

MEET DIRECTOR RESPONSIBILITIES FOR TEXAS USA GYMNASTICS MEETS

(this is in addition to USAG Rules)

- ✓ Download the Meet Entry Deadline Chart and file all required documents by the required dates.
- ✓ Request a Sanction at USAG
- ✓ Send any documents to be posted as a .pdf file to webmaster@txusag.com.
- ✓ Label files with no spaces, and use the following format: Date, district, file name (file name should be the same as the document title) sample: 9-1-26D1meetschedule.pdf
- ✓ Request Judges in Gymjas.com/tx/

PRE/POST MEET REQUIREMENTS

- ✓ If you are a Qualifying Meet to a State meet (including North/South) you must **OVERNIGHT** (no exceptions) your entries/payments to the next meet director.
- ✓ If you are hosting/meet directing a meet with State Leotards, you must turn in an estimate of sizes needed after polling your attendees to the State Chair. Then when you receive your entries, give a final count needed on a spreadsheet by gym.
- ✓ If you are hosting a state meet that qualifies to regionals, not only do you need to follow the procedures outlined by the region, but you must **OVERNIGHT** (no exceptions) the forms/payments to State Chair so the state can cut a check to the region for the meet in a timely fashion.
- ✓ You or your host needs to send the State Fee Worksheet & Payment to State Chair. Also, if required send Regional Apparel Fee to the Regional Chair. See Texas Rules for fee amounts and which meets pay the region.
- ✓ Send any payment for Fees, Medals and/or Leotards to State Chair. Make check payable to TXUSAG
- ✓ Send CSV File of the meet to State Chair.
- ✓ Send results (see below for procedure) to webmaster

WEBMASTER REQUIREMENTS FOR POSTING

- ✓ For meet information sheets, schedules and result pages should be in PDF format. No other formats will be accepted.
- ✓ The Webmaster will post meet results by Session. You can send the files the way they come out of Proscore, the webmaster will be able to see what session they are for. Remember to send your Team results also, broken down by team size (small, medium & large).
- ✓ The Webmaster needs 48 hours to post your information, please state your deadline when emailing the info to the webmaster.
- ✓ See above for posting requirements for Info docs and schedules.