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# Illinois Scheduling Meeting

All clubs wishing to host competitions must submit a list of meets following the schedule below.

We will hold our **annual Meet Scheduling Meeting** during the State Congress weekend, or another scheduled weekend during the summer. Our eventual goal is to be able to do the entire process with out the uswe of the meeting. Please keep a vigilant eye on the Illinois website for updates as to the process.

The following procedure will be followed. Until Phase 1 only One meet per Club will be awarded

Each meet must include the Date, Level(s), Number of Sessions, and Number of Judges requested  
We will only schedule enough meets that will book 80% of the available judges.

## Phase 1

- **Meets that have**
  - **Historic weekends**
  - **Contracted weekend**
  - **Out of gym facility,**
  - **These meets dates are due to the state office by May 15<sup>th</sup>.**
  - **A tentative calendar will be produced and posted on the Illinois Website daily as we receive. Please keep you eye on the Website to see if here can be changes made to avoid conflicts in meet date due to area and in sufficient number of judges available. Email these changes to both Mary Lou Ackman [mlouackman@yahoo.com](mailto:mlouackman@yahoo.com) and Norbert at [NorbertIL@aol.com](mailto:NorbertIL@aol.com).**

## Phase 2

- **Meets the have**
  - **Flexible Weekends**
  - **Out of gym facility**
  - **These meets are due to the state office by June 15<sup>th</sup>.**
  - **A tentative calendar will be produced and posted on the Illinois Website daily as we receive. Please keep you eye on the Website to see if here can be changes made to avoid conflicts in meet date due to area and in sufficient number of judges available. Email these changes to both Mary Lou Ackman [mlouackman@yahoo.com](mailto:mlouackman@yahoo.com) and Norbert at [NorbertIL@aol.com](mailto:NorbertIL@aol.com).**

## Phase 3

- **All other Clubs that wish to submit their 1<sup>st</sup> meet**
- **These meets dates are due to the state 1-week prior to State Scheduling Meeting. (check website out for posted time**
  - **Remainder of the Club wishing to host a meet**
  - **In gym or Out**
  - **A tentative calendar will be produced and posted on the Illinois Website daily as we receive. Please keep you eye on the Website to see if here can be changes made to avoid conflicts in meet date due to area and in sufficient number of judges available. Email these changes to both Mary Lou Ackman [mlouackman@yahoo.com](mailto:mlouackman@yahoo.com) and Norbert at [NorbertIL@aol.com](mailto:NorbertIL@aol.com).**
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## Phase 4

- **2nd and 3<sup>rd</sup> meets that are requested by individual Club**

- Those clubs that do not submit a Meet Schedule, prior to the meeting, will not be able to participate at the Scheduling Meeting until Now.
- We will review the calendar again and fill any holes with those that did not submit a meet schedule, in advance .
- These meets are due to the state office by July 30<sup>th</sup>
  - A tentative calendar will be produced and posted on the Illinois Website daily as we receive. Please keep you eye on the Website to see if here can be changes made to avoid conflicts in meet date due to area and in sufficient number of judges available. Email these changes to both Mary Lou Ackman [mlouackman@yahoo.com](mailto:mlouackman@yahoo.com) and Norbert at [NorbertIL@aol.com](mailto:NorbertIL@aol.com).
    - These maybe be listed on the website or we will require a Meet Scheduling meeting at this point if there is a conflict.

**Phase 5**

- All clubs, that had meets placed on the Official Calendar must then request judges (the form is included in IL R&P). The judging requests forms must include a check

**This form is due exactly 2 weeks (postmarked) following the Meet Scheduling meeting.**

*All meets that have not been requested and paid for by the end of Phase 4 will be dropped from the "Official Calendar."*

Why this procedure?

The last few years the Assignor had great difficulty assigning meets that came in after the Scheduling Meeting. Therefore, **the meets on the Official Calendar will be assigned judges first**. Then, all other meets may receive judges. We are not excluding meets that may be add to the Schedule at a later date, but simply assuring that judges are available to those that followed the new procedure.

Thank you for your patience and understanding.

Norbert and the Illinois State Committee