Organizing the Perfect Women's Gymnastics Meet

by Kathy Ostberg, Region VI Chairperson
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
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

<table>
<thead>
<tr>
<th>TRADITIONAL</th>
<th>MODIFIED CAPITAL CUP</th>
<th>CAPITAL CUP</th>
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<tbody>
<tr>
<td>Open Stretch/Bar Settings</td>
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<tr>
<td>total minutes</td>
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<tr>
<td>Timed Warm Ups</td>
<td>Line up/ March In</td>
<td>Flight &quot;A&quot; first warm up rotation</td>
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<tr>
<td>1 min. comp./ 1.5 min. opt. X</td>
<td>total minutes</td>
<td>X</td>
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<tr>
<td># of gymnasts =</td>
<td>total minutes</td>
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<tr>
<td>Line up/March In</td>
<td>Total Timed Warm Ups</td>
<td>Line up/March In</td>
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<td>total minutes</td>
<td>1 min. comp./ 1.5 min. opt. X</td>
<td>total minutes</td>
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<tr>
<td>Touch Warm Up</td>
<td>Competition</td>
<td>Total Touch Warm Up</td>
</tr>
<tr>
<td>30 sec./gymnast - 50 sec. for bars</td>
<td>2 min./gymnast - comp.</td>
<td>30 sec./gymnast - 50 sec. for bars X</td>
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<td>2.5 min./gymnast - opt. X</td>
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• 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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