

USA Gymnastic Meet Director Guidelines and Reminders for Florida sanctioned competitions

Important things to remember to do

- Send in Judge's request form as per instructions on form – Qualifying competitions will be accepted beginning January 1st for the next season. May 1st is the deadline to request a Florida state qualifying competition. (form is available on Florida web site)
- File for your sanction at USA Gymnastic web site/National office
- If your competition is a state qualifier be sure that your information on the Florida calendar is correct and that you have provided a link to your meet information
- Meet Reservation at National web site: if you plan to use Meet reservation for entries be sure to set up your meet so that clubs can enter directly from the National web site
- On your information sheet you should have name of meet, dates, entry fee, site, host hotels, award policy, levels/divisions that will be offered, entry deadline, hospitality and anything else that you want your participants to be aware of
- Qualifying competitions that are canceled 30 days or less from the date of the meet will be fined \$500 so make your deadline date early enough to notify clubs if you need to cancel – if your competition is a state qualifier you must set your deadline date at least 4 weeks prior to date
- After all your entries are received, put together your schedule and send to clubs and to the Judges assigner – all schedules must be sent to judges assigner at least 3 weeks prior to the date of your meet
- When you send your schedule to your judges assigner be sure to include hotel information and meal information (meals provided at site, breakfast at hotel etc) for judges on your meet. The assigners will notify all the judges of their event, report time, hotel and meal information
- Send your signed sanction form, coaches sign in sheets to National office immediately following your competition
- All score sheets should be emailed to Kevin Griffin, Florida score master following the meet
- **Send a copy of your sanction form along with the athlete fee that is due immediately following your competition to Toni Rand, Florida USAG –**
- **please make note of fees due for all SANCTIONED competitions**
 - **\$2.00 per athlete for the first 500 athletes in your competition**
 - **\$1.00 per athlete for all athletes after 500 in your competition**
 - **If your meet is a state qualifier subtract the deposit that you paid from the total fee that you owe for your athlete fee – mail check payable to Florida USAG c/o Toni Rand 7957 Steeplechase Ct Port St Lucie, FL 34986**
 - **Fees must be received within 30 days of your competition**

Florida State committee has approved judge's guidelines for travel, meals and hotels for all qualifying and State competitions. These guidelines are available from the SACC and will be sent to Meet directors

ADDITIONAL INFORMATION

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 starting January 1st & no later than MAY 1st – Instructions for this form and the form are available on the Florida web site www.usagfl.org

For USA Gymnastic 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 National USA Gymnastic rules concerning number of judges required, 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.

- Mobility Meet requests for judges REQUIRE a minimum of 30days notice – if the request is made within 30 days of the date of your competition, NAWGJ will not assign your competition

- **After your mobility meet, \$1.00 per athlete fee is due to Florida USA gymnastics – mail copy of sanction and fee to Florida USAG c/o Toni Rand**

- Mobility meets may be scheduled anytime during the year

Mobility meets for level 5 & below & XCEL may use 1 judge panels (provided judge is not affiliated)

Mobility meets for Level 6 & above require 2 judge panels

FLORIDA USA GYMNASTIC STATE QUALIFIERS

All qualifiers must be requested by MAY 1st of each year and will be conducted during the competition season

All Florida USAG qualifiers are under the jurisdiction of the Florida USAG committee and the committee may make rules of procedures and rules for awarding and hosting state qualifying competitions. If the rules are not followed the Florida committee may not accepted future requests from the club to host a Florida qualifying competition.

All Florida state qualifiers require a 2 judge panel for level 1-10 and all XCEL divisions

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

Level 7/8 rated judges are required for Platinum and Diamond

1 judge panels are allowed if the competition is not a state qualifier for all XCEL divisions

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 meal 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. If you intend to put 2 judges in a hotel room, you must provide rooms with 2 beds (a king and a sofa bed is not acceptable). Condos and suite hotels are appreciated as well (provided each judge has their own bed).

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 at the meet site. 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 Director may not require that judges car pool – The Florida state committee has set mileage caps for all judges that drive solo for qualifying (invites on calendar) competitions.

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.

Calculating Hours for Judges Fees: Daily judges fees will be paid from report time to the end of competition that day minus 30 minutes for the lunch and dinner break for a maximum of 60 minutes that will be deducted from total time in gym. If a 30 minute lunch or dinner break is not provided judges will be paid from report time to end of day with no deduction from hours for break times. Breaks that are not a meal break may be any time duration (shorter or longer than 30 minutes) and will not affect the total number of hours.

Determining Meal break time: Break time begins when the last event has finished and the score has been submitted. The meet referee will work with Meet director to determine when break time will end however only a maximum of 60 minutes may be subtracted each day for meal break times.

Judges are not allowed to leave the site during break times. Judges that report late (over 5 minutes past report time) will be paid beginning with the start of the first session and not from report time.

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 and Safe Sport will be 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 verify all memberships for up to date safety and background and to make sure that all coaches SIGN the coaches sign in sheet that comes 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 (If you use Meet Reservation for your meet all memberships will be verified by the National office – coaches and athletes that are not current will not be allowed to enter your meet or be listed as an active coach)
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

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.

Important Email and addresses

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. You can download R&P from the National USA Gymnastic web site. You should also have a copy of the Florida R&P which will have rules specific to Florida competitions. You can download the Florida R&P from the Florida web site