



**Adrenaline Junior Olympic (JO)
Home Meet
Parent Volunteer Instructions
(Modified Traditional Format Meet)**

Last Updated: Oct 23rd, 2015

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The following are brief descriptions of the various duties that you might be signed up for during a JO home meet. Prior to each session, we will also hold a parent volunteer meeting at your designated “show time” to go over specific details and any last minute changes.

Setup

1. Parents will be broken up into working groups assigned to assist a specific AGA employee with the setup of the gym to host the meet. For setup, the following general tasks will be accomplished:
 - Equipment moves (into meet setup)
 - General Cleanup (vacuum, bathrooms, trash, etc)
 - Spectator seating setup

On Floor Positions

Timer

General Timer Notes:

- **Warmup Time Allotted (All Events):**
 - Level 3: 45 Seconds X number of gymnasts per squad
 - Level 4&5: 1 minute X number of gymnasts per squad
 - Level 6 & 7: 1.5 minutes X number of gymnasts per squad
 - Levels 8-10: 2 minutes X number of gymnasts per squad
- **“Blocking Time” (Bars Only)**
 - If more than two clubs are within a single rotation the coaches may choose, **at their discretion**, to combine their athletes into a single warm-up group for time purposes.
- **Time Infractions:**
 - If an athlete (or coach) blatantly disregards the timer and exceeds the warm-up time, the timer must report the infraction to the Meet Director or Meet Referee. This would be considered as the warning and any subsequent infraction would result in a penalty to the team.
- **Multi-level rotations:**
 - If there are gymnasts from different levels within a single rotation, the allowed warm-up time will be configured by using the higher allowed warm-up time.
- **Keep Coaches aware of their warm-up time:**
 - Please make sure you tell the coach how much time they have overall prior to warm-up starting, and then give them a 1 minute, 30 second, 10 second, done, countdown.

1. Vault

a. General

- i. This job requires the timer to keep track of the time for gymnasts warming up on the Vault.
- ii. One stopwatch is required.
- iii. Block time for timed warm-ups is not allowed on Vault, and the entire squad warms up at the same time.
- iv. Total allowed time for warm-up will be determined by multiplying the number of athletes by the allowed time.

b. Warm-ups

- i. Clock Starts When: 1st gymnast touches springboard/vault. Do not start clock on initial run-by's.
- ii. The timer will call out verbal notification of available time left at 1 Minute, 30 seconds, 10 seconds, and time expired to the coaches in the rotation.
- iii. Clock stops when: Allowed Time is expired

2. Bars

a. General

- i. This job requires the timer to keep track of the time for gymnasts warming up on the bars, and is also a fall timer.
- ii. One Stopwatch is required.

b. Warm-ups

- i. Bar settings (adjustments) are NOT included in the warm-up time; however, if clubs choose to block time, the clock will not stop within the block time.
- ii. Total allowed time for warm-up will be determined by multiplying the number of athletes by the allowed time.
- iii. The timer will call out verbal notification of available time left at 1 Minute, 30 seconds, 10 seconds, and time expired to the coaches in the rotation.
- iv. Clock Starts When: First warm-up athlete touches the bar.
- v. Clock Stops When: Allowed time is expired

c. Falls

- i. Allowed time to remount bars: 45 seconds
- ii. When a gymnast falls from the bars, the 45-second fall time begins
- iii. The timer will give verbal notification of 20 seconds and 10 seconds remaining for remounting after a fall.
- iv. When the gymnast remounts the bars (leaves the floor), the 45 second fall time stops.
- v. If the 45 second fall time is exceeded, the exercise is terminated.

3. Beam

a. General

- i. This job requires the timer to keep track of the time for gymnasts warming up on the beam, times falls, and times routines. Two Stopwatches are required.

b. Warm-ups:

- i. This warm-up is different than all the rest of the events. It's called "3 up 1 compete". The gymnasts will be warming up in-between competing routines.
- ii. 3 girls will warm-up and then competition will start. They may take individual time or the 3 girls may warm-up together (ask coach.)

- iii. The 4th gymnast will warm-up after the first girl competes. The 5th gymnast will warm-up after the 2nd girls competes. This will continue till all gymnasts have warmed up.
- iv. Please let coach know when the gymnast has :20 remaining and :10 remaining. You must do this for each gymnast.
- c. Official Competition Time
 - i. Official time starts when the gymnast touches the beam.
 - ii. Official time stops when the gymnast dismounts and arrives on the mat.
 - iii. Clock Stops When: Athlete dismounts and touches the mat
 - iv. Allowed Time:
 - 1. Level 7: 1 Minute 20 Seconds (verbal warning at 1min 10 sec)
 - 2. Level 8-10: 1 Minute 30 seconds (verbal warning at 1 min 20 sec)
 - v. Time is called once the maximum time limit is reached. (Call “Time”)
- d. Falls:
 - i. Allowed Time to get back on Beam: 30 Seconds
 - ii. When the gymnast falls off the Beam, the 30 second fall time begins, and the official beam competition time stops.
 - iii. The timer will give verbal notification of 20 seconds and 10 seconds remaining for remounting after a fall.
 - iv. Fall Clock stops when the gymnast remounts the Beam (leaves the floor)
 - v. Official beam competition time starts again with the first movement to continue the routine
 - vi. If the 30 second fall time is exceeded, the exercise is terminated.
 - vii. Official time does not stop when the gymnast falls on (but not off) the beam.

4. Floor

- a. General
 - i. This job requires the timer to keep track of the time for gymnasts warming up on the floor exercise.
- b. Warm-Up
 - i. Block time for timed warm-ups is not allowed on the Floor Exercise, and the entire squad warms up at the same time.
 - 1. With squads of 8 or less gymnasts, warm-up all gymnasts prior to competing.
 - 2. With squads of 9 or more gymnasts: warm-up half the squad, then compete; then warm-up the second half of the squad and then compete.
 - ii. Clock Starts When: 1st Gymnast starts warm-up on floor
 - iii. Clock Stops When: Allowed time expired.

Scorekeeper

- a. General
 - i. Insure the kids working the score flashers are quiet and not disturbing the competition or judges
- b. Keeping track of scores
 - i. You will be provided a score record sheet by the scorekeepers table for the session you are working.
 - ii. The judges will record their scores on a score tab and hand it to you, along with the athletes score card.

- iii. Record the score from each judges score tab on the score sheet and keep the score tabs compiled for that rotation
- iv. Call in the score to the scorer's table via the walkie-talkie system. Instructions will be provided to you on the walkie-talkie operations prior to the beginning of the meet at the scorer's table.
- v. Inform the score flasher (child) of the score to be flashed. Insure they flash the correct score.
- vi. Once the rotation is completed, provide the score tabs to one of the child runners to bring them to the scorer's table.

Off Floor Positions

Hospitality & Concessions

- a. Hospitality
 - i. Hospitality volunteers will continuously insure that:
 1. Coffee remains available in both hospitality rooms throughout the day
 2. Food being kept warm in hospitality room heating trays does not burn
 3. Coolers in both hospitality rooms stay stocked with drinks
 4. Sufficient food serving supplies are available in both hospitality rooms (plates, utensils, etc.)
 5. Trash is emptied from spectator areas, bathrooms, and hospitality rooms
 6. Paper towels/Toilet Paper/Soap remain stocked in public bathrooms
 7. Public restrooms stay generally clean and picked up
 8. Bring any major issues such as backed up toilets, running out of supplies, etc. to the Meet Director or Front Office
 - b. Concessions
 - i. The basic setup for the concession stand will be completed during the gym setup the night prior to the meet.
 - ii. Parent Volunteers for each session will assist the AGA front office staff with:
 1. Keeping the concession area in a clean state at all times.
 2. Ensure concession area is ready for next shift (items stocked & prepped, area clean)
 3. Assist customers with purchase of concession items.
 4. Prepare additional concession items when required (hot dogs, bbq beef, popcorn, etc).
 5. Be prepared to fill in any other volunteer spot in the case of an emergency.
 6. Final shift of the meet is responsible for tear down and final cleaning of concession area.

Gym Setup

1. Parents will be broken up into working groups assigned to assist a specific AGA employee. For setup, the following general tasks will be accomplished:
 - Equipment moves (back to daily practice setup)
 - General Cleanup (vacuum, bathrooms, trash, etc)
 - Spectator seating setup

Timer charts

Warmup Time

- Lvl 3: 45-seconds X number of gymnasts per squad
- Lvl 4 & 5: 1 Min X number of gymnasts per squad
- Lvl 6 & 7: 1.5 min X number of gymnasts per squad
- Lvl 8/9/10: 2 Min X number of gymnasts per squad

# Of Athletes	Level 3	Level 4 & 5	Level 6 & 7	Level 8-9-10
1	0:00:45	0:01:00	0:01:30	0:02:00
2	0:01:30	0:02:00	0:03:00	0:04:00
3	0:02:15	0:03:00	0:04:30	0:06:00
4	0:03:00	0:04:00	0:06:00	0:08:00
5	0:03:45	0:05:00	0:07:30	0:10:00
6	0:04:30	0:06:00	0:09:00	0:12:00
7	0:05:15	0:07:00	0:10:30	0:14:00
8	0:06:00	0:08:00	0:12:00	0:16:00
9	0:06:45	0:09:00	0:13:30	0:18:00
10	0:07:30	0:10:00	0:15:00	0:20:00
11	0:08:15	0:11:00	0:16:30	0:22:00
12	0:09:00	0:12:00	0:18:00	0:24:00
13	0:09:45	0:13:00	0:19:30	0:26:00
14	0:10:30	0:14:00	0:21:00	0:28:00
15	0:11:15	0:15:00	0:22:30	0:30:00
16	0:12:00	0:16:00	0:24:00	0:32:00
17	0:12:45	0:17:00	0:25:30	0:34:00
18	0:13:30	0:18:00	0:27:00	0:36:00
19	0:14:15	0:19:00	0:28:30	0:38:00
20	0:15:00	0:20:00	0:30:00	0:40:00

Max Competition Time Allowed

Beam

- Lvl 3: 55 Seconds (warning at 45 sec)
- Lvl 4: 1 minute 5 sec (warning at 55 sec)
- Lvl 5: 1 minute 10 seconds (warning at 1 min)
- Lvl 6: 1 Minute 15 Seconds (warning at 1 min 5 sec)
- Lvl 7: 1 Minute 20 Seconds (warning at 1 min 10 sec)
- Lvl 8/9/10: 1 Minute 30 Seconds (warning at 1 min 20 sec)

Floor

- Lvl 3: Set Floor Music / NA
- Lvl 4: Set Floor Music / NA
- Lvl 5: Set Floor Music / NA
- Lvl 6: 1 Minute 15 Seconds
- Lvl 7/8/9/10: 1 Minute 30 Seconds