

2020-2021

Wyoming Women's USA Gymnastics Handbook

WYOMING WOMEN'S STATE ADMINISTRATIVE COMMITTEE (SAC)

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1.00 INTRODUCTION & AUTHORITY

This is a handbook for the Wyoming Women's United States of American Gymnastics (USAG) program. This handbook is maintained by the Wyoming Women's USAG State Administrative Committee (SAC) for the purpose of providing information to all Wyoming Women's USAG members regarding specific requirements related to the State gymnastics program. Topics addressed in this handbook clarify issues decided by the Women's State Administrative Committee (SAC) or the Regional Administrative Committee (RAC) for Wyoming.

The authority for the decisions made by the Wyoming Women's State Administrative Committee (SAC) is provided by USAG's Rules and Policies (R&P) and USAG's Operating Code for the Women's Program.

1.10 Wyoming – Region 3

USA Gymnastics has divided all states into regions. A map of the regions and the states within each region can be located in USAG's Rules and Policies (R&P). Wyoming is a part of Region 3 which includes states: Colorado, Kansas, New Mexico, Oklahoma, Arkansas and Texas.

Wyoming is required to follow any rules and procedures determined by the Regional Administrative Committee (RAC) under authority assigned to the region through USAG's Rules and Policies (R&P) and the USAG's Operating Code for the Women's Program. The State Administrative Committee Chairman (SACC) is a member of the Regional Administrative Committee (RAC) and represents the State in issues being decided by the region.

1.20 USAG Social Media Accounts

Wyoming's USAG members have several social media accounts that they may refer to for information regarding the national, regional and State's gymnastics program. These accounts include, but are not limited to the following:

1.20.1.A. Email Addresses:

- a. Women's USAG State:
 - i. WY SAC State Administrative Committee Chairman (SACC): usagwy@gmail.com
 - ii. WY SAC Development Program (DP) Coordinator: usagwyjo@gmail.com
 - iii. WY SAC Xcel Coordinator: usagwyxcel@gmail.com
 - iv. WY SAC East Representative: usagwyeast@gmail.com
 - v. WY SAC West Representative: usagwywest@gmail.com
 - vi. WY SAC Information Technology (IT) Coordinator: usagwyit@gmail.com
 - vii. WY SAC Communications Coordinator: usagwycomm@gmail.com
 - viii. WY SAC Judge's Representative: usagwyjudge@gmail.com

- b. National Association of Women’s Gymnastics Judges (NAWGJ) State:
 - i. WY NAWGJ State Judging Director (SJD) - nawgjwy@gmail.com

1.20.1.B. Internet Sites:

- a. USAG National: <https://usagym.org>
- b. USAG Regional (Region 3): <https://www.reg3.com>
- c. USAG State: <https://wyusag.org>
- d. NAWGJ National: <http://nawgj.org>
- e. GYMJAS: <https://gymjas.com>

1.20.1.C. Facebook Sites:

- a. USAG State:

1.30 Publishing Wyoming USAG Member Notifications

If a Wyoming USAG member has information such as meet or clinic information they want published on the State’s social media accounts or emailed to all State members, they should send an email to the State’s Communications Coordinator at: usagwycomm@gmail.com with all information regarding the event. Event information would include any publications (i.e., flyers, clinic information, announcements, etc.) and should be attached to the email. The State’s Communications Coordinator will coordinate with other State Administrative Committee (SAC) members to post the information on the State’s website and send an email to all State USAG members.

10.00 STATE ADMINISTRATIVE COMMITTEE (SAC)

The State Administrative Committee (SAC) positions are determined by the State Administrative Committee (SAC) and State Administrative Committee Chairman (SACC). The number and type of positions are determined by each state committee to best serve the needs of the program in the State.

10.10 State Administrative Committee (SAC) Positions & Duties

The State Administrative Committee (SAC) members shall carry out the specific duties of their positions as determined by the State. The current State Administrative Committee (SAC) positions and their duties are as follows:

10.10.1.A. State Administrative Committee Chairman (SACC)

- a. Oversees and coordinates meetings for the State Administrative Committee (SAC) and the membership’s annual meeting.
- b. Represents the State at all Region 3 meetings.
- c. Submits all approved minutes of the SAC to the RACC for approval before publishing to the general membership.
- d. Oversees all fundraising events for the State and State Championship(s).

- e. Maintains the financial records for the State, including accounts receivables, accounts payables and financial statements.
- f. Maintain statistical data for State.
- g. At the conclusion of the State Championship, must submit six dollars (\$5.00) per athlete to the RACC with a copy of the results.
- h. At the conclusion of the State Championship, is required to fill out a financial report form and submit to the RACC.

10.10.1.B. Development Program (DP) Coordinator

- a. Tracks State Championship qualifying scores for athletes in the Development Program (DP) program for the State.
- b. Tracks mobility scores for the athletes in the Development Program (DP) program for the State. This includes any athlete transferring from the XCEL program to the Development Program (DP) program.
- c. Assists in maintaining statistical data for the State.

10.10.1.C. Xcel Coordinator

- a. Tracks State Championship qualifying scores for athletes in the XCEL program for the State.
- b. Tracks mobility scores for the athletes in the XCEL program for the State. This includes any athlete transferring from the Development Program (DP) program to the XCEL program.
- c. Assists in maintaining statistical data for the State.

10.10.1.D. East Representative

- a. Represents the coaches and general membership at the State Administrative Committee (SAC) meetings.
- b. With the West Representative, is the lead coordinator for the State's fundraising clinic.
- c. With the West Representative, for Regional Championship athletes determines apparel needs, locates vendors and provides information to SAC for approval within SAC budget.

10.10.1.E. West Representative

- a. Represents the coaches and general membership at the State Administrative Committee (SAC) meetings.
- b. With the East Representative, is the lead coordinator for the State's fundraising clinic.
- c. With the East Representative, for Regional Championship athletes determines apparel needs, locates vendors and provides information to SAC for approval within SAC budget.

10.10.1.F. Information Technology (IT) Coordinator

- a. Maintains the website and other social media accounts for the State's gymnastics program.
- b. Publishes all meet, clinic and other event information to the State's website and social media accounts.

10.10.1.G. Communications Coordinator

- a. Responsible for improving the overall communication between the State Administrative Committee (SAC) and the general members.
- b. Documents the minutes during the State Administrative Committee (SAC) meetings.
- c. Publishes all meet, clinic and other event information to the State's members and ensures publication on the State's website and social media accounts.
- d. Sends to the State's USAG members the State Championship Pre-Meet Information.

- i. Pre-meet information must be sent out sixty (60) days prior to the date of the State Championships.
- ii. Refer to the 'WYOMING USA GYMNASTICS BID FORM for STATE CHAMPIONSHIP FOR THE XXXX-XXXX COMPETITIVE SEASON' form for specific details of information required to be included in the Pre-Meet information before sending.
- iii. The pre-meet information needs to be sent to the State Administrative Committee (SAC) for approval before being sent to the Wyoming USAG general membership.

10.10.1.H. Judge's Representative

- a. Represents the judge's interests at the State Administrative Committee (SAC) meetings.
- b. Is the judge's assigner for the State (WY USAG SAC Minutes September 9, 2020).
- c. Promotes the careers of all judges which includes but is not limited to assuring all judges have equal opportunities in judging assignments and researching and publishing opportunities for judge's Continuing Professional Education (CPE).
- d. Notify and inform the committee of any issues, concerns or other relevant information regarding the judges.
- e. Coordinates and presents to the SAC judge's qualifications, meets judged during the season and other relevant information of State judges needed to determine judges for the State Championship.

10.10.1.I. TOPS Representative

- a. The State Administrative Committee (SAC) will support the growth of any gymnastics program in our State, therefore, if anyone in the State membership is interested in being the TOPS State Manager and promoting the TOPS program in our State, the State Administrative Committee (SAC) would support this individual as an appointed position on the SAC. An individual in a TOPS State Manager position would also have to be approved by the National office (WY USAG SAC Minutes February 12, 2020).

10.20 State Administrative Committee (SAC) Election Process and Term of Office

The election process for the Wyoming State Administrative Committee (SAC) positions follows the rules and regulations stated in the USAG's Operating Code for the Women's Program.

Positions on the State Administrative Committee (SAC) may be created or deleted based on a majority vote by the committee. Individuals must be elected to the committee position(s) in order to have a vote on the committee. Positions can be appointed by the State Administrative Committee Chairman (SACC), the State Administrative Committee (SAC), or both. All appointed members do not have a vote and serve in a liaison or advisory capacity.

Table 10.20.1.A. Terms for Wyoming State Administrative Committee

The following table represents the State Administrative Committee’s (SAC’s) decisions regarding the term and election year of committee positions (WY USAG SAC Minutes April 14, 2020):

Terms for Wyoming State Administrative Committee (SAC) Positions (last updated August 1, 2019)			
Position	Date Term Begins	Date Term Ends	Next Election Year
State Administrative Committee Chairman (SACC)	July 1, XXX0	June 30, XXX2	Even Year
Development Program (DP) Coordinator	July 1, XXX0	June 30, XXX2	Even Year
Xcel Coordinator	July 1, XXX1	June 30, XXX3	Odd Year
East Representative	July 1, XXX0	June 30, XXX2	Even Year
West Representative	July 1, XXX1	June 30, XXX3	Odd Year
Information Technology (IT) Coordinator	July 1, XXX0	June 30, XXX2	Even Year
Communications Coordinator	July 1, XXX0	June 30, XXX2	Even Year
Judge’s Representative	July 1, XXX1	June 30, XXX3	Odd Year

Table 10.20.1.B. Counties for East and West Representatives

The East and West Representative positions on the State Administrative Committee (SAC) were created by dividing the State by counties to encourage better representation across the State. The table lists which county a State USAG member must live within to be eligible for consideration for the East or West Representative position on the State Administrative Committee (SAC) (WY USAG SAC Minutes August 3, 2011):

East Region	West Region
Albany (Laramie)	Sweetwater (Rock Springs)
Laramie (Cheyenne)	Fremont (Lander)
Platte (Wheatland)	Hot Springs (Thermopolis)
Goshen (Torrington)	Washakie (Worland)
Carbon (Rawlins)	Big Horn (Basin)
Natrona (Casper)	Park (Cody)
Converse (Douglas)	Teton (Jackson)
Niobrara (Lusk)	Sublette (Pinedale)
Weston (Newcastle)	Lincoln (Kemmerer)
Campbell (Gillette)	Uinta (Evanston)
Crook (Sundance)	Johnson (Buffalo)
	Sheridan (Sheridan)

10.30 State Administrative Committee (SAC) Removal

State Administrative Committee (SAC) members should be allowed to finish their full term of office unless they resign or are removed by action of the State Administrative Committee (SAC).

10.30.1.A. Good Standing

A State Administrative Committee (SAC) member must remain a professional member in good standing in order to remain on the committee.

10.30.1.B. Resignation

A resignation by a State Administrative Committee (SAC) member must be in writing.

10.30.1.C. Removal

A State Administrative Committee (SAC) member can be removed from the committee if they fail to fulfill the duties of their position. Removal can be done by a vote of the State Administrative Committee (SAC) members upon documentation that the member has failed to meet their obligations. Before removal, every attempt to resolve the situation should be made.

10.40 State Administrative Committee (SAC) Contact Information

The specific individuals holding the Wyoming State Administrative Committee (SAC) positions and their contact information for the competitive season can be located in section [1.20.1.A. Email Addresses](#); or on the State's website at <https://wyusag.org>.

10.50 State Administrative Committee (SAC) Meetings

The State Administrative Committee (SAC) is required to meet at least once a year. Emergency meetings can be held as often as needed. The State Administrative Committee Chairman (SACC) chairs the meeting or is in control of expediting the process. Meetings can be done via conference call, but State Administrative Committee (SAC) members are required to conduct these meetings in a place that is conducive to facilitating a productive meeting and provides privacy for confidential discussions. State Administrative Committee (SAC) members should maintain objectivity and support and consider the total State program at all times during meetings.

10.50.1.A. Attendance and Quorum

State Administrative Committee (SAC) members are expected to attend all committee meetings and the open general membership meeting.

A "quorum" of two-thirds (2/3) of the State Administrative Committee (SAC) must be in attendance in order to conduct a meeting. The State has seven (7) members on the State Administrative Committee (SAC), therefore, five (5) members must be present to conduct a meeting.

10.50.1.B. Meeting Agenda Items and Issues

If a general member has a concern or issues that needs to be addressed by the State Administrative Committee (SAC) members, the general member should notify the State Administrative Committee Chairman (SACC) so that the item or issue can be added to the next meeting agenda.

10.50.1.A. Majority Vote

Motions at State Administrative Committee (SAC) meetings are passed by a majority vote. Only elected members to the State Administrative Committee (SAC) can vote. Appointed positions are not allowed to vote. In the case of a tie, the State Administrative Committee Chairman (SACC) casts the tie-breaking vote. A tie-breaker is the only time the State Administrative Committee Chairman (SACC) votes.

10.50.1.B. State Administrative Committee (SAC) Conflict of Interest

All State Administrative Committee (SAC) members should recuse themselves from a discussion and vote where there is a conflict of interest from which the member could personally benefit. This includes State Championship bid awards and judging assignments.

10.50.1.C. Meeting Minutes

All meeting of the State Administrative Committee (SAC) are documented by minutes and once approved these minutes are available to the members.

10.60 Open Membership Meetings

The State Administrative Committee Chairman (SACC) and State Administrative Committee (SAC) is required to have at least one (1) annual meeting for the State's USAG membership. This annual meeting is used to inform members of current updates, changes in policies, procedures or rules and obtain input regarding issues, concerns and the direction of the State's gymnastics program. Information obtained during this meeting assists the State Administrative Committee (SAC) in understanding the needs of its members and how to vote on issues as necessary.

Issues are not decided at open membership meetings. If the general membership needs to vote on an issue it will be done via mail or an online election system so that all members have the opportunity to vote.

Wyoming State annual meetings are typically held during the weekend of the State Clinic and the State Championship.

20.00 USAG REGISTRATION FOR CLUBS, PROFESSIONAL MEMBERS & ATHLETES

All members and athletes must be registered with USAG for the current competitive season. A USAG registration is valid from August 1st to July 31st. Registration for clubs, members and athletes can be completed online at <https://usagym.org>.

20.00.1.A. Club Registration

Clubs or gyms must register with USA Gymnastics in order for athletes to compete.

20.00.1.B. Professional Members (Coaches and Judges) Registration

Coaches and judges must be registered as a professional member with USA Gymnastics. Coaches and judges must also make sure that their Safety Certification, Background Check and Safe Sport requirements are current prior to renewing their memberships and being on the competition area at a USAG sanctioned event.

20.00.1.C. Athlete Registration

Athletes must be registered with USA Gymnastics if they are planning on competing. Parents must complete the USAG online registration for their athlete.

- If during the season, the athlete changes levels, the coach must change the athlete's level online with USA Gymnastics, refer to section [30.35 Mobility for Athletes](#).
- If during the season, the athlete has a birthday and becomes eighteen (18) years of age, the athlete is required to complete the Safe Sport U110 on-line course.

30.00 GENERAL COMPETITIVE SEASON RULES

General competitive rules cover items that effect coaches and judges throughout the competitive season including the State Championship. Understanding the basic structure and remaining current on changes, updates and corrections to various issues effecting the sport of gymnastics is important for a successful program.

30.10 Competitive Season

The competitive season begins each year on August 1st and ends on July 31st.

30.15 USAG Rules and Policies (R&P)

It is essential that USAG members understand the USAG Rules and Policies (R&P). A new USAG Rules and Policies (R&P) book, oftentimes referred to as the 'Pink Book', can be accessed online. A new Rules and Policies (R&P) is published each year at the beginning of the competitive season. It is the responsibility of all USAG members to understand the requirements of USA Gymnastics that are outlined in Rules and Policies (R&P).

Beginning in 2015, USA Gymnastics no longer distributes a hard copy of the Women's Rules and Policies (R&P) to its members. In an effort to get information to USA Gymnastics members efficiently and to keep the material up to date, the latest version of USAG's Rules and Policies (R&P), with corrections, is available on the USAG website. Members may download the Rules and Policies (R&P) book and save it as a PDF in their computer or save it to iBooks. By downloading the Rules and Policies (R&P), it is available to the member on their tablet or computer.

In recent years, new updates to the Rules and Policies (R&P) from the previous year are highlighted in the current version of the book.

30.20 USA Gymnastics Technical Manuals

USA Gymnastics publishes various technical materials or manuals which detail the routines, provides illustrations of skills and examples of routines. Gymnastics judges use these technical materials for their knowledge of skill and routine requirements.

Members can purchase these items which include the USA Gymnastics Compulsory Book, the Xcel Code of Points or the DP Code of Points for optional levels. USA Gymnastics provides various options for obtaining these technical materials such as hard copy books, flip books or downloadable versions for your tablet or computer.

Members should be aware when these technical materials are updated or when corrections (revised pages) are published on the USAG website.

30.25 Technical Updates and Committee Minutes

Each year following the competitive season and prior to the next competitive season, various committees within USA Gymnastics meet to clarify and update technical information regarding the sport of gymnastics. These committees include but are not limited to the Technical Committee, Xcel Committee and the Joint Technical/Xcel Committee. Often times these minutes can provide changes or clarifications to routine requirements. Coaches and judges want to be aware of these changes or clarifications prior to a competition so that they are not surprised by scores and then the first competition of the season is when they hear about a rule or requirement change.

Minutes from the various committee meetings can be located on the USAG website and provide guidance that members should be aware of before the new competitive season.

30.30 State Head Tax for Athlete(s)

Each club must pay a head tax of ten dollars (\$10.00) for each athlete beginning with the 2019-2020 competitive season. The head tax will be based on the club's registered athletes as of January 31st. The head tax is due January 31st and should be sent to the State Administrative Committee Chairman (SACC). Checks for the head tax should be made payable to 'Wyoming USAG' (WY USAG SAC Minutes August 24, 2019).

30.30.1.A. Penalty for Not Paying Athlete Head Tax

A club that does not pay the head tax for each athlete will not receive Regional Championship apparel for their athletes (WY USAG SAC Minutes August 24, 2019).

30.35 Mobility for Athletes

Athletes must obtain a required All-Around (AA) score to move to the next level. This is referred to as “mobility”. Every season, coaches must show proof that their athletes have met the qualifying score to move to the next level.

- Refer to the USAG Rules and Policies (R&P) to determine the current competitive season’s mobility requirements.

30.35.1.A. Reporting Mobility for the Competitive Season

Coaches should refer to the State’s website for instructions and access to the spreadsheet for tracking mobility each competitive season. Coaches should contact the State’s Development Program (DP) Coordinator or the Xcel Coordinator based on the program the athlete is in for questions.

30.35.1.B. Mobility Obtained at State Championship

If the athlete achieved the mobility score at the previous year’s State Championships, notification to the State’s Development Program (DP) Coordinator or the Xcel Coordinator does not need to be completed. The previous competitive State Championship results are used to establish the current competitive season’s records.

30.35.1.C. Mobility Obtained During Current Competitive Season

If an athlete moves up mid-season, a copy of the meet results that show the required All-Around (AA) has been obtained must be sent to either the State’s Development Program (DP) Coordinator or the Xcel Coordinator based on the program the athlete is registered in.

30.40 Declaration Date

The State Administrative Committee (SAC) must determine, prior to the beginning of the competitive year, a designated “declaration” date for each division. The highest division in which the athlete competes in a sanctioned competition after the “declaration” date designates her division for the remainder of the current season (R&P 2018-2019, Xcel P. 49, JO P.79).

The Wyoming declaration date is January 31st for all levels within the Development Program (DP) and Xcel programs (WY USAG SAC Minutes August 24, 2019). Each athlete can “try” a level through the month of January. However, the coach must declare by January 31st what level the gymnast will compete for the remainder of the competitive year and at the State Championship. If the athlete competes a level prior to January 31st and then it is decided that the athlete will be dropping back a level, written notice must be submitted to the appropriate individual before January 31st. An email is sufficient to meet the requirement for written notice.

30.40.1.A. Xcel, Levels Bronze, Silver and Gold:

For the Xcel program, levels Bronze, Silver and Gold, if the athlete competed at an Xcel State Championships (or higher) and wishes to drop back through the divisions, the coach must submit a “reason for change” letter to the State Administrative Committee Chairman (SACC) for consideration. The “reason for change” letter must be submitted in enough time for the State Administrative Committee

Chairman (SACC) to decide prior to the January 31st declaration date. The State Administrative Committee Chairman (SACC) will notify either the State’s Development Program (DP) Coordinator or the Xcel Coordinator based on the program the athlete is registered in.

30.40.1.B. Xcel, Levels Platinum and Diamond:

For the Xcel program, levels Platinum and Diamond, if the athlete competed at an Xcel State Championships (or higher) and wishes to drop back through the divisions, the coach must submit a “reason for change” letter to the Regional Administrative Committee Chairman (RACC) for consideration. The “reason for change” letter must be submitted in enough time for the Regional Administrative Committee Chairman (RACC) to decide prior to the January 31st declaration date. The coach must forward the Regional Administrative Committee Chairman (RACC) decision to the State Administrative Committee Chairman (SACC).

30.45 Competition Area or “Floor”

Any individual without a valid USAG registration cannot be on the competition area or “floor” of a USAG sanctioned event. Only athletes competing in the designated session will be permitted on the competition area. Volunteers and workers scheduled to assist are allowed in the competition area during a sanctioned event and are excluded from having to have a valid USAG registration.

30.50 Dress Code

Coaches and judges do have a professional dress code that is stated in USAG’s Rules and Policies (R&P). Professional members should be aware of these rules and policies and dress appropriately at all USAG events. Appropriate dress is attire that reflects the best image to athletes and the communities.

30.55 Host Organization Check List and Planning

Coaches, judges, parents, athletes, volunteers and spectators want well-organized events. Meet directors and host organizations of a competition or clinic have certain procedures, obligations and considerations when preparing to host a USAG sanctioned event that must be followed. It is essential that meet directors understand the USAG Rules and Policies (R&P) and should review the new R&P published each year at the beginning of the competitive season.

30.55.1.A. Publishing Competition and Clinic Events

Organizations considering hosting a competition or clinic should begin planning early. Planning is key to a successful event. Once a date is set, the host organization needs to begin notifying other clubs or attendees as early as possible. Clubs often begin determining a competition schedule for the athletes during the summer months prior to the competitive season beginning, therefore, host organizations should consider notifying members and posting their event information on the State’s website as soon as possible. Refer to section [1.30 Publishing Wyoming USAG Member Notifications](#) regarding how to notify the State’s Communications Coordinator to publish an event on the State’s website.

30.55.1.B. Event Reservation System

Host organizations should use the USAG Meet Reservation system to register coaches and athletes for all events.

30.55.1.C. Host Organization Check List

USA Gymnastics publishes a packet to serve as a guideline for meet directors when planning a sanctioned event which details items needed in hosting a competition or clinic. Members should review the packet when hosting a competition or clinic on the USAG website to ensure they have accounted for or considered all necessary items in hosting a sanctioned event.

30.60 Awards for Development Program (DP) Competitions

The State Administrative Committee (SAC) determines whether achievement awards only, placement awards only or a combination of both are given for the Development Program (DP) program (2019-2020 R&P, P. 112).

30.60.1.A. Development Program (DP) Achievement and Placement Awards at Competitions

For the Development Program (DP) program, achievement awards for Levels 2, 3 and 4 will be required. Placement awards are optional or at the discretion of the host organization when having a meet (WY USAG SAC Minutes February 12, 2020).

Table 30.60.1.A. Development Program (DP) Achievement Award Score Range

The table below indicates the achievement award score ranges required for the Development Program (DP) program, Levels 2, 3 and 4 when clubs are hosting a meet in the State (WY USAG SAC Minutes February 12, 2020).

Achievement Award Scores (last updated February 12, 2020)		
Ribbon Color	Event Score	All-Around Score
Blue	9.00 +	35.00+
Red	8.00 – 8.975	33.00 – 34.975
White	7.50 – 7.975	31.00 – 32.975
Yellow	7.00 – 7.475	Below 31.00
Green	6.50 – 6.975	
Pink	Below 6.50	

30.65 Competition Point of Contact

Coaches are the point of contact between the athletes, their parents and the Meet Director and host organization of a competition. Coaches should have a meeting with athlete parents to keep them informed of policies and procedures. The coach should handle all matters listed below and coaches should communicate these to parents:

- Remind parents not to contact the Meet Director and/or host organization for meet schedules or questions about their athletes.
- Remind parents that if they have concerns over a score, spelling of the athlete's name, pronunciation, etc. that they are to come to the you, their athlete's coach, NOT the Meet Director and/or host organization.
- Parents are NOT allowed to question a judge.
- Parents are not allowed to come down on to the competition area. ONLY coaches and judges with Professional memberships, athletes who are competing in that session and volunteers scheduled to assist are allowed in the competition area.
- No flash photography is allowed. Make sure your parents understand why no flash for photography is allowed (for the safety of the athlete).
- Review the Athlete Members Rights and Obligations in the USAG Rules and Policies (R&P) with your athletes and their parents (2018-2019 R&P, P. 18-19).

30.75 Assigner of Judges for Competitions

The State Administrative Committee (SAC) determines the assigner of judges for the State (R&P). Currently, the assigner of State judges is the SAC's Judge's Representative position (WY USAG SAC Minutes September 9, 2020).

30.75.1.A. Requesting Judges for Competitions

To request judges for a competition, the member should go the GymJas program at: <https://gymjas.com> and input the meet information data. This will automatically generate an email to the SAC's Judge's Representative who will then begin the process of locating and assigning judges for your meet.

Do not enter information into the GymJas program and then begin obtaining judges on your own unless you have communicated your research with the Judge's Representative. Obtaining judges on your own could result in duplicating the number of judges contracted for your meet or the Judge's Representative not locating judges because they think you are obtaining your own judges.

40.00 STATE CHAMPIONSHIP BIDDING PROCESS

The State Administrative Committee (SAC) determines the location or award of the State Championship bid (R&P). Duties and responsibilities of the State Administrative Committee (SAC) regarding the State Championships and the host organization are listed in the 'WYOMING USA GYMNASTICS BID FORM for STATE CHAMPIONSHIP FOR THE XXXX-XXXX COMPETITIVE SEASON' form.

A host organization considering bidding for a State Championship should be aware of the procedures listed in section [50.00 STATE, REGIONAL & NATIONAL CHAMPIONSHIPS COMPETITIONS](#).

40.10 Bidding for State Championship Site

A host organization interested in bidding for the State Championship should notify the State Administrative Committee Chairman (SACC) of their intent to bid and then complete the Wyoming State Championship bid and expense form by the required dates.

General Requirements for Bidding the State Championship include the items listed below, but the organization considering a bid for the State Championship should refer to the 'WYOMING USA GYMNASTICS BID FORM for STATE CHAMPIONSHIP FOR THE XXXX-XXXX COMPETITIVE SEASON' form for a list of all specific requirements.

- The individual designated as Meet Director in the bid must hold a Meet Director certification issued by USA Gymnastics prior to bidding for the State Championships.
- The organization must have past experience in hosting a Development Program (DP) program optional level meet.
- Meet site must be an out of club facility and the facility must have a solid surface to place the equipment on and adequate seating for spectators (Example: school gymnasium).
- Must be able to host all Development Program (DP) program levels and Xcel program levels in a three (3) day or less meet format.
- Need to list the format being used.
- Need to list whether the organization can supply the equipment or will be renting equipment. If renting the equipment, the cost of the equipment must be provided.

40.10.1.A. Step 1 - Intent to Bid State Championship (March 1st)

To bid for the State Championship meet, the potential host organization must submit to the State Administrative Committee Chairman (SACC) an intent to bid the State Championship meet by March 1st. This can be an email notification sent to usagwy@gmail.com.

The intent to bid notification to the SACC is for the SACC to notify those in the process of bidding for the State Championship any changes or updates in State Championship requirements, policies, rules or regulations, so that all bidders have an equal opportunity in the bid process.

40.10.1.B. Step 2 - State Championship Bid Forms (August 1st)

The 'WYOMING USA GYMNASTICS BID FORM for STATE CHAMPIONSHIP FOR THE XXXX-XXXX COMPETITIVE SEASON' and the budget spreadsheet forms must be completed in its entirety and submitted August 1st. Requirements for submitting the bid form are listed in the 'WYOMING USA GYMNASTICS BID FORM for STATE CHAMPIONSHIP FOR THE XXXX-XXXX COMPETITIVE SEASON' document. The Wyoming State Championship bid form can be obtained from the State's USAG website or the State Administrative Committee Chairman (SACC).

Bid information must be complete and accurate to the best of the meet director's ability. If an expense is not included in the proposal or budget information, the host organization will be responsible for the cost of any undocumented expenses unless it was an unforeseen expense and the SAC approves the additional expense.

Equipment requirements for the competitive season are listed in the USA Gymnastics Rules and Policies (R&P).

40.15 State Championship Bids Not Within Dates Established By SAC

If a bid for a State Championship is received that is outside of the dates set by the State Administrative Committee (SAC), the bid will be disqualified. If no bids are received for the State Championship for the dates set by the State Administrative Committee (SAC) then a new notification will be sent to all members and a new bidding process will be established. The bidding process must be fair to all members and we do not want clubs submitting bids for the State Championship that are convenient for them rather than the dates established by the State Administrative Committee (SAC) (WY USAG SAC Minutes August 24, 2019).

40.20 Award of State Championship Bid

The State Administrative Committee (SAC) will take into consideration the rotation of the State Championship around the State based on bids received and willingness to host the meet that can fulfil the necessary site and equipment requirements for the highest level of competitor competing for Wyoming and previous experience of the Meet Director and host organization.

A decision will be announced by the State Administrative Committee (SAC) by August 31st.

After award of the State Championship bid, the State Administrative Committee Chairman (SACC) will work with the Meet Director and be the point-of-contact for questions, concerns or issues related to the meet.

40.25 State Championship Themes and Logos

Any logo for a State Championship must be submitted to the State Administrative Committee Chairman (SACC) by November 1st prior to the State Championship for approval by the State Administrative Committee (SAC). If a logo is not submitted the State Administrative Committee (SAC) by November 1st prior to the State Championship, then the logo will be the Wyoming USAG logo and a red, white and blue color scheme (WY USAG SAC Minutes March 24, 2020).

50.00 STATE, REGIONAL & NATIONAL CHAMPIONSHIPS COMPETITIONS

The State Administrative Committee (SAC) is responsible for making sure that all rules and regulations are upheld at the State Championships. The State Administrative Committee (SAC) has discretion over various issues related to the State Championships including such issues as:

- The SAC is responsible for determining the age divisions for the State Championships (R&P)

- The SAC is responsible for determining the entry fees for the State Championship (R&P)
- The SAC is responsible for determining the spectator fees for the State Championship (R&P).
- The SAC is responsible for determining the judges, event assignments and the Meet Referee for the State Championship (R&P).
- The SAC is responsible for completing the competitive draw for the State Championships (R&P) using the rules and policies established by USA Gymnastics.

50.10 Athlete Qualifying Scores for State, Regional & National Championships

The State Championship qualifying score for the Development Program (DP) program Levels 2-7 and all levels of the Xcel program is established by the State Administrative Committee (SAC) each year and should be published prior to the competitive year beginning August 1st (R&P).

The State Championship qualifying score for the Development Program (DP) program Levels 8-10 are determined by the Regional Administrative Committee (RAC).

The Regional Championship qualifying scores for all Development Program (DP) and Xcel programs and levels are determined by the Regional Administrative Committee (RAC).

Table 50.10.1.A. Qualifying Scores for State, Regional & National Championships

The following table indicates the qualifying scores for State, Regional and National Championships. The scores highlighted are the qualifying scores determined by the State Administrative Committee (SAC) based on authority in USAG’s Rules and Policies (R&P) (WY USAG SAC Minutes February 27, 2019):

Qualifying Scores for State, Regional & National Championships (last updated August 1, 2019)				
Program/ Division	Local	Wyoming State Championships (TBD by the State Administrative Committee)	Regional Championships (TBD by the Regional Administrative Committee) <i>score must be obtained at State Championship</i>	National Championships (TBD by the USA Gymnastics National Office & Jr. Olympic Program)
Xcel:				
Bronze	X	30.00	n/a	n/a
Silver	X	30.00	n/a	n/a
Gold	X	30.00	34.00	n/a
Platinum	X	30.00	34.00	n/a
Diamond	X	30.00	34.00	n/a
Development Program (DP) Compulsory:				
Level 1	X	n/a ¹	n/a	n/a
Level 2	X	30.00	n/a	n/a
Level 3	X	30.00	n/a	n/a
Level 4	X	30.00	n/a	n/a
Level 5	X	30.00	n/a	n/a

Development Program (DP) Optionals:					
	Level 6	X	30.00	n/a	n/a
	Level 7	X	30.00	34.00 ²	n/a
	Level 8	X	32.00	34.00 ²	n/a
	Level 9	X	32.00		
	Level 10	X	32.00		

Note Details:

Note 1: Development Program (DP) program Level 1 does not compete at the State Championship per determined by the State Administrative Committee (SAC).

Note 2: Development Program (DP) program Levels 7 and 8 petitions are not allowed at Level 7 and 8 Regionals since athletes qualify as a percentage (%) of a percentage (%).

50.10.1.B. Virtual Meets Not Allowed for State Qualifying

The State will not allow virtual meet scores to be used for State Championship qualifying (WY USAG SAC Minutes October 28, 2020).

50.15 Number of Judges in Panel for State Championship Qualifying

50.15.1.A Number of Judges in Panel for Developmental Program (DP)

The SAC will require a two (2) judge panel in order for athletes to qualify for State Championships for the Developmental Program (DP), Levels 5, 6, 7, 8, 9 and 10 (WY USAG SAC Minutes October 28, 2020).

50.15.1.B Number of Judges in Panel for Xcel Program

The SAC will require a two (2) judge panel in order for athletes to qualify for State Championships for the Xcel program, Levels Gold, Platinum and Diamond (WY USAG SAC Minutes October 28, 2020).

50.20 State Regional & National Championships Individual Event Specialist (IES)

The rules regarding an Individual Event Specialist (IES) for a State, Regional or National Championship is as follows:

50.20.1.A State Championship Individual Event Specialist (IES)

The State minimum qualifying score for State Championships for an Individual Event Specialists (IES) for the Development Program (DP) program Levels 7, 8, 9 and 10 is 8.00 on each individual event (WY USAG SAC Minutes February 13, 2019).

The State minimum qualifying score for State Championships for an Individual Event Specialists (IES) for the Xcel program levels is 8.00 on each individual event (WY USAG SAC Minutes February 13, 2019 & August 24, 2019).

Individual Event Specialists (IES) is not allowed for the Development Program (DP) program Compulsory levels per USAG Rules and Policies (R&P).

50.20.1.B Regional Championships Individual Event Specialist (IES)

Individual Event Specialists (IES) for the Development Program (DP) program Levels 7 and 8 is not allowed since the State athletes qualify based on a percentage (%) of a percentage (%) for Regional Championships.

The Regional minimum qualifying score for Regional Championships for an Individual Event Specialists (IES) for the Development Program (DP) program Level 9 is a score of 9.30 on each individual event. In order to compete as an Individual Event Specialist (IES) at the Level 9 Regional Championship, the athlete must be a declared Individual Event Specialist (IES) at their State Championship and score a 9.30 on the event. Coaches MUST contact the regional meet director to inform them they have an Individual Event Specialist (IES) and on what event by Monday at midnight (12:00 p.m.) after the State Championship.

50.25 Process for Tracking State Championship Qualifiers During Competitive Season

Coaches must report to the State’s Development Program (DP) Coordinator or the Xcel Coordinator when an athlete obtains the qualifying score during the competitive season for the State Championship. The Development Program (DP) Coordinator or Xcel Coordinator must verify that all athletes have obtained the qualifying score prior to the State Championship.

Coaches should refer to the State’s website for instructions on how to track qualifying scores for each competitive season. Coaches should contact the Development Program (DP) Coordinator or the Xcel Coordinator based on the program the athlete is in for questions.

50.30 State, Regional & National Championship Athlete Entry Fees, Registration Process & Refunds

50.30.1.A. State Regional & National Championship Athlete Entry Fees

The entry fees for the State Championship are set at the maximum amounts allowed by USAG Rules and Policies (R&P) (WY USAG SAC Minutes January 26, 2019).

The entry fees for Regional Championships are established by the Regional Administrative Committee (RAC).

The entry fees for National Championships are established by the National USA Gymnastics personnel.

Table 50.30.1.A. Athlete State Regional & National Championship Entry Fees

Athlete State Regional & National Championship Entry Fees (last updated August 1, 2019)				
<u>Program</u>	<u>Level</u>	<u>State</u>	<u>Regional</u>	<u>National</u>

		<u>Entry Fee</u>	<u>Entry Fee</u>	<u>Entry Fee</u>
Xcel	Bronze, Silver	\$75.00	n/a	n/a
Xcel	Gold	\$75.00	\$130.00*	n/a
Xcel	Platinum, Diamond	\$85.00	\$130.00*	n/a
JO	Compulsory	\$75.00	n/a	n/a
JO	Optionals	\$85.00	\$130.00*	TBD

*Includes leotard for athlete.

50.30.1.B. Regional Championship Entry Fees Paid by Wyoming State Administrative Committee

Athletes and their parents are responsible for the cost of Regional Championship entry fees. The State Administrative Committee (SAC) does not pay any portion of the Regional Championship entry fees on behalf of State athletes (WY USAG SAC Minutes August 24, 2019). Refer to section [40.50.1.B. Regional Championship Registration Process](#) for details on how to pay Regional Championship entry fees.

50.35 State, Regional & National Championship Registration Process

50.35.1.A. State Championship Registration Process

State Championship Pre-Meet information is sent by the host organization and the State Administrative Committee (SAC) on or prior to January 1st. The Pre-Meet information includes information on when the USAG website is open to register athlete(s), where a club should send their State Championship entry fees, deadline dates to register, location of meet, host hotel information and any other pertinent information. USAG members will receive emails regarding the Pre-Meet information and the information will be published on the State's website.

50.35.1.B. Regional Championship Registration Process

If an athlete qualifies for the Regional Championships, the registration is processed on-line at the USAG website by the coach and the State Administrative Committee Chairman (SACC). Regional registrations MUST be completed on-line by the Monday following the State Championships. In Wyoming, this registration is completed on-line at the State Championship immediately following the session in which the athlete competes and fees collected, so that the State fills all regional positions available.

Parents should be prepared to pay the regional entry fee. Parents pay the entry fee to their respective club and then the club representative writes one (1) check to the State Administrative Committee (SAC). The regional entry fee by the club is made payable to 'Wyoming USAG' and then the State Administrative Committee Chairman (SACC) processes one (1) check to the Region on behalf of all State qualified athletes.

Parents will be required to complete the 'WYOMING GYMNASTICS 20YY-20YY REGIONAL CHAMPIONSHIP REGISTRATION FORM' providing athlete information and apparel sizes. This form will be provided at the State Championship and must be completed the day of the State Championship if their athlete will be attending the Regional Championships.

The club representative or coach can wait until the end of the State Championship to write one (1) check for all athletes going to Regional Championships, but the State Administrative Committee Chairman (SACC) MUST have the check prior to leaving the State Championship competition.

50.35.1.C. State & Regional Championship Non-Sufficient Funds, Cashier Check Requirements and Probation Period

Members or clubs that submit a non-sufficient fund (NSF) 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 submit their State Championship and/or Regional Championship entry fees by a cashier's check 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 entry fees by club check (WY USAG SAC Minutes February 13, 2019 & August 24, 2019).

50.40 State, Regional & National Championship Athlete Entry Fee Refunds

50.40.1.A. State Championship Athlete Entry Fee Refund Policy-Injury

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. If an athlete is unable to attend the State Championship after registering due to an injury, the written doctor's note must be submitted to the State Administrative Committee (SAC) requesting a refund within the one (1) week date.

50.40.1.B. State Championship Athlete Entry Fee Refund Policy-Inclement Weather

If State Championships are cancelled due to inclement weather, entry fees to athletes will not be refunded (WY USAG SAC Minutes August 24, 2019). Refer to section [40.90 State Championship Cancellation](#) for cancellation of State Championship due to inclement weather.

50.40.1.C. State Championship Athlete Entry Fee Refund Policy-Unforeseen Circumstances

If a State Championship is cancelled due to an unforeseen circumstance (i.e., COVID-19),, not including weather, the SAC will reimburse athlete entry fees minus any costs that cannot be recovered by the host organization (WY USAG SAC Minutes October 28, 2020).

50.40.1.C. Regional Championship Athlete Entry Fee Refund Policy

If an athlete is unable to attend the Regional Championship after registering due to an injury, a written doctor's note has to be submitted to the Regional Administrative Committee (RAC) and the State Administrative Committee (SAC) must also be notified.

50.45 State & Regional Championship Spectator Entry Fees

Spectator entry fees are established by the State Administrative Committee (SAC) for the State Championship and by the Regional Administrative Committee (RAC) for the Regional Championships.

Table 50.45.1.A. State Championship Spectator Entry Fees

The entry fees for spectators at the State Championship are (WY USAG SAC Minutes February 27, 2019):

WY State Championship Spectator Entry Fees (last updated August 1, 2019)	
<u>Description</u>	<u>Spectator Entry Fee</u>
Adults (13+)	\$10.00/session
Seniors (65+), Children 12 & under	\$5.00/session
Veterans & Active Military	\$0.00 (free)
Weekend Pass – Adults (13+)	\$25.00/person
Weekend Pass – Seniors (65+), Children 12 & under	\$15.00/person

Table 50.45.1.B. Regional Championship Spectator Entry Fees

The entry fees for spectators at a Regional Championship are (Region 3 USAG RAC Minutes March 12, 2020):

Region 3 Regional Championship Spectator Entry Fees (last updated March 12, 2020)	
Description	Spectator Entry Fee
Children 5 & under	\$0.00 (free)
Ages 6-12	\$10.00/day
Ages 13+	\$20.00/day
Active Military	\$10.00/day

50.50 State Championship Age Groups

Age groups for State Championships will be determined by dividing all athletes within a program and level into equal groups based on their birthdays. Each age group will be fifteen (15) or less athletes. (WY USAG SAC Minutes February 27, 2019)

50.55 State Championship Awards

The following rules regarding awards at State Championships are in addition to the rules regarding awards listed in section [30.60 Awards for Development Program \(DP\) Competitions](#).

50.55.1.A. State Championship Awards

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 and rounded up to the next whole number. For example, if thirteen (13) athletes compete in a program and age divisions then seven (7) awards would be provided ($13/2=6.5$, rounded up to the next whole number, seven (7)).

50.55.1.B. State Championship Tie Breakers

All athletes will be placed at the placement award obtained at State Championships. A tie breaker based on the highest All-Around (AA) score or other method will not be used at State Championships (WY USAG SAC Minutes January 22, 2020).

50.55.1.C. Team Awards for State Championships

Trophies will be used for team awards at State Championships (WY USAG SAC Minutes February 12, 2020).

50.55.1.D. State Championship Overall Team Award

The Overall Team Award at State Championship was discontinued at the beginning of the 2019-2020 competitive season (WY USAG SAC Minutes August 24, 2019).

50.55.1.E. State Championship Award Purchases

The State Administrative Committee Chairman (SACC) will order all medals, ribbons and trophies needed for the State Championship based on the number of entries in each program, level and age division. The expense of awards for the year are a direct cost of the State Championship.

50.60 State Championship Graduating Senior Recognition

Athletes that are graduating high school (seniors) during the competitive season will be recognized at the State Championship during the year of graduation.

50.60.1.A. SAC Notification of Graduating Seniors

An email will be sent to all members prior to the State Championship requesting names and information for graduating seniors for recognition at the State Championship. Coaches of a graduating athlete are responsible for responding to the email if they want their athlete to be recognized.

50.60.1.B. Gifts for Graduating Seniors

Graduating seniors will receive a certificate for the reimbursement of the cost of judge's testing fees. The certificate 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. (WY USAG SAC Minutes August 24, 2019)

50.60.1.C. Recognition of Graduating Seniors

Graduating senior recognition(s) will be prior to the awards ceremony (while scores are being finalized) in the awards area during the session the athlete is competing at the State Championship. Coaches are encouraged to speak about the athlete's history and future plans (WY USAG SAC Minutes February 25, 2020).

50.65 State Championship Judges

The State Administrative Committee (SAC) determines the State Championship judges. A preference to Wyoming judges is given if they are rated at the appropriate level, have experience judging during the current competitive season and are available for the three (3) day period.

The Meet Referee and each judge's event assignments are determined by the State Administrative Committee (SAC) for the State Championship.

50.70 State Championship Open Scoring

Open scoring is when all judges must indicate their score on the score card and/or input into the electronic scoring system versus indicating the average score of the judges.

50.70.1.A. Open Scoring Development Program (DP) Program

Open scoring for all Development Program (DP) program optional levels is required by USAG Rules and Policies (R&P).

50.70.1.B. Open Scoring Xcel Program

Open scoring for the Xcel program is at the discretion of the State Administrative Committee (SAC) (R&P). The State will have open scoring for all levels of the Xcel Program at the State Championship (WY USAG SAC Minutes February 13, 2019).

50.75 State Championship Cancellation

If there is inclement weather, the State Championship will be held if two-thirds (2/3's) of the qualifying athletes are represented (WY USAG SAC Minutes August 24, 2019).

Refer to section [40.60.1.B. State Championship Athlete Entry Fee Refund Policy-Inclement Weather](#), regarding the policy for refunds when State Championship is cancelled due to weather.

50.80 State Championship Meet Results & Closing Procedures

The State is required to complete certain information after the completion of the State Championship. The required final reporting includes:

50.80.1.A. State Championship Fees Paid to Region 3

At the conclusion of the State Championship, the State must submit five dollars (\$5.00) per athlete to the Regional Administrative Committee Chairman (RACC) with a copy of the results. This is completed by the State Administrative Committee Chairman (SACC).

50.80.1.B. State Championship Financial Report

At the conclusion of the State Championship, the State is required to complete a financial report form and submit to the Regional Administrative Committee Chairman (RACC). This is completed by the State Administrative Committee Chairman (SACC) with information required to be maintained and submitted by the host organization. The financial report must be completed within thirty (30) days of the State Championship. Any expense(s) or receipt(s) for payment not submitted to the State Administrative Committee Chairman (SACC) within thirty (30) days after the State Championship, are the full responsibility of the host organization.

60.00 TRAINING

Many training or opportunities for continuing an individual's education of gymnastics is available through various sources. Judges are required to have Continuing Professional Education (CPE) each year based on their rating. Most training opportunities occur during the summer months or the off-season for competitive gymnastics and members should be aware of deadlines for registering for these events.

60.00.1.A. National Congress

National Congress is hosted by USA Gymnastics and the location site changes each year. More information on this event is available in the Technique Magazine that you receive with your professional membership, emails generated by USA Gymnastics or USAG's website.

60.00.1.B. Region Congress

Regional congresses are held by each region and locations and dates vary. Region 3 hosts a regional congress each summer which can be a great way to learn what is happening in our region and to network or make connections with other coaches and judges in our region. Members are not limited to attending only their regional congress, but can attend any regional congress. Information regarding each region's congress can be located on the website for the particular region or on the national USAG website.

60.00.1.C. State Clinics

The State Administrative Committee (SAC) will organize clinics. The State Administrative Committee (SAC) sanctions and obtains approval for judges' Continuing Professional Education (CPE) credits when hosting a clinic to assist in meeting our State members' needs.

60.00.1.D. USAG On-line

Various coaching and judging certifications and webinars are available through the USAG website. Check on-line for these courses.