

Ohio USA Gymnastics

State Championships- Meet Director Handbook

It is important that you follow all guidelines for a successful competition. If there are COVID-19 or other state/local health protocols make sure you communicate them to all of the teams entered into your state meet.

Meet Director Responsibilities Highlights:

1. Entry regulations, pre-meet organization, and competition procedures must be followed according to the current USA Gymnastics Rules and Policies. **See Meet Director responsibilities pages 28-30 of the R&P.**
2. Entry fees and age divisions must be followed according to the current USA Gymnastics Rules and Policies. **See Ohio USA Gymnastics State Administrative Committee R&P for guidelines on entry fees and declaration dates.**
3. Assume all financial responsibility for the competition, including loss of revenue due to any and all circumstances.
4. All meet arrangements must be approved by Adrienne Roettker and Kristy Fries, Ohio USA Gymnastics Competition Chairperson and the Ohio USA Gymnastics State Committee Chair.
5. List of entrants and coaches must be checked for USAG Membership verification.
6. Reminders
 - a. Every competing Level 2-10 and Xcel gymnast must have qualified to their state meet at a USA Gymnastics Sanctioned competition. See the Ohio USA Gymnastics State Administrative Committee R&P for guidelines qualification scores.
 - b. All coaches must be verified by the meet director AND must show their USA Gymnastics membership card to be on the competition floor. All memberships, background checks, safety certification, U100, Safe Sport U110, U112, and U113 must be up to date.
 - c. **PLEASE REVIEW CURRENT SAFE SPORT GUIDELINES FOR VOLUNTEERS, MEDICAL PERSONNEL AND PHOTOGRAPHERS/VIDEOGRAPHERS.**
7. The State Tax of \$3.50 per gymnast must be paid to Ohio USA Gymnastics within 30 days. See last section of the handbook regarding reporting of scores and sanction.

60 DAYS PRIOR TO COMPETITION

1. Pre meet information must be sent out 60 days (2 months) prior to. The date of the meet and include the following:
 - a. Name and theme (if any) of the meet
 - b. Date(s) of the meet
 - c. Location of meet including map and directions
 - d. Name of meet director
 - e. Manufacturer of apparatus and equipment
 - f. Entry fee including who to make the check payable, mailing address, and entry deadline.
 - g. Reminder that all entries must be entered into the USA Gymnastics Meet Reservation System.
 - h. Name of Host Hotel(s) including address and telephone number.
 - i. Send out the above information to all active clubs in the State. The list will be sent to directors by the SACC.
2. REQUEST FOR SANCTION. At least 60 days prior to your competition day request a sanction from www.usagym.org Sanction information pages **25-27 of USA Gymnastics R&P.**

3. Ensure the late fee clause is in the pre-meet information. This is \$25.00 per athlete for any entries that are received after the deadline. This is a mandatory late fee and must be charged. Also make sure that you state the entry must be postmarked by the deadline.
4. Please include verbiage stating that there is an administration fee of \$25 that is incurred if scratched between the entry fee deadline and the refund deadline This must be noted on entry information.
5. Send the Petition Procedure that is found on **Page 83-85** of the R & P for State and Regionals.
6. State Petitions for Level 2-10, go to Adrienne Roettker. Email: competitions@ohiousag.org
7. Xcel State Petitions go to Michelle Crane. Email: xcel@ohiousag.org
8. Regional Petitions go to suekane@hotmail.com
9. There is NO PETITIONING TO XCEL OR LEVEL 6 or 7 REGIONALS.
10. Please check the Rules and Policies for configuration of the Vault and all matting requirements specific to the levels at your competition. Apparatus specifications begin on page 102 of the R&P. **Please note the requirements for "pit pillows" as some equipment companies may not supply them.**
11. Make sure requirements for Levels 7, Level 8 & Xcel individual specialist information is listed on the out-going information. They need to be designated as an IES before the coaches meeting at the respective state meet. They need to be designated on the entry form
12. **Please refer to USAG Rules and Policies for IES information.**
13. Review workers responsibilities and begin to develop workers/volunteers schedule.
14. Complete finalized equipment layout of the competition area, drawn to scale, and send to Competition Chairperson Adrienne Roettker at competitions@ohiousag.org. Make sure to list all areas that are being used on your sanction, including awards, concessions etc.
15. Line up vendors/concessions and prepare contracts as necessary and desired. Lori Johnson with GK-Elite Sportswear is the only Leotard vendor allowed at State Meets.
16. Judging tables: When organizing apparatus and equipment set up, keep in mind that the judges must be separated. There are four judges for Level 9 and 10 on each apparatus. Ensure this is pictured on the equipment layout.
17. **Line up medical personnel for your competition in accordance with USA Gymnastics Rules and Policies. PTA, Trainer, Nurse, or an EMT. It is a requirement for medical personnel to be on site from general stretch until the last competitor finishes for the day. See requirements on page 28-29 of R&P.**
18. At levels 6-10, there will be open scoring. Electronic scoring equipment must be available for each judge on each event.
19. You must also have your internet hard wired and be prepared with handheld score flashers for a backup scoring method.
20. Provide an estimated number of wristbands for coaches to SACC. These will be ordered in bulk and provided to each State Championship host by the State.

35 DAYS PRIOR TO COMPETITION (5 WEEKS) IS THE MEET ENTRY DEADLINE.

1. Athlete level declaration date can be found in Ohio R&P. Please ensure this is communicated to all entered teams and ensure updated levels are noted on entries as needed.
2. Entries are not valid unless they are paid. In other words, if a team bounces a check, they are not paid, and cannot compete until the meet director receives payment.
3. LATE FEES: It is mandatory that you charge a late fee of \$25.00 per athlete for all late entries to offset the additional administrative work for the meet director. Also remember you must refund any entry that is before the 10-day refund deadline, minus the \$25 Administration Fee. Example of how the late refund policy works.

- a. Team ABC entered late 10 athletes to the Level 10 State Championship. Each athlete has a \$25 late fee, equaling \$250
- b. 15 days before the meet date, 5 of the athletes were scratched due to injury. All 5 of the athletes then must pay a processing fee of \$25 each, equaling \$125.00.
- c. Now, team ABC does not have 3 Level 10's competing due to injury. They then will pay a \$25 processing fee for the team refund.

31 DAYS PRIOR TO COMPETITION

1. Make sure you communicate to the Ohio Committee Judging Liaison Jill Skulich who will communicate with the State Directors (Kathleen Edwards and Tina Snyder) all judging information regarding the meet, including Hotel Arrangements including confirmation #'s, food for the night before the competition starts and breakfast. There will be 3 panels of judges for the Level 6-10 State Championships. Judges at the state meets must have individual rooms.
2. Work with Adrienne on the schedule of the competition. Send a tentative schedule by 31 days prior to the event for review and approval.
3. Divisions for individual competition at Ohio USAG State Championships have been removed (previously American and National divisions at Level 2-5 State Championships)
 - a. All athletes will compete individually against all athletes in their respective age groups in their level
 - b. Team awards **may** be split into 2 divisions (names TBD). Divisions will be based on the number of athletes registered at that particular level, as has been determined in the past. Please communicate registration numbers at each level to the Competitions Chair and SACC so divisional competition at the team level may be determined.
 - c. The competition for each level will not occur in 2 separate gyms with separate judges, so all athletes of the same level will compete with the same set of judges
4. Divisions may be determined for Xcel team competition depending on number of competitors at each level
 - a. Due to the qualification processes to regionals, individual competition procedures would not change. Teams may be awarded with the same methodology as compulsory if needed based on registration
 - b. Please communicate registration numbers at each level to the Competitions Chair and SACC so divisional competition at the team level may be determined.
5. The host will determine the number of teams in each age division
 - a. Age Groups must be divided evenly not to exceed more than **20 athletes per age group.**
 - b. If any extenuating circumstances or deviations from this procedure must be committee approved through Adrienne

30 DAYS PRIOR TO COMPETITION

1. Confirm tentative schedule has been sent to Adrienne at competitions@ohiousag.org. Final changes and updates will be sent back within 1 week of receipt of tentative schedule.
2. Age Division Names are now uniform across the state. For any Level including Xcel. The Age Groups will be called (Child A-B-C etc.) (Youth A-B-C etc.) (Junior A-B-C etc.) (Senior A-B-C etc.) For Level 8-9-10 only Junior & Senior names will be used. Age group size maximum 20 per group per Ohio R&P.

3. All Individual Specialists go 1st in each rotation. However, an IES should not go 1st in more than 1 event, unless there are less than 4 athletes in their rotation.
4. Make sure to include admission costs as set by your Ohio USAG State Committee on your outgoing information and information to purchase tickets online. No change in admissions costs from last year.
5. HOST WILL ORDER ALL AWARDS except team awards.
6. AWARDS: The Ohio USAG State Committee has voted to give awards as follows:
 - a. Compulsory and Optional: Top 33% in each event per age group and top 10 in All Around
 - b. Xcel: Top 33% in each event per a group and top 10 in All Around
7. The State Committee will supply team awards and send the invoice to State Meet Hosts.
8. AWARDS
 - a. Team Ohio Gifts will be given during the All Around Awards.
 - b. 1st-10th will receive the award medals (Gold, Silver, Bronze), their certificate and the Team Ohio Gift. Then all the rest will be called up to the awards stand to receive their Team Ohio All Around Gift.. No placements will be announced.
 - c. Print all meet results in tie-breaking format.
 - d. Print all tie breaking procedures and make sure that the scoring techs and the announcers of the awards understand this process.
 - e. Recognition of tied gymnasts:
 - i. If there is a tie for first place, BOTH GYMNASTS are champions and should be announced as such, although one will receive the second-place award.
 - ii. In the case of ties for other places, the gymnasts will be announced as being tied for that rank; however, the tie breaking procedure determines which gymnast receives the higher award.
 - iii. All gymnasts who tie for a place receive an award. When there is a tie for the last place awarded, all are awarded.
 - iv. Example of tie for first place:
 1. Award the first-place medal by the tie-breaking procedures.
 2. The second-place medal is then presented to the tied gymnast
 3. There is NO second-place ranking.
 4. The third-place medal is then presented to the next gymnast, and so on. C. Tie-Breaking Procedures for Presentation of Awards
 - f. Ties in the All-Around (Compulsory or Optional)
 - i. The gymnast with the highest individual event score receives the award for the tied place.
 - ii. If the gymnasts are still tied, then the gymnast with the second highest individual event score receives the award.
 - iii. If the gymnasts are still tied, then the gymnast with the third highest individual event score receives the award.
 - iv. If the gymnasts are still tied, then both receive the award.
 - g. Individual Specialists do count toward team scores.
 - h. IES get duplicate awards. If a specialist gets an 8.8 and someone competing as an all-around athlete had an 8.8 and it was 4th place, the specialist would get a 4th place. The individual specialist will not knock out an All-Around Athlete from their placement. The meet director or someone assigned to do so, has to monitor the individual specialist placements to make sure that they do not replace another individual competing in the All Around.
 - i. Individual specialists do not receive an All-Around Award. But they would still get a State Qualifier Gift.

1. Post a schedule on your website. Send to Kristin Georgi at communications@ohiousag.org to post on the Ohio USAG website and on the Facebook page.
2. Send all regional information (Apparel Form, Petition Procedures, Regional qualifying scores and entry fees, how to Register for Regionals) to all clubs entered in the state meet, so they can be better prepared. Please also include a reminder to all clubs to bring a check (**cannot be a personal check**) for Regional Entry Fees for level 6-10 and Xcel Regionals.
3. Make sure that if you are hosting a Level 6-7-8-9-10-Xcel state meet, on all outgoing information that it is recommended that all gymnasts that qualify to a regional, purchase a State Leo, to be reimbursed if a Level 6, 7, 8 or Xcel athlete competes on the Regional Team.
4. The meet directors for all state meets are required to submit all competitors and their level to Jill Skulich on the state committee 3 weeks prior to the competition, so Jill can verify each athlete's qualification.
5. Make sure you get a schedule, Map, Hotel Confirmation #'s, and any other pertinent information to the Ohio Committee Judge Liaison, Jill Skulich, and Ohio SACC Kristy Fries.
6. TV/DVD/Computer: Please check with the meet referee and Jill Skulich to determine if a TV or computer with DVD or USB capabilities needs to be provided to the judges to complete base scoring procedures prior to the competition.

10 DAYS PRIOR TO COMPETITION

1. Competitive draws MUST be done for ALL state meets (Levels 2-10 & Xcel).
Make sure a judge in your area from the competition is present during the draw **or** you are utilizing an electronic scoring system that can perform the random draw.
 - a. Make sure you have contacted a judge in your area that is judging the competition to do the competitive draw for event rotation schedules if doing so manually. This is not necessary if using a scoring company or electronic scoring system capable of completing a random draw.
 - i. Review Rules & Policies. Pay particular attention to the number of judgments per session and the competitive draw necessary for all State Meets. Make sure when splitting teams that they are in the same flight, put on opposite events if possible
2. Double check your awards and make sure you have received everything that was ordered. (Do not remove all medals from poly bags) If you want to return unused medals. Any unused medals can only be returned if they are still in the poly bags.
3. CREDENTIALS: Coaches must receive a wristband when signing in and showing their Professional USAG Card and must wear their wrist band on their wrist while on the competition floor. Please make sure you verify all coaches who will be on the floor. Make sure that all Membership, Safe Sport, Background Check and U100 are complete.
4. Hospitality table: Please keep in mind that coaches often do not have time to eat in between sessions. A good hospitality table is a very important part of hosting a top-notch competition. Please make this one of your priorities.

AT COMPETITION:

1. Make sure all coaches on the floor have official credentials and all SafeSport and Sanction signage is in place
2. If you are hosting the Optional State Meet, you must have all the coaches fill out apparel sizing for all of the Level 6, 7, & 8 regional qualifiers. This must be with the Regional Information and must be completed through the Google Form prior to the end of competition.

AFTER THE COMPETITION – YOU ARE REQUIRED TO COMPLETE ALL SANCTION REPORTING PROCEDURES AND REGIONAL MEET SIGNUPS

REGIONAL MEET REGISTRATION:

1. Coach's Responsibility
 - a. All Teams must enter their athletes on USAG Meet Reservations (computers provided by state committee)
 - b. All Teams must print a paper copy Entry Form and pay with this form (personal checks not accepted)
 - c. Athlete apparel form must be submitted for Level 6-7-8 athletes attending regionals
2. Meet Director's Responsibility
 - a. Verify each teams Entry on Meet Reservations
 - b. Verify the paper copy with the entry fee for each team. Entries are not valid unless they are paid.
 - c. Verify the Apparel Forms are filled out
 - d. Email in Digital Format to **SACC, RACC**
3. MUST be sent to the State Chairperson, Competition Chairperson. If you are hosting a Level 6-7-8-9-10-Xcel State Championships, you will be required to do additional reporting. Please check with all Regional Meet directors on requirements.

SANCTION REPORTING

1. Send one copy of sanction including coaches sign-in sheet to - USAG Sanctions 132 E Washington St. Ste 700 Indianapolis, IN 46204 Or Email to: sanctions@usagym.org
2. Send check (Made payable to USAG Region 5) for \$1.00 per gymnast, (administrative operating fee), one copy of sanction and 1 copy of meet results to the contact listed on Region 5 website.
3. Send check (Made payable to OHIO USAG) for \$3.50 per gymnast, (administrative operating fee) one copy of sanction and 1 copy of meet results: Kristy Fries 7040 Foxmoor Pl, Columbus, OH 43235
4. Email copy of meet results to – competitions@ohiousag.org
5. Email a copy of results to suekane@hotmail.com
 - a. If you are hosting a Level 6-10 State Meet, The meet results must be emailed in excel format and official results from Pro-Score.
6. If you have to return any medals please call A-1 Awards at 317-546-9000. Talk to Jamie or Tony. REMEMBER: Medals cannot be returned if they have been removed from plastic bags.