

Dear Meet Directors,

In addition to your regular Meet Director duties, there are several special duties that you are required to perform as the Meet Director of a District Championship, North, South or State Championships.

Please review each of the following sections and refer to the sections that refer to the meet you are directing.

#### **4, 5 or 6 District Championships:**

As the meet director for **Levels 4, 5 or 6** District Championships it is one of your responsibilities to:

1. Submit the total number of **Placement** athletes, PER AGE GROUP, to the State Chair, immediately upon receipt of your entries. DO NOT include your Achievement athletes in these numbers since only the Placement athletes will advance from your meet. If you are receiving this and are not the meet director, please make certain that the meet director for your gym gets this right away. It is vital that I receive this information to determine how many athletes will advance from District Championships to the next meet. You MUST use the attached form when reporting this information. See additional duties listed below.

#### **4 District Championships Additional Duties**

- 1) Document the leotard size for each Placement athlete who has qualified to the Level 4 Placement North or South Championships on a copy of the MEET RESULTS – in the left had margin – Write Legibly!
- 2) Example:

##### **MEET RESULTS**

			<b>Vault</b>	<b>Bars</b>	<b>Beam</b>	<b>Floor</b>	<b>AA</b>
<b>CL</b>	<b>215</b>	Mary L. Gymnast	9.00	9.4	9.15	9.35	36.90
		My Favorite Gym					

- 3) Collect the Entry forms and fees for the North/South State Championships.
- 4) Fax or Email the completed Leotard order form to me IMMEDIATELY following the conclusion of your meet. [ddwilli@flash.net](mailto:ddwilli@flash.net) or fax **281-689-8819**.
- 5) Fax a copy of the meet results with the Leotard sizes on them to me for back up **281-689-8819**.
- 6) **Over Night** (UPS/Fed EX, etc) to the Meet Director of the North/South the following:
  - A. The entry forms collected at your meet with all checks/payments received.
  - B. A Copy of the Meet Results BY AGE group with the leotard size legibly written on the left hand side.
  - C. Include a copy of the Leotard order you faxed/Emailed to me for backup.

### **5 District Championships Additional Duties**

- 1) Collect the Entry forms and fees for the North/South State Championships.
- 2) **Over Night** (UPS/Fed EX, etc) to the Meet Director of the North/South the following:
  - A. The entry forms collected at your meet with all checks/payments received.
  - B. A Copy of the Meet Results BY AGE group.

### **6 District Championships Additional Duties**

- 1) Collect the Entry forms and fees for the North/South State Championships.
- 2) **Over Night** (UPS/Fed EX, etc) to the Meet Director of the North/South the following:
  - A. The entry forms collected at your meet with all checks/payments received.
  - B. A Copy of the Meet Results BY AGE.

### **5 and 6 North or South Championships Additional Duties**

- 1) Document the leotard size for each athlete who has qualified to the N/S Championships on a copy of the MEET RESULTS – in the left had margin – Write Legibly!
- 2) Example:

		<b>MEET RESULTS</b>					
		<b>Vault</b>	<b>Bars</b>	<b>Beam</b>	<b>Floor</b>	<b>AA</b>	
<b>CL</b>	<b>215</b>	Mary L. Gymnast	9.00	9.4	9.15	9.35	36.90
		My Favorite Gym					

- 3) Collect the Entry forms and fees for the North/South State Championships.
- 4) Fax or Email the completed Leotard order form to me **IMMEDIATELY** following the conclusion of your meet. [dwilli@flash.net](mailto:dwilli@flash.net) or fax **281-689-8819**.
- 5) Fax a copy of the meet results with the Leotard sizes on them. **281-689-8819**.
- 6) **Over Night** (UPS/Fed EX, etc) to the Meet Director of the North/South the following:
  - A. The entry forms collected at your meet with all checks/payments received.
  - B. A Copy of the Meet Results BY AGE group with the leotard size legibly written in the margin of the left hand side.
  - C. Include a copy of the Leotard order you faxed/Emailed to me for backup.

### **State Championships With Leotards**

- Leotards will be shipped to your gym.
- Immediately check your inventory against the shipping invoice you receive.
- Organize the leotards to ensure each child receives the leotard size that they ordered (you will receive a

small number of extra leotards just in case a leotard is too small or big).  
-ALWAYS check the meet results from the prior meet before issuing a different leotard or you might find out that you are short for the last session.

Please return left over leotards to Texas USAG state chairperson.

Thank you so much for hosting this prestigious meet, and have a great competition! Do not hesitate to contact me with questions!

Debbie Williams  
Texas State Chair  
1205 Schumac Lane  
Bedford, Texas 76022  
[ddwilli@flash.net](mailto:ddwilli@flash.net)  
Cell-817-233-4721  
Home and fax – 817-540-1619

Thank you Diane for letting me send out your info!!!