



## United States Trampoline and Tumbling Association

TO: Meet Director, Sanctioned USTA Competition  
FROM: U.S.T.A. Regional Vice-President, Paula Grigsby  
SUBJECT: Procedure Updates

DUE TO **SEVERAL** PROBLEMS last year, I would like to remind ALL meet directors of their responsibility to fulfill all meet requirements *before, during, and after* your competition. Unless ALL requirements are met, your sanction can be revoked for the host team and/or fines can be imposed. PLEASE *carefully* follow ALL directions in this packet and send in all reports required within two weeks of your competition to avoid any problems.

### **JUDGES:**

Refer to the list of current NTJC Judges in good standing that is enclosed when contracting your officials. If you have any questions, you may contact Pam Konstanty NTJC Judging Coordinator at 309-932-3409.

### **MAILING LABELS:**

You will find receive a current mailing labels for the U.S.T.A. and N.T.J.C. members as requested on your sanction application. Any team granted a sanction and receiving the U.S.T.A. mailing labels/list - using said for any purpose other than for that sanctioned event will result in the host team and the host team's competitors losing their sanction status. All other competitors and/or clubs would retain their sanctioned status for said competition.

### **TEAM CODES:**

The U.S.T.A. adopted a "UNIVERSAL CODE LIST" to be used at all competitions. Refer to the Code List enclosed and **USE the codes for your competition**. If you have a new club, call the National Office for a code to use for that club.

### **MEMBERSHIP NUMBERS:**

You need to check all your entry waiver forms and collect membership fees for any individual not providing proof of membership. You may want to assign someone to check for unregistered competitors in your meet and collect their money *before* they compete. If you find any unregistered athlete(s), it is **your** responsibility to notify your State Chairperson *before* the meet. **You MUST NOT allow any athlete to compete without current USTA and AAU memberships --- remember, this is part of your sanction requirements.** Unregistered athletes could be disastrous for all parties participating - invalid insurance coverage when needed and loss of sanction for the host team. The U.S.T.A *strongly* recommends you only accept meet entries that are **completely** filled out with **both** USTA and AAU membership numbers!

## **MEET DIRECTOR & JUDGE'S REPORT FORMS:**

In the sanction forms, you will find a MEET DIRECTOR'S FORM and several JUDGE'S REPORT FORMS. After each judge has completed his/her duties the day of your sanctioned competition, you will need to give them one of the Judge's Report Forms to complete and return to you. Be sure to verify that they have their NTJC and AAU Membership numbers on their form. If they do not, you are to deduct their membership fees from their Judging Costs and mail them to the NTJC and AAU Offices. Make a copy of these forms and MAIL the original forms to the USTA National Office.

If any policy changes are made the day of the competition, they must be approved by a USTA Judiciary Committee consisting of the Superior Judge, a USTA Designated Officer, and the Meet Director. These changes must be noted on the Meet Director's Form and signed by all members of the Committee.

NEW RATING FORM - please make copies and put in all the coaches and judge's packets.

## **MEET RESULTS:**

**NOTICE:** In accordance with the current sanctioning procedures, all meet results are to be mailed to the National Office and a copy of all meet results are to be mailed to your State Chairperson. The meet results must show the competitor's name and club (code), all the judge's scores, the totals, and the places. It is a good idea to enclose a copy of your program also. If the complete results are not postmarked within two weeks of the meet date, a late fee of \$50 will be imposed.

Please note that all difficulty scores must be flashed at all levels for all events. At State and National Competitions, all scores must be flashed for all events. Judges will bring their own flashers.

## **LABELS - USTA NATIONAL OFFICE, NTJC JUDGING COORDINATOR & STATE CHAIR**

The labels attached are for you to send your results and forms to the National Office and the NTJC National Office after your meet.

Send Competition Results, Program Copy, Meet Director's Results to your State Chair  
Report, Judges' Reports to the USTA NAT'L OFFICE

Send a Copy of the Competition

**PATTI LINGENFELTER, EXECUTIVE  
DIRECTOR  
USTA NATIONAL OFFICE  
PO BOX 135067  
CLERMONT FL 34713-5067**

**REFER TO LIST OF STATE CHAIRS IN  
YOUR USTA HANDBOOK**

*If you have any other questions or concerns, please feel free to give me a call at 309-647-7306/1616.*

*Good luck with your meet!!*