

**USAG-MDs'**

**Designated Qualifier Handbook**



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## General Information:

### *State Chairman Responsibilities:*

The State Chairman will secure sanctions for the DQ meets from USAG

The State Chairman will contact the judging coordinator in October as to the dates of the DQ meets to secure judges.

The State Chairman will attend all DQ competitions. If the State Chairman is unable to attend a competition a representative will attend in the State Chairman's absence.

The State Chairman will provide and purchase the awards for all the DQ meets.

The State Chairman has the ability to approve or disapprove any changes to the format of the DQ meets.

The State Chairman will communicate with all clubs with general information about the DQ 1 month before the competition.

The State Chairman will pay the National Scholarship fund to USAG for the DQ.

**\* The State Chairman will compensate the host club with \$2,500.00 for hosting the DQ meet.**

### *Hosting a DQ:*

To host a DQ, a club must complete a DQ host information sheet and return to the State Chairman as soon as possible (host determinations are made in early October)

The host club will send out competition & general information to all clubs 2 weeks prior to the competition.

The host club will set-up and arrange the rotation schedule for the competition that best fits their facility and the standard DQ format.

The host club will provide a group to run the competition including scoring, concessions, announcing, and admissions.

The host club will provide an adult distributor of awards. (The kids have worked very hard and their accomplishments at the meet should not be trivialized by having other children give them their award).

The host club will provide a safe and orderly atmosphere for the competition (background music is acceptable and played at a low enough level that **should not** be a distraction to the competition).

The host club will announce warm-up and competition rotation completions. (So gymnast may move in an orderly fashion to their next event).

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The host club will fill out and return a financial report to the State Chairman along with copies of all scores, and coaches sign in sheet. At which time compensation will be mailed to the host club (\$1,000.00)

### ***How to enter a Designated Qualifier***

All entries & fees for a “DQ” are to be mailed directly to the State Chairman, at least three weeks prior to the “DQ” competition date or done online ([www.mdmensgymnastics.org](http://www.mdmensgymnastics.org)); however the entry is not complete until the State Chairman has all fees. (Gymnasts will not be permitted to compete until the fee is paid)

All entries are to be submitted on a standard USAG entry form (available in the USAG-MD handbook). The entry should be completely and accurately filled out, any information left out must be called in to the State Chairman prior to competition.

Fax transmission of entries is permitted with the official entry. However the entry is not complete until the State Chairman has all fees. (Gymnasts will not be permitted to compete until the fee is paid)

### ***Deadlines:***

All entries and fees are due in the hands of the State Chairman at least three weeks prior to competition.

Space may be limited, so entries will be accepted on a first come first serve bases.

Late fees will be assessed for entries received after the deadline. Late fees must accompany the entry.

### ***Fees:***

#### **Entry Fee:**

The entry fee is \$50.00 per gymnast

Early Registration is \$40.00 per gymnast if entry is **postmarked** one month prior to competition.

#### **Late fee:**

A \$20.00 per gymnast late fee must be added for a club entering the “DQ” less than two weeks prior to the competition date (\$70.00 per gymnast).

No entries will be accepted the week before the competition.

Entries submitted late are at the discretion of the State chairman for acceptance into the competition with appropriate late fees.

#### **Checks to:**

Please make “DQ” checks payable to USAG-MD and remit:

USAG-MD  
206 Commodore Way  
Odenton, MD 21113

#### **Refunds:**

Refunds will not be permitted without a doctor’s note stating the injury of the gymnast or within one week of the competition.

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**Admission:**

Admission will be

\$8.00 for adults (14 & up)

\$5.00 for children (6 – 13)

Free to children under 4

**Competition times:**

The meet schedule will be set no later than two week prior to competition. Session times will be arranged to the maximum advantage for the gymnasts. The state would like to have the younger compulsory gymnast compete in the morning and older gymnasts in the afternoon.

***Host Club Responsibilities:***

- The Host Club will distribute the meet schedule two week prior to the competition to all participating clubs.
- The Host Club will set-up and distribute a preliminary rotation schedule along with the session times to help visiting clubs plan coaching staff.

**Judges:*****State Chairman Responsibilities:***

- The State Chairman will contact the judging director as to the dates of the DQ meets in October.
- The State Chairman will contact the judging assigner as to the number of judges needed at least two week prior to the competition.
- The State Chairman will pay expenses associated with the judging officials: travel, mileage, & session fees immediately following the competition.
- The State Chairman or their representative will bring the awards box to the competition prior to Competition (Awards will already be separated)

***Host Club Responsibilities:***

- The Host Club will provide meals for the judging officials (breakfast, Lunch, snack).
- The Host Club will pay any extra fees associated with judges due to overtime/meet timing.

**Awards:*****State Chairman Responsibilities***

The State Chairman will provide the awards for all DQ meets.

Age group breakdown:

Level 4	6-7	8-9	10-11	12 & up
Level 5	7-9	10-11	12 & up	
Level 6	8-9	10-11	12 & up	
Level 7	10-11	12 & up		

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The State Chairman will provide awards for the gymnasts based on the following information:

- If fewer than 2 gymnast in an age group, then ONLY All Around awards will be give for all gymnasts in that age group. (no event awards)
- If fewer than 15 gymnasts are in an age group, then all gymnasts in that age group will receive an all around award.
- If more than 15 gymnasts are in an age group, then gymnasts will receive event awards (up to 6 places max.) & All Around awards (for 60% of the number of gymnasts in the age group).
- All Ties will be broken by the standard tie-breaking rule:
  - Event ties broken by higher All Around
  - All Around ties are broken by highest single event score

### ***Host Club Responsibilities:***

The host club will provide an **adult** to distribute awards. (State Chairman or their representative may be used)

The host club will announce awards beginning with 1st place.

The host club will read one event for all age groups before going on to the next event.

### **Post Meet Duties:**

#### ***State Chairman Responsibilities:***

The State Chairman will compensate the host club (\$2,500.00) when all paper work is turned in (Financial report, meet results, and coaches sign in sheet)

The State Chairman will forward a copy of sanction to the National Office.

The State Chairman will send in the Scholarship Fund tax to the National Office with the sanction. (\$1.00 per gymnast)

The State Chairman or their Representative will collect the awards (box) and prepare them for the next competition.

#### ***Host Club responsibilities:***

The host club will provide a copy of the complete meet results to each club at the conclusion of the awards ceremony.

The host club will provide a copy of the meet results to the State Chairman or their Representative at the conclusion of the meet.

A compete financial report will be turned into the State Chairman 1 week after the competition.

The host club will retain all monies from admission and concessions.

# Financial Report

**Income:**

Admission: ..... \$ \_\_\_\_\_  
Hosting Fee: ..... \$ 2,500.00  
Sponsor's Contribution: ..... \$ \_\_\_\_\_  
Concession/ Programs: ..... \$ \_\_\_\_\_  
Total Income: ..... \$ \_\_\_\_\_

**Expenses:**

Facility Rental: ..... \$ \_\_\_\_\_  
Custodial Fees: ..... \$ \_\_\_\_\_  
Equipment Rental: ..... \$ \_\_\_\_\_  
Medial Assistance: ..... \$ \_\_\_\_\_  
Insurance: ..... \$ \_\_\_\_\_  
Scoring Fees: ..... \$ \_\_\_\_\_  
Judges Fees: (Meals, & Lodging) ..... \$ \_\_\_\_\_  
Awards: ..... \$ \_\_\_\_\_  
Copy fees: ..... \$ \_\_\_\_\_  
Postage: ..... \$ \_\_\_\_\_  
Phone: ..... \$ \_\_\_\_\_  
Concession & Program ..... \$ \_\_\_\_\_  
Gymnasts Gifts (goody bags) ..... \$ \_\_\_\_\_  
Total Expenses: ..... \$ \_\_\_\_\_  
Net Profit: ..... \$ \_\_\_\_\_

Signature of Event Director.....

Address: \_\_\_\_\_

Phone \_\_\_\_\_

Return to Appropriate USAG Official: Respective State Chairman or Regional Chairman

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