



Illinois State Series Meet Directors Guidelines

Pre meet

- Create a Meet Logo that follows the USA Gymnastics Guidelines and submit it to the State Chairperson. This will then be submitted to USA Gymnastics for approval. The meet host must use a licensed vendor to sell merchandise with the USA Gymnastics logo.
- secure a hotel for Development chair
- secure a hotel for Level/Division Chair (if they are not coaching) Level/Division Chair will communicate need (payment will be made by State chair for room at check-in)
- secure a hotel for State Chair (payment will be made by State chair for room at checking)
- Must secure medical as per R&P
- Save all receipts as you go, for reporting after the meet
- ANY changes that change from the original bid form MUST be reported to SAC ASAP (example venue) and then approval by SACC/SAC

Meet setup

- Live Scoring via Score Cat
- Work with Dev Chair to Calculate team banners asap after deadline and send to Dev Chair
- For teams, Age Groups
 - Le 3,4,5, X, XS, XG 5 score
 - Le 6,7,8,9,10 , XS, XG 3 scores for .
 - Combined
 - Levels 3-4-5-XB, XS, XG are 5 scoresall others are 3 scores
- Blind draw which will be done on ProScore by the meet director subsequently shared/approved with the Level Chairs, Developmental Chair, State Chair prior to publication. Draw for squads and order
- All IES should be indicated on the rotation sheet (IES VT, UB,BB, FX). They must go first on their first event.
- Wristbands for coaches provided by the state must be used
- Any meets that would have graduating seniors are required to do a program including the senior bios

- If a Premier USA Gym Competition is held in Illinois we ask that a page or ½ page be designated for announcement of event and will be provided by SAC
- Modified Capital Cup Format
 - One Gym System format 2 complete Floors
 - 2 Gym System 2 floors (1 per Gym w/strip)

Awards

- Developmental Awards at 33% of each age group. We do Not break ties but drop down places after the tie (ie...tie for 1st, the next place would be 3rd)
- Xcel awards at 40% of each age group. We do Not break ties but drop down places after the tie (ie...tie for 1st, the next place would be 3rd)
- Award and gymnast gifts come from the state...you will receive an awards worksheet that will help you calculate the cost you will then reimburse to the state.
- Level 3, XB awarded achievement medals. They are different medals than the 3rd and down bronze

Meet

- Except for a two gym systems, calling rotations is required at state meet
- A formal Opening Ceremony (March in) on the Floor Exercise area is required at state meets, including Individual Team signs facing the majority of the audience.
- Inside of the 1 week mark, **Refunds are not required**. Before that (after the deadline), is only with a drs note.
- Admissions is a mandated amount as follows:
 - These are Daily Gate fees **per Day**
 - Adults - \$15
 - Seniors (Ages 62 & older) - \$10
 - Active Military w/ ID - \$10
 - Children (Ages 6-12) - \$10
 - Children Ages 5 and under - FREE
 - Gymnasts with USAG Card - FREE (not parents or coaches who are not coaching)
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Regional Meet Implicated state meets

- Please provide a table
 - For Leotard distribution
 - State Committee members
 - Tables for Computer Bank for Regional Reservation System (with power)

Post Meet

- Upload results from Proscore to: Score Cat, Meetscores.com,
 - USAGym link ProScore's latest version is now fully integrated with our updated publishing system. All you need to do is hit the "Publish" button at the end of each session or meet to ensure scores are transmitted to the USAG platform.
 - **If You Are NOT Using ProScore:**
 - This is where we need your help. If you're using a different scoring software, we need two things from you:
 - **Export Files** – Please send your exported scoring files after each meet. These can be uploaded to [THIS DROPBOX](#) (which is shared with IT to help in this process).
 - **Software Name** – Let us know what software you're using, so we can reach out to the developers and explore integration options for publishing directly from those platforms.
- Fill out Illinois State Series Financial Report form submit with receipts
- Net profit (from entry fees only) after left side expenses is split 50/50 with the state.
- Send PTF file to ScoreTracker

Judging Area:

- -separate room for the judges, they will arrive one hour before march in on the first day to base score. No other people should be able to enter the room for any amount of time.
- -make sure there is room for at least 9 judges (18 if a two judge system) plus an extra 4 chairs for volunteer judges.
- -judges will arrive each day ½ hour before march in unless they are base scoring.
- -communicate between the meet director and meet referee about hotel requirements well in advance.
- -judging tables should have at least 3 chairs to accommodate an inputter or timer in between them on each event.
- Meet directors are responsible for providing judges with the most up to date rotation sheets