



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA National Gymnastics Championship & Invitational Bid Proposal

I. Event Summary

The YMCA National Gymnastics Championship & Invitational is an annual, season culminating competition for YMCA Gymnasts that promotes and celebrates the achievements, relationships, and sense of belonging within the YMCA community.

Sponsored by:	YMCA of the USA
Hosted by:	A local YMCA in good standing with YMCA of the USA
Governed by:	YMCA of the USA national event policies and the competition rules established by the YMCA National Gymnastics Advisory Committee
Duration:	4-5 days
Dates:	Late June – Early July
Events Include:	Competition (championship and invitational levels) Opening Ceremony Senior Recognition
Participation:	1,500-2,000 athletes, 150-250 coaches and 2,000-4,000 spectators representing more than 75 local YMCAs

II. Event History

The first YMCA national championship was held in 1938 and only included male gymnasts. By 1965, the championship was open to male and female athletes. Recent hosts include:

- 2024: Willow Grove, Pennsylvania
- 2023: Cincinnati, Ohio
- 2022: Toledo, Ohio
- 2021: Canceled due to worldwide pandemic
- 2020: Canceled due to worldwide pandemic
- 2019: Wisconsin Dells, Wisconsin
- 2018: Toledo, Ohio

III. Bid Requirements

Host YMCA Engagement

The Host YMCA association will support the spirit, purpose, rules, and execution of the event and will work collaboratively with the YMCA of the USA and the YMCA National Gymnastics Advisory Committee (NGAC).

The Host YMCA will have participated in at least one YMCA National Gymnastics Championship and Invitational in the five (5) years prior to submitting the bid.

Host YMCA Roles and Responsibilities

As a YMCA national event, Y-USA authorizes the Host YMCA to organize and manage all facets of the competition on behalf of Y-USA, the YMCA National Gymnastics Advisory Committee (NGAC) and the Movement. The Host YMCA may not subcontract these responsibilities to a third-party management group under any circumstances.

Event Management

This event is planned and executed by volunteers and staff from the Host YMCA. Examples of committee structure available upon request.

- Identify and compensate designated meet director.
- Establish event committee and subcommittees to plan and execute the event.
- Comply with all Event rules and standards as established by Y-USA, NGAC and USA Gymnastics (USAG) as outlined in the SPA.
- Convene Y-USA staff and NGAC members to conduct, at minimum, one pre-event venue site visit and underwrite hotel, travel, and meal expenses of site visit(s).
- Work with the equipment vendor contracted by Y-USA to identify its regional vendor who supplies that brand of equipment and supplies (in alignment with current USAG rules and policies).
- Employ a recognized scoring platform, supported by monitors, tablets and computers, is required for competition results display.
- Manage third-party vendor selection and production of Event collateral with approval from Y-USA Marketing, Communications and Brand staff.
- Manage all aspects of the Event spectator, coach, athlete and experience in accordance with Y-USA standards and policies.
- Recruit, train and manage performance of meet coordinators to oversee the individual apparatus/event competitions with direct accountability to the Meet Director to ensure quality and integrity competition in accordance with the NGAC Rules and Policies.
- Recruit official event judges in accordance with the USAG rules and timelines.
- Secure, underwrite and manage keynote speakers.
- Underwrite the gymnast scholarship award program, allocating up to \$4,000.
- While Y-USA will handle establishing and managing both housing and registration services, support is required of the host YMCA to encourage participation in the services by teams and attendees.

Athlete Protection Management

Enforce all YMCA of the USA standards and procedures around child and athlete protection including, but not limited to, completion of background screenings, signing the applicable codes of conduct, completing child protection and mandated reporter trainings, and providing proof of completion for coaches, volunteers, venue staff, vendors, and adult athletes. Event volunteers will register in the YMCA of the USA Volunteer Registration system for national competitive youth events.

Safety and Security

- Secure onsite emergency medical response personnel during competition times.
- Ensure that only credentialed individuals enter event venues and outdoor spaces used for event activities.
- Coordinate with local law enforcement, EMS and venue security personnel for the safety and security of all event participants, staff, volunteers, and spectators. This may include additional patrols and/or assignment of law enforcement during the event, as well as the hiring of additional security officers if venues cannot monitor or secure all venue access points.

Financial Management

- Establish and manage Event budget.
 - The NGAC approves the Host Y's event budget in advance to ensure all event aspects can be executed with excellence and good stewardship.
- Submit approved Event budget to Y-USA as part of Event award process.
- Submit a reconciled financial statement with complete and detailed revenue and expense itemization to the NGAC and Y-USA within 120 days post-event.
- Net proceeds generated from the event belong to the Host YMCA.

Data Management

- Comply with official form (eligibility, insurance, athlete protection, etc.) processing, submission and archiving deadlines established by the NGAC and/or Y-USA.
- Utilize Y-USA's approved registration platform.

Vendor Management

1. Source and manage third-party vendors (excluding registration and housing services) contracted by Host YMCA to provide services in direct support of Event execution.
2. Consult with Y-USA on sourcing third-party vendors contracted by Y-USA in support of Event execution.

PR, Communication and Brand Management

- Y-USA leads all marketing, communications and branding for this Y-USA national event. Host Y works collaboratively with Y-USA to establish communications and PR plans, use of social media, creation of signage and all other promotional and brand-related assets.
- Y-USA approval is required prior to printing and/or local, regional, or national distribution to Movement, public or gymnasts.

- Contribute subject matter expertise to Y-USA's national communication plan for media engagement, public relations and social media around the event.
 - Regularly monitor and moderate social media site postings and responses.
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Y-USA Roles and Responsibilities

Event Management

- Enter into a Service Provider Agreement (SPA) with the Host YMCA to organize and execute the YMCA National Gymnastics Competition and Invitational based on an annual bid and award process facilitated in collaboration with the YMCA National Gymnastics Advisory Committee (NGAC).
- Assign representative from the Strategic Events and Engagement team to serve as primary liaison to the Meet Director for the duration of Event planning and execution.
- Provide Marketing and Communications leadership.
- Offer and/or utilize Y-USA's preferred vendor network for Event supplies as requested.
- Provide advisement to the Host YMCA regarding best practices and policies for YMCA national events.
- Define and verify Event insurance requirements for Host YMCA and participating YMCA Teams.
- Source and contract onsite safety and emergency response personnel.
- Provide advisement to NGAC and Meet Director regarding equity and inclusive practices around the Event.

Athlete Protection Management

Communicate YMCA of the USA's Child Protection Requirements to the Host YMCA, coaches, volunteers, venue staff, vendors, and gymnasts. This includes, but is not limited to, completion of background screenings, signing the applicable codes of conduct, completing child protection and mandated reporter trainings, and ensuring that all event volunteers are registered in the YMCA of the USA Volunteer Registration system for national competitive youth events.

Financial Management

- Receive Event Registration revenue through the designated registration platform.
- Forward registration and ticket revenue collected for the Event to the Host YMCA, minus funds retained by Y-USA as outlined below to cover expenses incurred by Y-USA.
 - \$20 of each Athlete Entry Fee to pay toward the Y-USA Gymnastics Technical Advisor contract wages.
 - \$50 of each Team Registration to pay toward the Y-USA Gymnastics Technical Advisor contract wages.
 - Up to \$10,000 for Y branded signage specific to the year and location.
 - Up to \$7,000 for on-site security agent(s).
 - Up to \$10,000 toward cost of event registration system and on-site support
 - 60% of the incentive provided by the local CVB to bring the event to the city (to pay for athlete travel assistance program and event support).

- Expenses incurred by YMCA of the USA for additional materials, supplies and services related to the event.
- Provide Host Y with report showing income and expenses.

Data Management

- Provide access to regular reports from the official Event registration platform.
- Provide onsite personnel and equipment to manage registrant check-in logistics.
- Verify YMCA Association membership status, certificate of insurance (COI) submission and CEO attestation submission from each participating YMCA prior to Event.
- Provide and manage Cloud-based portal to archive Event documents and post-event reports.

PR, Communication and Brand Management

- Establish overall marketing and communication plan, in collaboration with Host YMCA Marketing and Communication staff leads.
- Review and approve all public relations releases, branded collateral and print or digital assets prior to printing and/or local, regional, or national distribution to Movement, public or gymnasts.
- Partner with Host YMCA public relations liaison to execute Event publicity plan. Identify, approve, and issue credentials for local or national press access in collaboration with Host YMCA's public relations liaison in advance of Event and onsite at Event as warranted.
- Identify, contract, and underwrite official Event photographer and/or videographer. Y-USA will own and archive all Event video and photography assets and share inventory with Host YMCA at no cost for approved public relations or post-event usage upon request.
- Provide Y-USA staff contact list required to collaborate or approve Event collateral and third-party integration.

Venue, Hotel and Convention and Visitor Bureau Specifications

Venue Security and Safety

- All spaces must be fully ADA compliant.
- All event venues must have secure and controlled access/entry points so that only credentialed individuals may enter the venue or event space. Additional security personnel may need to be hired in order to provide a secure space.
- All event venues must submit Emergency Action Plans that include emergency response roles, protocols and equipment locations. EAPs should include contact and coordination with local law enforcement and EMS.
- All event venues must have working and regularly tested AEDs on site.

Competition Facility

- Minimum of 15,000-square-feet of usable floor space per 500 athletes for gymnastics equipment set up (three gyms minimum, four if space allows).

- Adequate athlete and coach seating with clear walkways and physical separation between competition and spectator spaces.
- Spectator seating to accommodate a minimum of 300 people per competitive gym with elevated or bleacher seating recommended.
- Separate changing and restroom facilities for athletes and for coaches and spectators. Coaches and spectators may not share restrooms or changing rooms with athletes at any time.
- Gender neutral restroom for athletes and for coaches and spectators.
- Public address and speaker system with music capabilities for each gym.
- Onsite, secure, and lockable storage to store large cartons containing event supplies that will be shipped to venue in advance.
- Minimum 25,000-square-foot of exhibition space with ease of access to athletes, coaches, and spectators.
- Minimum of two dedicated awards spaces and ideally one award space per gym, in proximity to athletes and spectators.
- Facility-wide, complimentary high-speed Internet access for athletes, vendors, and spectators for duration of event.
- Dedicated complimentary high-speed Internet access for scoring system.
- Dedicated, accessible and visible first-aid space on, or in proximity to, gym floors, with sight line to gym floors and a separate first-aid room/space for spectators.
- Delivery zone capability to accommodate tractor trailers that will deliver competition equipment prior to the event and load the equipment after the event.

Meeting Rooms

- One large lobby or reception space, at least 2,000 square feet, for athlete/coach check-in logistics throughout event.
- Set-up time required one day prior to check-in date, typically 3 hours. Space must accommodate a minimum of five dedicated counters or tables for athlete check-in, coach check-in, and spectator ticket pick-up and sales.
- Two large hospitality rooms for duration of event; one to serve as a coaches' room for up to 100 people and one dedicated for approximately 40 judges. Both rooms must be able to accommodate food and beverage service multiple times daily.
- Space to accommodate approximately 500 people for the Senior Reception event, with stage or presentation area and screen for slide or video. Food and beverage service to be included in same or adjacent space. Note: This space can be held at the competition venue or at an off-site venue in proximity to the competition venue.
- Space for Opening Ceremony festivities accommodating approximately 7,000 people, including an athlete parade, welcome speeches, keynote address and entertainment. Food and beverage service or sales are optional. Note: This space can be held at the competition venue or at an off-site venue in proximity to the competition venue.

Services

- Dedicated venue service manager assigned to event in planning phases and onsite during event execution.

- Venue security, maintenance and sanitation/cleaning services with daily schedules and staff support team allocated.

Hotel Specifications

1. Y-USA will be responsible for sourcing, contracting, and managing all event hotel block and general housing logistics. This includes, but is not limited to, selecting and contracting hotel room blocks; identifying and managing the third-party housing vendor service requirements pertaining to participant reservations and customer service support for housing inquiries; monitoring and managing room block inventory and performance, deadlines and release dates; serving as primary contact for hotel property liaisons; ensuring payment of all financial liabilities associated with the operation or termination of hotel contracts for the event. However, as a strategic partner in the operation of the event, Y-USA welcomes the input of Host YMCA in the final selection of hotels.
2. While Y-USA will handle the housing, the CVB bidding process for the Host YMCA works best if the Host YMCA has all relevant information for the event, venue and hotel. Below are the base hotel specifications of the event to help the CVB check availability:
 - a. The event typically uses a wide range of hotel brand, price point and amenity options to accommodate various budget and lodging needs of athletes, teams, and spectators within 5-or 10-mile radius, with at least 40% of hotels preferred in one-mile proximity to event venue.
 - b. A minimum of 900-1,000 room nights are recommended for an official event room block.
 - c. Hotels should offer, at minimum, multiple healthy breakfast options for athletes including grab and go and dine-in, both at affordable price points for athletes, coaches, and families.
 - d. Hotels must agree to the terms of the standardized event contract with minimal edits to be considered in the event room block.
 - e. All hotel terms/conditions regarding deadlines (cancellations, deposit requirements, refund policies, etc.) must be consistent across participating hotels.
 - f. Preference is for hotels offering attrition free blocks.
 - g. Hotels should provide pre-and post-shoulder dates to accommodate the needs of athletes and spectators.
 - h. Hotel rooms are to be commissionable to the housing partner who will handle the room blocks for teams and public.
3. Also notify the CVB that:
 - a. Y-USA maintains working relationships with local CVBs to assist with the hotel sourcing process. Host YMCA should alert the Y-USA Strategic Sourcing team when starting the hotel selection process.
 - b. Y-USA maintains working relationships with the National Sales office of most major hotel chains to ensure procurement protection and the highest level of service for YMCA attendees. They will be engaged in the process once the bid is awarded.

Convention and Visitors Bureau (CVB) Commitment

- Y-USA maintains a positive working relationship with CVBs across the country. The contact will usually be the assigned CVB representative for the Chicago area. We request the Host YMCA to utilize this entity when working with the CVB.

BID SUBMISSION

The following support documentation is required to submit a formal bid proposal to host the YMCA National Gymnastics Championship and Invitational. Incomplete bid proposals will not be considered by the YMCA National Gymnastics Advisory Committee. Your bid's full consideration must include:

- 1) Online submission of CEO letter of intent
- 2) Proposed budget submitted to denice.nugent@ymca.net
- 3) Letter of intent from your city's Convention and Visitors Bureau submitted to denice.nugent@ymca.net.

CEO letter of intent submitted via [this link](#).

Proposed event budget (see sample template in bid proposal appendix)

Convention and Visitors Bureau letter of intent to support the championship event in your city including:

1. Identification of dedicated CVB staff to support the Host YMCA in pre-event planning phase and throughout event duration. Please inform the CVB of the need to work with the CVB representative for the Chicago area.
2. Name and location of proposed event venue for the meet and confirmation of date availability, and verification that the venue meets the event and meeting space specifications outlined on pages 3 and 4 of this proposal.
3. Summary of any known construction plans in city, hotel properties or event venue with known start and completion dates and forecast of potential construction plans that may conflict with the execution of this event.
4. Identification of other city-wide or events with more than 300 people that will occur 3-days prior, during, or within 1-day after of this event's proposed event dates.
5. Summary of reputable ground transportation services and options for airport transfers and general city transportation.
6. Summary of financial or in-kind incentives offered to the Host YMCA, athletes, coaches and/or spectators to help offset costs and enhance the event experience.
7. Summary of emergency medical center and urgent care centers within 5-mile radius or 7-minute drive time in proximity to the proposed event venue. Please include entity name(s) and address(s).

8. Summary of each of the following:
 - a. Pre-event summary of restaurant inventory and other food vendors within one mile of event venue.
 - b. Pre-event summary of airports in proximity including major service providers.
 - c. Pre-event summary of ground transportation services and pre-negotiated discount rates to Host YMCA.
 - d. Pre-event summary of local parking facilities and pre-negotiated discount rates to event athletes, coaches, and spectators.
9. Pre-event summary of local tourist attractions within one-mile walking distance or 15-minute drive of event venue.
10. Request from the CVB any booking incentives such as:
 - a. shuttle bus rebate from the hotels or the city to help offset housing/shuttle costs.
 - b. any signing incentives offered by the city, especially for sporting events.
11. Hotels - A list from the CVB contact confirming base availability of hotel accommodations on the proposed dates and as outlined in section Hotel Selection.
 - a. List should be brand name that qualify for group room block inclusion;
 - b. Information should include walking distance in miles from event venue; proposed room rates for that year;
 - c. Individual hotel and total room block commitment; quantity of rooms available within 10-miles of proposed event venue;
 - d. Confirmation from hotels of a 1 per 40 comp room allocation;
 - e. Confirmation of shuttle rebate;
 - f. Confirmation of commissionable rates;
 - g. Confirmation of any incentives;
 - h. Understanding that CVB will work with Y-USA housing partner to source and negotiate hotel properties;
 - i. Do feel free to share with the CVB the Y-USA Director of National Event Sourcing/Contracting, Monica Culpepper contact information: monica.culpepper@ymca.net (312/419-4692) should they have questions.

BID PROPOSAL TIMELINE

Key 2024 Dates for 2025 Bids:

- Tuesday, February 27: 2025 Event bid process communicated to Movement
- Friday, March 22: Bid proposal response due to Y-USA
- Wednesday, April 3: Bid proposal response review by Y-USA NGAC

- Wednesday, April 10: Finalists selected for site visit review
- April/May TBD: Site visits conducted in finalist venues/cities
- Friday, May 31: NGAC awards bid to YMCA

The bid process and site selection are confidential until the formal announcement is made.

QUESTIONS?

If you have questions about the bid process or documentation required to submit a bid, please email denice.nugent@ymca.net before Friday, March 15 to ensure you have time to submit your bid by Friday, March 22.

APPENDIX

National Gymnastics Championship & Invitational Bid Proposal Appendix

Sample Projected Budget Template

REVENUE
Team Entry Fees
Competition Ticket Sales
Senior Reception Ticket Sales
Opening Ceremony Ticket Sales
Advertising Sales
Vendor Sales Distributions
Merchandise Sales
Sponsorship Revenue
Miscellaneous Revenue
TOTAL REVENUE
EXPENSES
Site Visit (NGAC & Y-USA) – If not covered by CVB
NGAC Onsite Meeting – Travel, Hotel, Food
Competition Facility Rental
Audio-Visual
Bleacher Rental
Tables, Chairs, Other Rental
WiFi Costs
Competition Area Decorations
Registration Supplies
Registration Support (personnel)
Equipment Rental
Event Scoring System
Judges Fees

Judges Hotel
Judges Food
Judges Travel/Transportation
EMS Cost
Coaches Gifts (shirts, bags, etc.)
Athlete Gifts (apparel, bags, etc.)
Volunteer Gifts/Appreciation
Food/Beverage/Hospitality – Coaches & Judges
Senior Reception Facility Rental
Senior Reception Audio-Visual
Senior Reception Table, Chairs, Tent, Other Rental
Senior Reception WiFi
Senior Reception Decorations
Senior Reception Speaker Fee, Hotel, Food and Travel
Senior Reception Gifts and Posters
Senior Reception Food & Beverage
Senior Scholarship - \$4,000 minimum
Opening Ceremony Facility Rental
Opening Ceremony Decorations
Opening Ceremony Entertainment
Opening Ceremony Audio-Visual
Opening Ceremony WiFi
Opening Ceremony Food & Beverage
Keynote Speaker Fee, Hotel, Food and Travel
Meet Supplies
Awards/Recognition
Printing/Promotion
Background Checks (Volunteers)
Administrative Costs (incl. staff pay)
Host Y Association Fees
Y-USA Expenses (funds retained by Y-USA):
Y-USA Technical Advisor Contribution - \$20/gymnast
Y-USA Technical Advisor Contribution - \$50/team

Event Registration System Build and Operation (\$10,000 max.)
Security and Emergency Response Agent (\$7,000 max.)
Event-specific signage (\$10,000 max.)
60% of CVB Incentive
Additional miscellaneous expenses
TOTAL EXPENSES
Initial Net Applied:
Net Contribution to Operating Budget
NET

Reporting Requirements

Deadline	Report / Information	Recipient
30 Days Post-Event	<ul style="list-style-type: none"> • Access to TeamUnify page and Facebook page, Instagram • Committee Structure • Event Planning Timeline • E-mail Distribution List (Coaches) • Event Summary (teams, coaches, results, number of spectators) 	<ul style="list-style-type: none"> • Next Host Y Meet Director and NGAC
60 Days Post-Event	<ul style="list-style-type: none"> • Sponsorship Report (structure, list of sponsors and contributions, collateral) • Vendor Report (names, contact info, sales and commissions) 	<ul style="list-style-type: none"> • NGAC and Y-USA, Next Host Y Meet Director
120 Days Post-Event	<ul style="list-style-type: none"> • Detailed and Itemized Financial Report (all revenue sources and expenses) • Meet Director Summary (evaluation and recommendations) 	<ul style="list-style-type: none"> • NGAC and Y-USA

Sample Event Execution Volunteer Committee Structure

The meet director is responsible for the coordination and execution of all event operations in fidelity to the rules, policies and guidelines set forth in the bid proposal, service provider agreement and event rules.

Judges & Coaches Hospitality Support (April-June)

1. Set up/tear down judge's & coaches hospitality room for 16 judges and 250 coaches
2. Coordinate décor, supplies with decorations committee per budget allocation
3. Order food/beverage service from venue or third party and determine catering schedule
4. Provide drinks/snacks on competitive floor for judges during sessions
5. Secure meet schedule from director to know judges report times to plan catering
6. Make signs for coaches & judges' room and parking spaces for judges
7. Coordinate volunteer schedule and log volunteer hours

Publicity/Media Relations (May-June)

1. Assist, as needed, with Host Y association PR director and YMCA of the USA to execute PR and Media plan as established by Y-USA.
2. Coordinate press credentials and onsite passes in collaboration with registration team
3. Coordinate media announcer to work finals competition
4. Assist volunteer coordinator with recruiting volunteers through social media/advertising (if applicable)
5. Find stories of interest within competition and communicate with Host Y association PR director

Program (April-June)

1. Coordinate the development/design of event program with association Marketing director
2. Organize athlete information for selling program ads (if applicable)
3. Work with the sponsorship chairperson and make sure all sponsors are appropriately recognized in program
4. Collect, proof, and ensure final list of gymnasts/teams for program
5. Secure final meet schedule to place in program
6. Distribute programs to registrar for athletes and other stakeholders

Registration and Ticket Sales (October-December and January-June)

1. Coordinate and distribute registration, entries, meet guidelines with meet director
2. Distribute, collect, and organize team entries, presale tickets and passes.
3. Coordinate coaches' packets (team roster, rotation schedule, session schedule, opening ceremony tickets, athlete passes, coach passes, presale tickets for entrance, pins, and shirts)
4. Establish sign in process for coaches and space needs or equipment
5. Coordinate registration logistics with meet director, admissions chair, and all chair positions
6. Assist with final reporting of registration statistics and information
7. Coordinate volunteer schedule

Opening Ceremony Parade/March-In (May – June)

1. Coordinate distribution of team signs to carry

2. Coordinate theme with decorations chairperson
3. Receive a list of all teams from registrar
4. Coordinate team line up by state and direct teams where to march
5. Coordinate march-in order with the announcer
6. Secure and coordinate national anthem and flag display
7. Collect signs after march-in
8. Coordinate volunteer schedule

Gymnast Goody Bags (February – June)

1. Coordinate commemorative gifts and competition collateral for gymnasts/coaches (donated/purchased)
2. Coordinate commemorative t-shirt and polo shirts for gymnasts/coaches
3. Secure approved city map and any local business coupons
4. Work with vendors, sponsor, and registration committee to finalize goody bag contents and donor recognition with program committee
5. Coordinate goody bag distribution logistics with Registration chairperson and final athlete/coach counts
6. Coordinate volunteers to assemble goody bags in advance of event and oversee logistics
7. Coordinate volunteer schedule

Decorations (April-June)

1. Implement and coordinate with other committees the event theme for all event decorations
2. Secure approval of all decorations from Host Y marketing director to ensure brand compliance
3. Coordinate proper banners for sponsor with sponsor chairperson
4. Prep and strike decorations daily for awards area, arena, and gyms and for finals
5. Work with Opening ceremonies chairperson to decorate event site
6. Coordinate volunteer schedule

Timers (May-June)

1. Coordinate the timing of warmup and competition on beam and bars
2. Ensure timing of each event per session/per level
3. Provide written directions with stop watches at head judges table on the events
4. Recruit volunteers (over 15 years old) from local schools and youth groups
5. Host training for timer volunteers
6. Purchase stop watches in coordination with meet director
7. Coordinate volunteer schedule

Awards (March-June)

1. Order awards in collaboration with meet director
2. Learn and understand how the award system works prior to competition
3. Hand out individual awards after each session in awards room and team awards after finals in championship gym

4. Post all meet results in designated area at meet site and on web site after each session
5. Ensure all trophies/banners and medals must follow YMCA branding and event guidelines
6. Determine medals and team awards quantities for each session and age groups per level per competition guidelines
7. Set up awards tables prior to meet and after last session
8. Coordinate decorations with the decoration's chairperson
9. Coordinate sound system with announcer chairperson
10. Coordinate volunteer schedule

Announcer/Sound System – if not available through score company (April-June)

1. Set up announcer table and CD player with PA system for competition per gym and awards
2. Contract sound system for events in collaboration with meet director
3. Coordinate PA system for awards in collaboration with awards chairperson
4. Work with sponsorship chairperson to ensure sponsor recognition during meets
5. Coordinate announcer script for warm up, sponsor recognition, march-in, good luck grams and rotations
6. Coordinate inspiring announcer for finals competition in collaboration with publicity chairperson
7. Train volunteers for each session how to work sound system
8. Secure gymnast to provide devotion/invocation
9. Make sure appropriate compulsory music is supplied in each gym
10. Design set up with equipment chairperson
11. Coordinate volunteer schedule

Corporate Sponsor – All aspects should be collaborated with Host Y association financial development staff. Timeline - As soon as notified of accepted bid and design of the event (March-June)

1. Communicate with Host Y association financial development staff on needs, duties to support solicitation efforts.
2. Design a sponsorship level package.
3. Create a typed/approved letter to send out to businesses
4. Coordinate a list of contacts from all volunteers to assure that no business is approached more than once.
5. Work with announcer chairperson, decorations, programs to make proper recognition is given during meets.
6. Keep track of all sponsors, donations, in kind gifts, money, etc.
7. Work with Host Y association marketing department to make brand-compliant banners with logo according to sponsor levels
8. Coordinate with Opening Ceremony and Admission Chair to have proper VIP passes and special recognition.
9. Coordinate volunteer schedule

Admissions (January-June)

1. Decorate event entrance in collaboration with decoration chairperson
2. Collaborate with host association marketing team and registrar to produce signage
3. Coordinate proper recognition of VIP passes with Sponsor Chairperson
4. Coordinate proper recognition of press passes with Host Y PR staff and Publicity Chairperson
5. Sell programs and good luck grams in collaboration with program chairperson and registrar
6. Coordinate good luck grams with announcer table during warm up of each session
7. Determine color coding for passes for entrance in collaboration with registrar
8. Collaborate with CVB to set-up tourist information table/booth
9. Coordinate volunteer schedule

Equipment (March-June)

1. Coordinate prior to competition the layout of gym with meet director
2. Prepare a plan for set up and delegate specific jobs to move equipment efficiently
3. Have tools on hand
4. Have strong volunteers to be on site when equipment company is there for set up and break down (it will take approximately 5 hours)
5. Contact person for emergency equipment repairs must be on hand during entire competition.
6. Set up for competition is and breakdown will immediately be following the last session of competition.
7. Set up for finals the night prior to competition
8. Work closely with meet director, announcer, decorations, scoring and awards chairperson
9. Coordinate contract equipment rental for competition (Done by the Meet Director)
10. Get meet schedule from the meet director.
11. Coordinate volunteer schedule

Opening Ceremonies - As soon as notified of accepted bid and design of the event (May-June)

1. Secure venue
2. Oversee site preparation, planning and execution logistics
3. Work closely with registrar to guarantee and confirm team participation
4. Coordinate State/team march-in procedures
5. Secure guest speaker and entertainment
6. Set up special recognition with awards chairperson to coordinate senior awards and scholarships
7. Decorate site, if needed, with decorations chairperson
8. Coordinate event passes with registrar
9. Collaborate with Host Y association Marketing and PR staff and publicity chairperson
10. Submit event information and schedule for website posting
11. Coordinate volunteer schedule

Vendor Exhibition (January-July)

1. Contract and set up a variety of gymnastics vendors in collaboration with the host association and Y-USA's Strategic Sourcing department to include reputable national vendors
2. Ensure national brand standards are adhered to by all participating vendors in collaboration with host association's marketing team
3. Ensure each vendor, including all staff of each vendor, complete event code of conduct prior to arriving on site
4. Handle and obtain a vendor for the national's pro shop/consignment merchandise
5. Handle pre-sale of apparel by working with the registrar and website
6. Plan, set-up, and strike vendor exhibition area in collaboration with venue's guidelines
7. Communicate set-up and strike schedule to vendors in alignment with venue's guidelines
8. Collaborate with program chairperson on potential advertising opportunities
9. Coordinate vendor donations for athletes' goody bags in collaboration with Goody Bag chairperson
10. Set up payment collection system with vendors through host association's Finance team
11. Source and contract a local photographer to sell photo packages to parents as fee for service (this vendor is not responsible for event photography); collaborate with registrar to provide photo orders and appointment information within registration materials
12. Coordinate vendor/photography information for website in collaboration with website chairperson)
13. Coordinate volunteer schedule

Volunteer Coordinator (March-June)

1. Develop volunteer recruitment promotional plan to recruit up to 500 volunteers within the Y and within local organizations; work with publicity chairperson to recruit through media
2. Ensure that ALL volunteers comply with Y-USA and Host Y safety and child/athlete protection policies and requirements
3. Assign volunteers to chairpersons to schedule and assign teams
4. Collaborate with all chairpersons to find out their specific volunteer needs per day
5. Communicate with all volunteers in writing and verbally before the event and onsite
6. Set up a volunteer information/check in booth at meet site
7. Coordinate volunteer passes or commemorative T-shirts with registrar
8. Coordinate chairpersons' post-event thank you acknowledgements to volunteers
9. Coordinate volunteer schedule

Computer/Scoring (March-June)

1. Contract computer scoring system company for competition in all gyms
2. Coordinate set up with equipment and decorations chairperson

3. Learn scoring system, perform dry rehearsal with practice meet to test system and train volunteers
4. Work closely with awards chairperson and meet director to understand award system and guidelines (each level of competition requirement is different)
5. Print out meet results for awards when required and review
6. Print out meet results and review for each session to be posted at the end of the day or competition (depending on level)
7. Coordinate postings with website chairperson
8. Coordinate volunteer schedule

Athlete/Coach/Team Website Content - As soon as notified of accepted bid and design of the event (Effective pre-announcement-June)

1. Communicate and collaborate with Host Y association marketing and PR staff to follow overall marketing and PR strategy established with Y-USA
2. Develop website content and monitor content daily in collaboration with meet director and host association PR or marketing team
3. Post event communications including but not limited to schedules, results, ordering information, coach information
4. Coordinate pre-sale information for photos and national apparel with National Apparel/Vendor chairperson for posting
5. Work closely with registrar, meet director, awards, scoring, volunteer, and sponsorship chairpersons

Closing Ceremony Level 8 and Championship Awards (May-June)

1. Coordinate awards and presentation of jackets with awards chairman
2. Arrange for video/slide presentation – overview and recap of the event week (optional)
3. Create script for the program with approval from meet director
4. Coordinate equipment set-up with awards and equipment chairman
5. Coordinate volunteer schedule

Graduating Senior Reception - As soon as notified of accepted bid and design of the event (March-June)

1. Secure venue
2. Organize presentation, reception logistics and execution in collaboration with meet director
3. Collaborate with Y-USA National Gymnastics Advisory Committee to determine scholarship award process and recipients and payment to designated schools
4. Coordinate venue décor
5. Order recognition gifts
6. Coordinate ticket sales with registrar
7. Provide promotional materials to distribute to seniors and their families
8. Arrange video, entertainment, and speaker
9. Collect senior bios and photos
10. Coordinate volunteer schedule

