

SCIENCE



Meet Host Training
2017 - 2018

Meet Info Timetable

Task	R & P Requirement
Secure USAG Sanction online	Complete 30 days Prior to Meet Date
Meet Information & Tentative Schedule	Posted on the SCMGA Web Site 8 Weeks Prior to the Meet Date and Emailed to Clubs 6 Weeks Prior
Final Meet Schedule	Emailed to Clubs and Posted on the Web Site 2 Weeks Prior to the Meet Date

SCMGA Meet	8 Weeks	6 Weeks	2 Weeks
1 st Prelim	October 15 th	October 29 th	November 26 th
2 nd Prelims	November 26 th	December 10 th	January 7 th
Conference Champs	December 31 st	January 14 th	February 11 th
State Champs	January 21 st	February 4 th	March 4 th
Level 4 Team State	February 4 th	February 18 th	March 18 th

Fee & Refund Timetable

Task	R & P Requirement
Entry Fee Postmarked, registered on WebPortal.	A minimum of 4 Weeks Prior to the Meet Date (Must be a business day)
Full Refund	3 Weeks Prior to the Meet Date
Partial Refund (50%)	2 Weeks Prior to the Meet Date
NO REFUNDS	Less than 2 Weeks before Meet Date or for State, after Conference Champs

Mandatory **\$10.00 LATE FEE** per gymnast (up to \$100.00 per club). Payments received within 5 days of the meet will incur an additional **\$50.00 LATE FEE** per club.

SCMGA Meet	4 Weeks	3 Weeks	2 Weeks
1 st Prelim	November 11 th	November 19 th	November 26 th
2 nd Prelims	December 23 rd	December 31 st	January 7 th
Conference Champs	January 27 th	February 4 th	February 11 th
State Champs	February 18 th	February 25 th	March 4 th
Level 4 Team State	March 3 rd	March 11 th	March 18 th

Entry & Spectator Fees

Meet	AA Gymnas t	Event Specialist	Team Entry	Adult (16 & up)	Children (5 – 15)	Childre n (0 – 4)
1 st Prelim	\$50.00	\$10.00/event	\$40.00	\$7.00	\$4.00	FREE
2 nd Prelims	\$50.00	\$10.00/event	\$40.00	\$7.00	\$4.00	FREE
Conference Champs	\$60.00	\$12.00/event	\$50.00	\$8.00	\$5.00	FREE
Level 4 Team State	\$55.00	-----	-----	\$10.00	\$6.00	FREE
State Champs	\$100.00	\$15.00/event	\$50.00	\$10.00	\$6.00	FREE

Spectator Fees are ONE day admission prices (not one session prices). Spectators may not be charged twice in one day, regardless of the number of sessions.

Judges Info & Timetable

Task	SCGJA Procedures
E-mail tentative schedule to the SCGJA Assignment Chairman & President at: kalind@gmail.com & craignesbitt@gmail.com	3 Weeks Prior to the Meet Date
Upon receipt of assigned judges notice; E-mail the Meet Schedule, Meet Site Address with Directions & Meet Host phone numbers to all assigned and alternate judges	1 – 2 Weeks Prior to the Meet Date
Mail a hardcopy of “Judges Request Form” and check payable to “SCGJA” \$1.00 per gymnast for Judges Assignment Fees to the SCGJA President.	1 Week Prior to the Meet Date
Meet with the Director of Judges to review meet format and scoring procedures, along with payment of fees.	On the Meet Date

Levels & Age Groups

DIVISION I		DIVISION II		OPTIONAL	
INDIVIDUALS					
Level	Age Group	Level	Age Group	Level	Age Group
4	6+	4	6+	8 & 8JE	11-12, 13-14
5	7-8, 9-10, 11-12, 13+	5	7-10, 11+	9 & 9JE	13-14, 15-16
6	8, 9-10, 11-12, 13+	6	8-11, 12+	10 & 10JE	15-16, 17-18
7	10, 11-12, 13+	7	10+	TS	11-14, 15-18
				JD	12-14, 15-18
TEAMS					
Level	Age Group	Level	Age Group	Level	Age Group
5	(7-8), (9-10) & (11+)	5	(7-10) & (11+)	8	(11+)
6	(8-10) & (11+)	6	(8+)	9	(13+)
7	(10+)	7	(10+)	10	(15+)

Event & All Around Awards

Number of Gymnasts in Level and Age Group	All Around Awards	Individual Event Awards
1	1 st	None
2 – 3	1 st – 3 rd	1 st
4	1 st – 4 th	1 st – 2 nd
5 – 10	1 st – 4 th	1 st – 4 th
11 – 20	1 st – 6 th	1 st – 6 th
21 – 50	1 st – 10 th	1 st – 10 th
51+	1 st – 15 th	1 st – 15 th

Preliminary Meets

- All Awards are SCMGA Ribbons
- Level 4's receive SCMGA Ribbons & Certificates

Conference Champs

- 1st through 3rd Place receive SCMGA Medals 4th through 15th receive SCMGA ribbons.
- Level 4 receive trophies

Web Portal

Before the Event	
Input Club Payments	Under the “Club” Tab input payment details and amounts to for each club.
Place ProScore Order	Under the “More” Tab then click “ProScore” Button Then input the required information.
Place Awards Order	Under the “More” Tab then click “Awards” Button Then input the amount of awards you would like to order. Use the Suggested Award Numbers Form to help determine how many awards to order.
Import Athletes to ProScore	Under the “Event Info” Tab download the CSV file or PTF file and import into ProScore.
After the Event	
Input Mr. Handstand Winners	Under the “More” Tab then click “Mr. Handstand” Button. Then input the winners for each age group.
Input Financials Information	Under the “Financial” Tab input the different expenses and income for each category.

Level 4

- No Scores Flashed
- Provide Envelopes for Ribbons and Order
- Each Gymnast will receive a Certificate
- Include Level 4 Rules & Policies Explanation Sheet in the program
- Provide Judges with Ribbon Breakdown sheets
- Place blank Coach's Level 4 Score Record in gym folders
- Run Mr. Handstand Contest

Handstand Contests

- At the completion of Level 4,5 & 6 Sessions and prior to awards you need to run a Handstand Contest
- No previous 1st place winners or 1st & 2nd place Level 4
- **Rules:** No walking, legs together and once you have come down sit where you are and/or quietly move off to the edge of the mat.
- Complete the Handstand Contest Report Form in the WebPortal
- The following Age Groups in each Level
 - Level 4 (6-8) & (9+)
 - Level 5 (7-8), (9-10) & (11+)
 - Level 6 (7-10) & (11+)

Hospitality

- Recommendation: Use approximately 75% of the Team Entry Fee on the Team Awards and the remaining 25% towards your Hospitality budget.
- The same quality food should be provided for both Judges and Coaches in the same area or separately
- Meal suggestions for the appropriate sessions:
 - Breakfast: Continental, Fruit, Egg Dishes, Waffles
 - Lunch: Sandwiches, Deli Trays, Hot Dishes, Salads & Dessert
 - Dinner: Hot Meal, Salad, Side Dishes & Dessert (NO PIZZA)
 - Drinks: Coffee, Tea, Sodas, Juice, Water
- Have a variety of Snacks available throughout the day for Coaches as well as on the Judges Tables.

Additional Requirements

- Awards Stand & Place Identifiers to 15 places (Places on front and back)
- Computer / Proscore (Available through SCMGA for rent)
- Appropriate Decorations (Tablecloths on Judge's Tables, Team Banners, Meet theme decorations)
- Announcer (Must be friendly, easy to understand and keep the meet moving)
- Music (Including: Star Spangled Banner for every session, March in ,Rotation and Meet Background)
- Concessions
- Judges Assistants (Mature enough to be able to help with score entry, ribbon flashing and Level 4 certificate stickers if used)
- T-Shirts (optional for preliminary meets but available at all Championship Meets)
- Trainer (available for Optional sessions)
- Programs/Scorecards (Include Level 4 Explanation document)
- Water accessible for Athletes (Drinking fountains or Large Coolers with cups are acceptable)
- Orange Slices or other appropriate snack for Athletes

Meet Wrap Up

- Email the meet results (PTF and PDF's) to the State Director (**Within 24 hrs**) scmgadirector@gmail.com
- Complete Handstand Contest Form in WebPortal.
- Email scanned copies of signed Sanction forms to USA Gymnastics.
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- Send Coaches and Judges sign-in sheets to USA Gymnastics.
- Send \$1.00 per gymnast required donation to USA Gymnastics for the National Gymnastics Foundation for Men's Scholarships.
- Return unused award ribbons and any late fees to SCMGA Treasurer.
- Upload the Meet Results to www.meetscoresonline.com and email the link to the State Director. (Register the meet ahead of time with MSO to facilitate the upload procedure)

Complete within 3 Days of the Meet Date

Conference Champs

INDIVIDUAL AWARDS & TEAM AWARDS

- 1st - 3rd Place receive SCMGA Medals while remaining places receive
- SCMGA ribbons.
- All Level 5 – 10 gymnasts receive certificates
- All Level 4 gymnasts receive trophies in addition to SCMGA Level 4 ribbons
- All Teams entered received a trophy

QUALIFICATION TO STATE CHAMPIONSHIPS

- Level 5, 6 & 7 gymnasts qualify to the State Championships from each of the Conference Championships
- There is no qualification required for Optional Level 8-10 gymnasts to the State Championships
- Any petitions for Levels 5, 6 & 7 gymnasts need to be submitted directly to the State Director.

State Champs

INDIVIDUAL AWARDS & TEAM AWARDS

- All Places must receive the USA Gymnastics official State Medals from A-1 Awards.
- Every gymnast must receive a Certificate.
- 1st – 3rd Place Teams receive State Banners and Level 5 & 6 - 4th thru 6th Place receive trophies

QUALIFICATION TO REGIONAL CHAMPIONSHIPS

- All Level gymnasts qualify to the Regional Championships from the State Championships by allotment.

ADDITIONAL REQUIREMENTS

- Regional Entry Table
- All Star Uniform Table
- Head table space available for an SCMGA designee to calculate SCMGA Club Awards
- Internet Access (either hard line or wifi for the State Director's computer)
- Pageantry (to include but not limited to reading of gymnasts names during march in)
- Senior Recognition (Determined by the Meet Host – the Mini Banner Display or video are ideas that have been used in the past)
- Program (pre order and/or solicit pictures and advertising from clubs and gymnasts)
- Website or links to information
- Host Hotel
- Location available for the SCMGA Annual Meeting

Level 4 Team State Champs

- No Individual Ribbons on each Event
- Every gymnast receives a custom SCMGA medal
- 1st – 3rd Place Teams receive State Banners
- All remaining team places receive trophies
- ProScore required to input Point Value “scores”
- Ties broken by greatest number of Green Ribbons
- Provide a Large Scoreboard to show 1st – 3rd place
- No scores provided to Coaches
- Run “Mr. Handstand” Contest Final