

NCBGA Invitational Meet Host Checklist

Revised 4/20/2018

NCBGA Calendar Placement

Priority 1: postmarked by 7/1
Priority 2: postmarked 7/2 - 9/1

Email or Mail to: Michelle Huffman, NCBGA Chairman

446 May Avenue
Santa Cruz, CA 95060
Coach_m_scgc@yahoo.com

- Copy of USAG sanction request
- NCBGA invitational meet request form

Email and Mail to: Tom Kutz

1080 Stanford Ave.
Oakland, CA 94608

- Copy of USAG sanction request
- NCGJA invitational judge request form
- Judge assigning fees are \$40/session (\$30/session if attending Judges' Cup). Checks made out to **NCGJA**. Assigning fees are non-refundable.

Pre Meet

Email to: Karen Muschinske, NCGJA Assignment Director

K.muschinske@gmail.com

- 21 days prior
 - Final session information (table on NCGJA judge request form)
- 7 days prior
 - Check schedule at www.NCGJA.org and verify meet info is correct. Email Tom Kutz with any concerns

Post Meet

Email to: Michelle Huffman, NCBGA Chairman

Coach_m_scgc@yahoo.com

- Email PTF file (if ProScore is used), scan and email results if ProScore isn't used
- Scan and email completed sanction forms (sanction report, judges and coaches' sign in sheets)

Mail to: Heather Flores, NCBGA Treasurer

2194 Bright Place
Hayward, CA 94541

- NCBGA meet head tax (\$1 per athlete, checks made out to **NCBGA**)

Mail to: USAG Member Services

Address is on the Sanction Report Form

- ORIGINAL completed sanction forms (sanction report, judges and coaches' sign in sheets)
- USAG head tax (\$1 per athlete, checks made out to **National Gymnastics Foundation**)

Where to go with questions:

Michelle Huffman, NCBGA Chairman coach_m_scgc@yahoo.com