

Zone Meet Guidelines

2005/06

facility	*	minimum of 100' x 200' of floor space for equipment (may also have double set-up in one gym or a 2nd gym)	
	*	air conditioned	if not available, then good ventilation, fans
	*	seating for 400 +	
	*	lockers or dressing rooms	preferably close to competition area
	*	at least two men's and women's rest rooms	preferably by dressing area and lobby
	*	PA system in competition area for music and announcements (play CD/tapes)	have trained personnel to operate music system
	*	back up music system	
	*	stanchions or other method of keeping spectators off competition floor area	
	*	area for vaulting boards	
	*	area for competitor seating	
	*	area for posting scores	
	*	area for first aid/trainer station in competition area	have trainer on duty during w-ups & meet and doctor on call
	*	separate room for judges	
	*	separate room for coaches	preferably close access to competition area
	*	separate area for concessions and pro shop	
	*	separate area for awards with adequate PA system and seating	
	*	easy access from major highways	
	*	close to motels and restaurants	
	*	adequate parking	preferably free parking
set-up of space	*	competition equipment set up to allow adequate run for mounts from any side or end	follow USAG Rules & Policies for standards
	*	at least 100 foot vault run	
	*	vault area set up so gymnasts/spectators will not be crossing run way	
	*	placement of judges to give best view of event they are judging but where they will not be bothered by competitors or spectators	
	*	equipment representative or person available to handle any equipment problems	
	*	good signage to direct traffic flow for restrooms, concessions, coaches & judges room, awards, and locker or dressing rooms	
coaches' meeting	*	schedule meeting so it does not interfere with warm-up of competitors	
	*	collect scratches at this meeting	
	*	go over meet details: event rotation order competition order for each squad warm-up details inquiry procedure march in details	

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volunteers	*	divide meet jobs into separate committees: suggested committees as follows:	for other workers besides parent group go to Leaders' Club, Sr. Citizen groups, Scouts
	*	meet director	does meet planning, forms, oversee committees and meet; preferably coach or knowledgeable parent
	*	admissions	1 - 3 persons working this area entire meet
	*	mailing	1 - 2 persons; do before meet
	*	goody bags or gymnast gift	1 - 2 persons; do before meet, have plan for distribution
	*	pro shop	ordering, organizing, set up; 2 - 4 persons to work during meet
	*	concessions	ordering, organizing, set up; 3 - 6 persons to work during meet
	*	workers on competition floor	
		routine timers for beam	compulsory and optional
		routine timers for floor	optional only
		warm-up timers for beam warm-up timers for floor warm-up timers for bars fall timer for beam fall timer for bars announcer run music	
		bar setters	not necessary but keeps meet moving
		score flasher at each event - 4 total score runner at each event - 4 total	if electronic system is used that displays scores runners and flashers will not be needed
	*	judges room	1 - 2 persons - procurement of food, set up of room, put out food during meet and clean-up
	*	coaches room	1 - 2 persons - procurement of food, set up of room, put out food during meet and clean-up
	*	awards	ordering per guidelines, checking order before meet, set up of award area, persons to give out awards; if meet host runs out of any awards, a plan should be in place to re-order awards, track who needs award, and how awards will be distributed or mailed. This will sometimes occur if there was a large number of ties
	*	facility rental, lodging room blocks, equipment, trainer	6 - 8 persons usually need to set up facility
	*	publicity	1 - 2 persons, do before meet, signs, ads
	*	tabulation	set up computer system; 2 - 4 to work meet plan for producing copies of individual and team scores for all teams available at end of meet

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pre-meet mailing	*	all pre-meet mailings should be previewed by Zone Committee member	must be mailed by end of January
	*	all mailings must be sent to all registered teams in the Zone - to Coach & Professional Director responsible for gymnastics	
	*	1st mailing must include: meet dates and tentative meet start time	e-mail could be used if all teams have e-mail
		team registration form	see sample form
		individual waiver form	see sample form
		map and written directions motel & restaurant list, church information	host motel should be set up several months before
		entry fee and deadline information who checks should be payable to request one check per team mailing address score qualification information	program ad information apparel pre-order information admission fee information parking information refund policy information
	*	final mailing must be made at least 2 weeks before the meet	
meet results	*	results should be printed out for each event	suggestion:
	*	including all-around for all places for each age group for each level	have a bin with hanging file folders and have a folder for each participating team. Put copy of results in each team's folder after each session
	*	there should be meet results available at the end of each session for participating teams	
	*	a final team and age group team result sheet should be printed at end of the competition	this information is needed for newspapers, etc.
	*	if any results are to be mailed this must be done within two weeks of the competition	
organization of age group divisions	*	must refer to USAG Rules & Policies for # of judgements per session	
		if number in an age group level exceeds the allowable number of judgements for one session, the group should be split by age as of December 1st using a 50/50 split by birthday to create 2 equally sized groups	if a split is made this information should be clearly explained to coaches and included in any information to parents and/or in the program to avoid any confusion. This will probably result in a mixture of ages. For example, a cadet split could be one group of 6 - 9 yr. olds & the other could be older 9 yr. olds & 10 yr. olds
		when an age group is divided, there should be separate awards for each group	for age group team awards, results will be determined from both groups
		once a division is made, no gymnast of that level/age group can switch to the other session with the following exception: Emergency situation - medical family emergency or death in family that occurs the week of the meet. Gymnast may compete in a different session in the same level of competition. She will receive duplicate awards and her score can count in the overall team score for her level. In the case of only one session for a level (example: Level 9) the gymnast can receive duplicate awards but her score cannot be counted in the team score for that level.	

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meet information packets	meet information packets should be ready to handout at bars sets and should include: squad sheets with all gymnasts listed, their team, their competitor number, and rotation order		have extra copies for teams with more than one coach
	bar setting sheet		if e-mail is used, some of this information could be sent by e-mail prior to the meet
	inquiry forms		
	general information sheet on meet details		
	coach /gymnast badges, meal & beverage passes if needed, complimentary program		
judges	provide a separate room for judges		provide meals or plan to order from restaurant
	2 judges per event is required		a meet referee is required of at least a Level 9 rating
	must have judges from 4 of the 5 Networks	request a preliminary estimate of all costs for judges from your judge assigner (rates by level, chief judge fee, meet referee fee, diem fees, mileage, etc.)	
	these judges must have judged at least 2 YMCA meets in the current competitive season that leads up to the Zone Meet		
	For Level 5 & 6, appropriate compulsory level judges may be used as support judges as well as optional rated officials; and optional rated judges, minimum of Level 9, must be used as chief judges	judging assigner should work within the budget constraints of the meet host in assignment of officials	
			also check with past Zone meet hosts
	provide comfortable seating for judges in competition area		provide water
	work with judge assigner in your area to get judges		meet host has the right to decline certain officials
provide lodging if needed		some hotels will provide complimentary rooms	
tabulation	Score Master or comparable program is required		If Score Master is not used, the Zone Committee must approve the program to make sure it can handle team scoring, etc.
	Scoring program must be used during the season before the Zone Meet		have 2 - 4 volunteers at a time to do tabulation
	set up tabulation area away from meet traffic		
	Check Zone Constitution for team scoring guidelines		Level 5 & 6 - 3 for age group; 5 for overall team Level 7,8,9 - 2 for age group; 3 for overall team
	*	Post scores in non congested area	computer printout is acceptable
goody bags	*	should be ready by bar sets	
	*	sort by teams and have plan for distribution	
program	*	not required but is recommended	try to get sponsors to defray cost of printing
	*	include welcome, competitor list, meet info, ads,	info on ordering ads should be in 1st mailing

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pro shop	*	options: order items yourself or have supplier come & you get percentage of sales	do raffles
	*	do pre -orders	flyer on pre-orders should be in 1st mailing
equipment	*	all equipment must meet current USAG specifications	check USAG Rules & Policies Book
	*	equipment for single panel meet: wide set uneven bars, reflex beam, vault table, spring floor 3 spring boards full matting for beam, bars, end of vault 2 - 4 safety cushions 2 - 4 sting mats if vault goes to wall, mat against wall 1 - 2 chalk containers 4 score flashers; 8 if doing a double panel meet stanchions & rope to control traffic flow 8 stop watches 20 - 30 lbs. chalk tape measure on floor for vault(s)	
		music system with back up system	test for volume prior to meet, play CD or tape
	*	double major pieces of equipment needed if meet is double panel or capital cup	in double panel meet, spring floor can be shared in capital cup, equipment must be same
food	*	best if done by parent's group	more profit for host team
	*	staff adequately so service is quick	
	*	set reasonable prices, good selection & quality	
	*	provide adequate seating & enough trash cans	
		assign person to clean off tables & empty trash	
opening ceremonies	*	allow at least 10 minutes at end of warm-up for gymnasts to change and to get lined up	have signs and person to be in charge of getting teams lined up
	*	allow 10 minutes for march in & announcements	time from end of warm-up to start of competition should not exceed 20 minutes
	*	have appropriate march in music and test ahead	
	*	have announcer	prepare script for announcer
	*	introduce teams as they march in	
	*	have National Anthem	have a visible flag
	*	have a prayer or devotional message	usually the executive director of host Y does this
	*	meet announcements	no flash pictures, thank yous, timetable, where things are located, etc.

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awards	*	order awards in enough time to check and reorder if there is a problem	
	*	plan on number of awards carefully	follow USAG rules and policies on allowable number of judgements per session. If the number of entrants exceeds this number, the group can be divided using a split by birthdates to get two equally sized groups. See organization of age group divisions.
	*	12 places on each event including AA all-around	
	*	plan to overbuy by 25% to 35%	
	*	use medals for at least 1st thru 3rd places then ribbons or medals for 4th thru 12th	if an age group is divided, there must be separate awards for each group
	*	trophies or plaques for all-around	ask meet referee to have judges score out to the thousandths; this cuts down on ties
	*		
		use trophies for overall team awards; going up in size from 3rd to 1st, with 1st place being the biggest	
	*	use smaller trophies or use plaques for age group team awards	age group team awards - 3 places overall team awards for each level - 6 places
	*	provide qualifier ribbon for all gymnasts	do not say participation, say qualifier
	*	plan system to record any awards that need to be mailed	
	*	do awards after each session	
	*	if possible have in separate area/room with adequate seating	
	*	have PA system for awards	test ahead to be sure everyone will be able to hear
	*	have one person announcing & enough other persons to hand out awards	pre-check with coaches on difficult pronunciations
	*	have places clearly marked where gymnasts are to stand to receive awards	
general info	*	try to avoid a late session on Sunday, an end time of no later is preferred	due to traveling and school on Monday
	*	try to avoid Friday night meet	due to school and traveling
	*	talk to other Zone Meet hosts for ideas/help	
	*	meet essentials: feed the coaches well feed the judges well have good concession food have a good PA system for awards have enough awards keep teams together when possible have good equipment adequate seating for meet & awards	items for sale should not include a sponsor logo Sponsorship can be acknowledged in program, signs or items that are given away or used for no cost

general
info**determining squads:**

- determine total number of gymnasts in each level and age group
- check on number of allowable judgements for one session depending on type of meet format (This information can be found in the USAG Rules and Policies for competition)
- plan each session to have about the same number of girls in each squad
- when possible do not split teams
- try to have a balance of the number of teams per squad
- you can do a random draw to determine which event each squad starts competition
- usual event rotation is Olympic order (bars > beam > floor > vault)

estimating session times:**traditional format**

open stretch/bar settings	_____	total minutes
timed w-ups (1 min comp/1/5 opt. X # gymnasts)	_____	total minutes
line-up/march in	_____	total minutes
touch w-up (30 sec./gymnast; 50 sec. for bars		
X # gymnasts	_____	total minutes
competition (2 min comp/2.5 min opt)		
X # gymnasts	_____	total minutes
	_____	grand total minutes

(usually you should add a few extra minutes to final time for session)

modified capital cup

open stretch/bar settings	_____	total minutes
line-up/march in	_____	total minutes
w-up/competition (3 min comp/4 min opt)		
X # gymnasts	_____	total minutes
	_____	grand total minutes

(usually you should add a few extra minutes to final time for session)

capital cup

open stretch/bar settings	_____	total minutes
Flight A first w-up rotation	_____	total minutes
line-up/march in	_____	total minutes
touch w-up (30 sec./gymnast; 50 sec. for bars		
X # gymnasts	_____	total minutes
competition (2 min comp/2.5 min opt)		
X # gymnasts	_____	total minutes
	_____	grand total minutes

(usually you should add a few extra minutes to final time for session)

meet timers:

have responsible persons do w-up timing so no time is wasted; provide them with w-up order sheets so they can keep w-up moving

rotation order on each event:

drop down to determine who starts on each event from your beginning order; number you drop will depend on number in squad