

TO: 2014 AAU TOURNAMENT DIRECTORS

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10/28/2013

We thank you for your willingness to conduct a 2014 AAU qualifying tournament for the AAU Junior Olympic Games in Des Moines, Iowa July 22 - 26.

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 AAU sanctioned and administered according to the AAU Jump Rope rules contained in the 2014 AAU Competition 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 AAU members.
Must wear white, AAU or white USAJR shirts (no team logos), NAVY pants, skirts or shorts (not denim). Non floor marking athletic shoes should be worn.
Minimum age 16 years old for qualifying tournaments, 18 for AAU Junior Olympic Games.
Should be from another region than yours whenever 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 30 days prior to the tournament. Jim McCleary is the only person who approves exceptions.
- 5 **TOURNAMENT BIDS:** An official bid-form for a Qualifying Tournament for the AAU Junior Olympic Games **MUST** be sent for approval to Jean Hodges, AAU Jump Rope Secretary General at:- 34004 N. Heron Dr., Lewes, DE 19958 or e-mailed to jeanhodges45@verizon.net. Forms are available at www.aausports.org.
- 6 **EVENT LICENSING:** This is mandatory for AAU insurance purposes. It must be done through the AAU National Office under the "Regional Event" category. Tournament Directors must be familiar with AAU event licensing guidelines. Request an event license application form from Anastasia Saunders, AAU Jump Rope Liaison, at Anastasia@aausports.org. You will need to scan/email or fax the completed application to Anastasia. 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 qualifying 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 \$40 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/Invoice, should be sent to the AAU Jump Rope office at 34004 N. Heron Dr., Lewes, DE 19958 within two weeks after the completion of your Qualifier in order for any competitor to be eligible to compete at the 2014 AAU Junior Olympic Games.
 - v. **BILLS** for facility, awards and other expenses will be paid by you from registration fees.

- 8 **AWARDS**:- Order awards for qualifying tournaments from the AAU National Headquarters 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 combined events and ribbons for at least the top 6 place winners in the component events (Tournament Directors may decide what awards to give for tournaments that do not qualify athletes for the AAU Junior Olympic Games). Be sure you allow enough medals and ribbons for pairs and DD pentathlon participants in each event. 48 sets of medals, 184 ribbons for each place if all age-groups are filled. Non-US and previously qualified athletes compete as “Open” competitors for Sports For All Forever medals and the regular ribbons. If you have “Open” competitors you will need to order some Sports For All Forever medals before or after your event.
- 9 **SCORING SYSTEM**: Obtain the use of appropriate computer equipment to run the Microsoft Access-based software for the Jump Rope competition scoring system. The AAU Tournament Assistant program has been specially designed by Dennis Canady of USAJR for setting up and scoring your tournament. Be sure to request software for the AAU scoring module and the accompanying handbook from John Hodges at jchodges46@verizon.net. John will be your support person if you encounter difficulties in set-up or scoring. 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 **SCORE-SHEETS**: After all entries are entered into the computer and the appropriate checking of AAU ID’s 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 {2 Head Judges, 3 Content, 3 Density and 3 Presentation when approved} and the Presentation and Content Panel Judge Sheets for each judge per freestyle entry. Use the AAU Tournament Assistant program to generate the score-sheets 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**: You will receive a sample Registration Packet from the AAU in December. Mail, or preferably e-mail, the following papers out 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 qualifying tournaments are open in 2014 except North Carolina. Non-US will be considered “Open” (see awards in the 2014 AAU Handbook). Included should be:
- Individual athlete entry forms
 - Complete team participant list
 - Entry into event sheets for Individual, Pairs, Double Dutch Pentathlon, and Group Routine
 - 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, fax, e-mail address
 - Pre-order form for T-shirts, if applicable
 - A reminder that all registration fees, waiver forms and registration forms should be returned to you, complete with AAU membership numbers and to **be received** 28 days in advance

You can work with Anastasia Saunders from AAU Headquarters to send out tournament flyer and information to your local area or District; or contact Anastasia at 1-407-934-7200, or by e-mailing her at anastasia@aausports.org. Use USAJR Regional and State Reps and Board Members to get the information out to people in your area. If you are a registered USAJR Coach, you may request a copy of the Coaches list, to which you are entitled, from the USAJR office 1-800-225-8820 or obtain it from www.usajumperope.org. 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 AAU number is provided 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 CD's and your judges.
- 14 **SOUND CD'S:** Standardized timing CD's with calls for each event are available by contacting the AAU Jump Rope Committee, Paul Feciura, (703) 244-4599 or jbccoach@aol.com. CD's can be purchased for \$5 or returned at the tournament director's expense. In the event that CD's are not ordered, please prepare tapes for each speed, power and freestyle event following the guidelines in the handbook. Freestyle music must be provided on the first track of a CD. It is the coach's responsibility to be sure home-made CD's are playable on standard audio systems. A back-up copy must be available on a separate CD or on a team CD. MP3 players may be used this year. Only these will be used in 2015.
15. **RESULTS AND TOURNAMENT WRAP-UP:** Immediately after your event, please:
- (1) e-mail the zipped database to John Hodges at jchodges46@verizon.net and Lee Purser lpurser@us.ibm.com
 - (2) Within 2 weeks of the completion of your tournament, please send the following items to Jean Hodges, AAU Jump Rope Secretary General, 34004 N. Heron Dr., Lewes, DE 19958, so that eligibility may be checked for the AAU Junior Olympic Games:
 - Computerized results for Combined events (Individual, Pairs, Pentathlon, Group Routines) OR we will download these from the zipped database.
 - Capitation Fees and Report Form (\$5 per participant)
 - List of all participating teams and coaches with addresses, telephone/fax/e-mail numbers
 - List of all participants at your tournament with AAU numbers
- NOTE:** All tournament score-sheets 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 coaches 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, score-sheets, 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 Jean and John Hodges at 302-945-1627, or e-mail jeanhodges45@verizon.net. You may also 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 diskette or memory stick
Copy of the AAU Tournament Assistant Application Handbook
A Printer that functions with the computer you have
Copier, unless you plan to print out all the result packets for coaches on the computer
Spare ink or copy cartridges for computer and copier

Copy paper for printer and copier as needed

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

Pre-printed freestyle score-sheets to include Head Judge, Head Judge Content + 4 Content Judges, Head Judge Presentation + 4 Presentation Judges for each entry generated by computer

(NOTE: there are 2 Head Judges for Group Routine), NOTE different judges are up for approval as soon as possible.

Spare copies of blank score-sheets for re-jumps or other issues

Original Registrations submitted by each team

2014 AAU Jump Rope Handbook (Rulebook)

2014 USA Jump Rope Judging Handbook for both AAU and USA events

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 CD capability for Official Timing CD and for music in freestyle

Microphone

Official timing CD

National Anthem CD

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

Station Number Markers

Red flags, enough for each station, to indicate readiness at station and for the back line 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' Coaches 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

Wall tape for posting announcements and results

Awards – medals, ribbons, trophies

48 sets of gold, silver and bronze medals 184 Ribbons each for 1st – 6th place

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

Participation Ribbons-optional

NOTE: Duplicate awards in "Sports For All Forever" medal design will be needed for Open competitors

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

Cell-phone with emergency numbers for technical assistance or injury

Event specific items

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