

# **NORTHERN CALIFORNIA WOMEN'S GYMNASTICS ASSOCIATION**

## **HANDBOOK INTRODUCTION**

The purpose of this NORTHERN CALIFORNIA WOMEN'S GYMNASTICS ASSOCIATION Handbook is to consolidate the efforts of the many who work for the continued improvement of gymnastics in Northern California.

The Northern California Women's Gymnastics Association Handbook is a summary of rules and policies for the competitive structure of Northern California. The Handbook is intended to be used with other publications which should guide Member Clubs in competitive gymnastics: USA Gymnastics Rules and Policies, USA Gymnastics Junior Olympic Technical Handbook, F.I.G. Code of Points. This handbook, along with other official NorCal publications (Calendar, Roster, Membership Packet, Competition Charts) are provided as part of a service to all dues paying members of the Northern California Women's Gymnastics Association.

# NORTHERN CALIFORNIA WOMEN'S GYMNASTICS ASSOCIATION

## CONSTITUTION

### ARTICLE I

#### NAME

Section (1). --- The name of this organization shall be the NORTHERN CALIFORNIA WOMEN'S GYMNASTICS ASSOCIATION, hereinafter referred to as NOR-CAL.

### ARTICLE II

#### PURPOSE AND OBLIGATIONS

Section (1) --- The purpose of NOR-CAL shall be to: i) serve as the coordination body for women's gymnastics in Northern California, ii) formulate rules and policies for operating a women's gymnastics program, iii) hold at least two membership meetings a year, iv) establish a seasonal competitive meet schedule, v) sponsor clinics for the improvement of gymnastics instruction, vi) sponsor clinics for the improvement of gymnastics judging, vii) sponsor clinics to teach gymnastic skills to female gymnasts, viii) periodically communicate to the membership by a mailed newsletter, ix) print and continually update an operational Handbook, and x) perform any other function NOR-CAL feels will enhance the women's gymnastics program of Northern California.

Section (2). --- Notwithstanding any statements to the contrary, neither NOR-CAL, as a whole, nor any persons while representing NOR-CAL, shall engage in any activities not associated with the stated purposes of this organization. No substantial part of the activities of the association shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publication or distribution of statements) on behalf of any political candidate for public office.

Section (3). --- It will be the obligation of all members to honor and abide by the rules and adopted by and for NOR-CAL, with such obligation assumed upon payment of dues as established in the Bylaws.

Section (4). --- The association is organized for nonprofit purposes and individual members will not derive profit there from.

### ARTICLE III

#### MEMBERSHIP AND DUES

Section (1). --- Membership in NOR-CAL is open to anyone interested in women's gymnastics.

Section (2). --- There shall be three types of memberships: i) Voting Members, ii) Apprentice Members, and iii) Associate Members.

Section (3). --- Voting Members are those individuals who represent a club, as a coach or an elected official of a club and have paid the yearly membership dues, plus any late charges that may be applicable. A Voting Member is entitled to one (1) vote, one copy of all printed material, and the privilege of competing registered gymnasts in NOR-CAL sponsored meets.

Section (4). --- Apprentice Members are those individuals who represent a new club (first year NOR-CAL member), as a coach or an elected official of a club and have paid the appropriate yearly membership dues (as stated in TITLE I, Section 3 of the Bylaws). An Apprentice Member is not entitled to vote but is entitled to one copy of all printed material, and the privilege of competing registered gymnasts in NOR-CAL sponsored meets.

Section (5). --- Associate Members are those clubs or individuals who, by paying the yearly membership dues, are entitled to all privileges of Voting Members, except the right to vote and the right to compete gymnasts in NOR-CAL sponsored meets.

Section (6). --- Club Membership fees are due on or before July 31<sup>st</sup> of each year, in order to adequately coordinate a Membership Directory for the annual Fall General Meeting. After July 31<sup>st</sup>, a Membership may be brought current only by paying a late charge as set forth in the Bylaws. Membership dues cannot be prorated.

Section (7). --- A Membership is terminated by non-payment of dues and can be terminated by a vote of the membership for due cause. Due cause could be for not honoring NOR-CAL established policies, rules and obligations.

#### ARTICLE IV

##### **NOR-CAL OFFICERS, EXECUTIVE BOARD AND ELECTIONS**

Section (1) --- The elected officers of NOR-CAL shall be: Chairman, Vice Chairman, Secretary and Treasurer. At least two (2) of these shall be active coaches. Election of these officers shall take place at the Spring meeting for a term of two (2) years. The elected Board will assume its duties immediately following the Spring General Membership Meeting of that year. Elections will be staggered so that the terms of Chairman and Secretary overlap with the Vice Chairman and Treasurer to keep continuity between successive Boards.

Section (2). --- The Executive Board shall be made up by the elected officers of NOR-CAL, the Immediate Past-Chairman, USAG State Chairman, the NAWGJ State Director, and by elected Zone Representatives, one from each of the Zones established by the Board. Election of the Zone Representatives shall take place at the Spring meeting, every year, taking office immediately following the Spring General Membership Meeting of that year.

Section (3). --- Vacancies in any elected office shall be filled by the action of the Executive Board, and persons so appointed shall serve the remaining portion of the expired term until the next regular election.

#### ARTICLE V

##### **MEETINGS**

Section (1). --- There shall be at least two (2) meetings held every year, usually Spring and Fall. Notices of the meetings will be given to the general membership at least fourteen (14) days prior to the meeting.

Section (2). --- Fifty percent of the voting membership with currently registered competitive gymnasts at any officially called meeting shall constitute a quorum for the transaction of business. To act on any business, a simple majority of those present shall be sufficient to constitute approval.

Section (3). --- Special meeting of the NOR-CAL membership, or Executive Board meetings, may be called at any time by the Chairman, or by any three (3) elected officers. Notice of the meetings will be given to the general membership at least fourteen (14) days prior to the meeting.

Section (4). --- Committee meetings shall be subject to call by their respective chairmen.

Section (5). --- ROBERT'S RULES OF ORDER, newly revised, shall govern all proceedings not covered in the Constitution and Bylaws.

## ARTICLE VI

### COMMITTEES

Section (1). --- The Chairman shall be empowered to establish as many committees and chairmen as he/she may decide necessary.

## ARTICLE VII

### DISSOLUTION

Section (1). --- The assets of this organization are irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any private individual. Upon dissolution or winding up of NOR-CAL, its assets remaining after payment of, or provision for payment, of all debts and liabilities of this organization, shall be distributed to the USA Gymnastics Women's Committee, or at the discretion of the Executive Board, to a non-profit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

## ARTICLE VIII

### AMENDMENTS

Section (1). --- This Constitution may be amended by a quorum, majority vote at any regular or special meeting of NOR-CAL, provided notice of the proposed change is included in the notice of the meeting.

## ARTICLE IX

### BYLAWS

Section (1). --- The Executive Board shall have the power to conduct NOR-CAL business between membership meetings. The Board may adopt Bylaws not in conflict with the Constitution as may be necessary to prescribe the procedures of NOR-CAL.

# NORTHERN CALIFORNIA WOMEN'S GYMNASTICS ASSOCIATION

## BYLAWS

### TITLE I

#### ANNUAL DUES

Section (1). --- The fiscal year for NOR-CAL memberships shall be from September 1<sup>st</sup> through August 31<sup>st</sup>, and cannot be prorated. Membership fees are due on or before July 31.

Section (2). --- Voting Memberships shall be: \$100.00 per year plus \$5.00 per registered competitive gymnast.

Section (3). --- Apprentice Memberships shall be: \$50.00 per year plus \$5.00 per registered competitive gymnast.

Section (4). --- Associate Memberships shall be: \$30.00 per year.

Section (5). --- The penalty for those clubs who are not registered with NOR-CAL by July 31<sup>st</sup> will be to pay \$125.00 (i.e. pay \$25.00 and the NOR-CAL club Membership fee). This does not apply to new club memberships.

Section (6). --- The penalty for late payment of the \$5.00 per registered competitive gymnast portion of the NOR-CAL club membership fee is as follows: The fee shall be increased to \$10.00 per registered compulsory gymnast if paid during the month of September. The fee shall be increased to \$20.00 per registered compulsory competitive gymnast if paid during the month of October. The fee shall be increased to \$10.00 per registered optional competitive gymnast if paid during the month of January. The fee shall be increased to \$20.00 per registered optional competitive gymnast if paid during the month of February.

### TITLE II

#### DUTIES OF THE EXECUTIVE BOARD

Section (1). --- Management of NOR-CAL is vested in the Executive Board.

Section (2). --- Powers and Duties: i) the board shall hold as many meetings as are necessary to conduct the business of NOR-CAL, ii) at least thirty days prior to the dated for the election of officers, the Board shall appoint a nomination committee who shall present a slate of nominees at the election meeting, iii) the Board shall accept and disburse all monies of NOR-CAL, iv) carry out any other activities which may involve NOR-CAL, except those reserved to the membership by the constitution, v) carry out the Bylaws as prescribed.

### **TITLE III**

#### **DUTIES OF THE OFFICERS**

Section (1). --- The Executive Board shall consist of the four elected officers, the Immediate Past-Chairman, USAG State Chairman, the NAWGJ State Director, and the elected Zone Representatives.

Section (2). --- The Chairman shall call and preside at NOR-CAL meetings; coordinate with other gymnastics organizations; ensure that all member of NOR-CAL are kept informed of all current developments; rule on petitions; appoint sub-committee chairmen as needed; attend national and regional meetings as the official representative of NOR-CAL; receive and review all meet results and/or financial statements; ensure that all NOR-CAL scheduled meets and events are sanctioned by the appropriate organization; coordinate all Bylaws and handbook revisions, and arrange for the printing of these revisions.

Section (3). --- The Vice-Chairman, in the absence of the Chairman, shall perform all duties of the Chairman; determine gymnast-qualifiers to championship meets; perform such functions as requested by the Chairman. The Vice-Chairman shall also organize and produce a Competitive Calendar, and head a committee for the NOR-CAL Special Awards.

Section (4). --- The Secretary shall keep minutes of all meetings and transmit them to the members in the NOR-CAL newsletter; maintain an up-to-date roster of member's names, addresses, and phone numbers; prepare and send meeting notices and agendas; and be the custodian for all NOR-CAL papers.

Section (5). --- The Treasurer shall keep all financial records; collect and expend NOR-CAL funds as indicated in the Bylaws or as authorized by the Executive Board or by the membership; be responsible for collecting, tabulating and reporting on the NOR-CAL financial status; and file the necessary tax documents with Federal, State and local authorities.

Section (6). --- Each Zone Representative shall represent their Zone on the Executive Board; coordinate qualifiers and alternates to the Zone Championships; handle all internal affairs; and be the liaison between the NOR-CAL Chairman and the clubs within the Zone. See the APPENDIX for a Job Description.

### **TITLE IV**

#### **STANDING COMMITTEES AND APPOINTED CHAIRMEN**

Section (1). --- The Chairman shall have the authority to establish standing committees and/or chairmanships for a specific purpose as the need arises.

Section (2). --- The Awards chairman shall be responsible for consolidating awards needed for any given season; submitting the order out for bids; and ordering and distributing awards for all NOR-CAL sponsored meets. The Awards Chairman shall be the director of the state Team and as such shall be responsible for their uniforms, budget, meet entry, and distributing meet information.

### **TITLE V**

#### **MEETINGS**

Section (1). --- A general meeting shall normally be held in the fall for the purpose of finalizing the forth-coming season's meet schedule and to discuss any other NOR-CAL business except changes in the competitive structure for the current season.

Section (2). --- A general meeting shall normally be held in the spring for the purpose of evaluating the just-completed competitive season, election of officers as called for in the Constitution, and to discuss any other NOR-CAL business.

## **TITLE VI**

### **ELECTIONS**

Section (1). --- Election of officers for the Executive Board shall be held at the spring meeting, as per ARTICLE IV of the Constitution. A slate of nominees will be presented, but nominations from the floor are also welcomed.

Section (2). --- All officers are elected by a quorum, simple majority of those present.

Section (3). --- The elected Board will assume its duties immediately following the Spring General Membership Meeting.

## **TITLE VII**

### **INCOME**

Section (1). --- Operating funds for NOR-CAL shall be derived from one or more of the following sources: Membership dues, event profits, and/or fund-raising activities.

Section (2). --- Membership dues are as specified in TITLE I of these Bylaws.

Section (3). --- Fund-raising activities shall be sponsored by NOR-CAL as needed.

## **TITLE VIII**

### **EXPENSES**

Section (1). --- Expenditures of \$300.00 or more shall have the prior approval of the Executive Board.

Section (2). --- The Chairman shall receive an honorarium of \$150.00 per month plus all expenses associated with the running of NOR-CAL, including, but not limited to, the Chairman's expenses to the USAG Congress each year.

Section (3). --- Each year the Zone Representatives shall receive \$400.00 as token payments to cover out-of-pocket expenses incurred while conducting the business of NOR-CAL. The Awards Chairman shall receive \$300.00 per competitive season for processing the Zone and State meet awards.

Section (4). --- The NOR-CAL Secretary, Treasurer, and Vice Chairman shall each receive a monthly honorarium of \$35.00 in exchange for handling the affairs of NOR-CAL.

Section (5). --- All other officers and sub-committee chairman shall be compensated for actual expenses incurred in conducting the official business of NOR-CAL, as approved by the Executive Board.

Section (6). --- Depending on the candidates, the NOR-CAL General Membership may award the William E. Glover Memorial Scholarship, each year, up to a maximum of \$600.00 – See Appendix.

Section (7). --- None of the NOR-CAL funds shall be used for any activity not directly associated with the purposes or conditions of the Constitution or Bylaws.

Section (8). --- NOR-CAL shall announce and present the following awards at the Fall General Meeting each year:

- Compulsory Coach of the Year
- Optional Coach of the Year
- Judge of the Year
- Don Nelson Memorial Award for Contributor of the Year
- James Wallace Memorial Award

Nominations for Optional Coach of the Year, Judge of the Year, Choreographer of the Year, Don Nelson Memorial Award for Contributor of the Year, and the James Wallace Memorial Award need to be received by the NOR-CAL Vice Chairman. The nominator needs to include a short description of the candidate's qualifications for the award. The General Membership shall then vote from a slate of nominees. If no nominations are received the Executive Board will nominate one or more individuals. Write-in Candidates will also be allowed. All official nominees will be announced for recognition at the meeting.

Section (9). --- Officers of NOR-CAL will be allowed to hire limited clerical help to speed up the mailing process. All clerical fees must be approved in advance by the NOR-CAL Chairman. The annual total may not exceed \$500.00 with Board approval.

## **TITLE IX**

### **ETHICAL CONDUCT**

Section (1). --- Any member of NOR-CAL must conduct themselves in a professional manner according to the Rules of Ethical Conduct found in the APPENDIX of this Handbook. Payment of the annual Membership Dues shall constitute agreement and acceptance of these rules.

Section (2). --- Failure to follow the Rules of Ethical Conduct will bring a review by the Executive Board, and could lead up to (and include) the termination of any Membership.

Section (3). --- To report a situation of unethical conduct, send full, written documentation to the NOR-CAL Chairman, who will bring the matter to the attention of the Executive Board. Send a copy of the written documentation to the person or persons in question. DO NOT send copies to any other individual (unless he/she is a member of the Board).

## **TITLE X**

### **GEOGRAPHICAL AREA**

Section (1). --- NOR-CAL shall include all of Northern California from the Oregon border in the north, to the southern boundaries of Monterey, Kings, Tulare and Inyo counties, and from the Pacific Ocean on the west to the Nevada border on the east.

Section (2). --- NOR-CAL shall be divided into zones by the Executive Board. Zones shall be changed by the Executive Board as the number of clubs and/or gymnasts increase or decrease.

Section (3). --- A club may petition the Executive Board for placement in a Zone different than the one assigned. If the club is assigned a new zone, the Zone Representative of that zone must contact the relocated club to let them know of the decision of the Executive Board and to welcome them into that zone. The Zone Representative shall inform all members of the zone about the new club.

Section (4). --- A new club will be placed into a Zone by the Executive Board with consideration given to geographical location. The Zone Representative of that zone must contact the new club to let them know of the decision of the Executive Board and to welcome them into that zone and NOR-CAL. The Zone Representative shall inform all members of the zone about the new club and will make sure that the new club has the current NOR-CAL Handbook, Competitive Calendar, Roster, and any important information.

## TITLE XI

### ADOPTION

Section (1). --- These Bylaws shall be adopted or amended by a majority of the Voting Members present, provided they constitute a quorum as defined in ARTICLE V, Section (2) of the Constitution.

## **NORTHERN CALIFORNIA WOMEN'S GYMNASTICS ASSOCIATION**

### ***COMPETITION STRUCTURE***

#### ***COMPETITIVE LEVELS***

NOR-CAL participates in the following levels: Level One through Level Ten of the USA GYMNASTICS Junior Olympic Age Group Program and the USA GYMNASTICS Elite Program.

For the minimum requirements of the classifications and for Level Mobility regulations, please refer to the current edition of the USA GYMNASTICS Rules and Policies.

#### **CHANGES DURING THE COMPETITIVE SEASON**

No change in the competitive structure may occur after the beginning of the competitive season (August 1<sup>st</sup> of each year).

If a gymnast changes gyms during the competitive season, she will not be allowed to compete for the new club until all financial obligations at her previous club have been met, and the Gymnast Change of Club form (See Appendix) has been filed with the offices listed on the form.

#### **PRELIMINARY MEETS**

All gymnasts (Level 5-10) compete in sanctioned Preliminary Meets; preliminaries which may be held with anyone, anywhere, within the deadline specified. The only requirements are that they must be 1) sanctioned by the USA GYMNASTICS/WC, and 2) judged by USA GYMNASTICS rated judges. (See SANCTIONING.) All scores from meets used for NOR-CAL qualification not sanctioned or not judged by rated judges will be disallowed. Scores from meets where there is only one participation club will be disallowed.

As preliminaries occur, meet results are sent by the Meet Director to the NOR-CAL Master Scorekeeper and your Zone Representative (see Competitive Checklist in the APPENDIX). It is your responsibility to make sure the NOR-CAL Master Scorekeeper and your Zone Representative receive an official copy of the results from each and every meet you attend. Compulsory results received after Monday prior to the Zone Championships will be subject to a \$25.00 per gymnast late fee payable to NOR-CAL prior to the Zone Championship. Optional results received after the Monday two weeks prior to the State Championships will be subject to a \$25.00 per gymnast late fee payable to NOR-CAL prior to the State Championship. The

NOR-CAL Master Scorekeeper will record individual scores on the Northern California Women's Gymnastics Association Web Site at:  
<http://www.norcal-gymnastics.org>

If you have accepted an invitation to a preliminary meet (or qualified to a higher level meet), and later find your Club cannot attend, you must contact the Host Club as many weeks in advance as possible to advise cancellation. As a member of NOR-CAL it is your responsibility to attend any meet where your Club participates, or at least send another employee-coach who is experienced in training-meet methods and has a professional USA Gymnastics number.

## **MEET RULES AND PROCEDURES**

### **MEET BIDS**

**MEET CALENDAR:** The NOR-CAL meet calendar shall be determined by the June meeting of each year and updated as needed periodically throughout the year. The calendar shows all meets at the Zone Level and above approved by NOR-CAL plus all preliminary meets that have been properly submitted to the NOR-CAL Competitive Chairman. Only those meets on this calendar can serve as qualifying meets to the next level of the competitive sequence (e.g. from Zone to State).

As NOR-CAL's competitive season does not start until August 1<sup>st</sup>, meets held for the coming season before August 1<sup>st</sup> for compulsories and January 1<sup>st</sup> for optionals cannot be used for qualification purposes.

**PRELIMINARY MEETS:** Any NOR-CAL Member Club, and any skill level, may elect to host, with a USA GYMNASTICS Sanction, a preliminary meet, using the NOR-CAL Meet Scheduling Procedure.

**ZONE CHAMPIONSHIPS:** Host(s) for Zone will be decided during the Zone Meeting held during the June General Membership Meeting conducted by the Zone Representative. In case there is more than one bid for this meet, the host will be decided by vote within the Zone. Upon cancellation, the Zone Representative will find a new host.

**STATE MEETS:** Host(s) for State Championships will be decided from bids submitted during the General Spring Meeting conducted by the Chairman. In case there is more than one bid for a meet, the Executive Board will award the meet host. Upon cancellation, the Chairman will find a new host with approval of the USAG/WC State Chairman.

**REGIONAL CHAMPIONSHIPS:** A Bid Form, along with any required deposit, is sent to the Region 1 Chairman for the USAG/WC, a copy to the USAG/WC State Chairman, and a copy to the NOR-CAL Chairman.

**NATIONALS:** In addition to sending copies to those listed under 'Regional Championships,' the original Bid Form is sent to the National Director - USAG/WC.

### **SANCTIONING**

For the sanctioning procedure, please refer to the USA GYMNASTICS Rules and Policies. All qualifying meets must be sanctioned by the USA GYMNASTICS.

### ENTRY FEES

\*\* Level 5 and 6 Zone entry fee shall not exceed \$50 (this shall include the \$2.00 per athlete State Subsidy fee to be sent to the USAG State Director). State Entry fees shall not exceed \$50 without USAG State Chairman approval. This shall include the \$2.00 per athlete NOR-CAL State Team Subsidy to be sent to the NOR-CAL Treasurer.

Level 7-10 State Entry Fee shall not exceed \$50 without USAG State Chairman approval. This shall include the \$2.00 per athlete State Subsidy fee to be sent to the USAG State Director Chairman, a \$2.00 per athlete State Team Subsidy to be sent to the NOR-CAL Treasurer, and a \$2.00 per athlete Regional Subsidy fee to be sent to the USAG Regional Chairman.

Entry Fees for Championship meets will be collected as follows:

Zone – with entry form (meet host collects)

Sectional – with entry form (meet host collects)

State meet – Level 5 and 6 at Zone Meet (Zone Representative collects), Level 7, 8, 9 & 10 with entry form (meet host collects)

Regionals – at State Meet (USA GYMNASTICS/WC State Chairman collects)

Westerns – at Regional Meet (USA GYMNASTICS/WC Regional Chairman collects)

Nationals – at Regional Meet (USA GYMNASTICS/WC Regional Chairman collects)

No Club is permitted to compete without payment of the Fee (see Entry Deadline Chart). Should a Club be allowed to do so, the Meet Host must complete the Financial Statement as if the Fee has been paid and the responsibility for future collection rests with the Host. As all Entry Fees are paid in advance, should a club and/or gymnast not show for the meet, the meet host is not obligated to give a refund.

ADMISSION FEES: Admission fees (for spectators) shall not exceed ~~\$2 per person per day, \$5 per adult, \$3 per for Zone, Sectional, and State competitions~~ \$5 per session for adults, and \$3 for children under 6, for Zone Championships, and \$7 per session for adults, and \$5 for children under 6, for State Championships.

ENTRY FORMS must include the type of meet, date(s), warm-up times, meet starting time, location with map, type of competition, (compulsory and/or optional, etc.), Individual and Team entry fees, spectator admission fees, type of equipment, and entry deadline. Must also include a section for gymnasts' age group designation and USA GYMNASTICS/WC Registration number, and Coaches' USA GYMNASTICS number.

### NUMBER OF GYMNASTS COMPETING

At preliminaries the maximum number of gymnasts that may be allowed are according to current USAG RULES AND POLICIES.

Unless prior special arrangements have been made, the judging panel has the right to not judge the meet if the USAG guidelines are exceeded. The host team does have the option to drop members of his team in order to conform to the above numbers.

If a judge arrives at the meet and the numbers are exceeded and not corrected, the judge may leave with pay and mileage (payment to be made by the meet director). All meet fees for a meet so in question MUST be refunded to the clubs involved by the meet director if the meet is cancelled.

### **ENTRY DEADLINES**

The entry deadline should be ten (10) days before the meet, and should an entry not be received by that date, a late charge of \$5.00 per gymnast may be charged. If entry fees are received less than five (5) days before the meet, you may refuse to allow them to enter.

Once an invitation has been extended to a Club, it cannot ethically be withdrawn. If within seven (7) days of the meet, the meet is cancelled or changes are made from what appears on the entry form, notification of participating clubs will be by phone. Where phone contact is not possible, notification must be by 'Mailgram.'

If conditions change from what appears on entry forms mailed to participating clubs, it is your responsibility to call or write in an appropriate amount of time to allow the clubs to adjust to the change. At Zone Level meets and above Entry forms are mailed to applicable clubs the NOR-CAL Chairman and the USA GYMNASTICS/WC State Chairman, at least three weeks before the meet. The date indicated on the NOR-CAL Calendar must be used unless changed with the prior approval of the NOR-CAL Chairman and the USA GYMNASTICS/WC State Chairman. Deadlines and late fees will conform to the USA GYMNASTICS RULES AND POLICIES.

### **MEET OBLIGATIONS**

Any T-shirts given away or sold to competitors, Zone level meets or above, must have the design for the shirt approved in advance by the NOR-CAL Chairman. Failure to do so could result in gross receipts for the shirts being turned over to NOR-CAL. The cost of T-shirt shall not be included in entry fee. They must be sold separately.

Meets involving a large contingent of one age group may be separated for the purposes of competition, but only if not restricted by the Competition Structure (see SEEDING).

### **JUDGES**

JUDGES shall be paid the day of the meet, based on established rates and mileage allowances. The Host Club must provide the judges with early morning coffee and snack, lunch if the meet is divided into two sessions, and refreshments during the competition if conditions warrant it. In lieu of providing meals, a per-diem payment can be made in addition to their judging honorarium and mileage charges.

Each Judge shall be furnished with a meet program, rotation schedule, scratch paper, judging forms and pencils. Judges chairs should be place, whenever possible, away from the audience and waiting competitors.

Level 8, 9 and 10 Championship Meets will have Open scoring and flashing of Start Values, and timed Optional Floor Exercise and Balance Beam routines. All competitions shall have timed Balance Beam routines. Timers are provided by the Host Club. The timers should be consistent throughout the session and should be adults or mature gymnasts.

Having an opening march-in including gymnasts, coaches and judges, and an opening ceremony that would include the playing of the National Anthem, introductions and special announcements would be appropriate.

Line-up, march-in and ceremonies should last no longer than twenty minutes.

### **SCORES**

SCORES are calculated and rounded off to the nearest 1/100<sup>th</sup> of a point. Final (average) scores should be flashed as soon as possible after each competitor. An official tabulation of scores should be posted, in an easily accessible location, as the meet progresses to aid in rectifying mistakes as they occur.

### **MEET ETIQUETTE**

All competitors must wear a leotard, no tights are allowed, and foot covering is optional.

No coach or gymnast may approach, block the view of, or look over the shoulder of a judge while he or she is judging an event. Gymnasts who are not competing should remain out of the competition area. Where possible, a roped-off area is recommended.

Gymnasts or coaches must not disturb the head table or any scoring table.

Excessive or loud cheering, yelling and screeching for a gymnast by her teammates must be stopped by her coach. The audience should be encouraged, by the Meet Director, to follow this rule.

A Coaches/judges meeting should be held before the start of warm-ups for any last minute announcements, instructions, notification of scratches, and distribution of packets.

### **PROTESTS**

PROTESTS are NOT allowed at any NOR-CAL meet. However, a Team's Coach (only) may present the Meet Director with properly completed "USA GYMNASTICS Score Inquiry Form" within five minutes of the completion of squad competition on that event. The Meet Director will present the Inquiry Form to the Meet Referee (or the event's Head Judge where there is no Referee).

Neither the coach nor the Meet Director can be involved in the judges discussion. The results of the Inquiry will be communicated to the Team Coach by the Meet Director.

### **SEEDING**

See the USA GYMNASTICS Rules and Policies.

The Olympic order of events (Zone and above) is: VAULT - BARS - BEAM - FLOOR EXERCISE.  
Competition rotation MUST follow this sequence.

See the USA GYMNASTICS Rules and Policies for quantity and type of equipment required for ZONE level meets and above.

Base Scoring may be allowed but it must not involve a competitor in the meet. The first gymnast on each event is there usually by random draw, and CANNOT be permitted to repeat the event later in the competition. However, in the case of the malfunction during the routine of a piece of equipment associated with the event, any gymnast may be given the opportunity to repeat.

### NOR-CAL AWARDS SYSTEM

TIES: Gymnasts tying on an event will be announced as winning the same place and take the same place on the awards stand, however, the award will be given according to their AA score. For example, in a three-way tie for 2<sup>nd</sup> place, all gymnasts are announced as 2<sup>nd</sup> place winners, however, one gymnast gets the 2<sup>nd</sup> place award, one the 3<sup>rd</sup> place award, and the last the 4<sup>th</sup> place award based on their AA rankings. Ties in the All Around are decided by highest event score. The appropriate number of places following the tie are skipped. Ties in last place are awarded equally with one gymnast receiving the award - the others will receive their award after they are ordered.

THE NOR-CAL TEAM AWARDS SYSTEM (SEE 'TEAM COMPETITION').

AWARDS: Awards are based on the number of gymnasts competing per age group:

(1) Gymnast:	(2-10) Gymnasts:	(11-20) Gymnasts:	(21+) Gymnasts
Event: None	Event: same as AA	Event: 1-6 places	Event: 1-10 places
AA: 1 <sup>st</sup> place only	2 AA: 1-2 places 3-5 AA: 1-3 places 6-10 AA: 1-4 places	AA: 1-6 places	AA: 1-10 places

### TEAM COMPETITION

Team competition shall consist of any number of qualified gymnasts, provided that at least eight teams can be formed. Team scores are determined by a team's top three or four All Around gymnasts, regardless of age division, with the top three scores per event counting.

### MEET RESULTS FORMS

For all Preliminary Meets and ZONE Championship meets and above, results must be available immediately following the meet. Results must be sent or e-mailed to your Zone Representative to the NOR-CAL Master Scorekeeper within 3 days after the meet.

CAUTION: A USA GYMNASTICS/WC SANCTION REPORT FORM (SEE USAG R & P) MUST BE SENT TO THE APPROPRIATE USA GYMNASTICS/WC OFFICIALS WITHIN 24 HOURS AFTER EVERY SANCTIONED MEET OF ANY KIND. FAILURE TO DO SO MAY RESULT IN THE SANCTION FOR THAT MEET BEING PULLED, AND ANY SCORES, FOR ANY CLUB AT THE MEET, BEING DISALLOWED FOR QUALIFICATION.

## FINANCIAL STATEMENTS

BUDGET AND FINANCIAL STATEMENTS are required on any ZONE Championship and above. Statements for other preliminaries are NOT required. Budget and Financial Statements are to be sent to the Zone Representative (for Zone Championships only), NOR-CAL Treasurer, to the NOR-CAL Chairman, and to the USA GYMNASTICS/WC State Chairman. A check for the awards should be made out to NOR-CAL and mailed to the NOR-CAL Awards Chairman. The Budget Statement must be submitted within 30 days of receiving the meet bid.

As shown on the Financial Statement Form (See APPENDIX), income you must report is all entry fees, admission fees, program fees, and donations, but only entry fees are used to reconcile expenses. All competitors must pay the entry fee, including the Host Club. Should a club be allowed to compete without paying, the Financial Statement is filled out as if they had paid. Collection of their fees, later, is solely the responsibility of the host club.

Only those expenses shown on the Financial Statement, and those pre-approved by the NOR-CAL Chairman, are allowed. Non-allowable expenses would be any equipment purchases, award stands, or other items considered a capital investment for the Host Club. Expenses for telephone, announcer(s), postage, computer, custodial and supplies are covered under the "operational expense" line item. Expenses such as equipment moving, purchases of special equipment, etc. require prior approval by the NOR-CAL Chairman and the USA GYMNASTICS State Chairman. Broken or stolen equipment may not appear on the Financial Statement, but a letter may be written to the Executive Board explaining the circumstances behind the incident and requesting replacement from NOR-CAL. As a general Association policy, a Host Club is solely responsible for any lost or stolen equipment, in-house or borrowed. As such, the Board is not obligated to grant the request.

All funds collected in entry fees on a NOR-CAL sponsored meet are not to be considered Host Club funds, until a complete Financial Statement has been filed with the NOR-CAL Treasurer within the 10 day deadline specified on the Statement. When funds due NOR-CAL for services or goods (such as awards) are not paid when specified, an interest penalty of 1 ½ % per month, prorated daily, may be levied.

As all NOR-CAL Meets, ZONE and above, are priced with entry fees 'To Cover Costs' and should not exceed preset limits. (See Entry Fees).

Profits from Regional Level meets and above will be handled as described in the USA GYMNASTICS RULES AND POLICIES.

## EQUIPMENT

For equipment specifications please refer to the USA GYMNASTICS RULES AND POLICIES.

The Zone Representative for the area in which the meet takes place has the authority to review equipment, equipment placement, and mat protection, and require any corrections before the meet can begin. Should any Host refuse, or be unable to make the corrections, the Zone Representative is empowered by the Board to cancel the meet.

FIRST AID STATION: Inform local fire department or paramedics of the meet and describe quickest access. There should be, on hand, phone numbers for local hospitals, paramedics, and fire departments; also ice, gallon-size plastic bags, blankets, pillows, towels, athletic tape, scissors, crutches, etc. State Championship competitions should have a qualified athletic trainer present.