



Gymnastics Event Guide

Revised September, 2016



VHSL STATE GYMNASTICS SITE REQUIREMENTS

The VHSL State Gymnastics Meet is currently a two-day meet, with Group 5A (multi-class) and 6A competition the first day, and Open individual competition on the second.

A. COMPETITION AREA

In order to host the VHSL State Gymnastics Championships, the school/facility must be able to provide equipment which meets the requirements specified in the current NFHS Girls Gymnastics Rules Book. The following additional requirements must also be met.

1. Equipment
 - a. AAI (or equivalent) Vault Table
 - b. AAI Elite (or equivalent) Uneven Bars
 - c. AAI (or equivalent) Flex Balance Beam
 - d. AAI (or equivalent) Foam and carpet Floor Exercise Mat
 - e. Required matting for each apparatus
 - f. 4" and 8" skill cushions at beam, bars and vault
2. Space – adequate to run all four events concurrently
3. Warm-up area
 - a. Must be separate from competition area
 - b. Must provide access to balance beam, uneven parallel bars, floor exercise mat

B. OTHER REQUIREMENTS

1. PA/Sound system
 - a. Adequate for projecting intelligible announcements to all areas of bleachers and to floor area
2. CD player and speakers (for floor exercise competition)
3. Seating
 - a. Permanent or portable bleacher seating to accommodate anticipated attendance (see chart).
 - b. Accessible (ADA compliant)
4. Parking (on site)
 - a. Safe/secure area for team buses and officials
 - b. Spaces to accommodate anticipated attendance (see chart)
 - c. Lighted (if nighttime competition)
 - d. Accessible (ADA compliant)
5. Secure entry point
 - a. Must be able to control admission to facility
 - b. Must allow for timely access by event patrons
6. Concessions – to accommodate anticipated attendance (see chart)
7. Restrooms – minimum of two (2) on-site public restrooms (1 per gender)
8. Media requirements – must be able to accommodate anticipated media coverage



9. Event security
 - a. Crowd control
 - b. Escort for contest officials
 - c. Gate receipts
 - d. Parking area

10. Emergency Action Plan
 - a. Certified Athletic Trainer on site
 - b. EMT or on-call medical assistance available
 - c. Emergency evacuation plan

11. Event personnel
 - a. Event director/manager
 - b. Ticket sellers/takers
 - c. Pass/Team gate supervisors
 - d. Team hosts
 - e. Officials' host
 - f. Media/press coordinator
 - g. Announcer
 - h. Music Coordinator
 - i. Head Scorer (must have automated scoring)
 - j. Event Scorers
 - k. Event Timers
 - l. Runners
 - m. Program sellers
 - n. Concession workers
 - o. Hospitality workers
 - p. Custodial and maintenance services
 - q. Security
 - r. Additional workers, as needed

12. Hospitality areas for administrators, tournament workers, officials and coaches

13. Restaurants and hotels to accommodate out-of-town teams, spectators and officials

C. OTHER CONSIDERATIONS

1. Location and accessibility
 - a. Access from major thoroughfares
 - b. Support (financial and other) within the community for the event

2. Historical
 - a. Has this site been used in the past, and if so has it been acceptable to participating teams.



Gymnastics Event Checklist

Participating Teams

- _____ Receive Entry forms
- _____ Provide entrance/exit procedure to handle crowd and limit event interruption
- _____ Coaches Meeting Arrangements
- _____ Warm-up Time and Areas
- _____ Establish event rotation
- _____ Designate dressing/staging areas for teams
- _____ Designate training site staff contact and location
- _____ Provide list of appropriate host phone numbers (Athletic Office, Tournament Director, Athletic Trainer, Hospital)
- _____ Provide a local map and directions
- _____ Provide a facility map with areas designated for teams
- _____ Team Admittance List

Meet Personnel

- _____ Ticket Sellers – One per gate area
- _____ Pass gate – One per gate area or a specific designated gate for entry
- _____ Program Sellers (if applicable)
- _____ Floor organizers – 3 or 4 to coordinate team rooms/schedules/times
- _____ Runners – 1 for each event
- _____ Computer Input – must have automated scoring system
- _____ Hospitality – especially for working staff
- _____ Athletic Trainer(s) – at least 2
- _____ Music capability for Floor Exercise
- _____ Judges – Coordinated with League Office
- _____ Announcer – Counseled on appropriate announcing etiquette
- _____ Coordinate with VHSL (***Fine Designs***) merchandiser regarding event sales and procedures



- _____ Provide adequate security for meet officials during and following the event
- _____ Provide results as soon as possible after the meet; obtain necessary information to accomplish

Meetings

Meet workers agenda

- _____ Review policies on conduct at state event
- _____ Review issues involving event
- _____ Establish color score sheets to be used at each event
- _____ Announcer
 - Recognize all appropriate VHSL sponsors
 - Make VHSL announcements

Coach's agenda

- _____ Team packets to include:
 - Schedule of Events with rotation
 - Facility Map
 - General VHSL rules
 - Awards procedure
 - Sportsmanship expectations

Facility

- _____ Provide adequate admission areas
- _____ Provide appropriate speakers, microphones for the event
- _____ No Noisemakers
- _____ Identify and secure areas for awards, spectators, memorabilia sales,
- _____ Identify team staging areas
- _____ Organize the awards (involve school administration in giving out awards) and provide opportunity for pictures
- _____ Individual awards will be given first followed by Team awards – involve competing school administrators

Sportsmanship

- _____ Provide schools with VHSL sportsmanship expectations
- _____ All teams should be treated equally
- _____ Unsportsmanlike acts must be reported to league staff



Finances

- _____ Complete and submit Tournament Contract to League Office
- _____ Alert Assistant Director if contract costs exceed those agreed to in the contract
- _____ All financial information provided to the league office in a timely manner (within one week if possible)

Announcements

- _____ If possible announce VHSL sponsors



EMERGENCY ACTION PLAN (EAP)

Student-athlete safety during athletic competition should be a priority throughout the season. Developing an **Emergency Action Plan (EAP)** is a vital component in achieving this goal. Sound EAPs are the product of a collaborative process involving school administrators, medical professionals (i.e. athletic trainers, physicians) and local EMS and should include the identification of an **Emergency Response Team (ERT)**. In addition, the EAP should be specific to each practice or competition venue and reflect the following important considerations related to managing emergency situations.

Emergency Personnel

Typically, the first responder to a medical emergency is a member of the sports medicine staff such as a certified athletic trainer or team physician. However, these individuals may not always be present at every athletic practice or competition. In some instances, a coach, sponsor, or school administrator may be the first responder and it is imperative that all potential responders understand their role in managing an emergency situation. Therefore, the EAP should identify the members of the ERT and clearly outline/identify each person's role and responsibilities.

These may include but are not limited to:

- Ensuring the scene is safe and providing immediate care
- Activating EMS
- Retrieving emergency medical equipment
- Directing EMS to the scene

Emergency Communication

Quick communication between members of the ERT is critical to effective management of an emergency situation. The EAP should identify both primary and secondary communication mechanisms for each venue that allows first responders to contact ERT members and EMS as quickly as possible. The communication system should be reviewed prior to each event and shared with visiting medical professionals prior to/ during contests.

Emergency Equipment

Any necessary emergency equipment (e.g. AED, epi-pen, mechanism for rapid cooling) should be available and easily accessible at each venue. The members of the ERT should be familiar with the function and operation of emergency equipment and trained to use it in advance. Emergency equipment should be inspected on a regular basis and the members of the ERT should be well practiced in its use.

Medical Emergency Transportation

Ideally, an ambulance is onsite at high-risk events or as needed given the size/scope of the contest. EMS response time and overall EMS transportation capabilities (e.g. basic or advanced life support) should be considered when determining whether or not to have an ambulance onsite. If an ambulance is available at the venue, it should be located in a designated, easily accessible location

Venue Directions and Map

The EAP should include detailed directions to the venue, including the street address, cross streets, and landmarks if needed to make the site easier to locate. Ideally, EMS personnel and first responders will meet at the venue to familiarize themselves with its location. Consideration should be given to ambulance entrance/exit points as well as whether or not helicopter transport is a viable option. GPS coordinates can assist a helicopter transport.



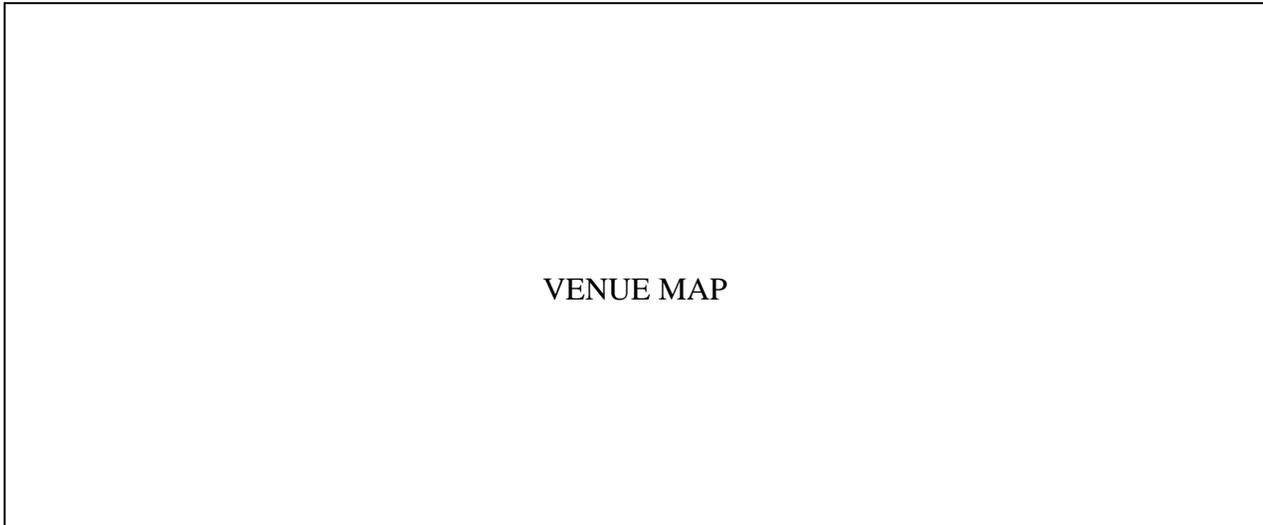
SAMPLE EAP: LOCATION NAME
Revised: DATE

ADDRESS:

VENUE DIRECTIONS

Practice field:

Competition field:



EMERGENCY PERSONNEL

Practice field: (Listed by name/profession)

Competition field: (Listed by name/profession)

EMERGENCY COMMUNICATION

Practice field: (Include description of communication mechanism and telephone # if applicable)

Competition field: (Include description of communication mechanism and telephone # if applicable)

EMERGENCY EQUIPMENT

Practice field: (Identify the available equipment and its specific location)

Competition field: (Identify the available equipment and its specific location)

ROLE OF FIRST RESPONDERS

1. Who will provide immediate care for the injured/ill student-athlete?
2. Who will activate EMS? (Include specific instructions regarding what to tell the dispatcher)
3. Who will retrieve emergency equipment? (Include specific instructions related to location)
4. Who will direct EMS to the scene? (Include specific instructions, including where to stand, access points etc.)
5. Who will provide "crowd control?"

RESOURCES

- Courson RW. Preventing Sudden Death on the Athletic Field: The Emergency Action Plan. *Current Sports Medicine Reports*. 2007;(6):93–100.
- Anderson JC, Courson RW, Kleiner DM, McLoda TA. National Athletic Trainers' Association Position Statement: Emergency Planning in Athletics. *J Athl Train*. 2002; 37(1):99-104.
- Casa DJ, Almquist JL, Anderson SA, et al. The Inter-Association Task Force for Preventing Sudden Death in Secondary School Athletics Programs: Best-Practice Recommendations. *J Athl Train*. 2013;48(4):546-553.



SPORTSMANSHIP

The following actions will be considered violations of the VHSL Sportsmanship Rule and will result in the discontinuation of cheerleading activities for the offending school at that contest. This list does not address ALL possible inappropriate behaviors, but is meant simply to provide examples of behaviors that should not be tolerated of anyone.

- Taunting anyone
- Booing anyone
- Interfering in any way with meet officials
- Yelling at or otherwise attempting to distract opposing players at any time.
- Leading or participating in actions or cheers that are clearly negative and/or show disrespect for participants
- Failure to comply with directions given by tournament staff/ personnel

Good sportsmanship is all about respect. Good sports win with humility; lose with grace; and do both with dignity!



Memo to VHSL State Tournament School Administrators

Welcome to the State Meet. We hope you, your team, your student body, and your fans will enjoy their experience.

As you know, good sportsmanship is a top priority of the Virginia High School League. The manner in which your school is represented is far more important than whether your team wins or loses the games they play here. Good sportsmanship is all about respect – respect for oneself, for teammates and coaches, for opposing players and coaches, for contest officials, and for the game. Inappropriate behavior is easy to identify. One need ask only two questions:

1. Is the observed behavior respectful of the targeted audience?
2. Does the observed behavior reflect positively on your school?

If the answer to either question is no, then the behavior is inappropriate and must not be tolerated. Respect for players and coaches of participating teams, game officials and tournament personnel must be a priority at all times and in all situations.

As school administrators, you bear a huge responsibility for making sure that good sportsmanship is valued in your school community. The VHSL State Meet draws state-wide media attention. Inappropriate behavior on the part of players, coaches or fans can be an embarrassment to you, your school, your community and the VHSL.

Attached to this memo you will find a number of documents outlining tournament procedures. Please review them carefully with your coaches, players, student body and community, as appropriate. You are urged to meet with student leaders before coming to the state event venue to stress with them the importance of positive behavior. Your familiarity and understanding of these procedures will help make your state tournament experience more enjoyable.

Once again, congratulations on a fantastic season and welcome to the State Meet. If there is anything that VHSL or tournament staff can do to help you while you are here, please let us know. Good luck to you and your team!



TOURNAMENT PROCEDURES – ADMINISTRATORS

Each participating school will be expected to provide active supervision of your student body during the event and address inappropriate behavior if or when it occurs. Individuals who behave inappropriately will be escorted from the facility.

SECURITY AND CROWD CONTROL

- School administrators have primary responsibility for observing their team followers, and for taking corrective action when their team followers behave inappropriately. Fans will react more quickly and more positively to their own teachers and administrators than they will to an unknown security guard.
- The Events Staff is on-site to **assist** school administrators and chaperones in maintaining the proper atmosphere for the event. They are not responsible for making sure your fans behave. As school administrators, that is your responsibility. Staff is there to help you should you need it.
- Fans will not be permitted in the competition area at any time. No one will be permitted in the competitive area except the participants, coaches and event officials.

EXAMPLES OF UNSPORTSMANLIKE BEHAVIOR

The following list is by no means “all inclusive,” but is provided to draw attention to behaviors often witnessed at athletic contests. Please review this list with your student body so that they will know what is not acceptable.

- Not standing attentively or shouting “oh” during the National Anthem – this is disrespectful.
- Booing anyone – this is disrespectful
- Taunting or baiting anyone – this is disrespectful
- Singling out an opponent and yelling personal remarks – this is disrespectful
- Mooing, barking, or making other inappropriate gestures or sounds toward anyone – this is disrespectful
- Using profanity toward anyone – this is disrespectful
- Using racial, ethnic or other slurs – this is disrespectful

The behaviors above must be addressed by school administrators if/when they occur. Failure to do so is a violation of The League’s Sportsmanship Rule.

Remember, good sportsmanship is all about respect. Win with humility; lose with grace; do both with dignity.



PLEASE REMIND YOUR STUDENTS AND OTHER SPECTATORS OF THE FOLLOWING:

- Artificial noisemakers are not permitted at indoor events – this includes bells, whistles, thunder sticks, clappers, megaphones (except cheerleaders), horns, etc. Artificial noisemakers are prohibited by NFHS Rules. Some of our sites may have more restrictive rules regarding this policy. Local site restrictions will be enforced where required.
- Body paint **is not permitted at any indoor event**. Face painting is acceptable provided that it has been done prior to entering the competition facility.
- No containers/products for face painting will be permitted to be bought into the stadium/arena.
- Bare chests are not permitted **at any indoor events**.
- No one will be permitted on the court at the end of the event.
- Outside food and/or beverages may not be brought into court area unless specifically granted, in advance, by the facility and event directors.
- Individuals who are disruptive, disrespectful, or who fail to comply with facility and/or VHSL procedures will be escorted from the facility.

OTHER REMINDERS

- All school faculty members, administrators, school board members, and any other “VIPs” must either have one of the VHSL Accepted Passes (along with picture ID) or must purchase a ticket.
- Individuals with passes must enter via the pass gate. They may not enter via the team entrance.
- Only participants, coaches, and non-participating team members will be permitted in the team area.
- Food may not be taken out of any hospitality room, unless specifically allowed, and stated by, the facility.
- Hand-held signs (in good taste) are permitted but may not be mounted on sticks, poles, etc and should not obstruct the view of others.



Memo to VHSL State Event Coaches

Congratulations to you and your team on your successful season and welcome to this year's VHSL State Meet. We hope you and your athletes will enjoy their experience, and that they will have the tournament of their lives!

Please review the attachment to this memo with all members of your team prior to your first game. Compliance with the procedures outlined in the attachments will help make your State Tournament experience a positive one.

Good sportsmanship is a top priority of the Virginia High School League. In fact, the manner in which you and your team represent your school is far more important than whether you win or lose the games you play here. Good sportsmanship is all about respect – respect for teammates and coaches, respect for opposing players and coaches, respect for contest officials, and respect for the game. Please demand from your players and team personnel that as they compete for this year's state championship, they treat all other teams, officials and tournament personnel with courtesy and respect at all times, regardless of the situation. Please encourage your fans to do the same. And, finally, please lead by your example.

Once again, congratulations on a fantastic season and welcome to the State Meet. If there is anything that VHSL or tournament staff can do to help you while you are here, please let us know. Good luck to you and your team!



COACH,

THE ATTACHED MATERIALS ARE TO BE REVIEWED WITH YOUR TEAM PRIOR TO YOUR FIRST GAME. AFTER REVIEW, PLEASE SIGN THE STATEMENT BELOW AND BRING THIS SHEET TO THE SITE DIRECTOR DURING WARM-UPS PRIOR TO YOUR GAME.

I certify by my signature below that I have reviewed the tournament procedures with my team and coaching staff, and that we will make every effort to conduct ourselves in a manner which is courteous and respectful of all other tournament participants, officials and attendees.

Printed Name of Head Coach

School

Signature of Head Coach



TOURNAMENT PROCEDURES – COACHES

ARRIVING AT THE TOURNAMENT SITE

- Teams should enter via the designated team entrance.
- A specific time line for warm ups and facility access will be provided prior to the contest.

PRE-EVENT

- Prior to contests the National Anthem will be played. It is expected that ALL players and team personnel will stand quietly (unless they choose to sing the Anthem) and attentively until the Anthem is fully completed. Failure to do this is extremely disrespectful to our country.

AFTER THE EVENT

- Participants may NOT dump or spray Gatorade, water, or any other substance, wet or dry, on anyone or anything as part of a post-match celebration or at any other time.
- Win with humility. Lose with grace. Do both with dignity.

AWARDS CEREMONY (for teams participating in a championship game)

- At the conclusion of the championship game, awards will be presented in the following order:
 - Medals will be presented to competitors from the runner-up team.
 - The runner-up trophy will be presented to the HEAD COACH of the runner-up team.
 - Medals will be presented to competitors from the champion team.
 - The championship trophy will be presented to the HEAD COACH of the winning team.
- All coaches and players from both teams are expected to remain on the court/field and participate in the awards ceremony – win or lose – no exceptions.

Failure to comply with the procedures outlined in this document will be considered a violation of VHSL's Sportsmanship Rule.

Remember, good sportsmanship is all about respect.



MEMO TO FANS OF VHSL EVENTS

On behalf of the member schools of the Virginia High School League, welcome to this VHSL Tournament. We hope all of the participants and fans enjoy the event.

Good sportsmanship is a top priority of the VHSL. The manner in which your school and community are represented is far more important than whether your team wins or loses the games they play here. **ALL** of the teams in this year's tournament should be proud of their accomplishments, and you, as parents, students and team followers should be equally proud and supportive of them as they chase their dream.

Good sportsmanship is all about respect – respect for oneself, for teammates and coaches, for opposing players and coaches, for contest officials, and for the game. Inappropriate behavior is easy to identify. One need ask only two questions:

1. Is the observed behavior respectful of the targeted audience?
2. Does the observed behavior reflect positively on your school?

If the answer to either question is no, then the behavior is inappropriate and must not be tolerated. Respect for players and coaches of participating teams, game officials and tournament personnel must be a priority at all times and in all situations.

Much of the behavior you see televised at college games is inappropriate at ANY level, but most especially at the high school level. The following list, though not inclusive, provides examples of behaviors that are disrespectful and thus unsportsmanlike, but are often witnessed at athletic events.

- Not standing attentively or shouting “oh” during the National Anthem – this is disrespectful.
- Booing anyone – this is disrespectful
- Taunting or baiting anyone – this is disrespectful
- Singling out an opponent and yelling personal remarks – this is disrespectful
- Mooing, barking, or making other inappropriate gestures or sounds toward anyone – this is disrespectful
- Using profanity toward anyone – this is disrespectful
- Using racial, ethnic or other slurs – this is disrespectful

The responsibility for good sportsmanship rests with each and every one of us. One person behaving inappropriately can ruin the state tournament experience for many. Cheer for your team, but respect the other team and the event officials. Be a fan, not a fanatic.

Remember, good sportsmanship is all about respect. Win with humility; lose with grace; do both with dignity.



Non-Member-School Event Site Safety Protocol

For all VHSL events conducted at non-member-school venues there are certain requirements to ensure safety as well as compliance with VHSL rules and regulations. All VHSL member schools and staff are encouraged to share this list with non-member-school facilities which host VHSL events.

The following is a list of prohibited items:

1. Alcohol or illegal drugs.
2. Backpacks or sports bags (unless allowed and screened in accordance with facility and VHSL approval).
3. Weapons (of any kind).
4. Laser pointers.
5. Banners/Flags on sticks or poles.
6. Food and beverage (unless allowed and screened in accordance with facility and VHSL approval).
7. Video cameras (unless allowed by facility and subject to VHSL approval).*
8. Artificial noisemakers (at ANY indoor event as regulated by NFHS rule and only at outdoor events in accordance with facility and VHSL approval).
9. Umbrellas (unless allowed in accordance with facility and VHSL approval)
10. Coolers, bottles, cans or empty containers.**

*Due to the variables involved at VHSL/facility venues certain areas may be limited or prohibited for video equipment set-up. All recording is subject to VHSL copyright and trademark rights and protections.

**Participants/teams may be exempted from this provision.

These security measures are based upon federal, state and local law agency recommendations and are designed to increase the safety and security of each and every guest and participant at VHSL events. The list above is not all-inclusive, and event facilities and the VHSL reserve the right to include additional items as agreed upon by the facility and the VHSL.

- Body painting is not permitted on site at any indoor or outdoor event. Face painting is acceptable if done prior to entering the event venue. No containers/products for face painting will be permitted in the event area.
- Balloons will not be permitted at most indoor venues.
- Bare chests will not be permitted – individuals must remain clothed!
- In the interest of safety, NO ONE will be permitted on the court/field at the end of a game. The playing area is for the teams.
- Inappropriate behavior will not be tolerated. Fans who are disruptive, abusive or otherwise inappropriate will be escorted from the event area. This includes individuals who choose to sit among fans from another team – if you are disruptive and/or disrespectful, you will be asked to leave.
- Hand held signs (in good taste) are permitted but may not be attached to sticks, poles, etc.



VHSL Handbook Rules – Gymnastics

SECTION 74: GYMNASTICS

74-1-1 Schedules-Each school shall make its own competition schedule and allow practice within the dates published on the current year's VHSL Activities Calendar.

74-1-2 Each school team shall be limited to 10 meets per season, exclusive of district, regional and state championship meets. A multiple-school meet shall count as one meet.

74-2-1 Minimum Practice Requirement-There is no minimum practice requirement for gymnastics.

74-3-1 Interrupted/Suspended Meets-In the event a meet must be suspended by the Meet Referee because of conditions which make it impossible to continue competition on that day, if all teams have completed at least two "common" events (the same two events), the meet will be considered official and the results final based on scores in the completed common events. If all teams have NOT completed at least two common events, the meet, if rescheduled, shall be resumed from the point of interruption.

74-4-1 Special Rules/State Association Adoptions

74-4-2 State Meet Entries, Team Championships-Each region may qualify two teams to compete for each classification's team championship.

- (1) Each team shall be limited to a maximum of five entries per event, and if five gymnasts are entered, one entry must be all-around. If no all-around is entered, a team is limited to four entries per event. Alternate(s) for team competition are permitted.
- (2) Only entries which are properly submitted to the state director by the deadline date will be accepted. No additions in the official list of entries shall be permitted after the entry form has been received by the state director, except as noted in (2) below.

74-4-3 State Meet Entries, Open individual/All-Around Championships-Each region may qualify the top eight finalists per event (inclusive of all-around), the top four all-around finalists, any individual not placing who scores a state qualifying individual score by event, and any all-around gymnast not placing who scores a state qualifying all-around score in the regional meet.

- (1) State qualifying scores shall be published by the VHSL each year.
- (2) Alternates are permitted for events in team competition, and for events in individual competition. If a gymnast qualifies to the state meet in an individual event and then withdraws from competition, her place may be taken by the next placing contestant for that event in the regional meet. Known scratches shall be reported to the State Gymnastics Meet Director by 9:00 a.m. the day before the State Open Meet with the name and school of the qualified replacement, No alternates for individual competition will be allowed after 9:00 a.m. the day before the State Open Meet.



Miscellaneous Information

Admission Price:	State Meet \$10.00 per day
State Event Officials:	Provided and Paid through the League Office
State Event Contract:	Must be provided, by the host school, to the League Office with estimated expenses PRIOR to the event.
State Director's Financial Report:	This report confirms the actual cost of the event to the host school and is required prior to any reimbursement. A copy of this form can be emailed or faxed to the League Office but the official copy should be mailed with the accompanying check for the gross revenue from the event.

Documents for VHSL Events

VHSL State Contract
<http://www.vhsl.org/forms>
Scroll to State Tournament Contract

VHSL State Director's Financial Report
<http://www.vhsl.org/forms>
Scroll to State Director's Financial Report