

REVISED * 2007-2008 *

Indiana Gymnastics Rules Policies 09/05/07

Designated Locals

The Indiana State Administrative Committee at its yearly calendar meeting will award clubs the distinction that their meet is a qualifying meet (DL). Level 4, 5 & 6 gymnasts must qualify at a Designated Local Meet in Indiana. Levels 7-10 may qualify at any sanctioned meet. The following rules are what the State Administrative Committee is permitted to rule on, along with clarifications of the USA Gymnastics Rules and Policies. These rules do not take the place of the governing bodies rules. It is very important that you read both sets of rules. Team rosters are due at IGSS.org on Saturday, September 1st.

1. **Host Clubs** - Each host club is required to offer at least 300 entries into the meet over a two-day weekend. The meet should be organized so it will not run more than 14 hours each day from start to finish. **Refer to National R&P 2007-08 rules for allowable numbers per session.** You must specify if you are holding a Friday session. If you do not specify that you are running a Friday session the clubs are entitled to a refund if their kids can not compete on Friday. It is your responsibility to contact the assignor and judges of any and all changes made to your original request.
2. **Entries** - Designated Local meets must be open to all Indiana clubs and information must be set out a minimum of 5 weeks prior to the meet. Entry deadlines will be stated on entry form by host club. Requests for substitutions or refunds before the deadline will be honored up to two weeks prior to the meet.
3. **Individual and Team awards** - Designated Locals are invitational and may be treated as such, except for the above rules. Awards are at the discretion of the host. Please keep in mind that it must be stated on the entry what type of and how many awards will be given. **Achievement awards** are to be distributed for Levels 1- 4 in all-around. If placement awards are given for all places in all around you do not have to give out achievement awards. It must be stated on the entry form you will be having a Team competition at the Designated Local.
4. **Competition Fees** - \$1.00 will go to the Region and \$1.00 will go to IN-USAG for all levels that attend the meet. The maximum amount a DL host will pay to the State is \$1500. The Region will get \$1.00 per gymnast for each gymnast in the meet - No Maximum
5. **Entry Fees** - These entry fees are what the board has suggested and feel cover the expenses that are within the rules and policies. DL Hosts may charge whatever they want for these meets. Suggested meet entry fees: **\$40.00** for in house meets and **\$50.00** for outside facilities. Level 3- **\$20** for in house **\$25** for Outside facility.
6. **Judges** - Must use two judge panels for Levels 4-10 to qualify. Prep Optional may use a one judge panel if all judges are level 8 or above, otherwise you must use a two judge panel.
7. **Gymnast Tracking** - Clubs must register their gymnasts at our Web site (IGSS.org). Those in charge of this for their club will need to keep this updated as to their level and any other changes. If this information has to be entered by Geoff Rupe a \$25.00 input fee will apply. In order for a gymnast to enter the State Meet, they must have been reported as qualified at the site from the DL Hosts. It is the meets hosts' responsibility to send this information. Meet results turned in late will have a \$25.00 fine. Those gymnasts not registered at the IGSS.org site by their club will be ineligible to compete at State even if they qualified at a DL. Please keep your roster updated as it can result in fines and ineligibility of your gymnasts to go to State. **Gymnasts who have not hit the mobility score to enter the next level will not be put into the tracking system.**
8. Coaches that go to out of state for meets for Levels 7, 8,9,10 are responsible to turn in their qualifiers. To do this put the following information on an excel spreadsheet and send to the igss.org web site. Gymnasts name, USAG number, scores on each event and AA, date of meet and meet location.

Designated Local (Meet Director Information)

The following information is specific to those running and attending Designated Locals. Please, as a meet director, and a participating team, read the next two sections.

1. When organizing sessions, it has been recommended by the Indiana USAG Committee that clubs be kept together as much as possible. This is in an effort to cut down on the number of sessions that coaches have to attend and to let the gymnasts compete with their teammates more often. Let any clubs that have gymnasts in more than one group know that an extra coach will be needed. Don't forget to include **the type of awards** that will be given at the meet.
2. Admission: recommended to not exceed \$4.00 for adults and \$2.00 for children under 12 for meets held in a club. Also recommended to not exceed \$5.00 for adults and \$2.00 for children under 12 for meets held in an outside facility.
3. Contact the assignor with session times and maps to the meet site a minimum of 10 days prior the meet. After this time frame it will be your responsibility to contact the judges of the site location and session times. The assignors will be turning in those that did not fulfill this responsibility. Failure to follow will diminish chance to host a qualifying meet next year.
4. **Judges request sheets** are due by **August 10th** for DL's that are hosted before December 31st. Judges requests for Meets after this date are due by **November 15th**. If A DL host fails to turn in a Judges Request form and is more than 10 days late they will lose their distinction as a qualifying meet. They may still host a meet on this weekend; they must on the entry sheet notify the clubs that it is not a qualifier.
5. **Late Entries** - \$25 dollar fee for the first gymnast and \$5.00 each for each gymnasts after the 1st. If there are 10 gymnasts on the entry the total late fee would be \$70.00.
6. **Results** must be sent to the IGSS.org Web site within **48 hours** of the Competition. Results are to be sent electronically via E-mail in Excel, Score-master file, or Pro score. **Please include when sending results - Name, Club, Age, Level, USAG #, scores and places gymnasts received at the meet**. If results are sent in wrong they will be sent back. If they are sent in correctly they will be able to be put up so those that attend your meet can run off the results, thus saving you money in mailing costs. Meet results turned in late will receive a \$25.00 Late Fee.

State Meets

1. **Facility** - All state meets must be hosted in an outside facility such as a high school or a middle school.
2. **Entry Information** - Must be sent out a minimum of five weeks prior to the meet. Those faxing their entry in must have it approved by the host and must next day the entry fee. Late entries and incomplete entries received after the deadline will be subject to a fine of up to a maximum of \$25 per individual entry. Those entries turned in ten days prior to the competition may be refused. If an entry is received before the deadline and is incomplete, the host club must call and give the club a chance to correct their mistakes before the deadline. See entry deadline dates for more detailed information. Any requests for refunds before the deadline will be honored. An entry turned in without an entry fee is considered incomplete.
3. **Meet Director** - Must have their meet directors and safety certification and must be a current USAG Professional member.
4. **Awards** - Medals will be given for all places. Number of awards are determined by taking 50% of the age group (that is the age group used at the meet, not as R & P states) and awarding up to 15 places for events and 20 places for All-Around. Achievement awards will be as stated in USAG R&P. **All medals must be ordered from the national supplier, A-1 Awards, Inc. Order: State Series USAG Medal. Note: for ties at 1st or 2nd we would like to see the gymnasts awarded the medal for that place and not drop down a medal. Order before Jan.1st and there is a discount. (Example: tie for 1st -both gymnasts receive a 1st place medal.) This means you will have to order some extra gold and silver awards. *Ties at last place must be awarded.**
5. **Individual award for gymnasts participating in the State Meet.** A-1 awards will have a State medal for all participants in the meet. The award will have the level and read "Indiana State Meet Qualifier". The state will buy back any leftover medals within reason.
6. **Competition organization** - Before mailing out session times the State Chairman must check the format for the meet.
7. **Competition fees** - \$2.00 per competitor payable to IN-USAG and \$1.00 to Region V.
8. **Financial reports** - Financial reports must be turned in to the State director no later than 45 days after the competition. **Receipts** must be available upon request for all spaces listed on the left hand side of the financial report. If the financial reports

are not turned in the meet host diminishes their chance for receiving a State meet the following year.

9. **Mobility date – (Feb. 1st, 2008)** – The Level you compete in after this date is the level you have to compete in at State. Please be very careful as if they move up a level after this date and do not qualify at that level they may not drop back to the previous level to go to the State meet. Rosters must be updated by February 1st.
10. **Admissions** - \$6.00 for adults and \$3.00 for children 6-18 & Seniors (Maximums)
11. **Team Awards** - 1st - Banner, 2nd - Banner. Trophies for the following places: 3rd- 16-17 in. 4th -14-15 in. 5th - 13 in., and 12 in. for 6th place. For all other places trophies should be no smaller than 10 in. **Top 3 scores per team per event will be used for Team score. Remember that 1st and 2nd place winners receive banners not trophies.** Age group awards will be based on the budget of money collected for these awards. The State Administrator will approve the sizes of these trophies
12. **Team Award Fees**- Overall Team Awards- \$25.00 and Age Group Team Awards- \$25.00 We have had trouble knowing exactly what age groups were going to be used at State, therefore clubs did not know which age groups to enter. We are charging a flat fee, which will take care of all age groups. The philosophy on the age group awards was to get more kids up on the podium, not the size of the trophy. State meet host will not lose money on these awards and be allowed to get what they can from money collected.
13. **Qualifying scores** - State Championship: All Levels 4-10 will have a 32.00 AA qualifying score. Level 3 score will be determined when we have more accurate numbers of competitors'.
14. **Entry Fees** –Level 3 **\$35.00** Level 4 - **\$50.00**, Level 5 & 6 - **\$50.00**, Level 7 - **\$65.00**, Level 8,9 & 10 - **\$80.00**.
Prep/Optional **\$65.00**
15. **Age divisions**- Gymnasts will be divided up so that there is no more than one session per age group. In an effort to keep the numbers consistent with the amount of awards we will try to divide the ages into groups of about 50. This will give us approximately 1/3 of the gymnasts receiving an All-Around award. To do this we may have to combine or break up some ages.

Meet Directors Responsibilities – General

1. **Meet results** - Meet results for Designated Locals and State Meets need to be sent to igss.org. The results must include the places that the gymnasts received. These should be sent out no later than 48 hours after the competition. Those hosting Designated Locals on the last qualifying weekend need **to E-mail these to IGSS.org** by the day after the meet. Those hosting invitationals that have Level 7, 8, 9, or 10 gymnasts must turn in meet results also to IGSS.org. **There is a \$1.00 per gymnast competition fee paid to IN-USAG for these meets – maximum \$1500.**
2. **Checking scores** - It is no longer the responsibility of the judges to check scores after the competition. It is their responsibility to check that the score turned in is correct. It is strongly recommended that the scorekeepers check that the average is correct. Those announcing awards should read each score, along with the place, as another safety measure.
3. **Meet Directors Test** – Can be found at the (usa-gymnastics.org)
4. **Pro Membership Cards**- Every coach that shows up to a meet **MUST** present his or her membership card before going on the floor. The Regional Board passed a fine for those that do not have their membership cards. The fine works as follows: If you do not have your card and the Meet Director has the ability to look up and **print** out verification of your membership you will be permitted on the floor. They can charge you up to \$25 for this service. If this service is not available you will not be allowed on the floor. Your membership card or verification (wrist band) must be visibly displayed at the competition.
5. **Requesting Judges**-You as the meet director have the right to request what judges you would like to judge your meet. You also have the right to request which judges you do not want to judge your meet. Please keep in mind that the assignor will do everything in their power to honor this request. As there are 2 other meets running at the same time in the state you may not get the first 8 judges that you request. This information will be kept confidential by the assignors.
6. **Cancellation of Officials**: Please refer to Page 73 of the USA Gymnastics 2007-08 Rules and Polices. Additionally, if you request more than one panel of judges (8 judge's total) and cancel out additional panels the State has no recourse for that competitive year. Each year we assign the DL's on the basis that we can run qualifiers based on the number of judges available each weekend. This year it is 24 judges for any given weekend. As recourse for this we will not assign more than 8 judges to any qualifying meet you may run in the next season. You may contract additional officials on your own. The qualifying portion of your competition will be only that being judged by the officials that are contracted by the State.

Meet Directors Responsibilities - State

These are in addition to those under "Meet Directors Responsibilities - General". Please read all the rules when running a State meet.

1. When organizing equipment set up keep in mind that the judges must be separated.
2. Have a TV/ DVD Player available for base score.
3. *Contact Judy Kemp with session times and with maps as soon as you know . Judges request forms need to be in by November 15th along with the \$3.00 per judge assigning fee.
4. Make sure to do a competitor draw.
5. Have a credential system established for all coaches to get into meet.
6. Please remember coaches often do not have time to eat in between sessions. Although it is not something that is in the USAG R&P, coach's hospitality table is something that will determine how the board votes on giving State meets to prospective bidders.
7. Please budget in cost for banners. Banners run \$35.00 a piece payable to IN-USAG. The state director will bring these to the meet.
8. The State Administrator must approve session times before sending them out.
9. The Indiana USAG Committee will assign the judges for the State meets. You must still turn in a request form with the \$3.00 per judge assigning fee. Please E-mail to Judy Kemp session times, a map to the meet site and Hotel arrangements for the judges. These will be put on the Judges web page.

Judges

1. **Assignors** - The assigning body for all USAG meets in Indiana will be the NAWGJ. All DL and State meets run in Indiana must go through one of the assignors.
2. **Placement of Judges** - When at all possible judges should be separated at all meets. At State meets it is mandatory to have judges sitting apart.
3. **Per Diem** – An efficient meet director can save money on per diem by feeding the judges on site or sending them to a restaurant and you pay for the bill. The following guidelines should be followed when doing so. Basically a common sense and courtesy approach should be followed. A sample of what is appropriate to feed the judges is listed below. The judges are not asking for a 4 star restaurant menu, just that they are fed in an appropriate manner. You must state to the assignor what meals you will be providing.
Sample Menu – Please- this is only a sample and is not the exact menu you have to provide.
 Breakfast - Obligated to provide for overnight meets only. Generally Sunday mornings.
 The key to breakfast is choices - Coffee, hot tea, juice, milk -- cereal, bagels, donuts, muffins
 Lunch - water, coffee, pop, iced tea -- soup & salad, baked potatoes, Subs, meat and cheese tray.
 Dinner - water, coffee, pop, iced tea -- pasta dish or casserole, salad, pizza, anything on the lunch menu. You must provide a separate area for the judges to eat. If this is not available you must then send them out to eat.

State Invitational

Entry fees for the State invite will follow the State meet entry fees guidelines for all levels. Awards will follow the State guidelines on the amount of awards and they can be purchased through any awards supplier. Indiana USAG State Invitational will be on the awards.

Problems and Grievances

The following is what you need to do in order to file a complaint or grievance against a professional member. File a letter with the State Administrator in regards to the issue or situation. A copy of this letter will be sent to the individual(s) accused. After receiving a rebuttal from the accused, the ethics committee will meet to discuss actions. Any and all complaints must be made in writing for action to be taken. If a problem occurs during a meet, then it must be reported to the meet director and meet referee at that meet.

Bounced Checks

What the State administrative board can do is to not allow the gym that sent in the bounce check into the next qualifying meet. You will need to contact the State administrator immediately to help you in clearing this up.