



## Meet Director Guidelines

### Membership Verification

It is the responsibility of the meet director to verify that all participants at the sanctioned event are current USA Gymnastics members in good standing, with all applicable member types, certifications, and levels/disciplines **BEFORE** they are allowed on the floor of the sanction event.

### Permanently Ineligible Members

Individuals permanently ineligible for USA Gymnastics membership are prohibited from being associated with events sanctioned by USA Gymnastics in any capacity, including, but not limited to, volunteers and meet support personnel. It is the meet director's responsibility to review the list of persons permanently ineligible for membership in USA Gymnastics, which is available at: [www.usagym/ineligible](http://www.usagym/ineligible).

### Sanction Modification/Cancellation

USA Gymnastics **MUST** be notified via fax, email or mail if any sanction modifications, such as, event date, changes in meet director, site location changes, and/or event cancellations. In the event of a sanction cancellation the Meet Director must sign the sanction report form and return to USA Gymnastics with a notation on the form that the sanctioned event has been cancelled. **Please note:** ALL sanction fees are non-refundable, regardless of the reason for cancelling the sanctioned event. **Modifications may be emailed to [sanctions@usagym.org](mailto:sanctions@usagym.org)**

### Display Certificate of Sanction

Meet Directors should display the Certificate of Sanction during the entire length of the event in a visible location. *Please note: certificate of sanction is proof that the event has been sanctioned through USA Gymnastics.*

### Certificate of Insurance Request

To obtain a certificate of insurance, meet directors will need to complete the **Request for Certificate of Insurance** form (*located in sanction packet*) and submit to K&K Insurance at least 30 days prior to the date of the event. *Please note: certificate of insurance is to show proof of insurance coverage.*

### Return Sanction Report Forms

Return **pages 1-5 ONLY** of the sanction report forms to USA Gymnastics National Office within 72 business hours of the competition or cancellation of the event. Failure to return the completed sanction report form within the stated timeframe may result in and/or considered a violation of sanction. Please reference specific disciplines rules and policies for specific instructions on reporting event/scores to your state/regional chairman.

### Men's/Acrobatic/Trampoline & Tumbling Competition Forms

Meet Directors of men's, acrobatic, or trampoline & tumbling sanctioned event, are required complete the men's, acrobatic, or trampoline and tumbling event competition forms located in the sanction packet and return to the USA Gymnastics National Office along with any applicable scholarship/head tax fees.

### Accident Reporting Procedures

In any case of accident, it is the responsibility of the meet director to complete the incident report form and provide a copy of the form to the injured party. In addition, the completed form must also be faxed/mailed to American Specialties. It is the responsibility of the gymnast coach, trainer, or attendant must complete and file the Accident Report Form. Please reference the Accident Reporting Information located in the sanction packet for additional instructions.