games, Inc. will then determine which bidding organization will be awarded the Games. A letter of notification shall be sent to all bidding organizations notifying them of their status upon the bid being awarded.

***KEYSTONE GAMES FESTIVAL OF SPORTS  
& PENNSYLVANIA SENIOR GAMES***

**HOST CITY  
QUESTIONNAIRE**

*2018-2020 Prospective Bid Dates*



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# Keystone State Summer Games Bid Questionnaire

Please complete the following:

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**Host City**

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**Host Organization**

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**Host Representative**

---

**Date**

## Host Organization Background

1. Name the organization that is submitting this bid: \_\_\_\_\_

Contact: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

E-mail Address: \_\_\_\_\_

2. The structure of the bidding organization is (circle):

- |                                 |     |    |
|---------------------------------|-----|----|
| Not-for-profit organization     | yes | no |
| For-profit organization         | yes | no |
| A government agency             | yes | no |
| A partnership                   | yes | no |
| An unincorporated association   | yes | no |
| A limited liability corporation | yes | no |
| A municipal agency              | yes | no |
| A private corporation           | yes | no |

Other: \_\_\_\_\_

3. List funding source(s) for bidding organization:

\_\_\_\_\_

4. List all agencies or organizations that will contribute support to the hosting of the Games:

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

e. \_\_\_\_\_

5. The proposed dates of the Games bid: \_\_\_\_\_, 2018

\_\_\_\_\_, 2019

\_\_\_\_\_, 2020

6. During the past two years, has the bidding organization hosted any state, regional, or national sports events? If so, please list:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_

7. Are any state, regional, or national amateur sports events scheduled to take place in the host city during the 30 days prior to or following the proposed dates for the Games? If so please list:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

8. Are any professional sports events schedule to take place in the host city during the 30 days prior to or following the proposed dates for the Games? Is so, pleas list:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

9. List below, in priority, the reasons for bidding for the Keystone State Games.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_

10. Are any officials' organizations, national, state, or local, located in the host city? (Example: Track & Field Officials' Association) If so, please list:

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_

11. List all sports groups, clubs, or organizations that would be involved in the Games organization, operation, and/or support.

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_
- h. \_\_\_\_\_
- i. \_\_\_\_\_

## Host City Background Information

1. Host city: \_\_\_\_\_

2. Host city population: \_\_\_\_\_

3. List major area corporations that might contribute financial support or “in-kind” services to the Games:

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4. List any junior colleges, colleges, or universities within the metropolitan area of the host city who may provide sports venues:

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5. List all network affiliate television stations, radio stations, and local cable operators in the host city and/or surrounding area:

- Network affiliated television stations: \_\_\_\_\_
- Cable television stations: \_\_\_\_\_
- Radio Stations: \_\_\_\_\_

6. List all daily, weekly, and minority-market newspapers in the host city and/or surrounding metropolitan area:

- Morning Daily Paper: \_\_\_\_\_
- Evening Daily Paper: \_\_\_\_\_
- Weekly papers: \_\_\_\_\_
- Minority-market papers: \_\_\_\_\_

7. Please list any/all colleges or universities that might be able to provide dormitory housing (please provide counts and amenities):

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8. Please list all hotels/motels within a ten mile circumference of KSG Headquarters (list may be attached):

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Please list all hotels/motels outside a ten mile circumference of KSG Headquarters that might be utilized (list may be attached):

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9. Please list all Bed & Breakfasts and Campgrounds:

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### **Media Operations**

1. What is the recommended site for the Media Center?

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2. What is the distance from the recommended Media Center to the proposed KSG Headquarters?

Miles: \_\_\_\_\_

Minutes: \_\_\_\_\_



## Security/Medical Information

1. What type of security plans are proposed for the Games?

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2. What security agencies would be used?

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3. What is the proposed security plan for the following areas of the Games? (i.e., police officers, security guards, campus security volunteers)

Housing (if dormitories are available): \_\_\_\_\_

Competition Sites: \_\_\_\_\_

KSG Headquarters: \_\_\_\_\_

Registration: \_\_\_\_\_

Media Center: \_\_\_\_\_

Parking: \_\_\_\_\_

Ticket Venues: \_\_\_\_\_

Medical Command: \_\_\_\_\_

4. How many medical facilities are located in the host city?

Please list:

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5. Are there any emergency services available? If so, list type and source: (example: ambulance, Myers Medical Transport)

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6. What medical emergency personnel will be available at the sports venues:

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