

2023 AAU Jump Rope Tournament Director Packet



Amateur Athletic Union
www.aaujumprope.org

TO: 2023 AAU TOURNAMENT DIRECTORS

We thank you for your willingness to conduct a 2023 AAU Jump Rope Tournament! Hosting tournaments provide athletes the opportunity to compete, prepare for other competitions, and have fun! All athletes participating in licensed AAU Jump Rope tournaments qualify to register for the 2023 AAU Junior Olympic Games in Des Moines, IA.

Please establish a Tournament Committee of 3-5 people to include Tournament Director, Technical Director and representative of AAU Jump Rope (or designees for each position)

TOURNAMENT DIRECTOR'S RESPONSIBILITIES AND CHECKLIST:

- 1 **MEMBERSHIP:** All Tournament Directors, participating Coaches, Judges, Scorers, Teams and Athletes **MUST** be current AAU members. Membership may be applied for on-line at www.aausports.org . Registering on-line will allow you to print your own membership card. Adult members are now subject to a background check conducted at AAU expense. It is strongly urged that Coaches print a copy of each Membership Number for their records. The Tournament Director must check all membership numbers. AAU numbers must be provided before the tournament and cannot be applied for on the day of competition.
- 2 **RULES:** All AAU tournaments **MUST** be licensed by the AAU and administered according to the AAU Jump Rope rules contained in the 2022-2023 AAU Jump Rope Rulebook. These are available on the AAU website at www.aausports.org . Click on Homepage, select Jump Rope and then Rules.
- 3 **JUDGES:** Judges **MUST** be officially certified each year at an AAU or USAJR judging clinic. Judges **must** be current AAU members. All judges and official volunteers **must** wear white shirt, either plain white, white AAU or white USAJR shirt (no team logos); navy blue pants, shorts, or skirt (not denim); and non-marking athletic shoes. Minimum judge age at a qualifying tournament is 16 years old, 18 years old for AAU Junior Olympic Games. Judges should have a balanced representation across teams on panels as much as possible. Each participating team **MUST** provide 1 judge for each 4 athletes competing.
- 4 **CERTIFICATION OF JUDGES:** This **MUST** be done each year. Those qualified to conduct certification clinics are USA Jump Rope Judging clinicians, members of the AAU Jump Rope Committee, and certain other individuals designated by Jim McCleary, AAU Jump Rope Chairman. Judges must be trained no later than 14 days prior to the tournament. Requests for exceptions may be submitted to the AAU Jump Rope Committee c/o borkcindy91@gmail.com
- 5 **TOURNAMENT BIDS:** An official bid-form for a hosting an AAU Jump Rope Tournament **must** be sent for approval to Cindy Bork, AAU Jump Rope Secretary General by email to borkcindy91@gmail.com Forms are available at www.aaujump rope.org under Resources.
- 6 **EVENT LICENSING:** This is mandatory for AAU insurance purposes. It must be done through the AAU National Office online at www.aausports.org. Tournament Directors must be familiar with AAU event licensing guidelines. Clubs requesting sanctions must be Level 2 or 3 AAU clubs.
- 7 **FINANCES:**
 - i. Develop a **BUDGET** for your tournament.
 - ii. All **REGISTRATION FEES** and entry forms for tournaments, including AAU membership numbers, must be sent to you **to arrive by 4 weeks** ahead of your tournament date. The

basic registration fee for your qualifying tournament is \$50 per participant. Late registrations may be accepted at the Tournament Director's discretion. A \$10 late fee should be added.

- iii. **SPECTATOR FEES** may only be charged if announced with the Tournament information. No AAU member may be charged a spectator fee. The maximum spectator fee to be levied is \$5.
- iv. **CAPITATION FEE:** The Registration Fee includes a \$5 per person capitation fee. Capitation fees, along with the Capitation Fee Report, should be sent to the AAU Jump Rope Treasurer, Lee Purser, at 210 Kings Castle Drive, Apex, NC 27502 **within two weeks** after the completion of your tournament.
- v. **BILLS** for facility, awards and all other event expenses will be paid by you and host team from the registration fees.

8 **AWARDS:** Order awards for licensed AAU tournaments from the AAU National Office after you have obtained event license confirmation. Order forms are available online. To avoid extra shipping fees and late charges, awards should be ordered at least 15 workdays in advance. Medals are given for the top three places in the Overall Triple Crown combined events and ribbons for at least the top 6 place winners in the component events. Tournament Directors have the discretion to use the generic AAU Sports for All medals (with undated red/white/blue lanyards) or AAU District Championship medals (lanyards dated with the year), depending on how the tournament is licensed. Be sure you allow enough medals and ribbons for pairs and DD Triple Crown participants in each event. 71 sets of medals, 185 ribbons for each place if all age-groups are filled. Order sensibly as awards are **not returnable**. Other Tournament Directors may need extras. Tournament Directors have the option of only awarding ribbons for all events, including overall events, if they wish to keep expenses down.

9 **SCORING SYSTEM:** Obtain the use of appropriate computer equipment to run the Microsoft Access-based software for the Jump Rope competition scoring system. Be sure to request software for the AAU scoring module and the accompanying handbook from Lee Purser, Technical Director, Lee.Purser001@yahoo.com. Lee will be your support person if you encounter difficulties in set-up or scoring. A person of your choice will set up the Microsoft Access database. Be sure you have a head scorer/technician familiar with the program. He will load the registration data into the computer 2-3 weeks ahead and will enter the scores in on tournament day. You will also need 2 scorers at each freestyle judging area. One will tally and enter the scores from the judges onto each entrant's summary score sheet and the other will check the scores again. All scores should be checked twice.

10 **SCORESHEETS:** After all entries are entered into the computer and the appropriate checking of AAU IDs in the system, sorting and assignment of judges and athletes to events have been done, use the Tournament Assistant program to generate all the judging sheets: 1 sheet per competitor in each speed and power event, 1 entry summary sheet, 1 Head Judge Sheet per entry and the Presentation and Content Panel Judge Sheets for each judge per freestyle entry. {2 Head Judges, 3 Content, 3 Density and 3 Presentation when approved}. Use the AAU Tournament Assistant program to generate the scoresheets for all the events and judges. Two sets of **Head Judge** sheets are required for the Group Routine competition. The scorer will average these before entering that result into the computer.

Allow several days to print off and sort these sheets prior to tournament day.

- 11 **REGISTRATION INFORMATION:** A Sample Registration Packet is included with this Tournament Directors Guide. Mail, or preferably e-mail, the following items to all teams in your area. You should also be prepared for teams from outside your area to send in registration forms since all AAU Jump Rope tournaments are open in 2023.

Included should be:

- Individual athlete entry forms
- Team Event Entry Registration Spreadsheet (to be sent electronically)
- Judges and officials sign-up list (1:4 athletes)
- Information should include date, time, location, directions, local hotel information, schedule and fee required
- All contact information for the Tournament Director: - telephone numbers, e-mail address
- Pre-order form for T-shirts and/or lunches, if applicable
- A reminder that all registration fees, waiver forms and registration forms should be returned to you, complete with AAU membership numbers and **be received** 28 days prior to tournament date.

You can work with Alex from AAU Headquarters to send out a tournament flyer and information to your local area or District; contact Alex at 1-407-828-3765, or by e-mailing him at awilzbacher@aausports.org. Use USAJR Regional and State Reps and Board Members to get the information out to people in your area. Get invitations to Jump Rope For Heart Teams, by contacting the local American Heart Affiliate office in your region, National Double Dutch teams at www.nationaldoubledutchleague.com, American Double Dutch Teams in your area by contacting the American Double Dutch League at 1-800-982-ADDL. The Boys and Girls Clubs, Girls, Inc. and Girl Scouts also work on jump rope and may be interested.

- 12 **ELIGIBILITY:** Remind coaches that all participants, coaches and officials **must** provide current AAU membership numbers before they may participate. **Check that AAU number is provided with registration materials and that age given is correct for events entered.** Under no circumstances may anyone participate without a current AAU Membership number, or your tournament will not be official.

- 13 **PLAN AHEAD** with your team to cover the logistics of the tournament, concession stand, first-aid station, etc. Have an official Emergency Plan in place. Lunch should be provided for judges and officials if possible. Don't forget you will need an **Announcer** to keep the flow of the tournament going as well as a **Sound Person** for playing the MP3's, and your **Judges**.

- 14 **MP3 Files will be used this year:** MP3 files with standardized timing and calls for each event are available on the AAU web site at <http://www.aaujumprope.org/Rules/RulesHandbook.aspx>. You can also contact Paul Feciura at (703) 244-4599 jbcccoach@aol.com, if you have any problems downloading the files. Please be sure to have a back-up copy of the files on a separate MP3 at the tournament.

15. **RESULTS AND TOURNAMENT WRAP-UP:** Immediately after your event, please:

(1) E-mail the zipped database **to both** Lee Purser lee.purser001@yahoo.com and Cindy Bork borkcindy91@gmail.com

(2) **Within 2 weeks** of the completion of your tournament:

Send the following items by email to Cindy Bork at borkcindy91@gmail.com:

- Copy of Capitation Fee Report Form (original form with payment is sent to Lee Purser)

- List of all participating teams and coaches with addresses, telephone/e-mail numbers
- List of all participants at your tournament with AAU numbers

Send the following items to Lee Purser, 210 Kings Castle Drive, Apex, NC 27502:

- Capitation Fee Report and check for Capitation Fees of \$5 per registered competitor; **Check should be payable to AAU Jump Rope**

NOTE: All tournament scoresheets should be retained for one year

- 16. PHYSICAL PLANNING** for the tournament: Set up the competition areas so that jumpers and judges are separated from the audience. Establish a warm-up area and holding area for the events. Other jumpers, family members and coaches should not be allowed on, or very near, the competition floor or the judges, except coaches in the support boxes. It would be preferable for the judges to sit alternating Content and Presentation (Head Judges, Content, Presentation and Density when approved). They should not be able to confer on scores. Floor tape should clearly mark the jumping areas and the center of the freestyle areas. The judges should be positioned outside the area for freestyle. Be sure you have enough mechanical counters, stop watches, pencils, scoresheets, calculators etc. for your needs – see checklist.
- 17. AAU JUNIOR OLYMPIC GAMES:** The only way that qualified athletes can register for the AAU Junior Olympic Games is online at www.aaujrogames.org.

Good luck with your event! If you need help, do not hesitate to contact Cindy Bork at borkcindy91@gmail.com or contact Jim McCleary at jamesemccleary@gmail.com

CHECKLIST FOR TOURNAMENT DIRECTORS

Computer pre-loaded with entry data from participants and teams; copy of this data on a memory stick

Copy of the AAU Tournament Assistant Application Handbook

A Printer that functions with the computer you have and extra ink/toner

Copy paper for printer and copier as needed

Pre-printed event summary scoresheet for every speed, power and freestyle event entry

Pre-printed freestyle scoresheets to include Head Judge, Head Content, 4 Content Judges, Head

Presentation, and 4 Presentation Judges for each entry generated by computer (NOTE: there are 2 Head Judges for Group Routine)

Spare copies of blank scoresheets for re-jumps or other issues

Original Registrations submitted by each team

2022-2023 AAU Jump Rope Handbook (Rulebook)

2022-2023 AAU Jump Rope Judging Manual

Coaches' Packets including Schedule, Judging Assignments, T-shirts, other event-specific information

Judging and Officials' Assignment sheets for each official or several to post on walls

Central Sound system with dual MP3 Player capability for Official Timing and for music in freestyle

Microphone

Official MP3 Timing Files; National Anthem

Tables and chairs for judges, computer people, scorers, awards, announcer, as well as for food and merchandise (if provided)

Station Number Markers

Red flags, enough for each station, to indicate readiness at station and for the backline judge in freestyle

Floor tape to mark each Freestyle and Speed area, plus center of freestyle areas; 2" painters tape works, or other acceptable gym floor tape

2' x 2' Support boxes should be marked adjacent to each station if space permits

50 – 100-foot Tape Measure

Safety cones and caution tape as needed

Flipcharts to indicate progress of heats

Clickers

Clipboards

Pencils and sharpener (electric if possible)

Pens, markers and highlighters

Paper clips, Staplers and staples

Calculators for Tabulators and computer table

Extension cords and power strips

Acceptable wall tape for posting announcements and results

Awards – medals, ribbons, trophies

71 sets of gold, silver and bronze medals 185 Ribbons each for 1st – 6th place (if all age groups full for each event, adjust number to meet needs of your tournament)

Plaques or trophies for 1st – 3rd place in Jr. and Sr. Group Team (**optional**)

Participation Ribbons-optional

Banners – Team, state, AAU banners available from AAU HQ (**optional**)

Food and drink for concessions, including courtesy lunch for officials if feasible

Merchandise for sale: ropes, pins, shirts, etc.

Cart to haul supplies, or strong helpers

Cellphone with emergency numbers for technical assistance or injury

Event specific items

The following pages include:

- **Sample Event Flyer**
- **Sample Invitation Letter to Coaches**
- **Sample Athlete Registration Form**
- **Protest/Appeal Form**
- **Capitation Fee Report**



AAU Insert Event Name (ex. AAU MD Open Jump Rope Tournament)

Where: Insert Event Location and Address

When: Insert Date, 2023

Hosted by: Insert Host Team Name

Who Should Come? Anyone interested in jump rope competition. Athletes participating in this tournament qualify to compete at the 2023 AAU Junior Olympic Games in Des Moines, IA July 30-Aug. 2, 2023.

Events:

- **Individual** – A Triple Crown event consisting of 3 component events: Speed (60 secs), Power (60 secs) and Freestyle to music (60-75 secs)
- **Pairs** – A Triple Crown event consisting of 3 component events: Pairs Speed (2x30 secs), Pairs Power (2x30 secs) and Pairs Freestyle to music (60-75 secs)
- **Double Dutch Single** – A Triple Crown event (group of 3 athletes) consisting of 3 component events: DD Single Speed (60 secs), DD Single Power (60 secs), DD Single Freestyle to music 60-75 secs)
- **Double Dutch Pairs** – A Triple Crown event (group of 4 athletes) consisting of 3 component events: DD Pairs Speed (4x30 secs), DD Pairs Power (2x30), and DD Single Freestyle to music (60-75 secs)
- **4-Person Single Rope Freestyle** choreographed to music (60-75 sec)
- **Timed Triple Unders** for 60 seconds, for ages 15+
- **Junior and Senior Group Routine** choreographed to music (2 to 4 minutes). 8 – 24-person event.

Age-groups: Individual Events:

Females: 8 and under, 9, 10, 11, 12, 13, 14, 15-16, 17-18, 19-22, 23-Older.

Males: 8 and under, 9-10, 11-12, 13-14, 15-16, 17-18, 19-22, 23-older.

Pairs*: 8 and under, 9-10, 11-12, 13-14, 15-17, 18-22.

Double Dutch*: 12 and under, 13-14, 15-17, 18-22.

Timed Triple Unders: 15-22

Group Routines* and **4-Person Single Rope Freestyle***: 14 and under and 15-22

Age is determined by the competitor's age on June 15, 2022.

*In multi-person events, age is determined by the age of the oldest competitor in the event.

Awards: Gold, Silver and Bronze for All-Around winners in each Triple Crown event and age-group.
1st – 6th (or 8th if providing) place ribbons for component events.

Cost: \$50 registration fee, payable to Insert Host Team Name.

Rules: **2022-2023 AAU competition rules will apply.** A copy of the 2022-23 AAU Jump Rope Rulebook (Handbook) can be downloaded from the web at www.aausports.org; click on Jump Rope. All athletes and coaches must be current AAU members to participate.

Officials: Please note that for AAU Jump Rope Competition, one official must be provided for every 4 athletes competing from a team. All judges and officials must be current AAU members.

To Register: Entry Forms may be obtained from Insert Name, Tournament Director, insert email address

Deadline: Insert date, 2023 (Late fee \$10 for all late registrations)

Spectators: Spectators are welcome at no charge

Concessions: Include info for your event, sample: Limited concessions will be available at this event. Several fast food restaurants are nearby. Participants may bring lunch or choose to pre-order lunch. Information about pre-ordering lunches and event t-shirts will be included in Registration Entry materials.

NOTES:

- This event is licensed by the Amateur Athletic Union of the U. S., Inc.
- All participants must have a current AAU membership.
- AAU membership may not be included as part of the entry fee to the event.
- AAU Youth membership must be obtained before the competition begins, except where the event operator has a laptop available with an internet connection.
- Be Prepared: Adult and Non-Athlete memberships are no longer instant and cannot be applied for at an event. Due to background screenings, please allow at least 10 days for membership to be processed.
- Participants are encouraged to visit the AAU web site www.aausports.org to obtain their membership.

2023 AAU QUALIFYING TOURNAMENT REGISTRATION

Tournament Date:		
Name		2023 AAU Membership # (Required)
Date of Birth:	Age as of June 15, 2023:	Male or Female
Team Name:		Coach's Name:
Competitor Mailing Address		
City	State	Zip
Phone No.	Email Address	

PARTICIPANT AGREEMENT

(Must be signed by parent or guardian if applicant is under 18)

- All persons associated with the AAU Junior Olympic Games and its qualifying tournaments must adhere to the rules and guidelines outlined in the Amateur Athletic Union Official Code Book and the 2023AAU Jump Rope Rulebook
- All participants agree to conduct themselves in a manner displaying good sportsmanship throughout the tournament. The Coach is responsible for seeing that team members, coaches, parents, representative judges and any other persons affiliated with their team conduct themselves accordingly. Ungentlemanly or unladylike conduct includes but is not limited to: the use of obscene or profane language and gestures at the competition venue, or the doing of any act which tends to disrupt or obstruct a competition, or bring this Union or amateur athletics into disrepute. Severe cases of poor sportsmanship or conduct will result in disqualification.
- Any questions concerning the rules or procedures for the tournament will be handled exclusively by the designated coach of the team and must be directed to the Tournament Committee.
- Any interpretation of the tournament rules or any decision involving any aspect of the tournament will be rendered by the Tournament Committee. The Tournament Committee will render a judgment to ensure that the tournament proceeds in a manner consistent with the general spirit and goals of the AAU.
- By participating in this tournament, each competitor and team representative agrees that the decisions made by the Tournament Committee will be final and will not be subject to review. Each competitor acknowledges the necessity for the judges to make prompt and fair decisions in this competition. Other than the process outlined in the 2021 AAU Jump Rope Handbook, each competitor and coach waive any legal, equitable, administrative, or procedural review of such decisions.
- Any competitor or team representative that does not adhere to the terms and procedures above may be disqualified from the tournament and automatically forfeits the right to any awards presented by the tournament. In addition, the competitor or team representative may also forfeit the opportunity to participate in any qualifying tournament and the AAU Junior Olympic Games tournament the following year.

I/we hereby request your acceptance of this application for registration of my child, _____, in the AAU Qualifying Tournament on _____, 2023. In consideration of your acceptance of this application, I/we hereby release all persons associated with the Amateur Athletic Union (AAU), or its designated host team from all claims and causes of action arising from injury to the participant in this AAU qualifying tournament, whether such injury is the result of negligence or some other cause. If medical attention is required for injury or illness while at the tournament, I/we also give permission for such medical care and I/we shall be financially responsible. I/we also give my/our permission for the AAU to use any videos or photographs of the participant for publicity or promotional purposes.

Signature (Parent/Guardian if under 18)

Date

Tournament Director Use Only:

Date Received _____ \$50 Fee Paid: _____ cash/check # _____

\$10 Late Fee included if applicable _____

PROTESTS AND APPEALS

Protest Procedures: Any protest arising from an infraction of the rules during the competition must follow the stated process:

1. Within thirty (30) minutes after an occurrence, a verbal protest must be made to the Tournament Director by the coach of the affected party.
2. The Tournament Director shall rule on the protest upon notification.
3. The decision is either accepted or rejected by the protesting coach.
4. If the protesting coach refuses the decision, the next step is to file an appeal.

Appeal Procedure:

1. A written appeal must be made within thirty (30) minutes after the Tournament Director's decision is rendered. Protests should be written on the official appeal form.
2. The appeal must be made by the designated coach of the team involved, who shall alone present the appeal and receive the decision of the Tournament Committee.
3. The appeal must be accompanied by a bond of twenty-five US dollars (\$25.00) in cash. This bond shall be returned if the appeal is successful (the decision of the Tournament Director is overruled). If the appeal is not successful (The decision of the Tournament Director is affirmed), The bond shall be forfeited and retained by the AAU Jump Rope Committee.

Failure to Protest: Any individual with a right to protest shall lose that right if the appropriate protest is not properly made in a timely manner and in complete accordance with these rules.

Finality: The decision of the Tournament Committee shall be final.

Binding Nature: The decision of the Tournament Committee shall be binding on all persons directly or indirectly involved and should be accepted in the spirit of good sportsmanship and fair play.

JUMP ROPE APPEAL FORM

NAME OF ATHLETE(S)

TEAM

EVENT

HEAT

STATION

DESCRIPTION OF GRIEVANCE (Continue on back if necessary)

Signature of Coach of Record

Date

\$25 Appeal fee received



AAU JUMP ROPE EVENT CAPITATION FEE REPORT

Tournament Name	
Tournament Date	
Host Team	
Tournament Director	
E-Mail Address	
Phone Number	
Team Address	

LIST PARTICIPATING TEAM NAMES

1	9
2	10
3	11
4	12
5	13
6	14
7	15
8	16

The AAU Capitation Fee is \$5.00 per competitor participating in a licensed AAU Jump Rope.

Number of Competitors: _____ x \$5.00 each = _____ Amount Due

Completed form and payment are due within 2 weeks of tournament or workshop date.

Please make check payable to **AAU Jump Rope** and mail to:

Lee Purser, AAU Jump Rope Treasurer, 210 Kings Castle Drive, Apex, NC 27502

Please also email copy of this form to Cindy Bork at borkcindy91@gmail.com