

USAG- CT
Meet Directors Checklist

STEP ONE: Holding a meet

Check the CT USAG website calendar for availability and email Kim Vaillancourt to be added to the State Calendar.

STEP TWO: Sanction

Apply for your USAG Sanction- [USA Gymnastics | General Information - Event Sanctions](#)

STEP THREE: Judges

Communicate with the current Judges assignor and complete the [Judging Request Worksheet](#)

STEP FOUR: Preparing for your meet

- Determine the sessions breakdown following the guidelines in the current USAG Rules and Policies- [2022_2023_w_rulespolicies.pdf \(usagym.org\)](#)
- Utilize the **Pro Score** system to set up your meet.
- Schedule an Athletic Trainer or Medical Personnel
- Order awards where applicable
- Print all of the Required Meet Sanction forms & Sign in sheets & USAG Signage
- Review Competition policies for Warm-ups for each level to help determine the structure of your meet.
- Email the teams attending and the judges final details for your meet 2-3 weeks before.

STEP FIVE: During your Meet

- Put out all of the appropriate signs
- Post the sanction
- USAG Reporting signs
- USAG Safesport bathroom signage
- Put out the coaches sign in sheet
- Check all "On site" registrants- Verify active USAG memberships and confirm they are not on the [Permanently Ineligible List](#)
- Put the judges sign in sheet in the Judges Room, check to be sure the Meet Referee completes ALL of the appropriate sections on the Sanction Report Forms.
- Have medical personnel, photographers, volunteers, etc sign- in (ONLY current USAG members with current Safe sport requirements and background check.
- Hold a coaches meeting
- Supervise / observe continuously throughout the competition
- If there is an Incident or Accident complete the appropriate forms provided with the sanction by USA Gymnastics and provide the appropriate forms to the injured participant.
- Mark start and end time for the meet or sessions. Make appropriate payment to the officials/judges and anyone else that provided services (i.e. Athletic Trainer)

STEP SIX: Closing your meet

- Complete all the USAG Sanction Forms within 72 business hours.
- Send copies of ALL Sanction forms to the State Chair, Kim Vaillancourt at kimvail45@gmail.com along with the results from your meet as a PTF Proscore file within 48 hours of the meet.
- Post meet results on <https://meetscoresonline.com/> (optional)
- Send \$2 per gymnast as well page 2 of your sanction forms to Region 6, payable to USAG Region VI. **Check is mailed to:** Kathy Ostberg, USA Gymnastics Region 6 Chairman, 98 Washington Square East Unit 4 Salem, MA 01970
- Send \$2 per entered gymnast payable to USAG-CT. **Check mailed to:** Kimberly Vaillancourt, USA Gymnastics SACC-CT, 1280 Meriden-Waterbury Turnpike, Plantsville, CT 06479