

CHAPTER 4 - MEET DIRECTOR RESPONSIBILITIES

All Meet Directors need to be familiar with all sections of the *USA Gymnastics Women's Program Rules and Policies*, such as meet packet contents and the specifics for the meet if it is a State meet or above. Meet Organizational Guidelines can be found online at <http://usagym.org/PDFs/Women/Rules/Rules%20and%20Policies/w-meetorgguide.pdf>.

The Meet Director shall follow the *USA Gymnastics Women's Program Rules and Policies* for all sanctioned events.

I. Pre and During Meet Responsibilities

A. It is the responsibility of the Meet Director to:

1. Obtain the Meet Director membership role to host a USA Gymnastics sanctioned competition. The Meet Director Exam is available online at <https://usagym.org/pages/education/courses/W202/>.
2. Complete online the "Request for Sanction" a minimum of thirty (30) days prior to the meet to the USA Gymnastics Office, along with the sanction fee for all event requests (one form per event requested).
3. The Meet Director(s) must also sign any contract required by the outside venue. The Meet Director may be a co-signer or an additional signer; however, a minimum of one signature must be the same on the sanction form and the venue contract.
4. Be present during the entire warm-up and competition. It is permissible to indicate two meet directors by emailing sanctions@usagym.org.
5. Follow all regulations found in the *USA Gymnastics Women's Program Rules and Policies* and all technical regulations from the Women's Technical Committee minutes and the *Women's Program Code of Points (DP/Xcel)*.
6. Verify that all equipment specifications are correct, and the equipment is properly installed.
7. Secure judges, which may be acquired through the designated and approved contractor. Level 1, 2, and 3 competitions may be judged by any non-rated competitive coach member or rated judge members. Contact your State Administrative Committee Chairman for specific regulations for your state.
8. Verify that all participants are members of USA Gymnastics by using the Meet Reservation system.
9. Consider all reasonable safety measures when setting up the competition floor.
EXAMPLES:
 - a. Each competitive area should not overlap with another competitive area.
 - b. There cannot be any obstructions on the Floor Exercise area.
 - c. There must be sufficient room for mounting, dismounting and vaulting areas.

10. MEDICAL PERSONNEL/PROCEDURES

- a. For all virtual and local competitions hosted in-gym, medical coverage is recommended, but not required, if all participants are affiliated with the host club. (Host club = obtained the sanction for the event and the competition is hosted at the gymnastics club's physical location, as listed on the USA Gymnastics Member Club profile.)
 - If participants are affiliated with a club that is not the host club (i.e. dual meet), medical coverage, as listed below, is required.
- b. For all events taking place outside of the club, determine the Sanctioned Events Minimum Medical requirements.
 - 1) **High Risk:** Levels 8, 9, 10, Elite, Xcel Diamond Division
The performance of skills that pose a risk of severe injury, including fractures, dislocations, spinal cord injuries or deep wounds.
 - a) Required level of medical staff: Certified Athletic Trainer (ATC), EMT, Paramedic, Sports Med Fellowship trained MD/DO, or Sports Certified Physical Therapist (PT, SCS).
 - Must be present during practice, warm-up and competition.
 - b) Medical staff to complete incident report form.
 - c) One medical staff is required per 64 athletes competing at once and one per venue.
 - Example: 75 athletes on the event floor at once in one room of a convention center and 75 athletes on the event floor in a different room of a convention center would require 4 medical staff
 - d) Supplies: AED, Splints, Gauze pads, rolled gauze, sling, advanced first aid supplies, ice cooler/bags, crutches.

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- 2) **Moderate Risk:** Levels 4, 5, 6, 7, Xcel Gold and Platinum Divisions
The performance of skills that pose a risk of injury likely limited to lacerations, concussions, sprains or strains.
 - a) Required level of medical staff: Medical professional with first aid training (nurse, PT, ATC, MD/DO, EMT, Paramedic).
 - Must be present during warm-up and competition.
 - Practitioner must be familiar with signs and symptoms of concussion and is up to date on current concussion return to play guidelines.
 - b) Medical staff to complete incident report form.
 - c) One medical staff member is required per 100 athletes competing at any given time and one per venue.
 - Example: If all events take place in one arena with 80 athletes on the event floor at once, then one medical staff member is required.
 - d) Supplies: advanced first aid supplies with gauze pads to control bleeding, slings, ace wraps, ice cooler/bags.
- 3) **Low Risk:** Levels 1, 2, 3, Xcel Bronze and Silver Divisions
The performance of skills that pose a risk of injury likely limited to bumps, bruises or abrasions.
 - a) No medical personnel required. Coach or Meet Director should be comfortable with basic first aid.
 - b) Meet Director to complete incident report form.
 - c) Supplies: first aid kit with breakable ice packs.
 - c. All events will be required to complete a basic Emergency Action Plan (EAP) for the gym or venue.
 - d. The SafeSport requirements for Medical personnel can be found here:
https://usagym.org/PDFs/safesport/appendix_d.pdf.
 - e. Medical staff are responsible for following their state's scope of practice and practice guidelines.
- B. The Meet Director must be thoroughly versed in the organization and regulations of gymnastics competitions. Any Meet Director who violates any regulations of the *USA Gymnastics Women's Program Rules and Policies* will be subject to disciplinary action.
- C. Upon receipt of the "Request for Sanction Form" and appropriate fee, the USA Gymnastics Member Services department will make available online a sanction packet which includes the following:
 1. Certificate of Sanction, granting approval. This certificate must be posted during the competition.
 2. Sanction Report Form
 3. Participant sign-in sheet
 4. Application for a Certificate of Insurance (for events conducted in an outside facility which requires proof of insurance.) The Meet Director must forward this application directly to the insurance company.
 5. Incident and Injury report form is a document, which must be completed in the event that an athlete is injured. The Meet Director and/or medical personnel must complete the report form. The Meet Director must sign it. A copy of the report form must be given to the coach or parent of the injured athlete before they leave the sanctioned facility. The parent then must submit it to the insurance company. The insurance company will not honor an incident/injury report form that has NOT been signed by the official Meet Director.
- D. Request for changes to original Request for Sanction:
 1. To change the name of the Meet Director or the date of the event, submit a request in writing to sanctions@usagym.org prior to the start of the event.
 2. If a Certificate of Sanction is received prior to the change, the Meet Director must make the changes on the certificate. A new certificate will NOT be issued.
- E. Ensure that all participants have signed the Sanction Report Form and/or Sign-in sheet.
- F. Ensure the event uses the required online meet reservation system to record all event participants.
- G. **If an event is canceled, written notification must be submitted to USA Gymnastics Member Services prior to the start date of the event.** E-mail: sanctions@usagym.org Fax: 317-732-1791.
- H. Awards for State Meets and above are ordered by a USA Gymnastics elected officer. For all other meets, it is the responsibility of the Meet Director to order awards as designated in Chapters 7 and 9.
- I. Meet Directors must provide options to play only digital copies of music (MP3 players, computers, tablets, smart phones, etc.). Meet Directors are no longer required to provide compact disc players. The electronic devices provided by the coach must have a display screen and must be on airplane mode. **Playing music via Bluetooth is not allowed.**

II. Meet Director Responsibilities Regarding Judges

- A. The USA Gymnastics Meet Director will not pay fees that exceed the USA Gymnastics Judge's Compensation Package for payment of judges at any sanctioned competition.
 - Meet Directors/host organizations may give gifts to meet officials. The gift cannot exceed a retail value of \$20.00.
- B. If so designated by the State/Regional Administrative Committees, the Meet Director MAY utilize the NAWGJ as the contracting body for officials for USA Gymnastics Sanctioned Meets.
 1. The Meet Director is required to pay a contractor's fee of \$3.00 per contracted judge to the NAWGJ contractor. A Request for Judges Form that is received by the Contractor within 30 days of the competition will be charged \$5.00 per judge.
 2. Compensation will be paid directly to the individual judge.
 3. In the event that the Meet Director fails to comply with the terms of the sanction or the *USA Gymnastics Women's Program Rules and Policies*, judges may refuse to perform any judging obligations. However, all/both parties should make every immediate attempt/effort to resolve any disputes, in keeping with the best interest of the athletes involved. No such action should ever be taken that would jeopardize or compromise the safety or wellbeing of the athlete.
 4. The Meet Director will be bound by the terms of the individual contract agreed upon for that particular meet.
 5. A minimum 30-minute break is required for judges between scheduled sessions.

III. Post-Meet Responsibilities

- A. Distribution of Results: Meet results must be distributed to ALL participating clubs. This can be done at the meet site, by mail, or by posting online. Published results MAY NOT include the gymnast's date of birth or USAG member number. In addition, the Meet Director MUST mail or email a copy of the Meet Results (All-Around and individual event scores for each level and age division) within 72 hours to:
 1. For Local Meets
 - a. State Administrative Committee Chairman, or designated State Administrative Committee representative.
 - b. Meet Director of the Pre-Sectional, Sectional or State Meet, depending upon the system of qualification.
 2. For Pre-Sectional Qualifiers or Sectional Meets
 - a. State Administrative Committee Chairman, or designated State Administrative Committee representative.
 - b. Sectional or State Meet Director, depending upon the system of qualification.
 3. For State, Regional, Eastern/Western, and National Championship meets, see the meet specifics for each type of competition.
- B. Reports
 1. Financial Reports: The Meet Director of State and above level meets must send a completed Financial Report form within 60 days (or otherwise designated time) to the designated person - see meet specifics.
 - Report forms can be found at the USA Gymnastics website: <https://usagym.org/PDFs/Forms/Women/financial.pdf> or from the State Administrative Committee Chairman
 2. Sanction Reports: Complete and return the Sanction Report Form including the Sign-in sheets along with copies of any Incident/Injury Report Forms to the USA Gymnastics Member Services Department within 72 hours.
 - If applicable to that Region/State, sanction report forms will also need to be sent to the appropriate Regional/State Administrative Committee Chairman.
 - For State meets and above, competition fees must be sent to the State/Regional Administrative Committee Chairman of the host state (based on physical location of the meet).