



SECTION IX: COMPETITION GUIDELINES

I. Types of Competition

A. Invitational Meet

1. Purpose
 - a. An invitational competition is a competition that is not a State, Regional, or National Championships.
 - b. The host may decide who receives an invitation to the competition.
 - c. If sanctioned, an invitational competition may serve as a ND eligibility meet or, if prior approved by the Program Committee, an Elite mobility competition.
2. Sanction
 - a. A Professional member must obtain a sanction for an invitational competition.
3. Participants
 - a. The Meet Director is responsible to check membership and other mandated requirements of all coaches, judges, and athletes at any USA Gymnastics sanctioned invitational meet.
 - b. Coaches must have the following requirements to be on the floor at an invitational competition:
 - i. Current Professional membership
 - ii. Current Safety certification
 - iii. Current Background Check
 - iv. U100
 - v. U110 USOPC SafeSport
4. Fees
 - a. Entry fees for an invitational competition are at the discretion of the Meet Director, unless otherwise indicated in the State Rules & Policies.
5. Judges
 - a. Judges for an invitational competition are seated at the discretion of the Meet Director.
6. Format
 - a. The schedule for an invitational competition is at the discretion of the Meet Director.
 - b. Routines and passes will be performed as listed in the Code of Points or variations may be used if previously published in the meet directives.
 - c. All Trampoline & Tumbling competitions, including invitational meets, are required to finish by 10:00pm.

7. Awards
 - a. Awards for invitational competitions are at the discretion of the Meet Director, unless otherwise indicated in the State Rules & Policies.
- B. Eligibility Meet**
 1. Purpose
 - a. An eligibility competition is any sanctioned competition in which an athlete participates prior to qualifying for Stars & Stripes Championships and/or USA Gymnastics Championships for the ND levels. Athletes within the Elite Program must attend two eligibility competitions prior to the USA Gymnastics Championships.
 - b. The host may decide who receives an invitation to the competition.
 - c. An eligibility competition may also serve as a ND mobility competition or an Elite mobility competition with the prior approval of USA Gymnastics.
 - d. Athletes are not required to compete in all the events in which they wish to earn eligibility status. Participation in one or all events warrants the athlete eligibility requirement.
 2. Sanction
 - a. A Professional member must obtain a sanction for an eligibility competition.
 3. Participants
 - a. The Meet Director is responsible to check membership and other mandated requirements of all coaches, judges, and athletes at any USA Gymnastics sanctioned eligibility meet.
 - b. Coaches must have the following requirements to be on the floor at an invitational competition:
 - i Current Professional membership
 - ii Current Safety certification
 - iii Current Background Check
 - iv U100
 - v U110 USOPC SafeSport
 4. Fees
 - a. Entry fees for an eligibility competition are at the discretion of the Meet Director, unless otherwise indicated in the State Rules & Policies.
 5. Judges
 - a. Judges for an eligibility competition are seated at the discretion of the Meet Director unless the meet has been designated as an elite mobility competition.
 - b. Section VI in the R&P determines the number and category of judges required for each level.
 6. Format
 - a. The schedule for an eligibility competition is at the discretion of the Meet Director.
 - b. Routines/passes are listed in the Code of Points or variations may be used.
 - c. All Trampoline & Tumbling competitions, including eligibility competitions,

are required to finish by 10:00pm.

7. Awards
 - a. Awards for eligibility competitions are at the discretion of the Meet Director, unless otherwise indicated in the State Rule and Policies.
8. National Invitational
 - a. The Program office may host eligibility competitions.

C. Mobility Meet

1. Purpose
 - a. Scores may be earned at a mobility competition allowing athletes to move up from one level to the next.
 - b. Mobility may be achieved at any sanctioned competition where the proper number and category of judges are seated.
 - c. The host may decide who receives an invitation to the competition.
 - d. A mobility competition may serve as an eligibility meet towards an athlete's participation requirement for the qualification process to Stars & Stripes Championship and/or the USA Gymnastics Championships.
 - e. Level 5-9 athletes may use a single invitational competition to mobilize a maximum of two levels. They may compete initially at one level, and if the next level mobility score is achieved, they may then compete at that new level in order to earn the mobility score to move up the next competitive level. Athletes may only compete one single level (per discipline) at State, Regionals, and National Championships.
 - f. Level 10, Youth, Junior, and Open Elite may only use Trampoline & Tumbling Program Committee designated competitions for mobility purposes. Mobility competitions will be named at the beginning of each competitive season.
2. Sanction
 - a. Athlete mobility may only take place at USA Gymnastics T&T sanctioned competitions.
3. Participants
 - a. The Meet Director is responsible to check membership and other mandated requirements of all coaches, judges, and athletes at any USA Gymnastics sanctioned mobility meet.
 - b. Coaches must have the following requirements to be on the floor at a mobility competition:
 - i. Current Professional membership
 - ii. Current Safety certification
 - iii. Current Background Check
 - iv. U100
 - v. U110 USOPC SafeSport
4. Fees
 - a. Entry fees for a mobility competition are at the discretion of the Meet Director, unless otherwise indicated in the State Rules & Policies.
5. Judges
 - a. Judges for a mobility competition must be either seated by or approved by

- the State Technical Representative for all competitions through State Championships.
 - b. See section VII, VIII.A of the current Rules & Policies for the correct number and category of judges required for each level of ND mobilization.
 - c. See section VII, VIII.A of the current Rules & Policies for the correct number and category of judges required for Elite level of mobilization.
 - 6. Format
 - a. The schedule for a mobility competition is at the discretion of the Meet Director.
 - b. All mobility competitions must use all routines and passes as listed in the respective Code of Points.
 - c. All Trampoline & Tumbling competitions, including mobility competitions, are required to finish by 10:00pm.
 - 7. Awards
 - a. Awards for mobility competitions are at the discretion of the Meet Director, unless otherwise indicated in the State Rules & Policies.
 - 8. Results
 - a. The Meet Director shall forward complete results to the State Chair within forty-eight (48) hours of the competition.
 - b. Results must be displayed onsite, and made available to all clubs participating in the competition in one of two ways:
 - i Results must be e-mailed to each club within forty-eight (48) hours of the competition
 - ii Results must be posted to a website within forty-eight (48) hours of the competition.

D. State Championships

- 1. Purpose
 - a. The purpose of the State Championships is to name State Champions for Levels 5 through Senior Elite in each discipline. States may include Levels 1-4 at the discretion of the State Committee.
 - b. The State Championship will serve as one of two of the qualifying meets for the Stars & Stripes Championships and/or the USA Gymnastics Championships for **Development** Levels 5-10. Athletes who earn a qualification score for their level in a discipline may enter the Stars & Stripes Championships and/or the USA Gymnastics Championships, provided they have previously met the eligibility requirement.
 - c. For Levels 5-10, an athlete's respective State Championships may not serve as an eligibility competition. It may not be used to fulfill the athlete's participation requirement for qualifying to the Stars & Stripes Championships and/or the USA Gymnastics Championships.
 - d. Athletes who are injured or have extenuating circumstances and have not attended the required eligibility competitions may submit a request to the state chair for an exemption wavier of the eligibility meet requirement.
 - e. State Championships may be used as an eligibility competition for Youth, Junior, Open, and Senior Elite athletes.

- f. Level 5-10 athletes are mandated to attend State Championships as a requirement for entering in the Stars & Stripes Championships and/or the USA Gymnastics Championships.
 - g. An athlete's respective State Championships provides the first of two score qualifying opportunities for levels 5-10 to the Stars & Stripes Championships and the USA Gymnastics Championships.
2. Requirements
- a. The State Committee shall award the location and venue for State Championships. The state may choose to host the competition or allow bids for individual teams.
 - b. Teams within the state may request the opportunity to host the State Championships; however, the state retains profits from the meet. The State Committee may approve an amount or a percentage of the profits to be directed to a club or individual who contributes to the success of the event. (Example: a club provides all labor for setup and teardown or provides all food for the hospitality area.)
 - c. The State Chair will serve as the Meet Director for State Championships or may appoint a qualified Meet Director.
 - d. Each state is required to host State Championships.
 - e. Two or more states may co-sanction their championships if the number of teams in one state is not sufficient for the competition to be financially feasible.
 - f. A state co-sanction requires prior approval of the Regional Chair.
 - g. State Championships are recommended to be conducted prior to Regional Championships. The appropriate Regional Chair must approve in writing any deviation from these dates.
3. Sanction
- a. The State Chair must obtain a sanction for State Championships.
4. Participants
- a. The Meet Director is responsible to check membership and other mandated requirements of all coaches, judges, and athletes in any USA Gymnastics sanctioned event.
5. Fees
- a. Entry fees for State Championships must be a flat fee; the maximum amount cannot exceed \$100.
6. Judges
- a. The State Technical Representative must seat the judges for State Championships. Section VI in the R&P determines the number and category of judges required for each level.
 - b. See section VIII A of the current Rules & Policies for the correct number and category of judges required for each level.
7. Format
- a. The State Chair (or the state chair appointed Meet Director) will decide the schedule for State Championships.
 - b. State Championships must follow USA Gymnastics Trampoline & Tumbling competition rules and use routines/passes as listed in the Code

of Points. If a State is competing additional levels or age groups approved by the Program Director, Championships may be held for those groups, but all teams must be notified in advance that these additional levels will not qualify to Stars & Stripes Championships and/or USA Gymnastics Championships.

- c. All Trampoline & Tumbling competitions, including State Championships, are required to finish by 10:00 pm.

8. Awards

- a. Awards for 1st-3rd place at the State Championships must be ordered from USA Gymnastics sponsor: A-1 Awards.
- b. All other awards are at the discretion of the Meet Director in consultation with the State Committee.

9. Results

- a. The Meet Director must forward competition results to the State Chair within forty-eight (48) hours of the competition for the purpose of verifying scores for USA Gymnastics Championships and Stars & Stripes Championships.
- b. Results must be displayed onsite, and made available to all clubs participating in the competition in one of two ways:
 - i Results must be e-mailed to each club within forty-eight (48) hours of the competition
 - ii Results must be posted to a website within forty-eight (48) hours of the competition.

E. Regional Championships

1. Purpose

- a. The purpose of the Regional Championships is to name Regional Champions for Levels 5 through Senior Elite in each discipline. Regions may include Levels 1-4 at the discretion of the Regional Committee.
- b. May serve as one of the two required competitions in which athlete's levels 5-10 qualify to the Stars & Stripes Championships and/or the USA Gymnastics Championships.
- c. Is required for Levels 5-10 to be eligible for the Stars & Stripes Championships and/or the USA Gymnastics Championships.
- d. Regional Championships may not serve as an athlete's eligibility requirement for Levels 5-10 towards the Stars & Stripes Championships and/or the USA Gymnastics Championships, however for Youth, Junior, Open, and Senior Elite athlete it may be used as an eligibility competition if it is not being used as a qualifier.
- e. Athletes who are injured or have extenuating circumstances and have not attended the required eligibility competitions may submit a request to the Regional Chair for an exemption wavier.

2. Requirements

- a. Each region is required to host an annual Regional Championships.
- b. Unless otherwise indicated by Regional Rules & Policies, the Regional Championships should be held in a different part of the region each year

- c. to make it more accessible.
 - c. The Regional Chair will decide the site and date of the Regional Championships with approval from the Regional Committee.
 - d. Teams within the region may request the opportunity to host the Regional Championships; however, the region retains profits from the meet. The Regional Committee may approve an amount or a percentage of the profits to be directed to a club or individual who contributes to the success of the event. (Example: a club provides all labor for setup and teardown or provides all food for the hospitality area.)
 - e. The Regional Chair will serve as the Meet Director for Regional Championships.
 - f. Regional Championships must follow USA Gymnastics Trampoline & Tumbling competition rules as found in the current Code of Points.
3. Sanction
- a. The Regional Chair must obtain a sanction for Regional Championships.
4. Participants
- a. The Meet Director is responsible to check membership and other mandated requirements of all coaches, judges, and athletes in any USA Gymnastics sanctioned
5. Fees
- a. Entry fees for Regional Championships must be a flat fee; the maximum amount cannot exceed \$125.
6. Judges
- a. The Regional Technical Representative must seat the judges for the Regional Championships.
 - b. Section VII, VIII.A states the number and category of judges required for each level.
7. Format
- a. The Regional Chair will decide the schedule for Regional Championships.
 - b. Regional Championships must follow USA Gymnastics Trampoline & Tumbling competition rules and use routines/passes as listed in the Code of Points. If a Region is competing additional levels or age groups approved by the Program Director, championships may be held for those groups, but all teams must be notified in advance that these additional levels will not qualify to Stars & Stripes Championships and/or USA Gymnastics Championships.
 - c. All Trampoline & Tumbling competitions, including Regional Championships, are required to finish by 10:00pm
8. Awards
- a. Awards for 1st-3rd place at the Regional Championships must be ordered from USA Gymnastics sponsor, A-1 Awards.
 - b. All other awards are at the discretion of the Regional Chair in consultation with the Regional Committee.
9. Results
- a. The Regional Chair must forward competition results to all State Chairs in the Region and the Program Office, within forty-eight (48) hours of the

- competition for the purpose of verifying qualifying scores.
- b. Results must be displayed onsite, and made available to all clubs participating in the competition in one of two ways:
 - i Results must be e-mailed to each club within forty-eight (48) hours of the competition
 - ii Results must be posted to a website within forty-eight (48) hours of the competition.

F. National Championships

1. Purpose
 - a. The purpose of the USA Gymnastics Championships is to name National Champions in all disciplines for ND Levels 8-10, Youth, Junior, Open, and Senior Elite divisions.
 - b. The purpose of the Star & Stripes Championships is to name champions in all disciplines for Levels 5-7.
2. Eligibility
 - a. Athletes must compete in at least two (2) USA Gymnastics Trampoline & Tumbling sanctioned competitions during the current competition season, prior to qualifying for the Stars & Stripes Championships and USA Gymnastics Championships.
 - b. Any USA Gymnastics Trampoline & Tumbling sanctioned competition may serve as an eligibility competition. (Exception: Levels 5-10 may not use State or Regional Championships and Youth, Junior, Open, and Senior Elite may not use National Invitational competitions as eligibility competitions)
 - c. A State Chair may waive eligibility requirements for **Development** athletes who are unable to compete in required eligibility competitions. The Elite Chair may waive eligibility requirements for Youth, Junior, Open, and Senior Elite athletes.
 - d. In order to waive **Development** eligibility requirements, a State Chair must require and keep on file, written proof of injury, illness or unforeseen circumstance on the days of eligibility competitions.
 - e. In order to waive Elite eligibility requirements, the Elite Chair must require and keep on file, written proof of injury, illness or unforeseen circumstance on the day of the eligibility competitions.
 - f. The State Chair/Elite Chair is under no obligation to waive eligibility requirements if he/she feels it is not in the best interest of the athlete.
 - g. The competitive season begins August 1 of each year.
 - h. Athletes are not required to compete in all the events in which they wish to earn eligibility status. Participation in one or all events gives the athletes eligibility status for the event.
 - i. Reports submitted from USA Gymnastics Trampoline & Tumbling events and current membership status will be reviewed by the State Chair to determine eligibility.
 - j. State Chairs must approve said eligibility within 72 hours of notification. The State Chair must then notify the national office of the approval.

3. Championships meet sites
 - a. The national office staff will choose the site of the Stars & Stripes Championships and the USA Gymnastics Championships.
4. Judges
 - a. The National Technical Committee seats judges for both the USA Gymnastics Championships and the Stars & Stripes Championships.
 - b. Judges will submit a Request for Assignment to the Technical Committee on or before the required date in order to be considered for a panel.
 - c. Whenever possible, maximum panels will be used; however, the Technical Committee reserves the right to use minimum panels when appropriate.
5. Qualification to USA Gymnastics Championships and Stars & Stripes Championships
 - a. Please refer to Section V.I.E and VI.II.A for the qualification procedures.
6. Petitions
 - a. Please refer to Section V.I.E.4 and Section VI.II.B of the R&P for petition procedures.

G. Championships Procedures

1. Entry information
 - a. Directives for the Stars & Stripes Championships and the USA Gymnastics Championships will be posted on the USA Gymnastics website.
 - b. No entries will be accepted past the entry deadline.
 - c. Entry deadline will be set by the national office and will not be more than thirty (30) to forty-five (45) days prior to the Stars & Stripes Championships and the USA Gymnastics Championships.
 - d. Corrections or additions may be submitted concerning entries on or before the date set by the national office.
 - e. All athletes meeting qualifying scores and eligibility requirements at the specified qualifying competitions may enter the Stars & Stripes Championships and/or the USA Gymnastics Championships. All entries will be subject to the verification by the state chairs.
2. Competition schedule
 - a. A tentative competition schedule for Stars & Stripes Championships and USA Gymnastics Championships will be posted on the USA Gymnastics web site.
 - b. The definite competition schedule for Stars & Stripes Championships and/or USA Gymnastics Championships will be published on the USA Gymnastics website after the entry deadline.
3. Competition format
 - a. USA Gymnastics Championships
 - i. USA Gymnastics Championships will include competition for both men and women in Individual Trampoline, Tumbling and Double Mini Trampoline for **Development** Levels 8-10, and Synchronized Trampoline for **Development** Levels 9-10, and the following Elite levels; Youth, Junior, Open, and Senior.

- ii USA Gymnastics Trampoline & Tumbling **Development** & Elite rules will be used for both warm-up and competition.
 - iii Finals will be held for Level 9 and above.
 - iv Groups of 65 or more competitors may be split into individual age groups. The decision is at the discretion of USA Gymnastics.
 - b. Stars & Stripes Championships
 - i Stars & Stripes Championships will include competition for both males and females in Individual Trampoline, Tumbling, and Double Mini for Levels 5-7.
 - ii All age groups will be offered in each discipline.
 - iii Groups of 65 or more competitors may be split into individual age groups. The decision is at the discretion of USA Gymnastics.
- 4. Awards
 - a. USA Gymnastics Championships
 - i Awards will be presented to 1st-3rd in each Elite division and discipline.
 - ii Awards will be presented to 1st-6th in each **Development** division and discipline.
 - b. Stars & Stripes Championships
 - i Awards will be presented to each division, discipline and flight.
 - ii Awards will be presented to overall 1st-6th in each division and discipline (across all flights).
- 5. Results
 - a. Results will be posted to the USA Gymnastics web site within forty-eight (48) hours of competition.

II. Professional Member Behavior Policy

1. At all USA Gymnastics Sanctioned Events, inappropriate coach behavior is defined as:
 - a. Inappropriate remarks or comments, harassment, and/or gestures directed toward any official or meet personnel during the competition. No coach has the right to demand a last-minute change in the course of the meet or to jeopardize the athlete/competition in any way, unless there has been a violation of the Rules & Policies.
 - b. Contact with other persons outside of the competitive floor area during the actual warm-up and course of competition. (Exceptions: USA Gymnastics or club doctor, trainer, other credentialed personnel)
 - c. Derogatory remarks to the press in regard to USA Gymnastics, its designated representatives, meet officials or personnel.
 - d. Violating any of the coaches' or judges' specific responsibilities as listed later in this chapter.
2. This inappropriate behavior will be penalized as follows:
 - a. First offense: verbal warning will be issued by the Meet Director in conjunction with the Meet Referee/Technical Director and/or designated

- representative of USA Gymnastics. The warning must be documented and recorded by the Meet Referee on the sanction report form.
- b. Second offense: withdrawal of floor credential, necessitating ejection from the competitive floor area (or possibly the entire competitive arena).
3. At all USA Gymnastics sanctioned events, unacceptable coach behavior is defined as:
 - a. Verbal, emotional, sexual, or physical abuse of a gymnast.
 - b. Abuse of alcohol or drugs.
 4. This unacceptable behavior will be penalized as follows:
 - a. Immediate ejection from the competition arena by the Meet Director in conjunction with the Meet Referee/Technical Director and/or designated representative of USA Gymnastics. The ejection must be documented and recorded by the Meet Referee on the sanction report form.
 - b. The individual ejected will receive a sanction violation, as outlined in **Section IV**.
 - c. The Meet Director and/or any witnessing Professional member must immediately report abuse to the local authorities and submit a Safe Sport Report to USA Gymnastics or the US Center for Safe Sport as required by his/her responsibilities as a mandatory reporter.
 - d. Any falsification of official documentation (scores, athlete date of birth, athlete member number, etc.) will result in the removal of the athlete from competition and may result in disciplinary action against the responsible Professional member.

III. Equipment Specifications

All competitions must adhere to the equipment specifications listed in Section IV.H: Sanctions & Competitions for each competition and each discipline.

IV. Meet Director's Timeline

1. 4-6 months prior to meet
 - a. Organize committee and make a general plan regarding needs for a facility, volunteers, etc.
 - b. Secure a facility.
 - i Site tour is mandatory
 - ii Considerations: size, spectator capacity, concessions area, ease of equipment setup, safety features, tables, PA system, restrooms, meeting room (if available) for judges and officials, telephone and emergency numbers posted nearby, loading and unloading entrance, custodial services.
 - c. Request sanction from USA Gymnastics national office
 - d. Secure hotel accommodations, if needed – assistance from USA Gymnastics partner.

- e. Meet with key event staff/volunteers and delegate all extra responsibilities to them. Do not plan to be in charge of everything! Delegate (or discard) any extras and run a good competition.
 - f. Determine equipment to be used, how to secure it, and transportation arrangements.
 - g. Design a floor plan with safe traffic patterns and equipment set up.
 - h. Confirm extras such as concession stand, t-shirts, coach/judge hospitality room, raffles, door prizes, photographer, decorations, vendors etc. – all good ideas, but not necessary for a well-run competition.
2. 2-3 months prior to meet
- a. Compile an invitation list. Ask Regional/State Chair for a list of all member clubs.
 - b. Compile meet information to include:
 - i Title of event
 - ii Date
 - iii Place (map, if available)
 - iv Hotel information
 - v Levels/age-groups invited
 - vi Entry fees
 - vii Forms of payment accepted
 - viii Deadline
 - ix Equipment available
 - x Warm-up procedures
 - xi Tentative schedule
 - xii Purchase sanction and set up online USA Gym meet reservation
 - xiii Include extras – concessions, t-shirts, photographer, vendors etc. – when applicable.
 - c. Secure a proper and operational scoring system for scoring the competition and make arrangements with the scorekeeper.
 - d. Make arrangements for onsite medical staff.
 - e. Order awards.
3. 3-6 weeks prior to meet
- a. Confirm facility, hotel accommodations.
 - b. Seat panels, communicate to judges, and require RSVP.
 - c. Contact all event staff/volunteers for progress reports.
 - d. Visit the facility and confirm the following:
 - i Tables
 - ii PA system
 - iii Meeting room(s), if needed
 - iv Loading and unloading procedures
 - v Custodial services
 - e. Make an emergency medical plan
 - f. Review the floor plan and confirm all safety requirements can be met with seating and other obstructions.
 - g. Make, or have made, appropriate signage
 - h. Secure an awards stand, if needed.

- i. Meet with a decorator, if necessary, to make plans for tables/chairs, skirting, pipe and drape, plants, backdrops, etc.
 - j. Confirm equipment.
 - k. Confirm judges.
 - l. Confirm volunteers/event staff.
 - m. Secure music for march-ins and national anthem.
 - n. Purchase supplies – pencils, paper, paper clips, duct tape, calculators, score sheets, markers, butcher paper, poster board, scissors, stop watches, folders, envelopes, etc.
 - o. Obtain a well-stocked first aid kit.
 - p. Prepare a filing system for competition cards etc.
 - q. Make arrangements for score flashers, calculators, copiers and computers, as necessary.
4. 2 weeks prior to meet
- a. Check late entries:
 - i. Go to the USA Gymnastics website and verify that each athlete, judge and coach that are entered late has current membership (all other entries will have been verified through the online registration system).
 - ii. If a membership is not up-to-date with membership, contact the coach or responsible party immediately and make sure they understand that he/she will not be allowed to participate if the membership is not updated before the event begins.
 - iii. Send schedule and start list to all participating clubs.
 - b. Create a plan to handle the money that is taken at the gate, concession stand, etc.
 - c. Make sure that you, and any other party who may be responsible for handling money, understand the procedures.
 - d. Collect any outstanding balances. Do not wait until the day of the meet. You will have too many details to attend to on that day.
 - e. Be sure to have cash and change on the day of the event.
 - f. Have a system in place for paying the judges.
 - g. Scoring
 - i. If a computerized scoring system is used:
 - Enter information on all competitors in the scoring program.
 - Print a tentative start list (or flight list).
 - ii. If a computerized scoring system is not used:
 - Divide entries according to competitors: gender, age group, level
 - Divide each group into flights of no more than 12 competitors.
 - Prepare a start list (or flight list) with athletes listed in correct competition order.
 - h. Inventory the awards.
5. Day before the meet
- a. If possible, setup the equipment and decorations.

- b. Attend to details, such as last-minute changes, additional signage, unexpected event staff/volunteer replacements, etc.
 - c. Print judge's score sheets and flight sheets.
 - d. Print all resources needed for the meet, such as Code of Points, Rules & Policies, Incident Report, Appeal forms and Sanction forms, etc.
6. Day of the meet
- a. A key element to conducting a well-run event is reliable and informed volunteer staff. Each volunteer should be given a clear-cut area of responsibility and be trained accordingly. Thus, the Meet Director is free to "trouble-shoot" once the meet begins. There will, without fail, be numerous matters that will need attention: athletes, placed in the wrong category, protests, problems with equipment, etc. The meet can continue to run smoothly if all volunteers/event staff are in place and doing their respective jobs.
 - b. Have the appropriate event staff member control all "extras", such as concessions, t-shirts, door, etc.
 - c. Check with Meet Referee to make sure all judges are in attendance and all their needs are met. (e.g. meeting room, supplies, scorekeeper, etc.) Explain payment procedure.
 - d. Make sure all personnel are in place including runners, staging personnel and staff to control traffic on the competition floor.
 - e. The announcer, tabulators, and award presenters should be briefed and ready to begin.
 - f. Conduct a final equipment check.
7. After the meet
- a. Within 48 hours after the competition, mail the Sanction Report form to the national office, with the appropriate \$1 per athlete fee.
 - b. Within the time specified after the competition, email meet results to the State Chair.
 - c. Be sure to thank all sponsors and volunteers.
 - d. Pay the judges and all other bills incurred.
 - e. Print a financial report.