

OHIO USA GYMNASTICS BID FORM TO HOST USA GYMNASTICS STATE MEETS FOR THE 2019 GYMNASTIC SEASON

EMAILED BIDS ARE PREFERRED. Please email your bid to Patrick Jordan at PatrickJordan@gym-nation.com Patrick will email you a confirmation. Make sure you get a confirmation from Patrick. Attention! To All Meet Directors, when bidding please consider economy, rules and new level changes. This may affect numbers, it is better to under estimate as previous history may not be accurate. Pam or Patrick will call you with any questions or concerns she has with your bid.

By submitting this bid,

(Name)

Representing,

(Gym Name)

Agree to uphold all meet requirements including pre-meet and post-meet as dictated by USA Gymnastics and the Ohio USA Gymnastics State Committee. I also assume all financial responsibility for this competition. I am also aware of the Xcel rules & equipment needs for Xcel. **NOTE:** Levels 2, 3, 4, 5 may have different divisions. Keep in mind that you have to have a 2 gyms (2 modified capital cup formats) and a three day meet with set up on Thursday. We will be using a red, white, and blue theme for all state meets this season. Your facility and your parents group must be able to accommodate this. Your facility must also be able to have the square footage listed below by each meet. We have listed the dates below. This way you can bid on one or both meets on the dates you want. This gives more flexibility for you to bid.

Meet Director's Signature: _____ Date: _____

Meet Director's USAG Professional Membership Number: _____ Expiration Date: _____

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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|-------|---------------------|---|
| _____ | (Mar. 15-17, 2019) | Levels 6-10 State Championship
Preferred Format is 2 Modified Capitol Cup formats. Facility must be at least 40,000 square feet for the competition and spectator space. Plus an additional 1000 sq feet for an awards area, and a coaches & judges hospitality area. |
| _____ | (March 29-31, 2019) | Xcel State Championship
Preferred Format is 2 Modified Capitol Cup formats. Facility must be at least 40,000 square feet for the competition and spectator space. Plus an additional 1000 sq feet for an awards area, and a coaches & judges hospitality area. |
| _____ | (March 22-24, 2019) | Levels 2-5 State Championship
Preferred Format is 2 Modified Capitol Cup formats. Facility must be at least 40,000 square feet for the competition and spectator space. Plus an additional 1000 sq feet for an awards area, and a coaches & judges hospitality area. |

Please return this page and answer all questions

1. Name of Facility? _____
2. Location of Facility? _____
3. Dimensions of competition area? (These dimensions should include the area with equipment and spectator space) _____
4. Will you have a separate warm up gym? _____ Dimensions? _____
5. What are the dimensions of the coaches and judges hospitality area? _____
6. What are the dimensions of the awards area? _____ Chairs? _____
7. What format do you plan to use at the competition? _____
8. What equipment company will you be contracting? _____
9. Manufacturer of apparatus and equipment? _____
10. Please list all meets you have hosted and or directed in the past 2 years?

11. How many seats are there for spectators? _____
12. How many parking spaces do you have? _____
13. Will you have an awards stand? _____
14. What is the name of the medical service you will be providing? _____
15. What do you plan for the motivational gift for the gymnasts? _____
16. Have you done a budget for this event? _____

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 layout drawn to scale of the competition area. With the dimensions labeled.
3. An estimated, detailed, budget and break down of costs.

The Ohio USAG State Committee will meet in June 2018 to review and vote on the sites of the State Meets for 2019. This evaluation procedure requires bid forms to be very explicit; addressing all aspects of directing State Meets. Please complete this form, attach the name of the facility, a description of the facility, dimensions of facility and dimensions of actual competition area. An equipment layout drawn to scale in the competition area, the format you plan to use at the competition & a detailed budget. Emailed bids are preferred and should be sent to Patrick Jordan, PatrickJordan@gym-nation.com. Make sure you get an emailed confirmation.

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 (especially mats) must meet maximum requirements that are set forth in the current USA Gymnastics Rules and Policies. Please note that compulsory and optional requirements are

different. Also please note that the runway for vaulting must have 82 feet. So the area for vaulting must be at least 105 feet. It is recommended that you use an official AAI Gymnastic Event Supplier.

3. Meet Director must be certified by USA Gymnastics. And must have all USAG Memberships, Safety Certifications, & background checks current.
4. A Detailed Budget.
5. It is strongly recommended to use an outside scoring system approved by the state committee. Please allow funds for this.
6. It is strongly recommended to have hard lined internet at the gymnastics facility, or have score flasher's, available as back up scoring.

SPECIFIC DETAILS which are to be addressed in your bid proposal:

1. We will be using the red, white and blue theme for all state meets.
2. Name of the equipment company you will be contracting with.
3. Manufacturer of apparatus and equipment.
4. An equipment and facility layout drawn to scale with dimensions, restrooms, awards area (the awards area must be able to seat 200 people), and seating for competitors, judges, and spectators.
5. Separate warm-up area with duplicate apparatus and equipment as competition area or 2 sets of apparatus for a modified capitol cup.
6. Seating for gymnasts, judges, and spectators.
7. Location and amount of parking spaces available
8. Location and number of restrooms available.
9. Must have appropriate awards stand.
10. Type of food and beverages for judges and coaches. It is important that concession food should not be served or it should be supplemented with other items like fruits and vegetables.
11. Private area for judges.
12. Name of medical personnel provided.
13. Name of vendor's you will be contracting. Note: Elite Sportswear is required by Ohio USA Gymnastics to be a vendor, and is the *only* leotard vendor on site

MEET DIRECTOR'S RESPONSIBILITIES

1. Entry regulations, pre-meet organization, and competition procedures must be followed according to the current USA Gymnastic Rules and Policies.
2. Entry fees and age divisions must be followed according to the current Ohio USA Gymnastics Rules and Policies.
3. To assume all financial responsibility for the competition, including loss of revenue due to any circumstance.
4. All meet arrangements must be approved by Pam Halker, Ohio USA Gymnastics Competition Chairperson.
5. Pre-meet information must be sent out 60 days (two months) prior to the date of the meet and include the following:
 - a. Name and theme of meet (Red, White and Blue).
 - b. Date(s) of meet.
 - c. Location of meet including map and directions.
 - d. Name of meet director.
 - e. Manufacturer of apparatus and equipment.
 - f. Entry Fee including who to make check payable, mailing address, entry deadline and entry form.
 - g. Name of host hotel(s) including address and telephone number.
6. List of entrants and coaches must be checked for verification.
7. Reminders

- a. Every competing Level 2 – 10 and Xcel gymnast must have qualified to the State Meet at a USA Gymnastics sanctioned competition.
 - b. 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. All background checks, safety certifications, U100 and current memberships must be checked.
 - c. Only gymnasts competing in the designated session will be permitted in the competition area.
8. The State Tax of \$3.50 per gymnast must be paid to Ohio USAG within 30 days after the meet.
 9. The Regional Tax of \$1.00 per gymnast must be paid to Region 5 USAG within 30 days after the meet.
 10. The financial report must be sent, faxed, or emailed to Patrick Jordan, State Chairperson, within 30 days after the meet.

THE ENTIRE MEET BID FORM INCLUDING REQUESTED DOCUMENTS IS DUE TO PATRICK JORDAN BY JUNE 2, 2018. (LATE BIDS ARE NOT ACCEPTED) EMAILED BIDS ARE PREFERRED. PLEASE EMAIL YOUR BID TO PatrickJordan@gym-nation.com. PAM HALKER WILL CONTACT YOU AFTER THE DEADLINE WITH ANY QUESTIONS OR CONCERNS.