

## MONTANA STATE ADMINISTRATIVE COMMITTEE GUIDELINES FOR HOSTING THE WOMEN'S STATE CHAMPIONSHIPS



In order to provide the best experience for athletes, spectators, coaches and judges, the Montana State Administrative Committee (MT-SAC) has issued the following guidelines in a checklist format. Please return the following forms: Completed checklist, bidding form, and facility/venue agreement or contract.

### **Bids open December 1 through 31 each year**

- Complete and sign the USA Gymnastics bid form:
- Provide a signed copy of the facility/venue rental agreement or contract
- Equipment Supplier name and/or contract
- Be responsible to pay a Regional Administrative Tax of \$5.00 per athlete. The State Championship host is responsible for collecting and sending all payments to the Regional Administrative Committee Chairman (RACC)
- Meet Venue must be held in an "Out of House Facility" ie: convention center, high school, etc...
- Ability to host sessions for WDP Levels 2-10 and Xcel all Divisions
- Ability to provide two sets of equipment on vault, bars, and beam for a modified cup format
- Provide separate hospitality rooms for judges apart from coaches
- Work in collaboration with the board (MT-SAC)
  - Proposed sessions and awards must be submitted to the board 8 weeks prior to the competition for approval
  - The board will provide the Host Gym the state qualifiers in each level that are eligible to compete in the championships
  - The Host Gym must ensure that there be no overlapping of sessions during the optional awards, including warm-up, march-in, and competition
- Ability to accommodate 300+ spectators
- Complete the three documents and send all at the same time (completed bid form, completed checklist, facility/venue rental agreement) to Josh Burnham at [mtusag@gmail.com](mailto:mtusag@gmail.com).

*~Thank you~*