



AGG USA COMPETITION ORGANIZER MANUAL

Approved December 31, 2024

Subject to Minor Changes

Table of Contents

1.	GENERAL INFORMATION.....	4
1.1.	AGG USA Partner Events.....	4
1.2.	AGG USA Sanctioned Invitationals	5
1.3.	Bidding to Host an AGG USA Sanctioned Event	5
2.	INTRODUCTION	6
2.1.	Right to host the AGG competitions	6
2.2.	Responsibilities of the AGG USA Federation	6
2.2.1.	Judges of the competitions	6
2.3.	Competition Rules	7
2.4.	Technical Material for Competitions.....	7
2.5.	Duties and Responsibilities of the competition organizing Federation/committee for AGG USA and IFAGG approved and sanctioned event.	8
3.	PREPARATION FOR COMPETITION.....	10
3.1.	The organizer of the competition must sign the contract with AGG USA.....	10
3.2.	Announcement of an AGG USA Competition	10
3.3.	Sample Schedule of Competitions	10
3.4.	Competition hall and surrounding areas.....	11
3.4.1.	Competition hall Minimum seating capacity	12
3.4.2.	Competition area	12
3.4.3.	Judging area	12
3.4.3.1.	Typical Judges' Table Set Up with 10 judges (Long program)	13
3.4.3.2.	Typical Judges' Table Set Up with 10 judges (Short program)	13
3.4.4.	Music/sound technicians' area:	13
3.4.5.	Announcer.....	14
3.4.6.	Media	15
3.4.7.	Media Consent Form	15
3.4.8.	Kiss and cry area	15

3.4.9.	Warm up area	15
3.4.10.	Accreditation and registration area	16
3.4.11.	Judges room/Welcome Meeting Room	16
3.4.12.	Room for VIP's and guests	16
4.	ARRANGEMENTS BEFORE THE COMPETITION.....	17
4.1.	Accommodation	17
4.1.1.	Competition officials/ Staff.....	17
4.1.2.	Additional staff.....	18
4.1.3.	Technical equipment.....	18
4.1.4.	Responsible official appointed by AGG USA Office.....	18
4.1.5.	Security	19
4.1.6.	Awards: Medals/Cups/Diplomas/Souvenirs	19
5.	DURING THE COMPETITION DAYS	21
5.1.	Accreditation for Club Representative Media.....	21
5.2.	Welcome Meeting	21
5.3.	Official training for all AGG USA competitions.....	21
5.4.	Judges Meeting	22
5.5.	Judges draw	22
5.6.	Opening ceremony	23
5.7.	Preliminary competition	23
5.8.	Awards ceremony	24
5.9.	Closing ceremony	26
5.10.	Gala performance	26
5.11.	Banquet/ Closing dinner	26
5.12.	Official Submission of Scores	27
5.13.	Marketing and visibility of IFAGG	27
5.14.	Obligations from Local organizing member.....	27
6.	APPENDIXES.....	29

1. GENERAL INFORMATION

There are two types of AGG USA sanctioned events, AGG USA Partner Events and AGG USA Sanctioned Invitationals.

1.1. AGG USA Partner Events

If a host organization (also known as the local organizing committee, or LOC) wishes to host an event in partnership with AGG USA, they will benefit from the following:

- ∞ AGG USA provides overall guidance on the protocol, procedures, and organization of the event.
- ∞ AGG USA provides decorations without charging rent. The LOC must cover the expenses of shipping the decorations both to the event and their return to the AGG USA federation.
- ∞ AGG USA approves and assigns judges.
- ∞ AGG USA handles the formation of rotations.
- ∞ AGG USA may handle the ordering of awards, however the LOC must reimburse the federation for the cost of all awards.

Note: Certain competitions, specifically the annual AGG USA National Championships, Spring Qualifying Event, Fall Qualifying Event, and all AGG USA State Meets MUST be AGG USA Partner Events.

- ∞ In return for helping the LOC with hosting a partner event, the LOC must send a payment of \$10 for each registered athlete per event to the AGG USA Office.

1.2. AGG USA Sanctioned Invitationals

The LOC may choose to organize their event without the partnership between AGG USA and themselves, while still being an official AGG USA sanctioned event. They are still expected to abide by the regulations present in this manual, the general manual, and AGG USA's web page.

To apply to host an AGG USA Sanctioned Invitational the LOC must submit the following dues to the AGG USA office upon their bid being approved:

- ∞ For national-level events: \$250.
- ∞ For international events: \$300.

1.3. Bidding to Host an AGG USA Sanctioned Event

AGG USA club members must bid to host an AGG USA sanctioned event. The AGG USA bid form is found in [Appendix 1](#) or on our [website](#).

Note: If a new event is proposed that is not on the official [AGG USA calendar](#) as of January 5th of that season, it may only be an AGG USA invitational upon approval, **NOT** a partner event.



2. INTRODUCTION

2.1. Right to host the AGG competitions

The AGG USA Board of Directors is responsible for establishing the AGG USA yearly competition calendar and sanctioning host clubs. It is the responsibility of AGG USA to sanction professionally organized and safe competitions which provide optimal conditions for the athletes. AGG USA is also responsible for the development, implementation and monitoring of policies and procedures to ensure the effective management of all events hosted by AGG USA. All AGG USA members in good standing have the right to host AGG International and National competitions. All other events must be agreed and coordinated between the host club and the AGG USA Federation.

2.2. Responsibilities of the AGG USA Federation

- ∞ Approves the dates for all AGG USA sanctioned competitions.
- ∞ Opens the application periods to all AGG USA members to apply to host a competition.
- ∞ Approves the host club.
- ∞ Nominates the judge responsible for each competition at the beginning of the competition season.
- ∞ Approves the official invitations before publishing deadlines.
- ∞ Approves rotations.
- ∞ Approves photographers.
- ∞ Approves announcers.

2.2.1. Judges of the competitions

The AGG USA Federation is responsible for the judging licensing system and selection of judges for all major AGG USA competitions.

The AGG USA Federation:

- ∞ Nominates the Judge Responsible, Responsible person and/or Superior Judges for each national and international competition approved by the AGG USA Technical Committee.
- ∞ Nominates the AGG USA Ethical Committee Representative.
- ∞ Arranges judges' courses, educational events and judges' meetings in conjunction with AGG USA official competitions*.

*All judges must have a current, certified AGG USA Judges licenses.

*It is the host's responsibility to cover all expenses related to judging duties (travel, accommodation, meals, and judging compensation [Appendix 2](#).

*Registration for all AGG USA official competitions must be made on the KSIS webpage using the registration link created by the host organization and published by the competition host club.

2.3. Competition Rules

The IFAGG Technical Committee is responsible for creating IFAGG competition rules in English language. Current Competition Rules are available for IFAGG members from the IFAGG International Secretary.

The AGG USA Technical Committee is responsible for creating AGG USA competition rules in English language. Current AGG USA Competition Rules are available for AGG USA members on the AGG USA website [here](#).

2.4. Technical Material for Competitions

The competition technical material package is provided on both the [AGG USA](#) and IFAGG web pages.

The Judge Responsible, nominated by the AGG USA Technical Committee, is responsible for making sure that all technical materials are correct, up to date, and delivered to the organizing committee by the AGG USA office. The Judge Responsible is also trusted with ensuring that the competition organizers follow all of the rules, use the correct materials, and make all necessary copies for the event.

2.5. *Duties and Responsibilities of the competition organizing Federation/committee for AGG USA and IFAGG approved and sanctioned event.*

The organizing club must respect the procedures, rules and regulations listed below:

- ∞ Use the AGG USA manual guidelines for organizing AGG USA national competitions.
- ∞ Use the IFAGG manual guidelines for organizing IFAGG international competitions.
- ∞ Pay the competition organizing fee to AGG USA (financial obligation) as defined in the [Appendix 2](#).

Respect all AGG USA and IFAGG Rules and regulations including:

- ∞ Competition Rules.
- ∞ Judges' rules and regulations.
- ∞ License rules.
- ∞ AGG USA Code of Conduct.
- ∞ Membership Rules.
- ∞ Anti -Doping rules.
- ∞ AGG USA Media Rules.
- ∞ Medical rules ([Appendix 3](#)).
- ∞ and subsequent decisions of the AGG USA Technical Committee and Board of Directors.
- ∞ Send the official competition results to the AGG USA office (including detailed judges scores and a complete list of the judges within 24 hours after the event.

- ∞ Send the event report to the AGG USA office as soon as possible, but no later than 30 days after the event ([Appendix 4](#)).
- ∞ Signed contract between the LOC and the AGG USA office.

Note: All organizers are required to use Online scoring and registration platform for all national and International official AGG USA competitions (KSIS).

Organizers should use the online platform [KSIS](#) for:

- ∞ Online Preliminary registration.
- ∞ Online Definitive registration.
- ∞ Official Invitation (which must be approved by the AGG USA Office prior to being posted on KSIS).
- ∞ Additional information and forms such as:
 - o Team background form
 - o Accommodation form
 - o and any other additional information



3. PREPARATION FOR COMPETITION

3.1. *The organizer of the competition must sign the contract with AGG USA.*

The contract for the competition organization and circumstances must be signed a minimum of 4 months before a national-level competition and 6 months before an international competition ([Appendix 5](#)).

3.2. *Announcement of an AGG USA Competition*

The following procedure must be adhered to whilst announcing and AGG USA Competition:

- ∞ Prepare the official invitation (Sample Competition Invitation template ([see Appendix 6](#))).
- ∞ Establish event page on KSIS forum.
- ∞ Send Invitation to AGG USA office for approval (AGG USA logo must appear on invitation and all related documents).
- ∞ Ask AGG USA office to publish approved invitation on AGG USA web pages and social media accounts.
- ∞ Publish AGG USA approved invitation on competition organizers webpage and other social media pages.
- ∞ Publish all approved documents/forms on the online scoring and registration platform [KSIS](#) (invitation, accommodation, ticket information, etc. [See Appendix 6](#)).

3.3. *Sample Schedule of Competitions*

DAY 1

- ∞ Arrival of delegations
- ∞ Accreditation
- ∞ Welcoming meeting*
- ∞ Provide optional training opportunity for participating teams.

*An official welcome meeting will be held if there are more than 5 international teams competing in the AGG USA sanctioned event.

Note: Only for B category IFAGG competitions, it is recommended to make the DRAW beforehand and publish the start order a week in advance. Also in event of an IFAGG B or C category competition, podium training can be on day 1.

DAY 2

- ∞ Judges meeting and draw
- ∞ Official training by starting order, with a maximum of three minutes per team.
- ∞ Opening ceremony
- ∞ Preliminary competition

DAY 3

- ∞ Judges meeting
- ∞ Finals
- ∞ GALA (optional)
- ∞ Awarding ceremony
- ∞ Banquet/ Closing dinner (optional)



DAY 4

- ∞ Departure of Delegations

3.4. Competition hall and surrounding areas

For a guide to help with the setting up of the competition area please see [Appendix 7](#) .

What's needed:

- ∞ At least one AGG USA banner or poster visible to spectators.
- ∞ The Flag of the United States of America, hoisted up and visible to spectators.

- ∞ The flags of foreign countries with participating teams in the event.
- ∞ State and city flags of all participants, including judges.

3.4.1. Competition hall Minimum seating capacity

- ∞ For national events it must be a minimum of 500 seats.
- ∞ For international events it must be a minimum of 1000 seats.

3.4.2. Competition area

- ∞ The size of the competition carpet must be 13x13 meters including the borderline. The borderline must be marked clearly with colored tape, and that tape must be at least 5 centimeters wide. There must be an additional meter of free space around the carpet.
- ∞ The distance between the carpet and judges' tables must be a minimum of 3 meters and distance between judges' tables and audience must be at least 1,5 meters. There must also be a dividing barrier between judges' tables and audiences seating area.

3.4.3. Judging area

- ∞ It is recommended to have a space of 0.5 meters in between each panel judge.
- ∞ The Judge Responsible must be provided with a green flag.
- ∞ For national-level competitions two line judges are recommended, but one is required. For international competitions there is a strict minimum of two line judges, and they are to be seated on opposite corners of the competition carpet.
- ∞ Line judges must be provided with a red flag, competition rotation/order list, pencils, and line judges forms.

- ∞ Time judges - two timers are recommended, but one is required. They must be provided with stopwatches, a timing instruction sheet, competition schedule, and rotations/order of competition.
- ∞ For all AGG USA and IFAGG competitions, the LOC is required to provide additional chairs for the Judge responsible, superior jury, and secretary.
- ∞ Additional seats for VIP, invited guests, AGG USA Board Members, AGG USA President, and AGG USA Ethical Committee must be arranged in designated area in close proximity to competition carpet.

3.4.3.1. Typical Judges' Table Set Up with 10 judges (Long program)

AV B - 2	TV - 3	AV A- 2	AV B -1	TV - 1	AV A - 1	EXE -1	EXE - 2	TV - 2	AV A-3
----------	--------	---------	---------	--------	----------	--------	---------	--------	--------

3.4.3.2. Typical Judges' Table Set Up with 10 judges (Short program)

EXE-3	EXE - 2	EXE - 1	TV - 1	AV - 1	TV - 2	AV - 2	TV - 3	AV - 3	TV-4
-------	---------	---------	--------	--------	--------	--------	--------	--------	------

Regardless of if the competition event is using tablets or not, at least 1 runner is needed to bring the panel judges' score sheets to the head judge whenever necessary.

3.4.4. Music/sound technicians' area:

*Sound system must be set up close to competition area

Minimum requirements

- ∞ Sub bass 18 inch – 1 400 W
- ∞ Speaker 15 + 1.4 inch or 15 + 2.0 inch 750
- ∞ Digital mixer console (Midas, Yamaha, Allen Heath)
- ∞ One laptop or computer for music
- ∞ One laptop or computer for the scoring system
- ∞ Wired or wireless microphone

What's needed:

- ∞ 1 or 2 people who are familiar with the sound system and who will work closely with the announcer and judge responsible.
- ∞ Computer for music.
- ∞ The national anthems of all participating countries.
- ∞ Music arranged in competition order (Received in MP3 format from participating teams with registration package on KSIS).
- ∞ Music for the march in during the opening, closing, and award ceremonies.
- ∞ Background music to be played during breaks.

3.4.5. Announcer

- ∞ 1 person is needed who is familiar with the announcing system, familiar with the sport of AGG, familiar with the schedule, and has a clear and strong voice. See [Appendix 8](#).
- ∞ The announcer must be familiar with the correct pronunciation of all participating countries, states, cities, clubs, coaches, teams, and athletes.
- ∞ The announcer must be attentive to the head judge's signals during the competition.
- ∞ The announcer must be able to fill break times with announcements, music, messages from sponsors, etc.

What's needed:

- ∞ Table close to music/sound system
- ∞ Microphone
- ∞ Competition schedule
- ∞ Rotations list.
- ∞ Announcement scripts
- ∞ Background information for all teams

- ∞ Judges' names and their positions in the panels

3.4.6. Media

Approved media personnel will be provided with a designated area around the competition carpet. Organizers will also provide other necessary information (competition schedule, rotations, team names etc.). [See Appendix 8.](#)

For every AGG USA event each club member will be permitted to have one photographer/videographer per club, and the host organization will provide accreditation for that single individual. The designated photographer/videographer MUST BE REGISTERED on KSIS under Media. See the AGG USA Media Policy [here.](#)

3.4.7. Media Consent Form

All AGG USA gymnasts, coaches, and club owners must turn in a media consent form per that competition season. If any member of a team does not consent to the entirety of the media consent form, the AGG USA approved media personnel will be instructed not to photograph that team. The Media Consent Form may be found [here.](#)

3.4.8. Kiss and cry area

- ∞ Seating arrangement (couches, chairs etc.) arranged not far from the competition carpet with 10-12 seat capacity
- ∞ Decoration and sample set up of the competition hall ([see Appendix 7](#))

3.4.9. Warm up area

- ∞ For National and International competitions, it is required to have a minimum of 3 warmup carpets that are 13x13 meters

3.4.10. Accreditation and registration area

- ∞ Should be big enough, to not get overcrowded during the event
- ∞ Preferably should be placed close to the ticket sales desk
- ∞ Participants must check-in at the registration desk upon entrance to the event and sign the Check-In Form ([Appendix 9](#)).
- ∞ It is recommended to have separate areas/tables for registration and ticket sales

3.4.11. Judges room/Welcome Meeting Room

Big enough to accommodate a minimum of 10 + judges with refreshment area (the least required is to provide judges during the competition with water, coffee, tea, snacks and lunch or dinner depending on the length of the competition).

3.4.12. Room for VIP's and guests

There should be refreshments and a seating area with chairs or sofas. A volunteer should take care of VIP's -directing VIPs to the VIP area in the competition hall, answering questions, supplying competition orders, and any other necessary information. The volunteer should also take care of VIPs' transportation if needed.

4. ARRANGEMENTS BEFORE THE COMPETITION

4.1. **Accommodation**

The host organizer must offer:

- ∞ Hotel Accommodation with different price range options.
- ∞ Tickets sales for spectators

Competition invitation must include (see [Appendix 6](#)):

- ∞ Proposed official hotels (names, contact information)
- ∞ Costs for accommodation
- ∞ Hotel reservation deadline
- ∞ Preferred method of payment for entry tickets and registration fees

4.1.1. **Competition officials/ Staff**

- ∞ Competition director
- ∞ Announcer(s)
- ∞ Music / Sound Technicians – minimum 1 person
- ∞ Secretary
- ∞ 1 or 2 Line judges depending on the competition
- ∞ At least 1 timer
- ∞ 2 volunteers for each warmup carpet and 1 for competition carpet
- ∞ Person responsible for opening/closing/awarding ceremonies
- ∞ Minimum 1 people assisting with judge papers during the competition
- ∞ Medical/First Aid (minimum 1 person)

Note: All volunteers must wear a simple, similar uniform. AGG USA recommends a white top and black bottoms, but the LOC may choose an alternative. Make sure that it is simple and appropriate.

4.1.2. Additional staff

- ∞ Ticket sellers
- ∞ Volunteers for venue set up and take down (decorators etc.) ([See Appendix 7](#)).

4.1.3. Technical equipment

- ∞ One computer or laptop for music
- ∞ One computer or laptop for scoring
- ∞ Internet connection for scoring system
- ∞ Internet system for public
- ∞ Sound /Audio equipment
- ∞ The recording of the competition with 1 camera that has a full carpet view. The full set of competition recordings must be sent to the AGG USA office for educational purposes after the competition.
- ∞ KSIS scoring system (Competition organizers have to make arrangements with KSIS to use their scoring system).

4.1.4. Responsible official appointed by AGG USA Office

- ∞ In AGG USA National and International sanctioned competitions, AGG USA nominates a responsible person from AGG USA to supervise the competition and provide technical assistance if needed (official appointed person could be AGG USA President, Board of Director, judge responsible etc.).
- ∞ During a competition, the AGG USA Responsible person evaluates if the LOC met all competition organizing requirements, as written in this Competition Organizing Manual.
- ∞ Post the competition, the AGG USA responsible person must send her/his competition organizing evaluation report to AGG USA ([Appendix 4](#)).

- ∞ There must be a minimum of one AGG USA Ethical Committee Representative present at all sanctioned AGG USA events. If necessary they *may* act as the Responsible official appointed by the AGG USA office.

*The LOC must sign an organizing contract with AGG USA for EACH official AGG USA sanctioned event.

4.1.5. Security

The organizer must make sure that general and adequate security is guaranteed during the competition. This must include an emergency evacuation plan and possible emergency electricity plan.

The LOC must have their own liability insurance. Participants must have their own health insurance, and this requirement must be stated on the competition invitation form ([see Appendix 6](#)).

4.1.6. Awards: Medals/Cups/Diplomas/Souvenirs

Organizers of all AGG USA sanctioned competitions must provide:

- ∞ Participation diplomas (organized by the LOC).
- ∞ Gift from organizers (if the LOC needs assistance with providing gifts, AGG USA may provide guidance for partner events ONLY).
- ∞ Cups/Trophies for winners (First, Second and Third place) in all categories and divisions*.
- ∞ Medals for first through last place, in all categories and all divisions.
- ∞ For the AGG USA National Championships there are two team awards, one for the best club and one for the best state. For the best club, the top 12 clubs receive a trophy. For the state awards, the top 8 states receive medals (1 medal per athlete).
- ∞ Medals and trophies/cups for national events must be designed and ordered by AGG USA Federation, and the LOC must reimburse AGG USA before the start of the event for these medals (for partner events only).

- ∞ For invitationals medals and trophies/cups can be designed and paid for by LOC, but if the LOC needs guidance AGG USA can provide a design.

* If the organized event is a Cup/Trophy competition (i.e. the words “Cup” or “Trophy” are in the name of the event), each team must receive a trophy/cup.

Note: For AGG USA sanctioned partner events, the medals and trophies **must** be designed by AGG USA.



5. DURING THE COMPETITION DAYS

5.1. *Accreditation for Club Representative Media*

The designated photographer/videographer can pick up their accreditation at the check in desk with a valid ID.

5.2. *Welcome Meeting*

The room for this meeting should have enough space for a maximum of 2 members from each team to attend plus others delegation officials. It is recommended but not mandatory to provide refreshments during this meeting.

Order of welcome meeting:

- ∞ Welcome speech from AGG USA representatives
- ∞ Welcome speech from organizers
- ∞ General information from organizers
- ∞ A question and answer period for participants

5.3. *Official training for all AGG USA competitions*

- ∞ Official training (also known as podium training) schedule must be provided with rotations.
- ∞ Official training is done by starting order.
- ∞ All judges must be present during the official training, and they are required to sit behind the judges' table.
- ∞ Organizers must supply judges with official training orders.

5.4. Judges Meeting

On the days of the Preliminaries and Finals, a Judges meeting should be held 45 minutes before the competition's starting time. The Judge Responsible decides the timing of the judge meeting.

Judges' meetings are conducted by the competition's Judge Responsible and the AGG USA Responsible Person (responsible judge and AGG USA responsible person are appointed by the AGG USA Office and supported by organizing committee person responsible for judging organizing matters).

- ∞ **All registered judges for the competition must be present and on time.**

5.5. Judges draw

- ∞ Level 3+ judges and above will draw for their positions on the judges' panel.
- ∞ Level 4 and 5 judges will be assigned to their position on the judges' panel by the Judge Responsible and AGG USA Technical Committee.

What is needed for the Judges' Draw:

- ∞ A minimum of 20 identical items (postcards, figurines, or just papers) on reverse marked TV1, TV2, TV3, TV4, AV-A1, AV-A2, AV-A3, AV-A4, AV-B1, AV-B2, AV-B3, AV-B4, EXE1, EXE2, EXE3, EXE 4 (or however many are applicable for the amount of judges present)*.
- ∞ Empty nontransparent box (or tray)
- ∞ Remember to draw Head judges first prior to panel judges

***Depending on the number of Judges and panels, the responsible judge for the competition will prepare with LOC the exact order of how the DRAW will be conducted.**

5.6. Opening ceremony

It is recommended that the following order be used for the opening ceremonies:

1. Assemble teams in warm up area in alphabetical order.
2. March in of the teams (all athletes of the same team must be in the same warm-up suit). Each team is led by a competition volunteer with a state flag (all competition volunteers in the opening ceremony must be in identical uniforms). Teams march across the carpet only and return to the warmup area without stopping.
3. Assemble judges in warm up area by judging panels order TV, AV-A, AV-B, EXE.
4. Speeches.
5. Welcome from local dignitaries.
6. Welcome from the meet director.
7. Welcome and official opening of the competition by AGG USA President or if not available by Vice president.
8. Reciting of athletes' oath (gymnasts to recite the oath selected by host club).
9. March in and introducing of judges (by names and country).
10. Reciting the oath of judges (judge selected by the judge responsible).

Note: The introduction of judges could be also done just before the competition once the judges are already in their judging positions.

5.7. Preliminary competition

After the first team in each category, there must be a short judges meeting.

If needed the organizer can provide some short performance numbers to fill the empty time for the entertainment of the audience.

5.8. **Awards ceremony**

The Awards ceremony should take place in the following order:

1. The march in of all participating teams (in the same order as occurred for the opening ceremony). The host volunteers must carry the team or city flag and lead each team to their positions. Once the volunteer is done with each team, they must hand over the flag to the team's coach for awards pictures. **Athletes must be dressed in their competition leotards.**
2. Athletes must stand for the national anthem. * Once in position, athletes could be seated or remain standing in their positions (announcer will state which position is applicable). City and state flags should be returned to the LOC after pictures!

* If there is only one international country participating in the AGG USA event, you may play their national anthem before the American National Anthem.

For the announcement order, the LOC must follow the following order:

- ∞ The awards for the international-level competition should be announced **before** the national-level competition if both are taking place at the same event.
- ∞ The awards for each event should be announced in the following order:
 1. Short program
 2. Mixed Teams
 3. Long Program
- ∞ The awards per age categories should be announced in ascending order:
 1. Children 4-6
 2. Children 6-8
 3. Children 8-10
 4. Children 10-12
 5. Children 12-14
 6. Junior

7. Women's/Senior

- ∞ Awards are to be presented in Olympic order:
 - Last place is announced first, and first place is announced last
 - Awards are presented to one team at a time as they reach the podium

Note: The LOC must have the flag of each state and each city for all national teams. The LOC must have the country and city flag for each foreign team in international competitions. The LOC must ensure the availability of the equipment to hoist all flags. A sufficient number of trained staff must be provided by the LOC to tie up and hoist the flags.

Awards should be organized in trays to facilitate presentation. Three volunteers dressed in the unified outfits (Ex. long or short skirts with t-shirts, or host country national folklore outfits, etc.) will carry the medal trays.

It is recommended to provide a background musical accompaniment for the Award Ceremony (please communicate with AGG USA Federation regarding this).

- ∞ Awards presenters should be informed beforehand of the protocol for presentation
- ∞ Presents and diplomas are to be given to coaches after the Awards Ceremony

Note: The awards ceremony is the time to recognize the athletes' accomplishments. This is an event of great significance and importance for them. The awards ceremony should therefore highlight the athletes and should be subject to a certain amount of showmanship.

5.9. Closing ceremony

At the conclusion of the competition, the following announcements/presentations may be made:

- ∞ Remarks from the Meet Director.
- ∞ Acknowledgements of Sponsors.
- ∞ Special awards or gifts to/from Organizing committee members.
- ∞ Official closing declaration by AGG USA president.
- ∞ Athletes' pictures (required for National Championships and Fall Event).

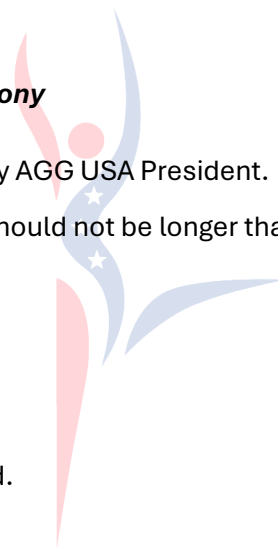
5.10. Gala performance

Recommended before awarding ceremony

- ∞ Performance numbers selected by AGG USA President.
- ∞ Length of the Gala performance should not be longer than 60 minutes.

5.11. Banquet/ Closing dinner

- ∞ Not mandatory but recommended.
- ∞ Organized by host club.
- ∞ Attendance fee collected with the registration fee for the competition.
- ∞ Invited guests, VIPs and judges are usually by invitation.
- ∞ Finger food or buffet style meals are served.
- ∞ There could be also some entertainment and music provided.



5.12. Official Submission of Scores

Full copy of scores must be sent and delivered to:

- ∞ All participating teams (teams must only receive their own scores, not those of their competitors).
- ∞ AGG USA Office.
- ∞ AGG USA President.
- ∞ All the judges.
- ∞ AGG USA Technical Committee.
- ∞ AGG USA Ethical Committee.

5.13. Marketing and visibility of IFAGG

The AGG USA logo must be displayed on all marketing materials like posters, invitations, brochures, bulletins, etc. Official AGG USA logo, banners, curtains, backdrops, flags, rollups, and any other AGG USA advertising materials can be borrowed from the AGG USA office. After the competition AGG USA materials (banners, rollups etc.) have to be sent back to the AGG USA office. The LOC is responsible for the mailing costs of all AGG USA materials both to and from the event. If the competition is broadcast, AGG USA must get the same logo visibility as all other sponsors or partners.

Negotiations are done between organizers, IFAGG and sponsors / partners about visibility and other specific matters.

5.14. Obligations from Local organizing member

The AGG USA member that is functioning as the LOC is required to sign a contract with the AGG USA and is obliged to fulfill the requirements written in this manual. If the AGG USA member does

not meet the requirements for holding a competition, it will not be entitled to hold a competition in the next year.

It is the responsibility of the organizers to ensure that all participants follow the IFAGG and AGG USA Ethics Codes. It is also the responsibility of the organizers to ensure that spectators also behave orderly and ethically. The main goal of these events is to celebrate the skill and dedication of all participating athletes, so the environment of the event should always be reflective of this.



6. APPENDIXES

1. [Appendix 1 – AGG USA Sanctioned Event Bid Form](#)
2. [Appendix 2 - AGG USA agreed upon fees and dues for sanctioned events](#)
3. [Appendix 3 – AGG USA Medical and Security Regulations](#)
4. [Appendix 4 – AGG USA Organizing Event Report for LOC and Judge Responsible](#)
5. [Appendix 5 – AGG USA Competition Organization Contract for LOC](#)
6. [Appendix 6 – AGG USA Sample Competition Invitation](#)
7. [Appendix 7 – Sample Competition Layouts](#)
8. [Appendix 8 – Media and Announcer Information](#)
9. [Appendix 9 – Accreditation Check-In Form](#)

Note: To view Appendix Documents, please return to the [AGG USA Website](#)

