



# ACROBATIC GYMNASTICS VIRTUAL SANCTION PLAYBOOK



USA GYMNASTICS.

This Virtual Playbook for the Acrobatic Gymnastics Program serves as supplemental rules governing virtual acrobatic gymnastics competitions. It also provides helpful information and guides for Meet Directors and others to consider in planning virtual competitions. The efforts of the following individuals in the creation of this playbook are much appreciated: Bob Meier, Rion Page, Jennifer Banowsky, Julie DuPree, Brandi Wren, Holly King, Carisa Laughon, McKena Jones, and Shelby Salmon.

Sanctions for virtual competitions are being offered as a competitive option in acrobatic gymnastics. Virtual competition allows all athletes the opportunity to participate in acrobatics, take part in competitions, and meet event qualification standards. As much as possible, virtual competitions will follow the same procedures as in-person competition, but there will be differences. The purpose of the Virtual Playbook is to identify those differences and provide rules to allow for safe, fair, and rewarding virtual events. This document is expected to evolve with the increased use of virtual competitions and technologies.

## PRIMARY GOALS

1. To provide athletes a competitive experience when physical competitions may not be allowed or is not feasible.
2. To provide athletes a competitive opportunity to allow for mobility and qualification.
3. To provide clubs an opportunity to participate in or host a competition.
4. To provide a competitive goal for athletes to work towards.
5. To provide clubs with another way to retain and develop athletes in their programs.
6. To provide spectators the opportunity to support their athletes.



## VIRTUAL SANCTIONING

All USA Gymnastics-sanctioned Virtual Competitions are governed by the USA Gymnastics *Acrobatics Rules and Policies*, USA Gymnastics safety guidelines, Safe Sport Policy, and judging criteria, as well as the Virtual Playbook. Exercises requirements defined in the USAG Acrobatic Gymnastics Development Program (DP) Code of Points, as well as the FIG Acrobatics Code of Points, World Age Group Rules, and Tables of Difficulty, apply to virtual events.

Virtual events may be held at the local, state, and regional level. Using the same procedures outlined in the *Acrobatic Gymnastics Rules and Policies*, a sanction for a virtual event may be obtained by certified Acrobatics Meet Directors who are USA Gymnastics Professional Members in good standing.

Clubs participating in virtual competitions must follow all local health and safety guidelines. It is the responsibility of each participating club and Meet Director to ensure their own compliance. Depending on local guidelines, it may be possible for multiple clubs to be in the same location for the virtual sanction.

## MINIMUM STANDARDS

USA Gymnastics would like to stress the importance of flexibility when allowing for virtual sanctions and competitions. While certain aspects of hosting and participating in a virtual acrobatics competition must follow existing rules and policies to ensure the safety of the athletes and fairness of competition, other items may be allowed to deviate to accommodate different settings and structures of virtual events.

The USA Gymnastics *Acrobatics Rules & Policies* applies to virtual and hybrid competitions, with the exceptions noted below.

1. **Medical procedures:** For all virtual and local competitions hosted in-gym, medical coverage is recommended, but not required, if all participants are affiliated with the host club. (Host club = obtained the sanction for the event and the competition is hosted at the gymnastics club's physical location, as listed on the USA Gymnastics Member Club profile.)
  - a. If participants are affiliated with a club that is not the host club (i.e. dual meet), medical coverage, as listed in the Acro R&P, is required.
  - b. For meets outside of a gym, Sanctioned Event Minimum Medical requirements must be followed.

2. Virtual competitions can count towards pair/group's qualification for other events during the season. Additionally, virtual competitions count towards event restriction rules.
3. Scoring and score calculation should follow the rules outlined in the R&P. Scores displayed to the participants of the respective competition should also follow the R&P to the extent possible utilizing one of the approved technology platforms. It is allowable for scores to be posted for the respective competitors to see, but not visible to all competitors and spectators at once. However, immediately following the conclusion of the competition, complete meet results must be electronically sent to all participating clubs, Regional Admin Chair, and Acrobatics Program Director. See the Scoring Section below.
4. Appeals are not allowed for virtual competitions.
  - a. If there is a major discrepancy with the difficulty score or special requirements (i.e., the Meet Referee, CJP and DJ cannot agree) the Meet Referee, CJP, and DJ (only) may re-watch the video to resolve the discrepancy.
5. Repeating of an Exercise:
  - a. If there is an issue with music or video capture during the performance of an exercise, the coach may request for the pair/group to repeat the exercise. The Meet Referee, in consultation with the Meet Director, is responsible for making this determination.
  - b. Once the performance is complete/video uploaded, an exercise may not be repeated unless it is requested by the Meet Referee. A Meet Referee, in consultation with the CJP, may request an exercise repeat if the video quality is poor, not all athletes or elements are captured in the video, or other technical issues exist.
6. Awards, as specified in the *Rules & Policies*, are expected for virtual competitions. All competitors in a respective level, event, and age group would be ranked together for awards (virtual and hybrid events). Meet Directors can use their discretion for type of awards (for local and invitational events), award ceremonies, and presentations. Plans for awards should be communicated in the pre-meet information.
7. Facility and Apparatus Specifications – USA Gymnastics realizes that clubs have a variety of apparatus and facility arrangements and would like to provide flexibility in allowing virtual competitions to take place in any club. Therefore, facilities where competitors are participating in a virtual competition must meet the following minimum standards:

## SANCTION REQUIREMENTS

1. All participants must be a USA Gymnastics Member in good standing and have the designated membership type for their role. Please refer to the Rules & Policies and USA Gymnastics Safe Sport Policy for further information on membership requirements.
2. Registrants must use USA Gymnastics Meet Reservation System.
3. Meet Directors must follow the rules set forth in this Virtual Playbook and in the Rules & Policies.
4. Athlete Head Tax applies for virtual competition.
5. Hybrid events are allowed. A hybrid event includes judges who are evaluating competitors' exercises both in-person and remotely, via video.
6. Virtual events may only hold a USA Gymnastics sanction and cannot be combined with a sanction from another organization.
7. A virtual sanction covers each club participating in the respective competition.
  - a. Pair/groups must perform/record exercises in a gymnastics facility.
  - b. The floor exercise apparatus must be in good condition and provide a safe competitive surface for competition.
  - c. Size of the floor should be approximately 12 meters by 12 meters. Smaller or larger floors are acceptable.
  - d. Requirements for foam pad and carpet pile are waived.
  - e. Boundary lines are not required.
  - f. Tape or markings on the floor are not restricted.
  - g. Obstacles, such as walls or posts, within six feet of the floor should be padded. Athletes should be notified of and be familiar with these obstacles.
  - h. Facilities should meet minimum unobstructed ceiling heights defined in the Acrobatics Rules & Policies. However, if ceiling height is lower, athletes should be notified and familiar with this difference.
  - i. Landing mat rules apply as written in the Rules & Policies.
8. Athletes may warm up on the competition floor or other appropriate spaces around the gym.
9. Out of bounds penalties will not be applied during virtual competitions.



10. Height penalties will not apply for virtual competitions at the local, state, and regional levels.
11. Any other deviation from the Rules & Policies must be reviewed and approved through the Acrobatics Program Director and Acrobatics Program Committee. Please send communications to, APD, [Shelby Salmon](#).

## VIRTUAL COMPETITION PLATFORM

USA Gymnastics has partnered with Flyp10 as a virtual competition platform for sanctioned meets. We encourage pairing Flyp10 with the use of a streaming platform.

For local level competitions and invitationals Flyp10 or another platform may be utilized, and it is at the discretion of the Meet Director to set the competition format and select the technology platform. *Please note, unsecured live stream platforms, those without control over participants or passcode protection (i.e., YouTube Live, Facebook Live, Instagram Live, Vimeo), are not approved for sanctioned virtual competitions.*

For invitationals, only the following platforms are approved for use.

- Flyp10
- Skype
- Zoom
- Google Meet
- YouTube\*

**\*YouTube:** YouTube may be utilized as a virtual platform as long as the following conditions are met:

- Event must be conducted as an 'unlisted event.'
- Meet Director will need to have established procedures as to how the unlisted link will be distributed and to whom. In addition, the meet director should include in the distribution communication a statement that stress that the link if for intend the sole use of the intended recipient(s) and should not be shared.
- Meet Director must also have an established timeline for removal of the recording. Preferably within, 72 hours at the conclusion of the event.

**Note:** *Additional platforms may be added and will be listed here.*

For the 2020-2021 season, USA Gymnastics has partnered with Flyp 10 to offer a free platform to assist with virtual sanctioned events; however, it is not a requirement to use Flyp 10. Meet Directors may use any of the approved platforms that best suits their needs.

*Note: Additional Platforms may be added and will be listed here. If a Meet Director has a question about a technology platform not listed in this document, check with APD, Shelby Salmon, to request approval.*

All videos and recordings of live streams must follow the Safe Sport Policy. Meet directors must provide information on where the recorded content will be stored, who has access, and for how long, to all participants prior to the competition.

When pairing Flyp 10 with a streaming platform, coaches will upload the videos of each routine with their mobile device or iPad/tablet. A separate video recording device will be used to stream competition floor, to ensure routines submitted were performed on the first try. We recommend each participating club has the stream on display in the gym so that the athletes may watch their friends competing in other locations.

## VIRTUAL COMPETITION FORMATS

There are three format types for virtual sanctions that may be utilized. It is possible to host an event combining video submission and live stream components.

### 1. Live Stream Format

- a. Judges watch routines in real time as the athletes are performing.
- b. All pair/groups from each location will compete live with no judges present at their own gym.
- c. Judges score routines immediately and before the next competitors are signaled to begin.
- d. Meet Director creates a link to view the competition live. Judges will have access to the link to evaluate in real time.
- e. All routines should be recorded and saved for use in the case of technical issues with the live

feed and judges need the videos to be able to judge each athlete.

- f. Requires separate scoring program such as Flyp10, spreadsheet or other score tracking and display capabilities. See Scoring Section for more information.

## 2. Video Submission Format

- a. Pair/groups perform routines, which are recorded by video at the predetermined time, then uploaded to a website/app platform.
- b. Meet Director sets a deadline or range of time when participating clubs must submit their pair/groups' videos for judging.
- c. Assigned judges have access to this platform to review and score the exercises.
- d. There will be a delay between routine performance and judging/score display.
- e. Judges may start evaluating competition videos while the competition is progressing or can wait and start evaluation once competition is complete and all videos are uploaded.
- f. Some apps may include built-in score entry for judges, however a shared Judging Spreadsheet is required in addition to any built-in functionality. See Scoring Section for more information.

## 3. Hybrid Format

- a. A hybrid event includes judges who are evaluating competitors' exercises both in-person and remotely, via video. This format will allow for multiple teams to hold a live competition in one location, but with the opportunity of including additional teams in separate locations.
- b. All clubs participating, both in-person and remotely, will follow the rules in this Virtual Playbook.
- c. Both in-person and the virtual pair/groups must be judged by the same panels (for a respective level, event, and age group). If this is not possible, then the events should be separated as two different competitions.
- d. Meet Directors should use approved technology of either live stream format or video submission format.

# ENTRY REGULATIONS AND FEES

All of the athletes, coaches and judges participating/competing in a USA Gymnastics Sanctioned Event must be pre-registered as an Athlete, Professional, or Junior Professional member of USA Gymnastics. Any athlete, coach or judge who is unable to be verified as a current USA Gymnastics member will be ineligible to participate in any USA Gymnastics sanctioned event. In addition, any and all athletes who wish to compete at USA Gymnastics sanctioned events must be affiliated with a current USA Gymnastics Member Club. An athlete must be coached by a Professional member of the same affiliated club, with the exception of an emergency situation.

Virtual Sanction Fees will be \$100 for the 2020-2021 season and will cover all participating clubs/locations. The use of the Flyp10 platform will be provided to USA Gymnastics sanctioned events at NO cost for the 2020-2021 season.

Entry fees will be at the discretion of the meet director/coordinator (recommended at \$10/routine and may not exceed \$20/routine). It is strongly encouraged that meet hosts price their competitions accordingly to allow for the possibility of a virtual platform service fee, in addition to additional livestream service fees. To allow for proper competition planning, a deadline for accepting athletes in meet reservation must be established, and communicated, to all participating clubs. It is recommended that a competition schedule is published at least 4-6 weeks prior to the first day of competition.

# COMPETITION ORGANIZATION

1. **Entry Regulations:** All competing athletes must be currently registered as a USA Gymnastics Athlete. Non-citizens living and training in the United States, who are not current or past National Team members for a foreign country, may participate in USA Gymnastics sanctioned virtual competitions, with a USA Gymnastics membership.

At any USA Gymnastics sanctioned competition, each team/club must have at least one (1) active coach on the floor. Every coach on the floor at a

# VIDEO REQUIREMENTS

1. An exercise is to be performed and filmed once. The only exception is a repeated exercise at the approval or request of the Meet Referee.
2. One camera is required for video capture of the competitors' exercises. *Note: additional cameras may be required if a live video feed is used for spectator viewing and/or competition integrity.*
3. All competition videos must be from judge's viewpoint, as close to a normal judge's position as possible.
  - a. Perspective should be from the front center of the floor.
  - b. Recording device set up on table, or on tripod (preferred) above height of table.
  - c. Camera should be a reasonable distance from the floor and athletes, so all partners are visible, yet athletes do not appear too distant in the video.
  - d. If possible, all four corners of floor should be visible in the video.
4. The video must be HD quality; standard HD (720 or 1080) works well.
5. The video must be stable, without shaking or bumps.
6. Video should be captured using landscape perspective.
7. Camera must remain static. Camera should remain at a steady distance to see all athletes and skills and should not be moved from side-to-side or up and down to capture the routine.
8. All partners must be visible at all times. This includes for high skills and tosses, as well as when the partners are spread around the floor.
9. Video must include the athletes' salute and walk on at the beginning of the exercise, the complete exercise, and the salute and walk off at the end of the exercise.
10. Sufficient lighting is required to guarantee all athletes can be seen clearly. The floor should be completely lit and glares on the video should be avoided.
11. Music must be clear and loud enough on the video. Consider placing a speaker near the camera.
12. Spectator noise and cheering is allowed, however, talking and cheering too close to the camera should be avoided.
13. At the beginning of the video, either before or during athlete walk-on, an announcer must speak the pair/group ID # and exercise type (e.g., balance, dynamic, combined).
14. The Meet Referee may reject a video if the criteria above are not met.



1. sanctioned USA Gymnastics competition MUST be a USA Gymnastics Acrobatics Professional or Junior Professional Member. Junior Professional members must be accompanied by a Professional Member to be on the field of play (competition area) as a coach.
2. **Meet Director:** Virtual competitions must have a certified Meet Director. Responsibilities of the Meet Director are similar to those for in-person competition.
3. **Site Coordinator:** The Site Coordinator is an identified individual in each participating club or competition site location.
  - a. If the Meet Director is located at the host club, an additional Site Coordinator is not required for that location.
  - b. Site Coordinators must hold a valid USA Gymnastics Professional Membership.
  - c. Site Coordinators are responsible to manage the competition, videos, and rules at their respective site, as well as serve as a point of contact for the Meet Director.
4. **Information Packets/Directives:** Virtual competition hosts/Meet Directors must create a meet information packet/directive for the event and electronically notify all eligible teams of the event.

## 5. Scheduling Guidelines:

- a. Schedules will depend on the type of format used for the virtual competition (e.g., live streaming, video submission, etc.).
- b. Competition schedule should allow for videos of competitors in the same level, event, age group to be viewed head-to-head by the **same panel** judges. If this is not possible, videos may be evaluated out of order and all results will stand and apply to awards.
- c. Individual clubs must be ready to start competition at the designated start time.
- d. Warm-ups: Each participating club can determine the length of their warm-up for their athletes. Minimum 30 minutes of warm-up time is recommended.
- e. For video submission formatted competitions, videos must be filmed and submitted/uploaded following the schedule (i.e., date, start and end times) specified by the Meet Director.



## SCORING

1. Accurate results for the competition must be kept. This can be done using a spreadsheet or other acrobatic specific scoring program. Some virtual competition platforms, such as Flyp10, can also provide score entry and score display functions. These are optional and secondary to the official score sheet/program.
2. Even if the technology allows for more access, a judge may only watch an exercise one time before giving the score. Please see the Minimum Standards section regarding Meet Referee, CJP, and DJ's use of video review.
3. Score should be posted for athletes and coaches within a reasonable time after the performance of the exercises or upload of the video.
4. The score displayed to participants should include the Final Score, along with the detail of the difficulty score, execution average, artistry average, and CJP/DJ penalties.

## INFORMATION PACKETS / DIRECTIVES

Virtual competition hosts must include the following information and notify all eligible teams electronically by e-mail. Information should also be posted on the host club's website.

1. Name of meet, level(s) of competition and date.
  2. Host Club and Meet Director/Coordinator contact information.
  3. Entry fee (individual and/or team), to whom it is payable, deadlines, refund policy and method of submission.
  4. Must utilize USA Gymnastics Meet Reservation System to enter participants.
  5. Levels offered and age categories.
  6. Livestream information, including:
    - a. Payment information for spectators.
    - b. Where recorded videos will be stored, for how long and who has access.
  7. Awards information.
  8. Competition schedule.
  9. Any deviation(s) to the *Rules & Policies* or the *Code of Points*.
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5. The official meet results are those on the meet scoring spreadsheet/scoring program. If there is a discrepancy between posted scores on a virtual competition app versus the official scoring spreadsheet, what is on the spreadsheet should be used.
  6. The Meet Director must electronically send a copy of the official score sheets to all participating clubs immediately following the conclusion of the competition.



## JUDGING

1. Judging assignments and honorariums for virtual competition will follow Rules & Policies, including 2-hour minimum competition time.
2. No per diem or expenses for travel, supplies, or technology will be paid to virtual judges.
3. Regional Judges Coordinators, in conjunction with Regional Technical Committee Chairs, are responsible for judging assignments for virtual competitions.
4. Judging a virtual competition is considered the same experience as in-person competition.
5. A judging practical may be completed via virtual competition.
6. While judges may access and watch the videos of exercises individually, there should be communication available between the Meet Referee and CJP with the rest of the panel. Any communication should be related to watching exercises in the same order, maintaining allowable range of scores, confirming difficulty score between CJP and DJ, etc. As expected at the judges' panel for an in-person competition, there should not be other talking or discussion of scores during the evaluation of exercises.
7. Judges panels must be comprised of a minimum of 4 judges. Five judges are preferable, and larger panels may also be used. A virtual competition may utilize two judges panels. *Rules & Policies* apply for size and composition of panels at a state and regional championships, even if those events are held virtually.
8. Role responsibilities include responsibilities as defined in the *Rules & Policies*, as well as those listed below.
  - a. Meet Referee
    - Serve as main point of contact between the Meet Director and the judges panel.
    - Host a pre-meet judges meeting, providing practice videos for evaluation.
    - Monitor the competition videos for quality.
    - Ensure, with the CJP, all judges are evaluating exercises in the same order.
    - Review all exercises along with the judges panel, and keep control scores.
    - Assist with score entry, as needed (e.g., penalties into video submission program, such as Flyp10).
    - Throw a score, if using a 4-judge panel.
  - b. CJP
    - Serve as head judge of panel.
    - Evaluate artistry & execution of exercise, as well as and CJP penalties.
    - Enter own score first before reviewing panel scores.
    - Monitor range of scores and ask judges to adjust scores if required.
    - Communicate with panel judges and Meet Referee, indicating when scores are cleared for entry into the video submission platform (if using).
    - Direct judges to start next video.



## AWARDS

Awards will be provided by the host club. Number and type of awards may be at the discretion of the meet director/host club. Awards must be the same for each participating athlete. Awards must be shipped to all participating teams a minimum of 1 week prior to the event date. As an option, the meet director may send additional placement awards to participating clubs no later than 2 weeks after the conclusion of the event. All participants must be made aware of the awards protocol prior to registering for the competition. Each participating club is responsible for distributing awards after official competition results have been announced.



# Acro Meet Director and Site Coordinator Responsibilities and Timeline for Virtual Competitions

*Note: Timeline within this document is provided as a guide only.*

## MEET DIRECTOR RESPONSIBILITIES

- Ensuring the rules outlined in the Virtual Sanction Playbook and *Rules & Policies* are followed.
- Establish competition, meet date, and type of event.
- Oversee all aspects of the meet, prior to the event, during and after.
- Set the schedule, considering multiple sites, a variety of competition levels and age groups, judges participating from a distance, livestream capability, number of participants, etc.
- Select virtual competition format and platform.
- Consider spectator viewing options.
- Meet Director must be a current USA Gymnastics Professional member.
- Meet Directors should not act in an additional role as a coach or judge for the respective competition.

## TIMELINE

### As early as possible before the event

- Become USA Gymnastics Professional Member, including required certifications and courses. Verify you are current. Click [HERE](#) for membership information.
- Take the USA Gymnastics Meet Director Test for Acrobatics.
- Determine competition dates and secure region approval for dates.
- Determine virtual competition format:
  - Live Stream Format: Such as Zoom, Google Meet
  - Video Submission Format: Such as Flyp10
  - Hybrid Format: Using either Live Stream or Video Submission, but incorporating judges live and online
- Determine scoring platform.

### After meet dates and format are secured, and at least 3-4 months before meet date

- Notify Regional Judging Coordinator and secure judging assignments.
- Apply for a Virtual Sanction through USA Gymnastics.
- Ensure that all participating clubs, their coaches and athletes, are registered with USA Gymnastics.
- Set up event committees with parent's club as appropriate for the virtual competition. Committee

examples include: decorations, food sales, merchandise, sponsorships, programs, PR/media, gift bags, judges, awards, spectator feed, event and video production.

- Set admission prices.
- Determine award format, presentation and delivery.

### 60 to 120 days before meet

- Send out invitation/directives to clubs (no later than 2 months for local meets, 3 months before for state and 4 months for regionals).
  - Name of meet, level(s) of competition and date
  - Age group divisions
  - Host Club and Meet Director/Coordinator contact information
  - Entry fee (individual and/or team), to whom it is payable, deadlines, refund policy and method of submission
  - Must utilize USA Gymnastics Meet Reservation System to enter participants
  - Competition format and general schedule
  - Livestream information, including:
    - Platform and url address
    - Payment information for spectators
  - Awards: host must provide the type of awards, number to be awarded, and method of presentation/distribution
  - Opening ceremony, meetings and other activities outside of competition
  - Any deviation(s) from the *Rules & Policies*.
- Identify Site Coordinators for each location of competition and ensure they are current USA Gymnastics Professional members.
- Setup meet on USA Gymnastics Event Registration site so that clubs can register.
- For hybrid meet, site coordinators can organize gym setup using pipe and drape, tables, chairs, stanchions as needed.
- Consider sound system to be used at each location and need for additional equipment.
- Consider needs of event production, such as opening ceremonies, announcers, interactive activities, and/or other enhancements for events.

## APPENDIX A

- Identify medical personnel, see requirements in the *Rules & Policies*.
- Set food menu and costs for items, as required for hybrid competitions.
- Request for any letters, advertising, etc. for event program.
- Check with committee chairs re: status of their responsibilities.

### 4-6 weeks before meet

- All registrations must have been received or postmarked by 6 weeks before first day of meet (or by deadline set within the region).
- Order team banners and awards once you receive the registration from all clubs.
- Prepare march-in banners or share templates for clubs to create their own.
- Obtain vocalist for national anthem or use prerecorded music.
- Sign up volunteers for meet jobs.
- For hybrid competitions, plan for set up and tear down crews.
- Finalize the event program (except for athlete list and rotations).
- Begin media advertising, optional.
- Ensure each site location participant in the competition has appropriate access to the virtual platform.
- Ensure assigned judges have access to the tariff sheets and virtual competition platform.
- An overall schedule of the meet, detailing which levels/events compete on which day shall be sent out 4 weeks prior to the event (or by deadline set within the region).

### 14 days before meet

- Registration refunds are closed (or by deadline set within the region).
- Complete a rough draft competition order/meet schedule.
- Finalize volunteers and their times to work.
- Confirm rentals, decorations, food, awards and banners, hotels and local area info, decorations, etc.
- Verify video feeds are set with each club and scoring program ready. All access and credentials are set and communicated.
- Create/revise announcer's script.
- Check-in with Site Coordinators for each club.
- Confirm Meet Referee and judges are set and have a communication plan for the meet.

### Last 10 days before meet

- 10 days out is last day for tariff sheet submission without penalty.
- 6 days out – last day for level or partner changes (or according to region's regulations).
- 5 days out – final rotation schedule – forward schedule and rotations to all coaches, program designer.
- 2 days out – print tariff sheets, judging forms (execution & artistry), and judging slips (if using) for all judges and place in competition order. [Click HERE for instructions](#). Note, judges working virtually will be responsible to print their own tariff sheets, forms, etc.
- Make sure all online scoring is set and clubs have tested network connections using Zoom, Flyp10, or other platform.
- Coordinate with scoring director that technical issues are set.

### Day before the meet

*(These are optional for virtual competitions.)*

- Set-up equipment - build the floor, have additional mats for stretching and landing, put out chalk, pad obstacles near floor, etc.
- Put up pipe and drape, stanchions or other décor for participant and crowd management and flow.
- Set up tables (with linens) and chairs for judges, score entry, announcer, music, etc.
- Set up Judges private meeting area.
- Set up food sales, vendor areas as needed, ticket and program sales.
- Set up all decorations.
- Set up scoring will come in to set up also.
- Set up sound system.
- Put up all information signs.

### During the meet

- Monitor the production of the event. Additional staff and/or coordinators in each club location may be utilized.
- Communicate with each Site Coordinator and the Meet Referee throughout the event.
- Monitor the progress of the event and competition schedule.
- Post scores for competitors (online).
- Present awards.
- Conclude event and dismiss participants and spectators.

## APPENDIX A

### After the meet

- Communicate meet results to participating clubs, as well as regional and national officials.
- Complete sanction paperwork and meet report forms. See additional instructions [HERE](#).
- Pay Athlete Head Tax to national office and regional representative.
- Pay judges, mail checks or pay electronically.
- Distribute awards that are not presented in-person.

**SITE COORDINATOR** is an identified individual in each participating club or competition site location. If the Meet Director is located at the host club, an additional Site Coordinator is not required for that location. Site coordinators are responsible for the following:

- Communicate with the Meet Director before, during, and following the event.
- Ensure WiFi signal is strong and consistent and all equipment is connected to the internet.
- Check video perspective and capture sample video prior to the competition.
- Follow the competition schedule and managing participants at the respective site.
- Manage the competition video process, recording, streaming, uploading, etc.
- Manage livestream/spectator feed from the event site, if provided.
- Troubleshoot and assist Meet Director as needed throughout the event.
- Assist with opening ceremony, announcing, awards presentation, or other ceremonies at the respective site.
- Assist the Meet Director with enforcement of the Virtual Sanction Playbook and in the *Rules & Policies* at the respective facility.
- Site Coordinator must be a current USA Gymnastics Professional member.
- Site Coordinators should not act in an additional role as a coach or judge for the respective competition.

### Committee Duties

*(These are optional for Virtual Competitions.)*

- **Decorations** – Decorations for venue
- **Food Sales** – Plan menu, work with Meet Director and Board to set pricing for food, Purchase all food items, work with Judges Area Coordinator to arrange food and beverages for Judges, set up food prep committee, oversee food sales during meet

- **Merchandise** – event specific, region specific, etc. merchandise for sale at the event or online
- **Sponsorships** – Obtain corporate sponsors for meet (sponsorship proposal available on request)
- **Programs** – Design the program, obtain welcome letter from Mayor, Governor, Acro Foundation etc., obtain program advertisers, work with sponsorship coordinator to add corporate sponsors, have the program printed
- **PR/Media** – Obtain (free) local advertising, invite local TV and print media to attend, invitations to local schools, gymnastic teams, etc.
- **Hotels/local area info** – Find one or two local hotels for travelling athletes and families. Request discounts and get pricing. Put up welcome signs for arriving families. Gather info on local restaurants, attractions, etc. to hand out at meet
- **Gift bags/Judges Packets** – gather donations for gift bags to give arriving athletes and coaches. Also compile the coaches and judges packets for distribution at coaches registration and judges room
- **Judges Hostess** – work with Food Manager to set up breakfast and lunch for judges with beverages. Set up snacks and waters at judges table on day of meet. Set up and clean up judge's area before and after meals. Provide mechanical pencils and note pads/paper for each judge at the table.
- **Awards** – help order, sort, label, and distribute awards for the event
- **Event video production** – assist with video feed for spectators

### Reference Materials

- Acrobatic Gymnastics Rules & Policies
- Acrobatic Gymnastics Virtual Sanction Playbook
- USAG Acrobatic Gymnastics Development Program Code of Points

# Coaches Check List for Virtual Competitions

### Before Competition

- Help to identify a Site Coordinator for the competition and coordinate with that individual.
- Ensure the floor is clear of any hazards or obstacles (e.g., mats, spotting blocks, etc.)
- Pad any permanent obstacles (e.g., poles, beams, etc.) within six feet of the competition floor. Athletes should be notified of and be familiar with these obstacles.
- Ensure sufficient lighting over the competition floor.
- Ensure that sound from music is loud enough to be heard on video.
- Confirm that camera is set up in front-middle of floor.
- Identify who is responsible for filming/starting and ending video, this could be the Site Coordinator or another volunteer.
- Identify who is responsible for playing the music.
- Make sure that any spectators are not too close to the camera.
- At the beginning of the video, either before or during athlete walk-on, an announcer must speak the pair/group ID # and exercise type (e.g.; balance, dynamic, combined).
- Be familiar with the competition schedule
- Set warm-up times for your athletes.
- Connect to the virtual competition platform being used for the competition and ensure all participating team members are connected.

### During Competition

- Coordinate warmups for all athletes competing.
- Film competition videos (or coordinate with designated videographer).
- Submit videos, via Flyp10 or designated format, for evaluation by judges.
- Make sure videos are uploaded properly.
- Re-submit any videos, as requested by the Meet Referee.
- Confirm that all videos have been properly uploaded and submitted before athletes leave the gym.
- Assist with award ceremonies or distribution of awards.

### After Competition

Receive final results from the Meet Director and share with participating athletes and parents from your club.

# Judges Checklist for Virtual Competition

### General Information

- No measuring of athletes needed, and therefore no penalties applied.
- No appeals during virtual competitions. However, discrepancies for typos or miscalculations may be corrected at the conclusion of the competition by approval of the Meet Referee.
- All Judges before competition: Download the app and/or register with the respective virtual platform being used for the competition. Ensure access to all technology, scoring, and communication tools.

### Meet Referee

#### Before competition

- Print and review tariff sheets.
- Have access to the meet schedule/list of participants and print if needed.
- Communicate with panel judges via email prior to competition.
  - Share judges phone numbers with panel or set up virtual meeting platform for communication during the competition.
- Conduct a judges meeting one hour prior to competition.
  - Judges should practice scoring routines with the virtual platform that is being used for that specific competition.
  - Review practice videos with judges.
- Work with Meet Director before, during and after competition. Direct communication may be needed via phone, text, and/or online chat during competition.

#### During the competition

- Judges Communication:
  - Video Submission Format – establishing a virtual meeting set up (i.e., Zoom or Google Meets) among the judges on the same panel is recommended to ensure judges are scoring the same routine at the same time.
  - Live Stream Format – judges should communicate with a group message or call among their panel.
- Determine control scores. Throw score when/if needed. Verify on the spreadsheet and any other platform that is being used that scores are correct and match.
- Enter scores (if needed) into the judges spreadsheet and/or video review platform.

#### After the Competition

- Verify, with the CJP(s), final meet results.
- File Meet Referee report within 10 days.

### CJP

- Print and review tariffs prior to competition.
- Have access to the meet schedule/list of participants and print if needed.
- Throw both Artistry and Execution scores, along with CJP penalties.
- Work with DJ when questions arise regarding difficulty of elements.
- Make sure the panel is viewing the same athletes at the same time and control progression of the panel to the next routine for evaluation.
- Enter scores into a judging spreadsheet:
  - CJP should enter their own scores first, before verifying entry from panel judges.
  - Monitor score entry from the panel into the judging spreadsheet.
  - Ensure scores are in range.
  - All judges scores must be entered into the judging spreadsheet first to ensure scores are in range before inputting into another virtual platform.
  - Input scores into specific video review platform being used and ensure they match with the spreadsheet.
- Verify after the Final Results for accuracy following the competition. Once approved, electronically sign meet results prior to distribution to participating clubs.

### Difficulty Judge

- Print and review tariff sheets prior to competition.
- Have access to the meet schedule/list of participants and print if needed.
- Fill out the judges spreadsheet and video review platform score entry after penalties and values are calculated.

### Execution/Artistry

- Print schedule and appropriate judging scoring sheets if needed.
- Input scores to the judging spreadsheet first, then into the specific video review platform being used.
- Artistry judges are expected to judge expression to the best of their abilities if the athletes are wearing a mask.