

MONTANA STATE ADMINISTRATIVE COMMITTEE GUIDELINES FOR HOSTING THE 2024 WOMEN'S STATE CHAMPIONSHIPS



In order to provide the best experience for athletes, spectators, coaches and judges, the Montana State Administrative Committee (MT-SAC) has issued the following guidelines in a checklist format. Please return the following forms: completed checklist, bidding form, and facility/venue agreement or contract.

Bids open December 1 through 31, 2023

- Complete and sign the USA Gymnastics bid form:
[BID FORM FOR USA-Gymnastics – COMPETITION FOR WOMEN \(Sectional, State, Regional\)](#)
- Provide a signed copy of the facility/venue rental agreement or contract
- Equipment Supplier name and/or contract
- Be responsible to pay a Regional Administrative Tax of \$5.00 per athlete. The State Championship host is responsible for collecting and sending all payments to the Regional Administrative Committee Chairman (RACC)
- Meet Venue must be held in an “Out of House Facility” ie: convention center, high school, etc...
- Ability to host sessions for WDP Levels 2-10 and Xcel all Divisions
- Ability to provide two sets of equipment on vault, bars, and beam for a modified cup format
- Provide separate hospitality rooms for judges apart from coaches
- Work in collaboration with the board (MT-SAC)
 - Proposed sessions and awards must be submitted to the board 8 weeks prior to the competition for approval
 - The board will provide the Host Gym the state qualifiers in each level that are eligible to compete in the championships
 - The Host Gym must ensure that there be no overlapping of sessions during the optional awards, including warm-up, march-in, and competition
- Ability to accommodate 300+ spectators
- Complete the three documents and send all at the same time (completed bid form, completed checklist, facility/venue rental agreement) to Josh Burnham at mtusag@gmail.com

~Thank you~



BID FORM FOR USA-Gymnastics – COMPETITION FOR WOMEN
(Sectional, State, Regional)

Name of Competition: _____ Level of Competition: _____
Name of Host Organization _____
Address: _____
Phone: _____ Email: _____
Name of Meet Director: _____ Cell: _____
USAG Pro #: _____ Safety Exp: _____ Bkgd Exp: _____
Number of Meets you have hosted in the last 2 years:
Local: _____ Sectional: _____ State: _____ Regional: _____ National: _____
What was the number in attendance at your largest meet? _____
Number of meets you have attended in the past 2 years? State: _____ Regional: _____ National: _____
Facility Name: _____

A letter from the site showing availability of use of the facility for these dates must accompany this bid form

Address: _____
Size of Competition Area: _____ (min. 100' X 90' required) Spectator Capacity: _____
Separate Warm-up Area? Yes No Distance from Competitive Gym: _____
Facility Rental Fee: _____ Air-Conditioned: Yes No
Dressing Room for Gymnasts: Yes No Number of restrooms: Women: _____ Men: _____
Length of Vaulting Area (including runway, table, mat area): _____
Clearance Distances:
End of Vault mat to wall _____ On both sides (front & back) of Bars _____
End of Beams: _____ Around Floor Exercise Mat: _____
Adequate Parking Facilities: Yes No Describe: _____
Separate Meeting Room for Judges? Yes No DVD & Monitor available for Judges? Yes No
Format to be used: Traditional Non Traditional
Number & Type of Equipment to be used: Vault: _____ Bars: _____ Beam: _____ Floor: _____
Boards: _____ Bars Spread: _____ Type of Rails: _____
Type of Awards: _____ Estimated Cost: _____
Spectator Admission Prices: Adults: _____ Children: _____
Type of Emergency/Medical Personnel and Supplies will be available at the meet site? _____
Nearest Airport (s): _____ Distance from site: _____
Hotel Accommodations: _____ Distance from site: _____ Cost: _____

I certify that the above information is accurate. I am the Meet Director certified and agree to follow the guidelines as listed in the USAG Women's Rules and Policies in the conduct of the meet.

Signature of Meet Director: _____ Date: _____
Signature of Club Owner: _____ Date: _____