

MICHIGAN USA GYMNASTICS BID FORM
USA GYMNASTICS STATE MEETS FOR THE 2017-18 SEASON
DEADLINE: Friday, September 15th

Meet Director(s) must be present at a Mandatory Meet Director's Meeting
Date/Time TBD

PLEASE INDICATE BELOW THE MEET(S) YOU ARE BIDDING

(If bidding on more than one State Meet, please numerically prioritize with #1 indicating your first choice.)

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|-------|-------------------|--|
| _____ | March 16-18, 2018 | Levels 7-10 State Championship
One gym with Modified Capitol Cup format and seating for a 4 judge panel per event. Competition venue must be available Friday-Sunday. |
| _____ | March 23-25, 2018 | Xcel State Championship
Two gyms both with Modified Capitol Cup format and seating for a 2 judge panel per event. Competition venue must be available Friday-Sunday. |
| _____ | April 27-29, 2018 | Levels 3-6 State Championship
Two gyms both with Modified Capitol Cup format and seating for a 2 judge panel per event. Competition venue must be available Friday-Sunday. |
| _____ | May 5-6, 2018 | Fun State |

1. Hosting Club	
2. Meet Director(s) on site for competition	
3. USAG #(s) for Meet Director(s)	
4. Email contact for Meet Director(s)	
5. Number of Floor Manager(s)	
6. Contact Phone Number(s)	
7. Has this club ever hosted a State Meet? If "yes", please enter meets and dates.	
8. Has this club hosted invitational meets? If "yes", please indicate meet(s) and year(s).	
9. Is this an experienced Meet Director? If "yes", explain.	

10. Approximate number of trained volunteers available to work during the weekend (need to recommend a number)	
11. Competition Venue	
12. Competition Venue Location (Address)	
13. Venue Dimensions / Square Footage	
14. Number of Restrooms	
15. # and type of seats available for spectators in the competition area	
16. Does Venue have separate changing area/locker room /bathrooms for gymnasts?	
17. Is the awards area separate from the competition arena?	
18. Describe awards set up	
19. # and type of seats available for spectators in the awards area	
20. Is there a private room for judges with an available television and DVD player?	
21. Please provide the dimensions of the coach and judge hospitality area.	
22. Name of medical service you will be providing	
23. Concession space available	
24. Description of parking lot	
25. # of parking spaces available adjacent to meet site	
26. Is parking free?	

27. Approximate number of hotels within a 10 mile radius	
28. Scoring program that will be used	
29. Score flashing system that will be used	
30. Equipment supplier	
31. Manufacturer of equipment	

THE FOLLOWING MUST BE INCLUDED IN YOUR BID

1. A copy of the facility agreement or letter of intent to lease must be included with this bid form application.
2. An equipment and facility layout drawn to scale with dimensions, restrooms, awards area, and seating for competitors, judges, and spectators. ****Note Level 7-10 will have 4 judge panels ****
3. An estimated, detailed, budget and break down of costs (form available on USAG).

The Michigan USAG State Committee will meet to review bids and vote on the sites of the State Meets. This evaluation procedure requires bid forms to be very explicit; addressing all aspects of directing State Meets.

GENERAL REQUIREMENTS

1. EACH STATE MEET MUST BE HELD IN AN "OUT OF HOUSE FACILITY" (high school, college, convention center). A copy of the facility agreement (contract) must be included with the bid form application.
2. Apparatus and equipment (including mats) must meet the requirements set forth in the attached document. Please note that compulsory and optional requirements are different and that all required equipment meets or exceeds the USA Gymnastics requirements. It is strongly recommended that you use an official AAI Gymnastic Event Supplier.
3. Meet Director must be certified by USA Gymnastics and must be current with all USA Gymnastics memberships, safety certifications and background checks.
4. Plan for judge/coach hospitality including seating area and appropriate meals for each session and throughout the competition.
5. Appropriate awards stand/awards set up.
6. It is strongly recommended to use an outside scoring system approved by the state committee.
7. It is strongly recommended to have hard lined internet at the venue and have score flasher's available as back up scoring.
8. Must have a minimum of 1 Meet Director on site at all times. Xcel and Compulsory State Meets must have a second meet director OR at least one floor manager in each gym.

9. Support system in place for successful competition including sufficient, trained volunteer helpers for set up, competition and teardown.
10. Level 7-10 & Xcel meet host must have a designated person for collection and submission of regional entry forms.
11. State meets are not to be used for personal gain such as promotion of host club events or services that are beyond what other vendors get. Host club may not use any information gathered in the hosting of the meet for any purposes other than communication regarding the competition.

MEET DIRECTOR'S RESPONSIBILITIES

1. Entry regulations, pre-meet organization, competition procedures, and post-meet reporting must be followed according to the current Michigan and USA Gymnastics Rules and Policies.
2. Entry fees and age divisions must be followed according to the current Michigan USA Gymnastics Rules and Policies.
3. To assume all financial responsibility for the competition, including loss of revenue due to any circumstance.
4. Pre-meet information must be sent out 60 days (two months) prior to the date of the meet and include the following:
 - a. Name / theme / date(s) of meet
 - b. Location of meet including map and directions
 - c. Name of meet director(s)
 - d. Manufacturer of apparatus and equipment
 - e. Entry Fee including "check payable to", mailing address, entry deadline, and entry form
 - f. Name of host hotel(s) including address and telephone number
5. List of entrants and coaches must be checked for verification.
 - a. Every competing Level 3 – 10 and Xcel gymnast must have qualified to the State Meet at USA Gymnastics sanctioned competition.
 - b. All coaches must be a current professional member and in good standing. ALL COACHES HAVE TO BE VERIFIED BY THE MEET DIRECTOR OR MUST SHOW THEIR USA GYMNASTICS PROFESSIONAL MEMBERSHIP CARD TO BE ON THE COMPETITIVE FLOOR.
 - c. Only gymnasts competing in the designated session will be permitted on the competition floor
6. Meet Director must be present and available on site at all times.

MEET DIRECTOR'S CHECKLIST

- Sanction will be applied for through USA Gymnastics Sanctions, 30 days or more prior to the date of the meet.
- The NAWGJ will contract judges and provide the list to you.
- A draw for competition sessions and event order will be coordinated by the Michigan JOC
- Meet information and schedules must be reviewed and approved by Lori Koch (JOC) and the appropriate Level Representatives before it is sent to the competing clubs. Information must be sent to clubs 13 or more days prior to the meet date.
- Send meet information to judging assigners 13 or more days before the meet date. Information

should include: judges report time, hotel information, directions to the meet site and any other information that would be helpful to the judges. Review page 17 in the Michigan Rules & Policies for additional information.

- Admission fees will not exceed the amount specified on p. 17 in the MI Rules & Policies booklet.
- Spectator seating and viewing will not be obstructed.
- Ample meals, snacks and drinks will be provided for coaches and judges.
- All award guidelines set by the USAG-Michigan SAC published in the Michigan R & P, and USA-Gymnastics will be adhered to.
- Adequate stocked and clean restroom facilities are available.
- Immediately following the meet, process the judges' checks via the Meet Referee.
- Include a "Meet Site Evaluation Form" in each coaches' packet. (Can be found on Michigan Website at www.michigangymnastics.com)
- Display the signs from the USA Gymnastics Branding kit. Your level representative at the state meet will provide the kit to you. At the conclusion of the meet, you are responsible for packing the kit and giving back to the appropriate level representative of JOC. Replacement of damaged or missing pieces will be charged to you.
- All logos created for the meet must follow the USA Gymnastics Brand Guidelines. Meet logos must be approved by USA Gymnastics so please plan accordingly as this may take some time.

MEET DIRECTOR'S REPORTING REQUIREMENTS

Within 72 hours:

- Mail a copy of the sanction report form to the USAG, Indianapolis, IN.
- Mail to the RACC the appropriate competition fee for each Level 3, 4, 5, 6, 7, 8, 9, 10 & Xcel gymnast competing in the State Meet. Instructions for mailing can be found in the Michigan Rules and Policies on the Michigan Website at www.michigangymnastics.com.
- Mail to the SACC the appropriate competition fee for each Level 3, 4, 5, 6, 7, 8, 9, 10 & Xcel gymnast competing in the State Meet. Instructions for mailing can be found in the Michigan Rules and Policies on the Michigan Website at www.michigangymnastics.com. Make check payable to: MI-USAG.
- Email a copy of the sanction report form and a copy of the official score sheets in designated format signed by the MI – NAWGJ officials that judged our meet to the SACC and the appropriate Level Representative. (We will want this emailed in the template format, correct? YES)
- **Next Day Mail or Fax Level 7, 8, 9, & 10 State Meet Results to Char Christensen, 1260 Churchbell Way, Columbus, Ohio 43235 Fax # 614-841-9188**

Within 4 weeks:

- Send the financial report form to the SACC.
- Email scores and a copy of the certificate of sanction to all competing clubs and/or post it online at our Club Web Site or contact Tami Schaafsma to post on the state website.
- A fee of \$10.00 will be charged to pro members that must have host club verify their USAG Professional status online with USAG at check in.

By submitting this bid, I acknowledge that I have read and understand all the requirements and that the information submitted in this bid is factual. Failure to fulfill the agreement will result in the possible rejection of future bids by the Michigan USA Gymnastics State Administrative Committee to host State Meets.

Any changes to the above prior to or after bid is awarded must be submitted to the State Committee to approval.

If any of the requirements above, any rules listed in the MI Rules & Policies or the USAG Rules and Policies are not met, every possibility will be made to relocate the meet in question. I agree to uphold all meet requirements including pre-meet and post-meet as dictated by USA Gymnastics and the Michigan USA Gymnastics State Committee. I also assume all financial responsibility for this competition. Use this agreement (which serves as a contract between you, the Host Club and Michigan - USAG), the attached requirements as well as the entire Rules & Policies booklets as a checklist to provide a quality meet.

Meet Director's Signature: _____ Date: _____

Meet Director's USAG Pro Member Number: _____ Expiration Date: _____

Submit bid via email to:

Lori Koch

Olympia@comcast.net