

Northern California Women's Gymnastics Association



2016
LEVEL 3, 4, and 5
STATE CHAMPIONSHIPS PACKET

Northern California Women's Gymnastics Association **2016 LEVEL 3, 4, and 5 STATE CHAMPIONSHIPS PACKET**

Pre-competition Administrative Duties

- SUBMIT A MEET BID at the Spring General Membership Meeting**
 - Submit a bid to the NOR-CAL Chairman at the Spring General Membership Meeting. State Championship Meets are awarded by a consensus vote by the NOR-CAL Executive Board, based on a host club's previous experience in hosting meets, facility, and other factors that may affect a safe and successful State Championship Meet.
- SUBMIT A JUDGES' REQUEST FORM (included in this packet)**
 - Send a completed Judges' Request Form and the required Judges' Finder Fees to the NAWGJ Assigning Committee Chairman.
- SUBMIT A USA GYMNASTICS SANCTION REQUEST**
 - Send a USA Gymnastics Sanction Request and sanction fee to USA Gymnastics at least 45 days prior to the meet. Follow the mailing instructions at the bottom of the Sanction Request Form.
- SUBMIT A BUDGET STATEMENT FORM (included in this packet)**
 - Submit a State Championship Budget Statement within 30 days of receiving the meet bid to the USAG State Chairman and NOR-CAL Chairman.
 - Any expenses not covered in the State Championship Budget Statement must be pre-approved by the USAG State Chairman and NOR-CAL Chairman.
- SUBMIT AN AWARDS ORDER FORM (included in this packet)**
 - Send a completed Awards Order Form and the required deposit to the NOR CAL Awards Chairman.
- ATTEND THE MANDATORY CHAMPIONSHIP HOST MEETING**
 - This meeting will be held in conjunction with the Fall General Meeting, traditionally at the Region 1 Congress.
 - All Level 5 and 6 State Championships hosts, and new Zone Championship hosts, are required to attend.
- SEND OUT A MEET INFORMATION SHEET**
 - Include site information: address, phone, and map.
 - List the meet format and gymnastics equipment specifications.
 - Include fee information: gymnasts' entry fees, spectator admission fees.
 - Send to all participating clubs, meet officials, and vendors.
 - Provide clear deadlines and instructions for meet registration, fees, and pre-ordered items (t-shirts, etc.).
- COORDINATE QUALIFIED ENTRIES**
 - Collect registration information and fees, verify entries with qualifier list from the NOR-CAL Master Scorekeeper and the Zone Representatives of all 9 Zones.
 - Verify USAG Athlete numbers, birthdates, and age divisions, and USAG Pro Member status.
 - Determine the number of sessions by age divisions and meet format.
 - Under the direction of the assigned meet referee, conduct a random draw order of competition.
 - All participants must pay fees by the designated deadlines. Pay particular attention to late entry penalties that can be found in the NOR-CAL Handbook.
- CONTACT PARTICIPATING CLUBS**
 - Notify all clubs of final session assignments by phone, fax or e-mail. Follow up with a mailing.
- CONFIRM JUDGING ASSIGNMENTS**
 - Contact the NAWGJ Assigning Committee Chairman to confirm judges, reporting times, and sessions.
- FOLLOW ALL USAG RULES & POLICIES TO CONDUCT A PROPER MEET**
- KEEP A COPY OF ALL PAPERWORK**

Post-competition Administrative Duties

- FINANCIAL STATEMENT FORM (included in this packet)**
 - Mail a copy of the completed financial statement form no later than 10 days following the competition to your USAG State Chairman, and NOR-CAL Chairman, Treasurer and Zone Representative.

- SANCTION FORM**
 - Mail your signed sanction form to USA Gymnastics.
 - Mail a copy of the signed sanction form to the USAG Region I Chairman.
 - Mail a copy of the signed sanction form and official meet results to the USAG State Chairman.
 - Provide meet results, preferably through e-mail or on a diskette, to the NOR-CAL Master Scorekeeper.

- EXTRA AWARDS**
 - Any extra awards and balance of payment should be sent to the NOR-CAL Awards Chairman.

- CALCULATE COMPULSORY STATE CHAMPIONSHIP SUBSIDIES AND SEND PAYMENTS**
 - \$2 per gymnast to Region I; send State Subsidy to USAG State Chairman.
 - \$2 per gymnast to NOR-CAL; send State Team Subsidy to NOR-CAL Treasurer.

- REFER QUESTIONS TO YOUR ASSIGNED ZONE REPRESENTATIVE**

Northern California Women's Gymnastics Association Contact Information

NOR-CAL STATE CHAIRMAN

Perry Siu
950 Seventh Street
Novato, CA 94945
415.899.8279
norcalchair@gmail.com

NOR-CAL AWARDS CHAIRMAN

Kim Kor
885 Gettysburg Avenue
Clovis, CA 93712
559.327.3900
kimberlykor@cusd.org

USA GYMNASTICS STATE CHAIRMAN

Evelyn Paradis
32920 Alvarado Niles Road #210
Union City, CA 94587
(925) 963-4627
evelynparadis1@msn.com

NOR-CAL TREASURER

Bill Strom
389 Oyster Point Blvd, Suite 5
South San Francisco, CA 94080
650.589.3733
bill@gymtowne.com

USA GYMNASTICS WEBSITE

usa-gymnastics.org

NOR-CAL WEBSITE

norcal-gymnastics.org
norcalgym.org

NAWGJ ASSIGNING COMMITTEE CHAIRMAN

P. J. Slater
6545 Young Oak Court
Orangevale, CA 95662
916.987.6975
pjpslater@yahoo.com

Northern California Women's Gymnastics Association **2016 LEVEL 3, 4, and 5 STATE CHAMPIONSHIP BUDGET STATEMENT**

ZONE _____ LEVEL(S) _____ MEET DATE(S) _____

HOST CLUB _____ MEET DIRECTOR _____

COMPETITION SITE _____

ESTIMATED NUMBER OF PARTICIPANTS

LEVEL	CH	CH	JR	SR	TOTAL	NO. OF TEAMS	NO. OF SPECTATORS

EXPENSES

FACILITY (own=\$200 per day; outside facility=actual; USAG Chairman approval required if over \$500)	\$
MEET DIRECTOR'S HONORARIUM (\$1.50 per gymnast; minimum =\$75)	\$
JUDGING FEES AND EXPENSES (budget \$800 per session)	\$
JUDGES FINDER FEES (\$3 per judge)	\$
USA GYMNASTICS SANCTION FEE	\$ 100.00
STATE SUBSIDY (\$2 per gymnast; send total to USAG State Chairman)	\$
STATE TEAM SUBSIDY (\$2 per gymnast; send total to NOR-CAL Treasurer)	\$
OPERATIONAL EXPENSES (maximum \$200) ¹	\$
ATHLETIC TRAINER	\$
INDIVIDUAL AWARDS (purchase through NOR-CAL Awards Chairman) ²	\$
PRE-APPROVED EXPENSES (per USAG State Chairman and NOR-CAL Chairman only; list expenses)	\$
TOTAL EXPENSES	\$

FEES

SPECTATOR ADMISSION ⁴	\$			INDIVIDUAL ENTRY FEE ³	\$
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**SEND THIS FORM NO LATER THAN 30 DAYS AFTER RECEIVING THE MEET BID to
the USAG State Chairman, NOR-CAL Chairman, Treasurer and respective Zone Representative.**

MEET DIRECTOR _____ PHONE _____

SIGNATURE _____ DATE _____

¹ Operational Expenses may include telephone, announcer, postage, computer, custodial and supplies. T-shirts, participant ribbons, decorations, banners, gifts for officials, gymnasts, etc, are not allowable expenses.

² There are no team entry fees at State Championship competitions. NOR-CAL pays for Team Banners for 1st-3rd places, and Team Plaques for 4th-6th places (June 2003).

³ Per USAG policy, State Championship entry fees shall not exceed \$75, without USAG Regional Chairman approval

⁴ Per NorCal policy, spectator admission shall not exceed \$7/session for adults, \$5/session for children under 6

Northern California Women's Gymnastics Association **2016 LEVEL 3, 4, and 5 STATE CHAMPIONSHIP FINANCIAL STATEMENT**

ZONE _____ LEVEL(S) _____ MEET DATE(S) _____

HOST CLUB _____ MEET DIRECTOR _____

COMPETITION SITE _____

TOTAL NUMBER OF PARTICIPANTS

LEVEL	CH	CH	JR	SR	TOTAL	NO. OF TEAMS	NO. OF SPECTATORS

EXPENSES

FACILITY (own=\$200 per day; outside facility=actual; USAG Chairman approval required if over \$500)	\$
MEET DIRECTOR'S HONORARIUM (\$1.50 per gymnast; minimum =\$75)	\$
JUDGING FEES AND EXPENSES (include all fees, per diem, mileage, tolls, and lodging)	\$
JUDGES FINDER FEES (\$3 per judge)	\$
USA GYMNASTICS SANCTION FEE	\$ 100.00
REGIONAL SUBSIDY (\$2 per gymnast; send total to USAG State Chairman)	\$
STATE TEAM SUBSIDY (\$2 per gymnast; send total to NOR-CAL Treasurer)	4
OPERATIONAL EXPENSES (maximum \$200) ¹	\$
ATHLETIC TRAINER	\$
INDIVIDUAL AWARDS ²	\$
PRE-APPROVED EXPENSES (per USAG State Chairman and NOR-CAL Chairman only; list expenses)	\$
TOTAL EXPENSES	\$

INCOME

INDIVIDUAL ENTRY FEE ³	\$	x NO. OF GYMNASTS		= TOTAL ENTRY INCOME	\$
TOTAL ENTRY INCOME	\$	- TOTAL EXPENSES	\$	= TOTAL PROFIT/LOSS	\$

MEET HOST INCOME (for information only)

ADMISSION	\$	DONATIONS	\$
PROGRAMS (NET)	\$	SNACK BAR	\$

SEND A COPY OF THIS FORM NO LATER THAN 10 DAYS FOLLOWING THE COMPETITION to the USAG State Chairman, NOR-CAL Chairman, Treasurer and respective Zone Representative.

MEET DIRECTOR _____ PHONE _____

SIGNATURE _____ DATE _____

¹ Operational Expenses may include telephone, announcer, postage, computer, custodial and supplies. T-shirts, participant ribbons, decorations, banners, gifts for officials, gymnasts, etc, are not allowable expenses.

² There are no team entry fees at State Championship competitions. NOR-CAL pays for Team Banners for 1st-3rd places, Team Plaques for 4th-6th places, and individual Team Member Plaques for 1st-6th places.

