



# **OFFICIAL BID FORM**

*To Host The*

## **MEN'S DEVELOPMENT PROGRAM**

## **EASTERN or WESTERN NATIONAL CHAMPIONSHIPS**

USA Gymnastics • 1099 N. Meridian St., Suite 800 • Indianapolis, IN 46204

## OFFICIAL BID

For consideration to host the Men's Development Program Eastern or Western National Championships, complete this bid packet and submit it to USA Gymnastics. Please be advised that after appropriate site visits, a more detailed contract shall be offered to the selected Host (formerly known as LOC) based upon the terms and conditions of this bid. If you have any questions relative to the completion of this bid, please contact:

USA Gymnastics  
1099 N. Meridian St., Suite 800  
Indianapolis, IN 46204

Jason Woodnick  
Vice President of Men's Program  
(317) 829-5634  
[jwoodnick@usagym.org](mailto:jwoodnick@usagym.org)

or Lisa Mendel  
Men's Program Manager  
(317) 829-5664  
[lmendel@usagym.org](mailto:lmendel@usagym.org)

The Men's Development Program East or West Championships will take place on these dates:

Year	Date of Event	Bid Packet Due By	Event Awarded By
2025	April 25-27	April 14, 2023	July 1, 2023
2026	April 24-26	April 12, 2024	July 1, 2024
2027	April 30-May 2	April 11, 2025	July 1, 2025

- The Men's Development Program Western National Championships participants are from Regions 1, 2, 3, 4, and 9. See Appendix A for regional map.
- The Men's Development Program Eastern National Championships participants are from Regions 5, 6, 7 and 8. See Appendix A for regional map.
- The Men's Development Program Eastern or Western National Championships includes competition for approximately 700 athletes (this number reflects the exclusion of Junior Elite track athletes who will attend the Development Program National Championships) –
  - Level 7, age groups 12-13, 14-15, and 16+
  - Level 8 JN, age groups 12-13 and 14+
  - Level 9 JN, age groups 13-14 and 15+
- Competition lasts from Friday to Sunday of the weekend scheduled for the event; an example schedule is shown below. All sessions are run according to the Capitol Cup or Modified Capitol Cup format and, therefore, may require a competition and a training gym. There are no scheduled training sessions. There are no Finals. An A/B Format is also acceptable.
- Two-judge panels will be used with one Meet Referee.
- Awards are based on single-age years
- Entry fee for the event is currently set at \$175 per athlete.
- Competition is held in conjunction with the GymAct Conference Championships.
- All bids will be reviewed and approved by USA Gymnastics in consultation with Regional Chairpersons.

## SCHEDULE OF EVENTS

Thursday:	Set-up for competition. No scheduled training. Regional Chairperson Meeting (if necessary)
Friday:	Session 1: Level 9 Youth Session 2: Level 9 Junior Session 3: Level 9 Senior
Saturday:	Session 1: Level 8 Youth Session 2: Level 8 Junior Session 3: GymAct Conference Championships
Sunday:	Session 1: Level 7 Youth Session 2: Level 7 Junior Tear down

- *This format, including what level competes on what day, is subject to change; however, the number of days, projected number of athletes and facility requirements are projected to remain the same.*
- *Coaches technical meetings should take place prior to each session.*

## DELEGATION INFORMATION

- Delegation size is approximately 1000 athletes, coaches, and staff, not including spectators.
- Adequate hotel space will need to be available beginning on Thursday of the week of competition and ending on Sunday following the competition. USA Gymnastics will hold the right of first refusal for all hotel contracts associated with the event.

## SPECIFICATIONS NEEDED

**These sizes are field of play only and must also accommodate seating and off-field of play areas.**

- Competition hall minimum field-of-play size must be:  
90' x 130', 25' ceiling, unless approved by USAG  
Minimum 500 seat capacity of stadium type seating
- Training hall (for Capitol Cup format) field of play minimum size must be:  
90' x 130', 25' ceiling, unless approved by USAG
- Total venue area needed is a minimum of 35,000 square feet with a 25' minimum ceiling height.

## I. DESIGNATION OF BID

Event Bidding On:

Year:

East Championships: \_\_\_\_\_

West Championships: \_\_\_\_\_

And is being submitted by:

Name(s): \_\_\_\_\_

Email(s): \_\_\_\_\_

Cell #(s): \_\_\_\_\_

## II. STATEMENT/ACKNOWLEDGMENT OF EVENT POLICY

The event must be conducted under the direct control and supervision of USA Gymnastics. The acceptance of a bid and designation of a Host does not become official until an event contract has been executed between the Host and USA Gymnastics.

The Host, or local organizing committee, is responsible for submitting and securing the bid and the success of the overall event including, but not limited to, marketing, staff/volunteer assignments and financial obligations. The Host will appoint a Meet Director to represent the Host as the point of contact for the event. The Meet Director will be approved by USAG and will act as the lead for the overall execution of the event.

In submitting this bid, the prospective Host acknowledges the following USA Gymnastics policies by initialing the box in front of each section:

### A. USA Gymnastics

#### 1. Administrative Obligations:

- ☐ a. Supervise the technical aspects of the Event. USA Gymnastics Men's Development Program Staff or MDPC members will interpret and enforce all aspects of the *USA Gymnastics Men's Rules and Policies* which govern this Event. The Host is required to follow the current USA Gymnastics Men's Rules and Program guidelines for competition, and any variance from these procedures must be approved in writing by the USA Gymnastics.
- ☐ b. Responsible for approving a Meet Director
- ☐ c. Select and invite 13 meet officials for the event
- ☐ d. Assume responsibility for ordering all appropriate awards. The Meet Host is responsible for financial obligations for all awards (medals and banners).
- ☐ e. Create, develop, and operate the sole website for the event.

- ☐ f. Assist in providing biographical and background information, as available, on competing athletes and information on USA Gymnastics National Programs for use in promoting the event.
- ☐ g. Verify that all participating coaches and officials are current USAG Competitive Coach members and have current requirements to hold a USAG Competitive Coach membership in order to comply with the USAG liability insurance coverage requirements.
- ☐ h. Verify that all participating athletes are current USAG Athlete members and have current requirements to hold a USAG Athlete membership in order to comply with the USAG liability insurance coverage requirements.
- ☐ i. Assume responsibility for securing hotel contracts for the event through USAG's travel partner, J Team .
- ☐ j. Design the official event logo for the event. This logo shall be the only logo associated with the event.

## **2. Financial Obligations:**

- ☐ a. Cover transportation expenses relating to USA Gymnastics Men's Program personnel.
- ☐ b. Cause the competition venue and Host to be named as additional insured on USA Gymnastics liability insurance policy. The policy provides for coverage in the amount One Million Dollars (\$1,000,000) per occurrence with no general aggregate and excess liability coverage of Five Million Dollars (\$5,000,000) per occurrence and in the aggregate. To the extent Host or any third party with whom it has a relationship requires different or additional insurance, Host is responsible for obtaining that additional coverage at its sole expense.
- ☐ c. Grant a sanction for this event upon at no cost to the Host.
- ☐ d. USA Gymnastics will provide the Host with 90% of the entry fees, which is currently set at \$175 per athlete.

## B. Host/Meet Director

### 1. Administrative Obligations:

- ☐ a. Host shall be a member club of USA Gymnastics and comply with all [member club requirements](#). These requirements include, but not limited to, compliance with USA Gymnastics [Safety & Response Policy](#).
- ☐ b. Ensure that the current [USA Gymnastics Men's Rules and Policies](#) are followed completely for the Event, and any variance from these procedures must be approved in writing by the USA Gymnastics. The Host confirms and agrees that it has reviewed and will be bound by the current *USA Gymnastics Men's Rules and Policies*.
- ☐ c. Submit for USAG approval a qualified person to serve as Meet Director for the Event.
- ☐ d. Submit sanction information via email to the USAG Men's Program a minimum of 60 days before the first day of competition. All criteria relating to the holding of the sanction must be adhered to per the *Men's Rules and Policies*, including submitting the NGF Men's Fund contribution.
- ☐ e. Submit an application for Certificate of Insurance (form is included in the sanction report packet) to the USA Gymnastics insurance carrier no less than thirty (30) days prior to the date of the Event, if the venue requires proof of the USA Gymnastics liability insurance.
- ☐ f. Host will submit a floor plan for the event to USAG for approval. USAG has right to make changes to said plan.
- ☐ g. Provide a ProScore system to score the event. Host will submit plans for the use of ProScore including, but not limited to, the person(s) selected to run ProScore, the use of iPads, wireless communication, approved scoring display projection and/or TV monitors, etc.
- ☐ h. Provide the official list of competitors, perform the "draw" for competition by computer, and provide the official "Start Lists" to the USA Gymnastics Vice President of Men's Program for approval.
- ☐ i. Provide and coordinate all support functions necessary to host this Event. These include, but are not limited to, providing all auxiliary personnel such as scoring personnel, announcer, administrative support, floor managers, equipment set-up and strike crew of a minimum of 20 persons, supervised by a gymnastics equipment representative, as needed. USA Gymnastics reserves the right to deny any auxiliary person(s) the Host may consider for a position. Auxiliary personnel who will be on the field of play must be a current USA Gymnastics professional or instructor member with a valid background check and completed SafeSport (U110) course. See appendix C.

- ☐ j. Order a total of nine (9) banners for Club Team Awards no smaller than 36" x 48" with grommets in the corners, using a USAG approved logo for Level 7 Club Team (Champions to 3<sup>rd</sup> Place), Level 8 Club Team (Champions to 3<sup>rd</sup> Place), and Level 9 Club Team (Champions to 3<sup>rd</sup> Place)
- ☐ k. Provide USA Gymnastics with a complete list of proposed vendors and patrons as well as a draft of the Event Program before final contracts are issued or printing is ordered. Host cannot offer rights to any vendor or patron without the approval of USA Gymnastics.
- ☐ l. Host will provide information on transportation arrangements, including maps, for all participants.
- ☐ m. Provide all office supplies for the event.
- ☐ n. Host shall ensure all USA Gymnastics Safe Sport protocol for sanctioned events is followed.
- ☐ o. Host shall provide list of potential hotels (form included) close to the venue. USAG's travel partner, J Team, will negotiate and sign all hotel agreements at no risk to the Meet Host.
- ☐ p. Host shall direct all participants to make hotel reservations through USAG's travel partner, J Team.
- ☐ q. Host(s) will ensure that event ticket prices are consistent between Eastern Championships and Western Championships.
- ☐ r. Host will ensure that event ticket prices are in line with similar youth sporting events, approximately, the following prices:  
5 and under: no charge  
Day passes: maximum \$20  
Weekend pass: maximum \$55  
  
Prices can be altered only if a program or other benefit is included.
- ☐ s. Host shall transmit a full accounting of all revenue and expenses related to or concerning the Event within forty-five (45) calendar days from the conclusion of the Event.

## **2. Financial Obligations:**

- ☐ a. Host shall be responsible for liability and worker's compensation coverage for all its own employees, contractors, agents, and volunteers.
- ☐ b. Assume responsibility to provide one competition arena venue and one identical adjacent warm-up gym/apparatus for one (1) set-up day and three (3) competition days.
- ☐ c. Host shall guarantee USA Gymnastics 10% of the participant entry fees for the rights to host the Men's Development Program Eastern or Western National Championships. Entry fees will include all entry fees collected, less any refundable fees, regardless of the number of athletes who actually participate in the competition.
- ☐ d. Assume responsibility to provide all necessary, identical equipment for the warm-up and competition venues. Both sets of equipment must come from a USAG approved equipment provider.
- ☐ e. Assume responsibility for the expense of all awards: medals and banners.
- ☐ f. Assume responsibility for the costs and all arrangements for travel, hotel, per diem (or meals), miscellaneous travel expenses, and local ground transportation for 13 USAG selected officials and event staff.
- ☐ g. Assume responsibility for the honorariums for 13 USAG selected officials at a minimum rate of \$140 per competition session judged, excluding the GymAct Conference Championships.
- ☐ h. Assume responsibility to provide on-site meals on the three (3) days of competition for up to five (5) USA Gymnastics personnel, all medical personnel, and auxiliary personnel. This may be provided in conjunction with the meals provided on-site to the officials.
- ☐ i. Host will provide ground transportation for judges, meet referee, and USAG staff from the airport to the hotel and from the hotel to the arena/venue for training and competition days if host hotel is not in walking distance to the venue.
- ☐ j. Assume all associated expenses, including housing and meals, for scoring provider/personnel, as well as materials and computer software to coordinate the scoring.



- ☐ k. Assume responsibility to provide local certified athletic trainers, emergency medical technicians/transport, and/or physicians as deemed necessary by the USA Gymnastics Sanctioned Event Minimum Medical Requirements Policy in the [Men's Rules and Policies](#).
- ☐ l. Assume responsibility to provide a training or emergency first aid facility and first aid supplies on site during all training and competition sessions.
- ☐ m. Assume responsibility for producing an event program, making available a minimum of four (4) pages for USAG use, one of the four pages to be used for a welcome letter to participants and their families from a USAG official with the content of the remaining three pages to be at USAG discretion.
- ☐ n. Assume responsibility for the cost of the competitor numbers and safety pins.
- ☐ o. Provide USA Gymnastics with up to ten (10) tickets in the best seating category per session. USA Gymnastics may request credentials with floor access.
- ☐ p. Host will provide USA Gymnastics, at no charge, a table and floor space with two chairs for the USAG official competitive apparel partner to utilize for the duration of the event. No other competitive apparel vendors may be present at the event.
- ☐ q. Host will provide, at no charge, adequate floor space for the USAG official event merchandise partner to utilize for the duration of the event. No other merchandise vendors may be present at the event.
- ☐ q. Submit a written Marketing Plan and budget (if applicable) to promote the event through multiple media platforms including, but not limited to print, television, radio, posters, flyers, billboards, etc. All promotional materials must be submitted for prior approval from USA Gymnastics. A finalized promotional/marketing plan is due to the USA Gymnastics office for approval no later than February 1 of the year of the event.
- ☐ r. Assume responsibility for the printing and distribution of all Event credentials, with approval of USA Gymnastics. The *Men's Rules and Policies* will be in effect as it pertains to the limit of number of credentials per club. Host acknowledges and agrees that USA Gymnastics retains sole discretion over credentials issued for the field of play.
- ☐ s. Host will provide USA Gymnastics with an event budget, which must be approved by USA Gymnastics. Host agrees to not make any changes to the approved Event budget regarding both projected revenues as well as estimated expenses without the approval of USAG. USAG will not unreasonably withhold

its approval and, in the event of disapproval, will provide the Host with the reason for its disapproval. Host also recognizes USAG's interest and right to have a working knowledge of the Event budget. Host respects that USAG's experience in the event business is a valuable resource and agrees to seek USAG's guidance and advice where appropriate.

- ☐ t. Host will provide USA Gymnastics, at no charge, high-speed internet connection.
- ☐ u. Host is encouraged to purchase and provide each athlete with a commemorative gift from the event. Examples include quality luggage tag, key ring, quality water bottle, apparel, etc.

### III. Equipment

AAI is the exclusive gymnastics equipment supplier for the Event, which means no other company in this category may have any presence at the Event. AAI, through its partnership with USAG will provide the gymnastics equipment stipulated in Appendix D at no charge to the Host. Any additional equipment requests beyond the list provided in Appendix D will be the financial responsibility of the Host. AAI will provide two technicians for set up and take down. The Host must provide AAI the following:

- ☐ A. Two (2) hotel rooms for AAI technicians for the duration of the event. AAI can work with Host to secure more rooms, but Host is financially responsible for only two.
- ☐ B. Twenty (20) adult volunteers for each set up and tear down (approx. eight (8) hours each). If this obligation is not met, AAI has the right to bill Host at a rate of \$50/hour/person to hire additional needed hands.
- ☐ C. Host shall arrange AAI access to any loading dock and use of a forklift and certified driver for no additional fee to AAI. If additional labor is needed beyond the 20 adult volunteers due to no access to a forklift or loading dock, AAI may hire a reasonable amount of help and charge Host at a rate of \$50/hour/person.
- ☐ D. Host will be responsible for setting up two (2) banners in prominent areas that AAI will provide in the competition area.

### IV. Intellectual Property

- ☐ A. **USAG shall retain all ownership rights, title, and interest in and to all of its Intellectual Property. "Intellectual Property" means intellectual property, confidential information and proprietary information, in any and all media, including digital media, and in any jurisdiction, including, without limitation, all (a) patents and patent applications (including all reissuances, continuations, continuations-in-part, revisions, extensions and reexaminations thereof) and patent disclosures and inventions (whether or not patentable and whether or not reduced to practice); (b) trademarks, service marks, trade dress, trade names, internet domain names, assumed names and corporate**

names, in each case, whether or not registered, together with all goodwill associated therewith; (c) published and unpublished works of authorship, whether copyrightable or not, including all statutory and common law copyrights associated therewith; (d) all registrations, registration applications, extensions and renewals for any of the items listed in clauses (b) and (c); (e) trade secrets; (f) websites and the contents thereof; (g) computer programs, including operating systems, applications, routines, interfaces, and algorithms, whether in source code or object code form; (h) databases and the information contained therein; and (i) all proprietary rights relating to or embodied in any of the foregoing, including, without limitation, all causes of action, damages and remedies related thereto. Host shall not use USAG's Intellectual Property for any purpose without the express prior written consent of USAG.

- ☐ B. Host agrees that prior to the use of any Intellectual Property in any form, it will submit to USAG for approval two (2) copies of the text and graphics of the proposed use of the Intellectual Property and a description of the proposed medium in which the Intellectual Property will be used. USA Gymnastics will not unreasonably withhold its approval, and in the event of disapproval, will provide the Host with a reason and suggest the changes in the proposed content and usage.
- ☐ C. Included among the Intellectual Property is the Event name: "[Partner's name] [YEAR] Men's Development Program Eastern or Western Championships." USAG reserves the right to revise the name to refer to title or presenting sponsorship or partnership of the Event. No name other than that may be used by the Host to advertise, promote, or identify the Event.
- ☐ D. Host shall have the right to assist in the design of the official Event logo.
- ☐ E. USA Gymnastics retains the right to design and shall own and retain all rights to the official Event logo.

#### **V. Sponsorship, Partnership, Broadcasting**

- ☐ A. Host shall obtain USAG's written consent, which USAG may withhold in its sole discretion, before the Host (i) grants any sponsorship, partnership or similar right to the Venue or any third party in connection with the Event or USAG, or (ii) uses, displays or portrays any third party Intellectual Property set forth in the Intellectual Property section, as a sponsor or partner for the Event or USAG. For the avoidance of doubt, this section means that the Host, Venue, and any third parties may not represent themselves as a sponsor or partner of the Event or of USAG without USAG's prior written approval, which USAG may grant or withhold in its sole discretion. Host shall indemnify and hold USAG harmless for any breach of this section.
- ☐ B. Host may create a program for sponsorship/partnership of the Event. Host agrees to conform to the partnership guidelines indicated in Appendix B. In no case will the Host be allowed to sell a "title" or "presenting" sponsorship or partnership for the Event without prior approval from USA Gymnastics. This program must be submitted in

advance to USA Gymnastics for review and approval, and this submission must include 1) a list of sponsor/partner categories, including benefits received, and fees charged for each category, and 2) a list by industry and/or company name of prospective sponsors/partners the Host intends to contact.

- ☐ C. Host agrees that it will not enter into negotiations with any potential sponsor or partner prior to the time it has obtained USA Gymnastics approval of both its partnership program and the potential partner. USA Gymnastics will not unreasonably withhold its approval of the program or a prospect, but the Host recognizes that potential conflict with United States Olympic Paralympic Committee or USA Gymnastics partners, suppliers, and broadcast regulations may:
  - 1. limit the benefits the Host may offer prospective sponsors or partners,
  - 2. require that a United States Olympic Paralympic Committee or USA Gymnastics partner be given first opportunity to purchase a particular partner category, or
  - 3. eliminate a prospective sponsor or partner from further consideration.
- ☐ D. USAG expressly reserves the right to provide benefits associated with the Event to any of its national partners. These benefits may include, but are not limited to, site signage, identification on athlete or volunteer uniforms, program advertisements, on-site hospitality, Event tickets, inclusion of the partner's name in the Event name and other forms of public recognition. USAG shall provide such benefits or reimburse the Host if USAG requests that the Host provide such benefits, for any expenses incurred by the Host in association with the provision of such benefits to USAG's national partners.
- ☐ E. Host recognizes that there will be a certain number of sponsorship/partnership categories that will be exclusive. USAG reserves the right to approve or refuse any companies and/or product categories to whom the Host may sell a local sponsorship/partnership, such approval not to be unreasonably withheld. Any agreements executed without USA Gymnastics approval shall be null and void.
- ☐ F. USA Gymnastics reserves the right to live stream Eastern and Western National Championships through FlipNow. Should FlipNow be unable to provide streaming services, the Host will assume responsibility to secure and provide live streaming of each competition session. The video, television and broadband broadcast rights to the Event are the exclusive property of USA Gymnastics.
- ☐ G. To indemnify fully and save harmless USA Gymnastics, its officers, agents and employees of and from any and all claims, demands and causes of action, including cost of attorney's fees arising out of anything done or purported to have been done by the Host or any of its agents.

## **VI. EVENT AND NON-EVENT MERCHANDISE**

- ☐ A. As an exclusive partner of USA Gymnastics, USAG's event retail merchandise partner will have free booth space and will have exclusive rights to sell event merchandise following [USAG's Brand Policy & Guidelines](#).
- ☐ B. As an exclusive partner of the Development Program, USAG's exclusive apparel partner will be provided free booth space and have the right to sell competitive apparel. Signage to be displayed in the competition venue will be provided either by the sponsor/supplier or USA Gymnastics.
- ☐ C. Host agrees to submit a list of all vendors at the Men's Development Program Eastern or Western Championships for approval from USA Gymnastics.

## VII. EVENT INCOME

Event income shall be defined as all income derived by the Host from entry fees, ticket sales, program advertising, program sales, concession stand sales / commissions, merchandise sales, parking revenues, hotel rebates, value of complimentary room nights and approved local sponsorships/partnership /donations.

Proposed Event: \_\_\_\_\_ Proposed Date(s): \_\_\_\_\_

### DECLARATION OF ANTICIPATED INCOME:

Entry Fees	\$ _____
Ticket Sales	\$ _____
Program Advertising/Live Streaming	\$ _____
Program Sales	\$ _____
Concession Stand Sales/Commission	\$ _____
Vendor Fees	\$ _____
Merchandise/Apparel Sales Commission	\$ _____
Parking Revenues	\$ _____
Local Sponsorships/Partnerships/Donations	\$ _____
Other:	
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Total Anticipated At-Site Income	\$ _____

## VIII. EVENT EXPENSES

Proposed Event: \_\_\_\_\_ Proposed Date(s): \_\_\_\_\_

### DECLARATION OF ANTICIPATED EXPENSES:

Estimated Expenses as of Date: \_\_\_\_\_

Accommodations	\$ _____
Administrative (software, supplies, phone, etc.)	\$ _____
Contingency	\$ _____
Copying/Printing	\$ _____
Decorations	\$ _____
Equipment (Apparatus, Communications, Sound, etc.)	\$ _____
Facilities Fees	\$ _____
Additional facility – seating, electric hookups	\$ _____
Freight Charges	\$ _____
NGF Men’s Fund Contribution	\$ _____
Hospitality (per contracts)	\$ _____
Judges' Fees, Travel, Lodging, Breakfasts, etc.	\$ _____
Marketing Expenses/Live Streaming	\$ _____
Merchandise / Apparel	\$ _____
Scoring	\$ _____
Staffing Costs	\$ _____
Transportation (Officials, shuttles, parking, etc.)	\$ _____
USAG 10% of Entry Fees	\$ _____
<b>Total Anticipated Expenses</b>	<b>\$ _____</b>

## IX. SITE INFORMATION

PROPOSED EVENT: \_\_\_\_\_

PROPOSED DATE: \_\_\_\_\_

### A. Host Data

1. Name of Organization: \_\_\_\_\_
2. President/CEO: \_\_\_\_\_
3. Corporate Representative/Contact: \_\_\_\_\_
4. Meet Director proposed for this Event: \_\_\_\_\_
5. Address: \_\_\_\_\_
6. Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
7. Staff Size: \_\_\_\_\_
8. Funding Sources of Organization: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Convention & Visitor Bureau Liaison: \_\_\_\_\_
10. Gymnastics Community Liaison: \_\_\_\_\_

### B. Community Data

1. Name of City: \_\_\_\_\_  
Population: \_\_\_\_\_  
Metropolitan: \_\_\_\_\_
2. Primary industry/major corporations: \_\_\_\_\_
3. Name of closest major airport: \_\_\_\_\_  
Name of airlines serving airport: \_\_\_\_\_  
Distance from airport to downtown: \_\_\_\_\_  
Distance from airport to arena: \_\_\_\_\_



4. Please list major hotels, the distance to the airport from the hotel, distance to the venue from the hotel , number of rooms, and current group rates:
- a. Hotel: \_\_\_\_\_  
Distance to airport: \_\_\_\_\_ Distance to venue: \_\_\_\_\_  
# Rooms: \_\_\_\_\_ Group rates: \_\_\_\_\_
- b. Hotel: \_\_\_\_\_  
Distance to airport: \_\_\_\_\_ Distance to venue: \_\_\_\_\_  
# Rooms: \_\_\_\_\_ Group Rates: \_\_\_\_\_
- c. Hotel: \_\_\_\_\_  
Distance to airport: \_\_\_\_\_ Distance to venue: \_\_\_\_\_  
# Rooms: \_\_\_\_\_ Group rates: \_\_\_\_\_
5. Average temperature during event week: \_\_\_\_\_  
Describe typical weather during event week: \_\_\_\_\_  
Elevation (above sea level): \_\_\_\_\_
6. How many gymnastics clubs are there in the metropolitan area from which to obtain volunteers and support? \_\_\_\_\_  
List clubs with highest membership below:
- a. Club: \_\_\_\_\_  
Contact: \_\_\_\_\_ Membership #: \_\_\_\_\_
- b. Club: \_\_\_\_\_  
Contact: \_\_\_\_\_ Membership #: \_\_\_\_\_
- c. Club: \_\_\_\_\_  
Contact: \_\_\_\_\_ Membership #: \_\_\_\_\_
7. Are there service organizations, other sport organizations or other civic groups, which would be willing to assist in the organization and promotion of this event?  
\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please list below and their role:

a. \_\_\_\_\_  
\_\_\_\_\_

Contact: \_\_\_\_\_

b. \_\_\_\_\_  
\_\_\_\_\_

Contact: \_\_\_\_\_

c. \_\_\_\_\_  
\_\_\_\_\_

Contact: \_\_\_\_\_

8. List any other major events / activities scheduled for the area within 30 days before or after the event week:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Check below the sources of financial support for this event:

City/County Funds	_____	Local Sponsorship/Partnership	_____
Corporate Funding	_____	City/County/State Tourism Grants	_____
Ticket Sales	_____	Charitable Donations	_____
Private Funding	_____	Other:	_____

### C. Facility Data

1. Name: \_\_\_\_\_

2. Describe the ownership & operation of the facility:

\_\_\_\_\_

3. Seating Capacity: \_\_\_\_\_

Does the facility have suites? \_\_\_\_\_

What are the suite holder's rights?

\_\_\_\_\_

Type of seating in arena? \_\_\_\_\_

Please describe:

- 
4. Size of arena competition event/convention space: \_\_\_\_\_

Type of existing floor surface: Over cement \_\_\_\_\_ Over ice \_\_\_\_\_

What is the unobstructed ceiling height? \_\_\_\_\_

What is the height and width of the openings into the arena floor?

- 
5. Size of training gym area: \_\_\_\_\_

Type of floor surface: Over cement \_\_\_\_\_ Over ice \_\_\_\_\_

What is the unobstructed ceiling height? \_\_\_\_\_

What is the distance of the training gym to the competition floor?

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Describe the connection/walking path between the warm-up gym and the competition floor (i.e. level surface, stairs and number of flights, etc.).

- 
6. Does facility have onsite medical services? \_\_\_\_\_

Provide details:

- 
7. Does facility provide security services? \_\_\_\_\_

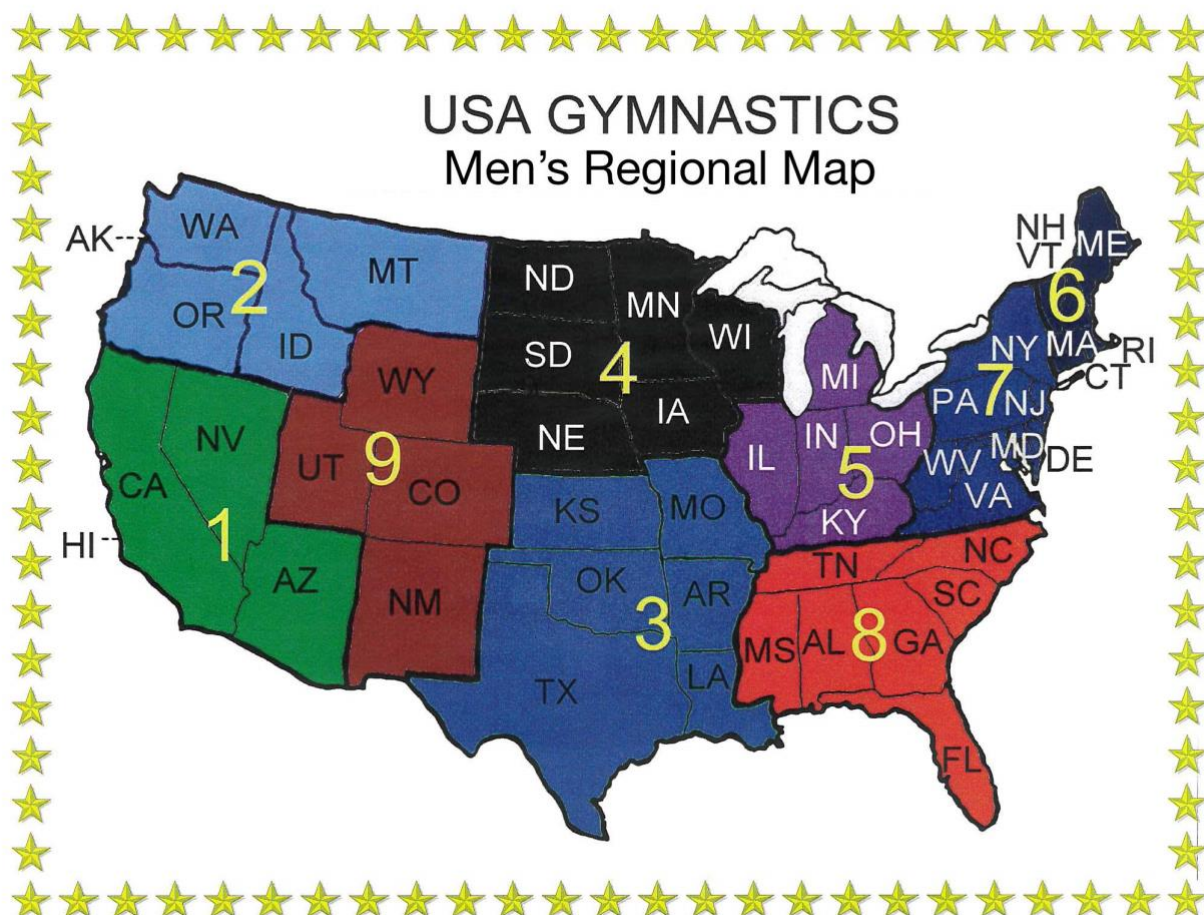
Provide details:

I understand that the submission of this bid to host the Men’s Development Program Eastern or Western National Championships contains current information concerning the competition format and all agreements. This information is subject to change and could affect the terms in a final contract if provided one. All changes are subject to review by both parties. I also understand that this bid is subject to review and that additional information may be requested.

**Submitted by:**

_____ Printed Name	_____ Date
_____ Signature	
_____ Title	_____ Telephone - Day
_____ Organization	_____ Telephone - Evening
_____ Fax Number	_____ Cell Phone Number
_____ E-mail	

## APPENDIX A



## Appendix B

### USA Gymnastics Protected Categories Updated May 2023 - SUBJECT TO CHANGE

Partner	Category	Competitive Examples
American Athletic Inc. (Spaulding)	Gymnastics Equipment Artistic Development and Xcel Programs	Endemic competitors such as Gymnova, etc.
CaptainU	Official Recruiting Software	Reigning Champs, BeTheBeast, Sports Recruits, ScoutingZone, GoBigRecruiting, Jumpforward, ACS, University Athlete and ARMS, NCSA
Elite Sportswear/GK	Apparel Supplier for Development Programs National Championships	Endemic competitors such as Alpha Factor, Ozone, Sylvia P, etc.
HyperIce	Official Recovery Technology	Endemic competitors such as TheraGun, etc.
Prevagen	Official Brain Health Supplement	Endemic competitors such as Stonehenge Health, Qualia Mind, Genius Consciousness, Neuriva, etc.
Spieth America	Gymnastics Equipment Elite and National Team Programs	Endemic competitors such as Sport Systems Canada, etc.

Broadcast Partners	Category
NBC (NBCSN, Olympic Channel)	Linear Broadcast Rights
FlipNow	OTT Streaming Broadcast Rights

Suppliers and Licenses	Category
ASO	E-commerce retail store Event retail merchandise sales
A-1 Awards	Awards Supplier
Deary's Gymnastics Supply (DGS)	Gymnastics Grips Supplier

## Appendix B

### Continued

On a local level, you must give the local company representative the “right of first refusal” on all partnership packages. In the event that one of our national partners declines to be involved on the local level, the Host may approach a competing company with a “Patron Package”.

A “Patron Package” allows the business to support the event on a local level and is restricted to tickets, hospitality and limited event exposure. The elements that can be included in a “Patron Package” are:

- Program advertising
- Tickets
- VIP Hospitality / pre and post event
- Public Address announcements
- Concourse sampling / booth space (with the exception of gymnastics apparel)

NOTE: In all advertising and PA announcements, the local company has to be identified as a Patron.

You may not include the following in your “Patron Package”:

- Banner placements in the arena or competition area
- Create promotions that tie the event to the competitive companies
- Corporate logo placement that creates an identity with the event logo
- Named as a “Sponsor” or “Partner” or placed in a category (i.e. “Official \_\_\_\_\_ ” )

*At no time will USA Gymnastics approve a partnership with competitors of the above listed companies. Companies representing categories not listed above may be approached for partnership.*

## Appendix C

### USA Gymnastics Minimum Event Personnel List

Title	Minimum Number of Personnel Needed	X Needs to be a Pro or Instructor Member
Scoring Personnel	1	X
Floor Managers	2	X
Announcer	1	X
Medical Personnel	See below	See below
Ticket Sales	2	
Participant Registration	2	
Technical Director	1	X
Judges	12	X
Auxiliary Judges/Personnel (optional)	6	X

- *Refer to USA Gymnastics Rules and Policies, Sanctioned Event Minimum Medical Requirements Policy as well as the Safety & Response Guidelines for policy governing photographers and medical groups used.*
- *No auxiliary judges are required. However, if auxiliary judges are used, they are volunteer positions and are not paid for their services. An auxiliary judge can be a member of the NJGA or a professional/instructor member with a valid USAG membership.*



## Appendix D

### Equipment List (Subject to change)

#### Men's Development Program Equipment List per location (Eastern/Western)

11/17/2022

Floor		Qty	Notes						
432480	American Elite Floor Exercise System	2	18" H-Channels						
416736	Carpet Bonded Foam Corner Border System	2							
Vault		Qty	Notes						
407562	EVO-Elite Vault Table w/Club Pad	2							
407568	Base Weights (Set)	2							
407427	FIG International Vault Runway System	2							
P. Horse		Qty	Notes						
407298	International Elite Pommel Horse	2							
Rings		Qty	Notes						
407378	International Elite Ring Tower (Adj)	2							
407013	Ring Hook	2							
P. Bars		Qty	Notes						
407924	EVO-ELITE™ Parallel Bars	2							
H. Bar		Qty	Notes						
407489	International Elite Horizontal Bar	2							
Landing Mats:									
Number	Description	FX	PH	SR	VT	PB	HB	Qty	Notes
416292	Vault Anchor Mat 4'x8'x20cm				2			2	
416304	Landing Mat 8'2.5"x15.5'x20cm				2			2	or 416322
416308	Landing Mat 5'x8'x20cm			2	2			4	
416322	Landing Mat 8'x15.5'x20cm			2			4	6	
416317	Landing Mat 8'x12'x20cm						2	2	
416160	Domestic Pommel Horse Mat System		2					2	
416213	EVO Parallel Bars Mat Set 20cm					2		2	
416290	FIG 6.5'x6.5' Dismount Mat 20cm					2		2	or 416308
416291	FIG 6.5'x6.5' Mount Mat 20cm					2		2	or 416308
Supplemental and other Mats:									
Number	Description	FX	PH	SR	VT	PB	HB	Qty	Notes
416195	Suppl Mat 8'x19' 8.25"x10cm				2			2	
416020	Supplemental Mat 8'x15'x10cm						4	4	
416258	Throw Mat 7'x10'x10cm	2		2			2	6	
416257	Throw Mat 5'x10'x10cm (Non Slip)					2		2	
416259	SC8 5'x10'x8" (Non-Slip)	2		2	2	2	4	12	
407238	Vault Safety Zone				2			2	
416094	Suede Round Off Pad 39.4"x51.2"x1-3/8"				2			2	
416584	Sting Mat 80"x100"x2"	2		2	2		2	8	
416583	Sting Mat 4' 6" x 10' x 1-1/2"					2		2	
416609	3.5'x5'x10cm Training Mat					2		2	
416169	Spotting Block 30"x30"30"			2				2	
416048	Spotting Block 2'x2'x4'						2	2	
	Folding Mat 4' x 8' 1.5"		2					2	

### Boards and Accessories

Number	Description	FX	PH	SR	VT	PB	HB	Qty	Notes
407228	Stratum Vault Board (8-spring) adjustable				4	2		6	
407008	Chalk Bowl 20"		2	2		2	2	8	
407007	Chalk Tray	4			2	2		8	
418003	Score Flasher SF-4				1			1	
5957	4'x 8' Foam Planks 2-1/4" (HB Safety Foam)						16	16	
555300	(4) Triangle Pcs 2-1/4" (HB Safety Foam)						2	2	
	CBF Roll 6'x42'x1-3/8"							7	
407565	Block Chalk 36 lb Box							2	

### FSA

Number	Description	FX	PH	SR	VT	PB	HB	Qty	Notes
407461	Elite Freestanding System			2			2	4	Need Pallet Jack
407465	Extra 50 lb. Weights						32	32	
407362	ELITE™ Freestanding Horizontal Bar Adapter						2	2	
407363	ELITE™ Freestanding Ring Adapter			2				2	