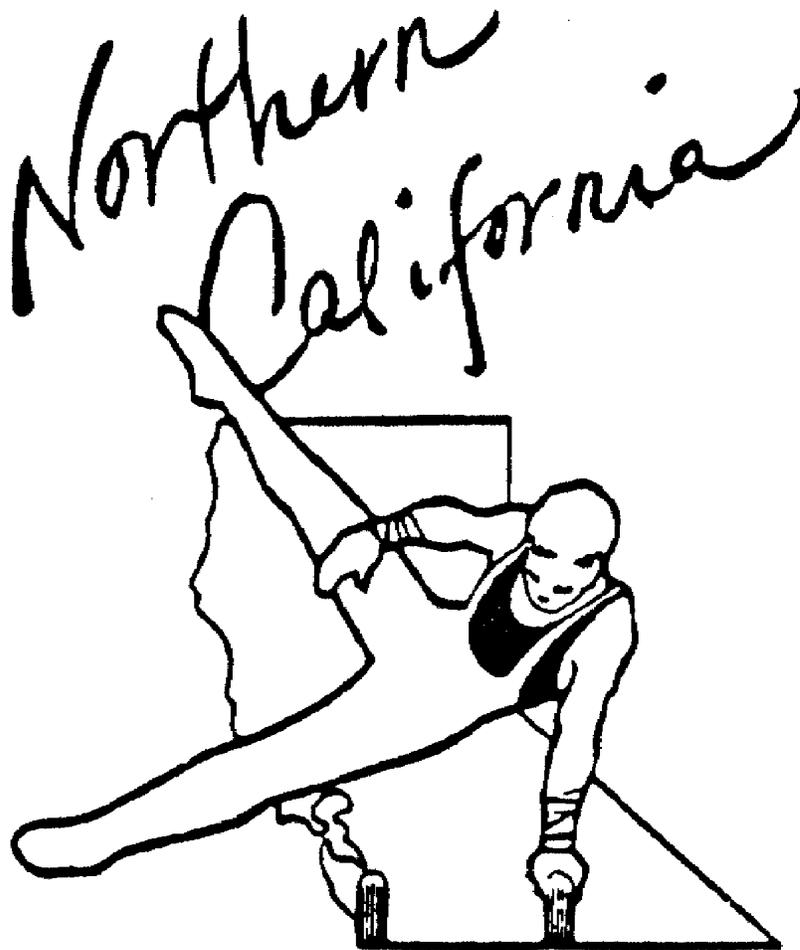


Operations Manual

For the

NCBGA State Championships



Boy's Gymnastics Association

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Mission statement

To provide a high quality EVENT to culminate a season for some athletes and celebrate athletes qualifying to Regional Championships.

Definition of “Event”

An EVENT is more than just a gymnastics meet. It requires a level of production by an experienced Event Staff including an experienced (professional style) announcer and appropriate music.

The purpose of this document and contract is to clarify the expectations of NCBGA in regards to hosting a NCBGA State Championships Event. This is the showcase Event of the year for Northern California athletes.

Meet Checklist

MUST HAVES (any changes to the following **MUST** have prior approval and **MUST** be identified in the bid process).

- ✓ Capitol Cup or Modified Capitol Cup Format preferred
- ✓ Friday – Sunday Facility availability
- ✓ Comfortable seating for spectators
- ✓ Appropriately decorated awards area – separate area preferred
- ✓ All tables skirted top and sides
- ✓ Appropriate Coaches Hospitality.
- ✓ Experienced (professional style) announcer
- ✓ A1 medals used for USA Gymnastics required placements and NCBGA medals for remaining
- ✓ ProScore is MANDATORY
- ✓ Larger score boards or projection
- ✓ Start Value flashers **MUST** be provided at each judges table (6)
- ✓ Score verification by qualified individual(s) completed after each event
- ✓ Certificate for each competitor
- ✓ Results **MUST** be made available to all coaches to view immediately following each session
- ✓ Final Rotation schedules must be approved by the State Chairman and/or NCBGA State Meet Coordinator a minimum of 3 days prior to competition
- ✓ Final Meet schedules must be approved by the State Chairman and/or NCBGA State Meet Coordinator a minimum of 7 days prior to competition
- ✓ Order is to be randomized by Proscore
- ✓ Minimum of 6 judges helpers per session
- ✓ High speed wireless (must be available to NCBGA Chairman and/or State Meet Coordinator)
- ✓ Production table (head table area) minimum of 16’ long and 12’ wide
- ✓ Enough power strips at production table for all State needs
- ✓ Additional tables (2 for All Star Team Uniform sizing, 1 for Regional Entry collection)
- ✓ All AAI equipment
- ✓ First Aid Station and trainer or equivalent on-site during all sessions

Section A: Pre-Meet Planning and Considerations

Much of the general preliminary meet planning has been done by the time the meet bid has been submitted. Meet venue, host hotel and the identification of a core group of volunteers are all part of the bid planning and submission process. This section will attempt to deal with the more detailed meet planning that must take place in the time period of one year from the meet date to participant arrival.

I. Communication

- A. **Good clear lines of communication** between the Meet Director and NCBGA are essential and will help to avoid confusion or mistakes. Also, clearly identifying and communicating individual task responsibilities will increase meet efficiency by allowing the meet director to delegate responsibility while giving individuals all the tools and information that they need to complete their tasks.

II. Approval

The contract between NCBGA and the host organization requires approval in a variety of areas. Much of the approval process is just a matter of "double-checking", especially with regard to all information and set-up. This process also serves to keep the NCBGA Board well informed so that they can provide the best assistance. The rule of thumb for seeking approval is always "earlier is better". Specific areas where NCBGA approval is required are:

- A. **Meet format, schedule and the dissemination of all information** to the community **MUST** have approval! Nothing should be released to the public before it has received approval from the NCBGA State Chairman and the NCBGA State Coordinator.
- B. **Artwork** – The artwork associated with the NCBGA State Championships is up to the discretion of the meet director but must meet USA Gymnastics guidelines and/or approval.
- C. **Sponsorship** - The selling of any sponsorship including title sponsorship, individual sponsorship or any competition rights must first have USAG approval. USA Gymnastics retains all rights to the competition including title sponsorship as well as TV and video reproduction rights. Also, official USA Gymnastics sponsors have the first right of refusal for the State Championships within their industry category. It is important that the Meet Director is very aware of these restrictions and requirements and that all plans with relation to sponsorship or competition rights are well communicated. A list of USA Gymnastics sponsors can be found on the USAG website.

III. Pre-meet INFORMATION dissemination (emails and website)

- A. **EMAIL** - Dissemination of basic meet information to the participants should be first by email and then posting on the website. The most important aspects of information dissemination are how early should the information be posted and the packaging of that information. The target date to get the basic meet information emailed out and posted on the NCBGA web page is no later than January 1. The NCBGA Secretary will have the master NCBGA email list. The Coordinator and/or Chairman should be consulted and remember that NO information should be disseminated without prior approval.
- B. **Website** – The NCBGA Webmaster will post all information on the NCBGA website. Please be sure to get approved preliminary information to the webmaster no later than January 1:

1. **Basic welcome** page and information index
2. **General information** about the competition including host city, dates, and venue.
3. **A daily schedule** showing warm-up and competitions times and important events or meetings.
4. **Entry information** including entry instructions, entry form and qualifying scores
5. **Hotel and housing** information including block reservation dates and any restrictions or penalties.
6. **Ticket prices** and ordering information
7. **Merchandise** sales
8. **Local transportation** and parking information
9. **Local tourist information**
10. **Area map**

IV. Housing

The early identification of the host hotel and all other available meet housing, along with a sufficient room block, will be greatly appreciated by the meet participants. There is a catch 22 to hotel booking for this event that can negatively affect the meet host unless care is taken in the planning process. Potential meet participants tend to make large room block reservations on the chance that they will qualify to the regional championships. This starts as soon as the reservation process begins at the hotel. This phenomenon often fills the room blocks early and sometimes prevents other meet participants from making reservations in the host hotel(s). The best solution has been to extend the deadline for reservation within the meet block until as close to the meet date as possible. Then, require a non-refundable deposit of one night's stay unless the rooms are cancelled within 48 hours after the state championship meets.

Important Note - There are professionals in this area who can be consulted and/or hired (usually at no cost to the meet host). They can help in the negotiation process with the hotel (and potential meet site). Most importantly, they usually have a company or corporation that has lawyers who can look at hotel contracts (or push the hotel to use their own contract) and navigate through potential problems for the meet host. Also, they can sometimes negotiate hotel rebates which could result in thousands of dollars back to the meet host!!!

Listed below are the other concerns about hotel accommodations that participants will have. These can be addressed in the web site information.

- A. **Cost**
- B. **Distance from the venue**
- C. **Availability and variety of restaurants** near the hotel and if the hours of operation will meet the realities of the competition schedule needs.

V. Site Logistics

Early site planning and a good site plan can positively affect the meet from equipment set up to tear down. Coordinating the delivery and set up of the meet equipment is always a major consideration. The proper placement of the equipment within the venue will affect the efficiency of the meet rotations as well as enhance the aesthetics of the entire event. Areas of consideration are:

- A. **Equipment.** AAI is the preferred brand of equipment for the NCBGA State Championships.

- B. **Site plan for the competition gym.** The site plan should not only include the location of the competition equipment but should also include all participant areas within the competition venue and separate awards area. Remember that all of these areas are interdependent and affect the success of the event. Bear in mind traffic patterns within the competition arena as well as overall traffic patterns into and out of the arena.
1. **Location of equipment** - each piece of equipment should have sufficient space to allow for safe distances between events, judges tables and the movement of participants without interference. Finally consider the line of sight and point of view of the spectators when placing equipment. The training area should be convenient to the competition. Some additional consideration should be given to the necessary tables, chairs and supplies for the trainer(s). Ice should also be readily available to the trainer.
 2. **Location of spectator seating** - again, consider the spectator's line of sight and the routine perspective that he/she will have for each piece of equipment.
 3. **Location of athlete and coach seating during the competition** - consider the proximity to the competitive event for the athlete and whether or not it interferes with the judges or spectators line of sight. Include the location of the chalk trays in your planning.
 4. **Location of the head table** - The head table needs to have good line of sight for the entire competition floor. It also needs to be convenient and accessible to coaches without providing accessibility to spectators.
 5. **Location of all judges' tables** - All tables should be placed considering both the line of sight for the judges and for the spectators.
- C. **Additional competition venue areas to include in the site plan are:**
1. **Location of concession and merchandise sales** - placement should consider convenience but not restrict spectator movement or enjoyment of the competition.
 2. **Location of athlete/coach registration/check in** - a separate competition entrance for athletes, coaches and officials is always favorable.
 3. **Ticket sales** - plan on a convenient location away from the actual entrance to spectator seating so as not to restrict traffic flow. Also plan for adequate staffing to accommodate ticket sales.
 4. **Meet information areas** - an area set aside for the posting of updated meet information, meet results and special announcements should be convenient to the spectator and participant entrance without restricting traffic flow.
 5. **Meet Parking** - parking at the venue should be identified in the web site information
- D. **Auxiliary equipment and decoration** - The site plan should also include all spectator and participant control barriers as well as dividing curtains and barriers. A general plan should take into consideration placement of sponsorship banners, flags and any other decorations to be used. Finally, plans should be made for cleaning equipment, such as vacuum cleaners, to straighten up the competition and warm-up areas and clean up chalk spills.
- E. **Awards presentation area** – Awards area should reflect the stature of State Champions. If a separate area for the awards presentation. There should be at least 20 to 25' in front of the awards stand for gymnast seating. This is important to keep the competition running on time. Preparations should be made for an awards stand and for its placement. Again, if the floor is concrete there should be some type of covering (carpet or mats). Metal bleachers are OK for the awards area.
- F. **Head Table Requirements** - The head table needs to be large enough to accommodate: a) all scoring personnel, b) meet announcer c) two to three meet staff personnel. The head table should be a minimum of 16' long. There needs to be enough power and power strips available for the length of the table. High speed wireless internet access is mandatory. This does not have to be made available to the spectators, but at least the NCBGA State chairman/coordinator.

G. **Regional and All Star Team Registration area** – A minimum of 2 8' tables with power and internet connection will be made available for the NCBGA Chairman or representative to handle all necessary registrations. It must be in clear vision of the parents and coaches and have enough room to allow for lines and athlete uniform sizing.

VI. Event Production. It is important to understand that the NCBGA State Championships is not just a gymnastics meet, it is an EVENT. The production of this event is very important.

A. **Announcer.** An experienced (professional style) announcer **MUST** be used. An unqualified parent is not acceptable. This is one of the most important parts to putting on a quality event. The announcer should promote enthusiasm in the audience and be easily understood. You must have a separate announcer for the awards ceremony or someone who can take over the meet rotations while the main announcer does the awards.

B. **Sound System.** Music is another key part of putting on a great event. It is important to have a high quality sound system. There **MUST** be a second sound system for a separate the awards area.

C. **Music.** The music played should be appropriate for the event. Remember that the main customers of this event are the parents. They ultimately are paying for the entire event so the music should appeal to them in addition to the coaches and gymnasts. Gymnasts should not be in charge or allowed to play with the music selection.

VI. Judges

A total of 13 judges will be assigned to the meet. The primary contact person for the officials is the NCGJA President. Planning areas for the officials include:

A. **Hotel** - Ideally, all of the officials should be housed in one hotel and preferably the host hotel. All rooms are double occupancy. Any judge who requests a single room, additional room nights or wants to be housed with a guest will do so at the discretion of the meet host. Only room and tax should be covered for the judges' hotel rooms. Incidentals should be secured by the judges with a personal credit card.

B. **Honorarium and meals** - Meals can be taken care of through per diem or by providing catered meals or a combination of the two. It is usually best to schedule catered meals for the breaks between sessions.

C. **Judges hospitality** - The Meet Director should plan on providing water, coffee or soft drinks on a regular basis to the judges on the floor during competitive sessions. This is usually best accomplished by having a volunteer assigned to the judges. The judges' main food can be served with the coaches.

VII. Hospitality

Besides judges' hospitality, there is some planning that should take place regarding athlete and coaches hospitality.

- A. **Athletes** - For the athletes, the main item needed is plenty of water available in close proximity to the competition and warm-up gym areas.
- B. **Coaches** - Beverages such as soft drinks, juice and coffee and snack should be made available. Coffee **MUST** be served all day up until the last rotation of the last session. Coaches in back to back sessions **MUST** be fed an appropriate meal (similar to or the same as the judges). If possible, enough food for all coaches is appreciated. The coaches and judges can be fed in the same area especially if they are eating the same food. The more extensive the hospitality area, the happier the coaches. The coaches' hospitality area should be in close proximity to the gym and separate from athlete areas.

VIII. Miscellaneous Activities

This category of planning includes everything from providing outside activities for the athletes, such as special passes to amusement parks, arcades etc., to special receptions for all the athletes, coaches and parents. The scope of these activities is limited only by the imagination of the Meet Director and the resources and sponsor opportunities that can be brought to bear. These types of extra activities are met with great enthusiasm and can really enhance the overall State Championships experience.

IX. Meet Personnel

What is important is that the job description and requirements for each position used is well communicated and understood. Here is a quick look at some of the key areas in which personnel will be needed.

- A. **Competition Director** (Meet Director) - in charge of seeing that all aspects of the competition are well planned and are being properly executed.
- B. **Volunteer coordinator** - It is worthwhile to consider placing someone in charge of recruiting and scheduling the help for all of the established volunteer positions, especially those positions that will not require the presence of the same person throughout the meet.
- C. **Equipment Manager** - in charge of equipment set up and tear down. This person would work with the AAI representative and all equipment volunteers to direct the set up and striking of the equipment.
- D. **Announcer** - The announcer really helps to control the progress of the competition as well as pass on pertinent information to the spectators. The announcer must be focused on the meet so that he/she can assist the Floor Manager and Meet Director. In addition, the announcer should be someone who is fun and upbeat. See announcer under "VI. Event Production" for more details.
- E. **Competition Coordinator** - The title here is a little sketchy, but the job is not. This person is really necessary as a strong right hand to the meet director during the competition. The Competition Coordinator helps plan and execute the staging for all presentations, grand march ins and awards ceremonies. This person would also serve as a link between the Meet Director, Scoring table and the judges during the competition. This is another one of those positions that will help to maximize the efficiency of the competition and serve as another trouble shooting position. It is strongly recommended that the Meet Director, Announcer, and the Competition Coordinator can stay in constant communication.

- F. **Medical** - Every time there are athletes in the gym or competing, there should also be at least one certified athletic trainer present. During the Level 5 & 6 sessions, a parent volunteer with a medical background (nurse, EMT, trainer, etc.) would suffice.
- G. **Ticket sales and/or Merchandise sales** - This person(s) might have responsibilities which could range from planning ticket or merchandise sales, ordering supplies, filling pre-orders, arranging for additional meet vendors to staffing ticket and merchandise booths.
- H. **Scoring personnel** - depending on the scoring system used and how scores will be flashed or posted you would need any combination of the following personnel:
 - 1. Computer scoring personnel - enter scores, verify scores and run results
 - 2. Master scorers or judges assistant - sit with each panel of judges to record scores
 - 3. Runners - take scores from master scorers to scoring table
- I. **Entrance monitors** - personnel to take tickets and check credentials at each entrance to the arena.
- J. **Awards Coordinator** – this includes all set up of awards before each award ceremony, recruiting volunteers to hand out awards and coordinating with the award ceremony announcer. The award presenters should be at least 15 years old, and dressed in accordance with the USA Gymnastics dress code (no denim jeans, flip flops, etc.)

Section B: Entry and Athlete Placement/Information Procedures

I. Athlete Entry Procedure

The NCBGA Board sets entry procedures for the State Championships.

- A. **Competitive Divisions** – These may change from year to year, so it is important to get the current age groups from the NCBGA Chairman or State Coordinator.
- B. **Athlete Entries** -
 - 1. Use the USA Gymnastics Meet Reservation System to enter all qualified athletes prior to March 1.
 - 2. Completed entry forms for each athlete.
 - 3. One check from each club covering the entry fees for all athletes (including petitions) from that club.
 - 4. A list clearly designating the Club Team designation for all levels.
- C. **Dealing with the entry forms and data** - The accurate entry of a portion of the data from the athlete's entry form into a data base program is very important. The Meet Director should work with USAG to find a data base program that will be convenient for both groups to use. This information will be important to verify a number of different aspects of the competition and should be a high priority as the entries are received. The entry form information that the data base should contain is:
 - Athlete personal information including name, date of birth, citizenship, competitive level,
 - USAG athlete registration number, address, city, state, zip code, and home phone, uniform and t-shirt sizes
 - Club information including club name, address, city, state, zip code, email address and phone number
 - Coaches information for each coach attending including name, phone number, email address and USAG professional number, polo shirt sizes

II. Placement of athletes into the preliminary session competitive rotations

NCBGA State Championships will use the Modified Traditional, Capital Cup or Modified Capital Cup formats for all Level 5-10 Sessions. Rotation sizes must be balanced.

III. Coaches Meet Packet

When the participants arrive, the coaches should have an updated packet of information ready for them. This packet should contain:

Final competition schedule, including mandatory meetings, and competition rotations

Credentials for all athletes/coaches

Important announcements

General event, special activity, tourist or promotional information

IV. Posting updated competition information

In order to keep coaches informed of updated meet information, such as competitor scratches, a bulletin board should be provided in the warm-up gym area. The existence of this information board should be noted in the coaches technical meeting.

Section C: Scoring

There are two major areas that must be dealt with under scoring. The first area deals with the logistics and plan for recording the judges' scores, posting the scores and producing the meet results. The second area is to identify exactly what results reports will be needed and when they need to be produced.

I. Scoring Procedures

The two most sought after tributes to great scoring are speed and accuracy. Speed means nothing if there is even a single error, but the general expectation is to have the scores available immediately at the end of competition. A good scoring plan will assure the best possible speed and absolute accuracy. Aspects to be considered in a scoring plan include:

Recording the gymnast's score -

1. Care should be taken to assure that the score the judge records is actually for the athlete who just performed. This can be done through accurate judges start lists, athlete number/name verification.
2. Score verification sheets should be printed after session scratches have been confirmed.

Transferring the score from the judges' table to the scoring table - electronic transfer after each routine with a written backup at the end of each rotation is preferred.

Change of Score - Occasionally a situation will arise that will result in the judges changing the score for an athlete. All score changes go through the Meet Referee for the competition. Score Change forms should be made up which provide space to indicate the event, level, competitor number and new final score for such changes. These forms should be signed by the Meet Referee and turned to

the scoring table. The change slip should be attached to the original score slip(s) or master score sheet. At the end of each session's competition, it is the responsibility of the Meet Referee to inform the scoring table that all scores are final so that the results may be calculated.

Flashing scores - Individual score flashers for each event should be avoided due to the congestion and confusion they cause on the competition floor. Electronic score flashers or a central score board are preferred and can be utilized in a variety of ways. The primary intent is to provide good visibility and easy identification for both the spectators and the participants as to athlete number, score and event.

II. Result packages

The results generated after each session should be made available to the coaches and the public.

- A. **Coaches' results** - One copy per club of the results should be available at the participant check in table. Coaches should not be allowed to approach the scoring table at any time.
- B. **Spectator** - Results should be posted on the information bulletin boards outside the arena for review by the spectators.
- C. **Web posting** - All results should be posted on the NCBGA web site as quickly as possible after the finish of each session.

Section D: Awards and Award Ceremonies

The Usa Gymnastics predetermines the number and type of awards. The official awards sponsor, A-1 Awards, provides all awards. All awards will be ordered by NCBGA and brought out by or sent to the meet host. There will be a spreadsheet included to keep track of the awards used and the host will be billed accordingly.

Section E: Sanction, Budget and Exit Report

The Sanction report is due immediately after the conclusion of the State Championships. The budget and exit report are extremely important in planning for future events and are due to NCBGA within 90 days of the end of the event.

I. Sanction Report - due to be mailed 24 hours following the conclusion of the event.

II. Financial Report

Please use the form attached.

III. The Exit Report

The Exit Report should be a brief description of what worked, what did not, problems encountered and any suggestions for future NCBGA State events. The Exit Report should accompany the Financial Report.

Section F: Checklist

I. General

Athlete entry & data entry plan ready

Artwork/meet program plan approved

Auxiliary equipment planned - radios/walkie talkies, music system with cassette and CD player and music, cleaning equip., vacuum cleaners, dollies for transporting boxes, internet access at the head table etc.

Awards stand and awards table or trays

Equipment delivery confirmed

Hotel - information, contracts, etc. ready

Judges travel & transportation planned

Judges housing planned

Judges meals planned

Media and publicity plan

Medical staff plan

Meet results and meet reports plan

Meet personnel needs & job descriptions determined & scheduled

Meeting room space planned for technical meeting, judges, NCBGA meetings etc.

Participant credentials and tickets ready

Pre-meet information approved

Pre-meet information posted

Scoring plan established

Site plan approved

Sponsorship package approved

USA Gymnastics Meet Sanction - need 120 days in advance

Vehicles for staff, judges etc. (if used)

II. Specific

Airport pickup and drop schedule and assignments

Arrival/Departure and transportation list - staff, judges

Auxiliary equipment ready - radios/walkie talkies, music system with cassette and CD player and music, cleaning equipment, vacuum cleaners, dollies for transporting boxes, etc.

Coaches meet packet approved

Equipment set up/strike crew ready - tools available for set-up through strike

Gifts - (if any) judges, athletes, VIP etc.

Head table equipment ready - phone lines, power plugs, microphone, scoring equip, Internet access, etc.

Hospitality areas staffed and ready

Housing list - staff, judges

Inventory awards

Certified Medical/Trainers scheduled for training and competition sessions

Participant check in area ready

Office supplies ready – batteries, copy paper, note pads, pens, pencils, stapler, staples, extension cords, scotch tape, packing tape, post-it notes, paper clips, rubber bands, safety pins, envelopes etc.

Ticket sales area ready

Volunteer/staff credential list

Section J: Meet Program Content

I. From NCBGA:

Any general or special announcements or statements

II. From the Meet Host:

Gymnast List, Judges List



FINANCIAL REPORT

Name of Event _____
Sanction Number _____
Date(s) of Event _____

Meet Director _____

INCOME:

Admissions \$ _____
Concession/Programs \$ _____
Entry Fees # _____ x \$100.00 Entry Fee \$ _____
Sponsor's Contribution \$ _____
Other Income - (Specify) \$ _____

TOTAL INCOME \$ _____

EXPENSES:

Awards \$ _____
Concession/Programs \$ _____
Custodial Fees \$ _____
Equipment Rental (explain) \$ _____
Facility Rental \$ _____
Insurance \$ _____
Judges
Honorarium \$ _____
Hotel \$ _____
Meals \$ _____
Transportation \$ _____
Other \$ _____
Phone \$ _____
Printing \$ _____
Postage \$ _____
Other (Specify) \$ _____

TOTAL EXPENSES \$ _____

NET PROFIT (LOSS) \$ _____

Signature of Event Director _____ Date _____

Financial report due 90 days following event to:
NCBGA Chairman

NCBGA State Meet Bid Overview

Host Club					
Meet Director		PRO#		Phone #	
Meet Coordinator			Phone #		
Contact email(s)					
Meet Site					
Address					
Site Competition area (square footage)			Spectator Capacity		
Session type (check all that apply)	<input type="checkbox"/> Modified Traditional <input type="checkbox"/> Modified Capital <input type="checkbox"/> Capital Cup				

Parking Fees: NO Yes \$_____per car

Gate fees per person per day session

Adults \$

Children \$

This overview should accompany a formal bid packet addressing all meet criteria as listed in the NCBGA State Meet Operational Guide. Completed bids are due no later than June 1.