

Texas USA Gymnastics Policies & Violations Guidelines 2016-2017

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 \$3.00 Competition Administration Fee*) 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 should uphold this rule.
- Place order for banners for North/South or State Championships where team competition is offered. Form can be found 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 4 or less clubs enter Team Competition, Award 1st – 3rd.**
- 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. **Meet Directors MUST include in the email subject line the District, Club and date of meet for identification purposes.**

- 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 **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 (Current Pro Member Card with Safety and Background Expiration date and U100 Completion). The Meet Director must remove any coach that is not able to verify a current membership.
- Conduct Warm-up and competition according 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 online at TXUSAG.com) along with all applicable fees as listed on Competition Administration Fees Worksheet to:

PAYABLE TO: ***TX USAG***
Mail to: ***Debbie Williams***
1205 Schumac Lane
Bedford, Texas 76022

Results must be emailed to: **deborahdwilli@gmail.com**

in Excel file format and must contain:

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

Include Date, Club name and Level in subject line of email.

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

- **Within 48 hours** of the conclusion of competition, **FAX** a copy of the **Sanction Report** to **Debbie Williams, 682-292-2948**
- **Within 10 days** of North, South or State Championships **FAX** a completed **Financial Report** (found online at TXUSAG to **Debbie Williams, 682-292-2948**)
- Financial reports assist the state in determining the need to review entry and gate fees