



# **Gymnastics Event Guide**

## **VHSL STATE GYMNASTICS SITE REQUIREMENTS**

The VHSL State Gymnastics Meet is currently a two-day meet, with Group AAA team 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 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
  - 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

## Game 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
- \_\_\_\_\_ 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 Martin Screen Print 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, banners (VHSL, Wachovia, etc.)
- \_\_\_\_\_ Identify areas for 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 including:

# 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!**

## **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 on the court at any time. No one will be permitted on the court 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 arena.
- 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, as 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.



## **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.**

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Printed Name of Head Coach

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School

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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 PLAYERS 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 PLAYERS 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.**



## 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.**

## **The following items are NOT allowed at VHSL State Events**

In an ongoing effort to ensure the safety of our guests, participants, and staff, the following security measures will be in place.

### **Prohibited Items:**

Alcohol	Food & Beverages	Umbrellas
Backpacks	Sport Bags	Coolers, Bottles, Cans
Weapons (of any kind)	Video Cameras (most events)	Empty Containers
Laser Pointers	Artificial Noise Makers	Banners/Flags on sticks or poles

### **Allowable Items:**

Purses/Pocketbooks	<i>All bags and allowable items subject to search</i>	
Pagers	Fanny Packs	Cell Phones
Still Cameras	Diaper Bags	Binoculars

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 our events.

- Artificial noisemakers are prohibited by NFHS Rules at indoor events. This includes (but is not limited to) bells, whistles, thunder sticks, clappers, megaphones (except cheerleaders), horns, etc. Again, this is not a "VHSL" rule, but a NFHS rule.
- Body paint will not be permitted. Face painting is acceptable if done prior to entering the event venue. No containers/products for face painting will be permitted in the facility.
- Balloons will not be permitted.
- Bare chests will not be permitted – individuals must remain clothed!
- In the interest of safety, NO ONE will be permitted in the competition area at the end of the event. This area is for the teams.
- Inappropriate behavior will not be tolerated. Fans that are disruptive, abusive or otherwise inappropriate will be escorted from the building. 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 - WINTER.

**74-1-1 Rules**-The rules set forth in the current girls gymnastics rule book of the National Federation of State High School Associations shall govern all League winter gymnastics meets, except in those instances where the rules conflict with the special rules set forth in this section, in which case these special rules shall take precedence.

**74-2-1 Schedule**-Each school team shall be limited to 10 meets per season, exclusive of district, regional and state championship meets. See Sports Season Rule, 27-7-1. A multiple-school meet shall count as one meet.

**74-3-1 Determining District and Regional Championships**-Qualifications for district and regional meets shall be set by the appropriate district and regional councils. Failure of a region to determine its representatives for the state meet on or before the dates specified on the Activities Calendar (inside front cover of the *Handbook*) shall disqualify the regional representatives from the state meet.

**74-4-1 Determining State Championships**-Group AAA shall determine its state team and individual champions on the date specified on the Activities Calendar (inside front cover of *Handbook*).

**74-4-2 State Meet Entries**-Eligibility of teams and contestants shall be governed by the following provisions:

- (1) **Team Gymnastics**-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. An alternate(s) for team competition is/are permitted for all meets.
- (2) Only entries which are properly submitted to the state director and postmarked not later than the deadline date will be accepted. No additions to floor changes in the official list of entries shall be permitted after the entry form has been received by the state director, except as noted in (5) below.
- (3) **Team Championship**-Each Group AAA region may qualify the regional champion team and the regional runner-up team to compete for the Group AAA team championship.
- (4) **Open Individual/All-Around Championships**-Either of the following methods may be used.
  - (a) For gymnasts in a region sponsoring a regional meet-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 or any all-around gymnast not placing who scores a state qualifying all-around score in the regional meet.
  - (b) For gymnasts in a region not sponsoring a regional meet-At a VHSL-sanctioned post-season meet following the district championships, qualifiers may include the top eight finalists per event (inclusive of all-around), the top four all-around finalists, any gymnast 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.
  - (c) State qualifying scores shall be published by VHSL each year.
- (5) 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 Tournament Meet director by 9:00 a.m. Thursday before the State Tournament with the name and school of the qualified replacement. No alternates for individual competition will be allowed after 9:00 a.m. Thursday before the State Tournament.

**74-5-1 Expenses**-Competing school teams or contestants shall provide for their own expenses for travel, board, and lodging.

## Miscellaneous Information

Admission Price:	State Final      \$10.00
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