

Regional Championships Hosting Policy

Version 1.0 / Last Amended 06/06/2018

- I. Purpose:
 - A. The purpose of this policy is to outline a process for selecting a Regional host and hosting a Regional meet.
- II. Definition:
 - A. For the purpose of this document, the “Regionals Host” shall refer to an individual, school, organization, or group of individuals who have agreed to take responsibility for the local coordination of an NAIGC Regional Championships.
- III. The Event:
 - A. The NAIGC Regional Championships should be held prior to Nationals.
 - B. The dates should be selected with consideration of: final exam schedules, major religious holidays, social holidays, large meets in the same area (for judge availability), and school breaks.
 - C. It is expected that Regional Championships will be sanctioned. Meet hosts should be willing to apply for a sanction (see NAIGC Event Sanctioning policy) if they are planning to submit a bid for Regionals.
- IV. Responsibilities of the Regional Host:
 - A. Provide the following services:
 1. Required:
 - a) Competition Venue
 - b) Equipment
 - c) Judges
 - d) Athletic Trainer
 - e) Host Hotel
 2. Optional:
 - a) Concession Stand
 - b) Merchandise Vendors
 - c) Location and logistics of Regional meeting
 - d) Local Area Information
 - B. Communicate all problems and concerns with their Regional Coordinator.
 - C. Follow the NAIGC Safety and Equipment Standards and complete Incident Report forms as applicable
- V. Bid Process:
 - A. Timing:
 1. Clubs that are interested in hosting Regionals should submit a bid by October 1.
 2. The decision should be made for each region no later than November 1.
 - B. What to include in Regionals Host Bid document:
 1. Date and tentative schedule
 2. Venue
 3. Disciplines and Levels offered
 4. Equipment details
 5. Judging details (certification, number of judges)

6. Meet entry fees
7. Spectator fees
8. Host hotel and cost
9. Estimate budget
10. Previous meet hosting experience of club and/or individual
11. What sets you apart from other bids

C. Bid Finalization:

1. The group of Regional Coordinators will ensure completeness and viability of bids and work with potential hosts to gather additional info. Potential hosts that submit bids earlier will have an advantage of more time for feedback from the group of Regional Coordinators.
2. The group of Regional Coordinators will remove any bids that are not complete or viable prior to voting.

D. Decision Mechanism:

1. All viable bids will be included in the vote.
 2. Each active club in the region will have the opportunity to participate in the vote.
 3. Clubs voters will rate each bid from 1-5 or Abstain. The highest scoring bid will be selected.
 4. It is expected that at least $\frac{1}{2}$ of clubs cast a non-abstention vote for at least one option. The Regional Coordinator may expand the length of the voting period if needed to increase participation.
 5. The Regional Coordinator will break any ties.
 6. The Regional Coordinator may choose to veto the Clubs' decision. In which case, the NAIGC Board of Directors will decide the Regional Host.
- E. If the details of a bid changes, the meet host should notify their Regional Coordinator as soon as any changes are known. If the club/individual that won the bid to host Regionals can no longer follow through with the promised details, the Regional Coordinator will choose a replacement host.

VI. Amendments

- A. This document may be amended by the NAIGC Board of Directors.