

Northern California Women's Gymnastics Association



2016-2017
MEMBERSHIP PACKET

Northern California Women's Gymnastics Association **2016-2017 MEMBERSHIP CHECKLIST**

REGISTER YOUR CLUB with your Zone Representative by July 31

- Register your club with the NORTHERN CALIFORNIA WOMEN'S GYMNASTICS ASSOCIATION for the fiscal year of September 1-August 31. Send the completed application form and membership fees to your assigned Zone Representative. After July 31, renewing members must add \$25 late fee (this does not apply to first-time members). Contact one of the NOR-CAL officials listed below or at norcalgym.org or norcal-gymnastics.org.

REGISTER YOUR ATHLETES prior to gymnast's first competition

- Register online through USA Gymnastics for the fastest processing, or contact Member Services (1-800-345-4719) for help. All gymnasts MUST be currently registered to compete at any USAG-sanctioned competition.
- Register all Level 3-10 and Xcel gymnasts with the NORTHERN CALIFORNIA WOMEN'S GYMNASTICS ASSOCIATION. Send the completed form, official roster or facsimile, and individual membership fees (\$10 per gymnast) to your designated Zone Representative by July 31. The NOR-CAL Executive Board will assign a Zone Representative to first-time members. Contact one of the NOR-CAL officials listed below for more information. NOR-CAL is the best source of information for competitive structure, rules, and calendar for women's competitive gymnastics in Northern California.

REGISTER AS A PROFESSIONAL MEMBER prior to participation in any Sanctioned Event

- Register coaches who wish to participate in official events with USA Gymnastics. As determined by USA Gymnastics, a coach must complete the Background Check for previous criminal behavior, and hold a current Professional Membership and Safety Certificate, prior to participation at any USA Gymnastics Sanctioned Event.

RETAIN YOUR MEMBERSHIP IN GOOD STANDING

- Follow all rules and policies defined in the USA Gymnastics Rules and Policies and the NOR-CAL HANDBOOK, as well as current procedures and changes from USA Gymnastics and NOR-CAL.
- Attend the General Membership Meetings held in the spring and fall to keep up with the current competitive calendar, rules and policies. The spring meeting, in particular, is usually the first place coaches can get information on each upcoming competitive season. Contact one of the officials listed below for more information. Information is also available on the NOR-CAL website.
- Maintain good communication with your Zone Representative. Your Zone Representative is your official liaison on the Executive Board and first resource regarding NOR-CAL matters. Keep your contact information current, and periodically check the NOR-CAL website for pertinent seasonal updates.

Northern California Women's Gymnastics Association Contact Information

NOR CAL GYMNASTICS STATE CHAIRMAN

Perry Siu
950 Seventh Street
Novato, CA 94945
(415) 899-8279
norcalchair@gmail.com

NOR CAL WEBSITE
norcalgym.org

USA GYMNASTICS STATE ADMINISTRATIVE COMMITTEE CHAIRMAN

Evelyn Paradis
32920 Alvarado Niles Road # 210
Union City, CA 94587
(510) 471-0240
evelynparadis@msn.com

USA GYMNASTICS WEBSITE
usagym.org

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2016-2017 COMPETITIVE CHECKLIST

PLAN YOUR COMPETITIVE SEASON, PARTICIPATE IN COMPETITION

- FOLLOW ALL RULES, policies, and procedures adopted by and for NOR-CAL, found in the NOR-CAL HANDBOOK. It is the obligation of all NOR-CAL members to honor and abide by the Rules of Ethical Conduct at all times. Follow all rules, policies and procedures as prescribed by USA Gymnastics.
- ATTEND THE SPRING GENERAL MEMBERSHIP MEETING. It is at this meet that the General Membership determines and officially votes on rules, format and dates of the upcoming competitive year. Information on competition in Northern California is generally first available at this meeting. Contact the appropriate meet host for specific information and fees.
- PARTICIPATE IN NOR-CAL COMPETITION. Follow all USA Gymnastics and NOR-CAL rules and policies.
- FOR QUALIFICATION TO ZONE OR STATE CHAMPIONSHIPS, document qualifying All-Around scores and report them to your Zone Representative by the report deadline. Qualification is determined each year at the annual spring meeting. The NOR-CAL Master Scorekeeper and your assigned Zone Representative maintain official qualification lists. Coordinate all questions and concerns regarding qualification through your assigned Zone Representative.
- CHECK FOR UPDATES on the NOR-CAL website
- FOR LEVEL 6-10 STATE CHAMPIONSHIPS, submit all required registration and fees to the State Championships meet host by the entry deadline. Level 7 through 10 gymnasts must qualify to their respective state championships with a 32.00 All-Around score attained during the regular season, and only at a meet held within Region One. It is the responsibility of each coach to confirm that his or her gymnasts are officially qualified with your designated Zone Representative, and to follow all reporting and qualifying procedures set by NOR-CAL.

STAY INVOLVED AND PROMOTE OUR ORGANIZATION

- As a member of the Northern California Women's Coaches Association, you have a voice. Attend NOR-CAL meetings. Carefully consider proposals regarding qualification, timelines, and policies that will affect your club, gymnasts, and sport. Stay informed and involved in NOR-CAL matters.
- Nominate for and vote on award categories for coaches. Help recognize professionals in our organization that contribute in the best interest of our organization. These categories include Coach of the Year (Compulsory and Optional Levels), Judge of the Year, Choreographer of the Year, James Wallace Memorial Award, and Don Nelson Memorial Award.
- Nominate for and vote on scholarship awards for gymnasts. Help recognize the success of outstanding gymnasts in Northern California, and promote the opportunities they have for their future. The award categories include the William Glover Award and Holly Balber-Kemp Award.

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2016-2017 MEET HOST CHECKLIST

ATTEND NOR CAL MEETINGS

- Attend the General Membership Meeting held in the spring and fall to keep up with the current competitive calendar, rules and policies. The spring meeting, in particular, is usually the first place coaches can collect information about meets for the upcoming season. Contact one of the officials listed above for more information.

SCHEDULE A MEET

- To schedule a meet on the Official NOR-CAL CALENDAR, follow the process described in the MEET SCHEDULING PROCEDURE. Judges are assigned to meets on a priority basis due to the limited number of available judges. This calendar is distributed to all NOR-CAL members, as well as posted on the NOR-CAL website. For Championship meets, please check the appropriate CHAMPIONSHIP MEET PACKET and consult your Zone Representative for more information.
- Follow all requirements and procedures listed in the USA GYMNASTICS RULES AND POLICIES and the NOR-CAL HANDBOOK. Some requirements include:
 - A USA Gymnastics-certified meet director
 - A USA Gymnastics Sanction
 - All meets must be scheduled officially requested through the MEET SCHEDULING PROCEDURE
 - Meet hosts must provide all equipment specifications, meet format and other pertinent information in all flyers
- To bid for either a zone or state championship meet, follow the procedures listed in the respective CHAMPIONSHIP MEET PACKET. This packet is first available at the annual spring NOR-CAL meeting, or through the NOR-CAL Vice Chairman. In addition to the regular hosting procedures, there are additional meet hosting requirements for these events.

SEND OUT PRE-MEET INFORMATION

- Provide detailed information regarding your meet. Be sure to provide the following information:
 - Meet format, including levels of competition, times, date, place
 - Registration information, including costs, deadlines, and refund policy
 - Equipment specifications
 - Spectators' admission fees, parking concerns, and map
 - Other information specific to your meet or facility
- Coordinate all entries and fees. Determine sessions, times, and rotations.
- Send out confirmation. Notify clubs of specific session times. Be sure to notify judging assignor of any changes in your meet format, size, times, etc.

FOLLOW ALL USAG RULES & POLICIES TO CONDUCT A PROPER MEET

- Consult the USAG Rules & Policies for specific regulations governing all USAG-sanctioned competitions.

FOLLOW UP WITH POST-MEET ADMINISTRATIVE DUTIES

- Complete the required USAG Sanction Report Form. This requires signatures from all judges and the official meet director.
- Following the conclusion of the meet, provide official meet results to all participating clubs.
- Provide meet results, strongly preferred by e-mail, to the NOR-CAL Master Scorekeeper.
- Send the follow-up paperwork to the appropriate personnel. This includes USAG, USAG REGION I ADMINISTRATIVE CHAIRMAN, and the USAG STATE ADMINISTRATIVE CHAIRMAN.

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2016-2017 MEMBERSHIP APPLICATION

PLEASE PRINT OR TYPE ALL INFORMATION CLEARLY

TODAY'S DATE

NAME OF INDIVIDUAL

TITLE

CLUB NAME

USA GYMNASTICS CLUB NUMBER

MAILING ADDRESS (TO BE USED FOR ALL NCWGA MAILINGS AND MEMBERSHIP ROSTER)

CITY

STATE

ZIP CODE

COUNTY

ZONE NUMBER (TO BE ASSIGNED FOR FIRST-TIME MEMBERS)

WORK (GYM) PHONE NUMBER

HOME PHONE NUMBER

FAX NUMBER

E-MAIL ADDRESS

WEB SITE

GYM ADDRESS (IF DIFFERENT)

CITY

STATE

ZIP CODE

FULL VOTING MEMBERSHIP - \$100 (Membership good for September 1, 2016-August 31, 2017)

- \$100 IF PAID ON OR BEFORE JULY 31 TO YOUR ASSIGNED ZONE REPRESENTATIVE
- ADD \$10 PER COMPETITIVE GYMNAST (LEVELS 3 THROUGH 10, AND XCEL)
- INDIVIDUAL MEMBERSHIP FEES AND A CLUB ROSTER MUST BE SENT TO YOUR ZONE REPRESENTATIVE BEFORE THE GYMNAST(S) BEGIN COMPETITION.
- ADD \$25 AFTER JULY 31 (NOT APPLICABLE FOR FIRST-TIME MEMBERS)
- FULL VOTING MEMBERS RECEIVE ALL NOR-CAL MAILINGS AND HAVE FULL VOTING PRIVILEGES FOR ALL NOR-CAL MATTERS.

ASSOCIATE MEMBERSHIP (NON-VOTING) - \$30 (Membership good for September 1, 2016-August 31, 2017)

- \$30 IF PAID ON OR BEFORE JULY 31 TO YOUR ASSIGNED ZONE REPRESENTATIVE.
- ASSOCIATE MEMBERS RECEIVE ALL NOR-CAL MAILINGS. NO VOTING PRIVILEGES.
- ASSOCIATE MEMBERSHIPS CAN BE UPGRADED TO FULL VOTING STATUS WITH A \$70 PAYMENT WITHIN THE SAME FISCAL YEAR.

CHECK ONE OF THE ABOVE MEMBERSHIP OPTIONS. ONLY ONE SET OF MAILINGS WILL BE PROVIDED PER MEMBERSHIP. ASSISTANT COACHES, BOOSTER CLUB MEMBERS, OR OTHER ASSOCIATES ARE ENCOURAGED TO BECOME ASSOCIATE MEMBERS.

I will abide by the rules in the NOR-CAL Handbook and those adopted by the membership.

SIGNATURE OF APPLICANT

DATE

PRINT NAME

AMOUNT ENCLOSED

MAKE CHECKS PAYABLE TO NOR-CAL. SEND THIS FORM AND PAYMENT TO YOUR ZONE REPRESENTATIVE.