

Region 1 Acro Meet Director's Duties and Timeline 2020 Meet Season

This timeline is based on the needs and requirements of a State Championship. Local meets could have less features (ex. Gift bags)

Reference Material:

[Region 1 Acro Website](#)

[Region 1 Rules and Policies](#)

[Region 1 Meet Documents](#)

As Early as Possible:

- Become USAG Professional Member. Verify you are current.
https://usagym.org/pages/membership/pages/membership_overview.html
- Take Meet Director Test:
https://usagym.org/PDFs/Acro/Rules/Meet_Directors_Certification.pdf
- Secure Meet location following all USAG/Region 1 guidelines
- Send copy signed contract to Bob Meier and sign contract from Region 1

After Meet location is secured and at least 3-4 months before meet date:

- Set up floor rental with <http://gymnastics-equipment.com/rentals> if needed.(example only)
- Notify Lori Staff (for judges) and Jeff Oberst (to request scoring) See document from Jeff: <https://region1acro.com/meet-director/>
- Obtain Meet Sanction through USA Gymnastics:
<https://usagym.org/PDFs/Forms/Member%20Services/Sanction/request.pdf> Can be done online as well.
- Request Certificate of Insurance from USAG for facility if needed once sanction is done
- Set up committees with parent's club – Decorations, Food Sales, Sponsorships, Programs, PR/Media, Hotels, Gift bags, Judges
- Set up vendors – leotard sales, meet shirt sales, video/photographer, etc.
- Set admission prices

60 to 120 Days before Meet for:

- Send out invitations to clubs (no later than 2 months for local meets, 3 months before for state and 4 months for regionals) with suggested hotels, admission cost, etc. – [Click here for Registration Packet Template](#)
- Setup meet on USA Gymnastics Event Registration site so that clubs can register for your meet. [Click Here](#)
- Order rental of pipe and drape, tables, chairs, stanchions as needed
- Order sound system

- Find First Aid Person – Recommended that they be certified or licensed
- Set food menu and costs for items
- Request for any letters, advertising, etc. for program
- Check with committee chairs re: status

6 weeks before Meet:

- All registrations must have been received or postmarked by 6 weeks before first day of meet
- Order banners and awards once you receive the awards list from Jeff
- Prepare march-in banners
- Obtain vocalist for Star Spangled Banner for both days
- Sign up volunteers for meet jobs
- Plan for set up and tear down crews – all parents to participate
- Finalize the program (except for athlete list and rotations)
- Confirm with vendors
- Begin media advertising

4 weeks before Meet:

An overall schedule of the meet detailing which levels/events compete on which day shall be sent out 4 weeks prior.

14 days before Meet:

- Registration refunds are closed
- Rough draft meet schedule should be complete
- Finalize volunteers and their times to work
- Confirm rentals, decorations, food, awards and banners, hotels and local area info, decorations
- Revise announcer's script

Last 10 days before Meet:

- 10 days out is last day for tariff sheet submission without penalty
- Meet surcharge check must reach Margaret daSilva 7 days prior to meet date.
- \$25 change fee for changes less than 6 days out
- 6 days out – last day for level or partner changes
- 5 days out – final rotation schedule received – forward schedule and rotations to all coaches, program designer and to Karen Duncan
- 2 days out – print tariff sheets for all judges and collate. [Click here for instructions](#)

Night before the Meet

- Build floor
- Put up pipe and drape, stanchions, tables (with linen) and chairs, panel mats
- Set up Judges private area
- Set up food sales, vendor areas as needed, ticket and program sales
- Set up all decorations
- Scoring will come in to set up also

- Set up sound system
- Put up all information signs

Pack list from gym:

- Chalk buckets
- Velcro for floor
- Panel mats
- Podiums
- Vacuum w/extension cord
- Broom and dustpan if needed

After the Meet:

Complete paperwork after the meet: See doc here for instructions:

<https://region1acro.com/meet-director/>

Committee Duties:

- **Decorations** – Decorations for venue
- **Food Sales** – Plan menu, work with Meet Director and Board to set pricing for food, Purchase all food items, work with Judges Area Coordinator to arrange food and beverages for Judges, set up food prep committee, oversee food sales during meet
- **Sponsorships** – Obtain corporate sponsors for meet (sponsorship proposal available on request)
- **Programs** – Design the program, obtain welcome letter from Mayor, Governor, Acro Foundation etc., obtain program advertisers, work with sponsorship coordinator to add corporate sponsors, have the program printed
- **PR/Media** – Obtain (free) local advertising, invite local TV and print media to attend, invitations to local schools, gymnastic teams, etc.
- **Hotels/local area info** – Find one or two local hotels for travelling athletes and families. Request discounts and get pricing. Put up welcome signs for arriving families. Gather info on local restaurants, attractions, etc. to hand out at meet
- **Gift bags/Judges Packets** – gather donations for gift bags to give arriving athletes and coaches. Also compile the coaches and judges packets for distribution at coaches registration and judges room
- **Judges Hostess** – work with Food Manager to set up breakfast and lunch for judges with beverages. Set up snacks and waters at judges table on day of meet. Set up and clean up judge's area before and after meals. Provide mechanical pencils and 8X11 tablets for each judge at the table.