

USA GYMNASTICS UTAH

CHAMPIONSHIP MEET BID FORM

2019-2020

BIDS DUE BY AUGUST 21, 2019

Which meet are you intending to bid for?

\_\_\_\_\_ March 20-21, 2020 Level 7-10, XPlatinum, XDiamond State Championships

\_\_\_\_\_ April 3-4, 2020 XCel Bronze, Silver, Gold State Championships

\_\_\_\_\_ May 15-16, 2020 Compulsory State Championships

\_\_\_\_\_ November 20-21, 2020 Compulsory State Championships

A couple of things to know BEFORE you submit your bid.

1. The possibility of needing to add Thursday to the meet must be accounted for. Make sure your facility and equipment are available in case.
2. The SAC/SACC has FULL jurisdiction over the meet. Sessions, times, age groups, gate fees, etc. ARE SET BY THE COMMITTEE per Rules and Policies.
3. Leaving any of part of this bid form or general requirements out will jeopardize your bid. Any changes to the meet after the bid is awarded risks you losing the meet and future bids.

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| --- | --- |
| Host Club |  |
| Meet Director(s) and USAG # |  |
| Contact information for Meet Director(s) |  |
| List meets hosted in last 3 years and # of athletes |  |
| List State meets hosted in last 5 years |  |
| How are you staffing event? (Parents, Booster Club, etc) |  |
| Competition Venue and address |  |
| Venue dimensions/sq footage |  |
| Proposed Athlete entry fee |  |
| Coaches/Judges hospitality layout |  |
| Number of restrooms, separate restrooms for athletes? |  |
| Number and types of seating you will use |  |
| Is awards area (inc. seating) separate from competition area? Describe area |  |
| Medical services you will be providing? |  |
| Description of parking area and costs |  |
| List host hotels, costs, and distance from venue |  |
| Scoring program, flashing system, and name of who is running |  |
| Equipment supplier and manufacturer |  |
| Athlete gift description (including cost) |  |

THE FOLLOWING MUST BE INCLUDED WITH YOUR BID

1. A copy of your facility agreement or letter of intent to lease.
2. An equipment and facility layout drawn TO SCALE with dimensions, restrooms, awards area, and all seating for competitors, judges, and spectators.
3. An estimated budget (form available on USAG national website)
4. Any pictures or extra information you would like the committee to consider with your bid.

GENERAL REQUIREMENTS

1. While the USAG Utah Committee will consider ‘in gym’ bids, preference will be given to those with an outside venue.
2. ANY changes to the information in your contract MUST be approved by the state committee. Any deviation from the original bid for any reason will affect your future bids.
3. USAG (National and Utah) Rules and Policies must be followed at all times. No exceptions.
4. Listed Meet Director must maintain contact with SACC or SACM’s for all state meet matters.
5. ALL themes and/or logos created for the meet must follow USA Gymnastics guidelines. Logos MUST be approved through the state committee before appearing on anything. Plan accordingly for this when making timelines for information distribution or product ordering.
6. Area for SACC or SACM’s must be provided including tables, outlets, and internet connection. Two (2) tables must be available for Optional/XCel State Meets.
7. Meet host/club is assuming all financial responsibility for the competitions, including loss of revenue due to any circumstances.

PRE-MEET RESPONSIBILITIES

1. Pre-meet information (location, contact info, entry fees, late fees, etc) must be sent out a *minimum* of 60 days prior to competition. Meet schedule, maps, etc must be sent out a *minimum* of 30 days out. Remember the SAC must approve everything. Allow for this when planning.
2. Refund deadlines must be stated clearly in your meet information.
3. Meet Director must answer all communication with clubs, coaches, and the SAC in a timely manner.
4. Communicate with NAWGJ Utah regarding judging needs.
5. Once rosters are final, numbers and age breakdowns must be sent to designated SACM within 48 hours.

MEET RESPONSIBILITIES

1. Sanctions and judges requests are the responsibility of Meet Director/Host.
2. Meet Director must be on-site at all times.
3. R&P must be followed at all times.
4. Judges report time is typically 1 hour prior to meet. They must have access to an area with TV and DVD player.
5. Must attend all pre-session coaches meetings WITH designated SACM.
6. All other usual Meet Director responsibilities from R&P.

POST-MEET RESPONSIBILITIES

1. Return sanction to USA Gymnastics as usual.
2. All appropriate reports sent to regional hosts immediately following meet. If they cannot be emailed they must be mailed overnight to regional host.
3. $5/athlete registered (this includes scratches but not refunds) sent to SACC within 14 days of invoice.
4. Awards reimbursed to SACC within 14 days of invoice.
5. Financial report must be sent to SACC within 30 days.

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 USAG Utah SAC.

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

If any of the requirements above or any rules listed in the National or Utah R&P are not met, every possibility will be made to relocate the meet in question. I agree to uphold all meet requirements (including pre and post meet) as dictated ty USA Gymnastics and the Utah USAG SAC. I also assume all financial responsibility for this competition. Use this agreement and requirements as well as Rules and Policies as a checklist to host a quality competition.

 Meet Director’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Meet Director’s Pro# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Ph # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submit bid via email to:

Courtney Marsh SACC

cmarsh24@gmail.com