

USAG- CT Meet Directors Guidelines

Please view and abide by the Competition Policies posted on the CT-USAG website- [Competition Policies \(ctusagym.org\)](http://ctusagym.org)

***All Meet directors must obtain a Meet Directors Certification by USAG- [USA Gymnastics | Meet Director Membership Information](#)

STEP ONE: Holding a meet

- When deciding to host a meet, check the CT USAG website calendar to confirm the weekend availability.
- Email- Kim Vaillancourt at kimvail45@gmail.com to get the meet added to the state calendar.
 - Please note, meets are not guaranteed for availability. Meets are added first come first serve and while trying to limit 2 meets per weekend on the CT calendar. We recommend waiting for approval before applying for your sanction.
 - Meets must be submitted to the State by September 1st to be eligible as a state qualifier.

STEP TWO: Sanction

- After receiving approval through the state apply for your USAG Sanction- [USA Gymnastics | General Information - Event Sanctions](#)
 - It is recommended that you apply for your sanction at least 30 days prior to your competition. All meet entries need to be done through the USAG meet reservation system. Including athletes, coaches, judges, volunteers, medical personnel, etc.
 - Please follow all of the appropriate steps on the sanction form as well- There are mandatory requirements listed under “Important Reminders to The Meet Director”

STEP THREE: Judges

- Request Judges for your meet
 - 2 Months prior to your meet COMPLETE THE JUDGES WORKSHEET- [Judging Request Worksheet](#)
If you have additional questions or concerns reach out to your current CT Judges assignor via email, ctnawgjassigner@gmail.com
 - At least 6 weeks prior to your meet the judges should have a general idea what your needs will be. Including the levels competing, how many judges will be needed and the estimated number of sessions.
 - At least 3 weeks before the meet the judges need to know final session information. Email this information to ctnawgjassigner@gmail.com This should include:
 - session times, session breakdown of levels, number of gymnasts per session / level. (Provide rotations sheets if available.)

- Please be sure to let the judges know if you plan on doing things “differently” during your meet. (i.e. not following olympic order, having special judges awards, etc)
- It is the meet directors responsibility to view and confirm that the information posted on the Arbiter is correct. If you need access to the arbiter please reach out to the current NAWGJ-CT SJD (ctnawgj@gmail.com)
- Meet directors should also view the judges assigned to their meet and enter the judges into the Meet Reservation on USAG website. This will verify the judges assigned to your meet have the current USAG requirements.
- Any and all changes need to be communicated in a timely manner.
- Be sure to review the most recent guidelines for judges compensation in the current Rules and Policies [2022_2023_w_rulespolicies.pdf \(usagym.org\)](#)

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. Pro Score is the designated scoring system to be used at all qualifying meets and you may not host a meet unless you are using this system.
- Schedule an Athletic Trainer or Medical Personnel- Remember USAG requires medical Personal for most meets- See the exact requirements page 29 [2022_2023_w_rulespolicies.pdf \(usagym.org\)](#)
- Order awards-
 - CT- Awards policies can be viewed on CT Website- [Competition Policies \(ctusagym.org\)](#)
 - Achievement Ribbons are required for levels 2-4 & XB at Local Meets
 - Medals/trophy and Team awards for Invitationals & State Meets
- Print all of the Required Meet Sanction forms & Sign in sheets. (It is recommended to print sign in forms after registering all coaches, judges, volunteers & etc through the meet reservation system)
 - Note: Sanction must be visible/posted at the competition
- Print & use USAG Signage and resources available under the Event Tool Kit [USA Gymnastics | Sanctioned Event Signage](#)
 - Event Directors are REQUIRED to post the Mandatory Safesport Bathroom signage & Reporting 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- discuss the format of your meet; warm-up and competition, music, trainer and medical, etc.
- 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. Follow the appropriate steps on your Sanction forms. Send copies to sanctions@usagym.org.
- 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