

USA Wisconsin Gymnastics

Rules & Policies

2011 – 2012

(2011-2012 Changes appear in red)

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Wisconsin USA Gymnastics Calendar

<u>Month</u>	<u>Date</u>	<u>Meet/Event</u>	<u>Level</u>	<u>Location</u>
2011				
Sept.	10-11	Judges' Meet	3-6	Scamps, Kenosha
	17-18	LaFleur's	3-6	Germantown
	24	RGC	3-6	Racine
	25	Swiss Turners	3-6	West Allis
	23-25	Reg. Training Camp South	7-10 & Elite	GAGE – Blue Springs
Oct.	1-2	WCGC	3-6	Elkhorn
	1-2	Wildcard	3-6	Brookfield
	8-9	Infinite	3-6	Brown Deer
	7-9	Reg. Training Camp North	7-10 & Elite	LaFleurs-Germantwn
	15-16	North Shore	3-6	Cedarburg
	22-23	Scamps	3-6	Kenosha
	22-23	Carousel	3-6	Plover
	29-30	M&M	3-6	New Berlin
Nov.	5-6	CSA	3-10/Xcel	UW-Whitewater
	5-6	Gymfinity	3-6	Fitchburg
	12-13	Altius	3-6	Franklin
	12-13	GymTastics	3-6	Watertown
	19-20	OGC	3-6	Oshkosh
	19-20	Salto	3-6	Waukesha
Dec.	3-4	State Meet (Midwest)	Level 3-6	West Allis Central HS
2012				
Jan.	7-8	M&M	3-10	West Allis Central HS
	21-22	WCGC	7-10/Xcel	Elkhorn
	27-29	Wisconsin Dells Vacation	3-10/Xcel	CSA - WI Dells Ctr
	28-29	Altius	4-10/Xcel	Franklin
Feb.	4-5	Scamps	7-10/Xcel	Kenosha
	17-19	Midwest Harley Davidson	3-10/Xcel	Frontier Center, Milw
	25-26	North Shore	7-10/Xcel	Cedarburg
Mar.	3-4	Salto	3-10/Xcel	Center Court Sports, Waukesha
	10-11	OGC	7-10/Xcel	Oshkosh
	24-25	State Meet (M&M)	L-7-10	West Allis Central HS
Apr.	19-22	Regionals	L-8-10	St. Paul, MN TCT
May	3-6	Westerns	L-9	Boise, ID
	5-6	Xcel State (Altius)	Xcel	Franklin
	10-12	JO Nationals	L-10	Hampton, VA
	13	NIT	L-10	Hampton, VA
June	7-10	Visa Championships	Elite	St. Louis, MO
	28-July 1	USAG Nat'l Congress & Olympic Trials		San Jose, CA

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 <http://www.usa-gymnastics.org/PDFs/Forms/Women/bidform.pdf>). 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 SAC 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 SAC will work out a preliminary schedule taking all requests into consideration. This schedule will be submitted to the general membership for approval **before being finalized by SAC.**

Optional **and Xcel** meets must be arranged by individual clubs and submitted to the State Chairperson (**Xcel Coordinator in the case of Xcel only meets**) for inclusion on the State Calendar as of the published deadline for these State Meet bids.

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. **State Chairperson emails request for head tax submission on Oct. 1. Due on Nov. 1.**

Deadline for Compulsory & Optional Wisconsin Head Tax - Nov. 1, 2011

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 and Qualifiers 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	
Xcel	<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
	15 – Up	14 – 15		
		16 – Up		

Note: Age Divisions with greater than 35 gymnasts must be split.

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 8-10 Specialists	9.00
Level 3	Participation in 2 seasonal meets or by petition to SAC		
Xcel	Participation in 2 seasonal meets or by petition to SAC		

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.)	Xcel	\$35 on-site with Xcel only (Off-site TBD meet director)
Level 3 State Meet	\$25	Xcel State Meet	\$40
Level 4-6 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. <http://www.usa-gymnastics.org/PDFs/Forms/Women/financial.pdf>) 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 Optional USAG invitationals may be used as State Meet Qualifiers.

Qualification to the Compulsory State Meet must be achieved at an in-state, scheduled, seasonal meet adhering to Wisconsin guidelines (including established entry fees) or through petition to the SAC with scores from a non-compliant meet.

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 **Xcel State Meets** is by participation in 2 seasonal meets (or by petition to the State Administrative Committee), 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 **those** meets that are not already on the State Meet rosters.

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 4-Judge Panels at Levels 9 and 10

4-Judge panels are used at the Level 9 and 10 State Meet. Entry fees are intended to cover meet expenses, i.e., facility/equipment rental, awards and judges' expenses. If the P&L statement after the L-9/10 State Meet indicates these expenses were not met by entry fees, the shortfall incurred due to additional cost of 4-judge panels will be reimbursed jointly by WI-USAG and WI-NAWGJ (50% each).

Judges Selection to Regionals

Wisconsin Brevet judges are automatically assigned to Region IV Championships. Judges with a National rating will be eligible to fill available slots at Regionals on a rotational basis. They must have judged the qualifying State Meet. If they decline the Level 9/10/Super 8 assignment, they move to the bottom of the list. However, if they are offered the Level 8 day of competition only, they may decline and retain their rotational position for the next year. Level 10 judges who judged the qualifying State Meet will be eligible to rotate in to the Level 8 day of competition if declined by all of the qualified National judges. Newly rated judges will be added to the bottom of the list. Note: All Regional assignments are subject to SAC approval based on past performance.

Optional State Meet Equipment

Optional State Meet must use the same equipment manufacturer that is contracted for JO Nationals and Regionals.

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* (v4.0 or higher). Within 10 days after the competition, meet directors must email the *ProScore* transfer file 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.

(See appendix for a uniform list of abbreviated Wisconsin club names to be used in *ProScore*.)

Out-of-state qualifier meets must send or email just the page of results on which the Wisconsin athlete appears.

Competition Chair: Jane Schrimpf - janeschrimpf@hotmail.com
 (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 35 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. **Xcel** 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 up to a maximum of 15 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. Participation awards must be given to all participants.

Level 5-10 & Xcel: Individual event and AA placement awards must be given to 50% of participants in each age group up to a maximum of 15 places.

State Meet Awards – Medals for 50% of places in individual events and AA to maximum of 15 places. Participation awards must be given to all Level 5 and 6 participants.

Meets wishing to deviate from State Awards policies may do so but will not be State Meet qualifiers except through individual petition. 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:
<http://www.wisconsinwomensgymnastics.com/downloads>
Click: *Official USA Gymnastics Competition Entry Form.*

Meet Information

Hard copies of meet information do NOT need to be mailed to teams. The state web site posts the seasonal schedule with links to the meet information. Clubs must supply the meet information to the webmaster, to be posted. (WisconsinWomensGymnastics.com)

Meet Results

Meet results posted online must also be provided as hard copies to coaches if requested. *It is the responsibility of the meet director to post their meet results online ASAP and to provide a link to the state webmaster.*

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: Xcel 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 conducted. No Level 2 State Meet will be held.

Level 3 Competition

Level 3 competition is conducted in **the fall** season. State Meet is held in conjunction with the Level 4-6 State Meet with the possibility of running in-house rather than off-site. Meets must be judged by at least 1 rated official per event during regular season meets and State Meet. 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.

Xcel Competition

Xcel competition is conducted in the winter/spring during the Optional season but with State Meet held in May (not Mother's Day or Memorial weekend). All meets must be judged by at least 1 rated official per event (minimum Level 7/8).

Wisconsin's **Xcel** program is published in the *Wisconsin Xcel Rules and Policies Handbook*. It's based on Region 5's **Xcel** guidelines using the Bronze, Silver and Gold divisions only.

Level 7-10 Optional Competition

Level 7-10 Optional competition is conducted in the winter/spring season. Level 8-10 may allow Individual Event Specialist competition. Specialists may qualify to State Meet with a 9.00 on that event. Declaration as a Specialist must be made on the State Meet entry form. Specialists count toward team score but receive (separate) duplicate awards thereby not displacing All Arounders for event awards.

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.

Coach of the Year Criteria and Nominations

- Excellence in coaching at multiple JO Levels with an emphasis at the highest level in the current year.
- Displays good sportsmanship, team spirit and ethics.
- Contributes to state efforts (camps, clinics, congresses, volunteer positions).
- Coaching resumes may be considered.

Each club makes one nomination to the SAC based on the above criteria. The SAC selects three of the submitted names and returns it to the clubs for a final vote. Each club gets one vote.

Contributor of the Year Criteria and Nominations

- Doesn't have to be a coach.
- Doesn't have to be from the nominator's club.
- Displays good sportsmanship, team spirit and ethics.
- Contributes to state efforts (camps, clinics, congresses, volunteer positions).
- Lifetime contribution may be considered.

Each club makes one nomination to the SAC based on the above criteria. The SAC selects three of the submitted names and returns it to the clubs for a final vote. Each club gets one vote.

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. **Email** 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 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, **Background Check** 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, Background Check and Pro Members Verification* to USAG office within 24 hours.
- _____ Send *ProScore* meet disk or email transfer file to Competition Chair within 10 days.
- _____ Post results online and provide hard copies for teams that request them.
- _____ 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

Sarah Nelson and Jenny Ullsvik are Co-Wisconsin State Judges Assigners and State NAWGJ Judging Directors. Send *Request for Judges* forms with applicable fees to Sarah. Copy email requests to both Sarah and Jenny.

<p>Sarah Nelson State Judging Director 1615 Maple St. Middleton, WI 53562</p>	<p>Cell 608-215-4177 Work 608-829-2922 Fax 608-829-0003 sarah@madtowntwisters.com</p>	<p>Jenny Ullsvik Cell: 608438-0566 Hm: 608-635-8674 ullsvik@centurytel.net</p>
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Sarah Nelson and Jenny Ullsvik further explain and suggest 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 Sarah Nelson and Jenny Ullsvik

Judges for all USA Gymnastics sanctioned competitions must be obtained through the State Assigners, who are Sarah Nelson and Jenny Ullsvik. 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 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 continuing professional education (CPE) form on file with the CPE 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 contact Sarah or Jenny.

- 1) A list of all Wisconsin NAWGJ judges can be found *in this document and also* on the state website at <http://www.wisconsinwomensgymnastics.com/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 email no later than August 1st for fall meets, and November 1st for Spring meets** 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 email Sarah and Jenny with information as to what type of meet you are planning. You may use the official form which can be found in the Appendix of the Wisconsin Rules and Policies book. 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 the meet, you MUST EMAIL Sarah and Jenny with times, etc., so that judges can be contracted. It is suggested that you finalize your meet details with Sarah and Jenny 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 for the assigning fee should be sent to Sarah Nelson prior to your meet taking place.** 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 August 1st for fall meets or November 1st for Spring meets.** After that date, judges will be notified of their assignments and it would be unfair to then withdraw an assignment. We receive the list of fall meets after the spring USAG meeting and the list of spring meets after the last summer USAG meeting. We will plan on assigning 8 judges for all Level 4-10 meets unless otherwise notified.

- 5) We need to send out contracts to judges approximately **2-3 weeks prior** to the date of the meet. We realize that there is much work involved in running a meet, but it is **very important for you to E-MAIL Sarah and Jenny** with the times of your meet in order for us 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. If there are changes to your meet information after the contracts have been sent, please contact Sarah and Jenny who will inform the contracted judges of the changes to your meet.
- 6) 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.
- 7) 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.
- 8) Start meets on time – it will save you money (judges are paid according to the contracted start time).
- 9) For all USAG sanctioned meets, judges are paid using the USAG Fee Structure.

As there are many questions, hopefully the above list will help those of you who are unsure about the procedure for obtaining judges. We will be glad to answer any additional questions that you may have. Please do not hesitate to contact us.

Sarah Nelson and Jenny Ullsvik – NAWGJ Wisconsin Assigners

Sarah Nelson	Jenny Ullsvik
608-215-4177 (cell) / 608-829-2922 (work)	608-438-0566 (cell)
1615 Maple St. Middleton, WI 53562	ullsvik@centurytel.net
sarah@madtowntwisters.com	

APPENDIX

ProScore Club Abbreviations & Instructions

Official Name	Abbreviated Name
Air Force Gymnastics Academy	Air Force
Altius Gymnastics	Altius
Badger Gymnastics Academy	Badger
Bay Area Gymnastics	Bay Area
Blue Angels Gymnastics	Blue Angels
Capital Gymnastics Academy	Capital
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
Gymfinity Gymnastics	Gymfinity
Gymlingo Academy.....	Gymlingo
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
Starz Academy	Starz
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 Gymnastics	Wildcard
Wind Lake Gymnastics Center.....	Wind Lake

***ProScore* Instructions:**

- Use *ProScore* version 4.21 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 to:
janeschrimpf@hotmail.com

New clubs – contact Jane Schrimpf ASAP to be assigned a *ProScore* short name. 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 SAC 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: _____



2011-2012 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.

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 | Levels: _____ |
| <input type="checkbox"/> 5 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | <input type="checkbox"/> 2 | |
| <input type="checkbox"/> 6 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | <input type="checkbox"/> 3 | |
| <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.com/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: _____	

Please return forms: 132 E Washington Ste. Ste 700 Indianapolis, IN 46204 or fax 317.692.5212 or register online at www.usagym.org/memberservices

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: Sarah Nelson
 1615 Maple St.
 Middleton, WI 53562**

* 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

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



Revised 11/2000

FINANCIAL REPORT

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

Respective State Chairman
 or

Junior Olympic Sectional, State, Regional and Regional Elite Regional Chairman

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.

Revised Aug. 2003



USA Gymnastics Score Inquiry Form

Check One: Vault _____ Bars _____ Beam _____ Floor _____
 Gymnast's number _____ Name _____ Score _____

This inquiry is based upon the following (check one):

1. Start Value _____
2. Neutral deductions _____
3. Score Range _____

List all elements that receive difficulty and additive value Judges' Use Only

Element/Additive Value	Description of Element(s)	Y	N

Coach's Name _____ Team _____

	Judge #1	Judge #2	Judge #3	Judge #4	Average
Start Value:	_____	_____	_____	_____	_____
Score:	_____	_____	_____	_____	_____
Adjusted SV:	_____	_____	_____	_____	_____
Adjusted Score:	_____	_____	_____	_____	_____
_____	Score Not Adjusted				

 Signature of Chief Judge/Meet Referee