



NATIONAL ASSOCIATION OF
Women's Gymnastics Judges

REQUEST FOR PROPOSAL

National Judges Cup

and the

Patty J Shipman Level 7 State Team Challenge

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National Judges Cup and the Patty J Shipman Level 7 State Team Challenge

CO-HOST REQUEST FOR PROPOSAL (RFP)

This document is a request for proposal to co-host the 2024 National Judges Cup & Patty J Shipman Level 7 State Team Challenge with NAWGJ. Bids are due no later than August 31, 2022.

ABOUT NATIONAL JUDGES CUP

The National Judges Cup is an annual fundraising invitational to benefit the National Association of Women's Gymnastics Judges (NAWGJ). Funds raised from this competition are used to further judges' education nationally. Judges volunteer their time and pay for their own travel and hotel expenses to participate in this meet to support the educational mission of NAWGJ.

National Judges Cup is the longest-running traveling invitational in the country and changes locations annually. NAWGJ moves this event to different locations to facilitate participation of athletes, clubs, and judges in various regions of the country.

The National Judges Cup is the only invitational in the country that supports a four (4) judge panel for all levels of competition. Typically, each year judges come from over 25 states for the opportunity to judge together.

The National Judges Cup features the prestigious Patty J. Shipman Level 7 State Team Challenge. Six-member teams representing each state compete for the title of Patty J. Shipman Level 7 State Team Champion. Typically, up to twenty teams representing their state participate in this competition.

The National Judges Cup is traditionally held the first weekend of January following the New Year.

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PREVIOUS LOCATIONS

National Judges' Cup & Patty J Shipman Level 7 State Team Challenge						
Year	Site	Region		Year	Site	Region
2000	Houston, TX	3		2013	Daytona Beach, FL	8
2001	Roswell, GA	8		2014	Tacoma, WA	2
2002	St. Louis, MO	4		2015	Montgomery, AL	8
2003	Landover, MD	7		2016	Covington, KY	5
2004	Seattle, WA	2		2017	Virginia Beach, VA	7
2005	New Orleans, LA	8		2018	Portland, OR	2
2006	Houston, TX	3		2019	Overland Park, KS	3
2007	Indianapolis, IN	5		2020	Santa Clara, CA	1
2008	San Diego, CA	1		2021	Louisville, KY	5
2009	Kissimmee, FL	8		2022	New Orleans, LA	8
2010	Covington, KY	5		2023	Denton, TX	3
2011	Phoenix, AR	1		2024	TBD	
2012	Indianapolis, IN	5				

EVENT DATES & ANTICIPATED PARTICIPATION

National Judges Cup and the Patty J Shipman Level 7 State Team Challenge will be held January 5-8, 2024.

- 1,200-2,200 Gymnastics
- 200-300 Coaches
- 75-100 Judges (all volunteers)
- 3,000-5,000 Spectators

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EVENT OWNERSHIP

The co-host and NAWGJ will co-manage the National Judges Cup and the Patty J Shipman Level 7 State Team Challenge. All revenue will be collected & expenses will be paid by the co-host. Profits will be split equally. The co-host will be fully responsible for the following, including contract procurements and financial obligations:

- Meet registration and payment collection.
- Vendor and sponsorship contracts and payment collection.
- Hotel blocks and rebates.
- Admissions and payment collection, including advance purchase and on-site sales.
- Venue rental and all related costs.
- Equipment rental including event apparatus, electronic scoring system, quality speaker systems including but not limited to one per competition floor, one per awards area, and one for announcements/head table.
- Awards, plaques and/or trophies. Minimum 40% per age division, AA for all.
- Facility-wide high-speed wired and wireless network with internet.
- Event signage and decorations.
- Event marketing and promotion. In addition to your marketing efforts, NAWGJ will maintain a meet website (www.gymnasticsjudgescup.com) and solicit registrations from their existing database of clubs.
- Meet Director and all associated head table requirements.
- First Aid Trained Medical Staff per USAG Rules & Policies.
- Hospitality for judges and coaches.

HOST BENEFITS

Co-hosting National Judges Cup and the Patty J Shipman Level 7 State Team Challenge provides the opportunity for the co-host to be part of the longest-running traveling invitational in the United States, reaching a nationwide audience of gymnasts and clubs. NAWGJ contributes the following benefits to the meet co-host at no additional cost:

- NAWGJ members will volunteer their time as judges and Meet Referees at all sessions.

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- NAWGJ will pay for the hotel expenses of judges.
- Four-judge panels will be provided for all sessions when feasible (typically all sessions).
- Judge volunteers will be provided to assist with (as the co-host desires) timing, awards, hospitality, floor management, athlete/coach on-site check-in, and other duties helpful to the co-host.
- NAWGJ will provide state flags and poles for the Opening Ceremony for the Patty J. Shipman State Challenge.
- NAWGJ will prepare and provide the printed program for the Patty J. Shipman State Challenge and post it on the NAWGJ website.

SITE REQUIREMENTS

COMPETITION VENUE FACILITY:

- A minimum of two **sets of equipment**.
- Adequate **seating** and **clear walkways** (between event and spectator spaces) on gym floors for use by athletes and coaches.
- Separate changing and **restroom facilities** for gymnasts and spectators.
- **Fully Electronic Scoring** system allowing for electronic scoring and display using ProScore or similar.
- A quality **public address and speaker system** with media music broadcast capabilities.
- **Spectator seating** to accommodate **500 or more spectators** that is ADA compliant.
- Adequate **parking facilities** located in proximity to the venue to accommodate cars, vans, and buses for spectators, team & coaches, judges, and volunteers.
- Easily accessible space for **vendors** to showcase merchandise, equipment and signage.
- **Awards space** per competitive gym.
- **Facility-wide high-speed wired and wireless network** with internet.

MEETING ROOMS:

- A large room (or lobby space) for **Athlete/Spectator Check-in**.
- **2 large hospitality rooms**; one that can accommodate **50 coaches** and one that can accommodate **75 judges** throughout the duration of the event.

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AREA HOTEL ACCOMMODATIONS:

- Adequate number of hotels within a 20-mile radius.
- A wide range of lodging options to choose from (e.g. large hotels, smaller hotels, hotels offering cooking facilities, dorm rooms, etc.).
- Hotels should have the capacity to provide meal options.

SERVICES:

- First-aid trained medical staff (ATC, EMT, Paramedic, Sports Med Fellowship trained MD/DO, PT or SCS) available throughout the competition. Refer to USA Gymnastics Rules & Policies - Pre and During Meet Responsibilities.

PROPOSAL BID QUESTIONS

The following are the items that should be included with your bid proposal. Please submit your bid proposal following the format below.

1. INTRODUCTION

- A. Include rationale as to why the event should be co-hosted by your organization including qualities that make your site, staff and volunteers qualified and unique.
- B. Describe other similar events your organization has hosted and how your organization and community supported and demonstrated their commitment to meeting the success goals of the event(s).
- C. Describe how your local Convention and Visitors Bureau (CVB) and local businesses can/will support the event and in what fashion.
- D. To co-host this meet, you will be providing volunteer and technical support in various aspects including, but not limited to:
 - a. *Set-Up and Tear Down, Decorations, Equipment, Awards, Ticket Sales, Hospitality, Registration, Music and Announcements, etc...*Describe your strategy for securing potential volunteers. List name and contact information for whoever will be the primary point of contact.

Note: NAWGJ will coordinate and provide Meet Referee(s), 4 judge panels whenever possible, five auxiliary judges, two awards helpers, and two admissions helpers per session. All of the above are volunteering their time. The only cost associated with NAWGJ volunteers will be snacks/meals for those judges on-site during the competition.

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2. VENUE

- A. Describe the event facility/ies and how you propose to address the specific requirements of the National Judges Cup and Patty J Shipman Level 7 State Team Challenge listed in this document.
- B. Describe all services and staffing that you will provide.
- C. List all restrictions, constraints, policies, and procedures that your venue(s) requires that would have an impact on event procedures, policies, and staffing.
- D. Provide a list of overlapping events or border events that will be held at your venue during or around the preferred dates of the event, and their potential impact (positive or negative) on our event.
- E. Provide information regarding emergency centers in the immediate vicinity of the venue along with their level of treatment capability, travel distance, and time from the venue to the emergency center.

3. FINANCIAL

- A. Please provide a preliminary budget outlining potential income and costs. Final Accounting for the National Judges Cup is due to NAWGJ no later than March 1, 2024.
- B. Describe any insurance requirements, broadcast fees, licenses or permits required by authorities, and restrictions/requirements and any fees required of vendors or other partners
- C. Describe incentives, contributions, sponsorships, donations, discounts, and support that could/would be given by the host city/designated hotels/venue that helps offset the cost of the event to both the co-host and the families and teams attending the event.

4. ACCOMMODATIONS, TRANSPORTATION and ATTRACTIONS

- A. Provide the name of potential hotel(s) for consideration with a description of the facility, amenities, parking fees, distance to venue, distance and transportation options to and from airport. Rebates if applicable.
- B. Describe transportation options for spectators/teams to get to and from the venue along with cost/fees.
- C. Describe transportation options and fees to and from the airport.
- D. Describe area attractions and visitor services that would appeal to our attending families and gymnastics teams.

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- E. Describe or list any known overlapping events that will occur in the area that could limit the availability of hotel rooms or transportation services during the dates of the event.

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BID SUBMISSION

Bids and/or questions should be submitted to:

Evelyn Paradis
National Judges Cup Director

925-963-4627
info@gymnasticsjudgescup.com

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ASSOCIATED EXPENSES

All expenses associated with this proposal are the responsibility of the bidders. This Request for Proposal is not an offer to enter into an agreement with any party; rather it is a request to receive proposals from bidders interested in providing the products or services specified herein. NAWGJ reserves the right to reject any proposal, in whole or in part, and/or to enter into agreements to provide services with any party. We also reserve the right to discontinue our evaluation at any time without explanation to the respondents.

CUSTOMER RIGHT TO REJECT

NAWGJ reserves the right to reject any and all proposals at the sole judgment of NAWGJ, and also reserves the right not to make any award. At any time before the proposals are due, whenever NAWGJ deems appropriate, NAWGJ may make any change, addition and/or deletion to any term, condition, criteria, requirement, time frame and/or specification of this RFP and/or any aspect related to this RFP.

RESPONSE VALIDITY

All responses to this RFP must be valid for at least 90 days from the proposal due date. All inquiries and requests for clarification regarding this RFP should be submitted to Evelyn Paradis.

CONFIDENTIALITY

The information provided in this Request for Proposal is considered confidential. Bidders are required to respect the confidentiality of this information. Likewise, the Supplier's responses to this RFP will be treated in the same manner as NAWGJ's own confidential material and will not be shared outside our own organization. Portions of the completed RFP will become, at NAWGJ's sole discretion, part of the final contract between NAWGJ and the selected bidder.

This is the end of the RFP
