

Regional Championships Bidding and Hosting Policy

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- I. Purpose:
 - A. The purpose of this policy is to outline a process for selecting a Regional host and hosting a Regional meet.
- II. Definition:
 - A. For the purpose of this document, the “Regionals Host” shall refer to an individual, school, organization, or group of individuals who have agreed to take responsibility for the local coordination of an NAIGC Regional Championships.
 - B. If the Regional Coordinator position is not filled for a specific Region, the responsibilities of the Regional Coordinator will fall on the Events Sanctioning Team
- III. The Event:
 - A. The NAIGC Regional Championships shall be held prior to Nationals. Preference will be given to bids to host Regionals within one month prior to Nationals.
 - B. The dates should be selected with consideration of final exam schedules, major religious holidays, social holidays, large meets in the same area (for judge availability), and school breaks.
 - C. It is required that Regional Championships are sanctioned. Meet hosts will be required to apply for a sanction (see NAIGC Event Sanctioning Policy).
- IV. Responsibilities of the Regional Host:
 - A. Provide the following services:
 1. Required:
 - a) Competition Venue
 - b) Equipment
 - c) Judges
 - d) Athletic Trainer/Licensed Medical Professional
 - (1) The NAIGC prefers individuals/clubs to provide an athletic trainer, but other medical professionals can also be considered in lieu of a trainer. A Certified Athletic Trainer (ATC), EMT, Paramedic, Sports Med Fellowship trained MD/DO, Sports Certified Physical Therapist (PT, SCS), or a licensed medical professional who has competence in all the following skills:
 - (i) Assessment and stabilization of the of the cervical spine and spine boarding
 - (ii) Assessment and stabilization of fractures (including open fractures) and dislocations
 - (iii) Ability to determine, through use of a validated tool, whether a concussion has occurred
 - (iv) Advanced first aid to control bleeding from deep wounds
 - (v) CPR with AED certification
 2. Optional:
 - a) Host Hotel

- b) Concession Stand
 - c) Merchandise Vendors
 - d) Location and logistics of Regional meeting
 - e) Local Area Information
 - B. Communicate all problems and concerns with their Regional Coordinator. Any exceptions to the Event Sanctioning Policy must be documented.
 - C. Follow the NAIGC Safety and Equipment Standards and complete Incident Report forms as applicable
- V. Responsibilities of the NAIGC:
 - A. Assist in finding judges.
 - B. Provide benefits outlined in NAIGC Event Sanctioning Policy.
 - C. Provide feedback on bids that are submitted early in the timeline for that specific region.
 - D. Notify all candidates of bid selection results.
 - E. Promote and advertising the meet once a host is chosen.
 - F. Provide assistance finding a healthcare professional
 - G. Provide assistance finding a host hotel
- VI. Bid Process:
 - A. Timing:
 - 1. Each regional coordinator should set a reasonable timeline for their region's bid process and host selection. In general, regional hosts should be selected by November 1st.
 - 2. Regional Coordinators should strongly encourage interested clubs to begin contacting potential host gyms in August/September.
 - B. Teams interested in submitting a bid to host Regionals should use the Regionals Hosting Bid Template that includes:
 - 1. Date and tentative schedule
 - 2. Venue
 - 3. Disciplines and Levels offered (bids with more disciplines and levels will be preferred)
 - 4. Equipment details
 - 5. Judging details (certification, number of judges)
 - 6. Meet entry fees (meet hosts are encouraged to discuss meet fees with the Regional Coordinator prior to submitting their bid)
 - 7. Spectator fees
 - 8. Host hotel and cost
 - 9. Estimated budget
 - 10. Previous meet hosting experience of club and/or individual
 - 11. What sets you apart from other bids
 - C. Bid Finalization:
 - 1. The Regions Team will ensure completeness and viability of bids and work with potential hosts to gather additional info. Potential hosts that submit bids earlier will have the advantage of more time for feedback from the group of Regional Coordinators.

2. The Regions Team will remove any bids that are not complete or viable prior to voting.

D. Decision Mechanism:

1. The Regional Coordinator will be responsible for choosing the Regional Host. The Regional Coordinator will use a variety of things to make their decision including but not limited to:
 - a) Votes by Member Clubs on submitted bids
 - (1) Votes on submitted bids will be conducted via the Regions Team.
 - (2) All viable bids will be included in the vote. If there is only one viable bid, a vote is not required.
 - (3) Each active club in the region will have the opportunity to participate in the vote.
 - (4) Each club's voting representative will rate each bid from 1-5 or Abstain. The highest-scoring will be selected.
 - (5) It is expected that at least ½ of clubs cast a non-abstention vote for at least one option.
 - b) A club's/individual's prior history of hosting sanctioned meets
 - c) The location of the bid in relation to other clubs in the region
 - d) Quality and type of gymnastics equipment available at the location
 - e) The disciplines and levels offered
 - f) Date of the meet (see Section III: The Event)
 - g) Meet fees
 - h) Ability of the club/individual to provide required and optional responsibilities

- E. If the details of a bid changes, the meet host should notify their Regional Coordinator as soon as any changes are known. If the club/individual that won the bid to host Regionals can no longer follow through with the promised details, the Regional Coordinator may choose a replacement host.

VII. Amendments

- A. This document may be amended by the NAIGC Events Department.

Document Revision History

Version/Date	Author	Change/Reason
1.0 / 08/20/23	Events Sanctioning Team	Created policy.

For future versions to guide the bidding process.

B. Decision Matrix:

1. The Regional Coordinator will complete a regional decision matrix with information from each viable bid.
2. A score will be calculated for each viable bid based on the following aspects.
 - a) Whether they hosted Regionals recently
 - b) Date and schedule
 - c) Ease of clubs getting to the location
 - d) The attractiveness of a location for future NAIGC growth
 - e) Disciplines and Levels offered
 - f) Equipment quality
 - g) Judging
 - h) Cost to attending clubs and competitors
 - i) Bonus / differentiators
3. The decision matrix will be shared with all entities (clubs and Regional Coordinators) participating in the vote at least _ weeks prior to the vote commencing.