

REGION 1

ACROBATIC GYMNASTICS MEET ORGANIZATION GUIDELINES

I. CONSIDERATIONS WHEN BIDDING FOR MEETS

To conduct a great meet is an ART! Since every meet has its own characteristics and unique problems, the Meet Director must plan well ahead and strive for perfection in every detail. The opportunity to conduct a big meet is "once in a lifetime" for many Directors; therefore, every phase of the meet should be examined in order to adequately prepare.

The feeling of pride in obtaining the right and privilege to host an important meet should carry over to every detail of the work; such as pre-meet preparations, meet conduct and follow-up work. The assignment should be carried out in its entirety in order to result in success and to give a true personal satisfaction.

With the exception of the local competitors, most of the gymnasts and coaches must travel considerable distance to compete in Regional and higher meets. The strenuous training prior to these meets, the fatigue from travel, the competitive tension and the unfamiliarity with the meet site bring a special emotional condition upon the participant.

A well-organized pre-meet setup, with ample guidance for the visitors and a well-designed practice program, is essential to put the athletes at ease. Meet Directors should provide the following:

- A. Information prior to meet and/or at the site of the meet.
- B. Good hostess service.
- C. Well-equipped practice and/or competitive areas.
- D. Adequate, well-scheduled practice times.
- E. Random draw.
- F. Separate times for practice and coaches meetings.
- G. Results for each participating team.

II. CONSIDERATIONS FOR A SUCCESSFUL MEET

The following factors are essential for the success of a meet:

- A. A well-organized, disciplined meet that is conducted on schedule with no interruptions and with quick, accurate judging.
- B. Adequate information on scores and performing gymnasts:
 1. Information shown on Video displays/scoreboards should be visible from every seat.
 2. Scores shall be elevated and free from obstruction.
 3. Scores shall be flashed as soon as possible following the conclusion of the exercise.
- C. The program should be easily read, contain a place to record scores and have adequate information on the events and competitors.
- D. No distracting actions on the competition floor.
- E. There should be little or no moving of equipment.
- F. Medical supplies and personnel should be readily available.
- G. Music should not be too loud, scratchy or poor in quality.
- H. Tidy seats, gym floor and restrooms are required.
- I. Aisle monitors and security persons shall be available.
- J. Refreshment service should be quick and provide enough stations for purchase.
- K. Ticket sales should be available on time.
- L. Welcoming speeches should be concise and limited in number.
- M. Announcer should have a pleasant voice. No information should be given over the loudspeaker while performance is in progress. Information should be given during breaks.

III. MEET DIRECTOR'S DUTIES

- A. Prior to submitting a bid:
 1. Determine the possibility of drawing an audience for the meet. Check for any conflicting events scheduled in the community at the time of the meet in order to determine the feasibility of getting a good audience.
 2. Inquire about a suitable site for the meet and its cost. Make tentative reservations.
 3. Draw up a budget, realistically estimating expenses, to determine the total cost of hosting the meet. Registration fee determined by Region 1 committee.
 4. Prepare the bid and submit it to the Region 1 Committee
 5. Secure finances and/or sponsors. Budget items for expense consideration:
 - a. Officials' fees and expenses and contractor's fee.
 - b. Sanction Fee to USA Gymnastics
 - c. USAG acrobatic Gymnastic meet surcharge
 - d. Region 1 Meet Surcharge
 - e. Gymnasium rental
 - f. Equipment rental
 - g. Moving costs

- h. Printing expenses; tickets, program, fliers, posters, results
 - i. Paid advertisements; TV, radio, newspapers
 - j. Decoration of meet site
 - k. Uniforms for runners
 - l. Special small souvenirs for competitors, officials and workers
 - m. Awards for competitors
 - n. Hospitality room and food - banquet if planned
 - o. Special photographs, films and tapes used at the meet or prior to the meet
 - p. Transportation for participants to and from the meet site
 - q. Secretarial work, paper, mailing, phone
 - r. Electrician union workers' fees
 - s. Doctor's and/or trainer's fee
 - t. Janitorial services
 - u. Insurance costs
 - v. Logo artwork for medals, meet and t shirts
6. Budget items for income:
- a. Ticket sales
 - b. Program sales
 - c. Souvenir sales
 - d. Refreshment sales
 - e. Sponsorships
 - f. Audience Entry fee.
- B. After receiving permission to host the meet:
- 1. Send "Request For Sanction" form to the USA Gymnastics office. Dates should include set-up, pre-meet training, competition and tear down.
 - 2. Make preliminary announcement in newspapers and on radio and TV about the meet.
 - 3. Secure the meet site with a contract.
 - 4. Contact the regional judges coordinator to secure judges and who the meet referee will be.
 - 5. Arrange housing arrangements for athletes, coaches and judges, securing special rates at hotels with complimentary rooms for officials, if possible.
 - 6. Organize the committees and appoint chairpersons.
 - 7. Establish an outline of duties for each committee.
 - 8. Set deadlines for the various phases of progress.
 - 9. Establish the outline of the meet - number of sessions and times.
 - 10. Mail out meet information.
 - 11. Mail out requested entry forms and detailed information to coaches, competitors and meet officials, invitations to dignitaries.
 - 12. Gradually increase the frequency of news announcements, advertisements of the meet.
 - 13. Print tickets, fliers, posters. Organize the ticket sales, mail order and local. Mail complimentary tickets.
 - 14. Arrange for equipment rental.
- C. After all entries are in:
- 1. Select the appropriate meet format
 - 2. Conduct the draw and assign the competitors to sessions.
 - 3. Prepare the program.
 - 4. Check the arrival times of visitors and the hotel reservations through the Hospitality Committee.
 - 5. Secure "welcome gymnasts" signs on billboards from motel and other agencies.
 - 6. Prepare the equipment configuration and give a deadline for the setup.
 - 7. Prepare coaches and judges packets for registration, including:
 - a. Entry list
 - b. Order of competition for each session
 - c. Competition procedure
 - d. Warm-up times
 - e. Passes to the competition
 - f. Judges' assignment list
 - g. Meeting schedule
 - h. Official program
 - i. Map of city
 - j. Map of meet site
 - k. List of local restaurants, churches and places of interest
 - l. Information on sponsoring agency, city or school
 - m. Souvenirs
 - n. Publicity pictures (returned to competitors)
 - o. Newspaper articles - pictures of competitors or meet
 - 8. Select (and train, if necessary) a meet announcer.

- D. After the competitors arrive:
 1. Be present at registration times.
 2. Conduct the coaches' meeting with scratch session. The Meet Referee should be in attendance. Provide a meeting area for judges. The meeting is chaired by the Meet Referee.
 3. Be available at practice and warm-up sessions for any inquiry.

- E. At the meet:
 1. Be prepared to troubleshoot.
 2. Strive to achieve a rapidly moving meet. Be prompt with rotation and warm-up times. Stay on schedule.
 3. Post the "certificate of sanction".
 4. Provide coaches' sign-in form and insure that all coaches and judges display their Professional Membership card on their person
 5. Secure judges' signatures on the sanction report form.
 6. Supply Accident Report Forms to the medical personnel.

- F. After the meet:
 1. Check with news reporters to insure that they have the correct information on the results.
 2. Act as the host for the hospitality room (if available).
 3. See that the result sheets are distributed to coaches and officials and posted on website, if possible.
 4. Personally review the work of every committee to insure that everything is completed, especially the "follow-up" phase of the meet: equipment returned, letters mailed, official meet and financial reports mailed, bills paid and profit deposited.
 5. Have a meeting with the committees to evaluate the work and collect suggestions for future improvement.
 6. Distribute checks to the judges in a timely fashion.
 7. Send a letter of appreciation to all individuals who have contributed to the success of the meet.
 8. Prepare a meet report, include good pictures and send them to sport magazines.
 9. Mail completed sanction forms & results.

IV. MEET COMMITTEES AND PERSONNEL (MEET DIRECTOR OVERSEES ALL COMMITTEES)

Publicity Committee Chairman
 Finance Committee Treasurer
 Site Committee Floor Manager
 Clerical Committee Head Scorer
 Jury of Appeal Meet Referee
 Awards Committee Chairman
 Hospitality Committee Chairman
 Special Events Committee Chairman

V. PUBLICITY COMMITTEE

- A. Pre-Meet responsibilities:
 1. Prepare an advertising budget.
 2. Prepare material for television, radio, newspapers and program by securing a selection of quality pictures and tape or video recordings of gymnasts.
 3. Arrange for printing fliers, posters and programs.
 4. Contact newspapers, magazines, newsletters to publicize the meet in advance.
 5. Design a plan for the local area for distributing posters and fliers (businesses, industries, schools, organizations, churches included).
 6. Send invitations and complimentary tickets to local dignitaries.
 7. Personally deliver complete meet information to sport and news announcers in town and in cities in the region. Include action shots, posters and fliers.
 8. Write up interesting background material on the competitors.
 9. Identify and promote local competitors to be written or talked about or to be interviewed or filmed in practice.
 10. Secure for TV a good quality video tape of a skilled acrobat performing. (Have a live announcement taped with the film presentation).
 11. Arrange for professional photographers to work at the meet, taking pictures of winners in action and in award ceremonies.
 12. Work on promotion of advance ticket sales with Finance Committee.
 13. Involve important community persons and dignitaries with making welcoming address at the opening ceremonies or to hand out awards at the finals.
 14. Work out a list of official working persons to whom passes should be issued. Distribute passes in advance. Give complimentary tickets to newspaper and TV personnel who helped to promote the meet.
 15. Post meet information on your website, or link to USA Gymnastics.

- B. Competition responsibilities

1. Furnish information on each event, scoring and competitors.
 2. Prepare a list of important guests and large groups attending the meet to be welcomed during warm-up time.
- C. Post-Competition responsibilities
1. Send resumes of meet with final results to papers, TV, radio and magazines with action shots taken at the meet, if possible.
 2. Send letter of appreciation to persons who helped promote the meet.

VI. FINANCE COMMITTEE

- A. Pre-Meet responsibilities
1. Establish a budget and allocate the requested money to each Committee.
 2. Pay for the sanction of the meet. (Post official sanction on the wall of the gym).
 3. Organize the ticket sales.
 4. Establish the prices, the types of tickets to be sold. (Adult-student tickets, numbered or not, colors and quality of paper, size, etc.). Meets under the jurisdiction of the State or Regional Committee must follow the established guidelines regarding spectator admission prices.
 5. Have tickets ordered well in advance from the printer.
 6. If adult and student tickets are printed, arrange for an "overprint" in case of an overabundance of sale of one kind.
 7. Decide how tickets are going to be handled at the gate. (Collected or section torn off).
 8. Appoint a person responsible for the mail-order ticket sale.
 9. Appoint a person who can receive phone calls during the day, whose number is to be printed on the fliers, for meet information.
 10. Appoint ticket sellers for the days of the meet. Work out shifts to work a method of turning over tickets and money to the next crew.
 11. Arrange for police protection for the ticket booth and for the delivery of the money into the safe.
 12. Secure change in various denominations for ticket booths. Secure organized boxes for grouping tickets and money for quick and accurate operation.
 13. Collect entry fees from the Clerical Committee.
 14. Appoint programs sales chairman, who will select a crew. Provide coin change.
 15. Select a chairman for ticket takers, who will select a crew and will work out the shifts.
 16. Distribute complimentary tickets to Chairmen requesting them. (Keep a list). Secure passes for reporters, judges, etc. Distribute passes to Chairmen.
 17. Appoint a Program Manager who will be responsible for assembling the material and for the printing of the ad book/program.
 18. If concession sales are catered, work out a business arrangement in advance, for a set price guaranteed or percentage of the sale. (Require insurance to be purchased by the owner of the food business, if he does not have any).
 19. Collect and record all bills and debts.
- B. Competition responsibilities
1. Collect all the income: tickets, program, food, entry fees, etc.
 2. Process all checks for officials and distribute them to the officials in a timely fashion at end of competition.
- C. Post-Competition responsibilities
1. Pay expenses by check.
 2. Close out the account and make out a financial report if required.
- D. Items used in work:
1. Vouchers
 2. Insurance policies
 3. Sanction
 4. Checks for officials
 5. Passes and list of names
 6. If not using tickets, purchase hand stamps.
 7. Tickets and list of names for complimentary tickets
 8. Boxes at door for ticket takers (discarded parts)
 9. Program
 10. Change - change boxes
 11. Signs for price of admission and programs
 12. Change aprons for program sellers
 13. Room to keep programs, tickets and concession materials
 14. Safe

VII. SITE COMMITTEE

- A. Pre-Competition responsibilities
1. Set up a list of equipment used in the gyms. Secure the equipment. If loaned, make arrangements in advance for finances and delivery.

2. Make a map of all areas used. (Floor plan of gym area, hospitality room, lockers, first aid area, restrooms, concession area, parking. Assemble packets to be distributed to coaches and officials and to all key personnel working the meet.
 3. Secure the services of facility personnel necessary for the conduct of the meet (such as electrician, security, fire department, sound, scoring, movers, janitors, etc.).
 4. Draw a floor map for equipment movers and train them to work with maximum speed.
 5. Provide signs in the building showing directions to main areas.
 6. Arrange seating facilities for competitors and coaches on the floor, for competitors who are not competing in the session and for spectators.
 7. Arrange table and chairs for Meet Officials.
 8. Secure personnel to work with the music used for competition (background, opening ceremonies).
 9. Secure personnel to clean gym floor and mats, bleachers and public places between sessions.
 10. Secure flags (American. Provide victory stand and a decorative place to exhibit awards).
 11. Make arrangements to decorate the gym in order to have a festive atmosphere. (flags, live flowers, draperies behind victory stand, etc.).
 12. Setup kiss and cry area for athletes. Have water available for the athletes after they have competed.
 13. Secure doctor, trainer or first aid person and furnish them with an area or a room. Prepare a list of procedures for first aid personnel.
 14. Set up the gym, check and measure all equipment.
 15. Work out a plan for disassembling the gym. (Returning equipment, storing borrowed and rented items). Designate the times of work and personnel and their responsibilities.
 16. Make out a list of working personnel who will need passes to enter the gates.
 17. Prepare a written plan for emergencies, with telephone numbers of emergency medical technician, trainer, or doctor.
- B. Post-Competition responsibilities
Send note of appreciation to those who worked at the meet.
- C. Personnel needed:
1. Site Manager
 2. Equipment Manager and crew of movers
 3. Locker room attendant
 4. Custodians
 5. Electrician
 6. Music Operator
 7. Videographer for taping of all routines for jury
 8. Parking lot attendant
 9. Floor manager (during meet)
 10. Certified first aid personnel (doctor, physical therapist or trainer preferred).
- D. Equipment Needed:
1. Floor Exercise Mat with 4" spring or foam cubes with border lines
 2. 8" safety Mat
 3. Chalk stand - Chalk
 4. Tool box with basic tools
 5. Measuring tape (metric)
 6. Public address system
 7. CD and cassette player
 8. Video camera
 9. Tables for sound system
 10. Extension cords
 11. Microphone
 12. Awards stand
 13. Sign for meet (title and date)
 14. First aid kit
 15. Accident Report Forms
 16. Tables:
 17. Chairs:
 18. Hospitality/conference room: tables, chairs

VIII. CLERICAL COMMITTEE

- A. First and Second Mailings: Duplicate the "meet information" and mail to the names listed by the Meet Director. Make out a list from the returning mail. Send out the second mailing, including:
1. Detailed meet information
 2. Entry forms
 3. Travel information - maps
 4. Map of the city with competition site and headquarter hotel
 5. List of hotels - with currently confirmed prices

- B. After Entries are received:
 1. Check entry to determine if information is complete and correct.
 2. Verify that USA Gymnastics Athlete membership numbers and ages, coaches' Professional membership numbers and Safety Certification expirations are included. Note any foreign athletes.
 3. Make out a list of competitors in alphabetical order. List their affiliation, names of coaches, city and state where the team is located. This should be put in program for spectators

- C. Draw:
 1. Assist at the draw, whether it be in advance or at the open draw at the coaches meeting.
 2. Record the order of competition. Produce plenty of copies for registration packets and for other meet workers.

- D. Registration:
 1. Set up registration times and personnel in charge of athletes, coaches and judges.
 2. Assemble the packets.
 3. Judges' Packets - Should contain the same material as the coaches
 4. File the coaches' packets by name or team alphabetically.
 5. File judges' packets alphabetically.
 6. Use competitors' and judges' list at registration to check off the registered persons as they receive their packets.
 7. Ask judges to sign their names on the list as they receive their checks.

- E. Meeting: Attend "scratch session" and enter all the changes on the score sheet.

- F. Scorers:
 1. Provide a computer program for scoring.
 2. Provide a manual back-up scoring system..
 3. Train scorers:

- H. Head Scoring Table:
 1. Give official results to announcer with the event, name, team, place and score of the winners designated.
 2. Duplicate final results of the entire meet, indicating Event and All-Around placing and distribute to coaches, judges, news reporters and appropriate USA Gymnastics personnel.
 3. Mail official meet results to coaches, if not available at the meet.

- I. Runners:
 1. Train runners to RUN at all times and to sit next to the judge quietly.
 2. Runners take the score to the Chief Judge and then return to place.

- L. Miscellaneous Duties:
 1. Work out times and shifts for all scorers.
 2. Designate places to return equipment between sessions and after the meet.
 3. Secure keys to offices to be used in the building.
 4. Secure persons to operate computer and duplicating machines.
 5. Secure telephone connected to ticket booth and to main floor.
 6. Secure as much extra help as possible.
 7. Secure a person who is free to run errands.
 8. Mail thank you notes to all who worked.

- M. Equipment Needed:
 1. Event scoring tables
 2. Computers with scoring program.
 3. Staplers to attach the judges' scores
 4. Box for collecting the scores at each event.
 5. Calculator
 6. Pencils, erasers, pencil sharpener.
 7. Stop watches
 8. *Rules and Policies* book

IX. HOSPITALITY COMMITTEE

- A. Prepare the information on the Hotels and Restaurants:
 1. Name, address, phone, distance from meet site, and confirmed rates.
 2. Designate the types of restaurants available in the hotel and their hours of service.
 3. Designate Headquarters Hotel. Give information to Meet Director. After his approval, the information is prepared to be mailed out by the Clerical Committee along with the detailed meet information.
 4. Prepare a list of restaurants in the vicinity of the meet site. List type of food and price range. Produce copies for registration packets.

- B. Meet Hospitality

5. Make contact with professional food caterers or clubs to sell refreshments.
 6. Set up a hospitality meeting/room for judges. Arrange for security of the room.
 7. Set up hospitality room for coaches and competitors. (Coffee, tea, soft drinks, juice, cookies, fruit).
 8. Assign hostesses to these rooms to keep food replaced.
 9. Secure additional registration packets for late arrivals.
 10. Reserve a hospitality room at the Headquarters Hotel (ask for free of charge). Set up refreshments for after the meet for coaches and officials.
 11. Have a person who is in charge of serving and reordering refreshments.
 12. Assign individual hostesses to groups who will stay with the guests during the entire visit while in the gym. Give name and phone number of hostesses to the teams.
 13. Assign hostesses to dignitaries to welcome them at the site of the meet.
 14. Assign ushers, if necessary.
 15. Secure cash to replace refreshment items.
 16. Give meet information sheets to all hostesses so they will be able to answer any questions concerning the meet, hotel and city.
 17. Prepare welcoming signs for billboards in the city and the meet site.
 18. Prepare a large board showing a montage of all publicity on the meet; newspaper articles and pictures on the meet and the competitors. Exhibit at meet site.
- C. Transportation
1. Designate a person to be in charge of transportation.
 2. Generate arrival/ departure list of judges. Assign persons for delivering the guests to and from the airport.
 3. If hotel is located within driving distance from the gym, and if budget allows, provide shuttle transportation for athletes and coaches between hotel and gym prior to and after each session.
 4. If possible, secure transportation for the judges to be driven by them to and from the meet site.
 5. Furnish an expense list to Financial Committee on the use of transportation and other expenses.
- D. Equipment needed:
1. Cars and cash for gas
 2. Insurance for cars
 3. Name tags for hostesses
 4. List of arrival and departure times of officials
 5. Maps for restaurants
 6. Extra registration packets
 7. Coffee pots, coffee, tea, sugar, napkins, cups, spoons, food, ashtrays, matches

X. AWARDS COMMITTEE

- A. The Awards Committee's responsibilities:
1. Order the proper type and number of awards well in advance of the meet. Have the proper engraving ordered for each award.
 2. Take inventory of awards as soon as they have been received.
 3. Have extra awards on hand for ties, if budget permits and ties are awarded.
 4. Set up a decorative display of awards.
 5. Select persons - possibly dignitaries - to present awards.
 6. Work out a procedure for presentation. (Start from first place).
 7. Have an assistant to hand the awards to the presenting person. The award should be handed to the gymnast first, then a handshake.
- B. Equipment necessary:
1. Awards: 1ST through 3rd receive medals 4th through 6th receive ribbons. Recommend participant ribbons for 7th and greater. State and Regionals awards are designated by national office.
 2. Table and decorative table cover
 3. Live flowers or plants
 4. Signs - Numbers for victory stand designating places
 5. Victory stand and sign for with event, meet title and date
 6. Special lights to show off awards

XI. SPECIAL EVENTS/CEREMONIES COMMITTEE

- A. The Special Events Committee responsibilities:
1. Secure performers for a closing act while waiting for the final check of scores. Anyone who performs on the gymnastics equipment must be a USA Gymnastics Team (Athlete) Member.
 2. Have information typed up and give to announcer.
 3. Make detailed plan for the opening, closing and award ceremonies.
 4. If color guards are to participate, work out their schedules and seats.
 5. If escorts are used to assist winners to the victory stand, work out their individual assignments.
 6. Send thank-you notes to color guard and all other entertainers.
- B. Equipment and Personnel necessary:
1. List for announcer
 2. Flags and Color Guard (if desired)
 3. Assignment list for escorts
 4. Equipment for exhibition - music