



USA GYMNASTICS[®]

Massachusetts

Thank you for your interest in bidding for an Xcel District State Cup. Please review the following checklist before completing/submitting the enclosed bid package.

✓ Facility available:

- **Saturday 12:00 noon -9:00 p.m.**
- **Sunday 8:00 a.m. -9:00 p.m.**

✓ Facility includes 2 sets Vault/Bars/Beam with appropriate matting.

- **(See 2016 – 2017 Rules & Policies pp 53 - 60)**

2017 Xcel District State Cup Bid Form

In order to be considered as a host of a Massachusetts Xcel District State Cup, the Official Xcel District Bid form must be completed in its **entirety**.

A separate bid form must be completed for each meet you are bidding on. **Bids must be received by November 30, 2016.**

No late bids will be accepted.

Emailed bids are preferred Michele.archer@aol.com

By submitting this bid, _____

(Meet Director Name & USAG Professional Number)

Representing _____

(Club Name)

Agree to uphold all meet, pre-meet and post-meet requirements as dictated by USA Gymnastics MA State Committee. I also assume all financial responsibility for this competition. I am also aware of the Xcel rules and equipment needs. Keep in mind that you must have 2 vaulting areas, 2 bar sets and 2 balance beams with all appropriate matting. We will be using a Red, White and Blue theme for all State District Cups. Your facility and volunteer group must be able to accommodate this. Your facility must also meet the specified floor plan for equipment, seating and parking.

Please indicate below which competition(s) you are bidding.

(If you are bidding on more than 1 competition, please numerically prioritize with a #1 indicating your first choice.)

_____ April 1-2, 2017 Xcel Gold District State Cup

_____ April 8-9, 2017 Xcel Silver District State Cup

Competition Check List

Meet Director Responsibilities

Administrative Responsibilities PRE MEET

- ✓ Apply for a sanction \$100
- ✓ Collect entries via Meet Maker (register as a Meet Director on Meet Maker - \$75.00 fee)
- ✓ Prepare printed meet supplies from ProScore file received from State Committee (scorecards, line ups)
- ✓ Order standardized awards for All Around, individual, Team banners, Graduating Senior gifts
- ✓ Organize Event Staff (~27 per session, detailed staff information to follow with bid announcement)
- ✓ Prepare pre meet information (facility info, directions. equipment) for State Committee to distribute
- ✓ Run the competition

Administrative Responsibilities POST MEET

- ✓ Report/Post Results – www.meetscoresonline.com and www.usagym.org
- ✓ Send Completed Sanction Paperwork
- ✓ Submit Complete Financial Report to USA Gymnastics MA State Committee

Financial Responsibilities to Host

Sanction

Meet Maker Fee

Officials Assigning Fee

Officials (Travel, Per Diem, Fees)

Awards (AA, Individual, Banners, Standardized)

Coaches and Judges Hospitality

Decorations

Medical (Experienced Certified Athletic Trainer Required)

Accommodations for officials, staff as required

Standardized Athlete Gift

\$1 /gymnast to USA Gymnastics Region 6

THIS FORM MUST BE COMPLETED AND RETURNED WITH BID FORM
Host Club and Meet Director Information

Name of Facility _____

Address of Facility _____

Name of Meet Director _____ Pro Number _____

Contact Number _____

Contact Email _____

Dimensions of competition area _____

Specifications: Vault Runway Length _____ Vault landing area _____

Bars: Mat Distance _____ Beam: Mat Distance _____

Number of Spring boards _____

Number of aero boards _____

Number of sting mats _____

Spectator Seating: capacity _____ Type of seating (bleachers/chairs) _____

Handicap accessible? _____

Parking (number of spots/street) _____

Separate Room for Judges (Dimensions) _____

Number of restrooms _____

Do you have an Awards Stand? _____

Medical personnel on site? _____ Number of volunteers? _____

Number of Vault Tables _____ Number of Bar Sets? _____ Number of Beams _____

Specific Details (which are to be addressed in your bid proposal)

1. We will be using Red, White and Blue theme for decorations
2. Manufacturer of apparatus and equipment.
3. Seating for gymnasts, judges and spectators
4. Location and amount of parking spaces available.
5. Location and number of restrooms available.
6. Must have appropriate awards stand
7. Private area for judges
8. Name of medical service provided. ATC?

Meet Director's Responsibilities

- ✓ Entry regulations, pre-meet organization, and competition procedures must be followed according to the current USA Gymnastics Rules and Policies.
- ✓ Entry fees must be followed according to the current USAG MA Rules and Policies
- ✓ To assume all financial responsibility for the competition, including loss of revenue due to any circumstance
- ✓ All meet arrangements must be approved by USAG MA State Committee
- ✓ Pre meet information must be received three weeks prior to competition date and must include the following:
 1. Name of the meet director
 2. Manufacturer of equipment and apparatus.
 3. Specific directions to the facility

- ✓ Post meet responsibilities must be completed within 24 hours of the end of competition:
 1. Report / Post results
 2. Return of Sanction
 3. Send copy of Sanction Report [page 2] w/ \$1 / gymnast [payable to USA Gymnastics Region 6] to:
Kathy Ostberg
365 Spring Street
Shrewsbury, MA 01545
 4. PTF to State Committee
 5. Submit Complete Financial Report to USAG MA State Committee
USAG Financial Report Form <https://usagym.org/PDFs/Forms/Women/financial.pdf>

THE ENTIRE MEET BID FORM INCLUDING REQUESTED DOCUMENTS DUE BY NOVEMBER 30, 2016

(LATE BIDS NOT ACCEPTED) EMAILED BIDS ARE PREFERRED. PLEASE EMAIL YOUR BID TO
MICHELE.ARCHER@AOL.COM

MICHELE ARCHER WILL CONTACT YOU AFTER THE DEADLINE WITH ANY QUESTIONS OR CONCERNS.
ANNOUNCEMENT OF DISTRICT STATE CUP HOSTS WILL BE MADE ON OR BEFORE JANUARY 1, 2017.

XCEL DISTRICT STATE CUP PROJECTED BUDGET

11/2/16			
INCOME			
		~400 competitors 7 Sessions	~300 competitors 5 Sessions
		SILVER	GOLD
Entry Fees		\$24,000.00	\$18,000.00
Admissions		\$ 4,000.00	\$ 3,000.00
Concessions			
Apparel			
Vendor			
Vendor			
TOTAL INCOME		\$28,000.00	\$21,000.00
EXPENSES			
Assigning Fee		\$ 15.00	\$ 15.00
Athlete Gifts		\$ 2,000.00	\$ 1,500.00
	Graduating Senior Gifts	Provided by USA Gymnastics MA	Provided by USA Gymnastics MA
Awards		\$ 1,800.00	\$ 1,300.00
Competition Fee to Region		\$ 400.00	\$ 300.00
Decorations			
Facility			
Hospitality		\$ 800.00	\$ 800.00
Medical		\$ 700.00	\$ 600.00
Officials		\$4,500.00	\$3,200.00
Miscellaneous			
	Travel	\$ 300.00	\$ 300.00
	Hotel	\$ 200.00	\$ 200.00
Sanction		\$ 100.00	\$ 100.00
Staff			
Supplies			
TOTAL EXPENSES		\$10,815.00	\$8,135.00

