

WISCONSIN



GYMNASTICS



State Meet Director's Handbook

(Updated 3/2018)



State Meet Planning Checklist

Meet Directors: Please use this list when planning Wisconsin State Meets.

Initial Early Planning

- Secure a facility 12-18 months prior to the meet.
- Submit State meet bid form to the SACC by March 1 for levels 2 and 3-5, and by June 1 for levels 6-10 and Xcel. The bid form is under “Meet Directors” on the state website www.usagymwi.com
- Secure an equipment company and sound system within 30 days of bid approval.
- Apply for and pay for the sanction – as soon as possible so you may enter meet information on www.USAGym.org site. State meets – apply for sanction 6 months prior
- Enter all meet information in USAgym.org Meet Reservation system (under Member Services)
 - See” How to Use Meet Reservation” on 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)
State meets – set deadline 8 weeks prior to meet with additional qualifiers added on ASAP, final qualifiers added the Monday after last meet of the season-specify the date
 - Levels
 - Age groups -even groups of 20-24 gymnasts
 - Include qualifying scores on invitation
 - Equipment
State meets are required to use the same equipment brand as used at Regionals. *
 - Competition format
 - *Age determination dates
 - *Awards
 - *Fees and address for sending fees
 - *Admission fees
 - Hotel Information
 - Meet Director with email contact listed
 - Meet website and dates information will be posted
 - How and when results will be posted
 - After each session, or go live after each session on myusagym app
 - How and when schedule will be posted – avoid tentative schedules unless clearly marked
 - Graduating senior biography form and information
 - Regional apparel information for levels 8-10
- You do not need to send in a judges request form. Judges will be assigned

*see WI Rules and Policies at www.usagymwi.com

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) must be approved by USA Gymnastics
- Signage (use USAGym sanction event tools) (post Certificate of Sanction at the event)
Contact SACC for state owned banners to use for decorating
- Decorations
- American flag
- Event Photographer
- Event apparel – plan for online and/or on site sales
State Meet Apparel must include WI USA Gymnastics logo per USAG specifications
- Medical coverage for the meet (Athletic Trainer or PT or Dr. required at State and above)
- First Aid kits at prime locations in the gym for local meets
- Coaches Gifts (optional)
- Athlete Participation Awards
Levels 2-5 receive participation trophies, Levels 6-10 and Xcel do not receive participation awards.
- Awards
State meets – State Meet medals are ordered directly through the SACC. Orders must be placed no later than 3 weeks prior to the meet. Allow for extra gold and silver in case of ties, as well as bronze for last place awarded ties. Contact the SACC for ordering information.
State meets – Medals must be labeled with Level, Placement, Event, Age group, Meet name
example: 2017 Level 6 State Meet, Junior C, 1st bars,
Contact WI SACC for Avery label 5160 template or use Avery 1.5” round #8293 with database merge.
State Team awards – banners for team 1st-3rd place ordered from SAC, 4th through 10th (trophies or banners) must be approved by SAC. No team awards for Level 2
Achievement ribbons – are given for level 2 state meets for individual events only. No ribbons for Level 3 state meets.
- Coaches/Judges Hospitality
State meets – Provide space and equipment for judges for video review prior to the meet.
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 on the WI website.
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.
State meets – Contact local high school or sports teams to assist with set up and clean up if needed.
State meets – Provide volunteer credentials to all volunteers.
State meets – Plan for water and snack station for volunteers for between sessions if needed.
- Facility
Plan for custodial services during and after each day.
Print signs to direct people around the facility (use USAG 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 on www.usagymwi.com)
 - 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 USAGym 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.
- State meets - Use age determination as last day of last meet for each level.

| 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 3 weeks prior to the meet)
- Determine meet format (see USA Gymnastics Women's Rules & Policies for details). Submit format proposal to SACC for approval.
- 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) and SACC including number of gymnasts in each session. Schedule will be confirmed by both Sarah and SACC.
- Suggested timeline – create tentative schedule for SACC four weeks prior to the meet. Plan on finalizing schedule the Tuesday after the last meet of the season. Send to SACC for approval before publishing.
- Enter each gymnast into their session. Use Proscore option to “assign squads”. Email Proscore Transfer File to SACC. Contact the SACC to do a random draw to determine squads starting flights/events. Once this is done, the schedule and club rosters can be emailed to coaches.
- Produce meet program
State meets –Four weeks prior to the meet collect Senior bios for program and awards ceremony.

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 each session's draw sheet – revise after coaches' meeting if needed
- Print out Score Verification Sheets
- Plan Athlete check in and how coaches' report scratches
Plan for Meet Referee table for Optional state
- Plan for Announcements
- Plan for Sound System
- Plan for tables/linens and chairs at all stations/events/awards area
- 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 3rd place with a score of 9.2 from ABC Gym, Mary. (or gymnast name then club name)
 - Teach how to announce ties. Athletes will always share the podium spot of the placement tied for. Ties for medals will be broken by all-around except for 1st and 2nd place.
Gold (1st place) and silver (2nd place) medal ties will receive duplicate medals.
State meet (Levels 6-10) – announce Regional qualifiers at each session and Super 8 team at conclusion of level 8 sessions.
- Plan for location of Scoring System and Score Display
- Plan for judges tables; candy, pens, stop watches, warm-up timing charts by level
- Plan for Volunteers needed at each event
 - At least one volunteer to enter scores at each event, additional volunteer for timing at beam.
Additional timers if Capital Cup format is used
- 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

- Email and/or print a “Coaches’ Meeting” handout before the meeting and/or in the meet packet.
- Conduct Coaches Meetings prior to each session. Share information on equipment, floor bump warm up if being used, clothing orders for Regionals and any other information needed by the coaches or shared by the Meet Referee.
- Collect Score Verification Sheets as they are completed and confirm scores with Proscore
- Have a designated Music person available to play or help with playing music.
- Make announcements to rotate events.
- Post results after each session or go live on “myusagym” app after each session.
- 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 Coaches sign in form.
- Mail signed forms to USA Gymnastics within 72 hours following the meet.
- Send the Proscore Transfer File to the Competition Chair, janeschrimpf@hotmail.com and SACC within 5 days.
- Optional / Xcel State Meet – send invoice for Senior awards and/or flowers to SACC.
- Optional State Meet – if 4 judges are used for levels 9 and 10 contact the State Chair regarding any possible reimbursement.
- State meets – send Financial Statement to SACC within 60 days of the meet
- State meets – Send \$2.00 per athlete head tax to SACC within 7 days of the meet. Use the head tax form at <http://www.usagymwi.com/wp-content/uploads/2017/02/Head-Tax-Form.pdf>

State Meet Director’s Resources: WI SACC and WI Competition Chair

All Items Can Be Found at www.usagymwi.com

USA Gymnastics Women’s Rules & Policies

USA Gym WI Rules & Policies

How to enter a meet using USA Meet Reservation system

WI State Meet bid form

Proscore WI state club listing