



American Gymnastics
Parents Association
Volunteer Handbook
2007



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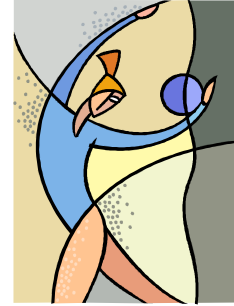
American Gymnastics Parents Association Mission Statement

The AGPA is a non-profit corporation (501(c)3) established in 2001. Its purpose is to raise funds to help defray the cost of team member competition locally, statewide, regionally, nationally and internationally.

INTRODUCTION

The purpose of the Volunteer Handbook is to promote, serve and administer a consistent set of standards and procedures with regards hosting a meet. This shall be done by:

1. Carrying out the purpose and objectives of the AGPA in accordance of the Rules and Policies of the USA Gymnastics (www.usa-gymnastics.org);
2. Providing guidelines and job descriptions of Volunteer positions;
3. Providing a Code of Conduct for all AGPA volunteers;
4. Providing Support to organize and ensure consistent standards for all AGPA-hosted competitions.



Volunteer Etiquette

AGPA volunteers are charged with the responsibility to contribute to an environment which makes participation in a meet hosted by the AGPA a positive and rewarding experience for all participants.

Code of Conduct during Competitions:

1. Adherence to USA Gymnastics Code of Ethics
2. Proper Decorum and Conduct
 - a. Volunteers shall engage in respectful, solemn behavior.
 - b. Moving from one's work station to other areas on the floor should be kept to an absolute minimum.
 - c. No running at any time is allowed.
 - d. Child volunteers must be parent-supervised (i.e. parents must be accessible to Floor Manager).
 - e. Stations must be manned at all times.
 - f. Candy/Snack bowls at judges table are for judges only. Eating while at volunteer station is not permitted.
 - g. Requests to change work position and other questions should be referred to the Floor manager.
3. Attire should be clean and neat.
 - a. Brestyans Shirt or other Brestyans apparel.
 - b. No jeans.
 - c. Shoes must be worn at all times.



Floor Manager

1. Will head a group meeting with all volunteers *prior to each session* in order to establish ground rules and answer volunteer questions.
2. Serves as liaison between Meet Director and Floor Volunteers.
3. Supervises all floor volunteers and is knowledgeable of their roles and responsibilities.
4. Is aware of timed warm-ups rules.
5. Is responsible for maintaining order during competition.



Decorations

Decorations (i.e. balloons, table clothes, etc.) should be placed at the following locations:

- Tables – Tables must have consistent color themes. Table cloths and balloons must be secured.
- Awards Room
- Welcome Area
- Concessions
- Merchandise



Signage

The Signage Committee is responsible for all signs placed at the competition, including the following locations:

- Welcome Booth/Table
- Athlete Sign in Table
- Concessions
- Merchandise
- Judges Room
- Coaches Room
- Awards
- Direction Arrows

Please note that price signs located at the concession and merchandise locations are not the responsibility of the signage committee.



Concessions

Concession committee members are responsible for ensuring that there is an appropriate amount of food available to sell during the competition.

Recommended foods include:

Morning Sessions:

Beverages – Coffee, Juice, Water

Food – Donuts, bagels, Muffins

Appropriate condiments (cream cheese, butter, etc.)

Afternoon and evening sessions:

Beverages – Coffee, Juice, Water, Soft Drinks

Food – Hot Dogs, Pizza, Sandwiches

Side Foods – Popcorn, Bags of Chips

Vendors for food (Dip-n-Dots) if pre-approved by the AGPA Board.

All food should be fresh. Prices should be placed in a location where they are easily read.



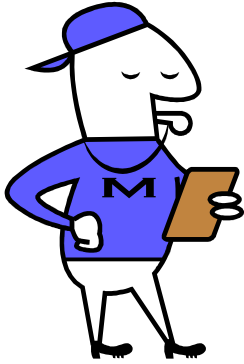
Judges Room

Judges Room should be kept clean and neat at all times. Only the Judges and volunteers who are responsible for the room are allowed entrance. There is a tendency for volunteers from other departments (particularly children) to want to enter and enjoy the room. Please understand that this is not allowed.

Candy/Pretzel bowls and water must be placed on the judges' floor tables and kept well stocked at all times. Water is normally kept in a cooler behind the head table for easy access.

After the last session of the day, volunteers should ensure that the room is picked up and ready for morning crew (Brownie points go to those who set up coffee in advance 'hint hint)

Housekeeping items (issues, special requests and/or extenuating circumstances) must be communicated to each shift.



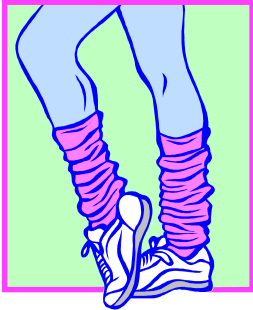
Coaches Room

Coaches Room should be kept clean and neat at all times. Only the Coaches and volunteers who are responsible for the room are allowed entrance. There is a tendency for volunteers from other departments (particularly children) to want to enter and enjoy the room. Please understand that this is not allowed.

All food must be replenished by the volunteers working the area. Please make sure beverages and snacks are readily available. If more food items are needed during the course of the day, contact the concessions area.

After the last session of the day, volunteers should ensure that the room is picked up and ready for the morning crew. Make note of extra food or supply purchases, if applicable, and submit the receipts to the AGPA Treasurer for reimbursement.

Housekeeping items (issues, special requests and/or extenuating circumstances) must be communicated to each shift.



Merchandise

Merchandise committee volunteers are responsible for arranging to have vendors at the meet. Items purchased for AGPA to sell must be pre-approved by the AGPA Board and should vary in price from a few dollars to more expensive items. Although you may specialize in expensive, one-of-a-kind items, develop less expensive items that will appeal to more people. They will help to sell the more expensive ones.

It's best to have 2 volunteers at all times or a “helper” as it may be hectic at times. Also, there will always be someone there when one volunteer needs to leave for some reason.

Even if you hate to sell, remember that is why you are there. Salesmanship involves looking people squarely in the eye, smiling at them, talking to them. Above all, don't sit around reading a book or looking bored. At no time may the merchandise area be un-staffed.

Merchandise items may include: AGPA merchandise, flowers, photographer, and other pre-approved vendors with whom AGPA has contracts.



Raffle

Raffles are a great way to solicit a large number of small donations, while you allow people to feel that they are getting something (or the chance at something) for their money. Think about raffling or auctioning items that people would like owning and appreciate buying at a bargain. Usually, big-ticket items inspire the best participation during a raffle, but an auction can feature items across a wide range of styles and prices.

During the competition the volunteers should:

1. Enthusiastically work the crowd;
2. Deposit monies with the designated cashier after each run;
3. Communicate that winning raffle numbers will be posted on the AGPA web site and/or announced at the awards ceremony.



Warm-up Rules

Event timers must request a stopwatch, which is kept at the head table. Timers are responsible for their watch at all times. ***Please do not give it to a coach or leave it on the event table.*** These watches add to the expense of hosting a meet and always seem to disappear. All timers must return their watches to the head table when they are done working.

Modified Non-Traditional Format (2 sets of equipment in the competition gym)

Level 1 thru 3:	30 second timed warm-up
Level 4 thru 6/Prep-Op:	1 minute timed warm-up
Level 7 thru Elite:	2 minute timed warm up

Note: if gymnasts are warming up on a different set of equipment than they compete on, they are entitled to a 30 second touch on the competition equipment.

However, if they warm up on the equipment that they are actually competing on, *no 30 second touch is allowed.*

Traditional Format (Warm-up on all 4 events in the competition gym; then compete all 4 events)

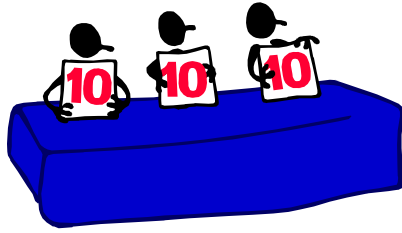
Level 1 thru 3:	30 second timed warm-up (additional 30 sec. touch allowed only if more than 15 in a squad or if the warm-up is in a separate gym.)
Level 4 thru 6/Prep-Op:	1 minute timed warm-up (same as above)
Level 7 thru Elite:	1 1/2 minute timed warm-up (additional 30 second touch allowed.)

Bars

Bars settings are not included in the timed warm-up. However, if a club chooses to block time, the clock will not stop. Block time is for bars and beam only.

Vault

Compulsory/Prep-Op:	maximum of 2 vaults
Optional:	maximum of 3 vaults



Flashers and Runners

Flashers work at each event and are responsible for “flashing” the competitor’s score. When the judges are done scoring the competitor, they will hand you the gymnast’s score card. Read the score and change the numbers to indicate her score.

Show the score by standing tall and slowly rotating, displaying it to the spectators and those on the floor. Then sit down.

Runners work at each event and are responsible for returning the score cards to the head table so that the gymnast’s scores can be entered into the computer.

After the person flashing scores is done with the card, bring it over to the head table and either place it in the basket marked “score cards” or hand it to the person doing the scoring.

Please do not run and make sure to stay out of the way of the gymnasts on the floor who are competing and always walk *behind* the judges table.

Runners may also be asked to take score cards for the next squad to the judges for the event they are working.

Do not hold on to score cards. This disrupts the flow of the meet – and can potentially delay awards.

It is Ok for flashers and runners to switch positions during the course of the session. For example, if the runner gets tired, he or she may switch and flash scores while the flasher runs the cards.



AWARDS

Awards are broken down by Level and Age Group. There are individual event awards, and all-around awards for each level and age group. There are sometimes team awards.

Any level may have more than one age group during a session. The number of participants in each age group determines how many placement awards there will be.

Volunteers working awards must sort the event and all-around medals/ribbons and/or trophies by level and age group while the competition is going on.

When the session ends, the person doing the scoring will print out meet results for that session for each event and the all-around by level and age group. The person doing awards should mark how many places to go out for each level, event and age group before announcing awards. *This is pre-determined by the meet director and/or USAG rules.* For example, if awards go out 6 places for vault, bars, beam and floor, but go out 8 places in the all-around in Level 5 Child age division, draw a line under the participant that came in 6th place for each event and draw a line under the participant that came in 8th place for the all-around for that age division. Please make a note or highlight the names on the paper if there is a tie.

Before awards, explain that if there is a tie in an event that the tie is broken by the higher all-around score. If there is a tie in the all-around, the tie is broken by the highest event score. Announce that you will do all events for each age group first (individual awards for vault, bars, beam and floor) then the all-around. This keeps the kids interested. Announce when the team award will be given - at the end of this session or later on - see below.

When announcing awards, please speak clearly and announce each age group and event award prior to announcing names. Example of announcing: “For Child Vault, in first place with a 9.2, Jane Doe from Brestyan’s. In second place, with a 9.1, Susie Smith from Brestyan’s, etc. Don’t wait too long between announcing the children’s names - the idea is to keep awards moving! On the other hand, don’t go so fast that the kids get lost and confused, which usually happens with the younger children. If there is a tie, announce that there is a tie for “?th place” and name the children in order as they appear on the meet results. Yes, sometimes there are three and four-way ties!

Team awards are done after all participants in a given level have competed. Sometimes this does not happen until after two or three sessions are finished.

Team awards usually take the top three scores for each team from each event and go out three places. This is pre-determined by the meet director and/or USAG rules.

Congratulate all the competitors and thank them for coming to the meet. If anyone has questions about scores, etc. have their coach speak to the meet director or go to the head table with the score card.