

Texas USA Gymnastics Policies & Violations Guidelines 2011-2012

Texas USA Gymnastics State Committee Statement

All USA Gymnastics sanctioned competitions in Texas are governed by the rules set forth in the **USA Gymnastics Rules and Policies**. Texas USA Gymnastics State Administrative Committee (referred to in this document as the SAC) extends its jurisdiction with respect to competitions that fall under the leadership of the State Committee, i.e., District Qualifiers, District Championships, North, South and State Championships. Although invitational competitions are exempt from the Texas USAG Program Policies (*with the exception of the \$1.00 competition fee, \$1.00 per Level 5-10 score tracking fees*) it is recommended that all competitions hosted in Texas regard the importance of these guidelines in an effort to facilitate the smooth running of all competitions in our state.

The following document has three checklists; Meet Director, Coaches and/or Club owners, and Judges. Each of the three professional entities has responsibilities and requirements that must be upheld and maintained. In the event an infraction occurs, the State of Texas USAG has the responsibility and authority to refer Sanction violations to the National Office. The SAC also has authority to assess a fee for non-compliance of state requirements. Certain penalty fees are constant. Others will be determined by the designated commit according to the particular situation and circumstances.

SECTION I

MEET DIRECTOR CHECKLIST

PRE-MEET RESPONSIBILITIES

- 42 days (6 weeks) prior to the competition – **POST** Meet Information on TXUSAG.com website (send information to webmaster@txusag.com). Include all information according to Rules and Policies and TXUSAG. Entries must be on the Official Texas USAG Entry Form and they must be typed. Entries must be received (in the hands) of the Meet Director 22 days prior to the first day of competition. Meet Directors may accept late entries on space available in accordance with the National Office and the Sports Act of 1978. A Meet Director may not accept any entries after the entry deadline without the approval of the Texas USAG Competition Committee. Clubs with late entries must submit requests in writing explaining the circumstance to the competition chair. Entry fees are non-refundable after the entry deadline has passed.
- Meet Directors should respond to any **Meet Entry Verification Fax Forms** received.
- **Minimum of 30 days** prior to the competition complete and send “**Request for Sanction**” form to USA Gymnastics National Office. (Sanction Request Form can be found in this publication, on line at TXUSAG.com and through member services at USA-gymnastics.org).
- **30 days** (minimum) prior to the competition send NAWGJ “**Request for Judges**” to the appropriate assigning official.
- Notify any clubs of incorrect/incomplete entries. (\$25.00 per incomplete/incorrect entry – if the corrected form is returned to the Meet Director prior to the entry deadline, then no late fee will be charged. If the corrected entry is received **AFTER** the deadline, then the \$25.00 per athlete Late Fee applies. Notify a Competition Chairperson if assistance is needed. Meet Directors must uphold this rule.
- Place order for banners for North/South or State Championships where team competition is offered. Form can be found in this publication or at TXUSAG.com. Based on the Sports Act of 1978, **Team size MAY change after the entry deadline. 50% of teams entered will be recognized during the awards ceremony. If 3 or less clubs enter Team Competition, Award 100%**.
- Conduct the competitive draw and assign competitors to squads and events according to Rules and Policies. For Qualifying Meets the draw may be done by level for team or age group. If the draw is by team, awards must be given after each session for all age groups competing in that session. At District Championships and above, draw should be by age group. However, if there is more than one age group in a session, teams can be placed in the same squad.
- If there are multiple levels in a session, the gymnast must compete by Level, i.e., all Level 6 athletes must compete together and all Level 5 athletes must compete together. Please contact a Competition Chair for assistance with this type of draw if you have any questions.
- Submit a completely filled out Competition Schedule Approval Form to the appropriate Competition Chair. A Meet Director **MAY NOT** make changes to the approved Competition Schedule without approval from a Competition Chair. **It is recommended that you allow 1 full day (minimum) for schedule approval.**
- Order an adequate amount of awards. Refer to specific requirements listed in this publication for each level.
- In the event a Meet Director is notified that an Entry Fee is paid with “Insufficient Funds”, it is recommended that they notify the competition Chair. Returned checks will be handled through the host club under General Business practices.

- **14 days** prior to the competition, post final schedule on the TXUSAG.com website through webmaster@txusag.com. The meet director **MUST** have an approved schedule in hand prior to posting schedule. Include a map to the meet site, hotel and other pertinent information.
- **10 days** (minimum) prior to the competition **mail or email** all Meet Information to officials. Include map to meet site, travel arrangements as well as any meal plans. Include hotel information for meets that require overnight stays. Meet officials **MUST** be contacted with travel and hotel information.
- Meet with all support staff (committee chairs, timers, tabulators, runners, squad leaders) and hold a training session. It is the responsibility of the meet director to train support staff.
- Ensure all competition equipment meets the required specifications of USAG.

DURING THE COMPETITION RESPONSIBILITIES

- Perform an equipment safety check (with the Meet Referee if possible).
- Conduct coaches meeting. All coaches must sign in on the designated Coaches Sign In Sheet and display their credentials (Pro Member Card with Safety and Background Expiration date). The Meet Director must remove any coach that is not able to verify a current membership.
- Conduct Warm-up and competition according to the USAG guidelines as stated in the Rule and Policies.
- Ensure that the Officials names and Pro numbers are on the Sanction Report and that the Meet Referee signs the report.
- Verify the Officials fees with the Meet Referee.
- Pay Officials at the end of their last session (prior to awards).
- Awards- follow USAG guidelines for tie breaking procedures and TXUSAG requirements for the number of awards to be distributed. Duplicate awards are required at State Championships and recommended at all other state sponsored meets.

POST COMPETITION RESPONSIBILITIES

- **Within 24 hours** of the conclusion of competition send the original Sanction Report and Coaches Sign In sheets to the National Office.
- **Within 24 hours** of the conclusion of **any championship competition**, (District Championships, North, South or State Championships), the Meet Director **MUST** mail the meet results to the respective Meet Director of the next Championship competition. ***OVERNIGHT Delivery is required.*** It is recommended that you retain your receipt as proof of mailing.
- Post meet results in an HTML format via the TXUSAG.com website or send a link to your website to webmaster@txusag.com. HTML must indicate level and age group – **Birthdates cannot be on the results.**

Within 48 hours of the conclusion of ALL competitions held in Texas, *including Invitational meets*, send:

- A signed copy of the **Sanction Report**
- Email an **Excel file of Meet Results** ***NO PAPER RESULTS!***
- Completed copy of **Competition Administration Fees Worksheet** (found in this publication or on line at TXUSAG.com) along with all applicable fees as listed on Competition Administration Fees Worksheet to:

PAYABLE TO: **TX USAG**
Mail to: **Diane Callison**
23873 Wild Forest Drive
New Caney, Texas 77357

Results must be in Excel file format and must contain:

- a. Name Address and phone number of host club
- b. Meet Directors name
- c. Name of gymnast, Team Name, USAG number, ALL Around Score

****There is a \$25.00 late/improper results fee.** Texas Penalties for non compliance applies.**

- **Within 48 hours** of the conclusion of competition, send a copy of the **Sanction Report** to **Cori Rizzo, 4225 Johns Light Drive, Austin, TX 78727. Fax # 888-412-9681.**
- **Within 10 days** of North, South or State Championships send a completed **Financial Report** (found in this publication) to
Diane Callison
23873 Wild Forest Drive
New Caney, TX 77357
281-689-8819 Fax
Financial reports assist the state in determining the need to review entry and gate fees.

SECTION II

COACHES AND CLUB OWNERS RESPONSIBILITIES

Every USAG sanctioned competition in Texas is governed by the rules set forth in the USA Gymnastics Rule and Policies, as well as the Texas Program Handbook. In addition to the obligations set forth by USA Gymnastics, coaches and club owners are responsible for, but not limited to the guidelines listed below:

COACHES/CLUB OWNERS CHECKLIST

MEET INFORMATION AND ENTRIES

- Accurately type out the Official Texas Entry Form. (It is the responsibility of the club to furnish accurate information in regards to USAG numbers, spelling of names dates of birth, competition level, coach's name and pro member number with all expiration dates. **Attach a copy of the USA Gymnastics Club athlete roster and coaches Professional Membership roster.**
- **It is most helpful, but not required, to submit a separate Entry Form for each level of competition.**
- Enclose payment for the amount of Entry Fees plus and applicable Team Entry fees.
- Mail the completed Entry Form in a timely manner to insure their arrival by the **Entry Deadline** (see this publication for Entry Deadline Charts). It is highly recommended that all entries be sent via return receipt requested or some other form of verification that the information was sent. It is usually **best not to require a delivery signature** which may delay delivery. **Reminder: Entries must be delivered, not postmarked by the entry deadline.** Entry into a competition is considered received when the Entry Form, fees and USAG Rosters are received by the Meet Director. Faxed Entry Forms are not considered on time.
- You may use the Meet Entry Verification Fax Form found in this publication to verify that your entries were received on time.
 - The correct Entry Fees must accompany all Entry Forms with attached USAG club rosters or the entry will be returned and the athletes will not be entered until the time that the corrected Entry Form is received.
 - Any Late Fees imposed due to incorrect/incomplete or late arrival must be paid prior to the acceptance of resubmitted entries.
 - Meet Directors have the option under general business practices to require cash, money order or cashiers check from clubs that have in the past submitted entries that were paid with "insufficient funds" checks.
 - Meet Directors also have the right under general business practices to deny entry to a club or individual that has not settled an outstanding "insufficient funds" entry from a prior competition until such insufficient entries account is brought current.
 - Although "insufficient funds" Entry Fees will be handled by individual businesses receiving such check, it is recommended that the appropriate Competition Chair or State Chair be notified of all unresolved entries.
 - If a club is notified that an entry was received late, the club/coach has the option of petitioning entry through the Competition Committee. Please contact a competition Chair (see petition procedure under Appeals Process in this document).
- **Special Note regarding "substitutions" For State Championships** if your athlete becomes injured or is otherwise unable to compete, and it is known in advance, please contact the State Chairman and the Meet Director immediately so that the next athlete may be contacted concerning entry into the meet. **The deadline for alternates is 24 hours prior to the 1st session of the State Championships.** *Alternates arriving at the competition, even if they are next in line will not be allowed to enter the competition in the event of a "last minute" scratch or injury. Is this in line with the Sports Act??*
- **Special note regarding team size:** Due to the 1978 Sports Act, team size ***may*** change after the Final Entry Deadline. Only 50% of teams will be recognized during the awards ceremony. Additions to a team **will be** counted as a team member.
- In the event an athlete is inadvertently left off an Entry Form and arrives at the competition, the Meet Director may allow the athlete to compete if there is adequate room in the meet. The Meet Director should try to contact one of the Competition Chairs or the State Chair to discuss the circumstances. **The Entry Fee plus the \$25.00 late fee MUST be paid at that time.** The club that left the athlete off the Entry Form will be contacted by the Competition Chair and notified of the amount of Penalty in addition to the Late Fee that will be assessed (Maximum of \$200.00). If the Meet Director chooses to accept entry, the Meet Director should tell the coach/club owner/parent that there will be a fine assessed by the state committee of **UP TO \$200.00.**
- **NOTE: For Entry Forms that are submitted for entry into North, South or State Championships, it is recommended that the coach bring a copy of a completed Entry Form and the USAG Club & Coaches Rosters to the meet. The coach can then "line out" any athletes not qualifying to the next meet.** Submit this form along with the appropriate Entry Fees to the proper person PRIOR to leaving the competition.

SECTION III

JUDGES RESPONSIBILITIES

Every USAG sanctioned competition in Texas is governed by the rules set forth in the USA Gymnastics Rules and Policies, as well as the Texas Program Handbook. In addition to the obligations set forth by USA Gymnastics judges are responsible for, but not limited to the guidelines listed below:

CONTRACTS AND MEET INFORMATION

Meet Officials are independent contract labor. They are bound by the ethics of NAWGJ, the official assigning entity for Texas USAG and our governing body, USA Gymnastics. They represent the sport of gymnastics and should conduct themselves accordingly.

- Complete, sign and return a copy of the NAWGJ contract to the Meet Director in a timely manner... REMEMBER the Meet Director **cannot** send you a Meet Schedule and/or Meet Information unless they have your contact information. The earlier a contract is received the better you and for the meet director.
- Officials who do not furnish a contract in a timely manner may be replaced for the assignment.
- There may be some instances when it is not possible to give accurate information concerning travel and meal arrangements. In these situations, the judge must attempt to provide as much information as possible based on information provided to him/her by the assigning official.
- In accordance with Rules and Policies, in regards to a judge who chooses to drive rather than fly, mileage should not exceed the cost of an advance purchase airline ticket.
- In the unlikely event that the Meet Director does not contact you as an official, you should contact the Meet Director. If you have provided accurate and timely contact information and the Meet Director does not contact you, it is recommended that you notify the assigning official to resolve future issues.
- An Official should not request preferential treatment by requesting a change in hotel, airline or other items unless the Meet Director specifically requests your input.
- Officials should always follow USAG/NAWGJ guidelines regarding carpooling. If an Official chooses not to carpool based solely on their individual desire or convenience, the official should not charge the Meet Director mileage.
- Follow the guidelines set forth in USAG Rules and Polices regarding cancellation and /or modification of a contracted competition.

SECTION IV

NON COMPLIANCE

MEET DIRECTOR NON-COMPLIANCE ASSESSMENT

FIRST COMPETITION OF THE SEASON WITH VIOLATIONS

First Offense..... up to \$200.00

Each additional offense during the same competition: \$50.00

SECOND COMPETITION OF THE SEASON WITH VIOLATION(S)

First Offense..... up to \$200.00

Each additional offense during the same competition: \$50.00

After receiving fines in two (2) meets in any one season, he/she or club will loose the privilege of hosting future competitions for one (1) year from the date of the last offense.

A MEET DIRECTOR AND/OR HOST CLUB MUST BE IN GOOD STANDING WITH USAG AND TXUSAG IN ORDER TO HOST A COMPETITION AWARDED BY TEXAS USAG. Fines assessed by the SAC must be paid directly to Texas USAG.

Competition Fees must be paid in full.

USA Gymnastics may also levy fines based on non compliance of Sanctions.

COACHES/CLUB OWNERS MEET INFORMATION AND ENTRY NON COMPLIANCE

These fines will be paid directly to the Meet Director.

\$25.00 incomplete/incorrect Entry Form:

Incomplete or incorrect Entry Form: Meet Directors may **ONLY** accept typed OFFICIAL Texas USAG Entry Forms. Entry Forms that are incomplete or incorrect will be returned and the athletes will not be entered until a corrected Entry Form is received. Entry forms without an attached official USAG Club and Coaches rosters will be considered incomplete. Corrected Entry Forms must be received before the 16 day deadline to avoid penalties.

Late Entry:

For Entry Forms received after the Entry Deadline, coaches must contact one of the Competition Chairs or the State Chair for Entry approval. The coach / Club Owner should fax a letter stating the circumstances surrounding the entry being late and request that the athlete (s) be allowed to compete. This fine is per competition and will be assessed based on the information collected by the Competition Committee. All fines must be paid in advance of the competition without approval of the state Chair or a Competition Committee Chair.

On Site / Day of Competition Entry:

In the event a gymnast arrives at a competition to find that she has not been entered, at the discretion of the Meet Director, the gymnast may enter the competition. This entry is subject to a \$25.00 Late Fee per athlete and additional penalties based on the circumstances surrounding the reason the athlete was not entered prior to the day of competition. The coach/club owner should immediately call one of the Competition Chairs or the State Chair to discuss the issue. If one of the Competition Chairs or the State Chair cannot be reached, then a check in the amount of \$200.00 can be left with the Meet Director until such time as the committee can reach a decision on the applicable fine. The Meet Director should not cash the check until the committee reviews the circumstances and come to a final decision.

JUDGES CONTRACT NON-COMPLIANCE ASSESSMENT

In the event that a Meet Director does not receive your contract by the contract deadline, you may be replaced at the discretion of the State Administrative Committee in conjunction with NAWGJ. You may be assessed a fine of \$25.00 payable to the meet director for non-compliance.

Penalty Appeals Procedure

1. Fines must be paid prior to competition.
2. Fines must be paid prior to requesting a reduction in the fine.
3. The request must be typed and include all circumstances surrounding the request for reduction.
4. All Appeals will be addressed within a one (1) month from the time the written appeal is received.

Send Appeals to:

North Competition Chairperson

Scott Crouse
5228 S. Hulen
Fort Worth, TX 76132
817-294-3808 Fax

South Competition Chairperson

Lisa England
3954 Outpost Trace
Lago Vista, TX 78645
512-287-4023 Fax

Competition Offenses and Documentation

In addition to the previously mentioned infractions the following circumstances will be reviewed by the competition committee for possible fines:

Protocol for filing documentable offenses:

- **Documentation of Offenses:**

The receipt of one or more “Letters of Complaint” will result in a penalty being considered by the Texas USAG Competition Committee.

- These offenses would include one that has physical evidence, i.e. proof of non compliance of posting Meet Information, Meet Schedules, or Meet Results (verifiable through the Competition Chair and webmaster).
 - A Letter of Complaint must be sent to the appropriate Competition Chair. If the offense is made by a SAC member, contact a Competition Chair, the State Chair or in the case of the State Chair being the person breaking the rule, contact the Regional Chair.
 - If a SAC member witnesses an offense, the SAC member must immediately notify a Competition Chair.
 - The Letter of Complaint MUST be signed & postmarked within 72 hours of the conclusion of the competition.

- **INFRACTION OF COMPETITION RULES:**

- Documentation should accompany a Letter of Complaint giving pertinent details surrounding the complaint.
- Include copies of schedules, rotation sheets or other documentation. Inaccurate awards recognition will require verification from another coach.
- Send documentation to one or more of the following Committee Members.

Texas Competition Committee Members:

North Competition Chair ~ Scott Crouse:	<u>RSCgolf@aol.com</u>	817-294-3808 Fax
South Competition Chair ~ Lisa England:	<u>lisaengland45@yahoo.com</u>	512-287-4023 Fax
Texas State Chairperson ~ Diane Callison:	<u>dpcallison@earthlink.net</u>	281-689-8819 Fax