

SECTION VIII: MEET ORGANIZATION GUIDELINES

New additions are highlighted

I. Scoring

A. International Definitions

1. All-Around Score (AA)

Optional All-Around is the total score for the six optional routines. Combined All-Around score is derived from adding the total score from two sessions together -- All Around Prelims + All Around Finals = combined score.

2. Combined Event Score

The total of the two scores received in an event from two different sessions.

3. Finals

a. Individual Finals

The highest scoring competitors (maximum of 10) of each event are called the individual finalists. They qualify to compete for the "Champion Title" of an event in a FINALS MEET, which is conducted in all six events with optional performances. The gymnast may perform the same or a different optional routine as in the preliminaries. The same gymnast may be qualified to one or more events to compete in the finals, The combined event score average from the preliminaries is added to the score earned in the finals, except in a "New Life" format where only the finals score is used to determine rank.

b. All-Around Finals

Based on the top pre-determined number of All-Around Meet Scores for the "All-Around Champion Title," an additional optional competition is conducted following the preliminaries. The gymnast must perform in six events and may perform the same or different optional routines as in the preliminary competition. Scoring: The final score is the average of the "All-Around Meet Score" and the "Finals All-Around Meet Score," except in a "New Life" format where only the finals score is used to determine rank.

4. Team Score

The method of team scoring must be described clearly in the "Meet Announcement" as well as in the "Meet Information." It is suggested in USA Gymnastics Age Group Competition a minimum of the top three (3) scores in each event count toward the team score in state level meets and below. Take the best three scores in each event. When competition is for team only, the team score is based on counting one less than the designated number of individuals entered per team. Example: Each team may enter six (6) competitors. The team score is based on the top five (5) scores in each of the six (6) events.

5. Order of Events

a. The FIG order of events is recommended for the preliminary competition for all USA Gymnastics meets. If six (6) events are conducted at the same time, the squad should rotate from one event to the next following FIG order:

- 1) Floor Exercise
- 2) Pommel Horse
- 3) Still Rings
- 4) Vault
- 5) Parallel Bars
- 6) Horizontal Bar

b. Final Order: If two (2) events are conducted simultaneously, the following order is recommended.

- 1) Floor Exercise and Pommel Horse

- 2) Still Rings and Vault
- 3) Parallel Bars and Horizontal Bar

B. Age-Group competitions use USAG Age Group Competition rules for compulsories and FIG Competition I (with USAG modifications) for optional routines.

II. Junior Olympic Judges Recommended Fee Structure

This fee structure is applied to State Meets and above.

A. Recommended Fees by Duration of Meet.

Rating of judge	Under <u>2 hrs</u>	2 to 2 1/2 <u>Hours</u>	2 1/2 to 3 <u>Hours</u>	Over 3 <u>Hours</u>
BREVET	\$48	\$58	\$68	\$12 per 1/2 hr
NATIONAL	\$43	\$53	\$63	\$12 per 1/2 hr
JR. OLYMPIC	\$33	\$43	\$53	\$12 per 1/2 hr

Note: The honorarium for J.O. Nationals is set at \$850 per judge.

B. Meal and Travel Per Diem

Breakfast - \$7.00

Lunch - \$8.00

Dinner - \$10.00

C. Mileage

Judges shall receive mileage reimbursements at the current IRS rate. The total mileage reimbursement shall not exceed the cost of a round trip airline ticket to the same locale.

D. Lodging

If an official must stay overnight prior to, during, or following a competition, lodging and meals should be provided.

E. Disclaimer

The above standards are established as guidelines. A local judging association has the right to negotiate its own fee schedule in consultation with the appropriate USA Gymnastics State or Regional Chairman.

III. Meet Officials

A. What Meet Officials should expect:

Meet Officials should never be assigned to private homes where they would be obligated to socialize instead of rest or to travel hours each day to get to the meet from their housing - unless this is what they request.

1. Meet officials should be provided with hotel rooms in nearby quality hotels or motels, ideally two (2) persons assigned to one room.
2. Transportation shall be provided to and from the hotel if cars are not available for judges to use. The driver's name, pickup time and place should be included in the judging packets. If a judge is not picked up at the arranged time, he should be reimbursed by the Meet Director for transportation expenses.
3. Provisions should be made for the transportation of any official to and from the airport.
4. Runners assigned to each judge should stay with that person for the length of a session to provide the most efficient work.

B. Work Load and Recovery Sessions

In general, sessions should not be scheduled which would require a judge to officiate any longer than a maximum of three and one half (3 1/2) hours at any single session. Adequate time should be

scheduled between the end of the evening session and the beginning of the next morning session for a rest period.

IV. Pre-meet Conditions of which to be Aware

A. Meet Directors

To conduct a GREAT meet is an ART! Even the so-called "expert" directors have to cope with difficulties in the course of work since every meet has its own characteristics and unique problems. A well run meet is to be expected. However, to expect a PERFECT meet is slightly UTOPIAN. The opportunity to conduct a large meet is a "once in a lifetime" experience for many directors. There are not enough opportunities for obtaining substantial experience in a short period of time. This experience comes through many years of organizing meets. Therefore, the Meet Director must plan well, striving for perfection in every detail. Every phase of the meet must be examined to prepare for unexpected challenges.

The most famously conducted meets were results of maximum investment of effort and heart, not happenings of miracles where the problems solved themselves.

The feeling of pride in obtaining the right and privilege to host an important meet should carry over to every detail of the work. Pre-meet preparations, meet conduct and follow-up work must be carefully scrutinized. The assignment should be carried out in its ENTIRETY in order to result in success and to give a true personal satisfaction.

B. Competitors - Coaches

With the exception of the local competitors, most of the gymnasts and coaches must travel a considerable distance to compete in Regional and higher meets. The strenuous training prior to these meets, the fatigue from travel, the competitive tension and the unfamiliarity with the new site brings a special emotional condition upon participants.

A well-organized pre-meet setup, with ample guidance for the arriving visitors and a well designed practice program, is essential to put the athletes at ease. Meet Directors should provide the following:

1. Information prior to meet and/or at the site of the meet.
2. Good hostess service.
3. Well-equipped practice and competitive areas.
4. Practice area available at scheduled time.
5. Well scheduled practice times and adequate practice time.
6. Random draw.
7. Separate times for practice and coaches meetings.

V. Considerations for Audience Appeal

The following factors are essential for the success of a meet:

- A. An organized disciplined meet, conducted on schedule, with no interruptions and with quick performance changes and fast judging.
- B. Sessions not too long in duration.
- C. Sessions should include all six (6) events, unless specifically advertised in pre-meet information and tickets.
- D. Adequate information on scores and performing persons:
 1. Information shown on scoreboards should be visible from every seat.
 2. Scores shall be rotated slowly and constantly.
 3. Scores shall be elevated and not covered by Officials on the floor,

4. Scores shall be flashed right away and as close to the event as possible.
5. Scores shall be large enough to read.

NOTE: At each event, two (2) sets of information shall be rotated at all times, with stops only to change numbers:

- a. The performing gymnast's name and/or number.
 - b. The score for the previous gymnast and his competitive number.
- E. The program should be easily read, contain a place to record scores and have adequate information on the events and competitors.
- F. The program should include information available from the previous day's results. If there are no large result posting sites available, duplicated copies of the results should be available. These should be free or available for a minimum charge covering the cost of paper. They should also be posted in public areas.
- G. No distracting actions on the competition floor:
1. Gymnasts should warm up away from the competing gymnasts.
 2. Gymnasts should remain in designated areas.
 3. Gymnasts should not horseplay or eat on competition floor.
 4. Judges should not argue or conduct long conferences.
- H. There should be little or no moving of equipment.
A gymnast should be ready when his number is called.
- J. A trainer, stretcher, first aid kit, ice, etc. should be quickly accessible.
- K. Background music, if used, should not be too loud, or poor in quality.
- L. Tidy seats, gym floor and restrooms are required.
- M. Floor managers and security persons shall be available.
- N. Refreshment service should be quick and provide enough stations for purchase.
- O. Ticket sales should be available on time and at the door for next session.
- P. No more than six events shall be conducted at the same time.
- Q. Announcer should have a pleasant voice. No information should be given on a loud speaker while a performance is in progress. Information should be given during breaks.
- R. A pleasant voice and mannerism of the head judge should be used in calling out performer's number to go on.
- S. Welcome speeches should not be too long or too many.
- T. Plan a meet with a definite ending and with immediate official results announced. The first three All-Around and first three event winners should be announced at last.

VI. Meet Directors - Committees and Checklists

A. Prior to submitting a bid:

1. Determine the possibility of drawing an audience for the meet through investigation in order to detect any conflicting events scheduled in the community at the time of the meet's date.
2. Inquire about a suitable site for the meet and its cost. Make tentative reservations.
3. Draw up a budget - realistically estimating expenses - to find out the total cost of hosting the meet.
4. Prepare the bid and submit it to the appropriate individual.
5. Secure finances and/or sponsors. Clear all sponsorships with the USA Gymnastics National Office prior to signing contracts.
6. Budget items for expense consideration-
 - a. Officials' fees and expenses
 - b. USA Gymnastics Fees
 - c. Gymnasium rental
 - d. Equipment rental
 - e. Moving costs
 - f. Printing expenses: tickets, programs, fliers, posters, results
 - g. Promotion and paid advertisements: web site, TV, radio, newspaper
 - h. Decorations for meet site
 - i. Uniforms for runners
 - j. Special small souvenirs for competitors, officials and workers
 - k. Awards for competitors
 - l. Hospitality room and food - banquet if planned
 - m. Cost of special photographs, films and tapes used at the meet or prior to the meet
 - n. Transportation for participants at the meet site
 - o. Secretarial work, paper, mailing, phone
 - p. Electrician union workers fees
 - q. Doctor and/or trainer fees
 - r. Janitorial services
 - s. Insurance costs
7. Budget items for income:
 - a. Ticket sales
 - b. Program sales
 - c. Souvenir sales
 - d. Refreshment sales
 - e. Entry fees
 - f. Sponsorships

B. After receiving permission to host the meet:

1. Send a Request for Sanction to USA Gymnastics.
2. Make preliminary announcement in newspapers and on radio and TV about the meet.
3. Secure the meet site with a contract.
4. Contact the proper NGJA personnel for securing judges.
 - a. For local, sectional, invitational and state meets, contact the State Judging Director.
 - b. For Regional meets, contact the Regional Judging Director.
 - c. For all National Jr. Elite meets and National Elite meets, contact the National Judging Director.
5. Clear housing arrangements and special prices with hotels.
6. Organize the committees - appoint chairpersons.

7. Establish an outline of duties for each committee.
8. Set deadlines for the various phases of progress.
9. Secure every working person used from other professions.
10. Establish the outline of the meet - number of sessions and times.
11. Mail out meet information and/or post to web site.
12. Mail out and post to web site requested entry forms and detailed information to coaches, competitors and meet officials; and send invitations to dignitaries.
13. Gradually increase the frequency of news announcements and advertisements of the meet.
14. Print tickets, fliers, and posters. Organize the ticket sales, mail order and local. Mail out complimentary tickets.

C. After all entries are in:

1. Select a suitable meet form for rotation.
2. Conduct the draw and assign the competitors to squads and events – post information to web site if possible.
3. Prepare the program.
4. Check the arrival times of visitors and the hotel reservations through the Hospitality Committee.
5. Secure "welcome gymnasts" signs on billboards from motel and other agencies.
6. Prepare the floor patterns for equipment and give a deadline for the setup.
7. Prepare competitors and judges packets for registration -- possible enclosures:
 - a. Entry list
 - b. Order of competition for each session
 - c. Competition procedure
 - d. Warm-up and practice procedure
 - e. Competitor numbers
 - f. Passes to the competition
 - g. Judges assignment list
 - h. Meeting schedule
 - i. Official program
 - j. Map of city
 - k. Map of meet site
 - l. List of local restaurants, churches and places of interest
 - m. Information on sponsoring agency, city or school
 - n. Souvenirs
 - o. Publicity pictures (returned to competitors)
 - p. Newspaper articles - pictures of competitors or meet
 - q. Extra flier or poster for souvenir

D. After the competitors arrive:

1. Be present at registration times.
2. Conduct the coaches meeting and scratch session. The Meet Referee should be in attendance. If an open draw is required, it should take place at this meeting.
3. Provide the judges a meeting area.
4. The Meet Referee chairs the meeting.
5. Be available at practice and warm-up sessions for any inquiry.

E. At the meet:

1. Be agile, moving between working stations in order to be available at all times for help or advice (troubleshooting). Strive to achieve a rapidly moving meet.
2. Be prompt with rotation and warm-up times. Stay on schedule.
3. Have judges check scores and sign the meet report form.

F. After the meet:

1. Check with news reporters to see that they have the correct information on the results.
2. Act as the host for the hospitality room.
3. See that the result sheets are distributed to competitors, coaches and officials. See that results are posted on the competition web site.
4. Distribute checks to judges.
5. Personally check out the work of every committee to see if everything is completed, especially the "follow-up" phase of the meet; equipment returned, letters mailed, official meet reports mailed, bills paid and profit deposited.
6. Have a meeting with the committees to evaluate the work and collect suggestions for future improvement.
7. Send a thank you note to all officials who worked in the meet.
8. Send a letter of appreciation to all persons who contributed to the success of the meet.
9. Prepare a meet report, include good pictures and send them to sport magazines.
10. Mail completed sanction forms to proper USA Gymnastics officials:
 - a. Sanction Report Form - USA Gymnastics Office and the Regional and State Chairman, include National Foundation Scholarship fees.
 - b. Official Score Sheet - State Chairman, Regional Chairman, Meet Chairman of next level meet.
 - c. Meet Result Qualifying Form - State Chairman, Regional Chairman, Meet Chairman of next level meet.
 - d. Financial Report - State Chairman.
 - e. Competition Tax - State Chairman.

VII. Meet Committees-Personnel

Meet Director

Publicity Committee, Chairman

Finance Committee, Treasurer

Site Committee, Floor Manager

Clerical Committee, Head Scorer

Jury of Appeal, Meet Referee

Awards Committee, Chairman

Hospitality Committee, Chairman

Special Events Committee, Chairman

VIII. Publicity Committee

The Publicity Committee should.-

- A. Work out finances for advertising the meet.
- B. Contact the USA Gymnastics National Office for instructional booklet.
- C. Prepare material for television, radio, newspapers and program by securing a selection of quality pictures and tape or film recordings of gymnasts. Arrange for the printing of fliers, posters and programs.

- D. Arrange for the creation of a competition web site where all meet and entry information can be found. Also plan for the posting of background information as well as the posting of results on the web site.
- E. Contact newspapers, magazines, newsletters to publicize the meet in advance on a national or regional scale.
- F. Design a plan for the local area for distributing posters and fliers (businesses, industries, schools, organizations, churches included).
- G. Send invitations and complimentary tickets (2) to local dignitaries.
- H. Send and personally deliver complete meet information to sport and news announcers in town and in cities in the region. Include action shots, posters and fliers.
- I. Write up interesting background material on the competitors.
- J. Stress local competitors to be written or talked about or to be interviewed or filmed in practice.
- K. Secure for TV a good quality 3/4" video of a skilled gymnast performing. Horizontal Bar is recommended for length and general appeal.
- L. Have a live announcement taped with the film presentation.
- M. Arrange for professional photographers to work at the meet, taking pictures of winners in action and in award ceremonies.
- N. Work on promotion of advance ticket sales with Finance Committee.
- O. Involve important community persons with making welcoming address at the opening ceremonies or to hand out awards at the finals.
- P. Work out a list of official working persons to who passes should be issued. Distribute passes in advance. Give complimentary tickets to newspaper and TV personnel who helped to promote the meet.
- Q. Give complimentary tickets to Meet Officials on their request. (Coach's wives or husbands, judge's relatives, equipment company representatives).
- R. Select and TRAIN the Meet Announcer.
- S. Furnish information on each event, scoring and competitor. Prepare a list of important guests and large groups attending the meet to be welcomed during warm-up time.
- T. Send resumes of meet with final results to papers, TV, radio and magazines with action shots taken at the meet if possible.
- U. Send letter of appreciation to persons who helped promote the meet.

IX. Finance Committee

The Finance Committee should:

- A. Establish a budget and allocate the requested money to each Committee.

- B. Pay for the sanction of the meet -- post official sanction on the wall of the gym.
- C. Organize the ticket sales.
- D. Establish the prices, the types of tickets to be sold. (Adult-student tickets, session and a "season ticket", numbered or not, colors and quality of paper, size, etc.).
- E. Have tickets ordered well in advance from the printer.
- F. If adult and student tickets are printed, arrange for an "overprint" in case of an overabundance of sale of one kind.
- G. Decide how tickets are going to be handled at the gate -- collected or section torn off.
- H. Appoint a person responsible for the mail-order ticket sale.
- I. Appoint a person who can receive phone calls during the day, whose number is to be printed on the fliers, for meet information.
- J. Appoint ticket sellers for the days of the meet. Work out shifts to work a method of turning over tickets and money to the next crew.
- K. Arrange for police protection for the ticket booth and for the delivery of the money into the safe.
- L. Secure change, in various denominations, for ticket booths. Secure organized boxes for grouping tickets and money for quick and accurate operation.
- M. Process all checks to be paid out for officials and give them to the Chairman of the Hospitality Committee. Collect entry fees from the Clerical Committee.
- N. Appoint Program Sales Chairman, who will select a crew. Provide coin change.
- O. Select a chairman for ticket takers, who will select a crew and will work out the shifts.
- P. Distribute complimentary tickets to Chairmen requesting them -- keep a list. Secure passes for reporters, TV personnel, judges, etc. Distribute passes to Chairmen.
- Q. Appoint a Program Manager who will be responsible for putting the material together and for the printing.
- R. If concession sales are catered, work out a business arrangement in advance for a set price guaranteed or percentage of the sale. Require insurance to be purchased by the owner of the food business if he does not have any.
- S. Collect all the income; ticket, program, food, entry fees, etc.
- T. Collect and record all bills and debts.
- U. Pay expenses by check.
- V. Close out the account, make out a financial report, and make several copies. Hand them to the Meet Director.

W. Items used in work:

1. Vouchers
2. Insurance policies
3. Sanction
4. Checks for officials
5. Passes and list of names
6. Tickets and list of names for complimentary tickets
7. Boxes at door for ticket takers (discarded parts)
8. Program
9. Change - change boxes
10. Signs for price of tickets
11. Change aprons for program sellers
12. Room to keep programs, tickets and concession materials
13. Safe

X. Site Committee

The Site Committee should:

- A. Set up a list of equipment used in the warm-up and competition gyms. Secure the equipment. If loaned, make arrangements ahead of time for finances and delivery.
- B. Make a map of all areas used -- floor plan of gym area, hospitality room, lockers, first aid, washroom, refreshment, parking, public phones. Make copies of packets to be distributed to competitors and officials and to all key personnel working in the meet.
- C. Secure the services of personnel necessary to conduct the meet such as electrician, security, fire department, sound, scoreboard, movers, janitors, etc.
- D. Secure extra equipment (T-handles) in case one breaks. Have it in the gym prior to the meet, ready for immediate replacement by a person trained to do it.
- E. Draw a floor map for equipment movers and train them to work with maximum speed.
- F. Provide a "roped off" runway for vaulting.
- G. Keep an electrician on duty around the clock who knows all outlets and switches, microphones, etc. Provide many outlets with, extension cords, for tape recorders, TV, etc.
- H. Provide signs in the building showing directions to main areas.
- I. Arrange seating facilities for competitors on the floor, for competitors who are not competing in the session and for spectators.
- J. Arrange table and chairs for Meet Officials.
- K. Secure personnel to work with the music used for competition (background, opening ceremonies).
- L. Secure personnel to clean gym floor and mats, bleachers and public places between sessions.
- M. Secure flags (American, State, School). Provide victory stand and a decorative place to exhibit awards.

- N. Make arrangements to decorate the gym in order to have a festive atmosphere -- flags, live flowers, draperies behind victory stand, etc.
- O. Secure doctor or trainer and furnish them with a room. Prepare a list of procedures for first aid personnel and for all persons assisting in the meet, designating working hours.
- P. Set up the gym for the first event, everything measured and rechecked for official specification.
- Q. Work out a plan for disassembling the gym -- returning equipment, storing borrowed and rented items. Designate the times of work and personnel and their responsibilities.
- R. Make out a list of working personnel who will need passes to enter the gates.
- S. Send note of appreciation to those who worked at the meet.
- T. Personnel needed:
 - 1. Site Manager
 - 2. Equipment Manager and crew of movers
 - 3. Locker room attendant
 - 4. Custodians
 - 5. Electrician
 - 6. Music Operator
 - 7. Parking lot attendant
 - 8. Floor manager (during meet)
 - 9. Certified doctor or athletic trainer
- U. Equipment Needed: Warm-up and competition gym should be identically equipped.
 - 1. Floor Exercise Mat (spring floor), Pommel Horse, Still Rings, Vault Horse, Parallel Bars, Horizontal Bar
 - 2. Extra bar rails and "T" Handles
 - 3. Vaulting Boards (3-4)
 - 4. Mats for equipment and for landing
 - 5. Runway mat for vaulting (ropes and posts if necessary)
 - 6. Chalk stand with chalk
 - 7. Emery cloth
 - 8. Wet towels and dry towels
 - 9. Tool box with basic tools
 - 10. Measuring tape English/Metric
 - 11. Tape for the horse runway - secured to floor
 - 12. Public address system
 - 13. Outside telephone, and inside telephone line for floor and ticket booths
 - 14. Tables for tape recorders
 - 15. Extension cords
 - 16. Equipment for marches/background music
 - 17. Microphone
 - 18. Victory stand
 - 19. Sign for meet (title and date)
 - 20. First aid kit (stretcher on hand)
 - 21. Tables: six-one for each head judge (his crew of scorers, timers, and flashers)
 - 22. 16 small tables or desks, one for each judge

- 23. Chairs: One for each official scorer, runner. A set for each squad performing at each event (coach included).
- 24. Flags
- 25. Hospitality room; tables, chairs

V. A written plan for emergencies, telephone numbers of emergency medical technician, trainer, or doctor is needed.

XI. Clerical Committee

A. First and Second Mailings

Duplicate the "meet information" and mail to the names listed by the Meet Director. Post all meet information to the competition web site. Make out a list from the returning mail request - "detailed meet information". Send out the second mailing including:

- 1. Detailed meet information
- 2. Entry forms
- 3. Travel information - maps
- 4. Map of the city with competition site and headquarters hotel
- 5. List of hotels - prices with currently confirmed prices

B. After Entries are Received

- 1. Check entries to see if properly signed by parent for athlete's release and athletes/coaches/judges are registered USA Gymnastics members.
- 2. Check coach's entry to determine if team persons are indicated correctly.
- 3. Make out a list of competitors in alphabetical order. List their affiliations, names of coaches, cities and states where the coach is from.
- 4. Assign a competitor's number to each name, alphabetically, according to team and age group.
- 5. If it is primarily a team competition, list teams alphabetically, then the members of the respective teams. Assign the numbers. (This way each team member is numbered consecutively).
- 6. Duplicate the list for the registration packets and for other purposes.
- 7. Prepare a list of judges and Meet Referee. Duplicate this list.

C. Draw

- 1. Assist at the draw, whether it be in advance or at the open draw at the coaches meeting. If the draw is done in advance, post draw to the web site if possible.
- 2. Record the order of competition on the event master score sheets. Produce plenty of copies for registration packets and for other meet workers.

D. Registration

- 1. Set up registration times and personnel in charge of athletes and judges.
- 2. Assemble the packets.
- 3. Judges' Packets - Should contain the same material as the competitors plus:
 - a. Assignment for judging
 - b. Check, if fees are known in advance
 - c. Passes
 - d. Judging Forms
 - e. Scratch paper
 - f. Pencils
 - g. Schedule of judges meetings
 - h. Form for travel expenses
- 4. File the competitor packets by names or team alphabetically.

5. File judges packets alphabetically.
6. Use competitors and judges list at registration to check off the registered persons as they receive their packets.
7. Ask judges to sign their names on the list as they receive their checks.

E. Meeting

Attend "scratch session" and enter all the changes on the score sheet.

F. Scorers

1. Thoroughly train scoring personnel in use of scoring program to be used. In the case of computer scoring, it is recommended that two separate computers be used to score the event independently for maximum accuracy. All computer equipment should have a battery back up in the event of power loss.
2. Train scorers to compute the average at each event. Instruct scorers to be at their place of work 15 minutes prior to the opening time of the competition with dittos and all materials to be used. Scorers are to list the names and numbers of all judges on each event score sheet, prior to the start of an event.

G. Scoring

1. Average Score - receive all four (4) scores from the Superior Judge. Eliminate high and low, and average the two middle scores. Record and FLASH score to audience.
2. Record time duration of floor if timed.
3. Give the FINAL score to the flasher as soon as it is computed and double-checked.
4. At the completion of the event, have the Superior Judge check the score sheets and sign his name.
5. As soon as scores are recorded, return the event master score sheet to the Head Judge or Meet Referee, if used.

H. Head Scoring Table

1. Record average on the score sheet and on the team score sheet or input individual judges scores for calculation depending on scoring program.
2. Determine all around and individual results and placement .
3. Determine team scores, if team competition is being held.
4. Give official results to announcer with the event name, team, place and score of the winners designated.
5. For the Finals, prepare and distribute for athletes, coaches and officials a list of qualifiers and their order of competition. This may be made up during the Optional meet as each event is completed and rechecked for scores. The Meet Referee may execute a draw with the Meet Director in the presence of a Superior Judge or coaches' representative.
6. As the meet progresses, run off or post copies of results from the sessions.
7. Publish results on a large board for the audience. 8.Run off final complete results of the entire meet, indicating Event and All-Around placing.
9. Duplicate meet results, enough for competitors, coaches, judges and for news reporters.
10. If OFFICIAL scores cannot be prepared for the end of the meet, distribute an UNOFFICIAL result and post the OFFICIAL results at the hotel headquarters. Duplicate these and have them available for all involved. Be sure to post the final results on the event web site.

I. Runners

1. Train runners to move expeditiously at all times and to sit next to the judge without distracting him. Runners should proceed with caution as they move from their event to the scoring table.

2. Runners take the score to the Superior Judge and then return to place.
3. Runners should be wearing gymnastics shoes, as they may have to run over mats.
4. Runners should stay at one event for at least one session.

J. Flashers

1. "Average Score" flashers - as soon as the score is available, put it up on the score board with the corresponding NUMBER of the gymnast shown below the score.
2. Flashers MUST be seated in a place where the audience and all meet persons can view the score.
3. Flashers MUST rotate the scores at ALL TIMES. They must keep the scores up during the entire following performance until the new score is given. They must change the score quickly.
4. "Now Performing" flashers (if used) - as soon as the performance is completed, they must put up on the board the number of the next performing gymnast. They must rotate the sign at all times and must leave it up during the entire performance.
5. If using electronic score boards make sure that they can be seen by both audience and the coaches and that the athlete and his score can be easily identified and that the scores remain on the board for an adequate amount of time.

NOTE: Flashers are some of the most important workers in the meet, they should be changed more often since their task is physically tiring, if done correctly.

K. Miscellaneous Duties

1. Work out times and shifts for all scorers.
2. Designate places to return equipment between sessions and after the meet.
3. Secure keys to offices to be used in the building.
 1. Secure persons to operate computer, adding and copy machines.
 2. Secure telephone connected to ticket booth and to main floor.
6. Secure as much extra help as possible.
7. Secure a person who is free to run errands.
8. Mail thank you notes to all who worked.
9. Mail/email official meet results to competitors, coaches and judges, if they were not available after the meet.

L. Equipment Needed

1. Event scoring tables
2. Score sheets for events, for All-Around, Team and Finals (see examples in Appendix).
3. Staplers
4. Box for collecting the scores at each event.
5. Calculator or sheets with table of averages
6. Pencils, erasers, pencil sharpener.
7. Flags (6) for judges to signal to gymnast.
8. Stop watches (6-8) for warm-up and competition gyms.
9. Sound signal for timers.
10. Rule book and official specifications for equipment.
11. Two sets of performers numbers (large size).
12. Scoring stand for flashing scores.
13. Stand for "Now Performing" numbers.
14. Towels to wipe off equipment.

XII. Hospitality Committee

Prepare the information on the Hotels:

- A. Name, address, phone, distance and confirmed rates.
- B. Designate the types of restaurants available in the hotel and their hours of service.
- C. Designate Headquarters Hotel. Give information to Meet Director. After his approval, the information is prepared to be mailed out/emailed/posted along with the detailed meet information.
- D. Prepare a list of eating places in the vicinity of the meet site. List type of food and price range. Produce copies for registration packets.
- E. Make contact with professional food caterers or clubs to sell refreshments.
- F. Set up a hospitality room for judges at the place of the conference room. Arrange for security of the room so that officials may leave their belongings there safely.
- G. Set up a hospitality room for coaches and competitors. Include coffee, tea, coke, juice, cookies, fruit, etc.
- H. Assign hostesses to these rooms to keep food replaced.
- I. Secure additional registration packets for late arrivals.
- J. Reserve a hospitality room at the Headquarters Hotel (ask for free of charge). Set up refreshments for after the meet for coaches and officials.
- K. Have a person in charge of serving and reordering refreshments.
- L. Have a person in charge of transportation.
- M. Make out a list of the times of arrival and departure of officials, Assign persons to transport officials and guests to and from the airport. Do this also for competitors and coaches, if possible.
- N. If hotel is located within driving distance from the gym - and if budget allows - work out a shuttle bus or car schedule to transport athletes and coaches between hotel and gym prior to and after each session and at the conclusion of the day.
- O. Assign individual host to groups who will stay with the guests during the entire visit while in the gym. Give name and phone number of hostesses to the teams.
- P. Assign host(s) to dignitaries to welcome them at the site of the meet.
- Q. Assign ushers, if necessary.
- R. Furnish an expense list to Financial Committee on the use of transportation, bills on purchased refreshments, and other expenses.
- S. Secure cash to replace refreshment items at once.
- T. Secure cars for the judges, if possible, to be driven by them to and from the meet site.

- U. Give meet information sheets to all hosts so they will be able to answer any questions concerning the meet, hotel and city.
- V. Prepare welcoming signs for billboards in the city and the meet site.
- W. Prepare a large board showing a montage of all publicity on the meet -- newspaper articles and pictures on the meet and the competitors. Exhibit at meet site.
- X. Equipment needed:
 1. Cars (clean, trunk emptied) and cash for gas
 2. Insurance for cars
 3. Name tags for hosts
 4. List of guests - times of arrival and departure
 5. Maps for restaurants
 6. Extra registration packets
 7. Coffee pots, coffee, tea, sugar, napkins, cups, spoons, food

XIII. Awards Committee

The Awards Committee should:

- A. Order well in advance the proper type and number of awards (USA Gymnastics medal supplier for State Meet and above).
- B. Have the proper engraving ordered for each award.
- C. Have extra awards on hand for ties.
- D. Set up a decorative display until awards are given out.
- E. Select persons - possibly dignitaries - to present awards.
- F. Work out a procedure for presentation -- start from the last or from the first place.
- G. Have an assistant to hand the awards to the presenting person. The award should be handed to the gymnast first, then a handshake.
- H. Equipment
 1. Awards
 2. Table
 3. Decorative table covers
 4. Live flowers or plants
 5. Signs - easily readable - designating each award
 6. Victory stand
 7. Sign for victory stand with event, meet title and date
 8. Numbers for victory stand designating places
 9. Special lights to show off awards.

XIV. Special Events Committee

The Special Events Committee should:

- A. Secure an event to be shown before the final scores are announced in order to give time to recheck the scores. Anyone who performs on the equipment must be a USA Gymnastics athlete member.
- B. Have information typed up and given to announcer.
- C. Make detailed plans for the opening ceremonies, closing ceremonies and award ceremonies.
- D. Work out ceremonies and in-between-time entertainment and music. (Give cues for start and finish of playing, select numbers, moods).
- E. If color guards are to participate, work out their schedules and seats.
- F. If escorts are used to assist winners to the victory stand, work out their individual assignments.
- G. Make sure it is realized that anything used as a special event is necessary only to fill time or to improve effects, and NOT TO LENGTHEN THE MEET.
- H. Send thank you notes to performers, color guard and to all other helpers.
- I. Equipment and Personnel:
 - 1. List for announcer
 - 2. List for cues for bandleader
 - 3. Flags
 - 4. Assignment list for escorts
 - 5. Equipment for exhibition - music
 - 6. Color Guard
 - 7. Sound equipment and operator
 - 8. Decoration Chairman