

Meet Directors Check Off List

(In addition to R&P pgs 30-31 Meet Director Responsibilities)

1. Request Date for your meet at the Draw at the USAGWA State Clinic and/or Meet Request Form – found on www.usagwa.com on the Forms page- and review how many other meets are scheduled for the same date and in your locale. ____
2. Mail Request for Sanction to USA Gymnastics - <http://usagym.org/pages/home/pages/forms.html?prog=w#womens>
3. Send out flyer with all pertinent Meet Information including, date, projected times, Host Hotels, Equipment, Entry Fees, and Admission Fees. Request of Deposit and Date Due. ____
4. Review the types of meet format in the Rules and Policies and determine which format and the number of allowed entries in each session. **R&P** pg 34 http://usagym.org/PDFs/Women/Rules/Rules%20and%20Policies/2013_2014_w_rulespolicies.pdf and USAG WA State handbook - found on www.usagwa.com on the State Handbook link - for required # of judges per competitions) ____
5. As entries for the meet come in, make sure the meet format you have selected is being adhered to in your session choices and make adjustments to the meet format prior to sending out meet sessions and times information. ____
6. Communicate with the assignor for your judges, determining if level of gymnasts has changed, or times from original estimate on the paperwork submitted at the State Meeting or in your original Meet Request Form. ____
7. Order your awards, as per Rules and Policies. Remember you can always do more than R&P suggests but never less. ____
8. Order your goodie bags for the gymnasts. ____
9. If possible arrange a separate area for awards. If not possible try to plan by calculating warm up time per event, approximate time for gymnasts to compete, march in time and then allow a little lead way for mishaps, when making final decisions for session times.
10. Please remember when calculating, judges time is based primarily on actual time judging the girls, but if there is a significant amount of time between sessions, your calculations for accounts payable will include break time. The judge's calculations and requirements for pay is in the Rules and Regulations and can be estimated for accounts payable. After the conclusion of the meet, your Meet Referee will provide vouchers with times and costs. They are encouraged to have another judge check their calculations. Judges Fee Structure - R&P pg 63 ____
11. Communicate with the Head Coach of each team attending the meet, verifying time of sessions, levels, and any other changes that have occurred since the flyer was distributed. ____
12. Check all USAG numbers for coaches and for gymnasts prior to the meet. Communicate any discrepancy with the participating gyms prior to the day of the meet, to avoid any embarrassing issues. ____

13. Plan for your scoring system. If using electronic, test all equipment two days prior to the meet, so you have time to fix any equipment issues. Always have available hand score cards in case the scoring system has technical difficulties. ____
14. Have a meeting with your volunteers prior to the day of the competition. It is important to discuss with your volunteers, no cell phones are to be used while volunteering, attire, talking amongst themselves while judging is occurring is not professional, practice using the scoring system and timing of beam. ____
15. Warm up time information for your timers can be found on this pdf - <http://www.nawgiwa.com/pdf's/WARMUP%20CHART.pdf> and Information for timing beam may be found on this pdf <http://www.nawgiwa.com/pdf's/BEAM%20ROUTINE%20TIME%20AND%20WARNING%20CHART.pdf>

Day of Competition

1. Walk through with your Head Coach, if you are not familiar with gymnastics equipment and regulations (R&P pg 65-71) and make sure all equipment is properly positioned and safe. Make sure there are spring boards and stack mats available at both bars and beam for mounts. Make sure there is a sting mat or skill cushion easily accessible near floor and make sure all mats for the Level 1-3 vault system have been measured and taped. If utilizing A and B flight equipment, verify the equipment is the same, easily adjustable, and A and B flights have been placed as to not hinder the judges view of the gymnast. ____
2. Judging Tables should be spaced with the best possible view of the center of the apparatus. There should be comfortable chairs for the judges and volunteers. Make sure there is plenty of space on the tables for judges' materials. ____
3. Meet with your volunteers and make sure everyone has arrived, knows their jobs and feels comfortable performing their jobs. ____
4. Test run the scoring system and make sure the back up, whether it be paper or manual entry, is also readily accessible. ____
5. Make sure all necessary items are on the judges tables, such as scoring sheets or cards for runners, ribbons and staplers, if necessary, and stop watches. A bell at the beam and on the floor is very helpful. ____
6. Check your hospitality room. Are your volunteers set up and ready to assist coaches and judges with their needs. Cold Water is important not just cases sitting out. Coffee, especially in the morning sessions should be available. Many judges are healthy eaters and so are most coaches so please try to provide healthy choices in the hospitality rooms. ____
7. Coaches Meeting. At the coaches meeting review attire, cell phone usage, format, and the exact way you want warm up to be done. If you are going to do in between warm ups or if you will be having half warm up and then second half etc... This is to be discussed with the coaches and then also with the judges. Everyone needs to know the warm up plan. Every team needs to warm up exactly the same. ____

8. Have all paperwork easily accessible and posted. Sanction should be posted. Coaches sign in sheet should be next to the coaches packet forms. Judges Sign In sheet should be in the Hospitality Room. Verify each coach and each judge have signed the forms. Have Inquiry forms available as well as Incident forms if Injury Occurs. _____
9. Have First Aid supplies easily accessible. Band Aids and Ice are the primary. If available an ATC is always appreciated. _____
10. As each session is concluded review the postings for awards prior to print out. Try to avoid any issues with awards by making sure there is an entry for each event for each girl. Quickly scan through scores to make sure all scores end in a 0 or 5. Proceed to awards as quickly as possible. Try to have print outs of scores available for coaches as soon as possible. If posting to the internet scores from the meet post as soon as possible but remember to protect privacy of the gymnasts and follow R&P regulations regarding what information may be posted. _____
11. Announcers for the meet should have clear voice through the microphone. Plan for march in or presentation with clear announcement, prepare the National Anthem or Pledge of Allegiance for each session and introduce the gymnasts and the judges. At Awards again a clear voice is really the best for announcing the girls. Try to move awards along but with clarity. If doing raffles have all tickets in buckets prior to awards presentation. Most people have sat through 2-3 hours by this point and raffles, while important to Booster Clubs, need to be done quickly. _____
12. After the conclusion of the meet, your Meet Referee will provide vouchers with times and costs. They are encouraged to have another judge check their calculations. Judges Fee Structure - R&P pg 63. _____