

Northern California Women's Gymnastics Association



2007
LEVEL 4, 5, 6
ZONE CHAMPIONSHIPS PACKET

Northern California Women's Gymnastics Association

2007 ZONE CHAMPIONSHIP MEET PACKET

Pre-competition Administrative Duties

- SUBMIT MEET BID at the Spring General Membership Meeting**
 - Submit a bid, or announce your intent to host, to your Zone Representative at the respective Zone Meeting, held at the annual NCWGA Spring General Meeting. Zone Championship meets are awarded by a consensus vote by NOR-CAL Member Clubs in your respective zone.

- SUBMIT JUDGES' REQUEST FORM**
 - Send a completed Judges' Request Form and the required fees to the NAWGJ Assigning Committee Chairman.

- SUBMIT USA GYMNASTICS SANCTION REQUEST**
 - USA Gymnastics Sanction Request should be submitted at least 45 days prior to the meet.

- SUBMIT A ZONE CHAMPIONSHIP BUDGET STATEMENT (included in this packet)**
 - Send a copy to the NCWGA Chairman and USA Gymnastics Chairman within 3 weeks of receiving bid
 - All allowable expenses not covered in the Budget Statement must be pre-approved by USAG State Chairman and NOR-CAL Chairman

- SUBMIT AWARDS ORDER FORM (included in this packet)**
 - Send a completed Awards Order Form and the required deposit to the NCWGA Awards Chairman
 - Zone Championship awards must be purchased by the Host, and through the NCWGA Awards Chairman

- SEND OUT A MEET INFORMATION SHEET**
 - Include site information: address, phone, and map
 - List the meet format and gymnastic equipment specifications
 - Include fee information: gymnasts' entry fees, spectators' admission fees
 - Send to all participating clubs, meet officials, and vendors
 - Provide clear deadlines and destination for meet fees and pre-ordered items (t-shirts, etc.)

- COORDINATE ENTRIES**
 - Collect fees and competitors' information, verify entries with qualifier list from your Zone Representative and NOR-CAL Master Scorekeeper
 - Verify USAG Member ID numbers and gymnasts' ages
 - Determine the number of sessions by age divisions.
 - Under the direction you the assigned meet referee, conduct a random draw order of competition.
 - All participants must pay fees by the designated deadlines. Pay particular attention to late entry penalties that can be found in the NOR-CAL Handbook.

- CONTACT PARTICIPATING CLUBS**
 - Notify all clubs of final session assignments by phone, fax, or e-mail. Follow up with a mailing.

- CONFIRM JUDGING ASSIGNMENTS**
 - Contact the NAWGJ Judging Assigning Committee Chairman to confirm judges, reporting times, and sessions.

- FOLLOW ALL USAG RULES AND POLICIES TO CONDUCT A PROPER MEET**
 - Consult the assigned NOR CAL State Championship liaison

- KEEP A COPY OF ALL PAPERWORK**

Championship Administrative Duties

DETERMINE QUALIFIERS

- Immediately following the finish of the meet, assist your Zone Representative in determining the State Championship qualifiers. Supervise the tabulation of all meet results, and provide necessary paperwork to the Zone Representative. Your Zone Representative will have the designated allotment of qualifiers, and the gymnasts who qualified during the season, prior to the start of the meet.
- With the Zone Representative's supervision, check and double-check. It is extremely important to announce State Championship Qualifiers with complete accuracy.

Post-competition Administrative Duties

FINANCIAL STATEMENT FORM

- Mail a copy of the completed financial statement form no later than 10 days following the competition.

SANCTION FORM

- Mail your signed sanction form to USA Gymnastics
- Mail a copy of the signed sanction form to USAG Region I Chairman.
- Mail a copy of the signed sanction form and official meet results to USAG State Chairman.
- Provide meet results, preferably through e-mail or on a diskette, to the NOR-CAL Master Scorekeeper.

EXTRA AWARDS

- Send any extra awards and balance of payment to the NCWGA Awards Chairman.

STATE SUBSIDY

- Calculate the State Subsidy and send to the USAG State Chairman.

STATE TEAM SUBSIDY

- Calculate the State Team subsidy and send to the NOR-CAL Treasurer.

REFER QUESTIONS TO YOUR ASSIGNED ZONE REPRESENTATIVE

Northern California Women's Gymnastics Association Contact Information

NOR CAL and USA GYMNASTICS STATE CHAIRMAN

Perry Siu
950 Seventh Street
Novato, CA 94945
415.899-8279
fax: 415.209.9850
psiu@ci.novato.ca.us

USA GYMNASTICS WEBPAGE

www.usa-gymnastics.org

NOR CAL WEBPAGE

www.norcal-gymnastics.org

NOR CAL AWARDS CHAIRMEN

Kimberly Kor
885 Gettysburg Avenue
Clovis, CA 93612
559.327.3900
fax: 559.327.3990
kimberlykor@cusd.com

Heidi Wensel
1875 Feather River Blvd
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Northern California Women's Gymnastics Association

2007 ZONE CHAMPIONSHIP BUDGET STATEMENT

ZONE _____ LEVEL(S) _____ MEET DATE(S) _____

HOST CLUB _____ MEET DIRECTOR _____

COMPETITION SITE _____

ESTIMATED NUMBER OF PARTICIPANTS

LEVEL	CH	CH	JR	SR	TOTAL	NO. OF TEAMS	NO. OF SPECTATORS

EXPENSES

FACILITY (own=\$200 per day; outside facility=actual; Chairman approval required if over \$500)	\$
MEET DIRECTOR'S HONORARIUM (\$1.50 per gymnast; minimum =\$75)	\$
JUDGING FEES AND EXPENSES (budget \$500 per session)	\$
JUDGES FINDER FEES (\$3 per judge)	\$
USA GYMNASTICS SANCTION FEE	\$ 100.00
STATE SUBSIDY (\$2 per gymnast; send total to USAG State Chairman)	\$
STATE TEAM SUBSIDY (\$2 per gymnast; send total to NOR-CAL Treasurer)	\$
OPERATIONAL EXPENSES (maximum \$200) ¹	\$
ATHLETIC TRAINER	\$
INDIVIDUAL AWARDS (contact NOR- CAL Awards Chairman for an estimate)	\$
PRE-APPROVED EXPENSES (per USAG State Chairman and NOR-CAL Chairman only; list expenses)	\$
TOTAL EXPENSES	\$

FEES

TEAM AWARDS EXPENSE ÷NO. OF TEAMS (use NOR-CAL formula) = TEAM ENTRY FEE			
SPECTATOR ADMISSION ³	\$	MEET ENTRY FEE ²	\$

MEET DIRECTOR _____ PHONE _____

SIGNATURE _____ DATE _____

¹Operational Expenses may include telephone, announcer, postage, computer, custodial and supplies. T-shirts, participant ribbons, decorations, banners, gifts for officials, gymnasts, etc, are not allowable expenses. You may provide these items; however, they will not be taken into account for the budget statement.

² Per NOR-CAL Policy, Zone Championship entry fees shall not exceed \$50, including the State Subsidy.

³ Per NOR-CAL Policy, Spectator Admission shall not exceed \$5/session for adults, \$3/session for children under 6

Northern California Women's Gymnastics Association

2007 ZONE CHAMPIONSHIP FINANCIAL STATEMENT

ZONE _____ LEVEL(S) _____ MEET DATE(S) _____

HOST CLUB _____ MEET DIRECTOR _____

COMPETITION SITE _____

TOTAL NUMBER OF PARTICIPANTS

LEVEL	CH	CH	JR	SR	TOTAL	NO. OF TEAMS	NO. OF SPECTATORS

EXPENSES

FACILITY (own=\$200 per day; outside facility=actual; Chairman approval required if over \$500)	\$
MEET DIRECTOR'S HONORARIUM (\$1.50 per gymnast; minimum =\$75)	\$
JUDGING FEES AND EXPENSES (include all fees, per diem, mileage, tolls, and lodging)	\$
JUDGES FINDER FEES (\$3 per judge)	\$
USA GYMNASTICS SANCTION FEE	\$ 100.00
REGIONAL SUBSIDY (\$2 per gymnast; send total to USAG State Chairman)	\$
STATE TEAM SUBSIDY (\$2 per gymnast; send total to NOR-CAL Treasurer)	4
OPERATIONAL EXPENSES ¹ (maximum \$300)	\$
ATHLETIC TRAINER	\$
INDIVIDUAL AWARDS	\$
PRE-APPROVED EXPENSES (per USAG State Chairman and NOR-CAL Chairman only; list expenses)	\$
TOTAL EXPENSES	\$

INCOME

INDIVIDUAL ENTRY FEE	\$	x NO. OF GYMNASTS		= INDIVIDUAL INCOME	\$
TEAM ENTRY FEE	\$	x NO. OF TEAMS		= TEAM ENTRY INCOME	\$
				TOTAL ENTRY INCOME	\$

TOTAL ENTRY INCOME	\$	- TOTAL EXPENSES	\$	= TOTAL PROFIT/LOSS	\$
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MEET HOST INCOME (for information only)

ADMISSION	\$	DONATIONS	\$
PROGRAMS (NET)	\$	SNACK BAR	\$

SEND A COPY OF THIS FORM NO LATER THAN 10 DAYS FOLLOWING THE COMPETITION to your USAG State Chairman, and NOR-CAL Chairman, Treasurer and Zone Representative.

MEET DIRECTOR _____ PHONE _____

SIGNATURE _____ DATE _____

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