

# MEET DIRECTORS CHECKLIST

**\*Only coaches or club representatives should contact the meet directors.  
Do not have parents contact the meet director for any reason.\***

## **PRIOR TO COMPETITION:**

1. Request a Sanction from USA Gymnastics a MINIMUM of thirty days prior to the meet. Sanction fees for in-person competitions is \$140.00, fees for virtual competitions is \$100.00
2. Request judges online at <https://gymjas.com/pa/meetdir.php>. Fee for judge request is \$3.00 per judge/ per day requested. Pay online or mail judge request fee to:

**Terry McGirk  
809 Fox Trail  
Parkesburg, PA 19365**

## **AFTER COMPETITION:**

1. Make sure that the Meet Ref and Meet Director have signed and completed the Sanction Report Form and Meet Referee Report Form.
2. Make sure the judges have signed the Judges Sign-In Sheet. \*As long as all judges are entered into Meet Reservations, signatures are not required for Virtual Sanctions only.
3. All coaches must sign the Coaches Sign-In Sheets. \*As long as all coaches are entered into Meet Reservations, signatures are not required for Virtual Sanctions only.
4. Within 72 business hours of the conclusion of the event, mail the Sanction Report Form, Meet Referee Report Form, Judges Sign-In Sheet and Coaches Sign-In Sheets to the appropriate offices:

### **Copy of All Sanction Forms and Sign In Sheets to:**

**USA Gymnastics Member Services Department  
1009 N. Meridian St., Ste 800  
Indianapolis, IN 46204**  
Or email copies to [sanctions@usagym.org](mailto:sanctions@usagym.org)

### **Copy of Sanction Forms to:**

**Jen Bortz, RACC  
PO Box 243  
Boalsburg, PA 16827**

\*Enclose a check for \$2.00 per gymnast made payable to Region 7

### **Copy of Sanction Forms to:**

**PA State Chairman  
Donna Guenther  
155 Philmont Avenue  
Feasterville, PA 19053**

\*Enclose a check for \$2.00 per gymnast made payable to PAUSAG

**Copy of Scores emailed to: [kpope29761@aol.com](mailto:kpope29761@aol.com) and [pausag155@gmail.com](mailto:pausag155@gmail.com)**

**A Copy of all Sanction Forms should be kept by the Meet Director.**