

2026 PA STATE MEET DIRECTOR GUIDELINES

Melanie Heckert cumberlandgym@gmail.com 717-422-8989 – Competition Coordinator
Heather Kikel hakikel@gmail.com 814-280-7839 - Competition Coordinator

Below are the guidelines set by the Pennsylvania State Committee to help you run an organized competition.

Registration Fees:

- Level 3, 4, 5, & Xcel Silver = \$135.00
- Level 6, 7, 8, 9, 10, Xcel Gold, Xcel Platinum, Xcel Diamond & Xcel Sapphire = \$145.00
- Team Fee = \$50.00 (Levels 5 -10 & Xcel Gold, Platinum, Diamond & Sapphire only, minimum 3 athletes per team) * Levels 3, 4 & Xcel Silver do NOT have a Team Competition.

Spectator Admission Prices:

Maximum admission for ADULTS (18 & up): \$20.00/person/day

Maximum admission for CHILDREN (6- 17), SENIORS (65 and up) and MILITARY: \$15.00/person/day

*Admission fees charged may be lower than listed above at the meet hosts discretion but cannot exceed the above listed prices.

Pre-Meet:

- A copy of the finalized site agreement/ venue contract must be provided to the State Competition Coordinators within 3 weeks of the announcement of the awarding of state meet to host.
- All State meet registrations will go through MeetMaker. Fees and rosters will be sent to and collected by MeetMaker and then sent to meet hosts. **Meet hosts are responsible for paying the 3% processing fee to MeetMaker- it should not be passed along to the registering gyms.**
- Deadline for entries is three (3) weeks prior to your competition- a late fees of \$25/ athlete can be charged at this time. All registration fees, admissions and all proceeds obtained through concessions, raffles, program sales or other vendor sales will be kept by the host organization.
- Meet host is responsible for paying all expenses out of the funds collected and described above. These expenses include, but are not limited to: meet sanction fees, officials pay, equipment suppliers, awards, decorations, hospitality, and meet site costs.
- Medical personnel must be present during all phases of the competition and warm up. This is at the cost of the meet host. This can be an EMT, certified trainer, RN or appropriate health official per USA Gymnastics Rules & Policies.

Meet Packet:

State meet entry packets must be completed prior to registration for the competition. Entry packets must include the following information:

- Competition Information- Competition Dates, Meet Site, Host Club, and Meet Director Contact Information
- Registration Information- Entry Fees, Qualifying Scores, Registration Dates & Deadlines, Registration completed through USAG Meet Reservations & Meetmaker.
- Equipment Information- Provider, Amount of Equipment (# of floors), etc.
- Meet Format- Traditional, Modified Capital Cup etc.
- Awards- % Placement for each age group and teams if applicable.
- T-Shirt Pre- Order Form
- Senior Bio Form
- Admission Prices and Payment methods accepted (cash only, credit cards accepted, venmo accepted etc.)
- Details on provided meals (as much as possible at the time)
- Any parking details (i.e. fees, different lots, direction instructions)
- Additional information as deemed necessary-i.e. host hotels, local points of interest/ dining etc.

Please email Melanie Heckert (cumberlandgym@gmail.com) & Heather Kikel (hakikel@gmail.com) a copy of your entry packet for review. **packets may not be sent to clubs, posted to meet website or posted to PA Gymnastics website without prior approval.**

Competition Format:

A minimum 20 minute warm up period must be scheduled for every age group at every level. Host will determine the best competition format for their specific meet. You must email Melanie Heckert (cumberlandgym@gmail.com) & Heather Kikel (hakikel@gmail.com) with a copy your proposed competition schedule- including session times, age groups and total # of athletes per session- for approval.

Age Groups:

Gymnasts should be broken into equal age divisions (minimum 20 athletes/ age group) determined by birthdates as of the LAST day of the state meet. **Please note:** Levels 3, 4, Xcel Silver age groups will be determined by session once teams have been drawn for each session. You must email Melanie Heckert (cumberlandgym@gmail.com) & Heather Kikel (hakikel@gmail.com) with a copy your proposed age groups and age group format for approval.

Awards:

State meet directors must use medals supplied from A1 Awards for individual event and all around placement Awards. You must email Sandy Greiner (coopgymnastics@gmail.com) & Heather Kikel (hakikel@hotmail.com) to review the total number of medals recommended for your competition and confirm the medals to be ordered. Contact A1 Awards 2 weeks prior to your competition to order the medals. **The medals that must be used during USA Gymnastics State meets are item MED- 202.** You may use a company of your choice for team trophies/banners.

When determining medals needed for your competition, please remember:

- Ties are NOT broken (for example 1, 2, 2, 4, 5)
- Placement awards for Levels 3-10 must go out a minimum of 25% of age group (minimum of 5 places).
- Placement awards for Xcel must go out a minimum of 40% of age group (minimum of 8 places).
- Awards presented must follow USAG Rules and Policies (R&P). Please review R&P for State competition award requirements.**
- Team awards for eligible levels are awarded to 50% of the teams entered but are not to exceed 10 places.
- Level 3, Level 4 and Xcel Silver State meet hosts must supply a State Qualifier medal to all competitors in addition to placement awards. This is at the cost of the meet host. There are no team awards for levels 3, 4 and Xcel Silver. **The medals that must be used during USA Gymnastics State meets is item MED- 200.**
- For Regional Qualifying meets: The state will provide the meet host with Regional Qualifier gifts. The meet host is required to recognize all Regional Qualifiers- including IES or Pre-Qualifiers- during awards.

❖ Once Age Groups and Schedule have been approved and presented in an easily understood format, the meet director will send the age groups and session times to Mike Vanim at pagymnast@gmail.com for posting on the state web site.

State T Shirts:

Host teams will charge \$20 for pre-ordered shirts and \$25 on the day of the meet. All pre-orders must be entered into the State t-shirt google form 12 business days prior to the first day of the competition. The meet host will be given an invoice for the portion that must be paid to PAUSAG for the total number of shirts ordered. The meet host is responsible for payment of the total order. **T-shirts orders must be included in the meet packet only NOT on Meetmaker or other online format.** It is the responsibility of the meet host to collect all orders and payments from registered clubs. A reminder email of the order deadline is strongly encouraged. **Any order for shirts made after the 12 day deadline will be invoiced to the host club at \$20/ shirt.**

Coaches Credentials:

Meet hosts are responsible for making sure that ALL coaches and judges on the floor have full USAG credentials. All coaches should be entered through MeetMaker to verify their USAG credentials. As a reminder- if a coach does not have all certifications, or if ANY of them are in the “pending” state on the USAG web site, they are NOT permitted on the floor.

Additional Information:

- Levels 7-10 require a 4 judge panel on all events with a separate Meet Referee (17 total judges). All other levels require a 2 judge panel on all events with a separate Meet Referee (9 total judges)
- Only athletes competing in the competition are allowed on the competition floor. Scratched athletes and athletes not registered for the event should not be on the floor during the competition.
- You do NOT have to pay head tax to PA, however you will still need to pay \$2/athlete head tax to Region 7.
- Be considerate of the location of gyms when scheduling sessions, specifically Levels 3, 4 and Xcel Silver which compete with their teams. There should be a random draw, however, be mindful of travel times when scheduling sessions.
- Be considerate of athletes ages when scheduling sessions. Take into consideration the age of the athletes when scheduling sessions that may start or end later in the evening.
- ALL information must be approved by Melanie Heckert (cumberlandgym@gmail.com) & Heather Kikel (hakikel@gmail.com) before sending any information out to clubs or publishing online.
- Once you receive approval, please email Mike Vanim at pagymnast@gmail.com to have your entry packet, competition schedule and/or age groups posted on the PA website.
- AFTER COMPETITION: you must provide a completed profit/loss form within 3 weeks of the competition to Melanie Heckert (cumberlandgym@gmail.com), Heather Kikel (hakikel@gmail.com) & Carla Ceralde (pausag155@gmail.com). A profit/ loss template with directions will be emailed to all state meet hosts.

If you have a questions regarding your state meet hosting obligations or competition format, please call or email Melanie Heckert or Heather Kikel

**Failure to comply with any of the above guidelines may result in the meet host becoming in club in bad standing with the State and may affect future consideration for hosting a state competition.

Contact People:

Carla Ceralde	267-918-2960	pausag155@gmail.com	State Administrative Chair
Heather Kikel	814-280-7839	hakikel@gmail.com	Competition Coordinator
Melanie Heckert	717-422-8989	cumberlandgym@gmail.com	Competition Coordinator
Sandy Greiner	610-248-6500	coopgymnastics@gmail.com	Awards Coordinator
Lynn Ross	717-762-0448	lynnross5gch@gmail.com	Apparel Representative
Mike Vanim	484-437-1388	pagymnast@gmail.com	Information Administrator

Meet Maker Meet Directors Tutorial

To edit details of your meet you need to click the EDIT MEET DETAILS

To view the meet status, click the name of the meet you will see these link options:

1. Summary

- 1.1. Financials; Shows a summary of the meet registration deposits. Once the escrow reaches \$2500.00 you will receive a transfer of all escrow fund the next deposit date.
- 1.1.1. Payments Pending; registrations that have not cleared the bank in MeetMaker
- 1.1.2. Payments in Escrow; registrations that have cleared MeetMaker but have not been transferred to you
- 1.1.3. Payments Disbursed; registrations that have been transferred to you
- 1.1.4. MM Fees; fees MeetMaker has taken out of the registrations
- 1.2. Registrations; Shows a real time summary of the levels and the numbers of each level that has entered your meet, Scratches are not included in the total, teams are the number of teams that entered the team entry in registrations
- 1.3. Exception; Scratches (with date), late entries that have been added to your meet and need approval

2. Financials

- 2.1. Shows the deposits and charges to your meet from MeetMaker, click the [+] next to the deposit and you will see the gyms that are included in that deposit

3. Participants

- 3.1. Shows the gyms entered in your meet RED means they have an outstanding deposit for your meet GREEN means all funds have been transferred
- 3.2. Click the [+] next to the gym name and you will see the levels the gym has, click the [+] next to the levels you will see the names on gymnast in that level

4. Petitions/Alternate

- 4.1. Will show any petition or alternate gymnast waiting to enter your meet
- 4.2. Pending Approval: this will add the gymnast into your meet (**will not charge them yet**) but they will be added to the registration number in the Summary tab
- 4.3. Pending Charges: this will charge the gymnast for the meet registration, you must approve a gymnast before charging them

5. File Upload PDF file work the best

- 5.1. Select the type of file you want to upload (will go under this tab in the details section, schedules can only have one file results and forms can have multiple files loaded)

5.2. Select the file from your computer

5.3. Name the file

5.4. Upload the file

6. Bulk Email

- 6.1. This will send a text only email to the email the gym has registered with (main MeetMaker email on their account)

7. File Download

- 7.1. Will download files to your computer for uploading into your scoring program

7.1.1. The different systems use different file forms make sure you are selecting the correct system for your meet

7.1.2. To have a file that you can view you can select NETSCORE and open it in a spreadsheet program (this file has actual column heading names)

8. Apparel Reports

- 8.1. Has a report for the apparel for your meet if you chose to collect this in the meet registrations. There are help tutorials on the help page. The HELP link is on the top of every MeetMaker web page. If you have any questions about our service or would like to have your meet listed for online entries. Please contact our customer support, at support@meetmaker.com.