

LEVEL 9 EASTERN & WESTERN CHAMPIONSHIPS

BID INTEREST INFORMATION

EVENT OVERVIEW

The Level 9 Eastern and Western Championships are the season culminating events for Women's Level 9 athletes on each side of the country. The Western Championships include athletes from [Regions 1, 2, 3 and 4](#), while the Eastern Championships include athletes from [Regions 5, 6, 7 and 8](#). These events are held in two separate locations during the same weekend. A host city can anticipate a delegation size of approximately 1,000 people, which includes athletes, coaches, judges, and staff. The competition format includes three days of competition, which determines the All-Around, Individual Event, and Regional Team winner for each of the sixteen age divisions at Easterns and at Westerns.

This event will require the Host city / LOC to partner with a local women's gymnastics expert and/or local gymnastics club experienced in managing large, multiple day gymnastics competitions to fulfill the technical responsibilities as well as to help provide a volunteer force.

BID PROCEDURE

1. Interested parties should complete and submit the "Intent to Bid" form by the specified deadline.
2. Once the bid deadline has passed, USAG will compile all bids to determine next steps.
3. J Team Management, USAG's travel partner, will work with each bidding city to determine availability of all needed hotel requirements.
4. Once the hotel piece is confirmed, USAG will require a copy of the venue contract showing that the correct dates have been reserved for this event.
5. Once the venue contract has been received, USAG will provide host with official agreement to host.
6. When both host and USAG have signed the contract, an official announcement will be made.

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VENUE SPECIFICATIONS

The facility should be a modern, clean, and accessible arena or convention center exhibit space meeting the following minimum standards:

Field-of-play Competition	Approximately 90'x200' unobstructed space to accommodate two (2) identical competitive gym set-ups
Field-of-play Training (optional)	90'x130' unobstructed space *Only required if LOC chooses to house a single competitive gym in competition space
Ceiling height	Minimum 25'
Floor type	Must be set-up on concrete or wood floor - Carpeted or covered with approved option preferred
Seating	Spectator: Arena style for a minimum of 1,000

- Competition and training venues must furnish lighting levels (including installation labor i.e., rigger) adequate for sports. Ideal lighting is from the side rather than directly overhead due to the nature of this athletic event.
- Loading dock(s) with forklift access to the competition and training areas must be available
- Staging (risers) for the following areas (all staging risers must have skirting provided):
 - Awards stand areas
 - Head table (scoring, announcers) in competition venue
- Auxiliary space requirements:
 - One (1) Officials Meeting Room, set for up to twenty-five (25) individuals
 - One (1) hospitality area, set with round tables for up to two hundred (200) people. Based on schedule, a single room could accommodate the meeting room and the hospitality room with layout change over.
 - 3,000-4,000 sq ft vendor space adequate to accommodate multiple vendor booth

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HOTEL

USA Gymnastics housing partner, J Team Management, will be responsible for contracting with the hotel or hotels directly on behalf of USA Gymnastics and will handle all reservations.

J Team Management will use the below grids to determine if the required minimum room nights are available for a city to successfully hold these events. It is ideal for the room block to be held at a single hotel. It is preferred that the hotel block is located within walking distance of the venue.

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	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Single	30	40	50	40	5	165
Double	50	100	130	100	30	410
Total	80	140	180	140	35	575

LEVEL 9 WESTERN CHAMPIONSHIPS						
	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Single	20	40	40	30	10	140
Double	50	115	130	110	20	425
Total	70	155	170	140	30	565

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HOST CITY / LOC RESPONSIBILITIES

- Host will retain 90% of total athlete entry fees – 10% due to USAG after completion of event
- Host will retain 100% of proceeds for event program sales (optional), vendor booth fees
- Host will receive up to 30% of total merchandise sales from ASO, USAG's exclusive event merchandise partner.

In conjunction with the partnering local gymnastics club, the host city / LOC will be responsible for:

- Securing venue
 - Operational personnel and services – janitorial, security, maintenance
 - Internet with a minimum speed of 25mbps down/10mbps up
 - Electrical power/power outlets in competition areas required
- Awards – USAG will place order through AI Awards, host responsible for payment
- Scoring personnel and scoring materials (if not provided by scoring company)
- Judge expense (17 total individuals) – judge information to be provided from USAG
 - Securing travel (flights or mileage)
 - Onsite hotel reservations – will work with travel partner to secure needed rooms
 - Onsite transportation – bus, shuttle, etc.
 - Onsite meals, including travel days expenses
 - Honorarium (not to exceed amount listed in the [WAG Rules & Policies](#))
- Event credentials – proof must be submitted for approval before printing
- Acquiring volunteers needed to assist with event
- Vendor management, including acquiring local vendors (with approval from USA Gymnastics)
- Event program (optional)
- Local Event Marketing and Promotions
 - Provide options for local “things to do”
- Securing local medical personnel
- Participant, Media, Volunteer and VIP Hospitality
- Athlete Welcome Party
 - Space – should be able to accommodate up to 500 people

USA GYMNASTICS RESPONSIBILITIES

USAG is responsible for:

- Event sanction & fee
- Comprehensive general liability insurance policy
- Hotel contractual obligations through travel partner
- Athlete competitor numbers
- Onsite merchandise sales through our exclusive event merchandise partner
- All costs related to on-site USA Gymnastics personnel
- Onsite supervision of all technical aspects of event
- Website management
- Schedule (competition and training days), draw