

Northern California Women's Gymnastics Association



2017
LEVEL 7, 8, 9 & 10
STATE CHAMPIONSHIPS PACKET

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2017 LEVEL 7, 8, 9, 10 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 Championships are awarded by a consensus vote by the NOR-CAL Executive Board, based on a host club's experience, facility, location, and other factors that may affect a safe and successful State Championship Meet.

- SUBMIT A JUDGES' REQUEST FORM (included with this form, or at www.usa-gymnastics.org)**
 - Send a completed Judges' Request Form and the required Judges' Finder Fees to the NAWGJ Assigning Committee Chairman.

- SUBMIT A USA GYMNASTICS SANCTION REQUEST(available at www.usa-gymnastics.org)**
 - 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 STATE CHAMPIONSHIP BUDGET STATEMENT (included in this packet)**
 - Submit a State Championship Budget Statement within 30 days of receiving the meet bid to the NOR-CAL Chairman and USA Gymnastics Chairman.
 - Any expenses not covered in the State Championship Budget Statement must be pre-approved by the USAG State Chairman and NOR CAL 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 7, 8, 9, and 10 State Championships hosts are required to attend.

- SUBMIT AN AWARDS ORDER FORM**
 - Send a completed Awards Order Form and the required deposit to the NOR CAL Awards Chairman.

- SUBMIT AN ELECTRONIC SCORING SYSTEM REQUEST (included in this packet)**
 - Per NOR-CAL policy, an electronic scoring system and a NOR-CAL approved operator are required.
 - Send a completed an electronic scoring request form and the required deposit to Bill Strom.

- SEND OUT A MEET INFORMATION SHEET**
 - Include site information: address, phone, hotel accommodations, 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, and verify entries with the NOR-CAL Master Scorekeeper and Zone Representatives of all Zones.
 - Verify USAG Member ID numbers, birthdates, and age divisions.
 - Determine the number of sessions by age divisions.
 - 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.
 - Create a document or web link that lists all qualifiers, by sessions and age group. Post to NOR-CAL website.

- 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**

Championship Administrative Duties

DETERMINE THE QUALIFIERS (for Levels 8, 9, 10)

- Immediately following the finish of each session, assist the USAG State Chairman in determining the Regional Championship qualifiers. Complete tabulation of all meet results, and provide necessary meet results to the USAG State Chairman. The USAG State Chairman will have the designated number of qualifiers prior to the start of the meet. Double-check all results for accuracy.

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 the NOR-CAL Treasurer, NOR-CAL Chairman, and USAG State Chairman.

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 OPTIONAL STATE CHAMPIONSHIP SUBSIDIES AND SEND PAYMENTS

- \$2 per gymnast to Region I; send Regional Subsidy to USAG State Chairman.
- \$2 per gymnast to USAG State Chairman; send State Subsidy to USAG State Chairman.
- \$2 per gymnast to NOR-CAL; send State Team Subsidy to NOR-CAL Treasurer.

DIRECT QUESTIONS TO YOUR ASSIGNED ZONE REPRESENTATIVE

Northern California Women's Gymnastics Association Contact Information

NOR-CAL 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 93612
(559) 327-3900 fax: (559) 327-3990
KimberlyKor@clovisusd.k12.ca.us

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) 270-9459
bill@gymtowne.com

USA GYMNASTICS WEBSITE

www.usa-gymnastics.org
NOR-CAL WEBSITE
www.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 **2017 LEVEL 7, 8, 9, 10 STATE CHAMPIONSHIP BUDGET STATEMENT**

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

HOST CLUB _____ MEET DIRECTOR _____

COMPETITION SITE _____

ESTIMATED NUMBER OF PARTICIPANTS

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

EXPENSES

FACILITY (own =\$200 per day; outside facility =actual; Chairman approval required if over \$500)	\$
MEET DIRECTOR'S HONORARIUM (\$1.50 per gymnast; minimum =\$100)	\$
JUDGING FEES AND EXPENSES (budget \$900 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)	\$
REGIONAL SUBSIDY (\$2 per gymnast; send total to USAG State Chairman)	\$
STATE TEAM SUBSIDY (\$2 per gymnast; send total to NOR-CAL Treasurer)	\$
OPERATIONAL EXPENSES ¹ (maximum \$200)	\$
ATHLETIC TRAINER	\$
INDIVIDUAL AWARDS ² (purchase through NOR-CAL Awards Chairman)	\$
TEAM AWARDS ²	-----
PRE-APPROVED EXPENSES (per USAG State Chairman and NOR-CAL Chairman; list expenses)	\$
	\$
TOTAL EXPENSES	\$

FEES

SPECTATOR ADMISSION ⁴ \$	MEET ENTRY FEE ³ \$
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SEND A COPY OF THIS FORM NO LATER THAN 30 DAYS after receiving the meet bid to your USAG State Chairman, and NOR-CAL Chairman, Treasurer, and Zone Representative.

MEET DIRECTOR _____ PHONE _____

SIGNATURE _____ DATE _____

¹Operational 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.

²There are no team entry fees at State Championship competitions. NOR-CAL will pay for Team Banners plus Individual Team Member Plaques for 1st -3rd Places, plus Team Plaques for 4th-6th Places.

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

⁴Per NorCal policy, spectator admission shall not exceed \$10/session for adults, \$5/session for children under 6

Northern California Women's Gymnastics Association **2017 LEVEL 7, 8, 9, 10 STATE CHAMPIONSHIP FINANCIAL STATEMENT**

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

HOST CLUB _____ MEET DIRECTOR _____

COMPETITION SITE _____

TOTAL NUMBER OF PARTICIPANTS

LEVEL	CH	JR	SR	SR	TOTAL	NO. OF TEAMS

NO. OF SPECTATORS

EXPENSES

FACILITY (own=\$200 per day; outside facility=actual; 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 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 ¹ (maximum \$200)	\$
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	\$	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 your Zone Representative, NOR-CAL Treasurer, NOR-CAL Chairman, and USAG State Chairman.

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.

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