



# Team Florida AAU Meet Director Guidelines Fall 2024-Spring 2025

[www.TeamFloridaGymnastics.com](http://www.TeamFloridaGymnastics.com)

8/29/24: Kathy Stuenkel new email address: [teamfloridagymnastics@gmail.com](mailto:teamfloridagymnastics@gmail.com)

10/1/24: Meet location change: Feb. 1-2 2025

## TABLE OF CONTENTS

AAU & Team Florida registrations for coaches, athletes, clubs and judges will be available on August 15th.

CONTENT	PAGE
Team Florida Website Information	3
Membership Information for Host Clubs	4
Bidding for a Meet	5
Meet Entry Forms	6
ProScore Transfer Files	6
Completion of Meet	7
Entry Fees/Refunds	7
Door Fees	8
Judges Information for Budgeting	9
Levels/Divisions/Age Groups	13
Awards	15
State meet Qualifying Scores	17
Competitive Schedule	18

## **TEAM FLORIDA WEBSITE**

[www.TeamFloridaGymnastics.com](http://www.TeamFloridaGymnastics.com)

The Team Florida Website now hosts all information pertinent to a Meet Director. Please refer to the above address for access.

Meet Director Website Information Includes:

- Meet Entry Forms (electronic)
- Bid Forms
- Guidelines
- Club list with sections
- Competitive Schedule
- Meet Director Host Invoice for after competition
- Scores



## **Memberships for Team Florida Club Hosting Meets**

All AAU Memberships expire August 31st 2024

### **On-line Team Florida registration for Meet Directors/Clubs**

#### **Instructions:**

**CLUBS & MEET DIRECTOR MUST HAVE A CURRENT AAU # TO REGISTER FOR TEAM FLORIDA & A CREDIT CARD**

- Log into: [www.TeamFloridaGymnastics.com](http://www.TeamFloridaGymnastics.com)
- Select either "Club and Coaches" icon. If the Meet Director is not a coach, then they will need a membership under "coach".
- To register your club & coaches:
  - Select the Club and Coaches Icon
  - Follow the on-line instructions
- Adding additional coaches: you can do this anytime. Log onto the website, select Clubs and Coaches Icon
  - Use the pulldown menu to find your club
  - Add coach

Receipts will be emailed automatically and state "Team Florida". Check your junk email.

Clubs: All clubs must be registered with AAU. [www.aausports.org](http://www.aausports.org)  
Once your club has received the Club AAU Membership number:  
Go to [www.TeamFloridaGymnastics.com](http://www.TeamFloridaGymnastics.com)  
Follow above directions

**All clubs bidding for meets must have a Level 2 membership if planning to host an AAU licensed competition**

## **BIDDING FOR A QUALIFYING MEET AND/OR STATE MEET**

### **MEET DIRECTORS/HOST CLUBS**

Please refer to [www.teamfloridagymnastics.com](http://www.teamfloridagymnastics.com) for all information pertinent to Meet Directors.

Website will contain: Meet Director Guidelines, bid form. clubs list with sections, invoice for completion after meet.

Clubs bidding for a meet must be a current **active member** of both AAU and Team Florida.

Club must actively compete a minimum of two (2) levels of gymnastics offered within a given season at their own awarded meet and make a commitment to compete a minimum of two (2) levels at that season's State Championships. gymnastics (Level 1,2,3,4,5,6,7,8,9,10 and all excel levels. Ladies division does not fulfill this stipulation).

Host club must attend the following within the season hosting.

Fall Season Host: Host club must attend a minimum of one (1) qualifier within season hosting.

\*\* Spring Season Host: Host club must attend a minimum of two (2) qualifiers within season hosting.

Ladies Division, Co-ed Division, and Boys Division are ineligible to count for level attendance for either season.

## **Meet Entry Forms**

All entry forms are now located on the website: [www.teamfloridagymnastics.com](http://www.teamfloridagymnastics.com)  
No handwritten or mailed in entry forms will be accepted. Meet flyers containing all meet information and meet schedule will be posted on the Team Florida website. [www.teamfloridagymnastics.com](http://www.teamfloridagymnastics.com).

### **Directions to Entering a Meet:**

1. Open the browser on your computer and type: [www.teamfloridagymnastics.com](http://www.teamfloridagymnastics.com)
2. Look for the box: Meet Entry Forms
3. Click on the link to the entry form you are entering. They will be displayed as follows:
  - 2024 Fall Qualifying Meet Entry Form
  - 2024 Fall State Meet Entry Form
  - 2025 Spring Qualifying Meet Entry Form
  - 2025 Spring State Meet Entry Form
4. Complete the required forms and the tally sheet (page 2) listing the athletes that will be competing by using the dropdown menus. **SAVE THE FORM TO YOUR COMPUTER.** Each form is different level, so save it as LEVEL 1, 2024 1<sup>ST</sup> QUALIFIER.
5. Email both forms (entry & tally sheet) to the meet director.
6. Call the meet director to give credit card payment.

The good part? Your athletes are already listed for the next qualifying meet. All you need to do is change the meet location information, check the ability divisions in case they changed.

## **ProScore Transfer:**

### **At the completion of the meet:**

- In ProScore on main meet management menu-
  - Click – Export
  - Click-ProScore Transfer File
  - Browse to select location to save the file & create a file name (name of meet)
  - Click-Save
  - Click-Export
  - Attach the exported file to an email and send to Mike Langieri ([mikey@suntrysports.com](mailto:mikey@suntrysports.com))

## **After the Meet is Completed**

At the conclusion of the meet, the following needs to be completed:

- Send scores to Terry Doster ([terry-doster@msn.com](mailto:terry-doster@msn.com))
- Send ProScore Transfer File to Mike Langieri ([mikey@suntrysports.com](mailto:mikey@suntrysports.com))
- Post scores on MeetScores On-Line (<https://www.meetscoresonline.com>)  
Scores posted on MeetScoresOnLine are NOT the official scores. Official scores are kept with Team Florida.
- Pay Team Florida Invoice ([www.teamfloridagymnastics.com](http://www.teamfloridagymnastics.com))

## **MEET DIRECTOR RESPONSIBILITIES**

**Within seven (7) days** of the conclusion of the meet, Meet Directors will use the “Express Invoicing” located on the Team Florida Website under Meet Directors to pay the Meet Fees.

\$7.00/athlete that registered for the meet- 350+ athletes

\$5.00/athlete that registered for the meet – 101-349 athletes

\$3.00/athlete for meet 100 athletes or less

\$3.00/judge

There will be a \$25.00/day fine for each day payment is not reached after the seven (7) day Period.

## **Entry Fees for Team Florida - Clubs & Coaches**

Fall 2024 Qualifier Entry Fee: \$54.00/athlete

Fall 2024 State Meet Entry Fee: \$80.00/athlete

Spring 2025 Qualifier Entry Fee: \$65.00/athlete

Spring 2025 State Meet Entry Fee: \$85.00/athlete

Team State Meet Entry Fee: \$50.00/team

Coaches Registration: \$10.00/coach

Club Registration: \$15.00

Judges Registration: \$10.00/judge

NOTE: There is no Team Florida Registration for Athletes

## **REFUND OF ENTRIES**

In the event an athlete is injured or becomes ill at the time of a qualifier/state championship, the coach may request from the Team Florida President PRIOR TO THE FIRST DAY OF COMPETITION and be issued a refund for the entry fee from the meet director. The coach must supply to the president of Team Florida, a copy of a written physician's excuse which explains the fact that the gymnast was injured/ill at the time of the designated competition and needed to be treated and cannot participate in the training and/or competing in gymnastics for a specified amount of time that would include the dates of the qualifier/state championship. If the president approves the request, the meet director shall issue a refund to the club (not the parent of the child) the amount of the entry fee. The refund will be issued within two weeks following the completion of the competition. The coach must supply the mailing address of the club and to whom the check should be written.

If the Team Florida president does not receive a written physicians' excuse as stated above PRIOR to the first day of competition, no refunds will be given.

In the event of a major unavoidable situation (hurricane, national health crisis etc) which results in a state/national shutdown and qualifier/state meet is cancelled AFTER entry deadline; refunds will be issued to participating clubs less \$15.00. If qualifier/state meet is cancelled BEFORE entry deadline; full refund will be issued. All refunds will be issued within three (3) weeks of cancellation.

## **DOOR FEES**

**In-gym door fee for qualifiers:	\$15.00/adult, \$10.00/child (4 -12 years of age), under 3 years of age – free  Two Day Pass: \$25 adult, \$15/child (4-12 years of age)
**Outside facility door fee for qualifiers:	\$25.00/adult , \$20.00/child (4-12 years of age), under 3 years of age – free  Two Day Pass: \$40 adult, \$30 child (4-12 years of age)
**State Championship door fee:	\$25.00/adult (13 years of age and up), \$20.00/child (4-12 years of age), under 3 – free
**Two Day Pass:	\$40.00/adult (13 years of age and up), \$30.00/child (4-12 years of age), under 3-free



**PLEASE INFORM PARENTS THAT MOST DOOR FEES ARE CASH ONLY**

### **JUDGES INFORMATION**

Judges will automatically be assigned to your meet for you by the Carol Curley, AAU Judges Assignor. ([curleynawgj1@gmail.com](mailto:curleynawgj1@gmail.com)). If your meet is low in numbers, Kathy Stuenkel will make the decision as to the required number of judges on your meet.

#### **IMPORTANT:**

In a competition where a situation arises that is not easily resolved by the Chief Judge on an event, the acting Meet Referee should be consulted. If a solution still cannot be resolved or if there are questions regarding Team Florida rules and policies, please contact Kathy Stuenkel, Team Florida President ([teamfloridagymnastics@gmail.com](mailto:teamfloridagymnastics@gmail.com) 941.457.6131) for the final decision. If Kathy cannot be reached the final decision will be made by the meet referee after consulting with the meet director. The meet referee will send a follow up email to Kathy Stuenkel after the meet regarding the situation and any resulting decisions. Decisions should be made for the benefit of the gymnast. After the competition, judge should contact Kathy Stuenkel and report the situation and what the resulting decision was.

And for your budgeting information:

### **TEAM FLORIDA AAU GYMNASTICS JUDGES POLICIES FOR QUALIFIERS AND STATE CHAMPIONSHIPS** **Fall 2024- Spring 2025**

ALL MILEAGE REIMBURSEMENT IS BASED ON .55 PER MILE, NOT THE IRS RATE

### Travel and Mileage Reimbursement – Rideshares

1. Judges assigned to qualifiers and/or State Championships are requested to rideshare to a competition whenever possible.
2. A rideshare is considered as two or more people
3. Judges who rideshare must set up the ride share on their own
4. Drivers of a rideshare will receive full mileage
5. A judge who is the designated driver of a rideshare, in order to receive full mileage is required to indicate on their vouchers who they rideshared with as well
6. If there are only two judges who are local to each other and one of the judges elects to drive solo to the meet, the both judges are considered solo drivers and the mileage cap will apply to both judges.

Solo Drivers: Judges who choose to drive solo to a competition will receive mileage under the following stipulations:

1. A hard copy of Mapquest will be required, showing the shortest distance from home to meet site and back.
2. Mileage will be capped for solo drivers as follows:  
Fall Season: 120 miles maximum  
Spring Season: 220 miles maximum  
State Championships: 220 miles maximum
3. Solo drivers may not receive mileage if they drive with family members, coaches, team parents or athletes or anyone not judging the competition.

### Judging Hours:

Judging hours will be calculated for all competitions from the beginning of the first routine performed of the first session and concludes when the last gymnast of the last session of the day completes her routine. There will be no break time calculations. In other words, judges are paid straight through the day.

### Report Times:

The report time for judges will be 10 minutes prior to the start of timed warm ups if the meet is modified capital cup (warm up/compete each event). Report times are not compensated. Judges go on the clock when the first gymnast begins her routine. Judges are not to begin judging until warm ups and march in or team intros have been completed. Judges should wait for signal from meet referee to begin judging.

It has been recommended that the meet director have a designated individual recording the start of the first gymnasts' routine and the last gymnast ending her routine. The meet referee should also record these times and confer with the meet director so that the times concur. Ending time of the last session should be based on the printed time schedule. However, if the meet is obviously ahead of time and there are a large number of scratches or some other circumstances that makes it obvious that the last session will end earlier than printed, the meet referee should confer with the meet director and arrive at a mutual decision.

#### Meals and Per Diem (Subject to Team Florida COVID-19 restrictions)

##### Breakfast:

1. If you leave your house to travel to the meet the morning of the meet, no breakfast charges may be made on your voucher.
2. If you stay in a hotel overnight and the meet doesn't provide breakfast but the hotel provides complimentary breakfast, you may not charge per diem for breakfast whether you eat breakfast at the hotel or not. Some meets provide a breakfast of some fashion for judges because not all judges will stay the night prior to the meet start. Contact the meet director, if possible, and ask if breakfast will be provided at meet site.

##### Dinner:

1. Judges who have a 3 hour or longer drive to arrive at the hotel the night prior to a meet begins are eligible to provide a receipt for up to \$15.00 for dinner. The driving time must be verified by hard copy from Mapquest.
2. If dinner is not provided at all at the meet site and you will arrive home after 7pm, you are eligible for the \$20.00 per diem. Driving time must be verified by hard copy of Mapquest. Note: due to the fluctuation of session competition times, dinner may have to be provided at a time somewhat earlier than you may be accustomed to. Please be flexible and understanding in these situations. Do not expect to be served four meals in one day.

Judges cannot provide/share meals, snacks, drinks etc with coaches, family members or friends that are meant for the judges only. Family members/friends are not allowed in the judges break room/area.

##### Hotel Rooms

1. If you have a drive time of longer than one hour from your home to the meet site as verified by Mapquest for an 8:00am report time, you may request a hotel room for the night before the meet.
2. If a competition will not be over in time for you to arrive home by 11:30pm as verified by Mapquest, you may request a hotel room.
3. If a meet director offers you a hotel room and you elect instead to drive to and from the meet site you may only receive mileage for one round trip to and from your home and meet site.
4. If you must cancel a hotel night, you must inform the meet director and the assigner before fees are incurred or you will be responsible for the hotel room cost.
5. You cannot have overnight guests or family members stay with you in the hotel room unless they are contracted judges on the meet even if you are in a room by yourself. If you choose to have a non-contracted judge stay in your room, you will incur the total cost of the room night.
6. Mapquest must be provided in hard copy, no electronic verification showing mileage from home to meet site. Mapquest verification must show both mileage and time it takes for you to travel to the site. You must include the hard copy with your expense voucher. This is your responsibility as a contractor. Failure to provide a hard copy of Mapquest will result in no mileage reimbursement whatsoever.
7. Judges will be housed one (1) per bedroom, in a single bed. Accommodations can be a single hotel room, condo or rental home (Air BnB, Vrbo etc) with multiple single bedrooms – one for each judge. **Judges may NOT bring family members or any persons (including coaches) other than themselves to stay in the accommodations provided by the meet host.**

## **LEVELS, DIVISIONS & AGE GROUPS**

NOTE: Divisions and age groups may be combined if entries are small due to COVID-19.

### Levels:

1,2,3,4,5,6,7,8,9,10, Xcel levels: Copper, Bronze, Silver, Gold, Platinum, Sapphire, Diamond, Ladies Division

### Ability Divisions: (subject to change)

#### Level 1, Level 2 and Level 3 Ability

Novice:	31.975 and below
Advanced:	32.000 – 33.975
Open:	34.000 – 36.975
Elite:	37.000 and above

#### Level 4 Ability Divisions:

Novice:	31.975 and below
Advanced:	32.000 – 34.975
Open:	35.000 – 36.975
Elite:	37.000 and above

#### Level 5 Ability Division:

Open:	33.975 and below
Elite:	34.000 and above

Level 6 Ability Division:

Novice: 34.000 and below  
Advanced: 34.025 – 34.975  
Elite: 35.000 and above

Level 7, 8, Xcel Platinum Ability Divisions:

Open: 33.975 and below  
Elite: 34.000 and above

Level 9, 10, Excel Diamond Ability Divisions:

No ability divisions unless necessary -participants will be notified by meet director.

Level Xcel Bronze, Xcel Silver & Gold Ability Divisions:

Novice: 33.000 and below  
Advanced: 33.025-35.00  
Open: 35.025-36.975  
Elite: 37.000-above

Copper & Sapphire Divisions:

No ability division. May be sub-divided when there are 13 or more in one age group.

Ladies Division:

No ability divisions. Ladies may compete in the following levels:

Level 7,8,9,10, Xcel Silver, Xcel Gold, Xcel Platinum, Excel Diamond, Sapphire

Ladies Division: 34.00 All Around and above receive an elite pin at State.

No age divisions unless there are more than 12 in a group, per level. When the entries exceed 12 gymnasts, they will be divided equally based on date of birth. Elite scores and awarding of elite pins are based on the level of athlete (refer to elite criteria in age group divisions)



## Important Reminders

Levels 1 through 10 , Xcel Bronze, Xcel Silver, Xcel Gold, Xcel Platinum, Xcel Diamond, Xcel Sapphire

There will be no age groups within the Elite Division unless there are 12 or more athletes in the division. If there are 12 or more Elite division athletes, the division will be divided into age groups of no more than 12 athletes per age group. The Elite Division is based on level of ability, not age unless over 12 gymnasts.

Examples:

1. 12 elite athletes. No age groups
2. 13 elite athletes. Two age groups of 6-7 athletes based on dates of birth
3. 18 elite athletes. Two age groups of 9 athletes based on dates of birth
4. 26 elite athletes. Three age groups of 7-8 athletes based on dates of birth

There will be no exception to this rule. See section on Ability Division (page 14)

## Age Group Awards

Age groups for each level, each division will be determined by date of birth rather than pre-determined, specific age groups. The maximum number of competitors in an age group will be twelve (12) and there will be a maximum of three (3) years between the youngest and oldest

competitor. If there is more than a 3 year difference for a group of twelve (12), that group will be sub-divided so that there is no more than a three (3) year age difference. Be sure when entering athletes to list the correct birthdate.

Levels 1-10: Medals for placement, ½ plus 1 per division, per age group, per level  
100% Medals for All Around

#### Age Groups For Competition:

Levels 1,2, Xcel Copper, Xcel Bronze:	No age minimum
Levels 3,4,5, Xcel Silver:	Age 5 by meet
Levels Xcel Gold, Xcel Platinum:	Age 6 by meet
Level Xcel Diamond, Xcel Sapphire:	Age 8 by meet
Level 6,7,8:	Age 8 by meet
Level 9,10:	Age 9 by meet

#### Ladies Division Information and Rules:

Any athlete from High School age and above

This division is offered in the Spring Season only

Ladies division currently may compete in the Team Florida Program:

Xcel Levels – Silver, Gold, Platinum, Diamond, Sapphire

Levels 7,8,9,10

Ladies division athletes can attend any qualifier providing they have a current AAU National Membership. They are not bound by the section boundaries.

Ladies division athletes are not required to attend a qualifier to be eligible to compete in the Spring State Championship. If she is independent of a club, as an individual and is at least 18 years old, she may compete as an Independent. It is the responsibility of the athlete to contact the meet director of the meet she wishes to enter. She may use the entry form provided in the handbook and mail to the meet director before the entry deadline.

Entry fees for the Ladies Division will be 100% in individual events and in All Around. All Around competition is not required.

Award groups will be no more than twelve (12) in a group per level. When entries exceed 12, gymnasts will be divided into a second group based on date of birth.

These groups will be known as Group A, B and so on.

APPAREL: Leotard either long sleeved or tank style. Ladies division athletes are required to wear form-fitting thigh length or ankle length footless tight/leggings or a one piece ankle length unitard. No sweatpants or warm up pants.





### **STATE MEET QUALIFYING SCORES**

Levels 1 – 8, Xcel Bronze, Xcel Silver, Xcel Gold and Xcel Platinum

28.00 AA

8.0 Individual Event

8.0 Individual event all levels of compulsory and optional

Level 9, 10, Xcel Diamond, Excel Sapphire:

30.00 AA

8.0 Individual Event

All scores and start values that are flashed, whether electronically or by hand, are a guide only and are subject to change. The scores announced at awards are correct and final as these scores have been verified by officials and staff

**TEAM FLORIDA AAU GYMNASTICS 2024-2025 COMPETITION CALENDAR**

**2024 FALL SCHEDULE**

<b>1<sup>st</sup> Qualifier</b>	<b>2<sup>nd</sup> Qualifier</b>
<b>October 26-27</b>	<b>November 23-24</b>
<b>South</b>	<b>South</b>
Tampa Gymnastics Patti Gross & Morgan Knox 17302 Commerce Park Blvd Tampa FL 33647 813.390.6631, 813.373.1308 <a href="mailto:Patricia.gross@tampagov.net">Patricia.gross@tampagov.net</a> <a href="mailto:Morgan.knox@tampagov.net">Morgan.knox@tampagov.net</a>	Horizon Gymnastics Shelly Proa 285 Adalia Terrace Port Charlotte FL 33953 941.627.5342 (W) 941.457.9692(C.) <a href="mailto:tumbleathorizon@aol.com">tumbleathorizon@aol.com</a>

<b>State Meet</b>
<b>December 14-15</b>
Host: Tampa Gymnastics Meet Director: Patti Gross (813.390.6631) & Morgan Knox (813.373.1308) Location: 17304 Commerce Park Tampa FL 33647 813.390.6631 Meet Entry Form: Please use electronic entry form found on <a href="http://www.teamfloridagymnastics.com">www.teamfloridagymnastics.com</a> Payment for meet: <u>Credit Card Payment</u> : Contact Mary Campanello <a href="mailto:mcampanello@candosports.cog">mcampanello@candosports.cog</a> 813.892.9177 or <u>Venmo Payment</u> : <a href="http://www.venmo.com">www.venmo.com</a> - @candosports or <u>Check Payment</u> : Payable to Can Do, mailed to Patricia Gross at the above address.

### 2025 SPRING SCHEDULE

<b>1<sup>st</sup> Qualifier</b>	<b>1<sup>st</sup> Qualifier</b>	<b>1<sup>st</sup> Qualifier</b>
<b>February 1-2</b>	<b>February 1-2</b>	<b>February 1-2</b>
<b>North</b>	<b>South</b>	<b>Central</b>
Taylor Gymnastics LaDonna LaValle 210 E Main Street Perry FL 32347 850.584.7382 (W) 850.843.3144 (C.) Taylorgymnastics210@gmail.com	Horizon Gymnastics Shelly Proa 285 Adalia Terrace Port Charlotte FL 33953 941.627.5342 (W) 941.457.9692(C.) tumbleathorizon@aol.com	Bayside Sports Academy Sommer Menne 4400 34 <sup>th</sup> St N Suite E St Petersburg FL 33714 727.642.4196 © sommerm@baysidesportsacademy.org
<b>2nd Qualifier</b>	<b>2nd Qualifier</b>	<b>2nd Qualifier</b>
<b>March 1-2</b>	<b>March 1-2</b>	<b>March 1-2</b>
<b>North</b>	<b>South</b>	<b>Central</b>
Meet Site: Legacy Park Multipurpose Center Host: SunCountry Gymnastics Mike Langieri 15400 Peggy Rd Alachua FL 32615 352.331.8773 (W) 352.222.5416(C.) mikey@suncountrysports.com	Horizon Gymnastics Shelly Proa 285 Adalia Terrace Port Charlotte FL 33953 941.627.5342 (W) 941.457.9692(C.) tumbleathorizon@aol.com	SportsRock Gymnastics Debbie Johnson/Ken Pfeifauf 1215 Donegan Ave Kissimmee FL 34745 407.480.2777 (W) 407.970.3990 (C.) Debs19@aolcom
<b>3rd Qualifier</b>	<b>3rd Qualifier</b>	<b>3rd Qualifier</b>
<b>March 29-30</b>	<b>March 29-30</b>	<b>March 29-30</b>
<b>North</b>	<b>South</b>	<b>Central</b>
Fit Club Gymnastics Ken Pfeifauf 196 N Industrial Drive Orange City FL 32763 386.837.0215 © meetexpectationllc@hmail.com	Meet Site: Estero Recreation Center Host: Naples Progressive Debbie Ponczoch 9200 Corkscrew Palms Blvd Estero FL 33928 239.455.3700 dponczoch@aol.com	Bayside Sports Academy Sommer Menne 4400 34 <sup>th</sup> St N Suite E St Petersburg FL 33714 727.642.4196 © sommerm@baysidesportsacademy.org

### State Meet Championships

**May 9-11 20205**

Host Club: Team Florida Board

Meet Coordinator: Kathy Stuenkel 941.457.6131 ([teamfloridagymnastics@gmail.com](mailto:teamfloridagymnastics@gmail.com))

Meet Directors:

Location: Ocean Center, 101 N Atlantic Blvd, Daytona Beach FL

Entry form: [www.teamfloridagymnastics.com](http://www.teamfloridagymnastics.com) (electronic form ONLY)