

## Meet Planning Checklist for WI clubs

Meet Directors: Please use this list when planning WI meets.

Additional resources to review before planning your meet:

USAGym Meet Organization Guidelines

USAGym Rules and Policies – Meet Formats, number of competitors and warm up times found under Xcel rules, and Chapter 9 –Junior Olympic General Meet Information

### Initial Early Planning

- Set the date(s)
- Apply for and pay for the sanction – as soon as possible so you may enter meet information on USA Gymnastics.org site.
  - Enter all meet information in USA Gymnastics.org Meet Reservation system (under Member Services)
  - See “How to Use Meet Reservation” at [www.usagymwi.com](http://www.usagymwi.com)
- Set up the **meet invitation** with the following information:
  - Location
  - Dates of meet and (entry deadline-allow enough time to determine age groups and order awards, \* refund deadline, level changes deadline)
  - Levels
  - Age groups – Invitationals – by age, 10-30 in a group
  - Equipment
  - Competition format
  - \*Age determination dates
  - \*Awards
  - \*Fees and address for sending fees
  - \*Admission fees
  - Hotel Information
  - Meet Director
  - Meet website and dates information will be posted
  - How and when results will be posted
  - How and when schedule will be posted – avoid tentative schedules unless clearly marked

\*see WI Rules and Policies at [www.usagymwi.com](http://www.usagymwi.com)

- Request judges by sending an email to Sarah Nelson (by Aug. 1 for fall meets, by Oct. 1 for winter meets). [sarah@madtowntwisters.com](mailto:sarah@madtowntwisters.com) Include number of judges and any specific judge requests in your email. Judge assigning fee is paid by USAGym-WI.

## Details Planning

- Set up meet in Proscore – enter sanction number, session info, judges, coaches, gymnasts. The more that is entered the more reports you will have later that will help with the running of the meet.
- Meet logo (optional)
- Signage (use USAG sanction event tools) (post Certificate of Sanction at the event)
- Decorations
- American flag
- Event apparel – plan for online and/or on site sales
- Medical coverage for the meet
- First Aid kits at prime locations in the gym for local meets
- Athlete/Coaches gifts (optional)
- Awards – order with enough lead time for shipping
- Coaches/Judges Hospitality
  - Provide secure room or space for coats, purses, etc. for judges.
  - Plan for meals and snacks for judges, coaches, volunteers and meet staff. Follow Region 4 Hospitality Guidelines found at [www.usagymwi.com](http://www.usagymwi.com) under “Meet Directors”.
  - Provide judges’ parking instructions to the judging assignor, which will then be passed along to the judges.
  - Judges’ gifts are not to exceed approximately \$20. Gifts are not required, but allowed.
- Volunteers
  - Make a list of all volunteers needed; set up, admissions, concessions, sales, announcer, computer operator, event assistant, event timers, hospitality, clean up. Determine when and who will train them.
  - Decide on volunteer credentials, matching t shirts, etc.
- Facility
  - Plan for custodial services during and after each day.
  - Print signs to direct people around the facility (use USAGym event tools).
  - Secure Proof of Insurance for facility from outside vendors.

## Competition Planning

- Contact Judge Assignor to get judges' names and hotel needs.
- Verify coaches and judges' credentials.
- In Proscore go to Gyms Attending
  - Add each gym's short name OR
  - Add new gym(s) in Set Up (use short name as found at [www.usagymwi.com](http://www.usagymwi.com) under "Meet Directors/Proscore")
  - Click on gym name
  - Add coach's name to Coaches Attending list OR Add New Coach
  - Click on coach's name
  - Click on Edit
  - Click on Update (all dates will update to match USAG site)
- Two weeks before the meet run Coach Pro Exceptions report in Proscore, email clubs with non-certified coaches. Coaches without up to date certifications are not allowed on the competition floor. The meet director is responsible for making sure all coaches and judges are properly certified.
- Confirm each entry as it is received electronically by emailing the club.
- Confirm payment or send payment reminder or invoice. All WI meet entry fees should be received by the host club at least four weeks prior to the meet.
- Download entries from USAGym site (Meet Reservations) into Proscore on your computer.
- Set up age groups in Proscore after majority of entries are in.
- If you'd like to keep a running total as entries come in, chart each entry on a master spreadsheet by levels and ages. Divide each age group if it exceeds 24 gymnasts.
- Compulsory qualifiers – use last day of state meet as age determination date

Level 3	Age 6	Age 7	Age 8	Etc.
Club ABC	2	4	3	
Club XYZ	1	6	4	
Etc.				
Etc.				

- Order awards allowing enough time for shipping, etc. (usually 4-5 weeks prior to the meet)
- Determine meet format (see USA Gymnastics Women's Rules & Policies for details).
- Plan sessions noting maximum numbers shown on page 64 (Xcel) or page 99 (J.O.) in Womens Rules & Policies. Use Rules & Policies as guideline for time allotments, however most sessions require less time than specified.
- Email preliminary session schedule to Judge Assignor (Sarah Nelson) including number of gymnasts in each session. Schedule will be confirmed by Sarah. Then it may be posted on the host website and emailed to clubs.
- Enter each gymnast into their session and squad, producing a rotation schedule. Schedule and club rosters should be emailed to coaches prior to the meet.
- Produce meet program

## At the Meet Planning

- Post up - to - date rotations, etc. on the website.
- Plan for Competition Set Up and Take Down
- Plan for decorations and signage
- Plan Admission area
- Plan Hospitality area
- Plan Concessions area
- Plan Coaches/Judges check in
- Plan and print session rotations, athlete scorecards and coaches' competition packets
- Plan Athlete check in and how coaches' report scratches
- Plan for Announcements
- Plan for Sound System
- Plan for tables and chairs at all stations/events
- Plan for Scorer's Table with a printer.
  - Have a person with complete knowledge of the score system (ProScore) and how to run reports at the Score Table at all times. Have copies of accident, inquiry forms at the table.
- Plan for Awards Presentation
  - Teach announcer to announce awards with complete information. Say – in \_\_\_ place, with a score of \_\_\_, from \_\_\_(club name), \_\_\_(gymnast's first name) Example: In 3<sup>rd</sup> place with a score of 9.2 from ABC Gym, Mary. (or gymnast name then club name)
  - Teach how to announce ties. Decide on where girls will stand in case of ties.
- Plan for location of Scoring System and Score Display
- Plan for Volunteers needed at each event
  - At least one volunteer to enter scores at each event, additional volunteer for timing at beam.
- Plan for warm up timers
- Plan for Judges' payments
  - Pay vouchers will be given to the meet director before the last session. However, some judges judge only one day of a meet or a partial day. Meet directors should have checks available at all times to make out as judges leave.

## During the Meet

- Conduct Coaches Meetings prior to each session or as needed.
- Email and/or print a “Coaches’ Meeting” handout before the meeting and/or in the meet packet.
- Have a designated Music person available to play or help with playing music.
- Make announcements to rotate events.
- Post results online after each session or day. Post results in levels and age groups. For Level 2 results check “no placements shown” on proscore page before posting.
- Offer water to judges as needed
- Be aware of time and keep to schedule as much as possible.
- Collect and keep Meet referee and judges sign in form and Coaches’ sign in form.

## After the Meet

- Make copies of Meet Director sanction report, Judges form and Coach sign in form.
- Mail signed forms to USA Gymnastics within 72 hours following the meet.
- Email proscore meet file (ptf) to Competition Chair, [janeschrimpf@hotmail.com](mailto:janeschrimpf@hotmail.com), within 5 days of the meet.
- Print Meet Summary report (on Proscore) and mail with Head Tax form along with \$2 per gymnast head tax to:

Randy Anderson – SACC  
Scamps Gymnastics  
5711 77<sup>th</sup> St.  
Kenosha, WI 53142

Head tax is due as follows:

Compulsories – fall state qualifiers

Xcel and Optionals and Compulsories – winter meets

Competition Head Tax form is at [www.usagymwi.com](http://www.usagymwi.com) under “Meet Directors”.

### ***Invitational Meet Director’s Resources: WI SAC and WI Competition Chair***

USA Gymnastics Women’s Rules & Policies

USA Gymnastics Meet Organization Guidelines

WI Women’s Gymnastics Handbook

How to enter a meet using USA Meet Reservation system

Competition Head Tax form

Proscore WI state club listing

WI website: [www.usagymwi.com](http://www.usagymwi.com)