

State Administrative Committee Member

Job Descriptions

District Coaches Representative

(7 elected positions, 1 for each District in Texas – voice and vote on Texas USA Gymnastics issues)

Responsibilities will include:

- Attending and participating in SAC meetings – In person or Zoom.
- Be available to attend and assist at Clinics and Training Camps if needed.
- Be available to attend the Athlete Awards Banquet.
- Have a working knowledge of the Rules and Policies published by USA Gymnastics.
- Have a working knowledge of the TxUSAG-ebook and all information on the website.
- Become familiar with the Operating Code published by the USA Gymnastics National Office.
- Be available to assist the clubs within the District you represent with questions regarding the Texas USA Gymnastics program.
- Be prepared to give a District report during the SAC meetings.
- Conduct a minimum of one District meeting per year.
- Oversee the awarding of bids for the compulsory District Qualifiers and Championships in the District you represent.
- Communicate with the clubs in the District you represent via email/phone or meetings to inform them of pertinent information concerning the Texas USA Gymnastics program.
- Gather information from the clubs within the District you represent to represent the voice of those clubs during SAC meetings.
- Send a minimum of one District Newsletter per year.
 - This newsletter may be posted on the TXUSAG website on your District page, emailed to the clubs in your district or snail mailed.
 - It may contain information specific to the District you represent, the total program or other pertinent information.
- Maintain an accurate data base of the contact information for the clubs in the District you represent. Submit this data base to the State Chair or Assistant for publication on the Texas USA Gymnastics website.
- Notify the State Chair of issues that arise in your District that may require mediation or other assistance from the State Chair or SAC.
- Assist the SAC by ranking the Texas Judges available for State Championships and above competitions.
- Assist the SAC in the selection of officials for all State Championships, if called upon.
- Be available for committee work other than that specific to a District Representative.
- Be an active coach or club owner within the District you intend to represent.

Xcel Chairperson

(1 Chairperson – voice and vote on Texas USA Gymnastics Issues)

Responsibilities will include:

- Attending and participating in SAC meetings – In person or Zoom.
- Be available to attend and assist at Clinics and Training Camps if needed.
- Be available to attend the Awards Banquet.
- Have a working knowledge of the Rules and Policies published by USA Gymnastics
- Have a working knowledge of the TxUSAG.ebook
- Become familiar with the Operating Code Published by USA Gymnastics
- Be available to assist the clubs within the State with questions regarding the Texas USA Gymnastics XCEL program.
- Be prepared to give an Xcel report during SAC meetings.
- Communicate with the clubs in the state via e-mail/phone or meeting to inform them of pertinent information concerning the USA Xcel program.
- Gather information from the clubs within the state to represent the voice of those clubs during SAC meetings.
- Assist the SAC by ranking the Texas Judges available for State Championships and above competition.
- Assist the SAC in the selection of officials for all State Championships, if called upon.
- Be available for committee work other than that specific to a Xcel Chairman.

Competition Chairperson

(2 elected positions, 1 North and 1 South – voice and vote on Texas USA Gymnastics Issues)

Responsibilities will include:

- Attending and participating in SAC meetings – In person or Zoom.
- Be available to attend and assist in any Clinics and Training Camps if needed.
- Be available to attend the Athlete Awards Banquet.
- Have a working knowledge of the Rules and Policies published by USA Gymnastics.
- Have a working knowledge of the txusag – ebook and all other information on the TXUSAG website.
- Become familiar with the Operating Code published by the USA Gymnastics National Office.
- Distribute Meet Director packets for all qualifying and SAC awarded competition within Texas.
- Be familiar with the clubs under your jurisdiction as well as clubs across Texas in the event issues arise that need committee decisions.
- Oversee the general organization of all state sponsored competitions by:
 - Providing assistance to meet directors in the efficient running of competitions within Texas.
 - Review and approve schedule for all Texas State sponsored USA Gymnastics Competitions.
 - Be familiar with the competition calendar to ensure that all state sponsored competitions have an approved schedule.
- Notify the State Chair in the event a meet director fails to submit a schedule for approval or breaks any other competition rules.
- Work with the other competition chair in handling finable offenses.
 - Maintain an objective approach when working with an offense.
 - Document these offenses in the official data base.
- Act as the liaison between the gymnastics community and the SAC in matters associated with competitions.
- Assemble data in regards to meet evaluations and submit the raw data in report form to the SAC during spring meeting.
- Assist the SAC in the organization and during any athlete training camps, summer meetings and Athlete Awards Banquet.
- Assist the State Chair and the Administrative Assistance in updating the ebook.
- Assist the SAC in ranking the Texas Judges available for State Championships and higher.
- Assist the SAC in the selection of officials for all State Championships, if called upon.
- Be available for committee work other than that specific to the position.

Coaches Education Chairperson

(1 elected position, voice and vote)

Responsibilities will include:

- Attending and participating in SAC meetings- In person or Zoom.
- Be present and be an integral part of the Summer Clinic and training camp.
- Select members for a subcommittee of persons knowledgeable in gymnastics to assist you in offering education to the gymnastics community of Texas.
 - This committee may have as many, or as few, members as you feel necessary to assist you in disseminating education throughout the state.
- Have a working knowledge of the Rules and Policies published by USA Gymnastics.
- Have a working knowledge of the Texas Program Handbook and Directory (Blue Book).
- Become familiar with the Operating Code published by the USAG National Office.
- Chair the committee that will be the organizers for the athlete training camp and summer clinic.
- Notify the NAWGJ representative of any issues that coaches have brought to your attention for clarification in judging issues.
- Answer email questions submitted through the TXUSAG.com website in a timely manner.
- Contact other coaches in obtaining answers in the event you are not able to respond with confidence to questions posed through the website or during educational clinics.
- With the assistance of your committee, submit a tentative list of clinicians and topics for the summer meeting during the fall SAC meeting held after Level 6 state.
- With the assistance of your committee, finalize clinicians and schedule for the athlete training camp and Summer Clinic during the Spring SAC meeting held following Level 9/10 state championships.
- Assist the SAC by ranking the Texas Judges available for State Championships.
- Assist the SAC in the selection of officials for all State Championships, if called upon.
- Be Available for committee work other than that specific to the position of Education Chair.

Administrative Assistant
(1 appointed position, voice, no vote)

Responsibilities will include:

- Attending and participating in SAC meetings- In person and Zoom.
- Be Available to attend and assist at the Summer Meeting Clinic and training camp.
- Be available to attend and assist in the organization of the Athlete Awards Banquet.
- Have a working knowledge of the Rules and Policies published by USA Gymnastics.
- Have a working knowledge of the Texas Program Handbook and Directory (Blue Book).
- Become familiar with the Operating Code published by the USAG National Office.
- Take accurate minutes during all SAC meetings.
- Type the minutes in a format capable of web publication.
- Assist the SACC with the day to day issues that arise concerning Texas USAG.
- Assist the State Chair in preparing the awards list for the Athlete Banquet.
- Assist the State Chair in preparing the list of awards for GAT.
- Assist the State Chair in maintaining the state data base for clubs in Texas.
- Assist State Chair with the Texas USAG Newsletter and its distribution and website posting.
- Distribute Minutes of SAC meeting to SAC members & send for website posting.
- Assist the SACC with the update of information in the Blue Book, proof changes on an annual basis.
- Assist the SACC in the final setup for printing and distribution of the Blue Book.
- Distribute information to SAC, general membership and other persons as requested by SACC.
- Assist the SACC in the tracking of the Texas USAG website for accuracy and required updates.
- Keep SACC updated on deadlines and other business to ensure that the business of Texas is completed in a timely manner.
- Assist the SACC in preparing information for SAC meeting.
- Assist the SACC by reminding him/her of upcoming important dates and duties.
- Notify the SACC of any agenda items brought to your attention.