

USA Gymnastic Meet Director Guidelines and Reminders for Florida sanctioned competitions

For USA Gymnastic qualifying competitions, a Judges Request Form must be filled in and sent to both the NAWGJ SD and the USAG SC with appropriate payments no later than MAY 1st – Instructions for this form and the form are available on the Florida web site www.usagfi.org

For USAG mobility only competitions (or in house sanctioned meets) we recommend that you use the judges request form and obtain your judges thru NAWGJ – however, you may obtain your own judges for these competitions as long as you follow USA Gymnastic rules concerning number of judges required, judges fees, level of judges required and affiliation rules. We require that you send a list of the judges that you are using to the NAWGJ assigner in your area or to the SC for approval. Mobility meets will not be placed on the USA Gymnastic Florida calendar as only State qualifiers are included on the published calendar. All qualifying meet requests must be received by MAY 1st and any other meet requests REQUIRE a 30 day or more notice.

We recommend that if you are attending a USA Gymnastic mobility meet that you check with the Meet Director to make sure that the event has been sanctioned by USA Gymnastics or your scores may NOT be used for mobility.

All qualifiers must be requested by MAY 1st of each year and will be conducted during the competition season – mobility meets may be held at any time during the year

File for a **USA Gymnastic sanction** with the National office under member services – this should be done as early as possible to avoid any problems. Clubs/Meet Director must be a member club or a registered business with USAG in order to obtain a sanction. Clubs should also check the National web site for useful tools that will help to make your competition special such as banners, logos for USA Gymnastics

Instructions for Florida State Qualifying meets: competitions placed on calendar by MAY 1st

Check that the USA Gymnastic State administrator has the web site link for your competition so that your information will be available to clubs looking for qualifiers on the USA Gymnastic Calendar. Check the web site for errors when the final calendar is posted in July
Mail or email your meet information to Florida clubs – list of clubs is available on the Florida web site

Set entry deadline dates at least 4 weeks prior to the date of your competition – any competition that is canceled within 4 weeks of the competition date will be fined \$500. This fee is due before the club will be allowed to host another qualifying competition.

Schedule: Set up your competition schedule and email or mail to the clubs in your meet within 3 weeks of your competition. If you are a new director, we advise that you contact a USAG committee member to approve your schedule before you publish it.

Judges:

All Florida state qualifiers require a 2 judge panel for level 1-10 and XCEL Gold & Platinum Mobility meets for level 5 & below may use 1 judge panels – level 6 & above require 2 judge panels

Meet directors may request specific judges for their competition or indicate judges that they prefer not be assigned. This information must be included with the judges request form Judges are not allowed to solicit meets from meet directors or to ask a meet director why they were not assigned or requested

XCEL divisions - 2 judges are required for all XCEL State qualifying competitions

Rating of XCEL judges: Level 4/5 judges may be used for Bronze, Silver and Gold divisions of XCEL with Level 7/8 rating required for Platinum and Diamond - 1 judge panels are allowed if the competition is not a state qualifier for any division

Send the schedule to your assigner no later than 3 weeks prior to your event: Carol Curley for North/Central or Sharyn Strickland for South meets (contact information included later)

The Assigners will send all information to the judges including hotel, report times, event assignments and car pool information.

Hotel rooms may be required if the start time is early and the judges are further than one hour from the meet site. Be prepared to have Hotel rooms available Thursday, Friday and Saturday depending on the schedule of your competition

Meals: you may provide meals at the site (this option is usually cheaper than per diem and recommended due to short break times) or if there is sufficient time between sessions for judges to go out to eat, you may pay the judges per diem for all meals. Meals that may need to be compensated or provided include meals on travel days plus breakfast, lunch and dinner each day of your competition. Per Diem is \$40.00 per day or \$15.00 per meal.

Judges Room: You will need to set up a room for the judges to spend breaks and have meals. The room should be large enough for the number of judges that you have requested with sufficient seating and table space

Mileage: Judges are paid mileage at the IRS rate per mile. You are responsible to pay mileage and tolls . A map quest confirming mileage should be included with vouchers

Meet Referee: Your meet referee will take care of collecting all vouchers from the judges, checking for errors and exactness and then giving vouchers to the Meet Director before the end of the competition. The time for the last session will be estimated so that the checks may be written and available immediately following the end of the competition. Meet Directors are responsible to pay all judges before they leave the site and have payment ready by the end of the competition.

Instructions for both USAG qualifying and Mobility competitions

Sanction: all judges must be included on your sanction form with updated membership information for each judge. Give the form to the MR and they will have the judges sign or confirm their information that is on the form and return it to you before the end of the competition. You must also post a copy of the sanction at your competition for all coaches and judges to see.

Reminder for Professional Members & ATHLETES coming to your meet

All coaches need to be USA Gymnastic professional members in order to be on the floor of a sanctioned event with up to date Safety and background plus have a certification from USAG (U100 is required)

All athletes must have current USA Gymnastic numbers to compete – Entries that do not include current athlete numbers may be refused until numbers are available. Athlete numbers do not change from year to year so Meet directors must verify all memberships.

It is the Meet Director responsibility to check all memberships for up to date safety and background and to make sure that all coaches SIGN the coaches sign in sheet that came with your sanction. If a non- member, expired member or pending member participates in your competition you may be fined up to \$500 or more

Meet Director may require that all Professional members show their membership card before being allowed on to the competitive floor – It is the members responsibility to have an updated membership card Pro Members that do not have athletes in the competition, may be required to pay door fees for entry to the competition and to be not allowed on the competitive floor. In addition, the coach or judge that is not current will also be fined if they attempt to be on the floor without up to date memberships. If NAWGJ assigns your meet they will be responsible for the verification of judges for current membership and will pay any fines that may be assessed

Paperwork and FEES due after your meet

Mail or email your signed sanction form (signed by judges) and coaches sign in sheets to National USA Gymnastics immediately following your competition

Mail a copy of the signed sanction and coaches sign in sheet to the Florida State chairman along with a \$1.25 per athlete fee payable to Florida USA Gymnastics immediately following your competition. The \$100 deposit that has been paid by all STATE qualifiers should be deducted from the fee due. Mobility meets are not required to pay the \$100 deposit however all USA Gymnastic sanctioned competitions including mobility meets must pay the \$1.25 per athlete fee to Florida USA Gymnastics. All Athlete FEES are due within 30 days of your competition. Clubs that do not pay the fee will not be allowed to host a qualifier until fees are paid in full.

Email your results to the Florida Score master immediately following your competition.

Facility Reminders: All equipment must meet USA Gymnastic requirements for sanctioned competitions. Refer to the Rules and Policy of USA Gymnastics for equipment and mats that are required to host your event.

All email and addresses required are listed below

USA Gymnastic National Office
132 E Washington Street
Suite 700
Indianapolis, IN 46204
www.usa-gymnastics.org

Toni Rand Florida State Administrator
7957 Steeplechase Ct
Port St Lucie, FL 34986 AmTwist@aol.com
www.usagfl.org

Judges Assigners
Carol Curley - curleynawgj@cfl.rr.com
Sharyn Strickland – Sharyn@usacompetitions.com

NAWGJ State Director: Susan Monahan susan_78726@hotmail.com

Score Master: Kevin Griffin lcoachkev@aol.com

Florida USAGymnastic Web Site: www.usagfl.org

Additional information that you may need will be available on the Florida web site. Also refer to the USA Gymnastics Rules and Policy – this document contains all the rules for USA Gymnastic competitions including judges compensation and competition requirements. The book is available on line at the National USA Gymnastic web site.

Florida USA Gymnastics
www.usagfl.org