

Ohio USA Gymnastics

State Championships- Meet Director Handbook

*(**Updated as of April 2022 to be used a reference for those bidding for 2023 State Championships)
To be updated annually and sent to State Championship Hosts after USAG Publishes "Women's Program
Rules and Policies"*

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:

1. Entry regulations, pre-meet organization, and competition procedures must be followed according to the current USA Gymnastics Rules and Policies.
2. Entry fees and age divisions must be followed according to the current USA Gymnastics Rules and Policies.
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. 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 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.
6. List of entrants and coaches must be checked for verification.
7. Reminders
 - a. Every competing Level 2-10 and Xcel gymnast must have qualified to their state meet at a USA Gymnastics Sanctioned competition.
 - 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.
 - c. PLEASE REVIEW CURRENT SAFE SPORT GUIDELINES FOR VOLUNTEERS, MEDICAL PERSONNEL AND PHOTOGRAPHERS/VIDEOGRAPHERS.**
8. The State Tax of \$3.50 per gymnast must be paid to Ohio USA Gymnastics within 30 days

Please read all requirements and timeline detailed below

60 DAYS PRIOR TO COMPETITION

1. Send out the State Championship date, location, hotel information, directions, and the entry deadline and drop back dates to all of the clubs in that state. The list of active clubs will be sent by the SACC.
2. REQUEST FOR SANCTION. At least 60 days prior to your competition day request a sanction from www.usagym.org
3. Make sure the late fee clause is in the pre-meet information. Also make sure that you state the entry must be postmarked by the deadline. Also, the \$25.00 administration fee that is incurred if scratched between the entry fee deadline and the refund deadline.
4. Also please make all teams aware of the late fee of \$25.00 per athlete for any entries that are received after the deadline. This is a mandatory late fee and must be charged! Also, any refunds for any reason will incur a \$25.00 processing fee.
5. Send the Petition Procedure that is found on Page 82 of the R & P for State and Regional's.
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 7 REGIONALS.
10. Send equipment specs (Example: AAI Superflex Bars etc.) Also include vault runway lengths, mounting and dismounting distances.
11. Please check the Rules and Policies for configuration of the Vault and all matting requirements specific to the levels at your competition
12. Make sure for Levels 7-10 & Xcel individual specialist information is listed on the out-going information. Coaches are reminded that a score of 9.0 is required at their State Meet for an event specialist to qualify for the Regional Championships.
13. They need to enter as an IES by the start of the competition.
14. The Individual Specialist must be identified on the entry form.
15. Go over workers responsibilities and make a worker/volunteer schedule.
16. Do an equipment layout of the competition area, drawn to scale, and send to Competition Chairperson Adrienne Roettker at competitions@ohiousag.org
17. Judging tables: When organizing apparatus and equipment set up, keep in mind that the judges must be separated and there are four judges each for Level 9 and 10 on each apparatus.
18. 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.
19. At levels 6-10, there will be open scoring. Score flashing units must be available for each judge on each event.
20. You must also have your internet hard wired or handheld score flashers for a backup scoring method.
21. Order wristbands for coaches to prove membership to USA Gymnastics.
22. Make sure you list all areas that are being used on your sanction, including awards, concessions etc. Lori Johnson with Gk-Elite Sportswear is the only Leotard vendor allowed at State Meets.

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

1. Drop back date is the following Monday from the entry deadline.
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 that you get to keep. Any refunds will incur a \$25 processing fee. (There are no exceptions) 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 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, 7, 8, 9, 10 State Championships. So, make sure you plan for this.
2. Make sure you have contacted a judge in your area that is judging the competition to do the competitive draw (or to be present when you select the random draw button on the computer program.) This is not necessary if using a scoring company.
 - a. 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.
3. Meet host to determine the American vs. National Division cut-off of teams
4. The host will determine the number of athletes in each division
 - b. Age Groups must be divided evenly not to exceed more than 18 athletes per age group.
 - c. b. If any extenuating circumstances or deviations from this procedure must be committee approved through Adrienne
5. Work with Adrienne on the schedule of the competition.

30 DAYS PRIOR TO COMPETITION

1. Email tentative schedule to Adrienne at competitions@ohiousag.org
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.
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.
5. HOST WILL ORDER ALL INDIVIDUAL AWARDS (Event and All-Around)
6. The State Committee will order team awards and provide invoices to the competition host
7. AWARDS: The Ohio USAG State Committee will vote annually on the places awarded at State Championships
8. AWARDS
 - a. Team Ohio Gifts will be given during the All-Around Awards. This gift will be decided on each year and provided by the state committee
 - b. Print all meet results in tie-breaking format.
 - c. Print all tie breaking procedures and make sure that the scoring workers and the announcers of the awards understand this.
 - d. THIS SYSTEM IS TO BE USED WHEN AWARDING TROPHIES OR ENGRAVED MEDALS.
 - e. 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.

- f. 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.
- g. All gymnasts who tie for a place receive an award. When there is a tie for the last place, all are awarded. Distribution of Awards: Example of tie for first place:
 - i. Award the first-place medal by one of the tie-breaking procedures.
 - ii. The second-place medal is then presented to the tied gymnast.
- h. There is NO second-place ranking.
- i. The third-place medal is then presented to the next gymnast, and so on. C. Tie-Breaking Procedures for Presentation of Awards
- j. For meets that cannot provide duplicate awards for placement, the tie-breaking system should be used. However, whenever there is a tie, the computer should be programmed to skip the next place (example, Tie for 1st - both gymnasts are recognized as 1st place winners, with one gymnast receiving the gold, the other silver based on the tie-breaking procedure. The next highest scoring gymnast receives the 3rd place award, and no 2nd place award is presented.)
- k. 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 the flip of a coin in the presence of both coaches will break the tie for the award.
- l. Individual Event Specialists do count toward team scores.
- m. 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 will 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, must monitor the individual specialist placements to make sure that they do not replace another individual competing in the All Around.
- n. Individual specialists do not receive an All-Around Award. But they would still get a State Qualifier Gift.

25 DAYS PRIOR TO COMPETITION

1. Post a schedule on your website. Send to Kristin Georgi at communications@ohiousag.org to post on the Ohio USA Gymnastic Web Site and on the Facebook page.
2. Please also include a reminder to all clubs to bring a check (not personal) for Regional Entry Fees.
3. Send all regional information (Apparel Form, Schedule, 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.
4. 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 competes on the Regional Team.
5. 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.
6. Make sure you send the judges' schedule, map, Hotel Confirmation #'s, and any other pertinent information to the Ohio Committee Judges Liaison, Jill Skulich.
7. TV/DVD: Have a TV with a DVD or computer with DVD available for a base score for judges. Sometimes the meet referee will bring their own computer, please check with the meet referee.

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.
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 Women's Competitive Membership, Safe Sport, Background Check, U100 and any other USAG Requirements are complete and verified.
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 that SafeSport and Sanction signage is in place
2. Ensure all sanction requirements as listed in Rules and Policies are followed.
3. If you are hosting the Optional State Meet, you must have all the coaches fill out apparel sizing for all the Level 6, 7, & 8 regional qualifiers. This must be filled out online with the Regional Information and must be turned in with the entry form.

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

REGIONAL MEET REGISTRATION (subject to updates from the Regional Committee annually):

1. **MUST** be sent to the State Chairperson (Kristy Fries), Competition Chairperson (Adrienne Roettker), and Ohio Score Tracker (Jill Skulich). If you are hosting a Level 6-7-8-9-10-Xcel State Championships, you will be required to do additional reporting.
2. 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
3. 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 Results in Digital Format to Patrick Jordan – Kristy Fries – Adrienne Roettker– Sue Kane – and Jill Skulich: Official Meet Results: Template will be provided from the Regional Committee.

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: Patrick Jordan, 836 Reading Rd, Mason, OH 45040, (513)229-7315, patrickjordan@gym-nation.com
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 – Adrienne Roettker 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.

****** ANNUALLY, THE COMMITTEE WILL DETERMINE THE BREAKDOWN AND USE OF DIVISIONS FOR ALL LEVELS. ******

HISTORICALLY, THE BELOW PROCESS HAS BEEN USED:

1. On the meet entry deadline date, the number of entries for each team will be determined.
2. The teams will be listed in order from the largest team to the smallest team.
3. The largest teams will be in the National Division and the remaining teams will be in the American Division.
4. The total number of athletes in the top teams will be the cutoff for the National Division.
5. Depending on the number of entries, the threshold for the National Division will vary. However, to qualify for the National Division, each team must have a minimum of 7 entries. If there are not ten teams with 7 entries, there may not be ten teams in the National Division. If you have 6 entries or less, you will be automatically dropped to the American Division.
6. There must be at least 5 Teams in each American & National Division in order for there to be 2 divisions