



MICHIGAN USA GYMNASTICS STATE MEET BID FORM
2026-2027

MANDATORY MEET DIRECTORS MEETING

Meet Director(s) must attend:	(October 2026- Date & Time TBD)
RETURN BID FORM BY:	MAY 1, 2026
Send Bid to: Shannon Hunt	shannonhunt1012@gmail.com

MEET SELECTION

(If bidding on more than one State Meet, please numerically prioritize with #1 indicating your first choice.)

Bidding		Priority (1=1st choice, 2=2nd choice, etc)
<input type="checkbox"/>	March 5-7, 2027 Xcel Bronze & Fun State Championship	
<input type="checkbox"/>	March 12-14, 2027 Level 7-10, Xcel Silver State Championship	
<input type="checkbox"/>	March 19-21, 2027 Level 4-6, Xcel Platinum, Diamond & Sapphire State Championships	
<input type="checkbox"/>	April 2-4, 2027 Level 3 & Xcel Gold State Championships	

****Two gyms both with Modified Capital Cup format. Competition venues must be available Friday-Sunday.**

HOST CLUB INFORMATION

1. Hosting Club	
2. Meet Director(s) on site for competition	
3. USAG #(s) for Meet Director(s)	
4. Email contact for Meet Director(s)	
5. Number of Floor Manager(s)	
6. Contact Phone Number(s)	
7. Has this club ever hosted a State Meet? If "yes", please enter meets and dates.	
8. Has this club hosted invitational meets? If "yes", please indicate meet(s) and year(s).	

9. Is this an experienced Meet Director? If "yes", explain.	
10. Approximate number of trained volunteers available to work during the weekend (need to recommend a number)	
VENUE INFORMATION	
11. Competition Venue	
12. Competition Venue Location (Address)	
13. Venue Dimensions / Square Footage	
14. Number of Restrooms	
15. # and type of seats available for spectators in the competition area	
16. Does Venue have separate changing areas/locker room /bathrooms for gymnasts?	
17. Is the awards area separate from the competition arena?	
18. Describe awards set up- <i>**Must have separate awards for each gym</i>	
19. # and type of seats available for spectators in the awards area	
20. Is there a private room for judges with an available television and DVD player?	
21. Please provide the dimensions of the coach and judge hospitality area.	
22. Name of medical service you will be providing	
23. Concession space available	
24. Description of parking lot	
25. # of parking spaces available adjacent to meet site	
26. Is parking free?	
27. Approximate number of hotels within a 10 mile radius	

EQUIPMENT AND SCORING INFORMATION

28. Scoring program that will be used	
29. Score flashing system that will be used	
30. Equipment supplier	
31. Manufacturer of equipment ** If you host a meet that is a regional qualifier then that is the equipment manufacturer that must be contracted for the state championship	

REQUIRED ATTACHMENTS

1. **A copy of the facility agreement or letter of intent to lease must be included with this bid form application. Signed by all parties**
2. An equipment and facility layout drawn to scale with dimensions, restrooms, awards area, and seating for competitors, judges, and spectators. ****Note Level 9-10 will have 4 judge panels ****
Judges must be separated at separate tables as much as possible
3. An estimated, detailed, budget and breakdown of costs ([form available on USAG](#)).

The Michigan USAG State Committee will meet to review bids and vote on the sites of the State Meets for 2026- 2027. This evaluation procedure requires bid forms to be very explicit; addressing all aspects of directing State Meets.

GENERAL REQUIREMENTS

1. EACH STATE MEET MUST BE HELD IN AN "OUT OF HOUSE FACILITY" (high school, college, convention center). A copy of the facility agreement (contract) must be included with the bid form application.
2. Apparatus and equipment (including mats) must meet the requirements set forth in the attached document. Please note that compulsory and optional requirements are different and that all required equipment meets or exceeds the USA Gymnastics requirements. Also, please note that the runway for vaulting must have 82 feet. So the area for vaulting must be at least 105 feet. It is strongly recommended that you use an official AAI Gymnastic Event Supplier. ***Added 2.26.26- If you are hosting a state championship that is a regional qualifier the equipment supplier needs to match the regional championship equipment supplier. (I would like to add that here)***
3. Meet Director must be certified by USA Gymnastics and must be current with all USA Gymnastics memberships, safety certifications and background checks.
4. Plan for judge/coach hospitality including seating area and appropriate meals for each session and throughout the competition. ****Meals for judges should be available in a separate area. ***** Calculation for coaches should be 2.5 x # of teams present in each*****

session

5. Appropriate awards stand/awards set up, each gym must have their own awards area separate from the competition floor.
6. It is strongly recommended to use an outside scoring system approved by the state committee and must include tablets for each judge (**pin pads will no longer be accepted**).
7. It is strongly recommended to have hard lined internet at the venue and have score flashers available as back up scoring.
8. Name of vendor's you will be contracting.
9. Must have a minimum of 1 Meet Director per gym on site at all times, including set up and tear down.
10. Meet Director will be responsible for collecting all regional entries and ensuring that the online registration and payment are correct, then mailing to the regional host on the Monday following the state meet.
11. Meet Director will be responsible for providing the Regional Chair the download of the meet in the format that they provide, and email at the completion of the state meet.
12. Support system in place for successful competition including sufficient, trained volunteer helpers for set up, competition and teardown. ***Volunteers will be certified per USAG rules**
13. State meets are not to be used for personal gain such as promotion of host club events or services that are beyond what other vendors get. **Host club may not use any information gathered in the hosting of the meet for any purposes other than communication regarding the competition.**

MEET DIRECTOR'S RESPONSIBILITIES

1. Entry regulations, pre-meet organization, competition procedures, and post-meet reporting must be followed according to the current Michigan and USA Gymnastics Rules and Policies.
2. Entry fees and age divisions must be followed according to the current Michigan USA Gymnastics Rules and Policies.
3. To assume all financial responsibility for the competition, including loss of revenue due to any circumstance.
4. Pre-meet information must be sent out and posted to the **host website** and the **MI USAG website** 90 days (three months) prior to the date of the meet and include the following:
 - a. Name / theme / date(s) of meet
 - b. Location of meet including map and directions
 - c. Name of meet director(s)
 - d. Manufacturer of apparatus and equipment
 - e. Entry Fee including "check payable to", mailing address, entry deadline, and entry form
 - f. Name of host hotel(s) including address and telephone number
5. List of entrants and coaches must be checked for verification.
 - a. Every competing Level 4 – 10 and Xcel gymnast must have qualified to the State Meet at USA Gymnastics sanctioned competition.
 - b. **ALL COACHES HAVE TO BE VERIFIED BY THE MEET DIRECTOR OR MUST SHOW THEIR USA GYMNASTICS PROFESSIONAL MEMBERSHIP CARD TO BE ON THE COMPETITIVE FLOOR.** All background checks, safety certifications, U100 and

current memberships must be checked.

- All athletes who turn 18 prior to their state championship must have taken safe sport to be eligible to compete. *This needs to be part of the pre-meet communication*

c. Only gymnasts competing in the designated session will be permitted on the competition floor

6. Meet Director must be present and available on site at all times.

MEET DIRECTOR'S CHECKLIST

Please review and initial each item to confirm compliance:

- Sanction will be applied for through USA Gymnastics Sanctions, 90 days or more prior to the date of the meet.
- The NAWGJ will contract judges and provide the list to you.
- A copy of the Venue and Equipment contract signed by the Meet Director with the meet site facility listed on the bid form will be sent via email or US Mail to the SACC within 10 days of accepting the bid.
- A draw for competition sessions and event order will be coordinated by the Michigan DEV Chair.
- Meet information and schedules will be reviewed and approved by the State Committee and appropriate Level Representatives before being sent to competing clubs. Information will be sent no fewer than 14 days and no more than 21 days prior to the first day of competition.
- Meet information will be sent to judging assignors 20 or more days before the meet date. Information will include: judges report time, hotel information, directions to the meet site, and any additional helpful details. (See Michigan Rules & Policies, page 17.)
- Admission fees will not exceed the amount specified in the MI Rules & Policies.
- Spectator seating and viewing will not be obstructed.
- Ample meals, snacks, and drinks will be provided for coaches and judges.
- All award guidelines set by the USAG-Michigan SAC published in the Michigan Rules & Policies and USA Gymnastics will be adhered to.
- Adequate, stocked, and clean restroom facilities will be available.
- Immediately following the meet, judges' checks will be processed via the Meet Referee.
- A "Meet Site Evaluation Form" will be included in each coaches' packet and emailed to each attending club.
- USA Gymnastics Branding Kit signage will be displayed. The kit will be returned to the appropriate Level Representative at the conclusion of the meet. Replacement of damaged or missing items will be the responsibility of the host.
- All meet logos will follow USA Gymnastics Brand Guidelines and will be submitted for approval prior to use.

MEET DIRECTOR'S REPORTING REQUIREMENTS

Within 72 Hours:

- Email a copy of the sanction report form to USA Gymnastics, Indianapolis, IN.
- Email to the RACC the appropriate competition fee for each competitive gymnast competing in the State Meet. (See Michigan Rules & Policies for instructions.)
- Email to the SACC the appropriate competition fee for each competitive gymnast competing in the State Meet. Make check payable to: MI-USAG.
- Email a copy of the sanction report form and official score sheets signed by the MI-NAWGJ officials to the SACC and the appropriate Level Representative.
- Within 24 hours of the conclusion of competition, email Level 6–10 and Xcel Silver–Diamond State Meet Results to the appropriate Regional Committee Members as listed in the current Rules & Policies.

Within 4 Weeks:

- Send the Financial Report Form to the SACC.
- Email scores and a copy of the Certificate of Sanction to all competing clubs and/or post online at the host club website, or contact Tami Schaafsma for posting on the State website.

FINAL AGREEMENT & CERTIFICATION

By submitting this bid, I acknowledge that I have read and understand all requirements and that the information submitted in this bid is factual. Failure to fulfill this agreement may result in rejection of future bids by the Michigan USA Gymnastics State Administrative Committee.

Any changes prior to or after the bid is awarded must be submitted to the State Committee for approval.

If any requirements listed above, within the Michigan Rules & Policies, or within USA Gymnastics Rules & Policies are not met, every effort will be made to relocate the meet in question. I agree to uphold all meet requirements including pre-meet and post-meet obligations as dictated by USA Gymnastics and the Michigan USA Gymnastics State Committee. I assume full financial responsibility for this competition.

This agreement serves as a binding contract between the Host Club and Michigan-USAG.

Meet Director's Signature: _____

Printed Name: _____

Meet Director's USAG Pro Member Number: _____

USAG Membership Expiration Date: _____

Date: _____