

USA Wisconsin Gymnastics

Rules & Policies

2009 – 2010

(2009-2010 Changes appear in red)

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Wisconsin USA Gymnastics Administrative Committee

USAG Wisconsin Web Site www.WisconsinWomensGymnastics.com

USAG National Office

132 E. Washington St.
Ste 700

Indianapolis, IN 46204

Phone 317-237-5050

Fax 317-237-5069

www.usa-gymnastics.org

Region 4 Admin. Chair

Jim Schlott

42 Lakeview Dr. N.

Iowa City, IA 52240

Cell 319-331-8629

E: j.schlott@mchsi.com

Region 4 Technical Chair

Linda Thorberg

Voice Mail 952-953-1913

E: Linda@TagsGym.com

(See USAG R&P for more complete officer listings.)

State Chairperson

Rick Nelson (Midwest Twisters)

S73 W17240 Lake Dr.

Muskego, WI 53150

Gym 414-764-6540

Cell 414-698-6257

Home 262-679-9986

Fax-G 414-764-3199

Fax-H 262-679-9987

Email Rick@midwesttwisters.com

Secretary

Judy Schalk (Judge)

135 Edgewood Dr

Oxford, WI 53952

Home 608-584-5264

Cell 608-669-8327

Email judyschalk@fastmail.us

Competition Chairperson

Jane Schrimpf (Altius)

9670 S. Franklin Dr.

Franklin, WI 53132

Home 414-425-8725

Gym 414-421-1200

Fax 414-425-5366

Email janeschrimpf@hotmail.com

Member/Ethics Committee

Dale Hardt (OGC)

2080 W. 20th Ave.

Oshkosh, WI 54904

Gym 920-235-7800

Fax 920-235-0154

Email dalehardt@ogcgym.com

Meet Assigner

Jan Adkins (Judge)

1245 Lori Cr.

Sun Prairie, WI 53590

Home 608-837-2428

Work 608-825-6352

Fax 608-837-8722

Email jan@systemforms.com

Member At Large

Jim Melcarek (Salto)

1417 Poplar Dr.

Waukesha, WI 53188

Gym 262-549-3344

Fax 262-549-0267

Email saltowest@aol.com

Member

Greg LaFleur (LaFleur's Gymnastics)

W189 N10991 Kleinmann Dr

Germantown, WI 53022

Gym 262-255-9700

Fax 262-255-9742

Email greglafleur@aol.com

Member

J. Orkowski (Gymfinity)

6300 Nesbitt Rd

Fitchburg, WI 53719

Gym 608-848-3547 Fax 608-848-3549

Email j@gymfinity.com

Ethics Committee (Non-voting)

Lynn Peterson (Salto)

1417 Poplar Dr.

Waukesha, WI 53188

Gym 262-549-3344 Fax 262-549-0267

Wisconsin Club Directory

Aerial Gymnastics Academy (#225075)

Melissa Roberts
1194 O'Hare Boulevard
DePere, WI 54115
Gym: 920-983-0903 Fax:
Email: aerialgym@sbcglobal.net
aerialgymnasticsacademy.com

Altius Gymnastics Academy (#23735)

Mike Robb/Jane Schrimpf
9670 S. Franklin Dr.
Franklin, WI 53132
Gym: 414-421-1200 Fax: 414-425-5366
Email: janeschrimpf@hotmail.com
altiusgymnastics.com

Bay Area Gymnastics Club (#25856)

Linda Simanovsky
30695 Wannebo Rd. (400 4th Ave.)
Washburn, WI 54891 (Ashland) 54806
Gym: 715-682-7059 Fax:
Email: kirk002@centurytel.net

Brooklyn Gymnastics & Cheer (#280622)

April Allen
155 Braun Rd
Oregon, WI 53575
Gym: 608-455-3333 Fax:
Email: april@bgcgy.com
www.brooknyngymcats.com

CSA Kids (#26363)

Doug Jonuska
4113 Whitney St
Janesville, WI 53546
Gym: 608-756-0444 Fax: 608-756-5474
Email: csakids@csakids.com
csakids.com

Dynomite Gymnastics (#423096)

Kathy Wilger
1214 Plateau Hts.
Green Bay, WI
Gym: 920-405-8228 Fax:
Email: wesurf4jc@hotmail.com

Eau Claire YMCA (#27578)

Lisa McIntyre bonnie@eauclaireymca.org
700 Graham Ave
Eau Claire, WI 54701
Gym: 715-836-8460 x135 Fax: 715-836-8467
Email: lisa.mcintyre@eauclaireymca.org
eauclaireymca.org

Air Force Gymnastics Academy (#240519)

Jay & Jennie Beyer
1545 Cornell Rd, Unit 11
Green Bay, WI 54313
Gym: 920-246-4038 Fax:
Email: airforcegymnastics@yahoo.com
www.airforcegymnastics.com

Badger Gymnastics Academy (#23592)

Jessie Carlson
6901 Schroeder Rd.
Madison, WI 53711
Gym: 608-271-1885 Fax: 608-271-8224
Email: BGAWest@aol.com
badgergymnastics.com

Blue Angels Gymnastics Club (#200661)

LeaAnn Bohn
20256 W. Mill Rd
Galesville, WI 54630
Gym: 608-582-3547 Fax:
Email: bagcbohn@centurytel.net
blueangelsgymnasticsclub.sports.officelive.com

Carousel Gymnastics (#23327)

Chris Barden
6487 Eckels Rd.
Plover, WI 54467
Gym: 715-340-7810 Fax:
Email: carousel@dwave.net

Deutsch's Gym Train. Ctr. (#25352)

Dane & Kathy Deutsch
32 S Main St
Rice Lake, WI 54868
Gym: 715-234-8228 Fax:
Email: kdeutsch@gymnasticstoday.com

Eau Claire Gymnastics Center (#427715)

Kelly Anderson
800 Wisconsin St, Ste 209, Box 53
Eau Claire, WI 54703
Gym: 715-574-2181 Fax:
Email: myecgc@gmail.com
MyECGC.com

Gymfinity (#27386)

J. Orkowski
6300 Nesbitt Rd
Fitchburg, WI 53719
Gym: 608-848-3547 Fax: 608-848-3549
Email: J@gymfinity.com
gymfinity.com

GymSport Gymnastics (#175541)

6909 Rickyval Street
Weston, WI 54476
Gym: 715/355-4967 Fax: 715/355-4967
Email: info@gym-sport.com
gym-sport.com

GymTastics (#44161)

Sue Luetzow
925 S. 12th St
Watertown, WI 53094
Gym: 920-206-9323 Fax: 920-206-1056
Email: gymtastics@sbcglobal.net
gymtasticswi.com

Hudson School of Gymnastics (#71292)

Seak An MCLund@landolakes.com
2760 Enloe St
Hudson, WI 54016
Gym: 715-381-8145 Fax: 715-381-8172
Email: seaok52@hotmail.com

LaFleur's Gymnastics (#23055)

Greg LaFleur glafleurwi@aol.com
W189 N10991 Kleinmann Dr
Germantown, WI 53022
Gym: 262-255-9700 Fax: 262-255-9742
Email: reglafleur@aol.com

Livingston Twisters (#23205)

John Mullarney
PO Box 27 (940 Hwy E West)
Livingston, WI 53554
Gym: 608-943-8181 Fax:
Email: john@livingstontwisters.com
livingstontwisters.com

Madison Turners (#24980)

Javin Gibson
3001 S Stoughton Rd
Madison, WI 53716
Gym: 608-222-4922 Fax: 608-222-3980
Email: mtoffice@tds.net

Madtown Twisters-East (#25362)

Sarah Nelson
808 Walsh Rd
Madison, WI 53714
Gym: 608-245-9565 Fax: 608-245-9566
Email: Sarah@Madtowntwisters.com

Midwest Twisters-Hartland (#23375)

Jack Nettesheim jnettesheim@earthlink.net
602 Industrial Ct
Hartland, WI 53029
Gym: 262-369-2900 Fax: 262-369-1995
Email: Jack@midwesttwisters.com
MidwestTwisters.com

GymStars Gymnastics (#282192)

Emily Englehardt
612 S. Madison St
Waupun, WI 53963
Gym: 920-791-0009 Fax:
Email: gymstars_gymnastics@hotmail.com
waupungymnastics.com

HOTV YMCA (#25622)

David Belknap
225 W Kennedy Ave. (PO Box 215)
Kimberly, WI 54136
Gym: 920-830-0414 ext. 716 Fax:
Email: dbelknap@ymcafoxcities.org

Infinite Gymnastics Academy (#23940)

Mary Ann Mayer info@infinitegymnastics.com
8989 N. 55th St.
Brown Deer, WI 53223
Gym: 414-371-9520 Fax: 414-357-7086
Email: maryann@infinitegymnastics.com
infinitegymnastics.com

Lakes Area Gymnastics Club (#23242)

Diane Biedrzycki
PO Box 295 (432 Pine St)
Burlington, WI 53105
Gym: 262-763-2933 Fax: 262-763-8319
Email:

M&M Gymnastics (#23751)

Jeanelle Memmel
PO Box 510474 (16760 W Victor Rd)
New Berlin, WI 53151
Gym: 262-789-6885 Fax: 262-789-7442
Email: mmgymnastics@sbcglobal.net
www.mmgymnastics.com

Madtown Twisters (#25362)

Sarah Nelson
PO Box 620827 (7035 Old Sauk Rd)
Middleton, WI 53562 (Madison, WI 53717)
Gym: 608-829-2922 Fax: 608-829-0003
Email: Sarah@Madtowntwisters.com

Midwest Twisters-Franklin (#23375)

Katie Giuffre
11227 W Forest Home Ave
Franklin, WI 53132
Gym: 414-425-4655 Fax: 414-525-1906
Email: katieG@midwesttwisters.com
MidwestTwisters.com

Midwest Twisters-Oak Creek (#23375)

Kathy Nelson Kathy@midwesttwisters.com
600 E Rawson
Oak Creek, WI 53154
Gym: 414-764-6540 Fax: 414-764-3199
Email: Rick@midwesttwisters.com
MidwestTwisters.com

Milwaukee Turners (#26273)

1034 N. 4th St.
Milwaukee, WI 53203
Gym: 414-272-1733 Fax: 414-272-2884
Email: twisterspooky@yahoo.com

Oshkosh Gymnastics Center (#24608)

Phyllis & Dale Hardt
2080 W. 20th Ave.
Oshkosh, WI 54904
Gym: 920-235-7800 Fax: 920-235-0154
Email: ogc@ogcgym.com
www.ogcgym.com

Precision Gymnastics (#270896)

Jessica Brault
1402 Clark Street
Manitowoc, WI 54220
Gym: 920-652-9450 Fax: 920-652-9450
Email: precision.gymnastics@yahoo.com

Racine YMCA (#25594)

Yvonne Green
725 Lake Ave
Racine, WI 53403
Gym: 262-634-1994 Fax: 262-634-0401
Email: yvonne@normetamerica.com
salto-gymnastics-dance.com

Salto Gymnastics (#25673)

Jim Melcarek/Lynn Peterson
1417 Poplar Dr.
Waukesha, WI 53188
Gym: 262-549-3344 Fax: 262-549-0267
Email: saltowest@aol.com

Stateline Family YMCA (#27825)

Donna Driscoll
1865 Riverside Dr.
Beloit, WI 53511
Gym: 608-365-2261 Fax: 608-365-7091
Email: beloitgymcheer@yahoo.com

TNT Gymnastics (#170029)

Tracey Troxel
156 Blue Bird Ln
Gays Mills, WI 54631
Gym: 608-279-9913 Fax:
Email: tracey@tntgymnasticswi.com
tntgymnasticswi.com

Twin Ports Gymnastics (#24133)

Krista Keppers
3000 Hill Ave
Superior, WI 54880
Gym: 715-395-6119 Fax: 715-395-6119
Email: TwinPortsGymnastics@yahoo.com

North Shore Academy (#23892)

George & Debbie Grainger ggrainger@wi.rr.com
PO Box 632 (W59 N270 Cardinal Ave)
Cedarburg, WI 53012
Gym: 262-375-0430 Fax: 262-375-8704
Email: nshoregym@sbcglobal.net
northshoregymnastics-wi.com

Pardeeville Gym Club (#24630)

Linda Lytle
N9910 Dalton Rd.
Pardeeville, WI 53954
Gym: 608-429-2070 Fax: 608-429-2004
Email: lytlelane@gmail.com

Racine Gymnastics Center (#26832)

Tom Auer
2501 Golf Ave.
Racine, WI 53404
Gym: 262-634-2344 Fax: 262-634-1011
Email: tomauer@execpc.com
racinegymnastics.com

SAGA Gymnastics (#381280)

Jon Hovda pbareski@hotmail.com
13698 Velp Ave.
Suamico, WI 54173
Gym: 920-662-1011 Fax:
Email: saga.info@sagasports.us
www.sagasports.us

Scamps (#23031)

Randy Anderson
5711 77th St.
Kenosha, WI 53142
Gym: 262-694-0805 Fax: 262-694-2137
Email: scampsgymnastics@aol.com
scampsgymnastics.com

Swiss Turners Gymnastics Academy (#25794)

Ellen Hendrickson ellenhendrickson@gmail.com
2214 S. 116th St.
West Allis, WI 53227
Gym: 414-321-4340 Fax: 414-321-4305
Email: info@swissturners.com
Swissturners.com

Tri-County Gymnastics (#39474)

Ed Brady
2789 Allied St.
Green Bay, WI 54304
Gym: 920-499-1536 Fax: 920-499-7063
Email: info@tcgymnastics.com

Ultimate Fusion Athletics (#406088)

Mikal & Trina Ramadan
1670 Drum Corps Dr.
Menasha, WI 54952
Gym: 920-886-1046 Fax: 920-886-1048
Email: ultimatefashionathletics@yahoo.com

WCGC (#17419)

Kelly Zimdars kellyzimdars@genevaonline.com
213 E Commerce Ct
Elkhorn, WI 53121
Gym: 262-743-1224 Fax: 262-743-1724
Email: kellywcgc@midwesttwisters.com

Wildcard Gymnastics (#241674)

Alie Fowler/Amy Grining
2028 N 60th
Milwaukee, WI 53208
Gym: 414-801-0506 Fax:
Email: gymnastics@wildcard-gymnastics.com
wildcard-gymnastics.com

Westosha Gymnastics Club (#24628)

Bill Price
34203 Geneva Rd
Burlington, WI 53105
Gym: 262-843-2321 ext. 381 Fax: 262-843-1121
Email: price@westosha.k12.wi.us

Wind Lake Gymnastics Center (#276432)

Jim Kivisto
7923 S Loomis Rd
Wind Lake, WI 53185
Gym: 262-895-3002 Fax:
Email: windlakegymnastics@hotmail.com

Wisconsin Judges Directory

Jan Adkins Rating: Brevet #407036
1245 Lori Cir.
Sun Prairie, WI 53590
Hm: 608-837-2428 Wk: 608-825-6352
Cell: 608-712-6352 Fax: 608-837-8722
Email: jan@systemforms.com

Jeannie Bartnicki Rating: 10 #413526
123 Jones St, PO Box 202
Cambria, WI 53923
Hm: Wk: 608-429-2070
Cell: 920-319-0706 Fax:
Email: jbartnicki@wisc.edu

Erin Bolstad Rating: 10 #187386
2025 Hwy 12
Baldwin, WI 54002
Hm: 715-688-6428 Wk:
Cell: 715-829-3235 Fax:
Email: hollyek@uwec.edu

Caren Carlstedt Rating: 7/8 #327575
2683 Bailey Rd.
Sun Prairie, WI 53590
Hm: Wk:
Cell: 608-213-5257 Fax:
Email: caren.carlstedt@gmail.com

Jane Droese Rating: National #412102
840 S. Parkmoor Dr.
Brookfield, WI 53005
Hm: 262-784-1780 Wk:
Cell: 414-217-1780 Fax:
Email: jdroesel@wi.rr.com

Laurelyn Harper Rating: 10 #315885
23108 360th St
Gilman, WI 54433
Hm: 715-447-5527 Wk:
Cell: 715-314-0391 Fax:
Email: laurelyn_113@hotmail.com

Jessica Hill Rating: National #408358
475 Stevens St.
Platteville, WI 53818
Hm: 608-348-6017 Wk: 563-589-6238
Cell: 608-778-2620 Fax:
Email: HillJessicaA@johndeere.com

Kelly Anderson Rating: 10 #155633
800 Wisconsin St, Ste 209, Box 53
Eau Claire, WI 54703
Hm: Wk:
Cell: 715-574-2181 Fax:
Email: andekel@uwec.edu

Cindy Birr Rating: 10 #418993
E7923 E Lake Virginia Rd
Reedsburg, WI 53959
Hm: 608-415-1378 Wk: 608-643-1850
Cell: 608-415-1378 Fax:
Email: birrci@saukpr.k12.wi.us

Patty Brestrich Rating: 5/6 #407632
1515 S. 11th St.
Sheboygan, WI 53081
Hm: 920-452-9709 Wk: 920-376-5611
Cell: 920-650-0913 Fax:
Email: pbrestrich@grafton.k12.wi.us

Kathy Deutsch Rating: **National** #414763
515 W Eau Claire St
Rice Lake, WI 54868
Hm: 715-296-8797 Wk: 715-234-8288
Cell: Fax: 715-236-7423
Email: kdeutsch@gymnasticstoday.com

Kay Ferguson Rating: National #413527
9211 S Nicholson Rd
Oak Creek, WI 53154
Hm: 414-571-1231 Wk: 262-260-2196
Cell: 262-705-3117 Fax:
Email: khfergus@scj.com

Terry Harper Rating: **National** #416954
23108 360th St
Gilman, WI 54433
Hm: 715-447-5527 Wk:
Cell: Fax:
Email: harpert51@hotmail.com

Anna Jefferies Rating: 9 #331174
1440 1 1/2 Ave
Dallas, WI 54733
Hm: Wk:
Cell: 715-790-0493 Fax:
Email: anabanana1986@yahoo.com

Jolene Lentz Rating: 7/8 #331175
 1491 2 1/2 Ave
 Dallas, WI 54733
 Hm: 715-837-1688 Wk:
 Cell: 715-205-8682 Fax:
 Email: lowly8283@yahoo.com

Linda Lytle Rating: National #412103
 N9910 Dalton Rd
 Pardeeville, WI 53954
 Hm: 608-429-2004 Wk: 608-429-2070
 Cell: 608-697-5930 Fax: 608-429-2004
 Email: lytlelane@gmail.com

Mary Pica-Anderson Rating: 5/6 #406501
 S9920 Lowes Creek
 Eleva, WI 54738
 Hm: 715-878-4947 Wk:
 Cell: 715-271-1440 Fax:
 Email: marypanderson@charter.net

Brystol Powelski Rating: 9 #349559
 6461 S Carroll Cir.
 Franklin, WI 52132
 Hm: 414-425-7937 Wk:
 Cell: 414-731-0557 Fax:
 Email: bpowelski@aol.com

Judy Schalk Rating: Brevet #411844
 135 Edgewood Dr
 Oxford, WI 53952
 Hm: 608-584-5264 Wk:
 Cell: 608-669-8327 Fax:
 Email: judyschalk@fastmail.us

Jamie Shervey Rating: 7/8 #364272
 711 E. Bracklin St
 Rice Lake, WI 54868
 Hm: 715-234-7771 Wk:
 Cell: 715-790-7771 Fax:
 Email: jamer_08@hotmail.com

Deborah Skurulsky Rating: 7/8 #411355
 S87W31315 Meyer Dr
 Mukwonago, WI 53419
 Hm: 414-405-9701 Wk: 262-679-5395
 Cell: 414-405-1448 Fax: 272-679-5394
 Email: ygymncoach@yahoo.com

Jessica Ullstrup Rating: 10 #310502
 S76W14291 Independence Dr
 Muskego, WI 53150
 Hm: 414-422-1339 Wk:
 Cell: 414-704-6121 Fax:
 Email: jullstrup@hotmail.com

Gay-Anne Lynch Rating: 10 #419663
 7465 N Mohawk Rd
 Foxpoint, WI 53217
 Hm: Wk:
 Cell: 414-305-0616 Fax:
 Email: glslymnast@yahoo.com

Sarah Nelson Rating: National #407074
 1615 Maple St
 Middleton, WI 53562
 Hm: 608-831-2314 Wk: 608-829-2922
 Cell: 608-215-4177 Fax: 608-829-0003
 Email: sarah@madtowntwisters.com

Devany Plentovich Rating: National #413850
 614 N 15th St.
 Sheboygan, WI 53081
 Hm: Wk:
 Cell: 920-915-0166 Fax:
 Email: devplent@gmail.com

Kathii Powelski Rating: National #406291
 6461 S Carroll Cir.
 Franklin, WI 52132
 Hm: 414-425-7937 Wk: 262-241-9005
 Cell: 414-704-9390 Fax: 414-425-7937
 Email: kathii@StorerTV.com

Jacqueline Schellinger Rating: 7/8 #316952
 5007 US Highway 18
 Fennimore, WI 53809
 Hm: 608-822-4875 Wk: 608-943-8181
 Cell: 608-574-7694 Fax:
 Email: o7girl77@yahoo.com

Crystal Skeie Rating: 9 #71331
 415 W Johnson St., #212
 Madison, WI 53703
 Hm: Wk: 608-829-2922
 Cell: 608-617-7748 Fax:
 Email: skeie@wisc.edu

Kris Sutter-Parent Rating: National #408360
 8542 Bakken Rd.
 Mt. Horeb, WI 53572
 Hm: 608-437-6481 Wk: 608-259-4342
 Cell: 608-219-5144 Fax:
 Email: ksutterparent@hotmail.com

Jenny Ullsvik Rating: National #408110
 N2746 Wilson Rd
 Poynette, WI 53955
 Hm: 608-635-8674 Wk: 608-261-7826
 Cell: 608-438-0566 Fax:
 Email: jennifer.ullsvik@wi.gov

Gay Valkoun Rating: National #415072
2574 W Hunt Club Cr
Glendale, WI 53209
Hm: 414-352-5452 Wk: 262-253-2662
Cell: 414-617-7607 Fax: 262-253-2919
Email: gvalkoun@bannerweld.com

Gaylynn Whitson Rating: 5/6 #808901
1817 S. Grant Ave
Janesville, WI 53546
Hm: 608-758-3817 Wk:
Cell: 608-449-0316 Fax:
Email: gaylynnrw@yahoo.com

Mona Vickman-King Rating: 7/8 #499165
4391 Creamery Rd
DePere, WI 54115
Hm: 920-336-9458 Wk:
Cell: Fax:
Email: mvking@gmail.com

Shannon Zur Rating: **National** #406293
1924 Fieldcrest Ln
Waukesha, WI 53186
Hm: 262-521-2171 Wk: 262-790-4888
Cell: 414-617-3119 Fax: 262-790-4990
Email: shannonz@vogelcg.com

Wisconsin USA Gymnastics Calendar

<u>Month</u>	<u>Date</u>	<u>Meet/Event</u>	<u>Level</u>	<u>Location</u>
2009				
Aug.	22	Altius	3-5, Prep Op	Franklin
	30	Gymfinity	3& Prep Op	Fitchburg
Sept.	12-13	Judges' Meet	4-6	Scamps, Kenosha
	20	M&M	3-6	New Berlin
	20	Madtown Twisters	4-6	Madison
	26-27	WCGC	3-6	Elkhorn
	25-27	Reg. Training Camp #1	7-10 & Elite	Eagles - KC, MO
Oct.	3-4	Infinite	3-6/PO	Brown Deer
	4	Wildcard	3-6	Milwaukee
	10-11	North Shore	4-6	Cedarburg
	9-11	Reg. Training Camp #2	7-10 & Elite	TAGS South, MN
	17-18	OGC	3-6	Oshkosh
	17-18	Carousel	3-6	Plover
	24-25	RGC	3-6/PO	Waukesha
	24-25	Swiss Turners	3-6	West Allis
	31-Nov.1	Salto	4-6	
Nov.	1	Gymfinity	PREP Op State Meet	&L-3 Fitchburg
	7-8	Midwest	3-6	Oak Creek
	7-8	GymTastics	4-6	Watertown
	14-15	CSA	3-6	UW-Whitewater
	14-15	LaFleur's	4-6	Germantown
	21-22	Gymfinity	3-6	Fitchburg
	21-22	Scamps	3-6	Kenosha
Dec.	5-6	Altius	Level 3-6 State Meet	Pius XI HS
2010				
Jan.	9-10	M&M	3-10	New Berlin
	16-17	WCGC	3, 7-10	Elkhorn
	29-31	Wisconsin Dells Vacation	3-10	CSA - WI Dells
Feb.	6-7	Scamps	3, 7-10 /PO	Kenosha
	20-21	Salto	3-10	Pius XI HS
	27-28	Altius	3-10/PO	Franklin
Mar.	5-7	Midwest Harley Davidson	3-10/PO	Pius XI HS
	13-14	OGC	3, 7-10	Oshkosh
	13-14	Tri-County	4-10	Pulaski , Green Bay
	27-28	Salto	(L-3?) L-7-10 State Meet	Concordia College
Apr.	9-11	L-8-10 Regionals		Kansas City, MO
	30-May2	Westerns	L-9	Des Moines, IA
May	7-8	JO Nationals	L-10	Dallas, TX
	9	NIT	L-10	Dallas, TX
June				
July				
Aug.	12-14	USAG National Congress/Visa Champs		Hartford, CT

Wisconsin Legislation

State Meet Bids

Clubs wishing to host a State Meet must fill out a *State Meet Bid Form* (download forms at usa-gymnastics.org, under Member Services, Forms). The form must be submitted to the State Chairperson prior to a published deadline before the State Meeting where the meet will be awarded.

The State Board will review the bids submitted and vote for the State Meet host. The State Meet will be awarded before the regular seasonal meet schedule is set.

Scheduling Meets

Clubs wishing to host regular seasonal **Compulsory** meets must submit their requests to the State Chairperson prior to a published deadline before the State Meeting. Requests should include first, second and third choices of possible dates, which levels are to be offered, number of meets desired, facility/site to be used, and any other pertinent information.

The State Board will work out a preliminary schedule taking all requests into consideration. This schedule will be submitted to the general membership for approval at the **Winter/Spring** State Meeting.

Optional meets must be arranged by individual clubs and submitted to the State Chairperson for inclusion on the State Calendar as of the published deadline for the Optional State Meet bid.

Wisconsin Head Tax - \$2 per Athlete

Each club is responsible for sending a complete roster of its competitive athletes along with a Head Tax of \$2/athlete to the State Chairperson. If new athletes come in after the fee has been paid, the club is responsible for submitting the supplemental names and fees.

Deadline for Wisconsin Head Tax

October 1 Compulsory Gymnasts
February 1 Optional Gymnasts

Make fee payable to: **USAG – WI**

Send to: **Rick Nelson**
 State Chairperson
 S73 W17240 Lake Dr.
 Muskego, WI 53150

Drop-Backs/Move-Ups

Gymnasts are permitted to drop back to their previous level if after qualifying for and competing at the higher level, they wish to go back to their previous level. The deadline to make that decision is:

Deadline for Drop Backs**October 1 Compulsory Gymnasts****3 weeks before State Meet Optional Gymnasts**

Any movement between levels must be documented and reported to the Competition Chairperson (*Gymnast Mobility Form* found in the appendix of this handbook may be used.) This includes *move-ups* and *drop-backs*.

Age Divisions

Minimum age divisions for Wisconsin USAG State Meets are:

<u>Level 3</u>	<u>Level 4</u>	<u>Level 5</u>	<u>Level 6</u>	
5 – 6	6 – 8	7 – 9	7 – 10	
7 – 8	9 – 10	10 – 11	11 – 12	
9 – Up	11 – Up	12 – Up	13 – Up	
<u>Prep Op</u>	<u>Level 7</u>	<u>Level 8</u>	<u>Level 9</u>	<u>Level 10</u>
TBD by	7 – 11	8 – 11	Per USAG	Per USAG
meet director	12 – 14	12 – 13	R&P	R&P
if > 14/level	15 – Up	14 – 15		
		16 – Up		

State Meet Qualifying Scores

Level 4	33.00	Level 7	31.00
Level 5	32.00	Level 8	30.00
Level 6	31.00	Level 9	32.00
		Level 10	32.00
Level 3	Participation in 1 seasonal meet		
Prep-Optional	Participation in 1 seasonal meet		

Meet Entry Fees

Level 4	\$32	Level 7	TBD by meet director
Level 5	\$35	Level 8	TBD by meet director
Level 6	\$35	Level 9	TBD by meet director
Level 3	\$20 on-site	Level 10	TBD by meet director
	\$45 off-site (max.)	PREP-Op	\$35
Level 3 State Meet	\$25	PREP-Op State Meet	\$40
L4-6 State Meet	\$60	Optional State Meet	\$75

State Meet Entry Fee

Wisconsin State Meets do not guarantee meet directors a profit. Normal meet expenses must be budgeted for based on entry fees and meet proceeds. Special awards and flowers for graduating seniors will be reimbursed or paid for by the State.

A *Financial Report* form (download from usa-gymnastics.org, Member Services, Forms) must be sent to the State Chairperson within 6 weeks after the State Meet.

State Meet Qualifiers/Entry Deadline

All meets on the Wisconsin USAG Schedule (i.e., sanctioned invitationals open to all Wisconsin USAG clubs) and out-of-state USAG invitationals may be used as State Meet Qualifiers.

The final State Meet qualifier and the State Meet entry deadline are 2 weeks prior to the meet. All gymnasts previously qualified during the season must have their entries and fees in two weeks before State Meet. Late qualifiers only, must have scores called, faxed or emailed to the State Meet director on Monday following the last qualifying meet. Entry Form with Entry Fee must be postmarked that same Monday. (Up to \$25 fine per individual entry for entries received after the deadline, per USAG R&P.)

Since qualification to Level 3 and PREP-Optional State Meet is by participation in any seasonal meet, these levels may schedule a meet one week prior to State. Coaches must notify the State Meet Director 2 weeks prior to State Meet if they intend to enter any gymnasts in that meet that are not already on the State Meet roster.

State Meet Non-judging Meet Referee

Compulsory State Meets will NOT use a non-judging Meet Referee. Optional State Meets will use a non-judging meet referee.

State Meet Random Draw

State Meet random draws are conducted with *ProScore* software.

Entry Fee Refund Policy

The Wisconsin State policy for refunding Compulsory season meet entry fees is 10 days prior to the first day of a weekend competition. Full refunds will be given for any reason up to that date. No refunds are required to be given for any reason within 10 days of the meet. (Exception – If meets are scheduled to run late on Sunday nights, the 10-day refund deadline will be waived if teams wish to withdraw due to the lateness of the evening session.) Optional and post-season Compulsory meets set their own refund policy to be published in their meet information.

Score Reporting/Pro-Score

The official Wisconsin meet scoring program is *ProScore*. Within 10 days after the competition meet directors must submit a disk or may email via a transfer file format meet scores using *ProScore* (version 4.0 or higher) software to the State Competition Chairperson. Failure to comply will result in a \$100 fine to be used to pay someone to enter the scores. Offending clubs will not be granted another qualification meet until the fine has been paid. You may request to use the Wisconsin laptop with *ProScore* to score your meet. Contact the Competition Chair to make your request. (See appendix for a uniform list of abbreviated Wisconsin club names to be used in *ProScore*.)

Out-of-state qualifier meets must also be entered on *ProScore* and submitted to the Competition Chair both on disk (or email transfer file) *and* as a hard copy of the actual meet results.

Competition Chair: Jane Schrimp (414)421-1200
c/o Altius
9670 S. Franklin Dr.
Franklin, WI 53132

Awards Guidelines

The Wisconsin guideline for awards is 50% of participants in each age group up to 15 places. Age groups with more than 45 gymnasts must be split for awards.

Team Awards: State banners ONLY are awarded for team places 1-3 at State Meets. Trophies or comparable awards approved by the State Administrative Committee must be given to 4th place through 50% of teams entered. Prep Op Team awards TBD prior to State Meet maintaining integrity of Gold, Silver and Bronze subdivisions.

Level 3: Achievement ribbons must be given for individual events using R&P Level 1-4 guidelines with the exception of Red Ribbon - 8.5 instead of 8.0. Achievement ribbons for scores below 7.0 are at the discretion of the meet director. Participation awards must be given to all participants. No additional awards are permitted.

State Meet Awards – Participation awards for all, achievement ribbons for individual events, plus USAG All Around medals. USAG AA Medals are based on a percentage of actual number of participants in each age group.

- Gold Medal 25%
- Silver Medal 25%
- Bronze Medal 50%

Based on meet results, announcer indicates what scores receives each medal.

Level 4: Achievement ribbons must be given for individual events using R&P Level 1-4 guidelines. Individual event placement awards may NOT be given, however, AA awards may be given to unlimited places. Achievement ribbons for scores below 7.0 are at the discretion of the meet director.

State Meet Awards - Achievement ribbons for events plus medals for 50% of places in individual events and AA to maximum of 15 places.

Level 5-10 & Prep Op: Individual event and AA placement awards must be given to a minimum of 50% of participants in each age group (no limit on maximum number of places).

State Meet Awards – Medals for 50% of places in individual events and AA to maximum of 15 places.

Meets wishing to deviate from State Awards policies may do so but will not be State Meet qualifiers. This must be designated on the USAG-WI meet schedule and published in the meet information.

Meet Entry Forms

Meet entry forms should sort first by **Level** then by **Age/Birth Date**. All entries must be typed. A *Word Document* Entry Form that you can fill out on your computer can be downloaded at the State Web Site www.WisconsinWomensGymnastics.com.

Meet Information/Invitations

Meet invitations must be mailed to teams as hard copies regardless if also sent electronically.

Meet Results

Meet results posted online must also be provided as hard copies to coaches if requested.

Wisconsin Rules of Competition.

Team competition is allowed at regular seasonal meets (State Meet Qualifiers) and at State Meet for all Levels except Level 3 and below. Team Score at State Meets is comprised of the top 3 individual scores per event regardless of age group or number of gymnasts entered per team (exception: PREP-Op TBD before State Meet). Meet directors establish Team Score parameters at regular seasonal meets, and include these in their pre-meet information.

Level 2 Competition

Level 2 competitions may be held. No Level 2 State Meet will be conducted.

Level 3 Competition

Level 3 competition is conducted **in two seasons, fall and winter/spring with 2 State Meets. The fall State Meet is held with the Level 4-6 State Meet with the possibility of running in-house rather than off-site. The**

winter/spring State Meet is in conjunction with the Optional season but conducted in-house and probably on a different weekend than Optional State Meet. All meets must be judged by at least 1 rated official per event. Scores will be recorded and flashed. USAG Rules & Policies will apply to meet formats.

Level 4 Competition

Level 4 competition is conducted in the fall season. Meets must be judged by 2 judges per event during regular season meets and State Meet. No consolation division will be conducted at the State Meet for non-qualifiers.

Level 5 Competition

Level 5 competition is conducted in the fall season. State scheduled seasonal meets (State Meet Qualifiers) must be judged by 2-judge panels.

Level 6 Competition

Level 6 competition is conducted in the fall season.

PREP-Optional

PREP-Optional competition is conducted in the 2009-2010 fall season and will be further defined by way of an Amendment to be issued following a Oct. 30, 2009 meeting and State Board vote. All meets must be judged by 1 judge per event (minimum Level 7/8).

- Subdivisions: **Bronze, Silver and Gold** using Michigan PREP-Optional rules
- Seasonal meet format – sessions by team
- State Meet format – sessions by subdivision.
- Minimum age – 10
- Age groups determined by meet director if more than 14 per subdivision
- Apparatus per minimum standards of Compulsory USAG R&P specs.

Level 7-10 Optional Competition

Level 7-10 Optional competition is conducted in the winter/spring season.

State Administrative Committee

The Wisconsin State Administrative Committee consists of the State Chairperson (tie-breaking vote only) and six voting members. The guidelines for the composition of the committee are:

- Not less than 2 judges
- Not less than 3 coaches
- No more than 1 coach per club affiliation

Elections will be held in alternate years of the State Chairperson election.

Penalties for Violations of USAG R&P and/or USAG-WI R&P

Reports of violations must be submitted in writing to the State Chairman by a USAG Professional member. All concerned parties will be interviewed and the State Administrative Committee will make a ruling. Penalties may range from \$25-\$500 fines and/or the loss of that club's right to host a qualifier the next season.

Wisconsin USA Gymnastics Meet Checklist

Prior to the Competition:

- _____ Read USAG R&P (download from www.usa-gymnastics.org), particularly Section IV, Regulations for Hosting Jr. Olympic Competitions.
- _____ Complete your *Meet Director's Certification*. (www.usa-gymnastics.org)
- _____ Send USAG *Sanction Request Form* and fee. (Handbook Appendix or www.usa-gymnastics.org)
- _____ Send *Request for Judges Form* and fee to State Judges Assigner. (Handbook Appendix or www.usa-gymnastics.org) See handbook *Procedure for Requesting Judges*.
- _____ Send meet information, list of equipment, awards, tentative schedule and map to clubs.

After All Entries Are In:

- _____ Finalize schedule. Refer to USAG R&P for format. Fax or call schedule in to State Judges Assigner ASAP. After approval, mail to all coaches.
- _____ Meet with support staff—committee heads, tabulators, score keepers, flashers, runners, timers—to train for assignments.
- _____ Get *ProScore 4.0* software or request Wisconsin laptop from Competition Chair to score the meet. Make sure your score keeper knows the *ProScore* program.
- _____ Order adequate awards using USAG R&P and state guidelines.

At the Meet:

- _____ Do an equipment safety check.
- _____ Conduct the coaches meeting. All coaches must sign the USAG form with Safety Certification and Pro Member numbers.
- _____ Conduct warm-ups efficiently, on schedule, and according to USAG R&P.
- _____ Have judges sign *Sanction Report*.
- _____ Pay judges ASAP.
- _____ Present awards. Break ties according to USAG R&P.

After the Meet:

- _____ Send original *Sanction Report* and *Coaches Safety and Pro Members Verification* to USAG office within 24 hours.
- _____ Send *ProScore* meet disk or email transfer file to Competition Chair within 10 days.
- _____ Send results to all teams if they weren't distributed at the meet or available online.
- _____ Send duplicate awards to gymnasts if necessary.
- _____ Send copies of *Sanction Report* and results to State Chairperson within 48 hours.
- _____ Send copy of *Sanction Report* to Region IV Chairperson.

Procedure for Requesting Judges

General Points

- Fill out *Request for Judges* form found in appendix of this handbook.(or Form V in Appendix of USAG R&P).
- Send to State Assigner along with a check for \$3/judge requested at least 30 days before the meet.
- Special requests for extra judges, fewer judges or for specific judges, must be submitted by August 1 for fall season, by October 1 for spring season.
- Call, email or fax State Assigner ASAP (3 weeks minimum) before meet with final meet schedule.
- Send State Judging Assigner a map to the meet site if it is incorrect or not already included in this handbook.
- If meet schedule changes after contracts have gone out, **you** must notify all judges of any changes.
- Reserve hotel rooms for judges: 2 judges/room, 2 beds/room. Pre-arrange payment with the hotel.

Specific Information

Jan Adkins is the Wisconsin State Judges Assigner and State NAWGJ Judging Director. Send *Request for Judges* forms with applicable fees to her. Direct questions regarding assignment of judges to her.

Jan Adkins	Home 608-837-2428
State Judging Director	Work 608-825-6352
1245 Lori Circle	Fax 608-837-8722
Sun Prairie, WI 53590	Email jan@systemforms.com

Jan Adkins further explains and suggests tips for meet directors in the following letter addressed to **Clubs Hosting USAG Sanctioned Competitions**.

Reminder

Send *Request for Judges Form & Fee*

Deadline for Requests

August 1 – Fall Season

October 1 – Spring Season

Procedure for Obtaining Judges—A Letter from Jan Adkins

Judges for all USAG sanctioned competitions must be obtained through the State Assigner, which is Wisconsin NAWGJ/Jan Adkins. Non-sanctioned meets may be assigned by NAWGJ or clubs may obtain judges on their own. All judges that are assigned by Wisconsin NAWGJ to USAG sanctioned meets will be contracted through NAWGJ and therefore must be current NAWGJ as well as USAG members with the proper qualifications. NAWGJ functions as a service organization to teach and train its members and disseminate judging information. You may choose to use a judge that is not an NAWGJ member. If so, NAWGJ will contract only the judges who are NAWGJ members for that meet, and it is your responsibility to independently contract the non-member judge after verifying that she/he is a professional USAG member with a current active status card on file with the Active Status Coordinator (Judy Schalk), and certified at the level of meet to which they will be assigned.

Following is the procedure for obtaining judges. If you have any questions feel free to call.

- 1) Enclosed is a list of all Wisconsin NAWGJ judges. Each judge is sent an availability questionnaire when the meet schedules are set, prior to the fall and spring seasons. Meet Directors may request certain judges to be assigned or not assigned to their meet. **Requests must be made by the deadline** and will be honored whenever possible.
- 2) As soon as you know you are going to be hosting a meet, (at least 30 days prior to meet date). You must send me a “Request for Judges/Meet Information Form” (enclosed, and also found in the back of the R & P boo) with information as to what type of meet you are planning. It is not always possible to know exact details that early but as soon as the entry deadline has passed, **at least three weeks prior to meet, you MUST CALL me with times, etc., so that judges can be contracted. It is suggested that you call before printing final information in case any changes need to be made due to unusual meet/judging situations.**
- 3) The fee for assigning judges is **\$3.00 per judge** (\$5.00 if less than 30 days). **A check made out to NAWGJ-WI must be sent along with the Request for Judges/Meet Information Form.** If more or fewer judges than expected are contracted, you will be refunded or billed accordingly. No meet will be contracted if there is an outstanding judges assigning fee due from a previous meet.
- 4) All tentative assignments for an entire season will be made approximately a month before the start of that season. This is done so that we can be sure that all meets are covered and that judges are assigned fairly. Wisconsin NAWGJ will assign Wisconsin judges unless requests are made for out-of-state judges. **Any requests for judges that you want or do not want, or a request for more or fewer than 8 judges, must be made by the deadline date.** After that date, judges will be notified of their assignments and it would be unfair to then

- withdraw an assignment. I receive the list of fall meets after the spring USAG meeting and the list of spring meets after the late summer USAG meeting. I will plan on assigning 8 judges for all Level 5-10 meets unless otherwise notified and 4 judges for Level 4 meets.
- 5) **Please send a map** to your gym if you have not previously hosted a meet or if your gym has relocated.
 - 6) I need to send out contracts to judges approximately **2-3 weeks prior** to the date of the meet. I realize that there is much work involved in running a meet, but it is **very important for you to CALL/E-MAIL/FAX me (mail takes extra time)** with the times of your meet in order for me to officially contract the judges and for you to be sure that you will have judges as they are not bound by any agreement until they receive a contract. Once contracts are sent it is your responsibility to notify all judges of any change in times, etc.
 - 7) Hotel rooms are usually needed for some judges for two-day meets. It is recommended to secure hotel rooms (**2 judges per room**) early as sometimes hotel rooms are difficult to find if you wait until two weeks before a meet. They can always be cancelled if necessary. Please request **non-smoking rooms with two beds per room. Payment should be worked out with the hotel before the judges check in (reserving a room under a charge card number is not sufficient, hotels want an actual imprint of your card)**. Judges should be notified of whose name the room is registered under (confirmation numbers are helpful). Judges should not be expected to charge rooms on their own credit cards.
 - 8) A minimum of 7 days notice is required for cancellation of officials. Failure to comply will result in payment by the meet director of three hours per judge and any other non-refundable expenses incurred by the assigned judge.
 - 9) **Provide judges with:** tables (preferably with skirts). Comfortable chairs, session times, rotation order, trained runners, flashers, and timers (training should take place before the competition begins).
 - 10) **Start meets on time** – it will save you money (judges are paid according to the contracted start time).
 - 11) **For** all USAG sanctioned meets, judges are paid using the USAG Fee Structure.

As there are always many questions, hopefully the above list will help those of you who have new coaches or that maybe were not quite sure about the procedure for obtaining judges. I will be glad to answer any additional questions that you may have. Please do not hesitate to call me at home or at work.

Jan Adkins / NAWGJ
Wisconsin Assigner

APPENDIX

ProScore Club Abbreviations & Instructions

Official Name	Abbreviated Name
Aerial Gymnastics Academy	Aerial
Air Force Gymnastics Academy	Air Force
Altius Gymnastics	Altius
Badger Gymnastics Academy	Badger
Bay Area Gymnastics	Bay Area
Blue Angels Gymnastics	Blue Angels
Brooklyn Gymnastics & Cheer	Brooklyn
Carousel Gymnastics	Carousel
Creative School of the Arts	CSA-Kids
Deutsch's Gymnastics Training Center	Deutsch's
Dynomite Gymnastics	Dynomite
Eau Claire Cabrioles.....	Eau Claire
Eau Claire Gymnastics Center	ECGC
Gymfinity Gymnastics	Gymfinity
GymSport Gymnastics.....	GymSport
GymStars Gymnastics	GymStars
GymTastics	GymTastics
Heart of the Valley Twisters	HOTV
Hudson School of Gymnastics	Hudson
Infinite Gymnastics Academy	Infinite
LaFleur's Gymnastics.....	LaFleur's
Livingston Twisters.....	Liv. Twist.
M & M Gymnastics.....	M & M
Madison Turners.....	Mad Turners
Madtown Twisters	Madtown
Midwest Twisters-Franklin, Hartland, Oak Creek	Midwest
Milwaukee Turners.....	Milw. Turn.
North Shore Academy of Gymnastics	North Shore
Oshkosh Gymnastics Center	OGC
Pardeeville Gymnastics Club	Pardeeville
Precision Gymnastics	Precision
Racine Gymnastics Center	Racine
SAGA Gymnastics	SAGA
Salto Gymnastics.....	Salto
Scamps Gymnastics	Scamps
Stateline Family YMCA	Stateline
Swiss Turners Gymnastics Academy	Swiss
TNT Gymnastics	TNT
Tri-County Gymnastics	Tri County

Twin Ports Gymnastics.....Twin Ports
Ultimate Fusion Athletics.....Ultimate
Walworth County Gymnastics Center.....WCGC
Westosha Gymnastics Club.....Westosha
Wildcard GymnasticsWildcard
Wind Lake Gymnastics Center.....Wind Lake

ProScore Instructions:

- Use *ProScore* version 4.0 or higher.
- Enter all teams coming to your meet into *ProScore* setup. When entering teams, use the official name and then the abbreviated name shown above. Enter the abbreviated name **exactly** as it appears using upper case, punctuation and spacing as shown, e.g., M & M uses spaces before and after &.
- Enter gymnasts’ information carefully and correctly. All **zeros** must be entered in **athlete numbers**.
- Within 10 days after the meet, email the **ProScore Transfer File** (not just the results pages) to: janeschrimpf@hotmail.com

How to Email ProScore Transfer File:

- In the *ProScore* program, go to “File.” Click “Export.”
- Enter meet name.
- Click “Export.” Click “OK.”
- You’ve now sent the *ProScore* Transfer File (PTF) to your hard drive. You can now email the file as an attachment.

OR: send a disk with the *ProScore* Transfer File to:

Jane Schrimpf
c/o Altius
9670 S. Franklin Dr.
Franklin, WI 53132

Disks **must** be sent in padded envelopes.

You may call (Hm 414-425-8725, Gym 414-421-1200) or email Jane Schrimpf with questions. She’s home most mornings.

DROP BACK FORM

If you have any level gymnast (4-10) who should be moved back to the previous level, you must complete this form and submit copies of original **score sheets** from the level they are currently competing.

Send this form to the State Chairperson, who will confer with the State Board for approval. If approved, you must notify the Competition Chairperson using a *Mobility Form*.

Gymnast's Name _____

Club _____

Club Address _____

Present Level

Coach's Signature _____

Drop-Back Level _____

Coach's Phone # _____

Brief explanation for drop-back: _____



2009-2010 USA Gymnastics Request for Sanction

Save \$5 when you register online

RUSH
 I understand that there will be an additional \$100 fee for Rush processing of this sanction request.

Office Use Only	
Number _____	
Rec'd Date _____	
Payment Amount _____	
Check Number _____	
Postmarked _____	
Approval _____	
By _____ Other _____	

Request must be postmarked no later than 30 days before competition. Late requests will be charged an additional \$25 late fee.
 A separate sanction request is REQUIRED for each event location and discipline.
 Sanctioned invitational meets of current Member Clubs will be listed in *Technique* magazine and online at www.usa-gymnastics.org
 This sanction request form does NOT apply to meets involving athletes from a foreign country or invitational events involving USA National Team Members. Please see the *Rules & Policies* for details.

Meet Details: *all fields are required*

1. Region # _____ State _____ Date(s) of Meet: _____ Entry Fee: _____

2. Name of Meet: _____

3. Site Address (if different than Club): _____

4. Type of Meet: Local Sectional State Regional National Invitational Exhibition/Workshop/Clinic/Testing

5. Discipline:	Men's	Women's	Acrobatic	Rhythmic	Trampoline & Tumbling	Gymnastics for All
	<input type="checkbox"/> 4	<input type="checkbox"/> Prep Opt	<input type="checkbox"/> 1	<input type="checkbox"/> Prep	<input type="checkbox"/> 1	<input type="checkbox"/> Team-Gym
	<input type="checkbox"/> 5	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> 2	<input type="checkbox"/> GymFest
	<input type="checkbox"/> 6	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> 3	<input type="checkbox"/> Other
	<input type="checkbox"/> 7	<input type="checkbox"/> 4	<input type="checkbox"/> 4	<input type="checkbox"/> 4	<input type="checkbox"/> 4	
	<input type="checkbox"/> 8-13	<input type="checkbox"/> 5	<input type="checkbox"/> 5	<input type="checkbox"/> 5	<input type="checkbox"/> 5	
	<input type="checkbox"/> 8-16	<input type="checkbox"/> 6	<input type="checkbox"/> 6	<input type="checkbox"/> 6	<input type="checkbox"/> 6	
	<input type="checkbox"/> 9	<input type="checkbox"/> 7	<input type="checkbox"/> 7	<input type="checkbox"/> 7	<input type="checkbox"/> 7	
	<input type="checkbox"/> 10-14	<input type="checkbox"/> 8	<input type="checkbox"/> 8	<input type="checkbox"/> 8	<input type="checkbox"/> 8	
	<input type="checkbox"/> 10-16	<input type="checkbox"/> 9	<input type="checkbox"/> 9	<input type="checkbox"/> 9	<input type="checkbox"/> 9	
	<input type="checkbox"/> Elite	<input type="checkbox"/> 10	<input type="checkbox"/> 10	<input type="checkbox"/> 10	<input type="checkbox"/> 10	
		<input type="checkbox"/> Elite	<input type="checkbox"/> Elite	<input type="checkbox"/> Group	<input type="checkbox"/> Elite	
				<input type="checkbox"/> Elite		

NOTE:
 Select only ONE discipline type per sanction request.
 Example: Men's & Women's events held during the same meet in the same facility require **TWO** separate sanctions

Meet Director & Club Details: *all fields and Meet Director signature are required*

Meet Director Name: _____ Professional Membership #: _____

Club Name: _____ Club #: _____

Club Address: _____ State: _____ Zip: _____

Phone #: _____ Fax #: _____ Email: _____

I am a professional member in good standing with USA Gymnastics. I hereby agree that the above referenced event will be conducted in accordance with applicable USA Gymnastics Rules and Policies. I represent that I (a) thoroughly understand the USA Gymnastics Rules and Policies, (b) fully assume responsibility for this event and agree to be held accountable for any irregularities that might occur. I acknowledge that it is my responsibility to verify that all athletes, coaches, and judges are registered USA Gymnastics members in good standing. **I further certify that no persons permanently ineligible for membership in USA Gymnastics will be associated with this event in any way. A list of ineligible members is located at www.usagym/ineligible.** I understand that among the fines and penalties for (a) any violations of the rules and policies (b) any violation of this certification or any failure to adhere to the approved dates or time lines may include the loss of sanctioning privileges.

Signature of Meet Director: _____ Date: _____

Payment Information: *Enclose check or money order payable to USA GYMNASTICS or provide credit card information:*

Visa _____ Master Card _____ American Express _____ Discover _____ Other _____

Card #: _____ Exp. date: _____/_____/_____

Cardholder Name (PRINT): _____

Signature: _____

Cardholder telephone: (_____) _____

Email address for receipt: _____

Sanction fees:	
72 participants or less	\$55
73 participants or more	\$105
Late fee	\$25
Rush (7 days or less)	\$100
(sanction requests received less than 7 days prior to the event will be charged the sanction fee plus \$100 rush fee)	
Total to be charged:	_____

1. SANCTION REPORT FORMS - It is imperative that sections one through four on the Sanction Report form are completely filled out and the coaches sign in form is completed and submitted at the same time within 24 hours of competition or cancellation of event.

Return the completed Sanction Report form to:

<p>USA Gymnastics Member Services Sanction Report Form 132 East Washington Street Suite 700 Indianapolis, IN 46204</p>

CANCELLED EVENTS - Report forms must be signed by the Meet Director and returned to the USA Gymnastics Member Services department with a notation of cancellation. There is no need to call Member Services to notify of a sanction cancellation, as the cancellation is required in writing. Sanction Fees (and any late fees) are **not refundable**, regardless of the reason for canceling a meet.

STATE/REGIONAL REPORTING - Make Copies of the Sanction Report Form and send to the Regional Chairman (and/ or State Chairman) with State/Regional competition fee (if applicable) within 48 hours. **THERE IS NO NEED TO SEND MEET RESULTS TO USA GYMNASTICS MEMBER SERVICES.**

2. CHANGES TO ORIGINAL SANCTION REQUEST - If there are any changes to the information submitted on the original Request for Sanction, you must request any changes **IN WRITING** at least 10 days prior to the original scheduled date. (ex. change of date, meet director, levels, site, etc.) You may mail the changes to our office or fax the requested change, including the sanction number, original Meet Directors name, and original date of sanction to (317) 692-5212. Once you have mailed or faxed your change request, you can make the changes on your Sanction Report Form. A new Report Form will not be sent. **No changes will be accepted over the telephone.**

3. SCHOLARSHIP FUNDS FOR MEN'S OR TRAMPOLINE & TUMBLING - Sanction Report Form must be returned to USA Gymnastics Member Services along with the applicable fee of \$1.00 per gymnast for the National Scholarship Foundation. Failure to submit both the report form and applicable fee violates the R&P and is cause for: sanctions to be revoked, future sanctions withheld and possible probation of Professional Membership.

Please return Report Form to the following address:

<p>USA Gymnastics Member Services Scholarship Fund 132 East Washington St. Suite 700 Indianapolis, IN 46204</p>
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4. MEMBERSHIP VERIFICATION - As a USA Gymnastics Meet Director, it is your responsibility to verify that all participants in your meet have valid memberships **BEFORE** they are allowed on the floor. It is the responsibility of any club participating in your meet to supply you with the participant's valid member numbers. Although we would like all participants to have their membership cards displayed, it is not always possible. Please accept written verification from Member Services, if participant has not received his or her card. You may also verify member numbers anytime through our online member search at www.usa-gymnastics.org. You will need to click on the Member Services homepage link. Next, select the Member Services "How To Link". Then, select the link titled "How Can Meet Directors Obtain Lists of Athletes Attending Their Competitions & Events?" or select "How a Meet Director can Check Whether or Not Professional Memberships are Current". *****Note*** Due to the high volume of calls to our office, Member Services will not verify lists of member numbers over the telephone.** Allowing individuals on the floor of any USA Gymnastics sanctioned event with out current, valid membership numbers is in violation of sanction. Any Meet Director who violates any regulations of the *Rules and Policies* may have disciplinary action taken against him/her. Even more, you as the Meet Director may be opening yourself to unwanted liability.

If any Athlete Member is injured during your event that has not obtained a proper registration number **PRIOR TO COMPETITION**, there will be **NO** accident insurance coverage implied or endorsed by USA Gymnastics. Further, USA Gymnastics reserves the right to nullify scores from the competition in the event a non-registered athlete is allowed to compete.

In any case of accident, which will keep a gymnast from full activity for 24 hours or more, the gymnast's coach, trainer or attendant must file a Case Report (Accident Report Form). A form, which may be photocopied as needed, will be included with your sanction.

Date of Sanction Request _____



Date: _____
 Deadline: _____

**REQUEST FOR JUDGES
 MEET INFORMATION SHEET**

1. Name of Meet: _____
2. Date(s) of Meet: _____ Reporting Time(s): _____ Meet Time(s): _____
3. Location (address): _____
4. Reporting Place: _____ Phone: _____
5. Number of Judges: _____ Rating: _____ Meet Referee: Separate _____ Acting _____
 Number of Judges per panel: _____
6. Type/Level of Meet: _____
7. Number of Days: _____ Sessions per Day: _____ Anticipated No. of Gymnasts: _____
8. Estimated Length of Sessions: _____ Finals: _____
9. Judges Fee: _____
10. Travel Arrangements: _____
 Airline Arrangements by: Meet Director _____ Judge: _____
 To and From the Airport: _____
 During the Meet: _____
11. Housing: _____
 _____ Phone: _____
12. Meal Arrangements if other than as stated in Fee Structure: _____

13. Miscellaneous: _____

14. Meet Director: _____ Assigning Official _____
 Address: _____ Address: _____

 Phone (W): _____ Phone (W): _____
 Phone (H): _____ Phone (H): _____

I understand the terms and conditions of the judges' employment are governed by the approved USAG Competition Agreement.

Signed _____

Note: A copy of the Competition Agreement is available from the USAG-SC or the NAWGJ-SD

**Assigning Official: Jan Adkins
 1245 Lori Cr.
 Sun Prairie, WI 53590**

* Send this form and assigning fee to assigning official 30 days prior to competition.

Revised 11/00



BID FORM
FOR USA Gymnastics-COMPETITIONS FOR WOMEN
(Sectional, State, Regional)

Name of Competition _____ Level(s) _____

Name of Host Organization _____

Name of Meet Director _____ USAG Pro # _____ Safety Cert. Exp. _____

Address _____

Phone Number (H) _____ (W) _____ E-mail _____

Date of Events: Compulsories _____ Optionals _____ Finals _____

Number of meets you hosted in the last 2 years: Local _____ Sect _____ State _____ Reg _____ Nat _____

What was the number in attendance at your largest meet? _____

Number of meets you attended in the past 2 years? State _____ Regional _____ Nat'l _____

Facility Name _____

Address _____

Size of Competition area _____ Spectator Capacity _____

Separate Warm-up area Yes ___ No ___ Size _____

Distance from Competitive Gym _____

Facility Rental Fee _____ Air-Conditioned Y ___ N ___

Dressing Room for Gymnasts ___ No. of Restrooms Women _____ Men _____

Length of Vaulting Area (including runway, horse, mat area) _____

Clearance Distances: End of Vault mat to Wall _____ On Both Sides (Front & Back) of Bars _____
 Ends of Beams _____ Around FX mat _____

Describe Parking Facilities _____

Separate Meeting Room for Judges Yes ___ No ___

VCR and monitor available for judges' meeting Yes ___ No ___

Number & Type of Equipment to be used:

Vault: _____ Bars _____ Beam _____ FX _____

Boards _____ Bars Spread _____ Type of Rails _____

Awards: Type of Awards _____ Estimated Cost _____

Spectator Admission Prices: Adults _____ Children _____

What type of Emergency Medical Personnel and Supplies will be available at the meet site?

Nearest Airport(s) _____ Distance from Site _____

Hotel Accommodations _____ Cost _____

Dist. from Meet site _____

Social Events: Tours _____ Banquet _____ Other _____ Cost _____

Format to be Used: Traditional Non-Traditional

I certify that the above information is accurate. I am Meet Director certified and agree to follow the guidelines as listed in the *USAG Women's Rules and Policies* in the conduct of this meet.

Date _____ Signature of Meet Director _____

(Must be Meet Director Certified to obtain a sanction.)

Send Bid Form (Attach copy of Meet Director certificate) to:

State Chairman - for Sectional and State Meets

Regional Chairman - for Regional Meets



Revised 11/2000

FINANCIAL REPORT

Name of Event _____
 State/Region _____
 Date of Event _____
 Meet Director _____

INCOME:

Admissions/Programs\$ _____
 Entry Fees # _____ x (Entry Fee) =\$ _____
 Late Entry Fees\$ _____
 Sponsor's Contribution/Program Ads\$ _____
 Concessions/Merchandise Sales\$ _____
TOTAL INCOME\$ _____

EXPENSES:

Facility Rental\$ _____
 Custodial Fees\$ _____
 Equipment Rental\$ _____
 USAG Sanction Fee\$ _____
 Insurance\$ _____
 Judge Assigner's Fee\$ _____
 Judge
 Fees\$ _____
 Transportation\$ _____
 Hotel\$ _____
 Meals\$ _____
 Miscellaneous (Gifts, Flowers, etc.)\$ _____
 Awards\$ _____
 Gymnasts' Gifts\$ _____
 Duplication of Forms\$ _____
 Postage\$ _____
 Phone\$ _____
 Concession/Programs\$ _____
 Other (Specify on Back)\$ _____
TOTAL EXPENSES\$ _____
Net Profit (Loss)\$ _____

Signature of Event Director _____
 Address _____

 Phone _____

RETURN TO APPROPRIATE USAG OFFICIAL

Junior Olympic Sectional, State, Regional and Regional Elite Regional Chairman
 or
 Junior Olympic National
 Championships (Level 10) & Level 9 East/West USAG Womens Jr. Olympic Program Manager
 Elite, National Classic Meets/Challenges USAG Women's Elite Program Manager

DEADLINE: 6 weeks following the event.