



**2026 to 2030
AAU JUNIOR OLYMPIC GAMES
BID PROCESS**

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**AAU JUNIOR OLYMPIC GAMES
BID PROCESS**

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INTRODUCTION

The purpose of this document is to formalize the process whereby host cities will be selected for the AAU Junior Olympic Games. Included in this information you will find an overview of event, the steps involved in the bid process, summary of the official bid requirements (Exhibit B), sample host city organizational chart (Exhibit C), event schedule (Exhibit D) and general facility requirements (Exhibit E).

AMATEUR ATHLETIC UNION OF THE UNITED STATES, INC.

Founded in 1888, the Amateur Athletic Union (AAU) is the largest multi-sport, non-profit, volunteer organization in the United States dedicated solely to the development of amateur sports and physical fitness programs. The AAU philosophy of "Sports For All, Forever" is shared by over 600,000 member athletes and coaches and thousands of volunteers at the grassroots level. The AAU Youth Sports Program has provided an opportunity for millions of youth to participate in over 32 sport programs at the local, regional and national levels. Within the 57 AAU Districts, more than 15,000 district events are licensed each year.

THE AAU JUNIOR OLYMPIC GAMES

The AAU Junior Olympic Games is the largest national multi-sport event conducted annually for youth in the United States and is the showcase event of the AAU Youth Sports Program. The inaugural Games were hosted by Washington, DC in 1967 with two sports and 523 athletes. In 2019, over 18,100 athletes and coaches representing all 50 states participated in 17 sports at the 2019 AAU Junior Olympic Games in Greensboro, NC.

Serving as the host of the AAU Junior Olympic Games has proven to be rewarding to those communities involved. The economic impact for the AAU Junior Olympic Games is estimated at \$59 million on average for the host cities.

YEARS AVAILABLE FOR BID & PROPOSED DATES

2026	July 29 through August 8
2027	July 28 through August 7
2028	July 26 through August 5
2029	July 25 through August 4
2030	July 24 through August 3

The AAU Junior Olympic Games will be awarded on a four or five-year cycle. The AAU reserves the right to select additional or fewer cities or award the event for a different length of time.

HOST CITIES AND DATES FOR 2021 TO 2025

2021	Houston, TX	July 28 through August 7
2022	Greensboro, NC	July 27 through August 6
2023	Des Moines, IA	July 26 through August 5
2024	Greensboro, NC	July 24 through August 3
2025	Houston, TX	July 23 through August 2

SPORTS INCLUDED IN THE AAU JUNIOR OLYMPIC GAMES

Baton Twirling
Field Hockey
Jump Rope
Karate
Sport Stacking
Swimming
Taekwondo
Track & Field/Multi-Events
Trampoline & Tumbling
Wrestling (HS Team)
Wrestling (Girls)

AAU reserves the right to eliminate or add sports.

AAU JUNIOR OLYMPIC GAMES KEY FACTS

(Estimates)

Projected Economic Impact	\$59,000,000
Participating Athletes and Coaches	13,000 – 18,000
Hotel Room Nights	28,000 – 32,000
Volunteers Needed to Support the Games	500 - 800
AAU Officials and Judges	500 - 600
Sport Venues	Varies
Days of Competition	11
Coaches, parents and relatives who will attend the games	26,000 – 38,000

* The economic impact for the AAU Junior Olympic Games is estimated at \$59 million on average for the host cities.

AAU JUNIOR OLYMPIC GAMES HISTORY

Five hundred twenty-three athletes competed in the inaugural AAU Junior Olympic Games in Washington, D.C. in 1967. National champions were determined in swimming and track and field. This marked the first time in the history of the AAU Youth Sports Program that two national championships were held at the same time.

Since its beginning in Washington, D.C., the AAU Junior Olympic Games have been conducted in 19 states and 32 cities across the United States. The state of Tennessee leads the way with six AAU Junior Olympic Games to its credit. "There's nothing junior about it" has become the theme of the AAU Junior Olympic Games while growing to over 18,000 athletes and coaches in over 16-20 sports. The Games popularity has exploded to now represent all 50 states and several United States territories.

Year-by-Year History

<u>YEAR</u>	<u>SITE</u>	<u># of SPORTS</u>	<u># of COACHES</u>	<u># ATHLETES</u>
1967	Washington, DC	2	DNA	523
1968	Knoxville, Tennessee	4	DNA	690
1969	San Diego, California	4	DNA	600
1970	Knoxville, Tennessee	5	DNA	600
1971	Colorado Springs, Colorado	6	DNA	650
1972	Spokane, Washington	6	DNA	675
1973	Ann Arbor, Michigan	6	DNA	700
1974	Lincoln, Nebraska	8	DNA	1,519
1975	Ithaca, New York	8	DNA	2,095
1976	Memphis, Tennessee	8	DNA	2,300
1977	Lincoln, Nebraska	7	DNA	1,700
1978	Lincoln, Nebraska	7	DNA	1,763
1979	Lincoln, Nebraska	7	DNA	2,349
1980	Santa Clara, California	7	DNA	2,000
1981	Winston-Salem, North Carolina	8	DNA	2,351
1982	Memphis, Tennessee	12	DNA	3,229
1983	South Bend, Indiana	15	DNA	4,829
1984	Jacksonville, Florida	15	DNA	3,460
1985	Iowa City, Iowa	15	DNA	3,300
1986	St. Louis, Missouri	15	DNA	4,848
1987	Syracuse, New York	14	DNA	4,159
1988	Lawrence, Kansas	14	DNA	3,949
1989	San Antonio, Texas	14	DNA	5,200
1990	St. Petersburg, Florida	14	DNA	5,447
1991	Tallahassee, Florida	14	DNA	5,866
1992	Rochester, Minnesota	14	DNA	5,938
1993	Knoxville, Tennessee	16	DNA	8,615
1994	Space Coast, Florida	21	1,059	8,800
1995	Des Moines, Iowa	28	1,618	8,713

<u>YEAR</u>	<u>SITE</u>	<u># SPORTS</u>	<u># of COACHES</u>	<u># ATHLETES</u>
1996	New Orleans, Louisiana	24	1,972	9,815
1997	Charlotte, North Carolina	23	2,050	12,391
1998	Hampton Roads, Virginia	24	1,878	11,140
1999	Cleveland, Ohio	26	2,121	12,063
2000	Orlando, Florida	22	2,248	12,872
2001	Hampton Roads, Virginia	23	2,358	13,866
2002	Knoxville, Tennessee	22	2,450	13,182
2003	Detroit, Michigan	21	2,334	12,224
2004	Des Moines, Iowa	22	2,124	11,154
2005	New Orleans, Louisiana	24	2,981	14,043
2006	Hampton Roads, Virginia	24	2,787	13,609
2007	Knoxville, Tennessee	22	2,306	13,167
2008	Detroit, Michigan	20	2,295	12,852
2009	Des Moines, Iowa	19	1,966	11,836
2010	Hampton Roads, Virginia	17	2,333	14,740
2011	New Orleans, Louisiana	19	2,370	15,727
2012	Houston, Texas	18	2,069	14,252
2013	Detroit, Michigan	18	1,628	12,569
2014	Des Moines, Iowa	19	1,643	12,030
2015	Hampton Roads, Virginia	18	1,949	14,274
2016	Houston, Texas	18	1,748	14,274
2017	Detroit, Michigan	18	1,626	12,938
2018	Des Moines, Iowa	15	1,460	11,518
2019	Greensboro, North Carolina	17	2,083	16,019
2020*	Brevard County, Florida	12	315	3,875

DNA = Data not available (1994 was first year coach's records were kept)

***COVID-19 Global Pandemic caused decrease in participation.**

AAU JUNIOR OLYMPIC GAMES THE BID PROCESS

There are five (5) important steps involved in the process of securing the right to serve as the host for the AAU Junior Olympic Games. Below is a summary of the steps. Detailed information can be found on the following pages.

- Step 1: Formal Request by Proposed Host City for Inclusion in the Bid Process. Request due by **July 1, 2021 along with a \$5,000 bid payment and Official Intent Form.**

- Step 2: Site Visitation to any new cities by AAU Junior Olympic Games Chairperson and/or Senior Sport Manager of the Games. Visit to take place prior to **September 15, 2021.** The AAU Junior Olympic Games Chairperson may advise the bidding city to proceed or not during the visit.

- Step 3: Official Bid and Additional Bid Fee (\$20,000) due by **September 30, 2021.**

- Step 4: Presentation to AAU Board of Directors by the AAU Junior Olympic Games Chairperson. This will take place during the 2021 AAU National Convention in Orlando, Florida on **October 19, 2021.**

- Step 5: City notified by AAU President and presented the contract for the year. Once contract is executed, the AAU National Headquarters and Host City will announce the awarding of the bid.

STEP 1
FORMAL REQUEST BY PROPOSED HOST CITY FOR INCLUSION
IN THE BID PROCESS
(JULY 1, 2021)

A letter requesting consideration to be included in the pool of bidders for the 2026 to 2030 AAU Junior Olympic Games must be received at the AAU National Headquarters by **July 1, 2021**. An initial \$5,000.00 refundable bid fee payment and the Official Intent Form (**Exhibit A**) must accompany the request letter. Upon receipt of the letter, initial bid fee payment and intent form the appropriate travel arrangement will be made by the AAU Junior Olympic Games Chairperson and/or Associate Director of Sports of the Games to visit the proposed host city in order to complete Step 2. **To make arrangements for Step #2, please contact:**

AAU Junior Olympic Games Chairperson	
Paul Campbell	509-453-2696 (O)
P.O. Box 9603	509-952-7264 (C)
Yakima, WA 98909	paul@yvn.com

STEP 2
SITE VISITATION BY AAU JUNIOR OLYMPIC GAMES CHAIRPERSON
(SEPTEMBER 15, 2021)

The AAU Junior Olympic Games Chairperson and/or Associate Director of Sports of the Games shall make a preliminary visit to evaluate sites within the proposed Host City. The main goal of this visit is to determine whether or not the city and/or surrounding areas have the realistic potential to host the event. Official confirmation by the AAU Sports Chairperson that all initial requirements have been met will facilitate the Official Bid process and will justify the AAU Junior Olympic Games Site Selection Committee making a trip to the site. All visits by the AAU Junior Olympic Games Chairperson and/or Associate Director of Sports of the Games will take place prior to **September 15, 2021**.

In the event that future consideration is not granted because of clear deficiencies in facilities and/or ineffective organizational leadership, the proposed Host City shall be refunded the initial \$5,000.00 bid fee payment.

During the visit, the AAU Junior Olympic Games Chairperson will meet with the established or proposed host organizing committee to review sites and preliminary host requirements. The site visitation will be a one or two-day process. The proposed host city will be required to underwrite all of the travel costs (housing accommodations and air travel) for the AAU Junior Olympic Games Chairperson and Associate Director of Sports of the Games regardless of the outcome of Step 2.

A letter of confirmation indicating whether the proposed host has been accepted or rejected to proceed to Step 3 will be sent from the Chairperson of the AAU Junior Olympic Games approximately fifteen (15) days following the departure from the proposed host city.

STEP 3
OFFICIAL BID AND ADDITIONAL BID FEE
(SEPTEMBER 30, 2021)

The Official AAU Junior Olympic Games Bid which outlines all host city requirements and contains the official written portion of the bid will be forwarded to the proposed host upon official confirmation from the AAU by the AAU Junior Olympic Games Chairperson that all requirements involved in Step 2 have been satisfied.

OFFICIAL BID DUE DATE: The completed official written bid will be due at the AAU National Headquarters no later than September 30, 2021. Along with the Official Bid, a second payment of \$20,000.00 must be paid to the AAU by the proposed host.

ADDITIONAL HOST BID FEE PAYMENT OBLIGATIONS: The payment schedule of the AAU Junior Olympic Games bid fee (if awarded the event) is as follows:

AAU Junior Olympic Games Bid

Minimum Total Cost of Bid = \$325,000

\$ 5,000 *	Received with informal bid letter (receive by July 1, 2021)
\$20,000 *	Received with Official Bid (receive by September 1, 2021)
\$35,000 **	Upon Bid Acceptance and execution of Host Contract
\$50,000	Receive by April 1, two years prior to the year hosting Games
\$75,000	Receive by April 1, one-year prior of the Games
\$65,000***	Receive by May 1, year of the Games
<u>\$75,000</u>	<u>Receive by June 15, year of the Games</u>
\$325,000	

*All unsuccessful bidding organizations will be refunded the \$5,000.00 informal bid fee and the \$20,000.00 received with the Official Bid within fifteen (15) days upon official awarding of the event by the AAU. Upon the approval of a bidding city for the right to host the AAU Junior Olympic Games by the AAU Board of Directors, the \$5,000, \$20,000 and \$35,000 partial bid fees become non-refundable.

** Upon bid acceptance and signature of the Host Agreement by the respective recognized host, the \$35,000 partial bid fee payment and any additional fees paid by the Host become non-refundable.

***The \$65,000 payment covers all transportation for AAU officials and staff, including rental cars and airline tickets, for both pre-event and during event travel.

STEP 4
PRESENTATION TO AAU BOARD OF DIRECTORS
BY AAU SITE SELECTION COMMITTEE
(OCTOBER 19, 2021)

The AAU Junior Olympic Games Site Selection Committee shall make a report to the AAU Board of Directors for final review and vote. The report will be given at the 2021 AAU National Convention on **October 19, 2021** in Orlando, Florida. After discussion and review, the Board of Directors will determine by a majority vote which bidding organization will be awarded the AAU Junior Olympic Games.

STEP 5
BID AWARDED AND HOST ACCEPTANCE

A letter of notification shall be sent to all bidding organizations notifying them of their final status. Upon official notification of being accepted to host the AAU Junior Olympic Games, the awarded host city will have two (2) weeks from the date of notification by AAU to officially accept or reject (in writing) the right to conduct the AAU Junior Olympic Games. Those organizations that receive a bid will be sent the host contract for the year in which they are awarded the event.

EXHIBIT A OFFICIAL INTENT FORM

Organization Name: _____

Main Contact's Name: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____

Email: _____

Website: _____

Type of Organization: _____

Non-Profit 501c3 number (if applicable): _____

Brief Organization History: _____

List major events held to date: _____

FOR OFFICIAL USE ONLY

DATE CHECK RECEIVED _____ CHECK # _____

Indicate (in order of preference) which year(s) this bid is being submitted (1 being the highest and 5 the lowest).

_____2026	July 29 through August 8
_____2027	July 28 through August 7
_____2028	July 26 through August 5
_____2029	July 25 through August 4
_____2030	July 24 through August 3

Are there any years the city would not be able to host: _____

EXHIBIT B

OVERVIEW OF OFFICIAL BID REQUIREMENTS

The information on the next several pages is a sample of the some of the basic host requirements that are included within the Official Bid. This information is intended to provide a proposed host with a brief overview of the major facility and financial resources that are needed and essential when conducting the AAU Junior Olympic Games. Upon reviewing the following information, interested organizations should be able to make reasonable decision as to the feasibility of conducting the event in its geographic area. More detailed information is available in the AAU Junior Olympic Games Official Bid.

PRELIMINARY BUDGET

The request for a budget in the bid book is intended to ensure that a certain degree of evaluation and preparation is put into the Official Bid. It is imperative that all prospective hosts give serious consideration to the financial commitment required to host the Games prior to taking any additional steps. This preliminary budget is mandatory for serious bidding consideration. Additional information is available upon request.

HOST ORGANIZATIONAL STRUCTURE

In **Exhibit C – Host City Organizational Chart** you will find a sample organizational chart as outlined by the AAU. The chart is intended to serve as an organizational model that may be used for the operation of the Games. Host committees may be further divided into subcommittees, or moved from one division to another to better suit the management of the event.

A detailed organizational chart will accompany the Official Bid which would include the names, backgrounds, addresses and telephone numbers for those individuals who will be serving on the Host Executive Committee and all positions at the Executive Director level and below.

The Chairperson of the Host Committee is the highest representative of the Host City to the AAU Junior Olympic Games. It is the Chairperson who is ultimately responsible for the complete fulfillment of the contractual terms between the host and AAU.

The position of Chairperson of the Host Committee is a voluntary position and is generally held by a civic leader such as the mayor or an appointee of the Mayor of the Host City. The position involves being the final authority to make decisions on behalf of the host. Accordingly, the Executive Committee is, in turn, formulated by the Chairperson.

There are several areas (legal, insurance, finance, medical, technical, municipal) that require the contribution of highly trained professionals serving in a volunteer capacity. These appointees should be a part of the Executive Committee and interface directly with the Chairperson.

If at all possible, the host should appoint or hire a full-time Executive Director. This individual should be highly skilled and have significant experience in the corporate and sports world. The Executive Director will serve as liaison in the relationship between the Host and the AAU.

There are a variety of other levels of staff or volunteer positions that will need to be filled at a later date. Volunteers are perhaps the most important commodities involved in this event. The estimated total number of volunteers to be recruited and trained by the host exceeds 2,000. This volunteer workforce needs to be sustained for approximately two (2) weeks.

VENUES

The community's ability to make the facilities available is a key component for consideration of being awarded the Games. The sports currently contested at the Games (**Exhibit D - AAU Junior Olympic Games Sport Schedule**), along with the general facility requirements (**Exhibit E - General Facility Requirements Overview**), are included in this document. Additional sports could be added as agreed upon by the AAU and Host City. AAU reserves the right to eliminate sports. Exhibit D and E are intended to give the proposed host a general overview of the type of facilities required and the time frame in which all sport specific venues would need to be reserved.

All proposed facilities are expected to be listed in the AAU Junior Olympic Games Official Bid along with detailed information regarding their physical specifications. A letter from the facility owner/operator demonstrating a commitment to make the site available during the required period of athletic practices and competition **must** also accompany the Official Bid.

HOUSING

A complete listing of participating hotels and the secured rates for the athletes, coaches, officials, families, spectators, and other guests should be included in the Official Bid (written contracts from each hotel reflecting those rates promised should also be included). Housing commitments are determined by coaches, athletes, and families based on the reservations history from previous years. Additional information is available upon request.

In addition, the Host shall be responsible for providing complimentary housing accommodations as follows.

Hotel Rooms Pre-Event: Provide up to seventy (50) room nights for planning and preparation meetings (if needed).

Hotel Room During Event: Provide nine hundred eighty-five (985) double occupancy room nights, fifty-six (56) suite room nights (parlor-type suites with sitting or work area) and fourteen (14) two bedroom suites for AAU Officials, staff and VIP's. Host shall make a reasonable good faith effort to place AAU designated officials for each sport in the same hotel property. Hotels must be within ten (10) miles of the competition venue.

TRANSPORTATION

All athletes, coaches and spectators are responsible for their own transportation to and from the host city as well as within the host city. In certain circumstances, it may be necessary to have a shuttle system to a venue for participants.

Transportation for AAU officials and staff, including rental cars and airline tickets, is included in the bid fee. This includes pre-event and during event transportation.

CELEBRATION OF ATHLETES

The facility utilized should be a stadium or arena large enough to accommodate a minimum of 15,000 spectators. A VIP/Hospitality area near the floor/field for viewing the ceremonies is required. A general overview of the type of ceremony being planned should be included within the Official Bid. The celebration should include involvement of the athletes such as sport demonstrations, crowd interaction, etc.



2026 – 2030
AAU Junior Olympic Games

BID SPECIFICATIONS

Host Responsibilities

AAU Responsibilities

Administrative Guidelines

Venue and Sport Guidelines

AAU JUNIOR OLYMPIC GAMES BID SPECIFICATIONS

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AAU Onsite Office	
Athlete/Coach Registration Process and Check-In Area	
Results Operations Center	

HOST RESPONSIBILITIES TO AAU

The following are minimum contractual requirements found within the Host Agreement for the AAU Junior Olympic Games. All information is subject to change.

HOST RESPONSIBILITIES TO AAU

1) **PRE-EVENT ADMINISTRATIVE RESPONSIBILITIES:**

- Execute an agreement with the Amateur Athletic Union (AAU) that stipulates the contractual conditions of the AAU Junior Olympic Games. This will be done in advance of a public announcement concerning the agreement or its content.
- Fund the AAU Junior Olympic Games through local and regional level marketing strategies, including corporate or municipal patrons, ticket sales, concession sales, merchandise, hotel rebates and athletes/coaches registration.
- Develop Local Organizing Committee (LOC) to administer and operate all functions associated with the Games.
- Market the AAU Junior Olympic Games through a comprehensive local and regional campaign inclusive of print, broadcast, and other media.
- Establish accounting/financial procedures for income and expenses, and submit a financial report following the Games as prepared by a CPA firm or individual.
- Provide AAU complimentary hotel accommodations for planning and preparation meetings prior to the Games for seventy (50) room nights.
- License the event through the AAU on September 1, year prior to the Games.
- Develop plans for Food and Beverage, Personnel, Registration, Merchandise, Marketing, Media, Ticket, Hospitality and Registration.
- Design official host logo pending approval of the AAU and the United States Olympic Committee (USOC).
- Pay all necessary Bid Fees and entry fee allotments as specified in the Host Agreement.
- Provide a secure storage facility for AAU materials at least four (4) months prior to games. (Minimum – 2,000 square feet)

2) **FACILITIES**

- Secure all venues (including venues for sport competition, Celebration of Athletes, AAU Onsite Office and Registration). Upon signature of the AAU Junior Olympic Games Host Agreement, provide letters of agreement from facilities stating the venue is reserved for the event and offering first right of refusal.
- Contract all venues (including Celebration of Athletes, AAU Onsite Office and Registration Sites) according to technical specifications necessary for each sports competition at least sixteen (16) months in advance of the competition date.

3) SPORT OPERATIONS/EQUIPMENT RESPONSIBILITIES

- Secure local sports and venue coordinators to ensure the technical readiness of the sports venues at least one (1) year in advance.
- Provide operational equipment and supplies as outlined in sports requirements.
- Secure all athletic and business-related equipment as outlined by the AAU (i.e. sports equipment, computer, copiers, printers, etc.).
- Recruit and train a minimum personnel or volunteer pool of 500-600 to assist in the administration and operation of the events (i.e., ticket-takers, maintenance personnel, officials, scorers, registration, decoration, equipment set-up, parking, and general support).
- Provide AAU-approved decorated awards stands at sports venues for award presentations.
- Provide adequate uniformed security for all venues, including the Celebration of Athletes. Security plan (venue by venue) is subject to final approval by AAU.
- Provide certified medical personnel on-site at all sports venues for athletes, coaches, and spectators. Medical plan (venue by venue) is subject to final approval by AAU.
- Provide custodial services at each venue during each day of competition.

4) HOUSING RESPONSIBILITIES:

- Provide 985 double occupancy room nights, 56 parlor suite nights and 14 two-bedroom suite nights for AAU officers, officials, staff, National Chairs or their designated representatives.

5) MISCELLANEOUS RESPONSIBILITIES:

- Secure office space, furnishings, and equipment for the AAU staff.
- Plan, market, and stage the AAU Junior Olympic Games Celebration of Athletes under the direction of the AAU Junior Olympic Games Chairperson.
- Provide content for an event website, including housing information, city specific information such as attractions, etc. Event website is developed and managed by the AAU.
- Provide a system for managing the housing arrangements for participants.
- Host to develop an event merchandising plan and retains all profits from the sale of said program. All designs and artwork shall be subject to approval by the AAU National Headquarters.

- Implement the plan for management of athlete/coach registration.
- Create official souvenir program or poster to be provided complimentary to all athletes and coaches.
- Develop and promote the sale of Event Tickets. Ticket prices subject to approval by AAU. (2020 prices include \$45.00 for a length of event passport, \$15.00 for daily pass)
- Provide event credentials/wristbands to registered athletes and coaches. Provide to AAU all event access credentials/wristbands for officials, VIP, staff and media as required by the AAU.
- Install and maintain banners (provided by AAU) at each venue.
- Prominently displaying Official AAU Junior Olympic Games Logo at each venue and on all printed materials (i.e. poster, flyers, new releases, and advertisements).
- Provide comprehensive insurance to include but not limited to general liability coverage, excess liability, auto liability, workers' compensation and employer's liability and property coverage.

AAU RESPONSIBILITIES TO HOST

The following are minimum contractual requirements found within the Host Agreement for the AAU Junior Olympic Games. All information is subject to change.

AAU RESPONSIBILITIES TO HOST

1) PRE-EVENT ADMINISTRATIVE RESPONSIBILITIES:

- Review bids and select Host City according to selection process.
- Execute contractual agreement with the Host.
- Set the dates for Games.
- Secure written authorization from United States Olympic Committee (USOC) for the opportunity to utilize the terminology of "AAU Junior Olympic Games."

2) SPORT OPERATIONS/EQUIPMENT RESPONSIBILITIES:

- Approve all sports operating addenda.
- Provide technical requirements of each sport venue.
- Select athletes through methods approved by AAU National Sport Committees to compete in Games.
- Assist in implementation of technical rules for competition of each sport.
- Provide online event registration for athletes and coaches.
- Provide all sport awards and banners.

3) MISCELLANEOUS RESPONSIBILITIES:

- Make travel arrangements for AAU personnel, AAU National Chairs, and officials.
- Manage results and support media relations services on local, regional, hometown, and national levels.
- Provide overall guidance and supervision in planning, organizing, and conducting the Games.
- Work with Games Director, as determined by Host, in ensuring all functions and requirements of Host are fulfilled.
- Stimulate communication between AAU National Sport Committee (NBG Contact), AAU Staff Liaison, and Local Sport Chairperson.
- Provide all necessary software and server for the implementation of the athlete/coach registrations system. Computers and printers are the responsibility of the Host.

ADMINISTRATIVE GUIDELINES

All information is subject to change.

AAU Junior Olympic Games - Sample Entry Fee Breakdown (2019)

*Fees Increase by 10% every 4 years

SPORT	ENTRY FEE	\$ TO HOST	\$ TO AAU
Baton Twirling (1 event)	\$65.00	\$24.00	\$41.00
Baton Twirling (2 events)	\$85.00	\$29.00	\$56.00
Baton Twirling (3 events)	\$105.00	\$34.00	\$71.00
Baton Twirling (4 events)	\$125.00	\$39.00	\$86.00
Baton Twirling (5 events)	\$145.00	\$44.00	\$101.00
Baton Twirling (6 events)	\$165.00	\$49.00	\$116.00
Baton Twirling (7 events)	\$185.00	\$54.00	\$131.00
Baton Twirling (8 events)	\$205.00	\$59.00	\$146.00
Baton Twirling (9 events)	\$225.00	\$64.00	\$161.00
Baton Twirling (10 events)	\$245.00	\$69.00	\$176.00
Baton Twirling (11 events)	\$265.00	\$74.00	\$191.00
Baton Twirling (12 events)	\$285.00	\$79.00	\$206.00
Baton Twirling (13 events)	\$305.00	\$84.00	\$221.00
Baton Twirling (14 events)	\$325.00	\$89.00	\$236.00
Baton Twirling All Around	\$50.00	\$0.00	\$50.00
Baton Twirling All Around	\$60.00	\$0.00	\$60.00
Baton Twirling Team Athlete Fee	\$5.00	\$0.00	\$5.00
Baton Twirling Group Events	\$25.00	\$7.00	\$18.00
Field Hockey	\$51.00	\$34.00	\$17.00
Jump Rope	\$55.00	\$28.00	\$27.00
Karate (1 event)	\$80.00	\$31.00	\$49.00
Karate (2 events)	\$85.00	\$31.00	\$54.00
Karate (3 event)	\$90.00	\$31.00	\$59.00
Strength Sports (All Sports Combine)	\$55.00	\$26.00	\$29.00
Powerlifting (1 event)	\$70.00	\$26.00	\$44.00
Powerlifting (2 events)	\$110.00	\$26.00	\$84.00
Powerlifting (3 events)	\$150.00	\$26.00	\$124.00
Powerlifting (4 events)	\$190.00	\$26.00	\$164.00
Sport Stacking (1 to 250)	\$55.00	\$14.00	\$41.00
Sport Stacking (251 +)	\$55.00	\$24.00	\$31.00
Swimming	\$51.00	\$25.00	\$26.00
Taekwondo (1 event)	\$115.00	\$31.00	\$84.00
Taekwondo (2 events)	\$145.00	\$31.00	\$114.00
Taekwondo (3 events)	\$175.00	\$37.00	\$138.00
Taekwondo (4 events)	\$205.00	\$37.00	\$168.00

Taekwondo (5 events)	\$235.00	\$37.00	\$198.00
Taekwondo (6 events)	\$265.00	\$37.00	\$228.00
Taekwondo (7 events)	\$295.00	\$37.00	\$258.00
Taekwondo (8 events)	\$325.00	\$37.00	\$288.00
Taekwondo (9 events)	\$355.00	\$37.00	\$318.00
Taekwondo (10 events)	\$385.00	\$37.00	\$348.00
Taekwondo (11 events)	\$415.00	\$37.00	\$378.00
Taekwondo (12 events)	\$445.00	\$37.00	\$408.00
Taekwondo (13 events)	\$475.00	\$37.00	\$438.00
Taekwondo (14 events)	\$505.00	\$37.00	\$468.00
Taekwondo (15 events)	\$535.00	\$37.00	\$498.00
Taekwondo (16 events)	\$565.00	\$37.00	\$528.00
Taekwondo (17 events)	\$595.00	\$37.00	\$558.00
Taekwondo Teams/Demo Forms	\$155.00	\$24.50	\$130.50
Taekwondo Team Trials	\$135.00	\$29.00	\$106.00
Track & Field/Multi Events	\$51.00	\$24.00	\$27.00
Trampoline & Tumbling (1 event)	\$53.00	\$24.00	\$29.00
Trampoline & Tumbling (2 event)	\$68.00	\$39.00	\$29.00
Trampoline & Tumbling (3 event)	\$78.00	\$49.00	\$29.00
Trampoline & Tumbling (4 event)	\$88.00	\$59.00	\$29.00
Trampoline & Tumbling (all events)	\$98.00	\$69.00	\$29.00
Weightlifting (Individual)	\$55.00	\$34.00	\$21.00
Weightlifting (Team)	\$55.00	\$34.00	\$21.00
Wrestling (Team)	\$910.00	\$410.00	\$500.00
Wrestling (Girls)	\$55.00	\$28.00	\$27.00
COACHES FEES	\$45.00	\$25.00	\$20.00

ORGANIZATIONAL CHART
(See Bid Process Exhibit C)

SPONSORSHIP GUIDELINES

The following outlines the rights and obligations of the parties in regard to sponsorship:

Sponsors shall include but not be limited to: contributors, donors, patrons, presenters, suppliers, and underwriters.

Sponsorships may include cash and/or “in kind” items or services.

EXHIBIT A

1 RIGHTS OF THE AAU

- a. AAU is the only entity which has the right to have or to use the terminology of National or Title Sponsor of the Games.
- b. AAU has the right of approval of solicitation of any and all sponsors and the setting of geographical boundaries as stated in **3.b of Exhibit A**.
- c. The AAU has the right to “Buy-Out” a sponsorship that the Host has secured until September 1, the year prior to the Games. Such “Buy-Out” should equal the actual dollar amount (only) of the sponsorship (this does not include “goodwill”, etc.).
- d. The AAU has the right to approve a multi-year sponsorship and to approve who solicits such sponsors for the AAU Junior Olympic Games, and has the right to determine the distribution of the proceeds of said sponsorship.
 - i. If said sponsorship is secured by Host, when the event is not in that Host City, the Host will retain one-third (1/3) of the proceeds, the AAU one-third (1/3) of the proceeds, and the Host of current year’s Games one-third (1/3) of the proceeds (cash or equivalent). Any divisions of proceeds between the AAU and any or all of the Hosts will be based upon net proceeds. For example, if a fee or related expense is due to any third party from any sponsorship funds, the remainder of such funds after the payment for fee and/or related expenses (the “net”) would be divided by and between the AAU and the Host(s) as set out herein.
 - ii. When the event is in the Host city that brought sponsorship the Host will retain two-thirds (2/3) of such proceeds and the AAU one-third (1/3) of such proceeds for that year.
 - iii. Sponsorship of “in kind” nature, whether goods or services, or both, will first and foremost be used (100%) for the benefit of the Games. Any excess, if any, will be distributed as stated in **1.d.i.** or **1.d.ii. of Exhibit A** as applicable
 - iv. If AAU secures sponsorship for the AAU Junior Olympic Games, AAU shall be entitled to all proceeds.
- e. No local sponsor, supplier, and/or supporters of the event may conflict with a National sponsor of the AAU Inc., without the express written consent of the AAU.

2 OBLIGATIONS OF THE AAU

- a. Receive list of proposed potential sponsors to be solicited by the Host, in advance of solicitation.
 - i. Within fifteen (15) days of receipt AAU will accept or reject the proposed sponsors in writing to the Host.
- b. Must identify geographical/regional area for the Host.
- c. AAU may approve or endorse products as stated in **4.c of Exhibit A** at its sole discretion.
- d. AAU may approve Host's sponsor's benefits.
- e. AAU to receive copies of sponsorship items as defined in **4.e of Exhibit A**.
 - i. AAU accepts copies of agreements fifteen (15) days after execution of agreement.
 - ii. AAU to notify Host of any violations as defined in **4.e. of Exhibit A**. within fifteen (15) days.

3 RIGHTS OF THE HOST

- a. Host has the right to have a Title sponsor of the Host organization, but the name of such Title sponsor of the Host organization shall not be used in the Title of the Games or in any materials referencing Hosting the Games.
- b. All Host fundraising/sponsorship shall be on the state, regional (AAU regional boundaries), and local level among corporations headquartered or doing business within the Host region and subject to prior approval of the AAU. Host has the right to solicit such Local Patron(s), Underwriter(s), Supplier(s), Supporter(s), or Sponsor(s) for the purposes of sponsorship for the year of the Games beginning with the execution of the agreement.
- c. The Host has the right to "Buy-Out" a sponsorship that the AAU has secured by September 1, the year prior to the Games, if: there is an "opt out" in such agreement(s); AAU receives as much or more than if would have received from said sponsor(s); and, if agreed to by AAU.
- d. Host has the right to solicit a multi-year sponsor for the AAU Junior Olympic Games, if and only if:
 - i. Such sponsorship is for a minimum of three (3) years;
 - ii. Such sponsorship is approved by AAU in its sole discretion.
 - iii. Such sponsorship is subject to the terms of **1.d. of Exhibit**
- e. Host shall be allowed to refer to sponsors as official sponsor(s), supplier(s), and/or supporter(s) of the Event. Host shall be allowed to use the word "official" in connection with and in the promotion of the **(Insert Appropriate Roman Numeral)** AAU Junior Olympic Games. Permission to use the AAU Designation does not expressly or by implication connote that any inquiry has been undertaken by the AAU to ascertain by use of standards or other criteria the relative merits of the products of Host in relation to other competitive product.

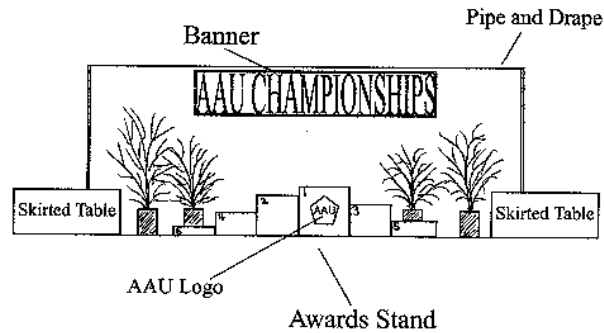
4 OBLIGATIONS OF THE HOST

- a. Host shall submit proposed list of any persons or firms that they intend to contact regarding said firms becoming local patrons, underwriters, sponsors or suppliers of the Games to be solicited by the Host, in advance of solicitation.
 - i. Within fifteen (15) days of receipt AAU will accept or reject the proposed sponsors in writing to the Host.
- b. Host will not seek any sponsorships outside the geographical/region where the Games will be held.

- c. Host shall not represent in any oral or written form or in any communication medium that any product(s), service(s) or contribution(s) have been "endorsed," "selected," "approved," or designated as "official" without written approval from the AAU.
- d. Host may offer to sponsor the following benefits (only):
 - i. Display its corporate logo as a part of its corporate signage program at local sites including competition venues. The color, layout, language, size and location of this signage shall be determined by the AAU in its sole discretion;
 - ii. Use the AAU Junior Olympic Games logo, AAU logo, or AAU shield on any of its normal product packaging provided that the product distribution area is local or regional in scope and provided that true product packaging is first provided to and approved in writing by the AAU;
 - iii. Use the AAU Junior Olympic Games logo, AAU logo, or AAU shield in television, radio, newspaper, internet, e-mail, and all other forms of media coverage, whether known or unknown advertisements of its own product and services provided that the advertising target area is local or regional in scope and provided that true advertising copy is first provided to and approved in writing by the AAU;
 - iv. Receive verbal recognition at venues through the competition announcer/public address system;
 - v. Receive acknowledgment in the souvenir program;
 - vi. Furnish souvenir items bearing its corporate logo to participants, provided such does not violate NFHS or NCAA regulations; compliance with such regulations to be the sole responsibility of Host;
 - vii. Receive credentials to all AAU Junior Olympic Games functions
- e. If host has received approval from the AAU to solicit a sponsor and Host consummates such sponsorship the basic agreement points of the contract are to be forwarded to the AAU within 15 days of execution showing the benefit to the Games and the rights granted to the sponsor.
 - i. If any rights granted to the sponsor are in violation of this agreement, the sponsorship is voidable by the AAU.

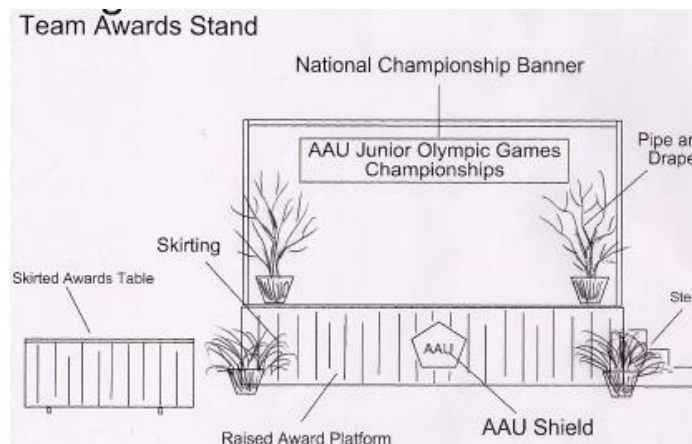
AWARD STANDS

AWARDS STAND DESIGN – INDIVIDUAL SPORTS



- ◆ The awards stands need to be strong and sturdy and placed in a good location for high visibility for parents, coaches, and spectators. A meaningful and organized presentation for the athletes needs to be structured and coordinated with the public address announcer.
- ◆ It is to be noted that some sports do not offer awards to 6th place; thus fewer positions are required and adjustments can be made accordingly.
- ◆ Venue sites need awards coordinator and committee to coordinate the presentation.
- ◆ Flowers, flags or plants may be used for additional decorations around the stand.
- ◆ AAU banners and/or HOST Signage (with Games Logo) should be placed in highly visible area behind the stand.

AWARDS STAND DESIGN – TEAM SPORTS



- For team sports/competition a section of raised staging should be provided large enough to hold up to twenty competitors with appropriate skirting, pipe and drape, decorations as used for individual sports.
- One (1) eight-foot table provided to display awards.

VENUE AND SPORT OPERATING REQUIREMENTS

The following are minimum contractual requirements found within the Host Agreement for the AAU Junior Olympic Games. All information is subject to change.

BATON TWIRLING

Host shall provide and/or be responsible for all items contained herein unless specifically stated that same shall be provided by the AAU.

1. FORMAT – BATON TWIRLING

- A. Multiple Divisions/Multiple Age Groups: ages 23 and under
- B. Male and Female
- C. Approximately 200 - 400 athletes.
- D. Four (4) Days of Competition.
- E. Practice is held within the days of competition or on the day of registration.
- F. Athletes must qualify at a District event.

2. ADMINISTRATIVE – BATON TWIRLING

- A. The Host is responsible to work with the AAU Baton Twirling National Chair and its designated representatives to ensure that the competition is conducted under AAU Baton Twirling rules and operating procedures.
- B. Host understands that this event is a championship of the AAU and the AAU Junior Olympic Games Chair shall have the final decision-making authority for the event.

3. SPECIFIC PAYMENTS– BATON TWIRLING

- A. Intentionally left blank.

4. FACILITY REQUIREMENTS - BATON TWIRLING

- A. Competition Area
 - 1. The competition area must be at least 50 feet x 84 feet with at least 10 feet to 20 feet outside of the competition area clear of any obstructions. The ceiling height must be at least 30 feet or more.
 - 2. A separate second competition area / warm-up area must also be provided. This can be an auxiliary gym or separate area within the facility which is a minimum of 50 feet x 42 feet.
 - 3. The facility should have a minimum seating capacity of 1,000 to 1,500.
 - 4. If held at a high school or college gymnasium, all basketball backboards must be raised or moved and other gymnasium equipment must be stored, not to block the competition area.
 - 5. Competition surface can be made of gymnasium wood or other approved flooring, and taping of lines is necessary depending on existing court markings. The event could be held on a smooth concrete floor, such that no large cracks or protruding structure (i.e. electrical sockets, flooring standards, etc.) be contained in the

concrete floor. It is recommended for a dance or similar floor to cover the entire competition area.

6. Separate locker rooms or dressing rooms for males and females. Males can use the public men's restroom, if needed.
7. The competition facility must be air-conditioned. The air conditioning temperature shall be maintained at 68 degrees to 78 degrees Fahrenheit.

B. Other

1. General management area will be used for tabulation and general management of the event. The area to be used must be within the facility and close proximity of the competition area. In this area there must be ample electrical outlets to handle at least two (2) computers for meet management, six (6) laptops for judges tabulation tables and one (1) or two (2) printers, one (1) copy machine. The General Management area should be a minimum of 15 feet x 20 feet.
2. Meet management area shall be next to the competition area and will be used for the meet directors to run the actual contest with the controls of the sound system located in this area. The area will be included within the competition area.
3. An individual awards area separate from the competition floor will be utilized so that competition may continue at the same time. Team awards will be given on the main competition floor. This is subject to change, depending on the competition schedule and format.
4. Meeting room should be large enough to accommodate up to sixty (60) people comfortably as defined in Section 13.
5. Schedule / results posting area. Size defined in Section 14.B.
6. Food and beverage room shall be large enough to accommodate thirty (30) people comfortably.
7. Lockable area for awards/equipment. Key to be given to the AAU National Baton Twirling Chair or designee. The Lockable area shall be at least 10' x 10'.

5. EQUIPMENT – BATON TWIRLING

- A. Thirty (30) 8 ft. skirted tables (20 for officials, 6 for meet management area, four (4) for the awards area)
- B. 125 chairs – folding or non-folding (55 on the floor, 30 for officials and personnel, 12 for meet management area, balance for food & beverage room).
- C. 3 foot pipe and drape to separate spectator seating from competition floor. Depending on facility layout, additional 8 foot or taller pipe and drape may be needed behind competition floor, to separate warm-up area and/or in Dressing Room.

- D. A P.A. system with the capability of playing music through the system and include microphone and ability to connect two (2) laptops to play CDs and/or iPod and iPhone connections for the main competition floor. If P.A. system quality is not able to play music through the system, then an additional system would have to be brought in to be utilized. This system would consist of a CD patched into an amplified system that would have portable speakers large enough for the sound to fill the entire competition venue. This system should have 4 speakers.
- E. A separate P.A. system for the warm-up area / second competition area. (microphone, 2 laptop hook-ups, iPod/iPhone hook-ups with cables and 2 speakers)
- F. AAU Baton to supply laptops needed for the competition. Need electrical hook-up in general management area.
- G. Six (6) laptops need to be provided for judging tables for tabulation purposes. Power supply and internet/wifi will need to be in close proximity or available to these tables.
- H. One (1) laser printer with necessary hardware to allow two (2) computers to share printer or two (2) separate printers. Need electrical hook-up in the meet management area.
- I. One (1) copy machine with the ability to sort, staple, duplex copy and work at a high speed, high volume (approximately 1,000 copies per day). Needs electrical hook-up in general management area.

6. SUPPLIES – BATON TWIRLING

- A. One (1) case of copy paper
- B. One (1) extra toner for copy machine.
- C. One (1) extra toner for laser printer.
- D. Two (2) water coolers with sports drink/water and cups for athletes to be restocked throughout the day (minimum of 500 cups per day per cooler). Coolers to be placed in the warm-up area.
- E. Directional signs at competition venue(i.e. arrows to direct spectators, coaches, and participants to each area of facility)
- F. Medical supplies as determined by the approved medical plan as stated in Section 4.9.7 and 6.9.7 of the AAU Junior Olympic Games Agreement.
- G. Three (3) rolls of floor tape (maximum).

7. SCHEDULE – BATON TWIRLING

- A. Day 1 – Check-In, Registration and Coaches Meeting, Practice
Day 2 – Competition
Day 3 – Competition & Finals
Day 4 – Competition & Finals
Day 5 – Competition & Finals (if necessary)

- B. AAU Baton Twirling Committee will create and distribute the schedule. The final version of the schedule (based on the actual entries received) will be handed out at registration.
- C. Revised actual competition schedule to remain posted at registration.

8. PERSONNEL – BATON TWIRLING

- A. Host shall provide the following personnel:
 - 1. Set-up – five (5) to ten (10) the day before the first day of competition for approximately three (3) hours (persons 15 & older that could help with movement of tables and chairs, setting up the awards area, etc.). The number is dependent upon venue requirements.
 - 2. Ten (10) clerks per session (persons 15 & older with good oral & written communication skills and math skills – addition and subtraction).
 - a) Ten (10) Clerks – needed from 8:00 AM to 2:00 PM
 - b) Ten (10) Clerks – needed from 2:00 PM to 8:00 PM
 - c) Times are approximate and subject to change base on entries.
 - 3. Two (2) Runners per session for judging area, posting results and assisting with awards (persons 9 & older that can follow simple directions and perform simple tasks).
 - a) Two (2) Runners – needed from 8:00 AM to 2:00 PM
 - b) Two (2) Runners – needed from 2:00 PM to 8:00 PM
 - 4. Host shall provide personnel to assure competition area is clear of all unauthorized individuals.
 - 5. Medical personnel is defined in Section 12.
 - 6. Personnel to sweep the competition and practice floor each night after competition.
- B. AAU shall provide the following personnel:
 - 1. AAU National Baton Twirling Committee will provide all needed Officials.
 - 2. AAU National Baton Twirling Committee will provide Contest Staff (Baton Twirling Committee, Tabulators and Officials/Judges).

9. AWARDS – BATON TWIRLING

- A. An individual awards stand as stated in **Exhibit D.**(Individual)
 - 1. Including skirted tables, awards stand through 3rd place (preferred to 5th), decorations, etc.
 - 2. Awards will be presented through 10th place.
 - 3. The awards stand **can** be portable, so that it can be used in the awards area and in the competition area. **The awards stand can also be a tiered set of risers.**

- B. A team awards stand on a riser or platform.

10. FOOD & BEVERAGE – BATON TWIRLING

- A. Meals:
 - 1. Food for three (3) meals per day will be provided for committee and all officials.
 - 2. Breakfast to consist of coffee, juice, muffins, and fruit, to be delivered at 7:30 am.
 - 3. Lunch to consist of sandwich, pasta salad/chips, fruit, and soda/water, to be delivered at 12:30 PM.
 - 4. Dinner to consist of hot meal pasta/chicken, tossed salad, dessert, and soda/water. Dinner shall be varied each day of competition and delivered at 5:30 PM.
- B. Meal breakdown per day is as follows:
 - 1. Day 2 - Breakfast 30-Lunch 30-Dinner 30
 - 2. Day 3 – Breakfast 30-Lunch 30-Dinner 30
 - 3. Day 4 – Breakfast 30-Lunch 30-Dinner 30
 - 4. Day 5 – Breakfast 30-Lunch 30-Dinner 30
- C. In addition to meals, a Food and Beverage room shall be provided with drinks (coffee, soft drinks/water, and snacks) for thirty (30). Room to be open same hours, as facility is open. (restocked throughout the day)

11. ATHLETE RECOGNITION – BATON TWIRLING

- A. Competition will conclude by 5:00pm on the day of the Celebration of Athletes.
- B. The AAU Baton Twirling Committee will coordinate the closing/award presentation at the Baton Twirling Competition Facility.

12. MEDICAL – BATON TWIRLING

- A. As a minimum, a student athletic trainer on site one (1) hour before competition begins through thirty (30) minutes after competition (including awards ceremony) ends.

13. MEETINGS – BATON TWIRLING

- A. The Host shall provide facilities for the following administrative meeting and orientation sessions:
 - 1. AAU Baton Twirling Committee with Officials (up to 30 people) to be held on Day 1 from 2:00 pm to 5:00 pm. Room to be set classroom style for 30.
 - 2. Dressing rooms may be in a meeting room, depending on proximity to the competition area.

14. RESULTS – BATON TWIRLING

- A. Host shall provide Internet access in the competition area for results and **tabulation/judging tables** to be emailed daily by the AAU Baton Committee to the Media Center or provide an individual to provide results to the AAU Media Center daily in the specified format as requested by the AAU Media Coordinator.
- B. At the competition venue, a separate area will to be available to post-meet results. This area (at least 6' to 8' h. x 16' w) can be a wall, bulletin boards, foam boards with sign standard area suited with use of either tape, pushpins or staples. The area must be pre-approved by AAU Baton Twirling Committee.

15. REGISTRATION – BATON TWIRLING

- A. Athletes and coaches shall register online.
- B. The Host shall provide area at registration for posting of competition order. This area can be a wall, bulletin boards or foam boards with sign standards or area suited with use of tape, push pins or staples. Area shall be large enough to handle 24 sheets of 8 ½" x 11" paper.
- C. Two (2) tables with access to power are needed in the registration area.

16. CREDENTIALS – BATON TWIRLING

- A. Host shall provide credentials to all registered athletes.
- B. Host shall provide wristbands to all registered coaches.

17. COMPETITION SET-UP – BATON TWIRLING

- A. Host will:
 - 1. Host will receive the exact diagram set-up from the National Baton Twirling Committee, **June 1, year of the Games.**
- B. AAU will:
 - 1. Diagram to be provided by **June 1, year of the Games** from the National Baton Twirling Committee. The diagram is subject to change based on final competition schedule.

18. PARKING – BATON TWIRLING

- A. If paid parking is required at a competition venue the host shall provide 15 complimentary daily parking passes.

CHEERLEADING

Host shall provide and/or be responsible for all items contained herein unless specifically stated that same shall be provided by the AAU.

1. FORMAT – CHEERLEADING

- A. Team and Individual Competition.
- B. 1 to 2 days of competition, which includes practice times.
- C. Approximately 200 to 400 athletes.
- D. Open event, no pre-qualification.

2. ADMINISTRATIVE – CHEERLEADING

- A. Host is responsible to work with the AAU Cheerleading Committee and its designated representatives to ensure that the competition is conducted under AAU Cheerleading rules, regulations and operating procedures, plus applicable competition rules.
- B. Host understands that as this event is the championship of the AAU and the AAU Junior Olympic Games Chair has final decision-making authority for the event.

3. SPECIFIC PAYMENTS – CHEERLEADING

- A. Intentionally left blank.

4. FACILITY REQUIREMENTS – CHEERLEADING

- A. Competition Area:
 - 1) Total square footage of approximately 8,000 square feet.
 - 2) Minimum 35 foot ceiling clearance.
 - 3) 1,000 – 1,500 minimum seating capacity.
 - 4) Air-conditioned facility maintained between 68 and 78 degrees.
- B. Practice Area:
 - 1) Total square footage of approximately 5,000 square feet.
 - 2) Minimum 35 foot ceiling clearance.
 - 3) Air-conditioned facility maintained between 68 and 78 degrees.
- C. Other Area Requirements:
 - 1) Meeting Area Requirements:
 - a) A meeting room large enough to accommodate fifty (50) individuals for meetings (Section 13). This area may also be the food and beverage room.
 - 2) Food and Beverage Area Requirements (if separate from meeting room):

- a) Area large enough to serve twenty (20) competition officials and staff.
- 3) Storage Requirements:
 - a) A lockable storage room with key given to Tournament Director that is at least 5' X 5' in size. This room should be within reasonable distance to the competition area.

5. EQUIPMENT – CHEERLEADING

- A. One (1) competition spring floor gymnastics exercise mats, including Stratum Palmer deck, 2" cross link foam and carpet with borders (same as gymnastics requirements). The floor must be a minimum of 40' x 40'.
- B. Practice/Warm-up mats which can be either one (1) additional spring floor mat, a 40' by 40' tumbling strips (same as used for tumbling competition) or a cheerleading mat.
- C. Additional 6'x42' spring floor tumbling strip.
- D. For both the competition and practice floors, all mat lines must be set horizontally to the front of the venue.
- E. Ten (10) tables (6 foot or 8 foot) for judges with skirts.
- F. Fifty (50) Chairs
- G. One (1) public address system with microphone.
- H. One (1) music sound system with ground level speakers, equipped with pitch-control, speakers, CD player and iPod hook-up.
- I. Awards stand as stated in Exhibit D.
- J. Skirted table for medal display.
- K. On-site photocopy machine with collating ability available on day of registration.
- L. One (1) computer (Intel Core I3 processor or better) with current version of Microsoft Office and Internet access.
- M. One (1) black and white laser printer.
- N. Backdrop curtains or 8-10 foot pipe and drape to be located behind the competition mat.
- O. Ropes, stanchions or 3 foot pipe and drape to separate crowd from competition area.
- P. Access to a vacuum.

6. SUPPLIES – CHEERLEADING

- A. One (1) additional toner cartridge for copier and printer.
- B. Four (4) reams of white copy paper.
- C. Three (3) water coolers.
- D. Nine hundred (900) cups for athletes per day.
- E. 500 feet of floor tape-type used for gym floors/easy to remove.
- F. Decorative plants – Two (2) 4' floor plants and four (4) smaller plants of graduating height.

7. SCHEDULE – CHEERLEADING

- A. Day One – Cheerleading Registration.
Day Two – Cheerleading Practice and Competition.
Day Three – Cheerleading Competition
- B. AAU Cheerleading National Committee will develop a schedule and will make it available to coaches and athletes.

8. PERSONNEL – CHEERLEADING

- A. Provided by Host:
 - 1) Ten (10) personnel to assist with set-up of venue the day prior to competition. Up to thirty (30) personnel needed when also setting up gymnastics equipment.
 - 2) Four (4) personnel to work the duration of the event in the following capacities (the same personnel can fill multiple capacities):
 - a. Tabulators: at least 16 years of age.
 - b. Runners
 - c. Awards Area
 - d. Announcer's Aid: Minimum of one (1) to remain next to the announcer.
 - e. Timers for each mat
 - 3) Three (3) spotters per day who have cheerleading experience.
 - 4) Host shall provide personnel to insure competition is clear of all unauthorized individuals.
 - 5) If available, an experienced music operator.
 - 6) Personnel to vacuum the competition and practice floor after setup is complete and each night after competition.
- B. AAU Shall Provide:
 - 1) One (1) competition director.
 - 2) All judges as needed.

9. AWARDS – CHEERLEADING

- A. One (1) skirted Table for medal display.
- B. Decoration of awards area with greenery.

10. FOOD AND BEVERAGE – CHEERLEADING

- A. The Host shall be responsible for the following obligations:
 - 1) Meals will be provided for twenty (20) committee members and officials to consist of two (2) of the following per day (Prefer breakfast and lunch, depending on schedule):
 - a) Breakfast to consist of coffee, juice, muffins, and fruit and be delivered one (1) hour before the start of competition.

- b) Lunch to consist of sandwich, pasta salad/chips, fruit, and soda/water.
- c) Dinners to consist of hot meal pasta/chicken, tossed salad, dessert, and soda/water.
- d) Designation of meals and delivery times will depend on the competition schedule.
- 2) Drinks to include coffee, soft drinks, and water (50/50 mix).
- 3) Host shall also provide snacks (chips, cookies, etc.) and beverages for twenty (20) to be replenished throughout the day.
- 4) Room to be open the same hours as facility is open for event.

11. ATHLETE RECOGNITION – CHEERLEADING

- A. Awards presentations will be conducted after each finals competition.
- B. Competition will conclude by 5:00pm on the day of the Celebration of Athletes.

12. MEDICAL – CHEERLEADING

- A. As a minimum:
 - 1) One (1) student athletic trainer.
 - 2) One (1) certified athletic trainer.
 - 3) EMT unit with vehicle on call, but not needed on-site.
 - 4) In place, one (1) hour prior to competition and thirty (30) minutes after competition.

13. MEETINGS – CHEERLEADING

- A. One (1) room for up to fifty (50) people for the following administrative meetings:
 - 1) Cheerleading Committee and Judges.
 - 2) Cheerleading Committee and Coaches.
- B. If meeting room not available close to the competition floor, meetings can take place on the floor.

14. RESULTS – CHEERLEADING

- A. AAU Cheerleading will provide results to be posted near the competition area.
- B. Results shall be emailed to the AAU Media Center. If no Internet access is available, Host shall provide one (1) individual to provide results to the AAU Media Center daily in the specified format as requested by the AAU Media Coordinator.

15. REGISTRATION – CHEERLEADING

- A. Participants to register online or through the AAU National Office.

16. CREDENTIALS – CHEERLEADING

- A. Host to provide:
 - 1) Each registered athlete a credential.
 - 2) Coaches credentials (wristbands) are defined by how many athletes a team has. Coaches receive free credentials when submitting the entry as a team based on the scale below:

1 – 8 Athletes	No Free Coaches Credentials
9 – 16 Athletes	One Free Coaches Credential
17 – 25 Athletes	Two Free Coaches Credentials
Over 25 Athletes	Three Free Coaches Credentials

Additional coaches may register by paying the coaches entry fee.

17. COMPETITION SET-UP – CHEERLEADING

- A. The Host will receive:
 - 1) The exact diagram description from the AAU National Cheerleading Committee **no later than June 1, year of the Games.**
- B. The AAU National Cheerleading Committee shall:
 - 1) Provide the exact diagram description to the Host **no later than June 1, year of the Games.**

18. PARKING – CHEERLEADING

- A. If there is a cost associated with parking, Host shall provide ten (10) complimentary daily parking passes for the Cheerleading Committee.

FIELD HOCKEY

Host shall provide and/or be responsible for all items contained herein unless specifically stated that same shall be provided by the AAU.

1. FORMAT - FIELD HOCKEY

- A. Approximately 120 athletes.
- B. Age Division – Girls Under 16.
- C. Athletes selected from US Field Hockey Futures Program.
- D. One (1) day of practice followed by four (4) days of competition.
- E. Pool play to finals.

2. ADMINISTRATIVE - FIELD HOCKEY

- A. Host is responsible to work with the U.S. Field Hockey Association and its designated representatives to ensure that the competition is conducted under U.S. Field Hockey rules and operating procedures.
- ~~B.~~ Host understands that as this event is an event of the AAU and the AAU Junior Olympic Games Chair has final decision making authority for the event.

3. SPECIFIC PAYMENTS - FIELD HOCKEY

- A. Host will provide two (2) designated persons \$30 per diem on both practice and competition days for a total of five (5) days. Make check payable to Karen Collins and provide on day of arrival.
- B. U.S. Field Hockey will secure all needed referees for competition.
 - 1. Host will pay \$20 per game to each Field Hockey referee assigned for each game. Each game will require two (2) officials on the field at a time.
 - 2. Host to provide a check made payable to U.S. Field Hockey for officials fees no later than the last day of competition.

4. FACILITY REQUIREMENTS - FIELD HOCKEY

- A. Competition Area
 - 1. Host shall provide one (1) field (preferably turf) to conduct the field hockey competition. Field dimensions shall be 60 yards x 100 yards. (US Field Hockey to provide a diagram)
 - a. All lines used in the measurements of the field are to be three (3) inches wide. The sidelines and back-lines including the goal lines are part of the field of play.
 - b. The center-line and 25-yard lines shall be marked throughout its length.

- c. At the center-line and each 25-yard line, a mark of 2 yards in length shall be made. This mark is to be across the center-line and 25-yard line; parallel to the sidelines and 5 yards from the outer edge of the sideline mark.
 - d. A mark 12 inches in length shall be placed inside the field of play on each sideline parallel to the back-line and 16 yards from its inner edge.
 - e. For penalty corner hits, the field shall be marked inside the field of play on back-lines on both sides of the goal at 5 yards and 10 yards from the other edge of the nearer goal-post such distance being to the further edge of those lines. For corner hits the field shall be marked inside the field of play on the back-lines 5 yards from the outer edge of the sideline. All of these marks to be 12 inches in length.
 - f. A spot 6 inches in diameter shall be marked in front of the center of each goal; the center of the spot shall be 7 yards from the inner edge of the goal line.
 - g. No marks other than those listed are permissible on the playing surface.
 - h. Flag-posts of not more than 5 feet not less than 4 feet in height, shall be placed for the whole game at each corner of the field, and at the 25-yard line; those at the 25-yard line shall be 1 yard outside the sidelines.
 - i. Unobstructed area around the field should be 5 yards at the back-line and 4 yards at the sideline.
2. Goals and Posts must meet all U.S. Field Hockey regulations and be obtained from approved manufacturer.
- a. There shall be a goal at the center of each back-line, consisting of two (2) vertical posts 4 yards apart, joined together by a horizontal cross-bar 7 feet from the ground.
 - b. The front base of the goal posts shall touch the outer edge of the back-line.
 - c. The goal posts shall not extend upwards beyond the crossbar, nor shall the crossbar extend sideways beyond the goal posts.
 - d. The goal posts and cross-bar shall be rectangular and shall be 2 inches wide, not more than 3 inches nor less than 2 inches deep and shall be painted white.
 - e. Nets shall be attached firmly to the foul posts and the crossbar, at intervals of not more than 6 inches, and shall be attached firmly outside the backboard and sideboards.
 - f. A backboard, (18 inches high X 4 ft. long) shall be placed at right angles to the back-line. The sideboards shall be fixed to the back of the goal posts, so that the width of the goal posts is not effectively increased.

- g. No chocks shall be placed inside the goal to support any of the boards.
- 3. Shooting Circles
 - a. In front of each goal a line shall be drawn 4 yards long, parallel to and 16 yards from the back-line. The 16 yards shall be measured from the inside front corner of the goal posts to the outer edge of that line. This line shall be continued each way to meet the back-lines by quarter circles having the inside front corner of the goal posts as centers. The space enclosed by these lines, including the lines themselves, shall be called the shooting circle.
- 4. Preferred surface is an artificial surface. Grass surfaces must be thatched and mowed at short length to meet U.S. Field Hockey Association approval.
- 5. The primary venue must have a minimum seating capacity of 500 – 750.
- 6. Host shall provide access to facility to enable each team to practice before competition. A minimum of one (1) hour of practice time shall be provided for each team.
- 7. Restroom/locker room access for players near team benches, separate from those used by the general public.
- 8. Press box with PA system.
- 9. Work room to be part of the facility.
- B. Other
 - 1. Host to provide a food and beverage area to seat twenty (20) officials.
 - 2. Host to provide a meeting room to seat twenty (20) at the AAU Field Hockey designated hotel.
 - 3. Host to provide a lockable storage area (10'x10') for awards and equipment. A key shall be given to the AAU Field Hockey Committee designee.
 - 4. Area for posting results.

5. EQUIPMENT - FIELD HOCKEY

- 1. Scorers table consists of two (2) tables and four (4) chairs, elevated on a 2 foot riser which is 10 feet X 10 feet.
- 2. Two (2) clean empty plastic garbage cans to hold players' sticks.
- 3. Two (2) Goal cages
- 4. Player benches – Two (2) per team, Seating for 12 – restricted access area – players' benches shall be shaded.
- 5. Five (5) total tents to be placed as follows:
 - a. Three (3) 10' X 10' tents are needed at each field. One (1) at the scorer's table and one (1) tent at each competitor's bench (total of 2).

- b. One (1) 16' X 16' tent is needed at the hospitality area, unless a room available inside a building in close proximity to the field.
- c. One (1) tent in the medical area.
- 6. Officials/Staff food and beverage tent (room) shall include:
 - a. Four (4) to six (6) tables.
 - b. Eight (8) to twelve (12) chairs.
 - c. Ice chest.
 - d. Garbage cans.
- 7. Medical tent shall include two (2) tables and four (4) chairs.
- 8. Four (4) corner flags.
- 9. Scoreboard with time clock.
- 10. Press Box – sound equipment for announcer and scoreboard control
- 11. Press room/Workroom – limited access area near field.
 - a) One (1) copy machine with sort and staple capabilities. (40 – 60 copies per day)
 - b) Internet access (USA Field Hockey to provide computer).
 - c) One (1) compatible printer.
- 12. Skirted awards table (trophy display) as defined in Section 9.

6. SUPPLIES - FIELD HOCKEY

- A. Total of six (6) water coolers with water and ice restocked throughout the day.
 - 1. Two (2) per team bench (4 total).
 - 2. One (1) per medical tent.
 - 3. One (1) per scores tent.
- B. Minimum of fifty (50) cups per water cooler per game. Cups should be restocked throughout the day.
- C. Additional back up toner cartridge for printer and copier.
- D. Four (4) reams of paper.
- E. Appropriate medical supplies as determined by the approved medical plan as stated in Section 4.9.7 and 6.9.7 of the AAU Junior Olympic Games Agreement.

7. SCHEDULE - FIELD HOCKEY

- A. USFHA (United States Field Hockey Association) will be responsible for creating and distributing schedule.
- B. Day 1 (Monday) – Athlete Check In & Coaches Meeting
Day 2 (Tuesday) – Delegation Meeting and Practice
Day 3 **through 6** (Wed - Sat) -Competition
- C. Site should be open 45 minutes before practice or competition begins (7:00 am daily).

8. PERSONNEL - FIELD HOCKEY

- A. Host shall provide:
 - 1. Site manager to be on-site daily on practice and competition days a minimum of 45 minutes prior to the start of practice or competition.
 - 2. Timer to keep track of the time as shown on the scoreboard. (Official time is kept at the officials' table in the technical tent.)
 - 3. Press announcer to announce athletes, goals, etc., during competition daily.
 - 4. Additional personnel needs are as follows:
 - a) Facility set-up on Day 1 (Sunday): 4-6 people
 - b) Practice/Competition days: 2-3 people per game (16 years of age) to serve as water fillers, ice retrievers, runners, field monitors and perform other relevant tasks.
 - c) Facility teardown (Saturday or Sunday) after competition: 4-6 people.
 - 5. Host shall provide personnel to ensure competition area is clear of all unauthorized individuals.
 - 6. Medical personnel as defined in Section 12.
- B. AAU and US Field Hockey Association (USFHA) shall provide:
 - 1. Two (2) USFHA Representatives.
 - 2. USFHA will secure all officials for the competition.

9. AWARDS - FIELD HOCKEY

- A. Host to provide skirted table for awards ceremony needed for final day of competition.

10. FOOD & BEVERAGE - FIELD HOCKEY

- A. Host to provide lunch to consist of sandwich, chips/pasta salad, fruit, and soda/water to be delivered between 12:00 p.m. and 1:00 p.m. for twenty (20) people. These meals will only be provided on competition days.
- B. In addition to meals, Host shall provide a food and beverage room at the competition venue for twenty (20) officials and VIP's. Soft drinks/water (a 50/50 mix), chips/crackers, and fruit shall be served from 9:00 am through 6:00 p.m. on competition days. (restocked throughout the day).

11. ATHLETE RECOGNITION - FIELD HOCKEY

- A. Competition will conclude by 5:00pm on the day of the Celebration of Athletes.
- B. Awards presentation to be held on final day of competition.

12. MEDICAL - FIELD HOCKEY

- A. At a minimum, a student athletic trainer must be on-site at all times during practice and competition for injuries and treatment. Trainer shall arrive one (1) hour before the beginning of the day's activities and remain until thirty (30) minutes after the conclusion.
- B. Medical is needed for practice and competition day.
- C. Certified trainer preferred instead of doctor. Taping is involved. Participants to provide their own tape. Recommend having the same medical personnel for the duration of the competition.

13. MEETINGS - FIELD HOCKEY

- A. Host shall provide time and facilities for the following administrative meeting and orientation session at the Field Hockey host hotel, if required:
 - 1. U.S. Field Hockey Association representative with Host site managers.
 - 2. U.S. Field Hockey Association delegation – twenty (20) people.
- B. Meetings will take place on Monday evening prior to the first day of practice and on Tuesday evening prior to the first day of competition.
- C. Meetings will take place at the US Field Hockey designated hotel.

14. RESULTS - FIELD HOCKEY

- A. Results shall be emailed to AAU Media Center. If no Internet access at venue, Host is to designate an individual to provide results to the AAU Media Center daily.
- B. Host shall post results and updates each day. Information shall be kept current for all competitions.

15. REGISTRATION - FIELD HOCKEY

- A. Athletes and coaches shall register online.

16. CREDENTIALS - FIELD HOCKEY

- A. Host to provide credentials to all registered athletes.
- B. Host to provide wristbands to all registered coaches.

17. COMPETITION SET-UP FIELD HOCKEY

- A. Host shall:
 - 1. Set-up facilities according to the US Field Hockey Association.
 - 2. Receive from the AAU on **June 1, year of the Games**, a diagram of the field set-up.

- B. AAU shall:
 - 1. On **June 1, year of the Games**, submit to the Host an exact diagram field set-up.

18. PARKING – FIELD HOCKEY

- A. If paid parking is required at the competition venue, Host shall provide seven (7) complimentary parking passes per day.

JUMP ROPE

Host shall provide and/or be responsible for all items contained herein unless specifically stated that same shall be provided by the AAU.

1. FORMAT – JUMP ROPE

1. Approximately 300-500 athletes.
2. Male and female.
3. Age divisions include 8 and under, 9-10, 11-12, 13-14, 15-17, 18-22.
4. Athletes compete in single, pairs, double Dutch and group routine (freestyle, power and speed components).
5. One (1) practice day followed by four (4) competition days.
6. Athletes must qualify at a regional or open competition.

2. ADMINISTRATIVE – JUMP ROPE

- A. Host is responsible to work with the AAU Jump Rope Committee and its designated representative to ensure that the competition is conducted under the AAU Jump Rope and USA Jump Rope rules, regulations and operating procedures.
- B. Host understands that as this event is a championship of the AAU and the AAU Junior Olympic Games Chair has final decision-making authority for the event.

3. SPECIFIC PAYMENTS – JUMP ROPE

- A. Intentionally left blank.

4. FACILITY REQUIREMENTS – JUMP ROPE

- A. Competition Area Requirements:
 1. Competition and staging area with hardwood flooring or sport court, as approved by the AAU Jump Rope Committee. If sport court is used, it must be smooth and complete flat with no protruding pieces and must include carpet or felt-like mat underneath. Minimum space requirement 11,200 sq. ft. or 140' x 80'.
 2. A practice area with sport court or hardwood flooring. Minimum space requirement 12,000 sq. ft. or 150' x 80'.
 3. Bleachers to accommodate 1,500 spectators at competition area in addition to the minimum space requirement.
 4. Air-conditioning in both competition and practice areas (room temperature shall be between 68 and 78 degrees Fahrenheit).
- B. Other:
 1. Food and beverage room to accommodate ninety (90).
 2. Meeting space at the competition facility as outlined in Section 13.

3. Provide lockable storage area (10'x10') for awards and equipment. A key shall be provided to the AAU National Chair or designee.

5. EQUIPMENT – JUMP ROPE

- A. Thirty-four (34) skirted tables (6 foot or 8 foot)
 1. Twenty-four (24) tables for competition area.
 2. Ten (10) tables for Food & Beverage Room.
- B. One hundred (100) chairs.
- C. One (1) public address system and one (1) music sound system equipped with at least six (6) speakers (four (4) for competition floor, two (2) for warm-up area) and two (2) MP3 player hook-ups (1/8" mini stereo jacks) that can be played concurrently. System should be operable from the announcers' table and be able to be heard throughout competition area and spectator seating.
- D. Two (2) microphones. One (1) must be wireless.
- E. Skirted awards table (awards display) and awards stand as defined in Section 9.
- F. On-site photocopy machine (must have ability to sort and collate). Must be located directly in the competition area or in AAU On-site office.
- G. Two (2) laptop computers (Intel Core I3 processor or better) complete with current version of Microsoft Office 2007 or better (must include Microsoft Access) with Internet access.
- H. Five (5) Flat screen TV /Displays with hook-up cables to connect to scoring iPads. Internet connection is needed to run scoring system.
- I. One (1) laser printer to be available.
- J. 8 foot pipe and drape for judges' tables and award platform backdrop.
- K. 3 foot pipe and drape to separate spectators from competition floor.
- L. Presenter stand or stage for announcer (riser to accommodate 2 skirted tables – approximately 16' x 8' x 2').
- M. DVD player with TV to be used for meeting on Day 1.

6. SUPPLIES – JUMP ROPE

- A. One (1) case of copy paper.
- B. Additional back-up toner cartridge for copy machine and printer.
- C. Two (2) water coolers to be placed in warm-up area and by judges' tables with cups for athletes to be restocked throughout the day (minimum of 400 per day per cooler). Water and ice to also be restocked throughout the day.
- D. Floor tape used for gym floors, which is easy to remove (minimum of 1500 feet). Tape should be a contrasting color to existing floor markings.
- E. Twenty-five (25) personnel shirts and credentials for personnel supplied by AAU Jump Rope Committee. These shirts and credentials shall be the same as given to personnel in 8.A.3.

- F. Directional signage at the facility as determined by the AAU Jump Rope Committee (i.e. Athletes Only, Warm-Up Area, Staging, etc.)
- G. Appropriate medical supplies as determined by the approved medical plan as stated in Section 4.9.7 and 6.7.9 of the AAU Junior Olympic Games Agreement.
- H. Results boards or wall space for posting results (approximately 32 to 48 feet).

7. SCHEDULE – JUMP ROPE

A. Day One:	Registration	Hours open
	Practice	9am to 7pm
	Officials/Judges Training Session	2pm to 5pm
	Officials/Coaches Meeting	5:30pm to 7pm
Day Two:	Officials/Coaches Meeting	8am to 9am
	Competition	9am to 6pm
Day Three:	Officials/Coaches Meeting	8am to 9am
	Competition	9am to 6pm
Day Four:	Officials/Coaches Meeting	8am to 9am
	Competition	9am to 6pm
Day Five:	Officials/Coaches Meeting	8am to 9:30am
	Competition, Awards, Demonstration	9:30am to 6pm

- B. Times are subject to change based on number of participants.
- C. The AAU Jump Rope Committee is responsible for developing the competition schedule and distributing at Athlete Registration.

8. PERSONNEL – JUMP ROPE

- A. Host shall provide:
 1. Site manager to serve as liaison to the Jump Rope Committee. This position could be the same as the Sports Coordinator, but must be present at the facility during the event.
 2. Two (2) adult personnel on set-up day to assist with taping floor, setting up tables, etc.
 3. Eight (8) local adult personnel during the duration of the event (all hours of competition) to help as runners, awards presenters, food and beverage, and/or floor help.
 4. Personnel to ensure the competition area is clear of all unauthorized individuals.
 5. Medical personnel as defined in Section 12.
- B. AAU Jump Rope Committee will provide:
 1. AAU National Jump Rope Chairperson will appoint a committee member to act as Tournament Director.
 2. All technical officials required.
 3. A local jump rope chair.

4. Twenty-five (25) additional personnel to serve as technical volunteers.

9. AWARDS – JUMP ROPE

- A. Appropriate awards stand as defined in **Exhibit D (Individual)**. Awards stand shall be for three (3) places which will accommodate teams of four (4) to eight (8) participants.
- B. Additional equipment as defined in Section 5 (skirted table, pipe and drape, microphone).

10. FOOD & BEVERAGE – JUMP ROPE

- A. Deliver ninety (90) meals for lunch during each day of competition. The average will be 90. Exact numbers will be available after the schedule is complete (approximately 2 weeks out).
 1. Time of delivery for each meal shall be between 11:30 am and 12:00 noon
 2. Meals shall consist of a healthy sandwich or salad, full lunch with fruit and drink. Menu will vary each of the four (4) days.
- B. In addition to meals, Host is to provide soda/water (50/50 mix), chip/crackers, and fruit to be restocked during competition hours for a total of ninety (90) people.
- C. A wide, healthy variety of food at concessions (breakfast, lunch, snacks) is needed for the athletes who stay at the venue all day.

11. ATHLETE RECOGNITION– JUMP ROPE

- A. Awards presentation, in conjunction with the National Jump Rope Committee, will be held daily with a closing awards presentation on the last day of competition.
- B. Under the direction of the National Jump Rope Committee, the on-site site manager (or Sports Coordinator) will arrange for reconfiguration of competition area for the Awards Presentation on final day of competition and should be present for Awards Presentation.
- C. Competition will conclude by 5:00 pm on the day of the Celebration of Athletes.

12. MEDICAL – JUMP ROPE

- A. At a minimum, one (1) student athletic trainer is required during all competition and practice hours. Trainer shall arrive one (1) hour before the start of competition and remain until thirty (30) minutes after the conclusion of competition.

13. MEETINGS – JUMP ROPE

- A. Day One:

1. 2:00 pm to 5:00 pm – Judges Training (30 people) DVD/TV needed.
 2. 5:30 pm to 7:00 pm - Coaches/Judges meeting at competition facility for 120 people (Set-up depends on the facility layout - could be held in the facility bleachers if separate from practice or a separate room)
- B. Day Two through Five:
1. 8:00 am 10:30 am - Coaches/Judges meeting at competition facility for 120 people (theater style).

14. RESULTS –JUMP ROPE

- A. Wall space or bulletin board for daily results to be posted. A minimum of 32 sq. ft. in foyer or similar area.
- B. Internet access needed at head table for emailing results to Media Center.
- C. AAU Jump Rope Committee will provide result sheets to be posted.

15. REGISTRATION – JUMP ROPE

- A. Athletes and coaches shall register online.
- B. Onsite Registration/Check-In:
 1. Two (2) tables and four (4) chairs for AAU Jump Rope Committee.
 2. Wall space or bulletin board for posting schedule information.

16. CREDENTIALS –JUMP ROPE

- A. Host to provide credentials to all registered athletes.
- B. Host to provide wristbands to all registered coaches.

17. COMPETITION SET-UP – JUMP ROPE

- A. Host shall:
 1. Supply to the AAU Jump Rope Committee a schematic of the facility by **April 1, year of the Games**.
 2. Receive from the AAU on **June 1, year of the Games**, a diagram of the competition floor plan, which will be tailored to the specific venue.
 3. Set-up facility according to AAU Jump Rope guidelines.
 - a. Set-up consists of, but is not limited to, four (4) 40'x40' taped competition areas, judging areas and athlete staging area.
- B. AAU shall:
 1. On **June 1, year of the Games**, submit to the Host a diagram of the competition floor plan/layout.

18. PARKING – JUMP ROPE

- A. If paid parking is required at the competition venue, Host shall provide forty (40) daily parking passes.

KARATE

Host shall provide and/or be responsible for all items contained herein unless specifically stated that same shall be provided by AAU.

1. FORMAT - KARATE

- A. Approximately 200-300 athletes.
- B. Boys and girls age 7 to 22.
- C. One (1) day of competition (Two (2) days of competition possible).
- D. Coaches' clinic held one (1) day prior to competition.
- E. Athletes must qualify through a District, Regional or National event.

2. ADMINISTRATIVE – KARATE

- A. Host is responsible to work with the National AAU Karate Committee and its designated representatives to ensure that the competition is conducted under AAU Karate rules and operating procedures.
- B. Host understands that as this event is a championship of the AAU and the AAU Junior Olympic Games Chair has final decision-making authority for the event.

3. SPECIFIC PAYMENTS - KARATE

- A. A one thousand (\$1,000) dollar payment shall be made to the AAU Karate Committee. Payment shall be due seven (7) days prior to the commencement of the event.

4. FACILITY REQUIREMENTS - KARATE

- A. Competition Area
 - 1. Venue must be air-conditioned. The temperature in the venue shall be maintained between 68 and 78 degrees Fahrenheit.
 - 2. Venue including men's and women's locker room facility
 - 3. Staging area. Approximately 2,000-3,000 square feet.
 - 4. Venue must accommodate a minimum of four (4) competition rings (45' X 45' Tatamis mats), as well as adequate room for:
 - a) Officials' tables
 - b) Ring personnel
 - c) The athletes of the division. The following formula will be used to accommodate AAU Karate's requirements:
 - ◆ 0-250 Athletes 3 Rings
 - ◆ 250-500 Athletes 4 Rings
 - 5. Spectator seating to accommodate 800 (approximately 250 per ring). Seating should be raised above competition floor, if possible and be set-up around the competition area.

- B. Other
 - 1. Meeting room to accommodate a maximum of fifty (50) people, as defined in Section 13.A. Meeting to be held the day before competition.
 - 2. Meeting room to accommodate a maximum of one hundred (100) people, as defined in Section 13.B. Meeting to be held the day before competition.
 - 3. Food and beverage room to accommodate a maximum of fifty (50) people.
 - 4. Lockable storage area shall be minimum of 10' x 10' for awards/equipment. The key shall be given to the AAU National Karate Chair or designee.

5. EQUIPMENT - KARATE

- A. Competition floors and mats as required by AAU. Contact AAU National Karate Chair for specifications.
- B. Thirteen (13) tables with skirts and one hundred (100) chairs. Approximately twenty (20) of these chairs will go directly on the mats and must have protective coverings on the feet. Tennis balls can be used to protect the mats.
- C. Public address system with table microphone for head table with two (2) speakers will be required. System should have music capabilities with computer hook-up, MP3 and iPod/iPhone hook-up cables and capabilities.
- D. A second mini P.A. system with two (2) speakers for the staging area.
- E. Awards stand for six (6) places as defined in **Exhibit D**.
- F. 3 foot pipe and drape is required around the competition rings and behind the head table to separate competition area from the spectator area.
- G. 8 foot pipe and drape or divider drape for staging area. Chairs are not needed in the staging area.
- H. Riser/platform to elevate the head table.
- I. Green plants for venue.
- J. One (1) high speed laser printers that can be taken to and from the Karate Hotel and competition venue.
- K. Internet access at competition venue.
- L. Access to copy machine.

6. SUPPLIES - KARATE

- A. Two (2) reams of 8 1/2 x 14 copy paper and two (2) reams of 8 1/2 x 11 copy paper.
- B. Additional back-up toner cartridge for copier and printer.
- C. Medical supplies as determined by the approved medical plan as stated in Section 4.9.7 and 6.9.7 of the AAU Junior Olympic Games Agreement.

7. SCHEDULE - KARATE

- A. Day One
 - 1. Athlete & Coach Registration
 - 2. Venue set-up
 - 3. Coaches clinic at registration site, competition site or host hotel
 - 4. Staff clinic at registration site, competition site or host hotel
- B. Day Two
 - 1. Karate Opening Presentation
 - 2. Kobudo, Kata & Kumite Competition
 - 3. Clean-up venue and mats
- C. AAU National Karate Committee will be responsible for creating and distributing schedule.

8. PERSONNEL - KARATE

- A. The Host shall provide the following personnel:
 - 1. Ten (10) people for set up (4 hours to set-up) and take down crew (4 hours to take down)
 - 2. Four (4) general personnel which includes the following
 - a. Scorekeepers
 - b. Timekeepers
 - c. Awards
 - d. Runners
 - 3. Host shall provide personnel to insure competition area is clear of all unauthorized personnel. Only AAU certified coaches are allowed on the floor.
 - 4. Medical personnel as defined in Section 12.
- B. The AAU National Karate Committee will provide the following personnel:
 - 1. Sport specific personnel including but not limited to scorekeepers, charters, expeditors, timekeepers and callers.
 - 2. All referees required.
 - 3. Chairman of referees' council (Head Referee) or Referee Director.
 - 4. Floor coordinator or Floor Director (property master).
 - 5. Staging coordinator or Staging Director.
 - 6. Chief Charter (Computer service director) or Administrative Director
 - 7. Staff/Personnel Director
 - 8. Coaching Director

9. AWARDS - KARATE

- A. Host is to provide appropriate awards area including Awards Podium as stated in **Exhibit D**. Awards will be given out daily.

10. FOOD & BEVERAGE - KARATE

- A. Host to provide thirty (30) breakfasts, to consist of coffee, juice, muffins (50/50 mix) and fruit to be delivered at 7:30 am.
- B. Host to provide thirty (30) lunches to consist of sandwich, chips/pasta salad, fruit, and soda/water to be delivered at 12:00 PM. These meals will only be provided on each competition day.
- C. In addition to meals, host to provide soda/water/coffee (50/50 mix), chips/crackers, and fruit in food and beverage room. Room shall be open hours of competition and be restocked throughout the day.

11. ATHLETE RECOGNITION – KARATE

- A. Competition will conclude by 5:00 pm on the day of the Celebration of Athletes.
- B. Karate will conduct a sport specific Opening Ceremony the morning of the first day of competition.
- C. Awards presentation will be conducted throughout the competition.

12. MEDICAL - KARATE

- A. As a minimum three (3) to four (4) student athletic trainers for competition day that should be stationed at the specific karate competition site. Number depends on quantity of rings being utilized.
- B. The student athletic trainers should be on site one (1) hour before competition and thirty (30) minutes after competition ends.

13. MEETINGS - KARATE

- A. Officials Meeting with National AAU Karate Chair or designated representative. The room shall accommodate a maximum of fifty (50) people and should be set up in a classroom style. Meeting to be held the day before competition.
- B. Coaches Clinic with National AAU Karate Chair or designated representative and Tournament Director. The room shall accommodate sixty (60) people and shall be set up in a classroom style. Meeting to be held the day before competition.

14. RESULTS – KARATE

- A. AAU to post any results in conjunction with the AAU National Karate Committee.
- B. Results to be emailed to Media Center by AAU Karate.

15. REGISTRATION - KARATE

- A. Athletes and coaches shall register online.
- B. The Host shall understand that a coach's registration received by the Host does not constitute acceptance into the event by the AAU Karate Committee. Coaches must be certified by AAU Karate.
- C. AAU Karate Committee reserves the sole right to accept or reject coaches' into the event based on the sport's committees operating procedures.

16. CREDENTIALS – KARATE

- A. Host to provide credentials to all registered athletes.
- B. Host to provide credentials and wristbands to all registered coaches.

17. COMPETITION SET-UP – KARATE

- A. Host will:
 - 1. Host will receive the exact diagram set-up from the AAU National Karate Committee by **June 1, year of the Games**.
- B. AAU will:
 - 1. By **June 1, year of the Games**, the AAU National Karate Committee will submit to the Host a diagram of the competition floor plan/layout.

18. PARKING - KARATE

- A. If parking is required at a competition venue the host shall provide twenty (20) daily complimentary parking passes.

SPORT STACKING

Host shall provide and/or be responsible for all items contained herein unless specifically stated that same shall be provided by the AAU.

1. FORMAT – SPORT STACKING

1. Approximately 325 Athletes.
2. Male and female.
3. Age divisions include 6U to 18. Additional adult divisions included.
4. Two (2) days of competition.
5. Athletes must participate at a local, regional or national WSSA event to qualify according to quota allowed per event level.

2. ADMINISTRATIVE – SPORT STACKING

- A. Host is responsible to work with the AAU and its designated representative to ensure that the competition is conducted under the AAU and WSSA rules, regulations and operating procedures.
- B. Host understands that as this event is a championship of the AAU Sport Stacking Program. The AAU Junior Olympic Games Chair has final decision-making authority for the event.

3. SPECIFIC PAYMENTS – SPORT STACKING

- A. N/A

4. FACILITY REQUIREMENTS – SPORT STACKING

- A. Competition Area Requirements:
 1. Competition area with hardwood flooring or concrete. Minimum space requirement 25,000 Sq. Ft.
 2. Seating to accommodate 500 spectators. Elevated bleachers preferred.
 3. Air-conditioning in both competition and practice areas (room temperature shall be between 68 and 78 degrees Fahrenheit).
- B. Other:
 1. Training room to accommodate forty (40). Can be in competition area behind 8' pipe and drape.
 2. Provide lockable storage area (10'x10') for awards and equipment. A key shall be provided to the AAU National Chair or designee.
 3. At least 10 Mbps up and down. If Wired, ethernet cable run to our data entry area. If Wireless, we will need login information available during setup and our event.

5. EQUIPMENT – SPORT STACKING

- A. Tables:
 - 1. Fifteen (15) tables for management area, awards and logistics (6' or 8' tables).
 - 2. One Hundred and Twenty (120) competition tables (must be 6' tables). Tables must be sturdy, either Formica top or the plastic surface with solid wood interior. These tables are not skirted. Lightweight or worn/old wooden tables will not suffice.
 - 3. Ten (10) tables for Food & Beverage Room.
- B. Two hundred (200) chairs.
- C. Public Address Systems:
 - 1. One (1) public address system with one (1) wireless and four (4) wired microphones/mic stands and four (4) speakers and ability to play an IPod. This system must be heard throughout the competition and spectator area.
 - 2. One (1) additional portable sound system one (1) wired microphone /mic stand and two (2) speakers to be set-up within the competition space with the ability to run simultaneously with public address system.
- D. Electrical outlets to accommodate up to four (4) additional sound systems and twelve (12) video cameras. Equipment to be supplied by WSSA.
- E. Access to a copy machine (must have ability to sort and collate).
- F. One (1) computer (intel core I3) complete with current version of Microsoft Office and access to the internet.
- G. One (1) laser printer.
- H. One (1) elevated screen approximately 9' x 16' and short throw LCD projector approximately 5000 lumens; Screen and projector can be flown from ceiling or on stands from floor.
- I. Two (2) elevated large screen TV monitors (60"). Must connect to computer systems.
- J. 8 foot pipe and drape, approximately 220 feet.
- K. 16 foot pipe and drape, approximately 30 feet.
- L. 3 foot pipe and drape, approximately 600 feet.
- M. Riser platforms (skirted)
 - 1. Two (2) risers approximately 8' x 4' x 16".
 - 2. Three (3) risers approximately 8' x 4' x 24".

6. SUPPLIES – SPORT STACKING

- A. One (1) case of copy paper.
- B. Additional back-up toner cartridge for copy machine and printer.
- C. Two (2) water coolers with cups for athletes to be restocked throughout the day (minimum of 400 per day per cooler). Water and ice to also be restocked throughout the day.

- D. Appropriate medical supplies as determined by the approved medical plan as stated in Section 4.9.7 and 6.7.9 of the AAU Junior Olympic Games Agreement.
- E. Results boards or wall space for posting results (approximately 16 feet).

7. SCHEDULE – SPORT STACKING

- A. Day One: Registration Hours open
- Day Two: Competition 7:45am to 6pm
- Day Two: Competition 7:45am to 6pm
- B. Times are subject to change based on number of participants.
- C. The AAU and designee are responsible for developing the competition schedule and distributing at Athlete Registration.

8. PERSONNEL – SPORT STACKING

- A. Host shall provide:
 - 1. Site manager to serve as liaison to the Sport Stacking designee. This position could be the same as the Sports Coordinator, but must be present at the facility during the event.
 - 2. Five (5) adult personnel on set-up day and tear-down day to assist assembly and striking.
 - 3. Fifteen (15) per day local adult personnel during the duration of the event (all hours of competition) to help as runners, awards presenters, food and beverage, and/or floor help.
 - 4. Personnel to ensure the competition area is clear of all unauthorized individuals.
 - 5. Medical personnel as defined in Section 12.
- B. AAU National and WSSA will provide:
 - 1. WSSA staff of approximately forty (40) people
 - 2. Up to fifty (50) volunteer officials from the local area

9. AWARDS – SPORT STACKING

- A. Sections above include one main awards area.
- B. Second space for awards and photos. WSSA will provide appropriate backdrop(s) and podium/signs.

10. FOOD & BEVERAGE – SPORT STACKING

- A. Provide seventy (70) meals for breakfast and lunch during each day of competition.
 - 1. Time of delivery/availability for each meal shall be between 7:00 a.m. and 7:30 a.m. for breakfast preferred and 11:30 am and 12:00 noon for lunch.
 - 2. Meals shall consist of a healthy breakfast items and for lunch, a sandwich or salad, with fruit and drink.

- B. In addition to meals, Host is to provide soda/water (50/50 mix), chip/crackers, and fruit to be restocked during competition hours for a total of seventy (70) people. Items to be delivered to competition area.

11. ATHLETE RECOGNITION– SPORT STACKING

- A. Awards presentation, in conjunction with the AAU National, will be held daily with a closing awards presentation on the last day of competition.
- B. Competition will conclude by 5:00 pm on the day of the Celebration of Athletes.
- C. WSSA conducts an event ceremony on first day of competition. This ceremony must be coordinated with AAU if other sports are competing in the same venue.

12. MEDICAL – SPORT STACKING

- A. At a minimum, one (1) student athletic trainer is required during all competition and practice hours. Trainer shall arrive one (1) hour before the start of competition and remain until thirty (30) minutes after the conclusion of competition.

13. MEETINGS – SPORT STACKING

- A. No additional meeting space needed.

14. RESULTS – SPORT STACKING

- A. Wall space or bulletin board for daily results to be posted. A minimum of 16 ft. in foyer or similar area.
- B. Internet access needed at head table for emailing results to Media Center.

15. REGISTRATION – SPORT STACKING

- A. Athletes and coaches shall register online through AAU.
- B. Onsite Registration/Check-In:
 - 1. Three (3) tables and six (6) chairs for WSSA
 - 2. Wall space or bulletin board for posting schedule information.

16. CREDENTIALS – SPORT STACKING

- A. Provide credentials to all registered athletes.
- B. Provide wristbands for all volunteers and staff (up to 70).

17. COMPETITION SET-UP – SPORT STACKING

- A. Host shall:

1. Supply to the AAU and WSSA a schematic of the facility by **April 1, year of the Games**.
 2. Receive from the AAU and WSSA on **June 1, year of the Games**, a diagram of the competition floor plan, which will be tailored to the specific venue.
 3. Set-up facility according to AAU National and WSSA guidelines.
- B. AAU shall:
1. On **June 1, year of the Games**, submit to the Host a diagram of the competition floor plan/layout.

18. PARKING – SPORT STACKING

- A. If paid parking is required at the competition venue, Host shall provide fifty (70) daily parking passes.

SWIMMING

Host shall provide and/or be responsible for all items contained herein unless specifically stated that same shall be provided by the AAU.

1. FORMAT – SWIMMING

- A. Approximately 250-450 athletes.
- B. Male and Female.
- C. Age Divisions: 8 & Under, 9-10, 11-12, 13-14, 15-18.
- D. One (1) day of practice followed by four (4) days of competition. **Practice day include competition during an evening session.**
- E. Athletes qualify by placing 1st –3rd at a District Meet or by meeting a certain time standard.

2. ADMINISTRATIVE - SWIMMING

- A. Host is responsible to work with the AAU National Aquatics Chair and the Host designated representatives to ensure that the competition is conducted under AAU Swimming and USA Swimming (USAS) rules and operating procedures.
- B. Host understands that this is a program of the AAU and the AAU Junior Olympic Games Chair has final decision-making authority for the event..
- C. Host shall be responsible for securing a local USAS club who shall apply for and obtain the appropriate USAS approvals, as well as provide much needed promotional and logistical support (i.e. USAS athlete addresses to promote said event).
- D. Host shall coordinate all promotional plans for the event with the AAU National Headquarters, Games Director and AAU National Aquatics Chair.
 - 1. Secure statewide and regional AAU, USAS, YMCA, club/team addresses and information by **January 15, year of the Games.**
 - 2. Advertise at all local pools.
 - 3. Obtain coaches and/or club phone numbers.

3. SPECIFIC PAYMENTS - SWIMMING

- A. Host is responsible for payment of the approval fees with USAS.

4. FACILITY REQUIREMENTS - SWIMMING

- A. Competition Area
 - 1. Facility must have at least an eight-lane 50-meter pool with non-turbulence lane dividers.
 - 2. Pool must have a minimum pool turn end depth of four (4) feet at one (1) meter from the wall.
 - 3. Minimum seating for 500 spectators.

4. Operational public address system.
 5. Pool should be closed to the general public during the event and made available to participants the day prior to meet for practice from 12:00 noon to 8:00 pm.
 6. Water temperature between 78-82 degrees Fahrenheit.
 7. Operational scoreboard with an eight (8) lane read out.
- B. Other
1. Meet Manager office area to be a room near the deck in a secure location or raised platform on deck.
 2. Meeting room for scratch and coaches meeting to be held the evening prior to the first day of competition and daily every morning during the meet. This room shall be located at the venue and shall also act as the officials' and coaches' food and beverage room for the duration of the event. Room must accommodate fifty (50) people.
 3. Lockable storage area (10 feet x10 feet) for awards and equipment. A key shall be provided to the AAU National Aquatics Chair or designee.
 4. Awards area of approximately 30 feet x 30 feet, preferable separate from pool deck.
 5. Area to post heat sheets at athlete registration and competition facility. Results shall also be posted at the competition facility for participants and spectators.
 6. Locker rooms for male and female swimmers.

5. EQUIPMENT - SWIMMING

- A. One (1) touch pad per lane at each end (start and turn) and at least three (3) back-up pads.
- B. Two (2) stop watches per lane to back-up timing.
- C. One (1) starting block per lane with two (2) back-up blocks.
- D. Two (2) backstroke flags.
- E. Shaded area, or tent, for swimmers to await their event (40 feet X 40 feet if outdoor facility).
- F. Shaded area for times on each lane if outdoors.
- G. One hundred (100) chairs
- H. Eight (8) tables for competition area. Additional tables will be provided for the meeting/food and beverage room. Quantity to be determined by the size of the room.
- I. One (1) copy machine with the ability to sort and staple.
- J. One (1) computer (Intel Core I3 processor or better) with the current version of Microsoft Office and access to the Internet.
- K. One (1) laser printer.
- L. Hy-Tek meet manager program (current version).
- M. Automated timing system (Colorado Timing System)
- N. Awards area equipment:

1. Awards stand as defined in Section 9.
 2. AAU logo shall be displayed on the first place podium.
 3. Pipe and drape behind the entire awards podium (10 feet high).
 4. Two (2) decorative trees at either end.
 5. Two (2) skirted tables to display awards.
- O. One (1) recall device.
- P. One (1) set of meet forms (DQ records (two part), relay take off judge forms, etc.)
- Q. Riser (8' x 8' x 3') for meet manager on deck with access to electrical. This location needs to be separated from spectators.
- R. Stanchions or barricades to separate spectators from the pool deck.

6. SUPPLIES - SWIMMING

- A. Twenty (20) reams of paper.
- B. Additional back-up toner cartridge for copier.
- C. Additional back-up toner cartridge for printer.
- D. Four (4) water coolers, ice and four hundred (400) paper cups per cooler. Uninterrupted supply of ice, water and cups throughout the day.
- E. Directional signage at the facility.
- F. Appropriate medical supplies as determined by the approved medical plan as stated in Section 4.9.7 and 6.9.7 of the AAU Junior Olympic Games Agreement.

7. SCHEDULE – SWIMMING

- A. Competition Schedule:
 Day 1 – Check-In, Practice, Coaches Meeting and Competition
 Day 2 – Competition & Coaches Meeting
 Day 3– Competition & Coaches Meeting
 Day 4– Competition & Coaches Meeting
- B. Host shall produce a heat sheet as designated by the AAU National Aquatics Chair. One copy is to be provided to each registered coach. Heat sheets may be sold to parents, athletes and other spectators at a reasonable cost that is approved by the AAU National Aquatics Chair.
- C. The Local Sports Coordinator shall post schedule/heat sheets at the general athlete registration site.

8. PERSONNEL - SWIMMING

- A. Host shall provide the following personnel:
 1. Host shall submit a list of secured local officials by position scheduled to work the meet to the National AAU Aquatics Chair by **July 15, year of the Games**. The following positions should be filled by the above-mentioned date.

- a. The following staff must be USAS certified and perform duties as defined by the USAS and the AAU (one per session).
 - i. Meet Director
 - ii. Four (4) Starters
 - iii. Three (3) Referees
 - iv. One (1) Meet Referee
 - v. One (1) Head Chief Judge
 - vi. Four (4) Chief Judges
 - vii. Twelve (12) Stroke and Turn Judges
 - viii. One (1) Meet Administrator
 - b. Two (2) timers per lane, per session. Timers must wear volunteer shirt and khaki shorts or pants.
 - c. Two (2) runners per session.
 - d. Three (3) awards personnel per session (during finals).
 - e. One (1) announcer per session.
 - f. One (1) lifeguard per session.
 - g. One (1) hospitality coordinator per session.
2. Media Center Results Coordinator to be responsible for daily submitting results to the AAU Media Center in a format designated by the AAU.
 3. Other officials to manage such activities as agreed upon by the AAU National Aquatics Chair and the local swimming chairperson.
 4. Host shall provide personnel to ensure the competition area is clear of unauthorized individuals.
 5. Medical personnel as defined in Section 12.
- B. The AAU shall provide the following personnel:
1. AAU National Aquatics Chair or designee.
 2. Additional personnel may be supplied through participating clubs.

9. AWARDS – SWIMMING

- A. Host to provide appropriate awards stand as defined in **Exhibit D** (individual).
- B. Awards stand shall accommodate at least six (6) places. AAU Swimming awards medals through eight (8) places and ribbons for 9th through 16th place.
- C. AAU logo shall be displayed on the first place podium.
- D. Approximately 30 feet x 30 feet is needed for the Awards Area, preferable separate from the pool deck.
- E. Required equipment is listed in Section 5.N.
- F. All medals should be stored in a secured room.

10. FOOD & BEVERAGE - SWIMMING

- A. The Host shall be responsible for two (2) meals per day for seventy-five (75) people (each meal) for each day of competition.
 - 1. Lunch shall be delivered between 12:00 noon and 1:00 pm. Lunch to consist of a sandwich, pasta salad/chips, fruit and soda/water.
 - 2. Dinner shall be delivered between 5:00 pm and 6:00 pm. Dinner to consist of a hot meal – pasta/chicken, tossed salad, dessert and soda/water.
- B. In addition, drinks (coffee, soft drinks, water) and snacks (chips, crackers, fruit) shall be available for seventy-five (75) throughout the duration of the competition.
- C. Room shall be open same hours as competition and warm-ups, and restocked throughout the competition.

11. ATHLETE RECOGNITION – SWIMMING

- A. Competition will be concluded by 5:00 pm on the day of the Celebration of Athletes.
- B. Awards presentation will be conducted each day after the finals of each event.

12. MEDICAL- SWIMMING

- A. At a minimum, AAU Swimming requires one (1) certified athletic trainer thirty (30) minutes to one (1) hour before the start of each day's activity (competition and practice) and remain until thirty (30) minutes after the conclusion of each day's activity. Must be first aid and CPR certified.

13. MEETINGS - SWIMMING

- A. Coaches Meeting room located at the facility for at least fifty (50) people the evening prior to the first day of competition
- B. Daily scratch and coaches meeting room located at the facility. Room can also act as a the food and beverage room for the duration of the event, set for at least fifty (50) people.

14. RESULTS – SWIMMING

- A. Area shall be provided to post results in the competition and spectator area.
- B. Host is to designate an individual to daily provide results to the AAU Media Center in the specified format as requested by the AAU Media Coordinator. Results can be provided by email.

15. REGISTRATION - SWIMMING

- A. Athletes and coaches shall register online.
- B. Report with athlete information will be forwarded to the Local Meet Director for entry into the Hy-Tek system.
- C. Host to provide area at Registration to post heat sheets (Section 4.B.4.)

16. CREDENTIALS - SWIMMING

- A. Host to provide credentials to all registered athletes.
- B. Host to provide wristbands to all registered coaches.

17. COMPETITION SET-UP – SWIMMING

- A. Host shall:
 - 1. Receive from the AAU on **June 1, year of the Games**, a diagram/description of the competition set-up.
- B. AAU shall:
 - 1. On **June 1, year of the games**, submit to the Host a diagram/description of competition set-up.

18. PARKING - SWIMMING

- A. If paid parking is required at the competition venue, Host shall provide ten (10) daily complimentary parking passes.

TAEKWONDO

Host shall provide and/or be responsible for all items contained herein unless specifically stated that same shall be provided by the AAU.

1. FORMAT - TAEKWONDO

- A. Boys and Girls
- B. 300 to 400 Athletes
- C. 2 days of competition
- D. Divisions offered by two year age breaks 6-7, 8-9...16-17, and collegiate.
- E. Three events include forms, point sparring, Olympic sparring.
- F. Athletes qualify through District Championships.

2. ADMINISTRATIVE - TAEKWONDO

- A. Host is responsible to work with the AAU Taekwondo Chair and the designated representatives to ensure that the competition is conducted under AAU Taekwondo rules and operating procedures.
- B. Host understands that as this event is an AAU Championship and the AAU Junior Olympic Games Chair has final decision-making authority for AAU Taekwondo.

3. SPECIFIC PAYMENTS - TAEKWONDO

- A. Intentionally left blank.

4. FACILITY REQUIREMENTS - TAEKWONDO

- A. Competition Area Requirements:
 - 1) Air Conditioning in room shall be kept between 68 and 78 degrees Fahrenheit.
 - 2) Approximately 300 to 400 athletes in arena.
 - 3) Competition area large enough (approx. 15,000 sq. ft.) to accommodate:
 - a) Three (3) to Four (4) rings 12 meters by 12 meters with a 6 foot perimeter between rings.
 - b) Room for one (1) official score table and ten (10) chairs at each ring.
 - c) Room for athletes currently competing in each ring.
 - d) Raised platform head table (minimum 10'x10')
 - e) Chairs for sixty (60) officials along side head table.
 - f) Seating for twenty (20) coaches seating outside perimeter of each ring.
 - g) Spectator seating for 800.

- h) Spectator seating must be at least 10 feet behind designated competition area including score tables and separated with 3 foot pipe & drape or other barrier.
- 4) Staging Area Requirements:
 - a. Minimum of 2500 sq. ft. of open space.
 - b. If the staging area is located within the same room as the competition area (as with a convention center), the staging area must be surrounded by 8 ft pipe and drape.
 - c. Set-up of staging area to consist of 100 chairs facing 2 head tables with open space behind chairs.

B. Other

- 1) Meeting Room Requirements:
 - a. Two (2) (or one (1) depending on facility) rooms large enough to conduct officials and coaches meetings the day before the competition begins.
 - i) Each to be set up theater style – one large enough for approximately 60 officials and one large enough for 60 coaches. (Depending on meeting times, the rooms can be the same.)
 - ii) Meeting rooms to be located at the headquarters hotel or competition venue.
 - iii) Room shall be equipped with microphone (wireless preferred) and screen for power point presentation. AAU Taekwondo to supply the LCD projector.
 - b. **One (1)** room large enough to conduct athlete check-in – approximately 2,000 sq. ft. combined.
 - i) Can be located in the same facility as officials and coaches seminars.
 - ii) Rooms shall be set-up with 3 tables and 6 chairs each.
 - iii) There must be ample space outside the rooms to line-up the athletes. Stanchions or other barriers for the queue lines needed.
 - iv) Internet access is needed for weigh-ins.
- 2) Food and Beverage Area Requirements:
 - a) Area to serve breakfast, lunch, beverages and snacks for forty (40) people (20 to 30 will eat lunch at a time).

5. EQUIPMENT - TAEKWONDO

A. Pipe and Drape:

- 1) 8 foot (or 10 foot) pipe and drape to be used as a background for the head table area, staging area and awards stands.

- 2) 3 foot pipe and drape needed to separate rings from spectator seating, unless seating is already separate.
- B. Approximately eighteen (18) tables (six or eight-foot long)
 - 1) Ten (10) to twelve (12) for competition floor (1 per ring, 2 for staging, 3 for awards, 2 head table)
 - 2) Eight (8) tables in Food & Beverage room.
- C. Approximately 285 chairs
 - 1) 225 chairs on competition floor (106 staging, 60 officials, 10 per ring for officials, 20 per ring for coaches, remainder at head table and awards area)
 - 2) 60 chairs in Food & Beverage room.
- D. Public address system with table microphone to be located at the head table with two (2) speakers will be required. System should have music capabilities with computer hook-up, CD and iPod/iPhone hook-up cables and capabilities.
- E. Mini-PA system with two (2) speakers to be made available for the Staging area.
- F. One (1) computer (Intel Core I3 processor or better) with Windows XP and Microsoft Office. AAU to provide projectors and screens.
 - 1) Computer's program specifications are subject to change due to upgrading of scoring software and shall be confirmed with National Chair.
- G. Two (2) high speed printers with appropriate connecting wires.
 - 1) One (1) computer and one (1) high-speed printer (installed) to be located in the hotel suite of the NSC upon arrival.
 - 2) The second computer and high-speed printer to be located at the head table in the competition venue.
- H. Copy Machine at competition (within 1,000 ft. of competition area). Collating ability not required.

- I. Three (3) to Four (4) rings NSC approved matted rings each 12 meters by 12 meters.
 - 1) Rings to have a 9 meter wide, matted “neutral” area vertically between rings and a 6 meter wide, matted neutral area horizontally between rings. Competition rings must be covered with a National Sport Committee approved sport mat.
- J. Awards stand as stated in **Exhibit D (individual)**.
- K. One (1) skirted awards display table.
- L. Raised platform for head table (minimum 10x10) (see 4.A.3.d)
- M. Internet access at head table.

6. SUPPLIES - TAEKWONDO

- A. Host shall provide the following supplies:
 - 1. One (1) case of copy paper.
 - 2. Four (4) water coolers with water and cups for athletes to be restocked throughout the day (minimum of 500 cups per day per cooler). Two (2) coolers with bottled water and ice at the head table.
 - 3. Two (2) large trash cans (at head table) and one (1) office size trash can per mat (3-4 total).
 - 4. Three (3) five-gallon trash cans, four (4) rubber mats/rugs and four (4) outdoor brooms for board breaking competition.
 - 5. Mop and bucket for clean-ups (available each day).
 - 6. Medical supplies as determined by the approved medical plan as stated in Section 4.9.7 and 6.9.7 of the AAU Junior Olympic Games Agreement.
 - 7. Shrink wrap for packing mats after the competition (if needed). Confirm with National Chair on quantity and time needed.
 - 8. Electrical outlets for head table and at each mat.
- B. AAU National Taekwondo Committee will provide the following supplies:
 - 1. Forms score paddles.
 - 2. Forms score sheets.
 - 3. Sparring score sheets.
 - 4. Sparring charts.
 - 5. Point scoring flags.
 - 6. Electronic Scoring System

7. SCHEDULE - TAEKWONDO

- A. Day One – Athlete Check-in, Officials and Coaches Meetings.
- B. Day Two - Competition
- C. Day Three - Competition
- D. AAU National Taekwondo Chairman will provide a detailed schedule to be distributed at check-in.

8. PERSONNEL - TAEKWONDO

- A. Host will provide staff to work as scheduled below:
1. Minimum of six (6) personnel to assist with set-up and breakdown of equipment and mats.
 2. **DAY 1:** Venue set-up assistance
 3. **DAY 2: Competition:**
9:30 AM-3:00 PM
(2) Awards Personnel - Assist with the presentation of medals at the Awards platform. Take divisional cover sheet from Gold Medallist and make sure it is turned in to the head table (recorder).
 4. **DAY 3: Other Competition (Ex – Board Breaking, Weapons Forms)**
8:30 AM-6 PM
(2) Awards Personnel
 5. Host shall provide personnel to insure competition is clear of all unauthorized individuals. (Uniformed security)
 6. Custodial who is readily available during day for clean ups. Mats will need to be wet mopped each day.
- B. AAU will provide the following personnel:
1. AAU National Taekwondo Chairman – one (1)
 2. AAU Taekwondo Executive Committee – five (5)
 3. Forty (40) Officials

9. AWARDS - TAEKWONDO

- A. Decorated award stand as defined in Exhibit D. (individual)
- B. Two (2) skirted awards display tables.

10. FOOD AND BEVERAGE - TAEKWONDO

- A. Breakfast service to consist of coffee/juice, muffins and fruit and shall be available one hour before the start of competition each day for forty (40) persons.
- B. Lunch service to be provided between the hours of 12 noon and 2:30 pm each day for forty (40) persons.
- 1) Officials will be sent out to lunch in shifts, so hot food must be kept hot throughout the lunch period.
 - 2) The exact menu for each meal is to be pre-approved by the NSC no later than **July 1, year of the Games.**
- C. In addition to meals, host to provide soda/water, chips/crackers, and fruit both food and beverage rooms during competition for fifty (50) persons.
- D. Bottled water with a cooler to be available for officials at Head Table.

- E. Host will replenish all food and drinks throughout each day in order that quantity of food to be served equals number of people to be served.

11. ATHLETE RECOGNITION - TAEKWONDO

- A. National Taekwondo Committee may provide its own opening ceremonies first day of competition.
- B. Award presentations are continually occurring throughout the three days of competition.
- C. Competition will be concluded by 5 PM on the day of the Celebration of Athletes.

12. MEDICAL - TAEKWONDO

- A. For four (4) or more rings, a minimum two (2) student athletic trainers and one (1) certified trainer one hour prior to competition through thirty (30) minutes after competition ends.
- B. For three (3) rings, a minimum one (1) student athletic trainer and one (1) certified trainer one hour prior to competition through thirty (30) minutes after competition ends.

13. MEETINGS - TAEKWONDO

- A. Daily Officials Meeting (60 people) to take place in Food & Beverage Room or on the competition floor.
- B. Daily Coaches Meeting to take place on the competition floor.
- C. Daily Meeting room space for AAU Taekwondo Executive Committee and Regional Directors (12).
- D. Officials Meeting and Coaches Meeting the day prior to competition per Section 4.B.1.a.

14. RESULTS - TAEKWONDO

- A. National Sport Committee will provide AAU with results following each day of competition.
- B. AAU will post results outside competition area prior to next day's competition.
- C. Host to provide internet access at head table or in Officials Room in order to email results

15. REGISTRATION - TAEKWONDO

- A. Athlete and coach register online. No reports needed from Host.
- B. In addition to checking in at the general Registration location, athletes and coaches must also check-in with AAU Taekwondo at the weigh-ins and coaches meetings.

- C. Coaches may not register onsite, unless approved by the National Sport Chair.

16. CREDENTIALS - TAEKWONDO

- A. Host will provide:
 - 1) Athlete credential for each registered athlete.
 - 2) Coach wristband and credential for each registered coach.

17. COMPETITION SET UP - TAEKWONDO

- A. The Host will receive:
 - 1) The exact diagram description from the AAU National Taekwondo Sports Committee **no later than June 1, year of the Games.**
 - 1) Each ring will contain:
 - a. One (1) six (6) foot table
 - b. One office size trash container
 - c. Ten (10) chairs- four (4) at table, six (6) around ring.
 - 3) Once the completed set-up has been approved, the competition area shall be secured with admittance limited to AAU Taekwondo Executive Committee Members only.
- B. The AAU National Taekwondo Sports Committee will provide:
 - 1) The exact diagram description to the Host **no later than June 1, year of the Games.**

18. PARKING – TAEKWONDO

- A. If paid parking is required at competition venue, host shall provide **ten (10)** complimentary parking passes daily.

MULTI-EVENTS / TRACK & FIELD

Host shall provide and/or be responsible for all items contained herein unless specifically stated that same shall be provided by the AAU.

1. FORMAT - MULTI-EVENTS/TRACK & FIELD

- A. Male & Female
- B. 8 & under through 17-18 age groups
- C. Approximately 8,000 - 12,000 athletes
- D. Multi-Events: 1 Day registration, 2 Days competition
- E. Track & Field: 8 Days registration, 6 Days competition
- F. Participants qualify at a designated National Qualifying Meet.

2. ADMINISTRATIVE - MULTI-EVENTS/TRACK & FIELD

- A. Host is responsible to work with the AAU Junior Olympic Games Chair, AAU Junior Olympic Games Meet Director and Assistant Meet Director, and AAU National Staff to ensure that the competition is conducted under the competitive rules of the NGB and the AAU operating procedures.

3. SPECIFIC PAYMENTS - MULTI-EVENTS/TRACK & FIELD

- A. Payment of \$20,000.00 for officials to be mailed to the AAU National Office prior to the first day of competition.
- B. Host shall use the timing group as selected and contracted by the AAU and shall be responsible for all payments for services rendered and expenses related thereto.
- B. Host shall contract the head announcer as selected by the AAU and shall be responsible for all payments for services rendered and expenses related thereto. AAU will select an assistant announcer and AAU shall be responsible for all payments related to the assistant announcer.

4. FACILITY REQUIREMENTS - MULTI-EVENTS/TRACK & FIELD

- A. Competition Area
 - 1. Facility must be a surveyed eight 42" lane, lighted, curbed track with a common finish line and rail, marked to run all those events listed in the AAU Athletics Handbook.
 - 2. Minimum seating for 15,000
 - 3. Four (4) regulation horizontal jumping pits with a minimum of 40 meter runways.
 - 4. Four (4) shot put rings
 - 5. One (1) discus ring with cage area outside of the track
 - 6. One (1) Javelin area outside of the track.
 - 7. Five (5) High Jump pits
 - 8. Two (2) Pole vault pits

9. One (1) Steeple Chase
 10. Three (3) air-conditioned rooms in the Press Box for official timing team, announcer, and HY-TEK computer team, room for nine (9) people and equipment, five (5) phone lines, six (6) 110 outlets
 - a. **Air-conditioned room (between 68-78 degrees F) at the site for FAT (fully automatic timing) system.**
 11. Stadium sound system that can be heard in perimeter areas (i.e warm-up area, etc.)
 12. Operational scoreboard and video board
- B. Other
1. Host to provide a lockable storage facility (30' x 30') for safe keeping of all track equipment and key for said facility.
 2. Meeting room as defined in Section 13.
 3. Air-conditioned Food & Beverage Room for up to 200 individuals.
 4. Awards area approximately (100' x 70'), indoor gymnasium preferred.
 5. Lockable air-conditioned facility (10' x 30') with electrical outlets for Awards area. Area used for computer/printer for Awards staff and safe keeping of all awards. Key for facility is needed.
 6. Area for Information Center next to awards area, approximately (20' x 20')

5. EQUIPMENT - MULTI-EVENTS/TRACK & FIELD

- A. AAU to supply list by **October 1, year before the Games**, of any equipment listed below that AAU Athletics will supply.
- | | |
|---|--------|
| 1) Wind Gauge | 3 |
| 2) Implement Measuring Unit..... | 1 |
| 3) Regulations Measuring Tapes (All English one side/Metric other side) | |
| a. 50 ft. | 6 |
| b. 100 ft. | 6 |
| c. 165 ft. | 10 |
| d. 330 ft. | 6 |
| 4) 4 lb. Shot Put | 6 |
| 5) 6 lb. Shot Put | 6 |
| 6) 4 K Shot Put..... | 4 |
| 7) 12 lb. Shot Put | 4 |
| 8) 1 K Discus..... | 2 |
| 9) 1.6 K Discus..... | 2 |
| 10) Pole Vault Extenders | 2 |
| 11) Stopwatches (Seiko W073)..... | 15 |
| 12) Signal paddles – Race Walking | 6 sets |
| 13) Starting blocks | 32 |
| 14) Batons (Relay) | 30 |
| 15) Women's Javelin 40m (600g) | 2 |
| 16) Men's Javelin 50m (800g)..... | 2 |

17)	Javelin Tube	1
18)	Javelin Balance Gauge	1
19)	Lane markers (1 thru 8)	1 set
20)	Competition Cones (orange), minimum of 12 inches in height.....	40
21)	Officials event flags (white & red)	50 sets
22)	Magic measuring stick with 250' measuring.....	8
23)	Starters Sound System (Portable)	2
24)	Communications – 2 Way radios	40
B.	Crossbar – fiberglass, high jump – 13'1 1/2".....	6
C.	Crossbars – fiberglass, pole vault – 14' 10"	4
D.	Crossbar lifter	4
E.	Pole Vault adjustment bars (to lower height to 5 ft.)	4
F.	Pole Vault Collars	2
G.	Pole Vault Lifter	1
H.	Pole Vault Measuring Pole.....	1
I.	Lap Counter with bell	1
J.	Hurdles (“L” Type).....	130
K.	High Jump Landing Pad (High School regulation)	5
L.	Pole Vault Landing Pad (High School regulation)	2
M.	Starting block carts	1
N.	Hurdle block carts	10
O.	Tents: Actual number to be mutually agreed upon during site visitation (will vary in size and location from venue to venue)	
P.	Competitor’s bib numbers (13,000 < 1-12,500 numbered and 500 blank) to be delivered to HY-TEK hotel location upon arrival. AAU will order and invoice cost to LOC.	
Q.	65,000 safety pins	
R.	32,250 hip numbers (3,000 sets of 1 thru 9 and 350 sets of 10 thru 24). Type of numbers to be approved by Meet Director. Roll numbers are preferred.	
S.	Three (3) self-containing separate sound systems 1. One (1) for Awards area 2. One (1) for Clerk of Course area 3. One (1) for Field Events	
T.	Wireless Microphone (on track and for outside field events).....	2
U.	Golf Carts (three with a flat bed)	6
V.	Tables	70+
W.	Chairs	620+
X.	Results boards with 4' x 8' chloroplast sections (with 6 grommets)	18
Y.	Commercial-grade fans for tented areas	10
Z.	Police Barricades, Bike Racks and/or Fencing - Actual number to be mutually agreed upon during site visitation (will vary in size and location from venue to venue)	
AA.	Port-o-lets (total number depends on facility set-up).	
BB.	Two (2) telephone lines (one (1) for Information area and one (1) for the HY-TEK Team). Location to be determined on site visit.	

- CC. High Speed Internet and Network Connection (T-1 line) in the Press Box, Awards Area, **Registration** Area and Clerk of Course.
- DD. Three (3) high speed copy machines that copies, sorts, separates and has an automatic feeder, equivalent to a Xerox 1090
 - 1) One (1) in Meet Management Team's Hotel by Monday prior to events
 - 2) One (1) in Press Box
 - 3) One (1) in Awards/Info Area
- EE. Four (4) high speed laser printers
 - 1) One (1) Meet Management Team's Hotel by Monday prior to events
 - 2) Two (2) – One (1) in Press Box and one (1) in Clerks tent
 - 3) One (1) Awards/Info Area
- FF. Four (4) computers, **preferably laptops**, (Intel Core I3 processor or better with sufficient memory as approved by the HY-TEK team) to contain network card and current version of Microsoft Office. Type of computer and programs must be confirmed with HY-TEK team prior to event.
 - 1) Two (2) in Press Box
 - 2) One (1) Awards Area
 - 3) One (1) Clerk of Course – must be laptop
 - 4) **Computers need to be on the same network to share files.**
- GG. Awards stand as defined in Section 9.
- HH. Pipe & drape for awards, registration, etc. as needed and to be determined by facility layout.
- II. Any updated equipment as defined in the AAU Junior Olympic Games Agreement 6.7.1.c.

6. SUPPLIES - MULTI-EVENTS/TRACK & FIELD

- A. Eight (8) cases of copy paper. Three (3) cases to be placed in the Meet Directors hotel, five (5) cased to be placed in the Press Box.
- B. Eighteen hundred (1800) rounds of **32-caliber Winchester X Super Loud** black powder blank ammunition for starters.
- C. Thirty (30) Water coolers with water/sport drink (for officials and athletes)
- D. Cups (40,000) approximately
- E. Trash cans (minimum 60).
- F. 10" x 13" envelopes (1000)
- G. Signage as requested by the Meet Director
- H. Medical supplies as determined in the approved medical plan as stated in 4.9.7 and 6.9.7 of the AAU Junior Olympic Games Agreement.

7. SCHEDULE- MULTI-EVENTS/TRACK & FIELD

- A. Multi-Events: Day One Registration, Day Two & Three Competition
- B. Track & Field: Day One Registration, Day Two - Seven Competition

8. PERSONNEL - MULTI-EVENTS/TRACK & FIELD

- A. Host to provide the following:
 - 1) Support Staff for Officials – 37 each day for Track & Field
 - 2) Support Staff for Officials – 32 each day for Multi-Events
 - 3) Awards Personnel – Two (2) per day
 - 4) Dedicated personnel to keep water coolers filled and deliver water to officials on the track.
 - 5) Media Coordinator
 - 6) Host to provide personnel to insure that the competition area is clear of any unauthorized individuals. This includes uniformed police officers with arresting power. Specific numbers to be approved by AAU.
 - 7) Medical personnel as defined in section 12.
- B. AAU to Provide the following:
 - 2. All referees, umpires, starters and staff appointed by the AAU
 - 3. FAT Operators (Timing System)
 - 4. Competition Director and Meet Management Team
 - 5. Announcers

9. AWARDS - MULTI-EVENTS/TRACK & FIELD

- A. AAU shall plan and execute the “Awards Presentation” immediately after each event.
- B. Host to provide a key for said storage to Awards Chairperson upon arrival.
- C. Host to provide awards stand as defined in **(Exhibit D-Individual)**. The stand should accommodate 1st to 8th place and hold up to 4 individuals per place (4' x 4'). 1st to 5th place must be tiered (elevated).
- D. Awards area to be approximately (100' x 70'), indoor gymnasium preferred.
- E. Awards stand may need to be on a stage (16' x 40' x 3'), depending on set-up of facility, so that spectators can view.

10. FOOD & BEVERAGE - MULTI-EVENTS/TRACK & FIELD

- A. Food for two (2) meals per day will be provided for officials.
 - 1) Breakfast to consist of coffee, juice, and a hot meal including but not limited to eggs, grits, sausage, etc. Items such as muffins and fruit can supplement the meal.

- 2) Lunch to consist of soda/water and a hot meal such as chicken, pasta, beef, etc. Menus shall be healthy.
- 3) Dinner for up to three (3) days depending on final schedule and number of participants to consist of soda/water and a hot meal such as chicken, pasta, beef, etc. In the event of a rain delay, additional dinners should be provided.

Multi-event meal breakdown is as follows:

Day One (1) of competition	Breakfast 190 – Lunch 190
Day Two (2) of competition	Breakfast 190 – Lunch 190

Track & Field Breakdown is as follows:

All competition days	Breakfast 210 – Lunch 210
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*Meals do not include Host support staff. Meals include officials, meet management, staff, timers, announcer, video production crew and field event operators.

- C. Food & Beverage room with drinks (coffee, soft drinks/water/sport drink, fruit, chips, cookies) for 190. The room is to be open same hours as facility is open and food & beverage to be restocked every three (3) hours.
- D. Food & Beverage area located in the Press Box with drinks (coffee, soft drinks/water/sport drink, fruit, chips, cookies) for 20.
- C. Bottled water and sport drinks available to be taken on the field for officials.

11. ATHLETE RECOGNITION - MULTI-EVENTS/TRACK & FIELD

- A. Competition will conclude by 6:00 pm on day of Celebration of Athletes.
- B. No sport specific Opening Presentation is needed.

12. MEDICAL - MULTI-EVENTS/TRACK & FIELD

- A. As a minimum, six (6) Certified Athletic Trainer and ten (10) to twelve (12) Student Athletic Trainers to be onsite each day one (1) hour before meet starts to one (1) hour after meet is completed.
- B. Ambulance with EMT's on site each day one (1) hour before meet starts to one (1) hour after meet is completed. In cases of ambulance transports, a second ambulance to be on call so that one ambulance is continually onsite.

13. MEETINGS - MULTI-EVENTS/TRACK & FIELD

- A. Facilities for the following administrative meetings and orientation sessions:
 - 1) Meeting rooms for AAU Meet Director to meet with Meet Management Team and Timing personnel before each day of competition (20). Said facility shall be made available each day throughout the competition.
 - 2) Officials Meeting at the host hotel for up to one hundred fifty (150) people to take place on Day 1 (Friday) prior to Multi-Events. Room to be set-up theater style with ample room for tables to distribute materials to officials.

14. RESULTS - MULTI-EVENTS/TRACK & FIELD

- A. Provide results and heat sheet boards with eighteen (18) chloroplast sections 4' X 8' (six grommets per section)
 - (1) Host shall supply labor to post results on results board and make updates at the track each day. Information shall be kept current for all competitions.
 - (2) Nine (9) boards to be located on a fence in results area and nine (9) boards to be near the Clerk of Course.

15. REGISTRATION - MULTI-EVENTS/TRACK & FIELD

- A. Athletes and coaches register online for the event.
- B. Multi-event onsite Check-In / Packet Pick-Up will be on Friday, Saturday, and Sunday. Track & Field Check-In / Packet Pick-Up will be on Friday through Friday. Sunday will be the largest check-in day with a majority of the athletes checking in.
- C. Upon arrival at the Registration location, each athlete will follow this procedure:
 - 1) Check-in at Registration location and receive athlete/coach credentials.
 - 2) Proceed to Bib number/packet pick-up area.
 - 3) Pick-up "goodie bag"
- D. The HY-TEK Meet Manager program for Track & Field is the only authorized computer program to be used.
- E. Specific set-up requirements for Registration are in **Exhibit L**.

16. CREDENTIALS - MULTI-EVENTS/TRACK & FIELD

- A. Host shall provide each registered athlete a wristband.
- B. Coaches' credentials (wristbands) are defined by how many athletes a team has. Coaches receive free credentials based on the scale below only if they return the team form and all athlete forms together.

0-8 Athletes	No Free Coaches Credential
9-16 Athletes	1 Free Coaches Credential

17-25 Athletes
26+ Athletes

2 Free Coaches Credentials
3 Free Coaches Credentials.

Maximum of three free coaches' credentials will be given. All other coaches must pay the required entry fee to receive a coaches' credential.

17. COMPETITION SET-UP - MULTI-EVENTS/TRACK & FIELD

- A. Host will receive a diagram on specific set-up no later than **June 1, the year prior to the Games.**
- B. AAU will provide diagram to Host by **June 1, the year of the Games.**

18. PARKING – MULTI-EVENTS/TRACK & FIELD

- A. If paid parking is required at a competition venue. Host must provide the Athletics committee with seventy-five (75) complimentary parking passes per day.

TRAMPOLINE AND TUMBLING

Host shall provide and/or be responsible for all items contained herein unless specifically stated that same shall be provided by the AAU.

1. FORMAT – TRAMPOLINE AND TUMBLING

- A. Boys and Girls competition.
- B. 500 to 700 total competitors.
- C. Tumbling, Trampoline, Double Mini Tramp, and Synchro Tramp competitions.
- D. Levels of Sub-Beginner, Beginner, Advanced beginner, Sub-Novice, Novice, Intermediate, Optional/Sub-Advanced, Optional/Advanced.
- E. One (1) night of practice on the evening before competition begins.
- F. Four (4) days of competition.
 - 1. Preliminaries – One (1) Day
 - 2. Prelims/Finals – Three (3) Days
- G. Participants qualify by participating in a district championship.

2. ADMINISTRATIVE - TRAMPOLINE AND TUMBLING

- A. Host is responsible to work with the AAU Trampoline and Tumbling Committee and its designated representatives to ensure that the competition is conducted under AAU Trampoline and Tumbling rules, regulations and operating procedures.
- B. Host understands that as this event is the championship of the AAU and the AAU Junior Olympic Games Chair has final decision-making authority for the event.

3. SPECIFIC PAYMENTS - TRAMPOLINE AND TUMBLING

- A. Officials will receive a fee of \$45 per session (maximum 12 sessions) per official.
 - 1. Payment to be made by Host before the final session. AAU will supply the Host with the officials' names prior to event.
 - 2. Payment of official's fee shall be based on the following formula:

<u># of Athletes</u>	<u># of Officials</u>	<u>Sessions</u>	<u>Total Cost</u>
0-600	18	12	\$9,720
601-900	21	12	\$11,340
901-1200	24	12	\$12,960
1200-1500	27	12	\$14,580

- B. \$40 per diem to be paid by the Host for 35 trampoline and tumbling committee members and officials if not providing two (2) meals (breakfast and lunch) per day on site as defined in Food and Beverage. Per diem or

food & beverage provided shall be determined no later than May 1, year of the Games.

- C. The Host shall be responsible for \$400 each for two (2) scoring group representatives. Check to be issued on the **third day** of the competition.
- D. Payment of approved company for rental equipment as selected and contracted by the AAU Trampoline & Tumbling Committee as defined in **5.A.** of this addendum.

4. FACILITY REQUIREMENTS - TRAMPOLINE AND TUMBLING

- A. Competition Area Requirements:
 - 1. Approximately 30,000 square feet.
 - 2. 220' x 120' to 250' x 120' competition floor space.
 - 3. Seating for 1,500.
 - 4. Air-conditioned in room shall be kept at a temperature between 68 and 78 degrees Fahrenheit.
- B. Other
 - 1. Food and Beverage Area Requirements:
 - a) Room with tables and chairs to serve thirty-five (35) committee members and officials meals.
 - 2. Awards Area Requirements:
 - a) Separate area or room for awards presentation.
 - b) Approximately 25' x 25' and seating for one hundred (100) people.
 - 3. Storage Area Requirements:
 - a) 10' x 10' area to lock up medals and other valuables on a nightly basis.
 - b) Key for storage area should be given to the AAU Trampoline and Tumbling Chair or designee.
 - 4. Meeting Area Requirements:
 - a) Use Food and Beverage room.

5. EQUIPMENT - TRAMPOLINE AND TUMBLING

- A. Host shall use the approved supplier of equipment as selected and contracted by the AAU Trampoline & Tumbling Committee and shall be responsible for all payments for said equipment, shipping, installation, tear down and related expenses for personnel. Contract for equipment to be signed by **January 1, year of the Games.**
 - 1. Three (3) 84' floors.
 - 2. Ten (10) rolls carpet & foam for the above mats (1 ¾" Carpet-back foam & 2" Ethafoam roll).
 - 3. Two (2) 6'x12'12" Thick Landing areas for the end of the floors.
 - 4. Two (2) 8'x16' or 10'x20'12" Thick Landing areas for the end of floors.
 - 5. Three (3) Euro Trampolines.

6. One (1) Open Ended Euro Mini Tramp.
 7. One (1) 70' Carpet Run-ups for the mini tramp (36" Wide).
 8. Landing mats for the mini tramp (8'x 16' or 10'x20' 12" Thick).
 9. End decks for the three trampolines,
 10. Landing mats for the end decks (8" thick, minimum of 5' x 10').
 11. 120' Carpet or mats (to be placed around trampolines).
 12. Three (3) Euro Double-mini (F.I.T. Specs).
 13. Landing mats for the double-minis (8'x 16' or 10'x20' 12" Thick).
 14. Three (3) 70' Carpet Run-ups for the double-minis (36" Wide).
 15. Three (3) panel mats (6'x12' 1 3/4" Thick for the double-mini step-up for Beginners.
- B. One (1) 32-bit computer (Intel Core I3 processor or better) with Windows XP. AAU Trampoline and Tumbling to provide one (1) laptop. Internet access needed.
 - C. One (1) laser printer with cables to connect to two (2) computers and printer drives to connect laptop.
 - D. Photocopier including collating and stapling capabilities. (2000-3000 copies per day)
 - E. Two (2) Public address systems with microphones and speakers.
 1. One (1) system used for competition area (Arena's normal in house system with floor microphone may suffice) with microphone and minimum of four (4) speakers.
 2. One (1) system used in awards area with microphone and two (2) speakers.
 - F. Portable music system to play CDs over PA system.
 - G. Two (2) judging platforms 16' x 8' (or large enough for two eight foot tables and chairs) and a minimum of 36" inches off ground. One (1) judging platform 16' x 32' to 16' x 24'. All three (3) platforms need to be the same height.
 - H. Twenty-six (26) 6' or 8' tables.
 - I. Two-hundred fifty (250) chairs to be distributed as follows: One hundred (100) chairs on competition floor, one hundred (100) for awards area, fifty (50) for Food & Beverage Room.
 - J. Scoring group area with eight (8) tables and eight (8) chairs placed in a U-shape. No platform needed.
 - K. Skirted table for awards display.
 - L. Microphone podium for awards presentation.
 - M. Awards stand as defined in **Exhibit D (individual)** for ten (10) places.
 - N. Any updated equipment as defined in the AAU Junior Olympic Games Agreement, Section 6.7.1.C.
 - O. One (1) or Two (2) Forklifts

6. SUPPLIES - TRAMPOLINE AND TUMBLING

- A. The following equipment and supplies will be provided by the Host:
 1. 2 1/2 cases of paper.

2. Back-up photocopier toner cartridge for printer and copier.
3. Four (4) Water coolers to be placed near each event on the floor.
4. 500 cups per day.
5. Signage for place 1st, 2nd, 3rd – 10th.
6. Greenery for awards stand.
7. Wall, bulletin board, etc. to post (approx. 80 to 100 feet).
8. Tape, tacks, etc. to post 50 sheets of paper per day.
9. One (1) vacuum to be accessible each day.
10. Medical supplies as determined by approved medical plan as stated in Section 4.9.7 and 6.9.7 of the AAU Junior Olympic Games Agreement.

7. SCHEDULE - TRAMPOLINE AND TUMBLING

- Day One – Practice session evening prior to day one of competition.
- Day Two – Daily Coaches Meeting, Daily Judge Meeting, Competition for Tumbling and Trampoline.
- Day Three – Daily Coaches Meeting, Daily Judge Meeting, Competition for Trampoline and Double-mini.
- Day Four – Daily Coaches Meeting, Daily Judge Meeting, Competition for Tumbling and Trampoline.
- Day Five – Daily Coaches Meeting, Daily Judge Meeting, Competition for Tumbling and Double-mini.

- A. Detailed schedule will be provided by AAU National Trampoline and Tumbling National Committee prior to the start of competition.
- B. Gymnasium to open at 7:00 AM daily for AAU Trampoline and Tumbling Committee and 7:30 AM for the general public. At 7:30 AM the general public is allowed in the seating. The competition floor shall open at 8:00 AM for athletes and coaches.
- C. Judges/Coaches meeting will be held daily at 8:15 AM in the food and beverage area.
- D. Warm-ups begin at 8:30 AM daily.
- E. Participants may practice on Day 1 (registration day) from 7-9 PM. Competition will run until 5:00 PM (Will vary according to number of athletes participating).
- F. Final schedule will be completed by the AAU National Trampoline and Tumbling Committee and sent to Host one week after the National Chair receives all entries.

8. PERSONNEL - TRAMPOLINE AND TUMBLING

- A. Host will provide:
 1. Fifteen (15) personnel, 16 years of age, must be present on day prior to competition to help set-up equipment and last day of competition

for set-up tear down. Personnel must be able to lift heavy objects.
Tear down requires more lifting than set-up.

2. Nine (9) personnel to assist with results, posting scores, checking scores, awards, etc. each day of competition.
 3. Host shall provide personnel to ensure the competition area is clear of unauthorized individuals.
 4. Medical personnel as defined in Section 12.
 5. Personnel to vacuum the competition and practice mats after set-up is complete and each night after competition.
- B. AAU Trampoline and Tumbling will provide:
1. AAU Trampoline and Tumbling National Chair will act as Meet Director, along with the AAU Trampoline and Tumbling Committee.
 2. AAU Trampoline and Tumbling will provide two (2) scoring group representatives from Computer Scoring Group (CSG).
 3. All judges and officials needed to efficiently run the event.
 - a) The Trampoline and Tumbling Sport Committee will provide judges and officials, and Host shall pay fees as defined in Section 3.
 4. AAU to recruit additional technical personnel needed. These positions should follow the same guidelines and receive the same benefits (food, shirt, pass, etc) as personnel provided by the Host in 8.A.2. A total of fifteen (15) are needed per session. Approximately fifty (50) total will be recruited. Names and schedule will be provided to the Host by **July 1, the year of the Games.**

9. AWARDS - TRAMPOLINE AND TUMBLING

- A. Separate area or room for awards presentation.
- B. Approximately 50'x50' and seating for one hundred (100) people
- C. One (1) skirted table for awards display.
- D. Awards stand as defined in Exhibit D. (individual) for ten (10) places, including pipe & drape.
- E. Greenery for awards stand.
- F. Microphone, two (2) speakers, podium.
- G. Signage for places 1st, 2nd, 3rd – 10th. (Patti to supply)

10. FOOD AND BEVERAGE - TRAMPOLINE AND TUMBLING

- A. The Host shall be responsible for the following obligations:
 1. Two (2) meals (breakfast and lunch) per day for thirty-five (35) committee members and officials.
 - a. Breakfast to consist of coffee, juice, muffins, and fruit. To be served from time facility is open for two (2) hours.
 - b. Lunch to consist of sandwich, pasta salad/chips, fruit, and soda/water. To be served from 11am to 2pm.
 2. Drinks to include coffee, soft drinks, and water (50/50 mix).

3. Host shall also provide snacks (chips, cookies, etc.) and beverages to be replenished throughout the day to server thirty-five (35) at a time.
4. Room to be open the same hours as facility is open for event.

11. ATHLETE RECOGNITION - TRAMPOLINE AND TUMBLING

- A. Award presentations are at the conclusion of each flight and run in conjunction with the daily competition and will be conducted by AAU Trampoline and Tumbling National Committee.
- B. Competition will conclude by 5 PM on the day of the Celebration of Athletes.

12. MEDICAL - TRAMPOLINE AND TUMBLING

- A. As a minimum two (2) student athletic trainers, one (1) certified athletic trainer and EMT with vehicle on site one (1) hour prior to competition and thirty (30) minutes after competition.

13. MEETINGS – TRAMPOLINE AND TUMBLING

- A. Coaches/Judges meeting every morning at 8:15 AM or prior to competition on the competition floor.

14. RESULTS - TRAMPOLINE AND TUMBLING

- A. Posting of results for the competition will be posted by the Trampoline and Tumbling Committee after each level of competition.
- B. Results to be emailed to Media Center by Trampoline & Tumbling Committee. If Internet access is not available at head table, Host is to designate an individual to provide results to the AAU Media Center daily.

15. REGISTRATION - TRAMPOLINE AND TUMBLING

- A. Athletes and coaches register online for the event.

16. CREDENTIALS – TRAMPOLINE AND TUMBLING

- A. Host shall provide a credential to every registered athlete.
- B. Host shall provide a wristband to every registered coach.

17. COMPETITION SET-UP - TRAMPOLINE AND TUMBLING

- A. The Host will receive:

- 1) The exact diagram description from the AAU National Trampoline and Tumbling Sports Committee no later than **June 1, year of the Games.**
- B. The AAU National Trampoline and Tumbling Sports Committee will provide:
 - 1) The exact diagram description from the AAU National Trampoline and Tumbling Sports Committee no later than **June 1, year of the Games.**

18. PARKING - TRAMPOLINE AND TUMBLING

- A. If paid parking is required at a competition venue host shall provide thirty-five (35) complimentary parking passes per day.

WRESTLING

Host shall provide and/or be responsible for all items contained herein unless specifically stated that same shall be provided by the AAU.

1. **FORMAT – WRESTLING**

- A. Team Competition.
- B. High School Division.
- C. Male
- D. There are no pre-qualifying events.
- E. Each team will consist of a minimum of 8 athletes with 20 athletes being the maximum. A full team is defined as having one competitor in each of the 15 weight classes.
- F. One (1) day of Practice, Registration, Weigh-Ins, Meetings
- G. Five (5) days of Competition

2. **ADMINISTRATIVE – WRESTLING**

- A. Host is responsible to work with the National AAU Wrestling Committee and its Host designated representatives to ensure that the competition is conducted under AAU Wrestling rules and operation procedures.
- B. Host understands that, as this event is a championship of the AAU and the AAU Junior Olympic Games Chair has final decision making authority for this event.

3. **SPECIFIC PAYMENTS – WRESTLING**

- A. Intentionally left blank.

4. **FACILITY REQUIREMENTS – WRESTLING**

- A. Competition Area
 - 1. A gymnasium or indoor facility large enough to accommodate a minimum of eight (8) 45' x 45' wrestling mats.

<u>Number of Teams</u>	<u>Number of Mats</u>
20-30 teams	8 mats
31-41 teams	10 mats
41-50 teams	12 mats

- 2. Spectator seating, a minimum of 75-100 people per mat in use.
- 3. Facility must be air-conditioned and maintain a temperature between 68 and 78 degrees Fahrenheit.

4. A Head table with skirting on an elevated platform (table space approximately 32' in length, minimum 8' in depth and 2'-3' high with stairs on 2 sides.)
5. A workout area needs to be made available to the athletes the day before competition begins (Sunday). This area must be at least as large as two (2) full-sized (45' x 45' minimum) wrestling mats. The competition mats in the main gym are acceptable for this need.
6. If a cement floor is to be used as the base on which mats are to be placed, some sort of sub-flooring (i.e. carpeting, sportcourt, hardwood basketball floor) must be laid down first.

B. Other

1. A Food and Beverage area with chairs and tables for tournament officials and staff. This location should be an individual room that can be secured (locked) and be at minimum of 20' X 20' in size.
2. The venue(s) for weigh-ins must be large enough to accommodate all of the registered athletes at one time, at least 2000 square feet. This room must be able to be shut off from sight of the public.
3. A room for officials'/coaches' meeting on Day 1 to seat 100 people.
4. A lockable room with key given to the Tournament Director in the general vicinity of the competition where AAU awards and equipment can be secured each evening. It should be at least 5' X 5' in size.

5. EQUIPMENT – WRESTLING

A. Host shall provide:

1. A minimum of eight (8) mats (minimum size 45' x 45') will be needed. Additional mats may be needed depending on additional divisions or number of teams.
2. Scales will be provided by the AAU Wrestling Committee.
3. For scoring and timing purposes, the following is needed at each mat. Wrestling Clocks shall be Track Wrestling clocks, a total of ten (10) is needed.
 - i. Electric clock that is to be used for match time must be big enough and positioned in a way that all in attendance may see.
 - ii. Each clock, collectively or individually, must be able to record team score, individual score and injury time.
 - iii. It is suggested to have flip scorers on hand or readily available as back-up.
 - iv. Internet access must be available for Track Wrestling Clocks.
4. One (1) skirted table per mat with three (3) chairs at this table which holds the score clock control panel.

5. Twenty-three (23) chairs placed on opposite sides of the mat from each other. (Total of forty-six (46) chairs per mat)
6. A public address system with microphone and music capabilities (CD player, MP3 or iPod/iPhone hook-up cables). System should have four (4) speakers.
7. One (1) photocopier (capable collating, size adjustment capabilities. This machine should be next to the operations center (the Head Table) of the tournament.
8. One (1) computer (Intel Core I3 processor or better) with access to the Internet. This should be at the Head table, available from the day prior to Day 1 of competition and remain there throughout the competition.
9. One (1) laser printer
10. 6 electrical outlets (110 volts) will be made available in close proximity to the head table and 1 outlet (110 volts) at each mat for the scoring clocks.
11. Internet connection made available in close proximity for each mat and to the Head Table, preferable for the Track wrestling clocks and computer at the Head Table.
12. Awards stand in **Exhibit D for Team Sports**. The awards stand/riser should accommodate 23 participants.

6. SUPPLIES – WRESTLING

- A. Six (6) reams of 8 ½ x 11-white copy paper with toner that will accommodate that much paper.
- B. Cups – 2,000 paper cups total for the entire event. Replenished throughout the day.
- C. Teams signs (two-sided) approximately 24" x 18" made from sturdy material such as foam core board. Signs consist of team names, which will be provided by AAU Wrestling after the entry deadline.
- D. Each mat needs to have a "spit bucket" for that defined purpose as well as one waste basket (any size) for every two mats in use. Each waste basket will be located between the two mats it is providing coverage for.
- E. An anti-fungal detergent procured for cleaning the mats each day after the conclusion of competition. Mats to be cleaned and washed by Host personnel at the conclusion of competition each day of competition. The mops and buckets that are used for cleaning cannot be the same ones the custodians use for day to day cleaning of the facility.
- G. Water coolers with cups (see supplies) located throughout the venue for the athletes with accompanying trash receptacles. Approximately one cooler for every two mats in use.
- H. For every two (2) mats in use there needs to be a spray bottle with bleach solution, paper towels, plastic gloves and disposal bags for cleaning blood.

- I. Medical supplies as determined by the approved medical plan as stated in Section 4.9.7 and 6.9.7 of the AAU Junior Olympic Games agreement.
- J. American Flag
- K. Mat tape and white athletic tape used for set-up of mats (See Section 17.A.2.2 and 17.A.2.3).
- L. Mops/custodial equipment for mopping mats each night

7. SCHEDULE – WRESTLING

- A. The individual schedules for the entire tournament will be done by the AAU Tournament Director and made available **seven (7) days** before the start of competition. The AAU tournament director will be responsible to create, duplicate and send these schedules out to all the necessary parties.
- B. Day 1 – Registration, Weigh-Ins, Practice (optional for participants)
Day 2 - Competition.
Day 3 – Competition.
Day 4 – Competition.
Day 5 – Competition.
Day 6 – Competition and Team and Individual Awards.
- C. A workout area needs to be made available to the athletes **one (1) day** before competition begins. This area must be at least as large as two (2) full-sized (45' x 45' minimum) wrestling mats. The competition mats in the main gym are acceptable for this need.
- D. The scales and the workout areas need to be available to the athletes the day of registration and weigh-ins AND at least **one (1) hour prior** to weigh-ins on Day 1. **Scales provided by AAU Wrestling Committee.**

8. PERSONNEL – WRESTLING

- A. Host shall provide.
 - 1. One (1) staff member needs to be assigned by the Host during all hours of competition daily (see Item 7, Schedule) for the purpose of handling blood spills on the mats. This individual need not have any medical training.
 - 2. Two (2) personnel to clean the wrestling mats at the end of each competitive day. In addition, custodial assistance is needed throughout the day for cleaning mats.
 - 3. Two (2) personnel to assist with the ceremonies presentation at the conclusion of wrestling on the last day for approximately one-hour. One will announce, another to assist with the athletes on the main floor and the third to help line-up the teams in the hallway before the march of the athletes begin.
 - 4. Staffing for the Food and Beverage room.
 - 5. A minimum of eight (8) personnel for the physical set-up of the venue site which includes:

- a. Mat transport and taping
 - b. Set-up of the mat-side tables and chairs and those tables and chairs at the head table. This includes the public address system at the head table.
- 6. Personnel to ensure competition area is clear of all unauthorized individuals.
- 7. Medical personnel as defined in Section 12.A and 12.B.
- B. AAU to Provide.
 - 1. National Tournament Committee which would consist of a Tournament Director and Pairing Master and event specific personnel at the Head Table.
 - 2. All on-mat referees (officials).
 - 3. All necessary personnel for the event Protest Committee.

9. AWARDS – WRESTLING

- A. The presentation area will consist of an elevated Awards Stand or platform (big enough to accommodate 23 athletes/coaches) that is decorated with greenery and background pipe and drape. Next to the awards platform will be a skirted awards table to display medals and trophies. See **Exhibit D for Team Sports**.

10. FOOD AND BEVERAGE – WRESTLING

- A. Host shall provide food for three (3) meals per day for the wrestling committee and all officials. The contents of each meal will be varied daily. Meal breakdown per day as follows: Each day of competition: Breakfast (20) served by 8 AM. Lunch (25) served by 11:30 AM. Dinner (25) served by 4:00 PM.
 - 1. Continental breakfast.
 - 2. Lunch to consist of as an example a sandwich, pasta salad/chips, fruit and soda/water, a 70%/30% mix.
 - 3. Dinner (hot meal) to consist of as an example pasta/chicken, tossed salad, dessert, and soda/water, a 70%/30% mix.
- B. Host shall provide soda/water, chips/crackers and assorted fruit in the Food and Beverage (Hospitality) room during the hours of competition each day for thirty (30) people. This area should be checked and replenished at least once mid-morning and once mid-afternoon.

11. ATHLETE RECOGNITION – WRESTLING

- A. The Host will assist the National Tournament Committee in conducting an opening presentation (ceremony) prior to the start of the wrestling competition.
- B. Competition will conclude by 5PM on the day of the Celebration of Athletes.
- C. The awards presentation will take place on the last day of competition after all rounds of wrestling have completed.

12. MEDICAL – WRESTLING

- A. The Host will provide at a minimum one (1) student athletic trainer per every four (4) mats in use plus an on-the-floor treatment area. These individuals need to be there 1 hour before the beginning of competition each day and remain in attendance for 30 minutes after the conclusion of the last bout of the day.
- B. Additionally, the Host will supply one (1) additional medical person to work during the initial weigh-in and for ½ hour prior to the first session of each competition day throughout the tournament to check for communicable skin conditions.

13. MEETINGS – WRESTLING

- A. Host shall provide:
 - 1. A room in/or nearby the competition area capable of seating 100 people is necessary from on the day of registration (Day 1 - Sunday) from 4:30 pm to 5:30 pm. This is the only time this room will be needed by the wrestling committee.
 - 2. Weigh-in room on day of registration (Day 1-Sunday). Room to accommodate 23 people theater style plus additional space for scales.

14. RESULTS – WRESTLING

- A. Host will provide an area approximately 115-sq. ft. to be used for the posting competition results. Examples might be but not limited to portable chalkboards or a designated wall area close to the competitive arena. This is to post on a daily basis tournament results that are easily accessible to both spectators and athletes.
- B. Results to be emailed to Media Center each day. If no Internet access is available at the venue, Host is to designate an individual to provide results to the AAU Media Center daily.

15. REGISTRATION – WRESTLING

- A. Members of the National Tournament Committee will assist the Host with team registration at the designated registration venue.

16. CREDENTIALS – WRESTLING

- A. Host shall provide each registered athlete and coach with credentials. Each team has a maximum of 23 possible members (20 athletes and 3 coaches and one table worker) per team.

17. COMPETITION SET-UP – WRESTLING

- A. Host shall provide:
 - 1. To be coordinated with the Tournament Director and the Sport Liaison for wrestling at the AAU.
 - 2. All wrestling mats should be at the venue a minimum of **twenty-four (24) hours prior** to the start of competition. Mats should be unrolled and stacked at that time, each section placed (stacked up) upon the other so they will uncurl prior to aligning, taping and washing
 - 3. Each mat will be numbered (1 through however mats are in use) with white athletic tape and then covered with mat tape to eliminate the chance of the numbers coming up. Each number will be two (2) feet high.
- B. AAU shall provide:
 - 1. On **June 1, year of the Games**, AAU will submit a diagram of the venue set-up to the Host.

18. PARKING – WRESTLING

- A. If payment is required for parking at the competition venue site, Host shall provide the Wrestling Committee with six (6) complimentary parking passes per day.



2026 – 2030
AAU Junior Olympic Games

OFFICIAL BID DOCUMENTS

Amateur Athletic Union
PO Box 22409
Lake Buena Vista, FL 32830-1000
407-934-7200
407-934-7242 (FAX)
www.aausports.org
www.aaujrogames.org

AAU JUNIOR OLYMPIC GAMES OFFICIAL BID

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- The AAU reserves the right to add or eliminate sports in any given year.
- A facility schematic and venue specifications should be included for all venues with this bid.
- A detailed map of the Host City should accompany the bid. The map should outline the venues, participating hotel properties and points of interest.

AAU JUNIOR OLYMPIC GAMES OFFICIAL BID

Please complete the following official bid document as thoroughly as possible. You may type directly on the pdf file or request a Word Document from the AAU National Office.

Host City/Cities

Host Organization

Host Representative Preparing Bid

Date

HOST ORGANIZATION HISTORY

1. Name of the organization that is submitting this bid:

2. The structure of the bidding organization (i.e. not-for-profit organization, governmental organization, etc.):

3. List primary annual funding source(s) for bidding organization
(Funding source(s) should not include anticipated revenue generated for this event):

4. List all non-AAU groups, agencies or organizations that will contribute financial support to the hosting of the Games *(be sure to include documentation to support below listed sources):*

A. _____

B. _____

C. _____

D. _____

E. _____

5. Name some key individuals in your area and their titles that will be making up the LOC (Local Organizing Committee):

6. Indicate (in order of preference) which year(s) this bid is being submitted (1 being the highest and 5 the lowest). If only bidding on one specific year, please indicate that year with an "X".

_____2026	July 29 through August 8
_____2027	July 28 through August 7
_____2028	July 26 through August 5
_____2029	July 25 through August 4
_____2030	July 24 through August 3

Comments: _____

7. In the past, has the bidding organization hosted any state, regional, or national sports events? If so, list:

8. Are any state, regional, or national amateur sports events scheduled to take place in the host city during the 30 days prior to or following the proposed dates for the Games? If so, please list:

9. Are any professional sports events scheduled to take place in the host city during the 30 days prior to or following the proposed dates for the Games? If so, please list:

10. List below, in priority, the reasons for bidding on the AAU Junior Olympic Games (“A” being the highest):

A. _____

B. _____

C. _____

D. _____

E. _____

11. List all sports groups, clubs, or organizations that would be involved in the Games organization, operation, and/or support (*please include documentation to support below listed sources*):

A. _____

B. _____

C. _____

D. _____

E. _____

HOST CITY DEMOGRAPHICS

1. Host City/Cities: _____

2. Host City/Cities Population(s): _____

3. Please provide a breakdown of the ethnic composition within your city (i.e. % African American, Caucasian, Hispanic, Asian, etc.):

4. Please provide a composite breakdown of the diversity within your metro area (i.e. age, sex, median household income, etc.):

5. List major area corporations that will contribute financial support or "in-kind" services to the Games (if possible, please include letters of support from the below listed):

A. _____

B. _____

C. _____

D. _____

6. List any junior colleges, colleges, or universities within the metropolitan area of the Host City:

A. _____

B. _____

C. _____

D. _____

MEDIA INFORMATION

1. List all network affiliate television stations, radio stations, and local cable operators in the host city and/or surrounding area.

2. List all daily and weekly newspapers in the host city and/or surrounding metropolitan area:

Daily Paper _____

Weekly Paper _____

3. Who will the Host assign as Media Coordinator for this event?

Name _____

Current employer _____

Title _____

Phone _____ Fax _____

4. Please give a brief overview of the methods the Host will utilize to ensure that comprehensive local media coverage is given for the event.

SECURITY INFORMATION

1. Please provide a brief synopsis of the security plan proposed for the Games.

2. What security agencies would be used?

3. Please list the proposed security plan for the following areas of the Games (i.e., police officers, security guards, and campus security volunteers).

A. Sport Venues _____

B. Track & Field _____

C. Registration _____

D. Celebration of Athletes _____

E. Parking _____

MEDICAL INFORMATION

1. List the medical facilities that are located in the Host City? _____

2. Are other emergency medical transport services available? If so, list type and source (i.e. ambulance, other medical transport).

3. Is there a source of athletics trainers in the area? If so, please list sources.

FINANCIAL INFORMATION

1. What type of financial operations and documentation are proposed for collection of revenues and accounts payable process?

2. Will a CPA firm be hired to handle all financial records? YES NO
If answer is no, explain.

3. Please submit a preliminary budget that clearly demonstrates the ability to fund the event. In preparing the sample budget, the enclosed worksheet on the next several pages may be used as a guideline. If desired, another worksheet similar in format of your own choosing may be utilized.

AAU JUNIOR OLYMPIC GAMES BUDGET CONSIDERATIONS

Host Cities should be aware that the budgeting process involves many considerations for income and expenses. The outline below is only a conceptual list of budget requirements.

INCOME

	CASH	VALUE-IN KIND	TOTAL
Corporate Patrons			
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Individual			
Donations	_____	_____	_____
Membership	_____	_____	_____
Grants			
Private	_____	_____	_____
Government	_____	_____	_____
Merchandise Sales	_____	_____	_____
Ticket Sales	_____	_____	_____
Hotel Rebates	_____	_____	_____
Participant Entry Fees	_____	_____	_____
Other			
_____	_____	_____	_____
_____	_____	_____	_____
Totals	_____	_____	_____

EXPENSES

	CASH	VALUE-IN KIND	TOTAL
Administration			
Bid Fees	_____	_____	_____
Personnel	_____	_____	_____
Office Expenses	_____	_____	_____
Communications	_____	_____	_____
Office Equipment	_____	_____	_____
Printing	_____	_____	_____
Insurance	_____	_____	_____
Travel & Entertainment	_____	_____	_____
Housing Services	_____	_____	_____
Marketing / Public Relations / Media			
Public Relations	_____	_____	_____
Media Relations	_____	_____	_____
Signage/Banners	_____	_____	_____
Decorations	_____	_____	_____
Souvenir Program	_____	_____	_____
Advertising	_____	_____	_____
Special Events			
Celebration of Athletes	_____	_____	_____
Ticket Operations			
Ticket services	_____	_____	_____
Ticket takers & ushers	_____	_____	_____
Printing	_____	_____	_____
Sports Operations			
Venues	_____	_____	_____
Sports Equipment	_____	_____	_____
Security	_____	_____	_____
Medical	_____	_____	_____
Copy Machines	_____	_____	_____
Computers/Printers	_____	_____	_____

Registration

Staffing	_____	_____	_____
Athlete Goody Bags	_____	_____	_____
Printing / Credentials	_____	_____	_____

AAU Officials / Staff

Housing	_____	_____	_____
Food & Beverage	_____	_____	_____
Parking	_____	_____	_____

Volunteers / Personnel

Recruitment	_____	_____	_____
T-Shirts/Uniform	_____	_____	_____
Food & Beverage	_____	_____	_____
Appreciation	_____	_____	_____
Parking	_____	_____	_____

Other

_____	_____	_____	_____
_____	_____	_____	_____

Totals

=====	=====	=====
-------	-------	-------

Projected Fund Balance

_____	_____	_____
-------	-------	-------

Sample Preliminary Budget

(This is a sample budget only)

Income

Sponsorships	\$300,000 to \$750,000
Merchandise	\$150,000
Tickets	\$480,000
Hotel Rebates	\$150,000
Participant Entry Fees	\$330,000 to \$430,000
Total Income	\$1,410,000 to \$1,960,000

Expenses

Award/Bid Fee	\$325,000
Personnel	\$150,000 to \$200,000
Office Expense / Equipment	\$50,000
Insurance	\$30,000
Marketing/Public Relations	\$40,000
Special Events/Celebration of Athletes	\$30,000
Venues	\$250,000 to \$500,000
Sport Expenses	\$125,000
Security	\$100,000
Medical	\$100,000
Accommodations	\$40,000 to \$90,000
Total Expenses	\$1,230,000 to \$1,580,000

HOUSING

A complete listing of all participating hotels and the secured rates for the athletes, coaches, spectators, and other guests should be included in the Official Bid (written agreements or letters of support indicating room block commitment from each hotel reflecting those rates promised should also be included whenever possible). Housing commitments are determined by coaches, athletes, and families based on the reservations history from previous years.

The Host shall be responsible for providing 985 double occupancy room nights, 56 parlor suite nights and 14 two-bedroom suite nights for AAU Officials, staff and VIP’s. Host shall make a good faith effort to place AAU designated officials for each sport in the same hotel property. Hotel shall be within 10 miles to the competition venue.

1. Which hotels do you plan to use for the complimentary rooms (*please note all rooms must be double occupancy or suites*)?

2. Please give a brief overview of how the Host plans to handle the following two areas:

a. Paying for and/or providing complimentary rooms: _____

b. Managing housing reservations/requests for athletes, coaches, parents and teams:

On the following pages, please gather complete information for all properties being utilized to house athletes, coaches, and parents for the AAU Junior Olympic Games.

Fill out each form separately for each hotel property where Host will secure room blocks or provide a spreadsheet with the same information.

ATHLETE, PARENT AND COACHES HOUSING INFORMATION

(Please duplicate this form for all hotel properties being used for the event)

Name of Hotel Property _____

Address _____

Phone Number _____ Fax Number _____

Proposed sport(s) housed at this particular property:

1. _____

2. _____

3. _____

Total rooms at property _____

	Rooms Blocked	Regular Room Rate	Negotiated Room Rate
Singles	_____	_____	_____
Doubles	_____	_____	_____
Suites	_____	_____	_____

Meeting rooms: YES ___ NO ___ How many: _____

Size of meeting room(s): _____

Distance to proposed competition venue(s) for sports staying at property: _____

Distance to airport: _____

Courtesy airport shuttle: YES___ NO___

Restaurant(s)/Lounge(s): YES___ NO___ How many _____

Pool YES___ NO___

(Please duplicate this form for all hotel properties being used for the event)

GROUND TRANSPORTATION /RENTAL CARS

1. How many rental cars are available at the following local companies?

Avis _____

Budget _____

Dollar _____

Enterprise _____

Hertz _____

National _____

Thrifty _____

Other _____

Other _____

2. Describe any public transportation available (i.e. buses, trolley, rail, etc.).

AIR TRANSPORTATION

1. Which national and/or regional airlines service the host city?

	Yes	No	# Flights Arriving Daily	# Flights Departing Daily
NATIONAL:				
American Airlines	_____	_____	_____	_____
Alaska Airlines	_____	_____	_____	_____
Delta Airlines	_____	_____	_____	_____
Southwest Airlines	_____	_____	_____	_____
United Airlines	_____	_____	_____	_____
US Airways	_____	_____	_____	_____
OTHER:				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

2. What additional airports are within a 100-mile radius of the Host City?

1. _____

2. _____

3. _____

3. What is the total combined daily passenger lift capacity of the host city airport(s) as expressed by airport authorities?

Passengers per day: _____

PROPOSED VENUE LIST

SPORT	PROPOSED VENUE	DISTANCE FROM REGISTRATION	DISTANCE FROM PROPOSED HOTELS	DISTANCE FROM AIRPORT
BATON TWIRLING				
FIELD HOCKEY				
JUMP ROPE				
KARATE				
SPORT STACKING				
SWIMMING				
TAEKWONDO				
TRACK AND FIELD / MULTI- EVENTS				
TRAMPOLINE & TUMBLING				
WRESTLING				

CELEBRATION OF ATHLETES

(Reproduce this page for all venues being proposed--complete this page for each site.)

Proposed Venue _____

Address _____

1. Seating Capacity: Permanent _____ Temporary _____

2. Indoor _____ Outdoor _____

If outdoor, is there lighting? YES ___ NO ___

3. Is parking next to venue? YES ___ NO ___ Number of spaces _____

4. Have other major events similar in nature been held in this venue? YES ___ NO ___
If so, please list:

A. _____

B. _____

C. _____

5. Are there any contractual agreements or special arrangements that would affect hosting this event at this venue? Explain.

6. Are there any restrictions on signage? YES ___ NO ___

If yes, please explain: _____

7. Does the venue have a video board? YES ___ NO ___

8. List a brief description of what would be offered at the Celebration of Athletes:

9. Please include a schematic and specifications of proposed venue(s).

AAU ON-SITE OFFICE

(Reproduce this page for all venues being proposed--complete this page for each site.)

Proposed venue (site at registration venue is preferred): _____

Address _____

Square footage _____

Air conditioning? YES___ NO___

Amount of lockable storage space? _____

1. Is the on-site office within the proposed registration venue? YES___ NO___

2. What is the approximate distance from the majority of potential host hotels? _____

3. Are there existing phone lines in the office area? _____

If not, can they be installed? YES___ NO___

3. Describe the type of internet connection available. _____

5. Are there any special features about this site that should be mentioned?

6. Please include a schematic and specifications of proposed venue.

REGISTRATION / CHECK-IN

(Reproduce this page for all venues being proposed--complete this page for each site.)

Proposed venue _____

Address _____

Square footage _____

Air conditioning? YES___ NO___

Amount of lockable storage space: _____

1. Why was this particular venue chosen for registration? _____

2. Is parking next to venue? YES___ NO___ Number of spaces: _____

3. Are there existing phone lines available? _____

4. Describe the type of internet connections available. _____

5. Is power available throughout the space? _____

6. What is the approximate distance from the majority of potential host hotels? _____

7. What is the approximate distance from the airport? _____

8. What is the approximate distance to competition venues? _____

9. Are there breakout rooms for team meeting areas? YES___ NO___

Amount and sizes:

10. Are concessions available onsite? _____
11. Are there any contractual agreements or special arrangements that would affect the usage of this venue? Please explain:

12. Are there any special features about this venue that should be mentioned?

13. How does the Host plan to staff registration (please give a brief outline). _____

14. Will the facility be shared with other sport competitions or other events? _____

15. Please include a schematic and specifications for proposed venue.

BATON TWIRLING

(Reproduce this page for all baton twirling venues being proposed--complete this page for each site.)

Proposed venue _____

Address _____

Length of competition area _____ Width of competition area _____

Length of practice area _____ Width of practice area _____

How far is the practice area from the competition area? _____

Ceiling height _____ Air conditioning? YES___ NO___

Floor surface _____

Permanent seating capacity _____ Temporary _____

Internet access? ___YES NO___

1. Is this venue a high school, college, private facility or other? Explain:

2. Is parking next to venue? YES___ NO___ Number of spaces: _____

3. Can admission be controlled at this venue? YES___ NO___

5. Is an officials' room be available at this site? YES___ NO___

6. Are locker or dressing rooms available, separate from public restrooms? Describe: _____

7. Is there a concessions stand? _____

8. Are there any contractual agreements or special arrangements that would affect the usage of this venue? Please explain:

9. Are there any special features about this venue that should be mentioned?

9. Is there an existing sound system present? Explain: _____

10. Additional Venue Information:

A. Will other events take place in the same facility? _____

B. Has there been baton twirling competitions conducted at this facility?
YES___ NO___ If so, give names and dates of events.

1. _____

2. _____

C. Proposed alternate sites for this sport:

1. _____

2. _____

Housing:

Proposed housing site(s) for this sport _____

Distance from housing to competition site (miles): _____

(travel time): _____

FIELD HOCKEY

(Reproduce this page for all field hockey venues being proposed--complete this page for each site.)

Proposed venue _____

Address _____

Competition surface (artificial turf preferred) _____

Is playing field flat or is there a crown? _____

Players' benches? YES___ NO___ Lights? YES___ NO___

Length of playing field _____ Width of playing field _____

Permanent Seating Capacity _____ Temporary Seats _____

Permanent Press Box YES___ NO___ Permanent goal cages YES___ NO___
Internet access? YES___ NO___ Lockable storage? YES___ NO___

1. Is this a high school, college, or private facility?

2. Is parking next to venue site? YES___ NO___ Number of spaces: _____

3. Can admission be controlled at this venue? YES___ NO___

4. Is there an indoor officials' room nearby? Describe: _____

5. Are there any contractual agreements or special arrangements that would affect the usage of this venue?

6. Does venue have concession stand available? YES___ NO___

7. Are there any special features about this venue that should be mentioned? Explain:

8. Is there a public address system? _____

9. Are there public restrooms with running water? _____

10. Other Venue Information:

A. Will other events take place in the same facility?

B. Has field hockey been conducted in this facility? YES___ NO___
If so, give names and dates of field hockey events.

1. _____

2. _____

C. Proposed alternate sites for this sport:

1. _____

2. _____

Housing:

Proposed housing site(s) for this sport _____

Distance from housing to competition site (miles): _____

(travel time): _____

JUMP ROPE

(Reproduce this page for all jump rope venues being proposed--complete this page for each site.)

Proposed venue _____

Address _____

Length of competition surface _____ Width of competition surface _____

Ceiling height _____ Air conditioning? YES ___ NO ___

Floor surface composition _____

Permanent seating _____ Temporary seating _____

Is there a separate practice area? Dimensions: _____

Distance of practice area from competition area: _____

Internet access? YES ___ NO ___ Lockable storage? YES ___ NO ___

1. Is this venue a high school, college, private facility or other? Explain:

2. Is parking next to venue? YES ___ NO ___ Number of spaces: _____

3. Is there a concessions stand? YES ___ NO ___

4. Can admission be controlled at this venue? YES ___ NO ___

5. Describe the meeting space available? _____

6. Are there any contractual agreements or special arrangements that would affect the usage of this venue? Please explain:

7. Are there any special features about this venue that should be mentioned?

8. Is there an existing sound system present? If not, can one be brought into the venue?

9. **Additional Venue Information:**

A. Will other events take place in the same facility?

B. Have jump rope events been conducted in this facility? YES___ NO___
If so, give names and dates of jump rope events.

1. _____

2. _____

C. Proposed alternate sites for this sport:

1. _____

2. _____

Housing:

Proposed housing site(s) for this sport _____

Distance from housing to competition site (miles): _____

(travel time): _____

KARATE

(Reproduce this page for all karate venues being proposed--complete this page for each site.)

Proposed venue _____

Address _____

Length of competition area _____ Width of competition area _____

Floor surface material _____

Permanent seating _____ Temporary seating _____

Internet access? YES___ NO___ Lockable storage? YES___ NO___

1. Is this venue a high school, college, private facility or other? Explain:

2. Is parking next to venue? YES___ NO___ Number of spaces: _____

3. Is there an existing public address system? YES___ NO___

4. Does venue have a concession area? YES___ NO___

5. Can admission be controlled at this facility? YES___ NO___

6. Is there space available for an officials' room? YES___ NO___

7. Are there any contractual agreements or special arrangements that would affect the usage of this venue? Please explain:

8. Are there any special features about this venue that should be mentioned?

9. **Additional Venue Information:**

A. Will other events take place in the same facility?

B. Have karate events been conducted in this facility? YES___ NO___
If so, give names and dates of karate events.

1. _____

2. _____

C. Proposed alternate sites for this sport:

1. _____

2. _____

Housing:

Proposed housing site(s) for this sport _____

Distance from housing to competition site (miles): _____

(travel time): _____

SPORT STACKING

(Reproduce this page for all jump rope venues being proposed--complete this page for each site.)

Proposed venue _____

Address _____

Length of competition surface _____ Width of competition surface _____

Ceiling height _____ Air conditioning? YES___ NO___

Floor surface composition _____

Permanent seating _____ Temporary seating _____

Internet access? YES___ NO___ Lockable storage? YES___ NO___

1. Is this venue a high school, college, private facility or other? Explain:

2. Is parking next to venue? YES___ NO___ Number of spaces: _____

3. Is there a concessions stand? YES___ NO___

4. Can admission be controlled at this venue? YES___ NO___

5. Describe the meeting space available? _____

6. Are there any contractual agreements or special arrangements that would affect the usage of this venue? Please explain:

7. Are there any special features about this venue that should be mentioned?

8. Is there an existing sound system present? If not, can one be brought into the venue?

9. **Additional Venue Information:**

A. Will other events take place in the same facility?

B. Have other events been conducted in this facility? YES___ NO___
If so, give names and dates.

1. _____

2. _____

C. Proposed alternate sites for this sport:

1. _____

2. _____

Housing:

Proposed housing site(s) for this sport _____

Distance from housing to competition site (miles): _____

(travel time): _____

SWIMMING

(Reproduce this page for all swimming venues being proposed--complete this page for each site.)

Proposed venue _____

Address _____

Pool length _____ Pool width _____

Deck space at sides _____ Deck space at ends _____

Movable bulkhead: YES___ NO___ Type of gutter system _____

Pool depth: Shallow _____ Deep _____ At one meter from wall _____

Permanent seating _____ Temporary seating capacity _____

Indoor _____ Outdoor _____ Number of lanes _____

Public Address System YES___ NO___

Scoreboard with 8 lane read out YES___ NO___

Internet access? YES___ NO___ Lockable storage? YES___ NO___

1. Is this venue a high school, college, private facility, or other? Explain:

2. Is parking next to venue? YES___ NO___ Number of spaces: _____

3. Is there an area for coaches meetings? YES___ NO___

4. Is there an area for an officials room? YES___ NO___

5. Does venue have a concession area? YES___ NO___

6. Can admission be controlled at this facility? YES___ NO___

7. Are there any contractual agreements or special arrangements that would affect the usage of this venue? Please explain:

8. Are there any special features about this venue that should be mentioned?

9. Additional Venue Information:

A. Will other events take place in the same facility?

B. Please list other swimming competitions that have taken place in this facility.

1. _____

2. _____

C. Proposed alternate sites for this sport:

1. _____

2. _____

10. In order for the swimming competition to be a success, local participation is a must and mandatory. Please list a proposal USS (United States Swimming) Club/Team who will help conduct the event and secure needed local teams:

Name _____

Address _____

Phone _____

Housing:

Proposed housing site(s) for this sport _____

Distance from housing to competition site (miles): _____

(travel time): _____

TAEKWONDO

(Reproduce this page for all taekwondo venues being proposed--complete this page for each site.)

Proposed venue _____

Address _____

Length of competition area _____ Width of competition area _____

Floor surface material _____

Permanent seating _____ Temporary seating _____

Internet access? YES___ NO___ Lockable storage? YES___ NO___

1. Is this venue a high school, college, private facility or other? Explain:

2. Is parking next to venue? YES___ NO___ Number of spaces: _____

3. Is there an existing public address system? YES___ NO___

4. Does venue have a concession area? YES___ NO___

5. Can admission be controlled at this facility? YES___ NO___

6. Is there space available for an officials' room? YES___ NO___

7. Are there any contractual agreements or special arrangements that would affect the usage of this venue? Please explain:

8. Are there any special features about this venue that should be mentioned?

9. **Additional Venue Information:**

A. Will other events take place in the same facility?

B. Have Taekwondo events been conducted in this facility? YES___ NO___
If so, give names and dates of events.

1. _____

2. _____

C. Proposed alternate sites for this sport:

1. _____

2. _____

Housing:

Proposed housing site(s) for this sport _____

Distance from housing to competition site (miles): _____

(travel time): _____

TRACK AND FIELD / MULTI-EVENTS

(Reproduce this page for all track and field venues being proposed--complete this page for each site.)

Proposed venue _____

Address _____

Number of lanes _____ Rail around the track? YES___ NO___

Track surface _____ Age of surface _____

Permanent seating _____ Lights? YES___ NO___

Press Box: Size/Number of Rooms: _____

Air-Conditioned: _____

Number of phone lines: _____

Type of Internet connection: _____

Elevator: YES___ NO___

High Jump: Number of high jump pits _____

Location of pits _____

Jumping surface _____

Long Jump: Number of long/tripe jump pits _____

Is runway a minimum 40 meters? YES___ NO___

Location _____

Pole Vault: Number of pole vault pits _____

Location _____

Shot Put: Number of permanent shot put rings _____

Location _____

Discus: Location (must be outside of track): _____

Is there a cage: YES___ NO___

Javelin: Location (must be outside of track): _____

Steeplechase: YES___ NO___

1. Is venue a high school or college facility?

2. Is parking next to venue? YES___ NO___ Number of spaces: _____
3. Are there on-site medical facilities (first-aid)? YES___ NO___
4. Does venue have a concession area? YES___ NO___
5. Can admission be controlled at this facility? YES___ NO___
6. What is the best location for the officials' rooms? Air-conditioned? Describe room: _____

7. Is there a warm-up area next to the track? Describe: _____

8. What is the proposed location for the Info Center and Awards Area? Describe location, access, indoor/outdoor, Internet access, air-conditioned, seating, etc.) _____

9. Are there any contractual agreements or special arrangements that would affect the usage of this venue? Please explain:

10. Are there any special features about this venue that should be mentioned?

11. Are there restrooms available?

12. Please give a brief description of scoreboard specifications. Does it include a video board?

13. Additional Venue Information:

A. Will other events take place in the same facility?

B. Please list other Track and Field events that have taken place in this facility.

1.

2.

D. Proposed alternate sites for this sport:

1.

2.

13. Please give a brief description of scoreboard specifications. Does it include a video board?

Housing:

Proposed housing sites for this sport

Distance from housing to competition site (miles):

(travel time):

TRAMPOLINE AND TUMBLING

(Reproduce this page for all trampoline & tumbling venues being proposed--complete this page for each site.)

Proposed venue _____

Address _____

Length of competition surface _____ Width of competition surface _____

Ceiling height _____ Air conditioning? YES ___ NO ___

Floor surface composition _____

Permanent seating _____ Temporary seating _____

Internet access? YES ___ NO ___ Lockable storage? YES ___ NO ___

1. Is this venue a high school, college, private facility or other? Explain:

2. Is parking next to venue? YES ___ NO ___ Number of spaces: _____

3. Is there a public address and sound system present? _____

4. Can admission be controlled at this venue? YES ___ NO ___

5. Is there a separate area for the awards presentations? _____

6. Are there meeting rooms available? _____

7. Are there any contractual agreements or special arrangements that would affect the usage of this venue? Please explain:

8. Are there any special features about this venue that should be mentioned?

9. **Additional Venue Information:**

A. Will other events take place in the same facility?

B. Facility used for this sport before? YES___ NO___

C. Have Trampoline & Tumbling events been conducted in this facility?

YES___ NO___

If so, give names and dates of events.

1. _____

2. _____

D. Proposed alternate sites for this sport:

1. _____

2. _____

Housing:

Proposed housing site(s) for this sport _____

Distance from housing to competition site (miles): _____

(travel time): _____

WRESTLING

(Reproduce this page for all wrestling venues being proposed--complete this page for each site.)

Proposed venue _____

Address _____

Length of competition area _____ Width of competition area _____

Floor surface _____ Locker Rooms YES___ NO___

Permanent seating _____ Temporary seating capacity _____

Internet access? YES___ NO___ Lockable storage? YES___ NO___

1. Is venue proposed a high school or college facility or other, please explain if other?

2. Is parking next to venue? YES___ NO___ Number of spaces: _____

3. Is there an area for weigh-ins? _____

4. Does venue have a concession area? YES___ NO___

5. Can admission be controlled at this facility? YES___ NO___

6. Is space available for officials' room? YES___ NO___

7. Are there any contractual agreements or special arrangements that would affect the usage of this venue? Please explain:

8. Are there any special features about this venue that should be mentioned?

-
-
9. Men's and women's locker rooms? YES___ NO___
10. Weigh-in room, if yes then specify how large? YES___ NO___ Size?_____
11. What type of floor surface is present (wood, sport court, concrete, etc.)?_____

12. **Additional Venue Information:**

A. Will other events take place in the same facility?

B. Have wrestling events been conducted in this facility? YES___ NO___
If so, give names and dates of events:

1. _____

2. _____

C. Proposed alternate sites for this sport:

1. _____

2. _____

Housing:

Proposed housing site(s) for this sport _____

Distance from housing to competition site (miles): _____

(travel time): _____

SAMPLE HOST CITY ORGANIZATIONAL CHART

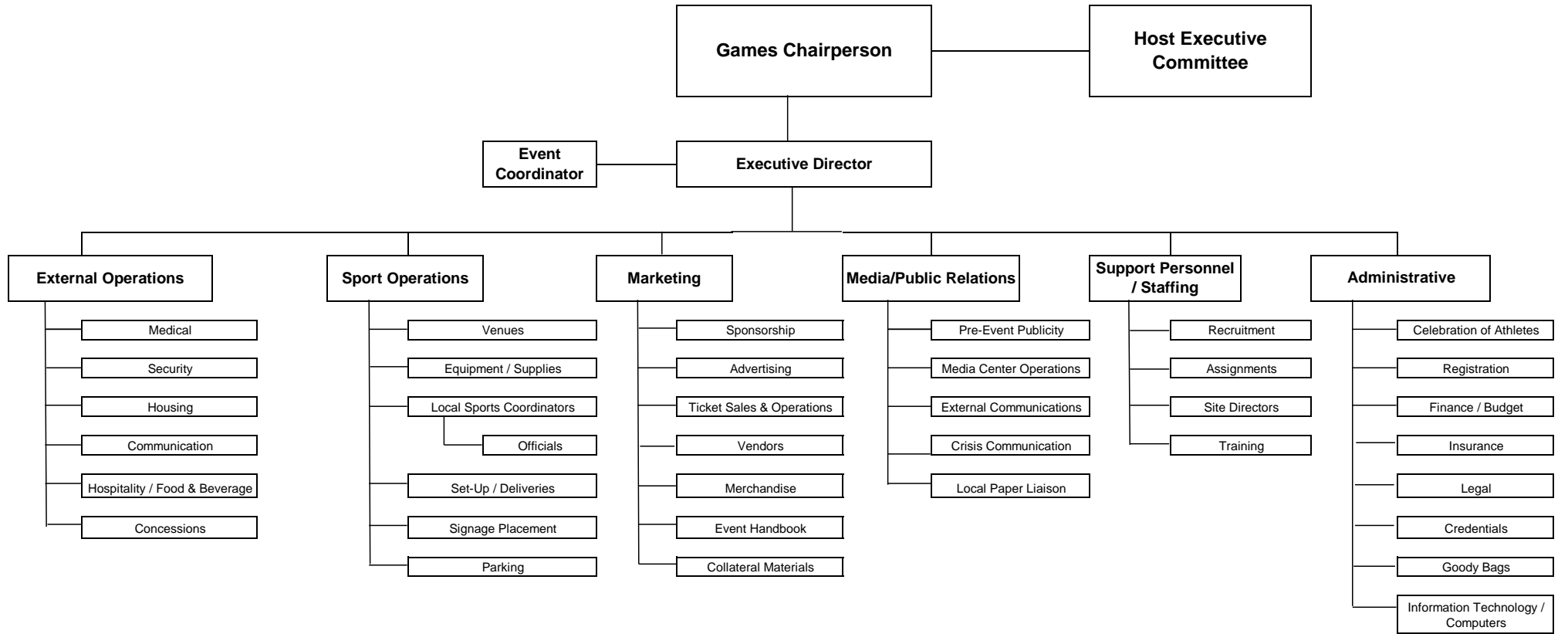


EXHIBIT D
AAU JUNIOR OLYMPIC GAMES EVENT SCHEDULE
Tentative Schedule

Sport	Wed	Thu	Fri	Sat	Sun	Mon	Tues	Wed	Thu	Fri	Sat
Multi-Events			Reg	Comp	Comp						
Track & Field					Reg	Comp	Comp	Comp	Comp	Comp	Comp
Track Check-In / Registration	Closed	Closed	12:00 PM - 6:00 PM	8:00 AM - 5:00 PM	8:00 AM - 7:00 PM	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	8:00 AM - 4:00 PM	8:00 AM - 3:00 PM	8:00 AM - 2:00 PM	Closed
Trampoline & Tumbling	Reg/Pract	Comp	Comp	Comp	Comp						
Baton Twirling					Reg	Comp	Comp	Comp	Comp		
Sport Stacking			Reg/Comp	Comp	Comp						
Wrestling (Girls)					Reg/Pract	Comp	Comp				
Wrestling					Reg/Pract	Comp	Comp	Comp	Comp	Comp	
Jump Rope	Reg/Pract	Comp	Comp	Comp	Comp	Comp	Comp				
Karate			Reg	Comp	Comp						
Taekwondo						Reg	Comp	Reg/Comp	Comp	Comp	Comp
Swimming		Comp	Comp	Comp	Comp						
Field Hockey						Reg/Pract	Comp	Comp	Comp		
Registration	8:00 AM - 6:00 PM	8:00 AM - 6:00 PM	8:00 AM - 6:00 PM	8:00 AM - 6:00 PM	8:00 AM - 6:00 PM	8:00 AM - 6:00 PM	8:00 AM - 6:00 PM	8:00 AM - 6:00 PM	8:00 AM - 6:00 PM	Closed	Closed

EXHIBIT E GENERAL FACILITY REQUIREMENTS OVERVIEW

** For indoor sports, facilities such as convention centers or similar that can accommodate multi-sports at one time are preferred. All indoor facilities must be air-conditioned.*

SPORT	PREFERRED FACILITY	SPECTATOR SEATING	ADDITIONAL COMMENTS
Baton Twirling	Minimum of 2 separate 50'x84' hardwood gym floors or smooth concrete floor. Areas must be separate so that music can be played simultaneously. Minimum 30' ceiling height.	750 to 1,000	Locker/dressing rooms and meeting space needed.
Field Hockey	One (1) 60' X 100' yard field. Turf/artificial surface needed.	500-750 minimum	Press box/work room needed. Officials meeting space needed.
Jump Rope	2 high school basketball floors (hardwood surface), approximately 12,500 square feet. Additional space for warm up area 150'x80' (12,000 square feet).	750 minimum	Sound system and meeting space required. Wood floor preferred, but can use sport court.
Karate	Area large enough to accommodate a minimum of 4 rings (45' X 45' each). Approximately 2,000-3,000 square feet for staging area.	750 minimum	Meeting space required.
Sport Stacking	Approximately 22,000 square feet. Competition area comprised of hardwood or concrete flooring	750 minimum	Meeting space required.
Swimming	Eight lane, 50 meter pool with non-turbulence lane markers. Minimum pool turn end depth of four feet at one meter from wall.	500 minimum	Operation PA system and scoreboard. Water temperature 78-82 degrees Fahrenheit. Pool should be closed to the general public during competition. Meeting room needed.
Taekwondo	Large area to accommodate 3 to 4 of the 12 meter x 12 meter rings (approximately 15,000 square feet). Approximately 2,500 square feet of open space for staging area.	750 minimum	Additional area needed around competition area for officials seating (80) and coaches seating (200). Meeting space needed.
Track & Field / Multi-Events	Eight 42" lane, lighted, curbed track with common finish line, minimum of 4 horizontal jumping pits with 40 meter runways, 4 shot put rings, 1 discus ring with cage outside of track, 1 javelin area outside of track, 5 high jump pits, 2 pole vault pits, 1 steeple chase, Video Board/Jumbotron	minimum 15,000 (depending on adjacent areas to facility for Tent City)	Minimum of 3 air-conditioned rooms in press box. Indoor location for Awards Area (50' x 80'). Air-conditioned national officials room (30' x 40'). Jumbotron. High speed internet connection in the press box and awards area.
Trampoline & Tumbling	Approximately 25,000 to 30,000 square feet, 220' x 110' competition floor space.	1,000 minimum	LOC to provide equipment from AAU approved vendor. Separate awards area and meeting space needed.
Wrestling	Indoor facility to accommodate eight (8) 42' x 42' wrestling mats with extra space for head table and coaches seating.	750 minimum	Weigh-in room and meeting space needed.
Celebration of Athletes	Stadium or Arena	15,000 spectator minimum	Can be held indoors or outdoors
Registration / Check-In	Facilities must be secured. 5 meeting rooms. Minimum 400 square feet of lockable storage space. Additional registration areas for individual sports might be required.		Wired High Speed Internet connections required. Ample parking needed. Display area or wall (300 square feet) for posting schedules, etc.
AAU On-Site Office	Located at the Registration venue. Approximately 60' x 60' area with lockable entrance/exit and separate storage area.		High Speed Internet connection.
LOC On-Site Office	Suggested to have on-site office space near the AAU Office and Registration venue.		

Note: In general, all venues need areas for food & beverage/hospitality, concessions, vendors, locked storage, restrooms, parking, etc.