



MEET DIRECTORS

GENERAL INFORMATION

1. To host a TOPS skills testing session at a USAG sanctioned event:
 - Meet directors **MUST** request permission from their [respective State Chair \(SACC\)](#), who will work in conjunction with the State Administrative Committee to approve or deny requests.
 - [Click here for the request form.](#)
 - Once approved, SACC will add the sanction information to the [online list of all TOPS sanctions.](#)
2. Obtaining the sanction:
 - Apply for a new sanction – TOPS should be included in the sanction name for ease of locating within Meet Reservation.
 - All TOPS session(s) must be a separate sanction outside of the invitational sanction. This will allow clubs to have their athletes compete in their respective Dev or Xcel level, but also to test TOPS (sanctions will not let an athlete be designated for two different levels).
 - Complete each step to set-up a new sanction, but **do not** submit payment.
 - Once you get to the shopping cart, send an email to Christy Naik at cnaik@usagym.org. The office will then take control of that cart to complete the sanction.
 - All necessary forms for a USA Gymnastics sanctioned event must be completed.
 - As this is a separate sanction, all coaches and judges must sign in (even if they are the same individuals from the invitational sanction).
 - Return all necessary forms to USA Gymnastics.
3. TOPS athletes may participate with other Development program levels at the same competition. It is not a requirement to have a TOPS only session.
4. Registration fee for TOPS participation in the skills testing portion = \$75/athlete. Collection of this fee is the Meet Director's responsibility, and the entry is paid to the host of the competition.
5. Judges for the TOPS session are required to complete the TOPS judges' certification course to be eligible to judge any TOPS sessions. Verification of this information can be found on the [current judges list](#). Competition assignors will need to verify that all assigned officials have obtained this rating BEFORE being assigned to any TOPS session.
6. Meet Directors - Please send TOPS session results to Christy Naik (cnaik@usagym.org) and CC your respective State Chair and TOPS State Manager no later than 7 days after the completion of the event.