

# HOW TO RUN A MEET

Sanctions Needed - AAU - Adult 1 or 2 Day  
USTA - Invitational (\$50), State (\$100), National (\$200)

Refer to SANCTION information, forms, and instructions. **READ carefully!**

✗ Plan Warm-up Times (refer to Instruction Form in Sanction Information)

✗ Plan Competition Schedule -

Lower Levels - Allow ½ hour for every 15 athletes

Upper Levels - Allow ½ hour for every 10 athletes

✗ Equipment needed

The correct number & amount of competition equipment defined in the USTA Handbook.

Mats, extra ramps, mats around trampolines, on the sides of the double-mini, and for the double-mini run up area...

Appropriate Landing Pads with the correct marked landing zones

✗ Hiring Judges (refer to Handbook and/or Sanction Information)

Plan to provide a Judges/Coaches room (not in a restroom or locker room)

May need to reserve motel rooms for judges at host motel

✗ Forms (be sure you are prepared and have a sufficient number of form copies)

Some form to be copied are enclosed in the sanction information (we have included as many as reasonable)

Some form originals are found in your USTA Handbook (i.e., Individual Judges' Forms for Scoring)

NEW - enclosed in your sanction information is a rating form to copy and put in all judges and coaches' packets

✗ Determine how you are going to calculate scores - by hand, computer, or a combination

Plan what is necessary to accomplish your method

Prepare necessary copies, supplies, etc. for your method

Practice if this is the first time your volunteers are calculating scores

✗ Flashers! Difficulty scores must be flashed, recommend all scores be flashed for upper levels in all events.  
All Judges have their own flashers.

✗ Setting up Equipment -

Suggestion: Place the Beginner (lower levels) closer to the audience and the Advanced levels farther away from audience so that you don't have the little competitors walking in front of the run-up ramp for the more advanced levels.

Suggestion: Place the trampoline and double-mini equipment the furthest away from the audience. Make sure the judges are able to see the entire competition area so that the audience can see all of the competition!

Continued on back....

✗ **Transporting Equipment:** Make sure the truck or trailer is entirely covered.

✗ **Money Raising Ideas:**

Raffles	T-Shirt Sales
Selling Program Ads	Buttons
Concessions	Programs
Admissions	Pictures

✗ **Protest Committee:** Plan in advance to save time and confusion during competition.

UPPER LEVELS (4+ Judges)

Meet Director  
Superior Judge of Event  
Difficulty Judge of Event  
1 Aesthetic Judge of Event  
U.S.T.A. Technical Committee Member

LOWER LEVELS (3- Judges)

Meet Director  
Superior/Difficulty Judge of Event  
Aesthetic Judge of Event  
Aesthetic Judge of Another Event  
U.S.T.A. Technical Committee Member

If a member of the Technical Board is also a judge on the panel involved in the protest, that judge may not serve as a member of the Protest Committee as the Technical Board Representative.

If the protest concerns a competitor or child of any of the above members, a substitute will be selected by an Executive Board Member. Remember, only difficulty scores or black and white situations can be protested. Video Taping of difficulty levels is recommended at all invitational and mandatory at State and Nationals. TV's are helpful!

✗ **Scoring:** - Refer to the USTA Handbook and Hand-out enclosed in the Sanction Information or your rule book for correct scoring methods. Train your volunteers prior to the day of competition - have a practice session with new procedures and/or helpers.

**After entries have been received and athlete numbers are in - you may have to revise your schedule. Make your deadline at least five days prior to competition (10 days to 2 weeks prior if State, 1 month if Nationals. If you fax your revised scheduled to coaches, request they verify receipt of your fax.**

☒ **Competition Results and Forms:**

After competition, PUT YOUR RESULTS IN ORDER! Re-read sanction instructions - copies of results and other forms must be sent accordingly.

**Keep Judges' score sheets and entry release forms for at least 30 days after the competition.**