Meet Director Guidance for Competition Planning

General Reminders

- Please review pages 33-34 of USAG Acro Rules and Policies for Meet Director information.
- Provide administrator access to the scoring system (KSIS/AcroCompanion) to the Regional Tech Chair as soon as a schedule has been created.
- Watch for email communications from the Regional Tech Chair, Judges Coordinator and Meet Refs in the weeks and days leading up to the competition.
- A full set of tariffs for the day, (placed in order per the schedule for each rotation) should be provided to the judges' room at least 30 min prior to the start of competition day. For local meets at least 3 sets per panel (MR, CJP, DJ). If possible, provide a set of tariffs for the execution judges as well. This is only required for State and Regionals, but is nice to have at local meets.

Competition Schedule

- The Regional Tech Chair will review and approve the schedule.
- If there is only one competition floor, a 30 minute warm up is required on the competition floor.
- Judges must have a break after 2 hours of judging and an appropriate meal approx. every 4 hours.
- The length of each day of the competition should not be longer than 8 hours. If it does go over, adequate breaks and meals must be scheduled.
- Level 6 and under and blocks are best scheduled at the start of a day so that artistry judges are not needed.
- For blocks, the Meet Director should check with the Meet Ref for placement of tape on the floor for block placement, prior to the start of blocks competition. Tape should be removed prior to the next session with routines.

Competition Venue

- Review USA Acro Rules and Policies for the following:
    - Event space, competition floor, gym set up and warm up requirements for athletes.
    - Placement of signage regarding SafeSport policies.
    - On-hand medical volunteer staff (p. 16-18). Medical volunteers must have their own table with signage displayed to alert coaches and athletes where they are located, and they should have appropriate credentials and supplies on hand.
- Provide bathrooms per USAG SafeSport rules including doors that lock for privacy.
- Provide water for athletes and restock frequently.
- Provide chalk next to both warm up and competition floors and restock as needed.
- Clearly mark walkways and keep them free from tripping hazards.
- Make sure floors are level.
- Provide an appropriate warm up area (an air track is not a safe option for warm up).

- Clearly mark athlete warm up areas and competition floors, “For athletes and coaches only” - parents and spectators should not have easy access to these areas.
- Regularly check and empty all trash bins.
- Make sure scoring results are visible to coaches and spectators.
- Music & announcer volunteer reminders:
    - Both music person and announcer must have clear visibility of the competition floor and the judges’ table.
    - Announcers must be able to announce promptly and properly.
    - Announcers must watch for judges to signal the announcement of the next routine.
    - Announcers will introduce judges after march-in.
    - Announcers should be switched out for breaks when days are long.
    - Music should not start until athletes are fully in position.
    - Music should not be faded out or paused prior to routines being finished.
    - Ensure ample volunteers are on hand to assist in running the meet smoothly.

Preparation for Sizing

- Review the Rules and Policies Appendix regarding measuring rules and the required specifics for the measuring device.
- A proper device must be either built or borrowed.
- Provide a clean floor area against a wall, as athletes are required to place their feet flat against a wall and lie fully extended on the floor.
- Provide a tablet or iPad for judges to enter the measurements into the KSIS system and have it set up and ready to go prior to the start of competition. Measuring will happen prior to each session.
- Inform coaches that athletes need to be there at least 30 minutes prior to the start of their session for sizing.

Judges’ Table

- Confirm with the Meet Referee the number of seats needed for judges at the table prior to competition day.
- Judges' seating area should be level with ample room in front and behind the tables.
- Pathway between judges table and judges room should be without significant walking hazards to ensure easy access.
- Provide electrical power access to judges for their laptop/tablet.
- Provide wireless access strong enough for all judges’ scoring devices.
- Provide an unobstructed view of the competition floor including the front boundary line.
- Provide ample room between each judge, with room for laptops/tablets and judging sheets in front of each judge.
- Provide a printed copy of the rotation schedule for each judge at the table (Extra copies for the meet director and announcer should be on hand separately).

- Provide difficulty slips for both levels at the table where the Difficulty Judge(s) sit before the start of the competition (minimum of 15 each and check in prior to each rotation to see if more are needed).
- There should not be any equipment (printers, copiers, etc.) in front of or right next to the judges tables.
- Provide snacks and water at the judges' tables and include some form of sugar/candy. This helps with long hours of judging and is sometimes necessary for some judges to regulate blood sugar.

Appeals Table

The appeals table should be staffed with a volunteer and have appeal forms available for coaches during all sessions. The location of the table should be separate from the judges table and easily accessible for coaches. The volunteer will need to have access to go behind the judges table to retrieve the difficulty slips that the coaches request, and to go back and forth to the appeals table without interrupting the meet. Coaches must provide $20 to the MR along with the proper appeal form when making an appeal. If the appeal is accepted, the $20 is returned to the coach.

Judges Room and Hospitality

- Judges require a private room separate from athletes, coaches and spectators.
- Ideally, judges should have access to a separate bathroom. If a separate bathroom is not possible, a volunteer should be available to clear the bathroom for judges during their short breaks.
- Tables and an adequate number of chairs for all judges should be set up in the judges room.
- Providing napkins or Kleenex is much appreciated and helpful.
- Provide water and restock regularly.
- Coffee/tea should be provided in the judges' room – specifically in the morning/ideally all day. Judges will not have time to get coffee elsewhere during their short breaks.
- Provide breakfast when competition starts prior to 10am and a meal approximately every 4 hours. (Work with the Regional Tech Chair to determine when meals are best scheduled.)

Food Suggestions

Plan ahead for any dietary restrictions (vegetarian, vegan, etc.) that are given to you by the Judges Coordinator prior to the meet.

<u>Breakfast Suggestions</u>

Bagels/cream cheese, muffins or pastries, fruit, yogurt, string cheese, breakfast burritos. Plan for any dietary restrictions for judges. A list is provided by the Judges Coordinator prior to the meet.

<u>Lunch/Dinner Suggestions</u>

Many clubs pick a restaurant and give judges the option to choose from the menu prior to competition day. You can also bulk order for everyone as long as you honor any dietary restrictions. If both lunch and dinner are served, please make them different.

Snacks

Provide a variety of snacks including salty, sweet, high in protein, etc. Here are some examples: trail mix, nuts, cheese and crackers, yogurt or yogurt drinks, chips.

Judges' Travel Accommodations

Flights

Please communicate with judges prior to booking flights. If possible, please book flights from the airport that is closest to the judge's home location. Try to arrange for flight times that will work best for them. Please consider that a very early morning flight and then sitting for long hours waiting prior to a competition makes it harder for judges to have a clear mind and focus for judging. Also allow adequate time to get to the airport following the meet.

Transportation

Please communicate with the judges prior to competition day to arrange for transportation to and from the airport, to hotel, or back and forth to the competition venue. Options might include a car rental, Uber, gym parent or other judges who are driving in. Make arrangements before the competition weekend and communicate the transportation plans before the judges' travel time. Judges who have a long drive may need to have lodging the night before competition day, depending on the start time of the meet or may have to stay over after the meet if it ends late and there are no flights available.

Hotel

When booking the judges' hotel, keep in mind the available food options. If there aren't many options within close walking distance of the hotel, please check in with them to arrange for transportation as needed. Ask judges if they are comfortable sharing a room prior to booking rooms. Some judges are quite comfortable depending on who they are paired with; others need the quiet and solitude of a single room, especially with long multiple days of judging.

Regional Travel Compensation

- Judges traveling with his/her team: All expenses covered by judge.
- Judges traveling greater than 300 miles round trip with no relatives or club athletes competing at meet but who are currently competing in the season: Max $350 reimbursement from the region per meet.
- Judges traveling greater than 100 miles round trip with no relatives or club athletes competing in acro: Max $350 reimbursement from the region per meet.
- Meet Host is responsible for reimbursing all remaining travel expenses not covered by the region, for all unaffiliated judges or for judges not having relatives or athletes competing at your meet. Receipts can be turned in to Margaret DaSilva, Region 1 Treasurer. Please keep a copy of receipts for your records.

Judges' Compensation

At the conclusion of the meet, the Meet Referee will provide the Meet Director with a list of compensation for judges. Judges will wait to be paid so please be prepared to write checks and provide blank W-9 forms if necessary. Judges are paid different hourly rates depending on their rankings and will also submit receipts for reimbursables. If a judge drives to the meet, they will submit mileage as well. The current IRS business standard mileage rate is 76 cents per mile (July-Dec. 2026).

Questions?

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