



## 2016-2017 State Bid Form – Level 4 States

Name of Host Group: \_\_\_\_\_

Contact: \_\_\_\_\_ Email/phone: \_\_\_\_\_

Club affiliation: \_\_\_\_\_

Meet Director: \_\_\_\_\_ (must have meet director certification)

Pro# \_\_\_\_\_ Exp \_\_\_\_\_ Bkgd Exp \_\_\_\_\_ Safety Exp \_\_\_\_\_

Contact email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

**Facility Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Size of competition floor: \_\_\_\_\_

YES NO

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Handicapped accessible   |
| <input type="checkbox"/> | <input type="checkbox"/> | Separate (not in competition arena) awards area, list size and description _____ |
| <input type="checkbox"/> | <input type="checkbox"/> | Separate meeting area for officials  |
| <input type="checkbox"/> | <input type="checkbox"/> | Submit layout of competition floor   |
| <input type="checkbox"/> | <input type="checkbox"/> | Availability to run Friday sessions if necessary                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | Experienced score team proficient in Pro Score                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | Adequate parking   |
| <input type="checkbox"/> | <input type="checkbox"/> | Accessible rest rooms  |
| <input type="checkbox"/> | <input type="checkbox"/> | Adequate seating for spectators  |

I certify that the above information is accurate. I agree to follow the guidelines as listed in the USA Gymnastics Women's Rules & Policies in conducting this event. I have read and understand what the responsibilities of both my organization and what those of Massachusetts USA Gymnastics are. Site visits will be required for bids on new facilities.

Meet Director (print): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Return by September 15, 2016 to:  
Michele Archer, SACC  
Michele.archer@aol.com

### HOST CLUB RESPONSIBILITIES

- Submit a floor plan
- Set up/breakdown of equipment, pay state equipment personnel \$600 for set up and breakdown of equipment
- Decorate venue, including skirted tables, must have a championship atmosphere
- Provide tables/seating to accommodate judges/auxiliary personnel
- Provide seating for competitors/coaches
- Provide hospitality for officials and coaches
- Provide experienced computer scoring personnel
- Competition area MUST be sectioned off from spectators
- Plan for early check-in (one hour prior to session 1 report)
- Print materials (scorecards, rotation sheets, programs, signage)
- Coordinate staff including: site director, floor manager, coaches check in, music personnel, announcer, auxiliary staff (timers, flashers), hospitality, awards personnel (checklist for jobs per session to be filled will be provided)
- Provide adequate hotel room for Athletic trainer and/or equipment personnel if necessary
- Submit to SACC a detailed income/expense report after completion of event (within 60 days)

### USAG-MA RESPONSIBILITIES

- Prepare meet data for score team
- Sanction Event
- Provide equipment/freight
- Provide Certified Athletic Trainer
- Awards (medals, trophies, banners)
- Athlete gifts
- Judges expenses (fee, travel)
- SACC or SAC member will be present as Meet Director

### HOST CLUB RECEIVES

- Income from admissions, concessions, vendors, sponsorships, program

- State bids will be determined and announced at the State Business Meeting in September 2016.
- Prior hosting of a state meet does not guarantee that a state bid will be awarded. Each bid will be reviewed independently. State expenses will be a determining factor in how state bids are awarded.