

**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 \$250.00.
2. Request judges online at <https://gymjas.com/pa/meetdir.php>. Fee for judge request is \$5.00 per judge/ per day requested (ie/ 8 judges for 2 days = \$80.00). 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.
3. All coaches must sign the Coaches Sign-In Sheets.

Within 72 business hours of the conclusion of the event, mail or email the Sanction Report Form, Safe Sport Event Checklist, Meet Referee Report Form, Judges Sign-In Sheet and Coaches Sign-In Sheets to USA Gymnastics.  
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**Upload a copy of All Sanction Forms and Sign In Sheets to:**

USA Gymnastics Member Services Department: USA Gymnastics will email the meet director on record the USA Gymnastics Sanctioned Event- Closing Procedures. Please follow the directions in the email to submit your sanction reports.

4. Within 72 business hours of the conclusion of the event, mail the following: \*

**Copy of Sanction Form 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 Form to:**

PA State Committee- Financials  
Attn: Heather Kikel  
177 Champion Drive  
State College, PA 16803

**\*Enclose a check for \$3.00 per gymnast made payable to PAUSAG**

\*Failure to submit the completed sanction forms within the stated timeframe may result in and/or be considered a violation of sanction.

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

**If you used ProScore for your meet scoring, please publish meet scores to both USA Gymnastics ([mysagym.com](http://mysagym.com)) and Meet Scores Online ([meetscoresonline.com](http://meetscoresonline.com)).**

**A Copy of all Sanction Forms should be kept by the Meet Director. Do not mail the original Sanction Forms.**