

# Organizing the Perfect Women's Gymnastics Meet

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Women's Administrative Board - Assistant Chairperson*

Need a little direction in hosting a gymnastics competition? Kathy Ostberg, the Region VI Chairperson, has a lot of experience in this area and has put together a guide for hosting a meet!

## 1. Get Ready!

- Secure a date
- Request a sanction. Don't forget a certificate of insurance.
- Contact officials assigner
- Send out the meet information and invitations, which should include the following:
  - Contact
  - Date/Site/Location
  - Levels/Divisions/Age Groups
  - Awards
  - Entry Fees (Individual/Team/All-Star)
  - Gate Fees
  - Equipment
  - Accommodations/Rate
  - Format
  - Schedule (tentative)
  - Entry Form, Interest Form

## 2. Get Set!

- Organize Work Committees and designate individuals to oversee each committee
  - Clerical
  - Finance
  - Site Prep
  - Hospitality
  - Decorating
  - Concessions
  - Auxiliary Staff

\*Note: Many of these ideas are applicable to Men's and Rhythmic competitions as well.

### CLERICAL

First Mailing-Send out Meet Information or Invitation

Second Mailing-Confirm receipt of meet entry form, include detailed meet information (not included in first mailing), request any missing information (i.e. athlete or coaches registration #'s, DOB, etc.)

### DETERMINE FINAL MEET SCHEDULE

<b>TRADITIONAL</b>	<b>MODIFIED CAPITAL CUP</b>	<b>CAPITAL CUP</b>
Open Stretch/Bar Settings _____ total minutes	Open Stretch/Bar Settings _____ total minutes	Open Stretch/Bar Settings _____ total minutes
Timed Warm Ups 1 min. comp./ 1.5 min. opt. X # of gymnasts = _____ total minutes	Line up/ March In _____ total minutes	Flight "A" first warm up rotation _____ total minutes
Line up/March In _____ total minutes	Total Timed Warm Ups 1 min. comp./ 1.5 min. opt. X # of gymnasts = _____ total minutes	Line up/March In _____ total minutes
Touch Warm Up 30 sec./gymnast - 50 sec. for bars # of gymnasts = _____ total minutes	Competition 2 min./gymnast - comp. 2.5 min./gymnast - opt. X # of gymnasts = _____ total minutes	Total Touch Warm Up 30 sec./gymnast - 50 sec. for bars X # of gymnasts = _____ total minutes
Competition 2 min./gymnast - comp. 2.5 min./gymnast - opt. X # of gymnasts = _____ total minutes		Competition 2 min./gymnast - comp. 2.5 min./gymnast - opt. X # of gymnasts = _____ total minutes
<b>TOTAL MINUTES</b> _____	<b>TOTAL MINUTES</b> _____	<b>TOTAL MINUTES</b> _____

**Remember:** *Gymnasts may not be on the floor more than a total of 5 hours (warm up / competition)*

**ITEMS TO ACCOMPLISH FOUR WEEKS PRIOR TO THE EVENT**

- Send out final schedule to participating clubs
- Send out detailed information to officials (include final schedule, judges meeting times, event panels, hotel information, directions to hotel and gym)
- Make signs including: welcome, admission, registration, officials room, concessions, trainer, entrance, restrooms, directions within facility such as warm-up gym, locker rooms, etc.

**ASSEMBLE PACKETS**

Coaches

- competitor line-ups
- inquiry forms
- athlete numbers
- credentials for athletes/coaches

**OFFICIALS**

- competitor line-up
- travel expense form
- score pads
- pen/paper

**SITE PREP**

- Secure custodian
- Set-up/break-down of equipment
- Organize the pick-up/delivery of equipment
- Seating for competitors, coaches, officials, auxiliary personnel, support staff, spectators
- Tables for registration, spectator entry, scorers, music, awards, officials
- Rope off spectator area and vaulting area
- Assign individuals to vacuum floor exercise mat/wash mats (between sessions if possible)

**EQUIPMENT NEEDED**

- Chalk \_\_\_\_\_
- Chalk stand \_\_\_\_\_
- Extra T handles \_\_\_\_\_
- Rope \_\_\_\_\_
- Tape (secure equipment) \_\_\_\_\_
- Score flashing units \_\_\_\_\_
- PA system \_\_\_\_\_
- Music system \_\_\_\_\_
- Copy machine \_\_\_\_\_
- Microphone \_\_\_\_\_
- Tool box \_\_\_\_\_
- Extension Cords \_\_\_\_\_
- First Aid supplies \_\_\_\_\_

**ASSEMBLE MEET BOX**

- Include:
- Tape measure (metric) \_\_\_\_\_
  - Tape measure (vaulting) \_\_\_\_\_
  - Stop watches (6-10) \_\_\_\_\_
  - Bell \_\_\_\_\_
  - Signal flags \_\_\_\_\_
  - Pens/pencils \_\_\_\_\_
  - Staplers/staples \_\_\_\_\_
  - Markers \_\_\_\_\_
  - Calculators \_\_\_\_\_
  - Meet cards/judges slips \_\_\_\_\_
  - Rules & Policies \_\_\_\_\_

ADVIL (extra strength) \_\_\_\_\_

## **HOSPITALITY**

- Hospitality for coaches, athletes, officials (light snacks, fruit, beverages, water)
- Provide a list of restaurants and directions in the area
- Greet teams and coaches when they arrive

## **DECORATING**

- Decorate arena/gym to have a festive atmosphere or theme
- Flowers, plants, table skirting, draping, award stand  
*Try to avoid having the meet appear as a workout.*

## **AWARDS**

- Select/order awards (individual, all-around, team)
- Special awards (most dynamic/ most expressive)
- Display awards in a decorative manner

## **AUXILIARY PERSONNEL**

- Assign workers to sessions
- Provide training prior to competition
- Designate a reporting time for each session (15 minutes prior)
- Schedule runners, score flashers, squad leaders (individuals in these positions should be dressed in an appropriate manner. An event shirt with the same color shorts/pants/skirt is the easiest.
- Master scorers (manual scoring)
- Timers (young adults-adults)
- Music

## **SUPPORT PERSONNEL**

- Experienced score personnel (computer scoring with manual back up)
- Medical personnel with emergency numbers available (physician, physical therapist, or trainer)
- Announcer

## **OFFICIALS**

Provide:

- Transportation to venue/hotel (air travel)
- Hotel rooms (double occupancy)
- Comfortable room for judges meeting and in between sessions
- Hospitality (beverages, light snacks during competition)
- Meals between sessions
- Per diem
- Payment (end of competition unless prior arrangements are indicated on contract)

### 3. Go!

- Do a site check.
- Conduct the coaches meeting
  - Verify athlete age groups
  - "scratches"
  - Review warm up/ touch procedures
  - Review inquiry procedure
- Stay on schedule

#### AFTER THE MEET

- Copy meet results and distribute to coaches
- Send meet report and results to appropriate individuals
  - National Office (white)
  - Regional Chairman (yellow\*)
  - State Chairman (blue\*)
  - (send results to SC's for out of state clubs)

\*Reporting results vary by state/region. Make yourself familiar with your local reporting procedures.

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