



NYSMA Sports Committee

NYSMA Tournament Bid Form Guidelines

The purpose of this to help you understand how the bidding process works.

Tournaments requiring a Bid Fee:

Tournaments that require a bid fee are: Moose Bowling (spring & fall), 8-Ball Pool, Mixed-Doubles Golf, Captain & Crew Golf.

The bid fee for the above-mentioned tournaments is \$150.00. The bid is paid when the bid is awarded to the winning lodge of the event.

The bid fee will be sent to the NYSMA Secretary, earmarked with the name of the tournament that your lodge will be hosting.

Invitational Tournaments:

Invitational Tournaments are as follows: Darts, Horseshoes, Euchre, Cornhole, Indoor Cornhole, Trap & Skeet, Mixed-Doubles Shuffleboard.

Registrations for invitational tournaments can be taken right up to the day of the tournament. Non-members and members of the General Assembly can participate, as long as there are members on the team are NYSMA members. This would be a great time to hand those participants an application and encourage them to join our organization

These tournaments are typically small in size and at one time may have been on the regular tournament schedule requiring a bid fee or are new to the NYSMA tournament schedule.

Any monies that are collected for the above-mentioned tournaments and fundraising done during these tournaments shall be used towards monetary prizes.

Planning a Tournament:

When considering putting a bid in for a tournament, please think about the following:

1. Do we have enough help to plan such an event?
2. Have a contact person for the event. It should be an individual that is not an officer in your lodge.

When thinking about submitting a bid, you should be giving some thought to the following:

1. Planning of meals (breakfast, lunch, dinner).
2. Raffles or other fundraising you would like to hold on the day of the event. This will help offset the cost of the tournament and may also allow for larger payouts for the event.
3. Is our lodge capable of doing the payouts for the larger events (bowling & pool are the largest)
4. The NYSMA Executive Committee requires that all registrations be done online. Your lodge will be reimbursed the payouts as long as your lodge provides the proper documentation in order to do so.
5. If your lodge chooses to opt out of the online registration process, then the registration will be sent directly to the host lodge or the Chairman with the checks made payable to the host lodge.
6. Entertainment for the evening.

7. Hotel/Motel accommodations: When submitting bids, you should include a list of hotels/motels. It isn't necessary to include the cost of hotel/motel since cost will vary throughout the year. Contact with your local Hotel/Motel would be recommended when putting a bid together and they may agree to having a block of rooms for the events.
8. Don't be afraid to think "outside the box".

Bid Form:

Fill out the Bid form to the best of your ability. It is important to have as much information as possible when submitting a bid.

Add any necessary contact information on the bid form in case of questions.

Lodges may also send a representative to the annual sports meeting.

The NYSMA Sports Chairman will review the bids and submit the bids to the Executive Board for their review and approval.

The annual sports meeting is typically held in the fall where the bids will be reviewed by the Executive Board for their approval.

If there is more than one bid for a tournament, the NYSMA Sports Chairman will review the bids, give his/her recommendation to which lodge should host the event for the Executive Boards approval. There is also a possibility that recommended lodge may not win the bid. The Executive Board has the option to choose a different lodge to host the tournament.

If your lodge is choosing to submit a bid for more than one tournament, please submit a separate bid for each tournament.

Winning Bids:

When a lodge wins a bid to host a tournament at their facility, the lodge will receive an award letter from the NYSMA Sports Chairman congratulating on winning the bid and where to send the bid fee.

If you have any questions or would like further information please contact:

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