USA GYMNASTICS

2016 Men's Junior Olympic National Championships

OFFICIAL BID FORM

OFFICIAL BID

Please complete this bid form as an official application to host the USA Gymnastics Men's Junior Olympic National Championships. Please be advised that after appropriate site visits, a contract shall be offered to the selected host city based upon the terms and conditions of this bid. If you have any questions relative to the completion of this bid, please contact Dennis McIntyre, Men's Program Director at:

USA Gymnastics
132 E. Washington St., Suite 700
Indianapolis, IN 46204
(317) 829-5634
dmcin@usagym.org

The Men's Junior Olympic National Championships is mandated by the USA Gymnastics Men's Rules & Policies to be held the first weekend in May each year. The Junior Olympic Program Committee (JOPC) and USA Gymnastics (USAG) must approve any deviation from this date. Bids for the Junior Olympic National Championships should be received by USAG in time for review by the JOPC at its USA Gymnastics Junior Olympic National Championships meeting two years prior to the event. The Junior Olympic National Championships includes competition for approximately 750 athletes in four age divisions: Level 10 (17-18 years), Level 10 (15-16 years), Level 9 (13-14 years) and Level 8 (11-12 years). The training and competition lasts from Tuesday to Sunday of the week scheduled for the event as shown below. All sessions are currently run according to the Capitol Cup format and, therefore, require a competition and a warm-up / training gym. Entry fee for the event is currently set at $160 per athlete.

SCHEDULE OF EVENTS*

Tuesday:	Set-up for competition. No scheduled training.
Wednesday:	Training in warm-up gym and competition gym
	General Coaches Technical Meeting to follow training
	Opening Ceremonies
Thursday:	Level 10 Preliminary competition – 3 sessions
Friday:	Level 8 & 9 Preliminary competition – 3 sessions
Saturday:	Session 1 Level 10 Junior Olympic AA & IE Finals
	Session 2 Level 10 Junior Elite Division AA & IE Finals
	** Level 10 qualifiers to USA Championships to be announced following last session*
Sunday:	Session 1 Level 8 & Level 9 Junior Olympic AA & IE Finals
	Session 2 Level 8 & Level 9 Junior Elite Division AA & IE Finals
	**National Team Meeting to follow last session for Level 8 & Level 9 Junior Elite*

*This format is subject to change; however, the number of days, projected number of athletes and facility requirements will remain the same.

DELEGATION INFORMATION

- Delegation size is approximately 1000 athletes, coaches, and staff
- Adequate rooming will need to be available beginning on Tuesday of the week of competition and ending on Monday following the competition

STATISTICS

- Training days are Tuesday & Wednesday
- Competition days are Thursday, Friday, Saturday, & Sunday

SPECIFICATIONS NEEDED

- Training hall size must be at least:
  90' x 130', 35' ceiling (unless approved by USAG)
- Competition hall size must be at least:
  90' x 130', 35' ceiling
  3000 seat capacity of stadium type seating

I. DESIGNATION OF BID

This official bid is submitted by _____ to host the 2016 Men's Junior Olympic National Championships:

Proposed date: _____

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.

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

- **USA Gymnastics Obligations:**

☐ A. Supervise the technical aspects of the Event. USAG Men's Program Director will interpret and enforce all aspects of the USAG Men's Rules and Policies, which govern the Event. LOC is required to follow the current USAG Men's Rules and Policies and Program Guidelines for competition, and any variance from these procedures must be approved in writing by the USAG Men's Program Director.

☐ B. USA Gymnastics is responsible for approving a Competition Director.

☐ C. USA Gymnastics will secure and deliver to the LOC, not less than thirty (30) days prior to the Event and shall keep in force at all times during the term of an agreement:

1. A comprehensive general liability policy, including public liability and property damage for all participants, spectators, officials, administrators, and volunteers in an amount up to One Million Dollars ($1,000,000) for bodily injury and One Million Dollars ($1,000,000) for property damage.

2. The LOC and facility shall be named as additional insured's there under. Not less than thirty (30) days prior to the Event, USAG shall deliver to LOC certificates of insurance evidencing the existence thereof, all in such form as LOC may reasonably require. Each such policy or certificate shall contain a valid provision or endorsement stating, in essence, the following: "This policy will not be canceled or materially changed or altered without first giving thirty (30) day's written notice thereof to LOC. If any of the insurance policies covered by the foregoing certificates of insurance will expire prior to or during the time of the Event, USAG shall deliver to LOC at least thirty (30) days prior to such expiration a certificate of insurance evidencing the renewal of such policy or policies.

3. The coverage provided under such policies shall be occurrence-based, not claims made; there shall be no aggregate limit with respect to the aggregate amount of coverage provided there under.

☐ D. USA Gymnastics will provide all appropriate awards.

☐ E. USA Gymnastics will secure 25 USAG officials for the event.

☐ F. USA Gymnastics will provide photographic, biographical and background information, as available, on competing participants and the USAG National Programs for use in promoting the event.

☐ G. USA Gymnastics will grant a sanction for this event with no fee to the host upon receipt of signed sanction request.

☐ H. USA Gymnastics will verify that all participating coaches and officials are current USAG Professional members and have current requirements to hold a

USAG Professional membership in order to comply with the USAG liability insurance coverage requirements.

☐ I. USA Gymnastics will verify that all participating competitors have a current, valid USAG Athlete membership; a component of which is $50,000 Secondary Accident Insurance for injuries suffered during their participation in a USAG-sanctioned event for which they are properly registered.

☐ J. USA Gymnastics will provide the host with 80% of the entry fees, which is currently set at $160 per athlete.

- **Host Obligations:**

☐ A. The host will ensure that the current USAG Men's Rules & Policies are followed completely for the Event, and any variance from these procedures must be approved in writing by the USAG Men's Program Director.

☐ B. The host will nominate for USAG approval a qualified person to serve as Competition Director for the Event.

☐ C. The host will submit a signed "Request for Sanction" form in writing to the USAG Membership Director at the USAG National Office address a minimum of 60 days in advance of the event.

☐ D. The host will provide a training and competition arena / venue for four (4) competition days and two (2) training days.

☐ E. The host will be responsible for the shipping of all AAI equipment up to a cost of $7,500.

☐ F. The host will provide 25 adults to set up and strike equipment, which will be supervised by a gymnastics equipment representative, as needed.

☐ G. The host will work to identify adequate hotel space for competitors at an acceptable room rate for purposes of this bid. The host will work with National Travel System (NTS) to negotiate and finalize all hotel space and contracts for competitors at room rates approved by USA Gymnastics. NTS is the official travel agency for USA Gymnastics. In its role, NTS will take responsibility and liability for negotiating and signing all hotel contracts for the event and will handle all booking information.

☐ H. The host will assume responsibility for the costs and all arrangements for travel, hotel, per diem (or meals), honorarium and local transportation for 25 USAG selected officials. The host will book all officials travel through NTS.

☐ I. The host will provide three (3) complimentary hotel rooms and one (1) complimentary suite for USAG to utilize for the duration of the event.

☐ J.The 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.

☐ K. The host will provide information on transportation arrangements, including maps, for all other participants.

☐ L. The host will make available one physician and one medical trainer, to be present for all training and competition sessions.

☐ M. The host will provide an emergency first aid facility and first aid supplies on site during all training and competition sessions.

☐ N. The host will be responsible 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.

☐ O. The host will provide personnel to adequately staff this event. This includes, but not limited to, providing all auxiliary personnel, such as scorekeepers, clerical support, runners, flashers, etc. USA Gymnastics will assist in identifying local clubs and individuals with technical expertise to assist in different areas.

☐ P. The host will provide USA Gymnastics with ten (10) tickets in the best seating category. USA Gymnastics may request credentials with floor access. USA Gymnastics will control the distribution of credentials with floor access.

☐ Q. The host will work jointly with USAG in the development of a comprehensive advertising campaign. This should include, but is not limited to, collateral materials, television, radio, print and outdoor advertising.

☐ R. The host will commit no less than $1,000 for advertising of the Event. This includes costs associated with collateral materials, direct mail, promotions, celebrity athlete visits and purchasing electronic media (commissionable),

whether paid in cash or received as value-in-kind. This does not include fees paid to an agency for marketing/promotional work done on behalf of the Event.

☐ S. The host will be responsible for the printing and distribution of all Event credentials with approval from USAG. The host acknowledges and agrees that USAG retains sole discretion over credentials issued for the field of play.

☐ T. The host will provide USA Gymnastics with an event budget which must be approved by USA Gymnastics. The 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. The host also recognizes USAG's interest and right to have a working knowledge of the Event budget. The 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.

- **Trademarks**

☐ A. USAG is the owner of various trademarks, trade names, service marks, logos and event names, including, but not limited to, those as set forth in Appendix A ("Marks"). The Marks are and shall remain USAG's property, and USAG shall have the right to change the design, artwork, logo and/or other symbols and devises of its trademarks at any time during the term hereof.

☐ B. The right to use the Marks is nonexclusive, non-assignable and nontransferable. All uses by the host of the Marks shall (i) be appropriate and dignified as befits USAG's public image, and (ii) inure solely to the benefit of USAG.

☐ C. The host agrees that prior to the use of the Marks in any form, it will submit to USAG for approval two (2) copies of the text and graphics of the proposed use of the Marks and a description of the proposed medium in which the Marks 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 advertising.

☐ D. Included among the Marks is the Event name: "[Sponsor's name] [YEAR] Men's Junior Olympic National Gymnastics Championships." USAG reserves the right to revise the name to refer to title or presenting sponsorship of the Event. No name other than that may be used by the host to advertise, promote, or identify the Event.

☐ E. The host shall have the right to assist in the design of the official Event logo.

- **Sponsorship, Broadcasting**

☐ A. The host may create a program for sponsorship of the Event. The host agrees to conform to the sponsorship guidelines indicated in Appendix B. In no case will the host be allowed to sell a "title" or "presenting" sponsorship 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 categories, including benefits received, and fees charged for each category, and 2) a list by industry and/or company name of prospective sponsors the host intends to contact.

☐ B. The host agrees that it will not enter into negotiations with any potential sponsor prior to the time it has obtained USA Gymnastics approval of both its sponsorship program and the potential sponsor. 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 Committee or USA Gymnastics sponsors, suppliers, and broadcast regulations may:

1) limit the benefits the host may offer prospective sponsors,
2) require that a United States Olympic Committee or USA Gymnastics sponsor be given first opportunity to purchase a particular sponsor category, or
3) eliminate a prospective sponsor from further consideration.

☐ C. USAG expressly reserves the right to provide benefits associated with the Event to any of its national sponsors. 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 sponsor'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 sponsors.

☐ D. The host recognizes that there will be a certain number of sponsorship 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, such approval not to be unreasonably withheld. Any agreements executed without USA Gymnastics approval shall be null and void.

☐ E. The video, television and broadband broadcast rights to the Event are the exclusive property of USA Gymnastics.

☐ F. 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.

III. EVENT AND NON-EVENT MERCHANDISE

☐ A. The host has the right of first refusal to produce and sell exclusively Event merchandise. If the host elects to produce and sell Event merchandise, the revenue and expenses shall be accounted for in accordance with Section IV herein. USA Gymnastics reserves the right to require the host to use a USA Gymnastics sponsor vendor to produce event merchandise on a right of first refusal basis. If the host elects not to produce and sell Event merchandise, USAG may do so and is entitled to keep 100% of the revenue generated there from and will provide all personnel and equipment for the sale of such merchandise.

☐ B. USAG will have the right to sell non-Event merchandise at the JO Nationals. It is the responsibility of the host to ensure that its agreement with the competition venue allows USAG and GK Elite to sell merchandise at the venue under terms equal to those secured by the host for its merchandise sales.

☐ C. As an exclusive sponsor of the Junior Program, GK Elite will be provided free booth space and have the right to sell non-Event merchandise at the JO Nationals.

☐ D. The host agrees to submit a list of all vendors at the Junior Olympic Nationals for approval from USA Gymnastics

IV. FINANCIAL OBLIGATION TO USA GYMNASTICS

☐ The host shall guarantee USA Gymnastics 20% of the participant entry fees for the rights to host the Men's Junior Olympic 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.

V. 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, and approved local sponsorships / donations.

PROPOSED EVENT: 2016 Men's Junior Olympic National Championships

PROPOSED DATE: _____

DECLARATION OF ANTICIPATED INCOME:

Entry Fees	$ _____
Ticket Sales	$ _____
Program Advertising	$ _____
Program Sales	$ _____
Concession Stand Sales/Commission	$ _____
Merchandise Sales	$ _____
Parking Revenues	$ _____
Local Sponsorships/Donations	$ _____
Total Anticipated At-Site Income	**$** _____

VI. EVENT EXPENSES

PROPOSED EVENT: 2016 Men's Junior Olympic National Championships

PROPOSED DATE: _____

DECLARATION OF ANTICIPATED EXPENSES:

Estimated Expenses as of Date: _____

Administrative (software, supplies, phone, etc.)	$ _____
Contingency	$ _____
Copying/Printing	$ _____
Decorations & Opening Ceremony	$ _____
Equipment (Appartus, Communications, Sound, etc.)	$ _____
Facilities Fees	$ _____
Additional facility – seating, electric hookups	$ _____
Head Taxes	$ _____
Hospitality (per contracts)	$ _____
Judges' Fees, Travel, Lodging, Breakfasts, etc.	$ _____
Marketing Expenses	$ _____
Scoring	$ _____
Staffing Costs	$ _____
T-shirts & Merchandise	$ _____
Transportation (Officials, shuttles, parking, etc.)	$ _____
USAG Suite & Hotel Rooms	$ _____
Total Anticipated Expenses	**$** _____

VII. SITE INFORMATION

PROPOSED EVENT: 2016 Men's Junior Olympic National Championships

PROPOSED DATE: _____

1. Local Organizing Committee Data

A. Name of Organization: _____

B. President/CEO: _____

C. Corporate Representative/Contact: _____

D. Meet Director for this Event: _____

E. Address: _____

F. Telephone: _____ Fax: _____

G. Staff Size: _____

H. Funding Sources of Organization: _____

_____

_____

I. Convention & Visitor Bureau Liaison: _____

J. Gymnastics Community Liaison: _____

2. Community Data

A. Name of City: _____

Population: _____

Metropolitan: _____

B. Primary industry/major corporations: _____

C. Name of closest major airport: _____

Name of airlines serving airport: _____

Distance from airport to downtown: _____

Distance from airport to arena: _____

D. 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:

1. Hotel: _____

   Distance to airport: _____ Distance to venue: _____

   # Rooms: _____ Group rates: _____

2. Hotel: _____

   Distance to airport: _____ Distance to venue: _____

   # Rooms: _____ Group Rates: _____

3. Hotel: _____

   Distance to airport: _____ Distance to venue: _____

   # Rooms: _____ Group rates: _____

E. Average temperature during event week: _____

Describe typical weather during event week: _____

Elevation (above sea level):

F. How many gymnastics clubs are there in the metropolitan area from which to obtain volunteers and support? _____
List clubs with highest membership below:

1. Club: _____

   Contact: _____ Membership #: _____

2. Club: _____

   Contact: _____ Membership #: _____

3. Club: _____

   Contact: _____ Membership #: _____

G. 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:

1. _____

_____

Contact:

2. _____

_____

Contact:

3. _____

_____

Contact: _____

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

_____

_____

_____

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

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

3. Facility Data

A. Name: _____

B. Describe the ownership & operation of the facility:

_____

C. Seating Capacity: _____

Does the facility have suites? _____

What are the suite holder's rights?

_____

Is there any bench seating in the arena? _____

Please describe:

_____

D. Size of arena floor: _____

Type of floor surface: Over cement _____ Over ice _____

What is the unobstructed ceiling height? _____

What is the height and width of the Vomitory openings to the arena floor?

_____

E. Size of warm-up gym floor: _____

Type of floor surface: Over cement Over ice

What is the unobstructed ceiling height? _____

What is the proximity of the warm-up gym to the competition floor?

_____

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

_____

I understand that this bid material for the 2016 Men's Junior Olympic 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. All changes are subject to review by both parties.

Submitted by:

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

APPENDIX A

MARKS

A. USA Gymnastics organization logo

B. Men's Program icon

C. USA Gymnastics On-line logo

APPENDIX B

USA Gymnastics National Sponsors
Event Sponsorship Policy

This policy applies to selling sponsorship packages for Junior Olympic National Championships.

Sponsor	Category	Competitive Examples
AT&T	Telecommunications (including cellular, wireless, internet, cable, etc.)	T-Mobile, Verizon, Vonage, Comcast, AOL, Qwest, etc.
Under Armour	Athletic Apparel and Footwear	Nike, Puma, Converse, Retailer specific lines ("Gap Athletic"), etc.
Procter & Gamble (lead brands are CoverGirl, Gillette Venus and Secret)	Personal Care and Beauty Care	Product lines like cosmetics, shaving, antiperspirants, deodorants, body wash, soap, feminine care, hair care, hair color, oral care, fragrance, skin care; Companies like Johnson & Johnson
Hilton Hotels	Hotel lodging and timeshare services	Marriott, Holiday Inn, Sheraton, etc.
American Athletic Inc. (Spalding)	Gymnastics Equipment	Endemic competitors such as Gymnova, etc.
Elite Sportswear/GK	Apparel Supplier to J.O. National Teams	Endemic competitors such as Alpha Factor, etc.
Kellogg's	Cereal, hot cereal, toaster pastries, frozen waffles, pancakes, cookies, crackers, fruit snacks, etc.	Post, Quaker, General Mills, General Foods, etc.

Broadcast Partner	Category
NBC and Universal Sports Network	Broadcast Rights

Suppliers and Licensees	Category
A-1 Awards	Awards Supplier
Deary's Gymnastics Supply (DGS)	Gymnastics Grips Supplier
St. Vincent's Hospital & Health Care Center	Sports Medicine and Health Care
Main Event	Online & Event Merchandise

The above companies have the exclusive rights to their respective categories. USA Gymnastics sponsors are subject to change.

Appendix B
Continued

On a local level, you **must** give the local company representative the "right of first refusal" on all sponsorship packages. In the event that one of our national sponsors declines to be involved on the local level, the local organizing committee 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 placed in a category (i.e. "Official _____ ")

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

EVENT STAFF

Men's Program Director

Men's Program Manager

Men's National Team Coordinator

Men's Junior Olympic Coordinator

American Athletic, Inc. Representative

COMPETITION OFFICIALS

1 Technical Director for Judges
24 Judges