

4-6 months prior to meet

- a. Organize committee and make a general plan regarding needs for a facility, volunteers, etc.
- b. Secure a facility.
 - i. Site tour is mandatory
 - ii. Considerations: size, spectator capacity, concessions area, ease of equipment setup, safety features, tables, PA system, restrooms, meeting room (if available) for judges and officials, telephone and emergency numbers posted nearby, loading, and unloading entrance, custodial services.
- c. Request sanction from USA Gymnastics.
- d. Secure hotel accommodations, if needed – assistance from USAG partner.
- e. Meet with key event staff/volunteers and delegate all extra responsibilities to them. Do not plan to be in charge of everything! Delegate (or discard) any extras and run a good competition.
- f. Determine equipment to be used, how to secure it, and transportation arrangements.
- g. Design a floor plan with safe traffic patterns and equipment set up.
- h. Confirm extras such as concession stand, t-shirts, coach/judge hospitality room, raffles, door prizes, photographer, decorations, vendors etc. – all good ideas, but not necessary for a well-run competition.

2-3 months prior to meet

- a. Compile an invitation list. Ask Regional/State Chair for a list of all member clubs.
- b. Compile meet information to include:
 - i. Title of event
 - ii. Date
 - iii. Place (map, if available)
 - iv. Hotel information
 - v. Levels/age-groups invited
 - vi. Entry fees
 - vii. Forms of payment accepted
 - viii. Deadline
 - ix. Equipment available
 - x. Warm-up procedures
 - xi. Tentative schedule
 - xii. Purchase sanction and set up online USAG meet reservation
 - xiii. Include extras – concessions, t-shirts, photographer, vendors etc. – when applicable.
- c. Secure a proper and operational scoring system for scoring the competition and make arrangements with the scorekeeper.
- d. Plan for onsite medical staff.
- e. Order awards.

3-6 weeks prior to meet

- a. Confirm facility, hotel accommodations.
- b. Seat panels, communicate to judges, and require RSVP.

- c. Contact all event staff/volunteers for progress reports.
- d. Visit the facility and confirm the following:
 - i. Tables
 - ii. PA system
 - iii. Meeting room(s), if needed
 - iv. Loading and unloading procedures
 - v. Custodial services
- e. Make an emergency medical plan
- f. Review the floor plan and confirm all safety requirements can be met with seating and other obstructions.
- g. Make, or have made, appropriate signage
- h. Secure an awards stand, if needed.
- i. Meet with a decorator, if necessary, to make plans for tables/chairs, skirting, pipe and drape, plants, backdrops, etc.
- j. Confirm equipment.
- k. Confirm judges.
- l. Confirm volunteers/event staff.
- m. Secure music for march-ins and national anthem.
- n. Purchase supplies – pencils, paper, paper clips, duct tape, calculators, score sheets, markers, butcher paper, poster board, scissors, stop watches, folders, envelopes, etc.
- o. Obtain a well-stocked first aid kit.
- p. Prepare a filing system for competition cards etc.
- q. Plan for score flashers, calculators, copiers, and computers, as necessary.

2 weeks prior to meet

- a. Check late entries:
 - i. Go to the USAG website and verify that each athlete, judge, and coach that are entered late has current membership (all other entries will have been verified through the online registration system).
 - ii. If a membership is not up-to-date with membership, contact the coach or responsible party immediately and make sure they understand that he/she will not be allowed to participate if the membership is not updated before the event begins.
 - iii. Send schedule and start list to all participating clubs.
- b. Create a plan to handle the money that is taken at the gate, concession stand, etc.
- c. Make sure that you, and any other party who may be responsible for handling money, understand the procedures.
- d. Collect any outstanding balances. Do not wait until the day of the meet. You will have too many details to attend to on that day.
- e. Be sure to have cash and change on the day of the event.
- f. Have a system in place for paying the judges.
- g. Scoring
 - i. If a computerized scoring system is used:
 - Enter information on all competitors in the scoring program.
 - Print a tentative start list (or flight list).
 - ii. If a computerized scoring system is not used:
 - Divide entries according to competitors: gender, age group, level
 - Divide each group into flights of no more than 12 competitors.
 - Prepare a start list (or flight list) with athletes listed in correct competition order.
- h. Inventory the awards.

Day before the meet

- a. If possible, setup the equipment and decorations.
- b. Attend to details, such as last-minute changes, additional signage, unexpected event staff/volunteer replacements, etc.
- c. Print judge's score sheets and flight sheets.
- d. Print all resources needed for the meet, such as Code of Points, Rules & Policies, Incident Report, Inquiry forms and Sanction forms, etc.

Day of the meet

- a. A key element to conducting a well-run event is reliable and informed volunteer staff. Each volunteer should be given a clear-cut area of responsibility and be trained accordingly. Thus, the Meet Director is free to "trouble-shoot" once the meet begins. There will, without fail, be numerous matters that will need attention: athletes, placed in the wrong category, protests, problems with equipment, etc. The meet can continue to run smoothly if all volunteers/event staff are in place and doing their respective jobs.
- b. Have the appropriate event staff member control all "extras", such as concessions, t-shirts, door, etc.
- c. Check with Meet Referee to make sure all judges are in attendance and all their needs are met. (e.g., meeting room, supplies, scorekeeper, etc.) Explain payment procedure.
- d. Make sure all personnel are in place including runners, staging personnel and staff to control traffic on the competition floor.
- e. The announcer, tabulators, and award presenters should be briefed and ready to begin.
- f. Conduct a final equipment check.

After the meet

- a. Within 48 hours after the competition, mail the Sanction Report form to USAG, with the appropriate \$1 per athlete fee.
- b. Within the time specified after the competition, email meet results to the State Chair.
- c. Be sure to thank all sponsors and volunteers.
- d. Pay the judges and all other bills incurred.
- e. Print a financial report.