



MEET ORGANIZATION GUIDELINES

There are many things to consider when preparing to host a USA Gymnastics sanctioned event. This packet is designed to serve as a guide for meet directors when planning a first-class event. Many teams travel across the country looking for well-organized, hospitable events. Striving for perfection in every detail will ensure that the organizers, athletes, coaches, judges, volunteers, and spectators have a great overall gymnastics experience.

First things first! There are several basic decisions to make in order to get started.

1. Determine the competition date.
2. Contact the local Sports Commission to gain support in the community. Often, these organizations can offer advice and assist when negotiating contracts with venues.
3. Secure a venue with a contract.
4. Secure an equipment provider with a contract.
5. Decide what levels or divisions will be included in the competition.
6. Determine a budget for the event.
7. Produce a sponsorship packet to present to potential sponsors of the event.
8. Apply and pay for a USA Gymnastics sanction at www.usagym.org on the Member Services page.

Now on to the planning stages!

Begin by creating a web site or a packet of competition information to send to potential participants. This should contain the following:

1. Event location and map
2. Entry fee information – includes what levels and/or divisions are eligible for entry, cost per athlete, cost per team etc.
3. Policies and procedures on how to enter athletes – examples may be online registration or register by mail.
 - a. Publish where to send the entry information and fees and the date of the entry deadline.
 - b. Determine and publish if there will be a late fee for entries received after the deadline and what the refund policy is for athletes who are entered and then are unable to participate for various reasons.
4. Admission cost for spectators
5. Secure Hotel(s) for participants and communicate the availability, cost, location(s).
6. Closest airport location, for teams traveling by plane
7. Directions to and from the hotel(s) to the meet site
8. Determine a tentative competition schedule.
 - a. Make every effort to keep the sessions between 3 and 3.5 hours and try to include the same levels or divisions. If that is not possible, try to include levels or divisions that are similar in requirements.
9. Ad book sales information, if applicable
10. Competition Apparel order information, if applicable

Next on the list:

1. Complete a Judges' Request Form and submit it, along with payment, to the appropriate assigner to secure judges. This form can be found online at <http://usagym.org/pages/home/pages/forms.html?prog=w#womens>.
2. Choose a dependable scoring system.
3. Secure a sound system with MP3 capabilities for announcements and the playing of the floor music. It is recommended that on floor exercise, the meet director be able to plug the music device into a charger while playing floor music, or to remind the coaches to make sure that all devices are fully charged, in airplane mode, and volume turned up before starting the routine.
4. Determine the meet format. Examples of acceptable meet formats are found on pages 74 and 111 of the *USA Gymnastics Women's Rules and Policies*.
5. Continue to solicit sponsors.
6. Prepare materials that may be used for advertising through various types of media.
7. Consult the Event Tool Kit online at http://usagym.org/pages/membership/pages/sanction_signage.html for guidelines on how to use the USA Gymnastics logo and other helpful tools for use at a USA Gymnastics sanctioned event.
8. Secure the required and/or appropriate medical coverage for the event.
9. Establish chairpersons and committees with responsibilities for the various aspects of the event. Examples of suggested committees and responsibilities are:
 - a. Competition Set-Up and Take-Down – Responsibilities
 - i. Establish a floor plan for placing the equipment in the facility. Allow for as much space between events as the venue allows. Judges should be seated comfortably at one or two tables with nothing obstructing the view from the judging table to the apparatus. Have an adequate amount of tables and chairs at each event for judges and volunteer auxiliary judges.
 - ii. Ideally, designate several chairs per event for the gymnasts and coaches. These should be set up in a 'corral' format far enough away from the equipment to not disturb/distract the gymnast competing.
 - iii. Check into providing any tools needed for the set-up that are not provided by the equipment company.
 - iv. Get the name and cell number of the facility manager.
 - v. Get the name and cell number of the equipment driver.
 - vi. Check to make sure the equipment will be delivered at the designated time.
 - vii. Be at the facility one hour before the scheduled time of set-up and take-down.
 - viii. Organize volunteers for take-down.
 - ix. Check to make sure the equipment company is there at the designated time for pick-up.
 - b. Decorations
 - i. With the meet director, establish a theme for the decorations, including the development of a meet logo that can be used for banners, entry information, programs, gifts, etc.
 - ii. Arrange for the purchase/donation/creation of decorations including: working with hospitality room volunteers, tables and chairs on the competition floor, lobby areas, awards area, etc.
 - iii. Work with personnel in charge of volunteers to arrange help for putting

- up decorations.
 - iv. Arrange for the display of the American Flag.
 - v. Arrange for volunteers to maintain and refill any supplies needed for decorations. (i.e. judges' tables, banners, etc.)
 - vi. Arrange for volunteers to take down all decorations and if necessary, arrange for storage of some decorations for future competitions.
- c. Event Apparel
 - i. Work with the Meet Director on designing event apparel.
 - ii. Work with the Meet Director on apparel selections, pricing, and ordering procedures.
 - iii. Place the apparel order.
 - iv. Check with the Meet Director to verify location and delivery dates of the apparel.
 - v. Work with the Meet Director to secure the pro-shop location at the meet site.
 - vi. Work with the Volunteer Coordinator to secure volunteers for pro-shop set-up, to work the pro-shop during the event, and clean up after the event.
- d. Coaches' and Judges' Hospitality
 - i. Coordinate with the Volunteer of Decorations to continue the theme of the competition in setting up the coaches' and judges' hospitality room. The judges' hospitality room should be separate from the coaches' room.
 - ii. Solicit local organizations to donate food/meals/beverages for the judges' hospitality.
 - iii. Obtain a list from the Meet Director that includes the approximate number of coaches and judges per session will be in attendance.
 - iv. Arrange to have meals either made by volunteers or delivered/catered to the meet site each day. Consult with the Meet Director on menu ideas. Meals needed are as follows.
 - 1. Breakfast each day
 - 2. Lunch each day
 - 3. Mid-session snack...Depending on number of sessions.
 - 4. Dinner each day... Many judges will immediately need to leave the meet site once the final competition is over. The meet host can either pay for this meal in the judges' check, or provide a "to go" meal.
 - v. During the event - arrange to have volunteers to work the hospitality room.
 - vi. Arrange for volunteers to periodically check with judges on the floor to provide beverages
 - vii. After the event - Arrange to have volunteers to tear down and clean up the hospitality room.
- e. Athlete, Coaches', and Judges' gifts
 - i. Work with the Meet Director to coordinate the gifts for coaches, judges, and athletes with the theme of the event.
 - ii. Work with the Meet Director on the budget for gifts.
 - iii. Obtain a list from the Meet Director that includes the approximate number of coaches, judges, and athletes that will be in attendance.
 - iv. Place the order for the gifts. Judges' gifts for Junior Olympic sanctioned events may NOT exceed a retail value of \$20.00.

- v. Coordinate with the Meet Director for the date and location of delivery of the gifts.
 - vi. Coordinate with the Volunteer coordinator to secure volunteers to hand out the gifts at the conclusion of each session.
- f. Athlete and Coaches' Check-In
- i. Before the event - work with the Meet Director in obtaining a location for the coaches'/gymnast's check-in.
 - ii. Obtain a roster and/or rotation sheet of all competing gymnasts for each session. (Must have names of gymnasts on the sheet.)
 - iii. At the competition - Mark off/highlight all gymnasts on roster/rotation sheet as they enter the building/venue/gym. Provide information to gymnasts on where to go for Open Stretch.
 - iv. Obtain a list of coaches attending the competition (sorted club)
 - v. Obtain a meet schedule for reference on warm-up times.
 - vi. At the competition - Provide tables with volunteers responsible for checking coaches in and handing out credentials, any competition packets, or other related materials.
 - vii. Each coach must personally check in to receive his/her credential. A coach cannot pick up a credential for another coach from their club. The coach must sign their name to receive their credential.
- g. Announcer - It is essential that this person is very upbeat and entertaining. This person must make the competition exciting! There will be many times the announcer will have to handle things quickly and under time constraints.
- i. Work with the Meet Director in regards to the sound system, CD player, microphone, etc.
 - ii. Check with Meet Director to arrange for a variety of upbeat march music to play, not only for the march-in, but also in down times.
 - iii. Work with Meet Director to arrange and announce the National Anthem....live or on CD.
 - iv. Work with the volunteer handling the Awards to find out the needs of the announcer during the Awards Ceremony.
 - v. Prepare a script for the March-in ceremony for approval of the Meet Director.
 - vi. Obtain a list of clubs and judges to announce during introductions. Talk with the Meet Director for correct pronunciation of the names.
 - vii. Obtain a list of sponsors or any other "thank you's".....
 - viii. Announce any rules (i.e. "no flash photography"). Check with the Meet Director for a complete list.
 - ix. During the event - Arrive to the event at least 30 minutes ahead of time to make sure all the sound equipment is working properly, including microphone and music.
 - x. Work with the Meet Director to be ready to announce the rotation changes. The announcement to rotate should be when the last gymnast competing in a given rotation salutes at the conclusion of her routine.
 - xi. Be available and at the designated Announcer area at all times to make announcements for the Meet Director.
 - xii. Before announcing the awards, be very familiar with the procedures regarding awards in the *USA Gymnastics Rules and Policies* book.
- h. Awards
- i. Coordinate with the Meet Director for the date and location of delivery of

- the awards.
- ii. Check medal inventory. Report any problems to the Meet Director.
- iii. Coordinate with the Meet Director to determine the location for the awards ceremonies.
- iv. Coordinate with the volunteer handling decorations to tie in with the theme for the competition.
- v. Arrange to have volunteers to assist in the set-up and take-down of the Awards area, if applicable.
- vi. Obtain a list of awards to be presented for each session from the Meet Director.
- vii. Check with the Meet Director and become familiar with how ties will be handled, per *USA Gymnastics Women's Rules and Policies*.
- viii. Arrange to have presenters for each session of the competition.
- ix. Coordinate with the Announcer for the awards ceremony.
- i. Volunteer Coordinator
 - i. Coordinate with the Meet Director on the schedule for the competition. Determine how many sessions will need to be staffed with volunteers.
 - ii. Develop a hard copy chart listing all volunteers for the event with scheduled times to report.
 - iii. Develop job descriptions for all volunteers.
 - iv. Possibly conduct training sessions ahead of time with new volunteers to establish familiarity with their responsibilities prior to reporting to their position.
 - v. Depending on the scoring system, each session may need the following adult judge volunteers:
 - 1. One Floor Exercise Timer
 - 2. Two Balance Beam timers (one for routine time; another for fall time and warm-up)
 - 3. Master Scorers: They may input the judges' scores electronically if the judges do not have individual keypads or computers.
 - a. They will maintain a written record of all 4 judge's scores and the average score.
 - vi. Each session will need volunteers to take admissions money at the gate. They should be supplied with a cash box with a starting amount of money to provide change.
 - vii. Each session will need volunteers to work the concession stand. In many venues, concessions will be run by the venue. Check with the Meet Director regarding the rules in this regard.
 - viii. During the event - Be at the venue at least 30 minutes before the scheduled Open Stretch to coordinate jobs.
 - ix. Coordinate all volunteers to be in place for all jobs needed.
- j. Score Table
 - i. Coordinate with the Meet Director to determine what kind of scoring system will be used.
 - ii. Coordinate with the Meet Director to have all competitor information entered into the computer.
 - iii. Coordinate with the Meet Director to set up scoring system at the venue.
 - iv. Coordinate with the Meet Director regarding the placement of the score display units. They should be placed high enough to avoid being blocked

by people standing in front of them. Consider also the best placement for spectator viewing. The display units must be able to indicate the four judges' individual scores plus the average.

- v. Coordinate with the Meet Director to have supplies for score table area. (Staplers, tape, paper clips, scissors, stop watches and extra batteries, pens, pencils, highlighters, etc.)
- vi. If needed, coordinate with the Meet Director to have score slips made for all sessions.
- vii. Coordinate with the Meet Director to set up any volunteers/assistants needed to fulfill any jobs at the score table. It is recommended that anyone responsible for the operation of the computer scoring system be well versed in the program prior to the competition day, as well as any volunteers who may be asked to input scores.
- viii. During the event - Be at the venue at least 45 minutes before the scheduled Open Stretch to double-check all equipment.
- ix. If using a score system with keypad entering, coordinate with the Meet Director to train the judges or volunteers on using the equipment.
- x. Monitor all entries into the score system.
- xi. Be available for all situations that might arise regarding the scoring system.
- xii. Immediately run two reports of the rankings each session, starting with Vault, then Bars, Beam, Floor and AA. These reports must be given to the Announcer and the Awards coordinator.
- xiii. Post the final results for each age division in the warm-up area and in an appropriate place accessible to spectators.

After the entries are in, begin working on the competition structure and verify all athlete and professional memberships, including judges.

1. Print the sanction report form from the USA Gymnastics web site. This can be found online at www.usagym.org under Member Services.
 - a. Log in using your user name and password, click on Member Services, click on sanctions, then click on my sanctions, scroll to your event, click on it, then click print (lower right).
 - b. All of the necessary sanction report forms, coaches' and judges' sign-in forms, and the accident report form are included.
 - i. Print several copies of the coaches' and judges' sign-in forms and the accident report for potential use during the competition.
 - c. It is IMPORTANT that you read and follow the instructions on each section of the sanction.
 - d. It is REQUIRED that you post the Certificate of Sanction at your event.
2. Verify athletes', professionals', and judges' USA Gymnastics membership online at www.usagym.org under Member Services.
 - a. Log in using your user name and password, click on Member Services, click on sanctions, then click on Event Tool Kit. Click on Meet Director's checklist, scroll down and click on the link, How to Verify Members, and follow the directions.
 - b. Any coach or official who is not eligible is NOT allowed on the competition floor or in the field of play during the event, regardless of the circumstances.
 - c. Professional members must be able to show proof of current membership anytime during the event.
3. Set up the scoring system by entering all necessary athlete and coach data, session data,

- age divisions, etc.
4. If requested by the venue, submit your request for proof of insurance to K&K Insurance. This form and the procedures are included when the sanction is printed or you can find it online at <http://usagym.org/pages/home/pages/forms.html?prog=ms>. Click on Request for certificate of insurance under Sanction Forms.
 - a. Ask the venue where the certificate of insurance should be sent. Complete the form and submit the request to K&K Insurance **AT LEAST** 30 days in advance.
 - b. Information on the latest insurance updates can be found online at <http://usagym.org/pages/membership/pages/index.html?>. Click on sanctions and then click on Insurance Update.
 5. Determine and publish a final schedule.
 6. Order awards.
 7. Order athlete, judges', and coaches' gifts.
 8. Finalize the set-up and take-down schedule.
 9. Organize the volunteer schedule.
 10. Prepare the hospitality volunteer schedule along with the meal plans for the event.
 11. Finalize the competitor program, determine cost and send to production.
 12. Finalize all scripts and information for the announcer.
 13. Complete and communicate any travel arrangements made for judges, equipment reps, or other meet officials.
 14. Organize rotation sheets, athlete scorecards, competition packets for coaches, etc.
 15. Communicate any specific information regarding the event to all participating clubs through the web site or email (parking instructions, etc.).

During the event:

Upon arrival, supervise the set-up of the event. Be sure to ensure the spectators' line of sight to the events and the scoreboard is not obstructed. Head score tables should be placed appropriately on the floor. The tables should not interfere with the competition, have a station for the meet referee (if applicable), and be easily accessible by the coaches in case they need to pick up or turn in an inquiry form, or verify a score.

Before the start of the competition, post the USA Gymnastics Certificate of Sanction at the head score table or somewhere in the venue where it is clearly visible for the participants. Place the Meet Referee/Judges' sign-in form in the judges' hospitality room or give it to the Meet Referee for completion. All judges must sign or initial the sign-in form next to their member information. The Meet Referee is required to sign and date the form and return it to the Meet Director for submission to USA Gymnastics at the conclusion of the event.

The Meet Director(s) should conduct a coaches' meeting prior to each session. The following information should be addressed at this time:

1. Welcome the coaches and the athletes.
2. Check for credentials, remind coaches who haven't already, that it is REQUIRED to sign-in with the proper USA Gymnastics professional information on the designated sign-in sheet. **The member information must have the member's signature or initials on the form or be initialed by the member to be valid.**
3. Discuss meet format and how the meet will run.
4. Calls for Scratches and make any necessary adjustments to the rotation sheet.
5. Introduce the meet referee, if applicable.
6. Communicate the location of inquiry forms, who to turn them in to, etc.

7. Explain the procedures for running floor music. Will there be a volunteer to run the music or will the coaches run it themselves, etc.
8. Introduce the medical personnel.
9. Discuss the method of determining age divisions and the distribution of the awards.
10. Communicate the logistics of the hospitality room for coaches.

As the meet continues, strive to keep the coaches and athletes on schedule. Rotate in a timely manner.

What to do in case of an injury at the event:

1. Consult the medical staff on site.
2. The Meet Director must complete and sign page 1 of incident/injury report.
3. The parent or legal guardian of the athlete (if he/she is a minor) must complete and sign page 2 of the incident/injury report.
4. Make a copy of the completed injury/incident report form and keep in the Meet Director's records.
5. Give the completed forms and benefit summary page to the parent or legal guardian. The parent or legal guardian submits the claim, if he/she chooses.

At the conclusion of each session, announce the award winners, both individual and team, if applicable. Thank the athletes, coaches, and spectators for attending and supporting the event. Post the results of each session on the web site and designate a place in the venue to post results so participants, coaches, and spectators can view them during the event.

At the conclusion of the event:

1. Assign a volunteer to write and distribute checks to the judges and other meet officials.
2. Assign a volunteer to transport any judges and other meet officials to the airport for departure.
3. Supervise the take-down. Make sure all the equipment is packed properly, the competition area is clean, the hospitality room(s) are clean, pack all supplies from the score table(s), etc.
4. Touch base with the contact at the venue and make arrangements for payment of facility rental, if that has not already been addressed.
5. Make a copy to keep and return the original sanction report forms to the USA Gymnastics National Office **within seventy-two (72) hours** of the conclusion of the event. Options for delivery are:
 - a. Mail to: USA Gymnastics Member Services, 130 E. Washington St. Suite 700, Indianapolis, IN. 46204
 - b. Scan and email to: sanctions@usagym.org
 - c. Fax to: 317-692-5212
6. Forms that must be completed and returned are:
 - a. USA Gymnastics Sanction Report Form – the Meet Director must fill in the required information and sign and date.
 - b. Judges' Sign-In forms – All judges must fill in their member information. The Meet Referee must fill in his/her member information, print his/her name, and sign and date.
 - c. All Coaches' Sign-In sheets – All coaches must fill in their member information. If the form is pre-printed with member information, all coaches must sign or initial next to their name for the form to be valid.
7. To confirm that USA Gymnastics received the forms, please go to www.usagym.org.
 - a. Log in using your user name and password, click on Member Services, click on

sanctions, then click on my sanctions, scroll to your event, check the column to the far right. If the sanction is closed, it will indicate that with the date on which it was closed.

8. Make copies of the Sanction Report Form and send them to the State and/or Regional Administrative Committee Chairman with the State and/or Regional competition fee, if applicable, within **seventy-two (72) hours**.
 - a. Check with the State and/or Regional Committee for information regarding the reporting of official results and State and/or Regional competition fees.