

Bidding, Preparing & Hosting the Gymnastic Competition

VERY EARLY

- Prepare Bid (Parent's Club, Motel, Meet Site, Equipment, etc.)
 - Meet with Parent Club to get approval.
 - Pick weekend.
 - Facility and hotels available?
 - Set up committees (Some of these can be combined)
 - Concession
 - Coaches hospitality
 - Judges meals either in or outside the meet site
 - Equipment Setup and Teardown
 - Admissions
 - Coaches and judges hospitality
 - Decorations
 - Publicity
 - Scoring (Pre-meet and during meet)
 - Awards
 - Cleaning before, during and after competition
 - Secure Facility
 - Review contracts
 - Is facility within budget?
 - Secure Host Hotel
 - How many rooms to book
 - Release Date for rooms (Try to get release date within 2 weeks)
 - Hold judges rooms with hotel
 - Secure equipment for meet.
 - Review contract
 - Is equipment rental within budget?
- Post meet date on State and Regional Calendar
- Make flyers to hand out at any upcoming clinics or conventions

4-6 MONTHS EARLY

- Reconfirm equipment for Meet Site if necessary
- Reconfirm Host Hotel and sign any contracts if necessary
- Reconfirm Meet Site and sign any contracts if necessary
- Second organizing meeting with parents club and meet committees
- Order judges from state judging coordinator
- Decide what type of meet format (Standard or Capital Cup)

3 MONTHS EARLY

- Order Sanction
- Prepare Mailout (Info, Entry Form, Maps and Motel & Travel)
- Confirm list and order awards
- Secure mailing or email list
- Create and proof meet information. Then mail or email it out at least 8 weeks early.

WITHIN 2 MONTH TIME PERIOD

- Meet with Parent Organizing Committee for final run through
- Send confirmation to judges (maps, meet site, motel, etc)
- Secure Trainer or EMT technician
- Enter gymnasts in computer as the entries come in.

A WEEK BEFORE

- Begin hanging any decorations if in your own gym
- Prepare awards
- Prepare notes for coaches meeting
- Prepare welcome speech for announcer
- Prepare a list of music to play in the background

SETTING UP THE MEET SITE

- Set up equipment to create good flow during the meet
- Seating area for competitors
- Seating area for spectators
- Score Area (Computers and printers)
- Awards Area
- Admissions area
- Concession Area
- Trainers or EMT area
- Coaches Hospitality
- Judges Meeting and eating area
- Miscellaneous
 - Plenty of trash cans both for spectators and gymnasts
 - Extra chalk within reach
 - Copier if possible

RUN MEET

- Open early for stretch
- Coaches meeting
- Begin warmups (Someone should be in charge of timing)
- Welcome announcements
- Competition
- Entertainment while waiting for scores to be processed
- Announce awards
- Thank everyone and send them on their way

AFTER COMPETITION

- Send copy of results, sanction and \$1 (per boy) meet tax to State Director
- Send \$1 (per boy) meet tax to Sims Scholarship Fund
- Are there any other taxes that your state pays?
- Send copy of sanction to Regional Chairman
- Send copy of sanction report form and \$1 (per boy) to USAG National Office
- If promised, mail coaches results or post the results online.
- Take a vacation