

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.

- State Chair submits to USA Gymnastics for approval.
- An approved licensed vendor is required to sell merchandise with the USA Gymnastics:
 - [Approved Licensed Vendor list](#)

Prepare a FACT SHEET including meet location, meet director contact, qualifying scores, entry fees, deadlines, mailing address, gate fees and any other info such as hotels. This sheet should be approved by Dev Chair and then will be posted on the state website. This should be done NO LATER THAN 60 days prior to your meet.

Discuss with Dev Chair hotel needs for any Committee members and secure with your room block.

Secure medical staff as per R&P.

ANY changes from the original bid form MUST be reported to State Committee ASAP (example venue change). If a change is submitted, approval must be given by State Chair/State Committee.

It is recommended that you obtain event insurance for venue, equipment & entry fees. You as the meet host are solely responsibility, financially and organizationally, for your state meet.

Meet Specifics

Must use Live Scoring via ScoreCat

- Be sure to keep the session open until all scores are finalized. Turning off live scoring prior to this will not allow last minute inquiries to be saved in ScoreCat.

Awards:

- Team banners- Work with Dev Chair to calculate team banners. This should start about a week before the deadline as the team banners need to be ordered early.
 - Age Group Team Competition:
 - Level 3,4,5, XB, XS, XG—Top 5 scores count for team award
 - Level 6,7,8,9,10, XP, XD, XSA—Top 3 scores count for team award
 - Combined Team Competition
 - Levels 3-4-5-XB, XS, XG—Top 5 scores per team count for combined
 - Levels 6,7,8,9,10, XP, XD, XSA- Top 3 scores per team count for combined
- Developmental Awards
 - 33% of each group
 - Do not break ties- drop down places (ie. tie for 1st, the next place would be 3rd).
 - Level 3 awarded achievement medals- different size medal than the other medals.
- Xcel awards
 - 40% of each age group
 - Do not break ties-drop down places (ie. tie for 1st, the next place would be 3rd).
 - XB awarded achievement medals- different size medal than the other medals.
- Awards and gymnast gifts are ordered by the state. The meet host then reimburses the state for those items. The medals are reimbursed per medal used and the gifts are reimbursed by

the actual number of athletes entered at the deadline. Any leftover gifts are now the ownership of the meet host and can do with as they please (donate, give away, etc).

Schedule and Rotations

- Blind draw for squads and athlete order will be done on Pro Score by the state meet director and approved by the Dev. Chair prior to publication.
- Timing of age groups should be considered- recommend to have younger age groups compete earlier times when possible.
- All IES should be indicated on the rotation sheet (IES V, UB, BB, FX). **IES must go first on their first event only.**

Wristbands for coaches provided by the state must be used. These are complimentary.

Programs:

- Required if there are graduating seniors at the state meet.
- Digital or Printed is acceptable.
- Must include senior bios. The 9/10 Chair will coordinate these with you.
- If a Premier USA Gym Competition is held in Illinois, a page or ½ page be designated for announcement of event and will be provided by State Chair.

Table & Chairs should be provided for State Committee members in attendance.

Calling rotations is required at state meets (exception-2 gym format).

A formal Opening Ceremony (march in) on the floor exercise area is required, including individual team signs facing the majority of the audience.

Banners and other state branding signs (received from the state) must be displayed throughout the meet.

Registration Refunds:

- After registration deadline, refunds are only given with a doctor's note
- Less than one week prior to start of the meet, refunds are not required.

Gate fees are mandated by the state. The fees are currently being discussed and will be communicated with you as soon as they are set.

Judges

Judges Room must be separate from the coach's room. It should be a secure and private space. It must be available one hour prior to march in on the first day and on any other day they will base score. Room must be available ½ an hour prior to march in on other days. It must have electrical access for base scoring. It will need enough seating for a minimum of 9 judges (18 for two gym system) and some extra chairs for volunteer judges.

Hotel Rooms - Meet Director and Meet Referee will coordinate the hotel needs for judges.

Judging Tables – Use table and chairs that can accommodate a minimum of 3-4 people.

Rotation/Heat Sheets. Meet directors are responsible for providing judges with the most up to date rotation sheets. Rotation and heat sheets should be given to judges **AFTER** the coaches meeting and needs to have all scratches/changes updated. The rotation sheet also needs to include IES gymnasts and their events.

All scores must be checked by the judges at the end of each session. DO NOT turn off your ScoreCat until AFTER scores are checked. The meet referee will sign printed scoresheets that you must keep in accordance with IL R & P.

Post Meet

Upload final results from Proscore to ScoreCat.

Follow standard post meet reporting to the state, region and USA Gymnastics.

Fill out Illinois State Series Financial Report form and submit to State Chair.

Submit payment for State Head Tax of \$15/athlete

- If athlete registration was refunded no head tax collected.
- Payable to:
ILUSAG
% Jessica Holtz
5640 Whitetail Ridge Dr
Yorkville, IL 60560

Complete self-evaluation form and submit to state.

THANK YOU FOR HOSTING AN IL STATE MEET!