



USA GYMNASTICS

**USA MENS GYMNASTICS
WASHINGTON
2016-2017 RULES AND POLICES**

Revised 11/23/2016

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State Chairman

Responsibilities of the State Chairman:

- 1) Maintain an updated list of all gymnasts and clubs in his state. This list shall be forwarded to both the Regional and National Offices.
- 2) Maintain an open line of communication between his office and both the Regional and National Offices. The State Chairman shall actively gather information regarding men's gymnastics in his state throughout the year.
- 3) Conduct the USA Gymnastics State Championship Meet using both compulsory and optional exercises and insure that all official rules and regulations are met. Send the meet results to the Regional Office and the Director of the Regional meet. Include news articles, promotional ideas, and other publicity information in addition to the meet results. The meet's financial report must also be included.
- 4) Conduct an annual State Clinic, notifying both the Regional and National Offices. Plan the site and date of this clinic in cooperation with the Regional Office. The specific content of the clinic shall correspond with the gymnastics priorities of the state: judging, compulsories, coaching techniques, etc.
- 5) Decide state matters in concurrence with the Regional Office. Develop policies and procedures governing activities and events in the state.
- 6) Be responsible for the promotion and public relations development of the USA Gymnastics Junior Programs within the state. This is vital to the expansion and exposure of the USA Gymnastics Junior Programs.
- 7) Each state may appoint a committee to assist in the state.
- 8) Must attend Regional Championships.
- 9) Must immediately pass on information from the Regional or National Offices.
- 10) Petitions: Approve/disapprove petitions to the State Championships. Receive petitions for Regional Championships and submit them to the Regional Chairman for approval/disapproval. Please refer to V. J.O. Program. XII. Petitions.
- 11) Maintain open line of communication with local judges' associations.
- 12) Work with the USA Gymnastics Accounting department to establish a USA Gymnastics state account. Funds should be used for the state newsletter; State Chairman's travel to clinics, workshops and promotions; support of the state's Junior National Coaching Staff Members and other projects as approved.

Election of State Chairmen:

- 1) State Chairmen shall serve a term of two (2) years: 2013, 2015, 2017 etc. There is no limit to the number of consecutive terms.
- 2) The coaches within each state (1 club/1 vote) nominate and elect the State Chairman at the State Meet. Term of office begins following the Regional Meet and ends following the Regional Meet two years later.
- 3) The Regional Chairman may dismiss a State Chairman who is not fulfilling the responsibilities and roles required by his position. Dismissal shall be based on written correspondence to the Regional Chairman containing the relevant details. Should the Regional Chairman, in consultation with the Men's Program Director, determine dismissal is warranted, the Regional Chairman will administer a statewide election to confirm the dismissal and select a replacement.
- 4) Must have current safety certification and professional membership with the USA Gymnastics Men's Program. 2013-14 Men's Rules & Policies 10 Section II: Program Organization & Administration v. 11.14.13
- 5) Resignation of the State Chairman will require an interim appointment by the Regional Chairman.

State Committee

- 1) The Washington State Committee will be comprised of seven coaches who are current USA Men's Professional Members (this includes the State Chairman) from Washington. All committee members will be appointed by the State Chairman. This committee will do the following:
 - a. Vote on all changes to the state rules and policies.
 - b. Act as a resource to the state chairman for information, and assistance in ensuring that all state functions run smoothly and abide by state rules and policies.
 - c. Committee members may be asked to, but will not be required to help in organizing events, assist in find guest coaches to attend clinics, etc...

Club Registration and Receiving Information

Any club that wishes to receive pertinent information regarding state business must register their club with the State Chairman. **Every club will be required to pay an annual registration fee of \$50.00 to the State Chairman. Failure to pay the annual registration will result in the following: disqualification of any coach from that club to receive any State Award that year, any meet that club plans on hosting will not be included in the Online State Meet Schedule on the State Website, and that club will be ineligible to put in any bids for State Meet.** Both the registration form and fee are due no later than the Region 2 Super weekend (usually held the first or second weekend of October). A \$25 late fee will be assessed immediately following that weekend. Checks should be written to: **USAGym WA State**. Club registration forms can be found on the State Website. www.usagymwa.com

The annual registration fee and competition head taxes provides the State Chairman and the committee the funds for ongoing operating expenses for the State. This includes clinic and workshop stipends, State Chair travel expenses, awards costs, website maintenance, coach's retreat expenses, etc.

Updating Contact Info: To update your contact information please use the online form provided on the State Website.

State Clinic

The Washington State Clinic will be held annually, after the competition season is over and before the beginning of the summer (Usually the 1st weekend of June). The exact weekend may be subject to change each year. The purpose of the state clinic is to give the coaches and judges an opportunity to learn new techniques, drills, spotting techniques, training programs, future stars implementation, etc... The state clinic will be structured in a way to give coaches and judges opportunity to see gymnastics in a gym setting, and then immediately evaluate, ask questions, and have discussions about how to improve the way we coach and judge. Each year the State Chairman will develop a plan to create and hold a State Clinic for coaches, judges, and athletes. The State Chairman will present this plan to the State Committee for approval and scheduling before the State Meet each year.

Hosting Competitions in Washington

Our goal in hosting competitions is to provide a safe, fair, professional, high energy atmosphere for all boys who participate in every competition held in Washington. It is highly recommended that each meet host read the National Rules and Policies and sanctioning procedures thoroughly. http://usagym.org/pages/men/pages/rules_policies.html

Meet Information: Information about each meet should be reported to the State Chairman at or before the coach's retreat which is usually held in early summer each year. There is a section in the Club Registration Form to add your

competition's information. Each club will need to be registered with the State Chairman in order to be included in the Washington/Oregon meet schedule. This schedule is posted on the Washington State Website.

*Note: due to a number of circumstances, you might not get the date/s or number of judges you desire. Established competitions that have been held in years previous on the same weekend each year will have priority on those weekends (i.e. Washington Open is usually held the first weekend of January).

Head Tax: Every meet held in Washington that has boys competing will be required to pay \$2.00 per competitor. Checks should be written to **USAGym WA State**, and sent to the State Chairman no later than 7 days after the competition was held. **Failure to pay the head tax will result in the following: disqualification of any coach from that club to receive any State Award that year, any meet that club plans on hosting will not be included in the Online State Meet Schedule on the State Website, and that club will be ineligible to put in any bids for State Meet.**

State Awards

Washington State will provide five awards each year: Optional Coaching Staff of the Year, Compulsory Coaching Staff of the Year, Coach of the Year, Judge of the year, and the Scott Morrow Service Award.

Optional Coaching Staff of the Year will be awarded to the coach or coaches of the team with the highest point total of all optional levels and age groups (levels 7-10) from the State Championship. The awards will be announced by email and posted on the state website as soon as the calculations are made after the Region 2 Championships. The State Chairman will prepare the plaques and awards to be presented at the state coach's meeting either at the state clinic or the state coach's and judge's retreat.

- **Requirements to be considered for Optional Coaching Staff of the Year:** Must be a current USAG Men's Professional Member. Each optional coach must be identified at the beginning of each season, and reported via email to the State Chairman.

Compulsory Coaching Staff of the Year will be given as two separate awards: one for the large team division and one for the small team division. The award in each division will go to the coach or coaches of the team with the highest point total of all compulsory levels and age groups (level 4-6) from the State Championships. The awards will be announced by email and posted on the state website as soon as the calculations are made. The State Chairman will prepare the plaques and awards to be presented at the state coach's meeting either at the state clinic or the state coach's and judge's retreat.

- **Large teams and small teams will be divided as follows:**
 - The total number of compulsory gymnasts per team will be counted.
 - The teams will be ordered from most compulsory gymnasts to fewest.
 - The group will be split in half based on the number of compulsory gymnasts on each team, each year.
 - If there are an odd number of teams participating at the state meet, then the extra team will be placed in the small team division. (i.e. 19 teams total will yield 10 small teams and 9 large teams for that year)
 - If the two teams in the middle (i.e. the 10th and 11th team in a pool of 20 teams) have the same number of compulsory gymnasts, they will both be placed in the small team division.
- **Requirements to be considered for Compulsory Coaching Staff of the Year:** Must be a current USAG Men's Professional Member. Must coach any compulsory level (4-6) in training and competition throughout the season. Compulsory coaches must be identified by the head coach or program director of each club, and reported via email to the State Chairman at the beginning of the season.

Optional and Compulsory Coaching Staff of the Year Point System

Category 1

- Level 4 (6yrs) Div I
- Level 5 (7-8yrs) Div I
- Level 6 (8-9yrs) Div I
- Level 7 (10-11) Div I
- Level 8 (11*-12yrs) JO/JE
- Level 9 (13-14yrs) JO/JE
- Level 10 (15-16yrs) JO/JE
- Level 10 (17-18yrs) JO/JE
- ALL TEAM PLACEMENTS**

Category 2

- Level 4 (6yrs) Div II
- Level 4 (7-8yrs) Div I
- Level 5 (7-8yrs) Div II
- Level 5 (9-10yrs) Div I
- Level 6 (8-9yrs) Div II
- Level 6 (10-11yrs) Div I
- Level 7 (10-11) Div II

Category 3

- Level 4 (7-8yrs) Div II
- Level 4 (9-10yrs) Div I
- Level 5 (9-10yrs) Div II
- Level 6 (10-11yrs) Div II
- Level 7 (12+yrs) Div I
- Jr Dev (12-14yrs)
- Jr Dev (15-18yrs)

Category 4

- Level 4 (9-10yrs) Div II
- Level 4 (11+yrs) Div I
- Level 5 (11+yrs) Div I
- Level 6 (12+yrs) Div I
- Level 7 (12+yrs) Div II

Category 5

- Level 4 (11+yrs) Div II
- Level 5 (11+yrs) Div II
- Level 6 (12+yrs) Div II

Place	Points
1st	20
2nd	19
3rd	18
4th	17
5th	16
6th	15
7th	14
8th	13
9th	12
10th	11

Place	Points
1st	15
2nd	14
3rd	13
4th	12
5th	11
6th	10
7th	9
8th	8
9th	7
10th	6

Place	Points
1st	10
2nd	9
3rd	8
4th	7
5th	6
6th	5
7th	4
8th	3
9th	2
10th	1

Place	Points
1st	8
2nd	7
3rd	6
4th	5
5th	4
6th	3
7th	2
8th	1

Place	Points
1st	5
2nd	4
3rd	3
4th	2
5th	1

***More Point Options:** 5 points for every Junior Olympic national qualifier and 10 points for every Junior Elite national qualifier.
****** When any age group is split, the older of the two ages will get one less point per placement.
******* If any group has fewer gymnasts than the awards listed, the highest point total will be divided by the amount of individuals (or teams) to define the point increment between the placements. (i.e. if there are only 5 level 7 teams, 1st place will receive 20 points, 2nd will receive 16 points, 3rd will receive 12 points, 4th will receive 8 points, and 5th will receive 4 points.)

Coach of the Year will be voted on by ballot, by the judges and coaches, at the conclusion of the State Championships. The ballots will be handed out at the beginning of the state meet and turned into the State Chairman at the conclusion of the final session. If a judge is absent and would like to vote, he or she must contact the State Chairman via email before the State Championship. Judges will have 10 points to award multiple coaches with a maximum of 5 votes per coach. Each coach will only vote for one coach to receive one point. Coaches may not vote for themselves. All points from the judges and coaches will be added together to decide the coach of the year. The State Chairman will prepare the plaque to be presented at the state coach's meeting either at the state clinic or the state coach's and judge's retreat.

- **Requirements to be considered for Coach of the Year:** Must be a current USAG Men's Professional Member at a club in Washington State.
- **Requirements to vote for Coach of the Year:** Must be a current USAG Men's Professional Member in Washington State.
- **Considerations when voting for Coach of the Year:** Professionalism while on the competition floor, technical excellence of his or her team, knowledge of the rules and requirements (this would be demonstrated by the lack of routine composition errors), participation at clinics, camps, or workshops throughout the year, etc...

Judge of the Year will be voted on by ballot, by the coaches, at the conclusion of the State Championships. The State Chairman will prepare the plaque to be presented at the state clinic or the state coach's and judge's retreat.

- **Requirements to be considered for Judge of the Year:** Certified Judge that resides in Washington. Must have judged three or more competitions held in Washington that season.
- **Requirements to vote for Judge of the Year:** Must be a current USAG Men's Professional Member and coach at a club in Washington. Only one vote per club.

- **Considerations when voting for Judge of the Year:** Professionalism while on the competition floor, consistency and accuracy, willingness to help and answer questions, contributions to online video analysis, etc...

The Scott Morrow Service Award will be voted on no later than one week (seven days) prior to the State Championships. The State Chairman will prepare the award to be presented at the state meet. This award may not be awarded every year as it will only go to a vote if the following requirements have been met:

- **Requirements to be considered for the Scott Morrow Service Award:** Anyone directly involved with men's gymnastics in Washington. One may only receive the Scott Morrow Service award once in their lifetime. At least two letters of recommendation must be submitted to the State Chairman for the executive committee to review.
 - (1) One letter must be from any current USAG Men's Professional Member or Certified Judge in Washington State.
 - (2) The other(s) must come from someone not directly related to the nominee's club or association.
 - (3) An individual is limited to making one nomination per year.
 - (4) The deadline for nominations will be the last day of February each year.
 - (5) Letters can be made anonymous, if the nominator so chooses.
 - (6) The letters will be reviewed by the state committee to determine if the nominee is qualified to receive the award.
 - (7) The nominees meeting the qualifications listed above will be made known on the state website, as they are approved, with their name, picture, and nomination letters posted.
- **Requirements to be eligible to vote for the Scott Morrow Service Award:** Must be a current USAG Men's Professional Member at a club in Washington, or a Certified Judge that resides in Washington.
- **Considerations when voting for the Scott Morrow Service Award:** The impact this person has had on men's gymnastics in the State of Washington for the year preceding the state meet. The impact this person has had on your life as a coach/judge/gym owner/mentor/parent/volunteer of men's gymnastics in Washington.

State Meet

Guidelines for participating in the State Meet

Level	Washington Recognized Age groups				Team Award Age Divisions
4	6	7-8	9-10	11+	All ages combined
5		7-8	9-10	11+	All ages combined
6		8-9	10-11	12+	All ages combined
7			10-11	12+	All ages combined
Jr Dev.			12-14	15-18	All ages combined
8 J.E.			11-12		
8 J.O.			12	13-14	
9			13-14	15-16	
10				15-16 17-18	

Note: In the event that age groups have a very large number of athletes or very small number of athletes, the State Chairmen has the authority to split age groups up or combine age groups in order to have a more balanced competition.

Age Requirements

- The Junior Olympic competitive season is defined as September 1st – May 31st. For all aspects of the Men's Junior Olympic Age Group Program, a gymnast's competitive age throughout the entire competitive season is determined by the age he will be on May 31st of the current competitive season. (For example: For all competitions held from September 1st 2016 to May 31st 2017 a gymnast's competitive age is determined by his age as of May 31st, 2017). As a result of moving the gymnast's competitive age forward to the current competitive season, **there will be no 'age mobility' or 'age bumping' in the junior program.**
- A gymnast under the actual age of 6 years old will not be permitted to participate in the Men's Junior Olympic Age Group Competition Program under any circumstance. If a gymnast's competitive age, as of May 31st, is 6 years old he may only compete during that competitive season once he has reached the actual age of 6 years old. 6 year olds must compete Level 4. A gymnast whose competitive age is 7 as defined by the May 31st age determination date may compete Level 5.
- Competitive age 11 athletes may compete Level 8 optional but must compete Technical Sequences at their State Championship and attempt to qualify to Regionals and Nationals in the Junior Elite Division.

Compulsory Divisions: Each Compulsory level (4-7) has two divisions, Division 1 and Division 2. D1 athletes will be awarded for doing bonus skills. D2 Athletes will not get awarded for bonus skills. This divide is intended to allow for those gymnasts who excel at a slower rate to compete in a division that gives them more of a chance at success and a sense of accomplishment. Each level division and age group will get separate awards for their events and the all around. Team results will include both divisions for each level.

Junior Development Division: There are two age groups in the Junior Development Division; 12-14yrs, and 15-18yrs. The rule structure for the JD Division is intentionally very simple to allow for ease of implementation and access. The emphasis in this division is on good execution and flexibility of routine construction. There are no longer the following level and age groups: Level 8 15+, Level 9 17-18. Athletes that would have competed in those age groups should compete in the JD 15-18 year old division. JD scores will be included in the optional team results.

Qualifying Requirements: Gymnasts must compete in at least one sanctioned meet prior to the State Meet, in the age group and level they desire to compete at the State Meet. **Exception:** as long as the athlete turns 6 on or before the day of competition, that athlete may compete as a level 4 at the state meet even though they hadn't competed in a sanctioned meet that year. The State Chairman must approve all exceptions to the qualifying procedures.

Petitions to the State Meet: Petitions into the State Meet due to illness or injury will be accepted for athletes that have competed in the preceding season. Petitions (an email from the coach and an attached doctor's note) will be approved by the State Chairman and are due by February 1st.

Coach's Dress Code: Coaches should always be professionally dressed. It is our obligation as professionals to look, act and dress the part. The following dress code will be enforced at State, Regional, and National competitions and is highly recommended for all State sanctioned invitational competitions. Please help our sport look professional.

- Close toe shoes (no sandals)
- Slacks, warm up pants, hemmed shorts (no denim or cargo style pants or shorts)
- Collared shirts or team warm up jacket. (No Hoodies)
- No Hats

*Violators will be asked to leave the competition floor.

Athlete Dress Code: All athletes must compete in long solid colored gymnastics pants, socks and/or gymnastics shoes, and a gymnastics competition jersey on Pommel Horse, Rings, P-bars, and High Bar. The F.I.G. "dark pants" rule is NOT in effect.

On Floor and Vault the gymnast may compete in shorts with or without footwear or as he would for other events. However, if he wears long pants he must have footwear on.

Gymnasts may not compete with body piercings or tongue studs. Tattoos should be covered where visible.

Gymnasts may not compete with jewelry to include rings, chains, anklets, decorative wristbands or watches.

Gymnasts are required to wear a shirt at all times during warm ups and competition.

Gymnasts are required to be in full uniform for awards.

**Failure to comply with the above rules will result in a .3 deduction taken from the gymnasts score one time for the entire competition.*

State Meet Information: Preliminary meet information will be available by the Region 2 Super Weekend on the Washington State Website. This information should include meet dates, meet site and location, and contact information.

Final information will be available six weeks prior to the State Meet and will be posted on the Washington State Website to be downloaded by coaches. This information will be emailed to all coaches and clubs using the e-mail address from the official Washington Club list which is put together from the registration forms that are filled out by the coach's retreat. The meet director is not required to mail State Meet information to the clubs or coaches.

The final competition schedule will not be available until after all entries have been received (a minimum of three weeks before the meet).

Entry Forms: Registration is now done online through the USA Gymnastics website meet portal. Instructions on how to register your team online is found at usagym.org. All entry forms must be typed and checked by the coach for accuracy (unless the meet host is utilizing the UW Men's Online Registration System). The official State Entry Form can be found in the forms page in the member's only section of the State website. www.usagymwa.com. Incomplete or improperly filled out forms will be returned to the coach and may incur late fees.

Entry Due Date: The deadline for our state is February 1st (online registration deadline is February 15th – after this date athletes cannot be added to the meet), and the deadline to change athlete information (level/division) is March 1st. The February 1st deadline (for our state) is set so that the region can collect detailed data sooner to set the allotment for regional qualification.

Entry Fee: \$100.00 maximum for all levels, technical sequence only, or optional only. \$125.00 maximum for JE athletes competing two days. **No Team Fees.**

Refunds for Scratched Entries: Entered athletes may be scratched from the meet with no penalty up until the February 15th online entry deadline. Scratches due to injury with a doctor's note will be charged at \$10 administrative fee and refunded from the entry due date until two weeks prior to the meet. There will be no refunds for any scratches within the two weeks preceding the meet.

Foreign Athletes: A foreign athlete may compete in sanctioned meets; State, Regional, and Nationals, and receive placing, ranking and awards like a US citizen only if the awards are duplicated. They may not displace any US citizen from being on any State, Regional, or National team.

Individual Awards: Individual awards will be the standard USAG state medal and will be presented to the top finishers in each event.

Team Awards: Team awards are to be given for each state recognized age group and level. Team awards are to be based on the top three scores from each event. A team with boys that train at different locations may compete and rotate together in the same session. They will receive individual awards as normal, but they must be separated in the team awards. Each location will be its own team. The JOPC committee voted on this policy in September of 2011.

Senior Athlete Award: Special awards will be presented to all graduating high school seniors. The Senior Award Application with instructions can be found on the forms page of the State Website. The Senior Award application must be submitted to the State Chairman three weeks prior to the State Meet. The awards will be presented at the level 8-10 session of the State Meet.

Regional Qualifiers: By March 1st, all clubs are required to send a list of their athletes (Club, First/Last Name, Level, Division) that will be compete at the State Championships but that WILL NOT compete at the Regional Championships regardless of their qualification. This information will help the state chairman populate the qualification list promptly after each level's session/s at the state meet. All coaches that have athletes that qualify to the Regional Meet must turn in their entries and ONE check written to USAGym WA State with the total entry fee to the State Chairman before the end of the State Meet.

Hosting the State Meet

It is important to make the Washington State Meet a professionally run event so that it is not taxing on the athlete, coach, officials, or parents. Any individual who plans on bidding on the State Meet should have experience hosting meets and a desire to run the meet at a high level. Each State Meet Director will work directly with the State Chairman in all aspects of their planning. The State Chairman will make sure that the Meet Director is working within the guidelines of the State and National rules and policies.

General Information: Any individual can bid for the State Meet as long as they are a men's professional member and safety certified with the proper USAG University credentials. There will be no limit on the number of State Meets in a row a club may host.

The Washington Men's Program will use the USA Gymnastics National Rules and Policies for running the State Meet unless exceptions are made and voted on by the State Committee the preceding year. Meet Directors and coaches must be knowledgeable in all of these rules and be equipped to handle all requirements. The National Rules and Policies can be found at: http://usagym.org/pages/men/pages/rules_policies.html

Meet Directors must follow the Washington State Outline for the State Meet or the State Chairman has the choice to re-award the meet. Additionally, if there is an unexpected change in Meet Director, Host Club, meet location, or meet date, the State Chairman has the ability to select a new bid.

The Bid Process: The site and date of the State Meet will be decided on as early as the State Meet and No later than the Coach's Retreat each year. State Meet bids will be awarded one year ahead of the meet date if bids are presented in accordance with the State guidelines. Bids will be accepted as early as two years ahead, but will not be voted on until

one year before the meet date. ***Exception: If the desired facility requires a contract signed more than a year before the state meet, the State Chairman may call for a vote to give that bid a chance to pass. In this case a YES/NO vote will be used to approve the bid.***

All interested individuals must submit a written bid no later than the State Clinic. Incomplete bids will not be accepted. Persons wishing to bid on the State Meet should notify the State Chairman by email of their intention prior to sending their bid. Each bidder will be given a set amount of time to present their bid to the coaches at the State Meet, and the State Business portion of the State Clinic. Each bid will be posted on the State Website in the Members Only portion for all coaches to review.

The Voting Process: The vote to decide the host of the State Meet will be done on an online form generated by the State Chairman. If the online form is not available then a secret paper ballot will be used instead. The State Chairman will count the votes. A committee member, not involved with any submitted bids, will also be able to have access to, and count the online/paper votes to verify the bid winner. The window to vote will be seven days after the last bid has been submitted and the State Chairman emails the coaches to notify everyone that the voting form is online.

To vote, a coach must be a USAG professional member with a current safety certification, and proper USAG University credentials, and represent a men's team that has competed in the past State Meet or is planning on registering athletes and competing in the upcoming year. Only one vote per club is allowed.

Meet Date: The State Meet should be held three to four weeks prior to the Region 2 Championships. The date will be specified on each bid. The State Chairman may make changes in the date if there are scheduling conflicts.

State meet Structure and Procedures

Information: Preliminary meet information must be available at the Region 2 Super Weekend. Information must include meet site, area hotels, meet date, tentative schedule and format, equipment, contact numbers and or websites for coaches to get additional information.

Final meet information must be approved by the State Chairman before it is posted or sent out. The meet information must include the following:

Meet Title, date, site, host, Meet Director with contact numbers, website or e-mail contacts, hotel information, entry fee and who to make checks to, entry form and rules, entry form deadline and penalties, return mailing address, competition format, age groups, equipment, awards information, admission cost, t-shirt cost, program cost, hospitality information, coaches and athletes dress code, senior award information, and a tentative competition schedule. It is strongly recommended to provide a separate handout for parents to include information on costs, location, hotels, concessions, t-shirt ordering, parking info, program info, and a map.

This information is due to the State Chairman at least six weeks before the State Meet.

The final competitions schedule will not be available until all the entries are received, but should be posted no later than **February 20th**. After approval by the State Chairman, the State Meet info must be posted at the State Website and sent out via e-mails. **This must be posted and sent out by February 20th.**

State Meet Entry Form and Due Date: State Meet entry is now done on the USA Gymnastics meet reservations portal under the Club Administration tab of the Member Services page of their website. You must be a club administrator to register your athletes. Information on how to register online is located on the State Meet page of the [State Website](#).

All online registrations and payments are due February 15th of each year. The meet host must receive these entries and payments on or before February 15th. Late registration entries will not be accepted that are not entered using the USA Gymnastics meet registration portal. Athlete's levels and divisions can be changed via the online reservations portal up until March 1st.

Refunds for Scratched Entries: Entered athletes may be scratched from the meet with no penalty up till the entry deadline February 15th. Scratched due to injury which are received in writing or by email will be charged a \$10 administrative fee and refunded from the entry deadline until March 1st. There will be no refunds for any scratches after March 1st.

***Note:** Athletes who cannot attend competition at their scheduled competitions time may petition the meet director to allow the athlete to compete in another session for exhibition purposes only. Their exhibition scores may not be used to qualify to the Regional Championship.

Competition Format: There are many factors to consider when choosing the competition format of the State Meet. The Meet Director and State Chairman will determine the best competition format after evaluating all the options. The following are required:

- Each session should not exceed 100 athletes.
- The competition must be held over two days to give J.E. athletes the opportunity to compete both optional and technical sequence routines.
- A separate awards area is preferred. Extra time should be scheduled if separate awards area is unavailable.
- Six events must be run simultaneously with awards following immediately after.
- Each session must have adequate time for stretch, coaches meeting, warm-up, and competition.
- As described in Section 5.E. in the J.O. section of the National Men's Rules and Policies, "Competition should be scheduled to be completed by 10:00 PM. Warm-ups should not be scheduled earlier than 8:00 AM without permission of the Men's Program Director."
- At the coaches meeting the following should be addressed: march-in procedure, event rotations, team rotation, gym rules, score card procedure (if applicable), awards ceremony, emergency plans and any other information needed to aid in the running of the meet. The head officials should also be given time to address the coaches with procedure related to the judges.

Meet Site: The meet site should have adequate seating, parking, floor and ceiling space, and restrooms to safely accommodate spectators, gymnasts, judges and coaches.

There should be a minimum of four times the seating available as there are gymnast in any one session. (i.e. 72 gymnasts = seating for 288 spectators)

Equipment: The type of equipment and mats used is up to the Meet Director, however, it must be in safe working order and listed when making the bid.

- The USAG R&P will be the official document for all mat and equipment specifications.
- A full sized floor is required. Two sets of parallel bars and two pommel horses are strongly recommended.
- Weight plates must be used for the vaulting table.
- Ample matting must be available for mounting, dismounting or raising the event surface.
- It is recommended to have extra hardware and a backup plan in case of equipment failure.

Scoring System: A proven, reliable computer scoring program is required.

- Scores must be flashed after each routine and all results must be posted in a designated area of the venue. Scores in PDF format must be sent to the State Chairman within 24 hours to be posted on the State Website.
- A backup plan must be available in case of computer, power, or program failure.
- Pro Score is strongly recommended for use at the State Meet.
- Alpha/Numeric Flashers are preferred but not required. Projectors are also encouraged when available.

Medical Trainer and Emergency Action Plan: The State Meet must have a trainer in attendance for all sessions. In addition, an emergency action plan should be developed in case of medical or other emergencies.

Entry and Maximum Gate Fees: The primary function of the gate fees is to offset the expense of the facility and the equipment. In the event that these expenses are relatively low (i.e. a High School, Club, or City owned facility/equipment with substantially reduced rental rate or free use), the State Chair has the authority to lower the gate fee for the meet dependent on the facility and/or equipment cost to the host of the event. However, the Gate fees will in no case be set lower than \$7 per adult, \$5 per child by the State Chairman. Children under 5 are always free. The meet host may choose to charge less than these numbers if they so choose.

Maximum Athlete entry fee: \$100 for compulsory, optional only, or technical sequence only competitors. \$125 for J.E. athletes who choose to compete both optional and technical sequence.

Team Fee: NO TEAM FEES ALLOWED

Maximum Gate Fee: \$15 per adult, \$8 per child, children under 5 are free.

Maximum All Day Pass: \$20 per adult, \$12 per child, children under 5 are free.

Awards: Individual awards will be the standard USAG state medal and will be presented to the top finishers in each event. Washington will award a maximum of 10 places for events and 15 places for the all around. Minimum requirements will be as the National R&P describes.

Awards will be ordered by the Meet Host with the help of the State Chairman. Extra medals should be ordered and counted before the meet.

Team Awards: Team awards are given to all age groups for all levels where there are at least 2 teams. At least 50% of the teams in each group will be awarded. The top three scores from each event will be used to determine the team score.

The team awards will be secured and paid for by the Meet Director/Host with the quality of the awards consistent for all age groups and levels. Team awards can be ordered from any vendor.

Meet Program: A program is required at the State Meet. The program should include meet information, welcome letters from the Meet Host and State Chairman; gymnasts score sheets, teams competing, names of officials and any other information useful for the parents and public.

Judges: Judges are chosen as a joint effort between the State Chairman and the State Judging Director. The WGJA president will comprise a list of candidates and alternates for the State Meet and forward the list to the State Chairman. The State Chairman and the State Committee will review the list and make recommendations for selection. The final selection of the State Meet Judges will be made by a collaboration of the State Chairman and the WGJA President. The WGJA president will contact the selected officials and assign the judges to their events. The State Meet Director and the WGJA President will coordinate all travel, accommodations, scheduling and payment for the Judges.

End of Meet Procedures: The State Chairman will need the following items from the Meet Director immediately following the meet:

- An Excel spreadsheet with a breakdown of all competitors (Names, club, Level, birthdate, USAG #, etc.)
- Signed copy of the Sanction.
- A copy of the Meet Program.
- State head tax check.

Financial Report: A financial report of the State Meet must be presented to the State Chairman no later than May 20th of each year. The Financial Statement will be made available to the State Coaches at the State Clinic and the coach's retreat.

The financial report should include at least the following:

- **Revenue**
 - Admissions/Programs
 - Concessions
 - Sponsors/Donations
 - Athlete Entry Fees
 - T-shirt Sales
 - TOTAL REVENUE
- **Expenses**
 - Facility Rental
 - Equipment Rental
 - Medals
 - Team Awards
 - Athletes/Judges/Coaches Gifts (if any)
 - Judges Fees, Mileage, Per Diem
 - Hotel Rooms for Judges and Staff
 - Hospitality for Judges/Coaches
 - Decorations
 - Athletic Trainer and Supplies
 - Concession Cost
 - T-Shirt Cost

- Printing Costs
- Meet Staff
- Sanction Fee
- USAG Meet Tax
- State Head Tax
- Scoring System
- Miscellaneous Supplies
- TOTAL EXPENSES
- **TOTAL PROFIT/LOSS**