

Wyoming USAG State Administrative Committee (SAC) Meeting August 24, 2019

Meeting Called By: Christi Hawkins (SACC) **Type of Meeting:** State Administrative Committee
Facilitator: Christi Hawkins (SACC) **Note Taker:** Donna Hunter
Meeting Called to Order: 10:00 AM **Meeting Adjourned:** 1:30 PM

Attendees:

State Administrative Committee Chairman (SACC):	Christi Hawkins	Present
JO Coordinator:	Brianne Rauzi	Present
Xcel Coordinator:	Shannon Mitchell	Present
East Representative:	Keven Gangwish	Present
West Representative:	Brian Andrews	Present
Communications Coordinator:	Donna Hunter	Present
Judge's Representative:	Kiersten Steinkraus-Vinluan	Present

Note: All State Administrative Committee (SAC) members were present.

MINUTES:

1. Agenda Item: Approval of Minutes from Previous Meeting

Discussion: The Wyoming SAC's minutes from the February 27, 2019 meeting were reviewed for approval.

Conclusion: No changes to the minutes were required and meeting minutes were accepted.

In Favor: All

Opposed: None

Motion Approved/Not Approved: Approved

2. Agenda Item: 2019-2020 Wyoming State Championship Bids

Discussion: Three (3) State Championship bids were received for the date set by the SAC, March 20-22, 2020. One (1) bid was received for the dates of March 27-29, 2020. Since the SAC received three (3) bids for the proposed March 20-22, 2020 dates the bid received for March 27-29, 2020 was excluded from discussion and vote. The State Championship bids were presented to the SAC members prior to the meeting, so that adequate time for review was provided. In regards to the decision made by the board the following items were discussed:

- Facilities- Size, parking, and accessibility
- Cost for the host gym to run the meet
- Previous hosted meets
- Costs of hotels and travel to the gymnast
- Rental of equipment

Conclusion: The SAC considered all issues in awarding the State Championship location. The three (3) State Championship bids were ranked.

In Favor: All

Opposed: None

Motion Approved/Not Approved: Approved

3. Agenda Item: State Championship Bids Submitted for Dates Not Published by SAC

Discussion: The State needed to document a policy on a club submitting a State Championship bid outside of dates set by the SAC. This policy needs to be documented in minutes and updated in handbook.

Conclusion: If a bid for State Championships is received that is outside of the dates set by the SAC, the bid would be disqualified. If no bids are received for the State Championships for the dates set by the SAC, then a new notification would have to be sent to all members and a new bidding process

would have to be established. The bidding process must be fair to all members and we do not want clubs to start just submitting bids that are convenient for them.

In Favor: All

Opposed: None

Motion Approved/Not Approved: Approved

4. Agenda Item: 2019-2020 Regional Judges

Discussion: The SAC has to make recommendations to the RACC on Wyoming judges that submitted applications for Regionals. There were three (3) applications. We have to rank them in order of our recommendation.

Conclusion: The recommendation for Regional judges for Xcel and the JO Program, Levels 7 and 8 were ranked. The SAC did not recommend any judges for the JO Program, Levels 9 and 10. The listed of ranked judges for Regionals will be sent to Regional Administrative Committee Chairman (RACC) and the Regional Technical Committee Chairman (RTCC).

In Favor: All

Opposed: None

Motion Approved/Not Approved: Approved

5. Agenda Item: 2020-2021 Wyoming State Championship Date

Discussion: The dates for the 2020-2021 Regional Championships have been determined. The Wyoming SAC needs to determine the 2020-2021 State Championship dates based on the Regional Championship dates:

- April 16-18, 2021 – Level 9 Regionals
- April 23-25, 2021 - Level 8 Regionals
- April 30 – May 2, 2021 – Level 7 Regionals & Xcel Platinum and Diamond Regionals (separate sites)
- May 7-9, 2021 – Xcel Gold Regionals

Conclusion: The SAC set the dates for the 2020-2021 State Championships as March 19-21, 2021.

In Favor: All

Opposed: None

Motion Approved/Not Approved: Approved

6. Agenda Item: Wyoming State Handbook (Expense Issue)

Discussion: Do we want to print books and purchase notebook binders for all members?

Conclusion: Due to the cost to print from year to year and as updates and corrections are published, it was determined that publishing the State handbook on the Wyoming USAG website would be more economical.

In Favor: All

Opposed: None

Motion Approved/Not Approved: Approved

7. Agenda Item: State Clinic

Discussion: Determine a format and plan for the State Clinic on October 5-6, 2019.

Conclusions: Details regarding the State Clinic on October 5-6, 2019 were determined. An email with additional dates and times will be sent to members. The State Clinic will be a yearly event prior to the season to bring athletes, coaches and judges together to prepare for the season and as an income opportunity for the State to raise funds for assisting with State expenses.

In Favor: All

Opposed: None

Motion Approved/Not Approved: Approved

8. Agenda Item: State Championship Spectator Entry Fees

Discussion: State Championship spectator entry fees were decided by the SAC for the 2018-2019 competitive year and future years (will remain at set rates until changed by SAC). Prior to this spectator fees were being decided by the host organization. During a regional meeting the RACC stated that SAC's should be documenting the determination of the spectator entry fees. The SACC, has started a new tab titled 'Spectator Entry Fees' on the statistical data spreadsheet to begin tracking this data. The State needs this data to report on the State Championship financial report that must be submitted to the RACC.

- a. Region 3 minutes, August 17, 2017 - "Regional gate fees are \$15 per session or \$25 per day".
- b. In future, may want to start tracking Regional Championship entry fees for comparison, also.
- c. Do we have increases/decreases to spectator entry fees for State Championships?

Conclusions: There will be no changes to the gate fees for the State Championship and we will begin asking the State Championship host organization to track numbers and income to help is estimating future State Championship income/expenses.

In Favor: All

Opposed: None

Motion Approved/Not Approved: Approved

9. Agenda Item: State Championship Entry Fees

Discussion: State Championship athlete entry fees were decided by the SAC for the 2018-2019 competitive year and future years (will remain at set rates until changed by SAC) to be the maximum rates published in USAG's Rules & Policies (R&P). The SACC started a new tab titled 'SC Athlete Entry Fees' on the statistical data spreadsheet to begin tracking this data.

- a. We do not know exact 2019-2020 entry fees until new USAG's Rules and Policies (R&P) is published around August-September of 2019.
- b. The SAC can ask for waiver by Regional Administrative Committee Chairman (RACC) if we want to raise State Championship athlete entry fees to amount greater than maximum stated in USAG's Rules and Policies (R&P).
- c. Clubs/Gyms cannot publish higher entry fee rate to cover club/gym costs. If club/gym is collecting additional fee to cover coaches salary/travel expenses then this must be listed separately to parents/athletes.
- d. No issue to consider on athlete entry fees unless we want waiver from Region to increase State entry fees above R&P maximum limits.

Conclusion: State Championship entry fees will continue to be based on the maximum allowed by USAG Rules and Policies (R&P). Clubs that charge an extra or additional fee to cover coaches or employee expenses should list this charge to athletes separate from the State Championship entry fees.

In Favor: All

Opposed: None

Motion Approved/Not Approved: Approved

10. Agenda Item: Declaration Date:

Discussion: The SAC has to determine a declaration date for the State.

Conclusion: The declaration date for the State is January 31st.

In Favor: All

Opposed: None

Motion Approved/Not Approved: Approved

11. Agenda Item: Wyoming USAG Website & Social Media

Discussion: We need ideas for our website and other social media accounts. Are we keeping up with communication issues to our members? Do we want to update our logo? What information do we need to communicate to our members and the best ways to communicate? Is it current?

Conclusion: The domain for the State's website is changed from 'wyomingstategymnastics' to wyusag.org. Email accounts for all SAC members were set to begin with 'usagwy' in Gmail, so that SAC business was separate from personal email accounts and so that these Gmail accounts can be provided to a newly elected member of the SAC in the future and so that the newly elected members have history of the SAC position.

In Favor: All

Opposed: None

Motion Approved/Not Approved: Approved

12. Agenda Item: Fund Raising for SAC (Income Issue)

Discussion: Currently, the State is relying on one-half (1/2) of the profit (Entry fees minus certain expenses) from the State Championship to fund State expenses. The host organization for State Championships get one-half (1/2) of the profit, all spectator entry fees and any other fund raising they are able to create (apparel, concessions, programs, etc.) Do we want to continue this practice or should the State find other ways to fund raise and let the host organization of State Championships receive and control all income and expenses of hosting State Championships? What about other ways to generate funds for the state (i.e. bring back Wyoming Invite meet, clinics, club fees, etc.)?

a. Head Tax

A State head tax per athlete could be a way to generate funds for the state. Can we charge a head tax per meet (paid by the meet director to the State for each athlete attending each meet) or a flat head tax paid to the State by each club for each athlete registered within the State for the competitive season? What if clubs do not pay the head tax?

i. A head tax could also be a head tax for State Championships which is greater than the head tax for regular meets during competitive season.

b. State Clinic

c. Marketing Wyoming Gymnastics Merchandise

Potential to sell merchandise with Wyoming gymnastics logo (this could include coaches, judges, parents, athletes, etc.)

Conclusion: The State will continue to receive one-half (1/2) of the profit from State Championships, but hopes to find other ways to fund raise and let the host organization of State Championships receive all of the profits. Beginning with the 2019-2020 competitive season, each club will pay a ten-dollar (\$10.00) head tax per athlete. The date for determining the amount owed to the Wyoming USAG will be January 31st. A club that does not pay the head tax for each athlete will not receive Regional Championship apparel for their athletes.

In Favor: All

Opposed: None

Motion Approved/Not Approved: Approved

13. Agenda Item: Judges' Testing Fees for Graduating Seniors (Expense Issue)

Discussion: Twenty-five dollars (\$25.00) testing fee reimbursement for graduating seniors. This is included as part of the graduating senior's gift. This expense currently comes from current funds for the State rather than as an expense of the State Championship. We have previously been deciding this on a year to year basis. Need to decide if we want to continue deciding on a year to year basis or make this a regular expense in budget until cancelled by SAC in future.

- a. Do we continue for the 2019-2020 and future competitive seasons?

Conclusion: The cost for judge's testing fee reimbursement for graduating seniors is an approved expense for all future years until discontinued by the SAC. The expense will be valid for one (1) year following the date of issuance to the graduating senior. This expense will continue to be paid from current funds for the State rather than as an expense of the State Championship. This will be the graduating senior's gift.

In Favor: All

Opposed: None

Motion Approved/Not Approved: Approved

14. Agenda Item: Graduating Senior Gifts (Expense Issue)

Discussion: This is included as an expense for the State Championship. However, we do not set a limit and the cost can vary from year to year. This creates an unequal expense from year to year for host organization (i.e., expense varies and number of graduating gymnasts varies).

- a. Do we continue senior gifts?
- b. If so, how much, cost of State Championship host organization or cost directly to State account?

Conclusion: The graduating senior gifts at State Championship is discontinued and the graduating senior will receive a certificate for reimbursement of judge's testing fees. See Agenda item 'Judge's Testing Fees for Graduating Seniors (Expense Issue)' listed above.

In Favor: All

Opposed: None

Motion Approved/Not Approved: Approved

15. Agenda Item: SAC Contribution for JO and Xcel Program Regional Entry Fees (Expense Issue)

Discussion: The Xcel program receives no funding for entry fees or apparel for Regional Championships and the JO program athletes receive a portion of their Regional Championship entry fees paid by the State and apparel has been provided in the past (no apparel was provided for the 2018-2019 season). However, the Xcel program has more gymnasts that qualify due to the athlete only having to meet a certain All-Around (AA) score rather than the JO program athletes that must be the top All-Around (AA) scorer in their age division and the number of Regional Qualifiers is limited based on the total number of regional athletes (the State is allowed a percentage of its athletes to attend Regional Championship based on a set number of athletes provided by the RACC each season). The SAC paying for a portion of Regional Championship entry fees was started to encourage State representation at Regional Championships and to help alleviate the financial burden on athletes' families for entry fee and travel expenses for Regional Championships. When the Regional Championship entry fees and apparel funding was approved, the Xcel program did not exist. This expense currently is an expense of the State Championship rather than from current funds for the State.

- a. Do we continue to pay for entry fees for Regional Championships?
- b. Can we afford to pay for JO and Xcel program entry fees? Percentage and or number of entry fees we can afford to pay, etc.

- c. Do these entry fees come from current funds or State Championship funds for competitive season?

Conclusion: Entry fees for Regional Championship will be discontinued by the State. Most coaches, athletes' parents and athletes were unaware that a portion of these fees were being paid by the State. Paying for athletes' apparel was a higher priority than Regional entry fees.

In Favor: All

Opposed: None

Motion Approved/Not Approved: Approved

16. Agenda Item: SAC Contribution for JO and Xcel Apparel for Regional Qualifying Athletes (Expense Issue)

Discussion: See notes above for 'SAC Contribution for JO and Xcel program Regional Entry Fees'. Apparel for athletes was not purchased for the 2018-2019 season. This was expense of current State funds rather than an expense of State Championship funds in the past.

- a. Do we want to purchase apparel for Regional Championship qualifying athletes? If so, how much can we spend?
- b. Do these apparel expenses come from current State funds or State Championship funds for competitive season?

Conclusion: The cost of apparel for Xcel and JO Regional qualifying athletes is approved for the 2019-2020 season. The cost limit will be eight hundred to eight hundred fifty dollars (\$800.00-\$850.00) for the 2019-2020 season for all athletes. This will replace the cost of the Regional entry fees for JO athletes and will be an expense of the State Championship funds for the competitive season.

In Favor: All

Opposed: None

Motion Approved/Not Approved: Approved

17. Agenda Item: State & Regional Championship Non-Sufficient Funds, Cashier Check Requirements & Probation Period

Discussion: A policy in the February 27 2019 minutes regarding non-sufficient fund checks received for State Championships was determined. However, the policy did not include the potential for Regional Championship entry fees being an insufficient funds check. Regional Championship entry fees pose a different issue because a cashier's check may not be able to be obtained during the weekend of the State Championship.

- a. Update policy to include Regional entry fees.

Conclusion: The policy established in the February 13, 2019 minutes regarding an insufficient funds check received by the State for State Championship entry fees was updated to also include Regional entry fees paid by the club to the State. Clubs that bounce a check or their check does not clear the bank on the first (1st) deposit will be on a three (3) year probation. The probation will require the club to send their State Championship entry fees by cashier's check or their Regional Championship fees paid at the State Championships by a cashier's check or cash if a cashier's check cannot be obtained at the State Championship for the next three (3) years following the incident. A formal letter will be sent to the club following the incident informing them of the probation. All other clubs will be allowed to continue sending their entry fees by club check.

In Favor: All

Opposed: None

Motion Approved/Not Approved: Approved

18. Agenda Item: 40.30.1.A State Championship Individual Event Specialist (IES)

Discussion: The Individual Event Specialist (IES) score for all JO program, Levels 7-10 was set at 8.00 in the WY USAG minutes dated February 13, 2019. The SAC did not establish a score for the for an Xcel program Individual Event Specialist (IES).

Conclusion: The Individual Event Specialist (IES) for both Xcel and JO Optionals Level 7-10 for State Championships will be 8.00. An Individual Event Specialist (IES) is not allowed for JO Compulsory levels per USAG Rules and Policies (R&P).

In Favor: All

Opposed: None

Motion Approved/Not Approved: Approved

19. Agenda Item: 40.60.1.A. State Championship Athlete Entry Fee Refund Policy

Discussion: Do we want to set a date? We currently, allow up to the date of State, but cost have already been incurred. Region recently stated once rotations are determined that refunds cannot be given.

Conclusion: Refunds for State Championships are only provided in the case of injury and the athlete must have documentation from a doctor in order to receive a refund of State Championship entry fees. If the athlete is injured, refunds for State Championship will only be allowed one (1) week prior to State Championship. The one (1) week will be determined by the Friday immediately preceding the State Championship.

In Favor: All

Opposed: None

Motion Approved/Not Approved: Approved

20. Agenda Item: 40.75.1.A. State Championship Awards

Discussion: Determine a set criterion for State Championship awards. Complaints at 2018-2019 State Championships that awards were taking too long, but this is because we were giving out awards at least twelve deep or covered all athletes within the program, level and age divisions.

Conclusion: Awards for State Championships will be fifty percent (50%) of the athletes within each program, level and age group. If the number of athletes is an odd number, then the awards will be fifty percent (50%) of the athletes in each program, level and age division plus one (1).

In Favor: All

Opposed: None

Motion Approved/Not Approved: Approved

21. Agenda Item: Overall Team Award (Expense Issue)

Discussion: Determining the Overall Team Award at State Championship is difficult. Only seven (7) teams even qualified for this award at the 2018-2019 State Championships. Must determine teams that qualify for this award prior to State Championships. Scores must be calculated manually. This award is given out as the very last award at State Championships and most members do not even know this award exists.

- a. A new trophy must be purchased this year for this award. Therefore, need to decide if we want to continue?
- b. Cost? Trophy is only purchased every seven (7) years and then the cost of engraving winning team names is also charged to State Championship host organization each year. Host organization of year purchased incurs the majority cost of trophy. Fair?
- c. If we continue Overall Team Award, we need to find supplier.

Conclusion: The Overall Team Award at State Championships is discontinued effective the 2019-2020 competitive season due to cost, tracking, etc.

In Favor: All

Opposed: None

Motion Approved/Not Approved: Approved

22. Agenda Item: 40.90 State Championship Cancellation

Discussion: We almost had a cancellation issue this season due to weather. However, items were paid for (facility, judges, etc.) that might not have been able to be recovered. We need a policy as to when we cancel State Championships.

a. At what percentage do we want to set Wyoming's policy?

b. We will also need policy on refund of State Championship fees if cancelled due to weather.

Conclusion: If there is inclement weather, the State Championship will be held if two-thirds (2/3's) of the qualifying athletes are represented. If State Championships are cancelled due to inclement weather, entry fees to athletes will not be refunded.

In Favor: All

Opposed: None

Motion Approved/Not Approved: Approved

23. Agenda Item: 40.55.1.A. State Championship Registration Process

Discussion: A consistent policy as to when to have pre-meet information for the State Championship should be published to members. This should be a responsibility of the host gym, but we need to set deadline for publishing. Do we want a specific number of days prior to the meet (set date from, example 60 days prior to State Championship date) or a set date (ex. January 1st). If specific number of days prior to, what is reasonable 60 or 90 days?

a. How soon do we need to have pre-meet information out to State members?

Conclusion: Information regarding the State Championship is the responsibility of the host organization and should be provided to all members by January 1st. Information should be detailed and should include such information at location address, host hotel(s) and contact information, registration details including where to send payment. The host organization should submit the document to the SAC for review and approval prior to publishing.

In Favor: All

Opposed: None

Motion Approved/Not Approved: Approved

24. Agenda Item: Wyoming Hosting Region 3, Level 7 Regionals

Discussion: Region 3, Level 7 Regional Championships rotates through the various State's within the region. Wyoming was supposed to host the Level 7 Regional Championships in 2019. However, the State had to forfeit hosting this event because we were unprepared. This will take years of preparation and something we need to start discussing for the future. Per Region 3 minutes dated August 9, 2019, the "Motion to keep Level 7 Regionals as a Region 3 50/50 fundraiser and rotate through the States – begins with TX in 2020 (Texas, Colorado, Arkansas, New Mexico, Kansas, Oklahoma, Wyoming)". Therefore, Wyoming would host Region 3, Level 7 Regional Championships in 2026.

Conclusion: The Wyoming SAC wants to host Region 3, Level 7 Regionals in 2026 and will need to begin the planning process for this event in the near future.

In Favor: All

Opposed: None

Motion Approved/Not Approved: Approved