

Illinois Meet Director Information

Meet Bid Form

Please refer to Meet Scheduling Procedure (page 2-7).

Recommendations for Meet Directors

From Carolyn Bowers, former Region 5 RTC, Brevet Judge

Every competition can be better. How? There are a few basic things that are perhaps being viewed as unimportant but they can do wonders for efficiency and to try to have the best, most consistent scores possible.

Meet Director: (any size meet, any level)

1. Schedule coaches meeting.
Inform the meet referee of time and location for coaches meeting; if she is with judges, inform her that you will be starting. If there is a separate warm-up gym and next group coaches meeting is during competition, still have meet referee attend.
2. Introduce meet referee to coaches during coaches meeting (even if judging-acting meet referee).
3. Be sure to have equipment measurement settings for your apparatus for Rules and Policies requirements. Meet referee should have measured and double-checked your settings information. The meet referee can announce which settings meet specs. and which settings are legal for age group difference, although this is printed in the National R&P and coaches are responsible for this information.
4. Explain scoring system.
Please note: if each team has separate cards for each gymnast, it is more efficient to have the coach hand all of team's cards to judge in order. From the judges' perspective, it is often disruptive to be calculating a score and waiting to be handed a card. Often the gymnast must be acknowledged and a train of thought must be started all over again. Also the gymnast may feel ignored, and sometimes errors can be made in haste to get all information in. Is there a written line up? Does it include both number and name? Make sure the gymnasts listen for their numbers and/or names and only begin if the chief judge calls out the correct number/name. The head judge may prefer for each gymnast to check-in for the correct number and order of the gymnast. The coach should listen to the head judge's directions for the event as the gymnasts check-in or ask the head judge which method is preferred.
6. Timers should be capable adults or older capable gymnasts. Timers should be introduced to chief judges for instructions and checking of procedures before the march-in. Timers must be able to remain in place for an entire session, if not for entire meet. If the timers must be changed for ensuing session, then the new timers must again be introduced to the chief judge before march-in for procedure instructions/check. (Never should the CJ be raising her flag/hand to signal a gymnast and have a little voice say, "I start the watch when???"
Yes, there should be a separate timer for bars and beam falls.

Compulsory Timers needed

1. Balance Beam Routine
2. Balance Beam Falls
3. Uneven Bar Falls
- 4.

Optional Timers needed

- Balance Beam Routine
- Balance Beam Falls
- Uneven Bar Fall
- Floor Exercise Timer

Meet Director's Reporting Procedure

2005-06 All Forms must be filled out by computer or Typewriter.

To report scores, use the score sheet provided in the back of the National Rules & Policies Book or a computer printout.

It is required that you include on the following for each gymnast: level, age group, USA gymnastics number.

If clubs from outside Illinois are participating in your meet, the club's name and state must appear on the official score sheet.

New reporting Procedures
Please Read Carefully

1) Computer Entry

- a) Electronic version of scoring program emailed to Gymmom4@aol.com

OR

b) Mail the following

- i) Sanction Report Form, including coaches Sign-in sheet
ii) Check for State Tracking Fee of \$1.00 per competing athlete made out to USAG Illinois WPC with date of meet.

Cyndi Zimmerman
1167 Milburn Ct.
Naperville IL 60540

2) Level Chairman (for each Level @ meet)

- a) Original score sheets signed by all judges
b) Copy of sanction report form, (including Coaches Sign-in Sheet)

Level 5	Level 6	Level 7
Judy Redmond 3301 Butler Ave. South Chicago Hts. IL 60411	Sari Ferraro Engles 555 S. Kankakee St Coal City, IL 60416	Cyndi Zimmerman 1167 Milburn CT. Naperville IL 60540
Level 8	Level 9	Level 10
Mary Joe Roehrig 694 Deer Ln. Sleepy Hollow, IL 60118	Randy Parrish 2010 Jennifer Lane Quincy, IL 62301	Dianne Durham 4430 N. Western Ave Chicago, IL 60625

3) State Chairman

- a) Copy of Sanction Report Form including Coaches Sign-in sheet
b) Illinois state competition fee include a check for \$1.00 per competing athlete made out to USAG Illinois WPC with date of meet
c) Copy of score sheets
State Chairman
Norbert Bendixen
200 Shaddle Ave.
Mundelein IL 60060

4) To Regional Chairman

- a) Copy of Sanction Report Form including Coaches Sign-in sheet
b) Region competition fee include a check for \$1.00 per competing athlete made out to Region 5 WPC along with date of meet.
c) (no need to send score sheets)
Region 5 Chairman
Kathy Koeth Shufflin
4002 Jane Ave.
Huron, OH 44839

5) To National Office

- a) Original Sanction Report Form including Coaches Sign-in sheet
USAG Pan Am Plaza
201 S. Capitol Suite 300
Indianapolis, IN 46225
(800) 345-4719

Easy to Use Chart:

What?	Who?
Sanction form <i>including Coaches Sign-in sheet</i>	National Office Regional Chairman State Chairman Level Chairman (Copy for each level @ meet) Computer Entry (if not filled electronically)
Copy of score sheets <i>(Please use the Club USAG number for Identification)</i>	State Chairman Copy Level Chairman (Original for each level at meet) Computer Entry (if not filled electronically)
Money	Regional Chair \$ 1.00 / gymnast State Chair \$1.00 / gymnast Computer Entry \$1.00 / gymnast (if not filed electronically)
Electronic Data	Computer Entry

SCORE SHEETS:

Score sheets must be in ink or computer printout.

Please make sure that the score sheets include the USAG Club number for Club identification on the score sheets

All score sheet changes must be initialed by the judges.

All USAG numbers must appear on the score sheet.

All score sheets must be sent electronically to computer Entry Person.

For any score sheets not sent electronically, please follow the procedure listed above.

Forms and payments must be mailed within 24 hours of event completion.

MEET CANCELLATION:

If a meet is canceled, treat it as a normal meet by sending the sanction form to all people listed above with "CANCELLED" written across the center.

“Refer to “Easy To Use Chart” listed above.

Meet Director Symposium

The Illinois USAG Committee administers this symposium during the State Congress along with the Annual Scheduling Meeting. If these dates present a scheduling problem, special arrangements can be made by contacting the State Chair at (847) 949-USGF. The purpose of this meeting is to communicate with all the meet directors within the state on a yearly basis to go over procedures and discuss problems that arose the previous year.

Illinois State Awards

Individual Awards

Level 4

- Will receive achievement ribbons per event using the USAG National Guidelines of Score. These ribbons are based on their performance score. Every gymnast will receive a ribbon per event.
- All-Around Rosettes will be handed out to all competitors
- Placement All Around medals will be handed out to 30% of the gymnast entered per age group with a cap at 15 places.

Level 5

- Will receive achievement ribbons per event using the USAG National Guidelines of Score. These ribbons are based on their performance score. Every gymnast will receive ribbon per event.
- All-Around Rosettes will be handed out to all competitors
- Placement medals per event and All - Around will be handed to 30% of the gymnast entered per age group with a cap at 15 places.

Level 6, 7, 8, 9, 10

- Placement medals per event and All - Around will be handed to 30% of the gymnast entered per age group with a cap at 15 places.

Team Awards

- There is **no team entry fee**. Team awards will be awarded out to 50% of the eligible teams with a cap at 15 places. We will announce only **through 10 place**.
- Meet Director is responsible for communicating the number of teams eligible teams to the Level Chair. The Level Chair will then communicate to the JO Chair and awards will be ordered.

Age Group Team

- Top 3 scores per event. All teams are automatically entered if they have 3 gymnasts in the age group. i.e. Levels 4, 5, 6, 7 & 8

Combined Age Team

- Top 5 scores for Level 4-7 and top 3 scores for Level 8-10.

Team Awards

- There is **no team entry fee**. Team awards will be awarded out to 50% of the eligible teams with a cap at 15 places. We will announce only **through 10 place**.

- Meet Director is responsible for communicating the number of teams eligible teams to the Level Chair. The Level Chair will then communicate to the JO Chair and awards will be ordered.

Age Group Team

- Top 3 scores per event. All teams are automatically entered if they have 3 gymnasts in the age group. i.e. Levels 4, 5, 6, 7 & 8

Combined Age Team

- Top 5 scores for Level 4-7 and top 3 scores for Level 8-10.
-

State Series Meet Directors Check List

- ✓ Individual placement awards will be handed out to 30% of the gymnasts entered in a particular age group (with cap of 15th place).
- ✓ The State Committee may subdivide the age groups.
- ✓ Medals & Ribbons must be ordered/purchased through the **Illinois Junior Olympic Chairman.** Checks made payable to Illinois WPC.
- ✓ Order forms are available from Illinois's Junior Olympic Chairman.
 - ✓ State Medals = USAG State size.
- ✓ Awards for tied places will not be broken. Illinois State Committee feels that a gymnast that earns a first place award should receive that award. (ex. 1st, 1st, 3rd, 3rd, 5th etc.)
- ✓ The national office will provide state Participation Certificates for gymnasts entered into a State Meet. These will come from the Level Chairman.
- ✓ Please try to make the Sectional/State meet the best experience possible.
- ✓ Please include in your pre-meet mailing a copy of the Sectional/State Form. Be careful and make sure that the form is filled out completely. Please keep an active correspondence with Level Chair on gymnasts received on entries, making sure that they are eligible.
- ✓ **Level 8, 9, 10 State Meet results must be sent in by "Next Day Mail" to the Regional Chair, Regional Tech. and Regional meet director.(address found in Region 5 area)**