

Northern California Women's Gymnastics Association



2019-2020
STATE CHAMPIONSHIPS PACKET

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Pre-competition Administrative Duties

- SUBMIT A MEET BID to the NorCal Chairman prior to the Spring General Membership Meeting**
 - Submit a bid to the NOR-CAL Chairman by email prior to 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 USA GYMNASTICS SANCTION REQUEST(available at www.usa-gymnastics.org)**
 - Submit a USA Gymnastics Sanction Request and sanction fee to USA Gymnastics at least 45 days prior to the meet.

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

- 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 State 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**
 - Review the NorCal Awards System in the NorCal Handbook
 - Submit a completed Awards Order Form to the NOR CAL Awards Chairman.

- CONTACT BILL STROM TO ARRANGE FOR AN ELECTRONIC SCORING SYSTEM OPERATOR**
 - Per NOR-CAL policy, an electronic scoring system and a NOR-CAL approved operator is required.
 - No rental charge for the scoring system. The fee for the approved operator is \$30 per hour for all required hours.

- SET UP A MEET WEBSITE OR SEND OUT A MEET INFORMATION SHEET (POST ON NORCAL WEBSITE)**
 - 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 through USA Gymnastics
 - Collect entry fees from each club.
 - Verify entries with the NOR-CAL Master Scorekeeper.
 - 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 and the USA Gymnastics R & P.

- CONTACT PARTICIPATING CLUBS**
 - Notify all clubs of final session assignments by phone, fax or e-mail.
 - 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 judging, reporting times, and sessions.

- FOLLOW ALL USAG RULES & POLICIES TO CONDUCT A PROPER MEET**

Championship Administrative Duties

- DETERMINE THE REGIONAL QUALIFIERS (for Levels 6, 7, 8, 9, 10, Xcel Silver – Diamond Only)**
 - Immediately following the finish of each session, assist the USAG State Chairman in determining the Regional Championship qualifiers. 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.
- EXTRA AWARDS**
 - Any extra awards should be sent to the NOR-CAL Awards Chairman for a refund from NorCal.
- CALCULATE OPTIONAL STATE CHAMPIONSHIP SUBSIDIES AND SEND PAYMENTS**
 - \$2 per gymnast to Region I (6-10 and Xcel Silver – Diamond); send Regional Subsidy to USAG Regional Chairman.
 - \$2 per gymnast to USAG State Chairman (All); send State Subsidy to USAG State Chairman.
 - \$2 per gymnast to NOR-CAL (All); 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 REGIONAL 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
pjpj Slater@yahoo.com

USA GYMNASTICS STATE CHAIRMAN

Patty Shipman
3444 Country Club Blvd.
Stockton, CA 95204
pship@aol.com
(209) 969-9497

Northern California Women's Gymnastics Association **2019-2020 STATE CHAMPIONSHIP BUDGET STATEMENT**

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

HOST CLUB _____ MEET DIRECTOR _____

COMPETITION SITE _____

ESTIMATED NUMBER OF PARTICIPANTS

LEVELS					TOTAL	NO. OF GYMS	NO. OF SPECTATORS

EXPENSES

FACILITY (outside facility =actual)	\$
MEET DIRECTOR'S HONORARIUM (\$1.50 per gymnast; minimum =\$300)	\$
JUDGING FEES AND EXPENSES (budget \$1100 per session)	\$
JUDGES FINDER FEES (\$3 per judge)	\$
USA GYMNASTICS SANCTION FEE \$140	\$ 140.00
STATE SUBSIDY (\$2 per gymnast All Levels; send total to USAG State Chairman)	\$
REGIONAL SUBSIDY (\$2 per gymnast 6-10 Xcel Silver-Diamond; send total to USAG Regional Chair)	\$
STATE TEAM SUBSIDY (\$2 per gymnast All Levels; send total to NOR-CAL Treasurer)	\$
OPERATIONAL EXPENSES ¹ (maximum \$300)	\$
ATHLETIC TRAINER	\$
INDIVIDUAL AWARDS ² (purchase through NOR-CAL Awards Chairman)	\$
TEAM AWARDS ²	-----
EQUIPMENT RENTAL	\$
NOR/CAL SCOREKEEPER \$30/hr (setup and scoring)	\$
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.

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

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2019-2020 STATE CHAMPIONSHIP FINANCIAL STATEMENT

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

HOST CLUB _____ MEET DIRECTOR _____

COMPETITION SITE _____

TOTAL NUMBER OF PARTICIPANTS

LEVELS					TOTAL	NO. OF GYMS	NO. OF SPECTATORS

EXPENSES

FACILITY (outside facility =actual)	\$
MEET DIRECTOR'S HONORARIUM (\$1.50 per gymnast; minimum =\$300)	\$
JUDGING FEES AND EXPENSES (include all fees, per diem, mileage, tolls, and lodging)	\$
JUDGES FINDER FEES (\$3 per judge)	\$
USA GYMNASTICS SANCTION FEE	\$ 140.00
REGIONAL SUBSIDY (\$2 per gymnast 6-10 Xcel Silver-Diamond; send total to USAG Regional Chair)	\$
STATE SUBSIDY (\$2 per gymnast All Levels; send total to USAG State Chairman)	\$
STATE TEAM SUBSIDY (\$2 per gymnast All Levels; send total to NOR-CAL Treasurer)	4
OPERATIONAL EXPENSES ¹ (maximum \$300)	\$
ATHLETIC TRAINER	\$
INDIVIDUAL AWARDS ²	\$
EQUIPMENT RENTAL	\$
NOR/CAL SCOREKEEPER \$30/hr (setup and scoring)	\$
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.

² There 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.

***NORCAL Awards for State
Championships
Fall/Spring 2019-2020*** rev.11-19

Please fill out the enclosed form and email it back 4 weeks in advance to ensure delivery by meet date. Below is a list of items that may help you with your order.

- 1.) To help you determine how many awards you need to order you should get an estimate of the gymnasts that have qualified. The Master Scorekeeper and your Zone Representative can help you with the number of gymnasts that have qualified so far. You may also want to call the gym/meet director that was the host for the previous year's State meet and get input from them.
- 2.) Determine the amount of age groups per level. Use the NorCal Handbook, Minutes and USAG Rules and Policies for guidance.
- 3.) Determine how far you want to go with your awards. Do you want 1st- 10th or do you want to go to 1st -12th. **(You may want to order extra bronze medals for ties etc.)** Do the same for team plaques. **Note-It is easier to order the small individual team plaques after State Championships so that you can determine the exact number of gymnasts on the teams. Make sure that you send your order to me for the individual plaques as soon as possible after the meet.
- 4.) Use the prices below to get an estimate of your total cost which **will not** include shipping. Email your awards order to me. I will send it to the awards company, and they will call the meet contact person for payment. Your order will not be processed until your payment has been submitted.
- 5.) Prices for the awards and your financial statement estimate are as follows;

Event/A.A. Medals - \$2.49 each (subject to slight changes)

Team Plaques - NorCal pays for 1st through 3rd place Team Banners, and 4th through 6th place Team Plaques. Additionally, NorCal pays for 1st through 6th place Individual Team Member Plaques.

Prices for any additional plaques are;

Large 8 by 10 inch Team Plaques = \$18.00 each.

Small 4 by 6 inch Team Plaques = \$4.45 each

Thank You.

Kim Kor/NorCal Awards Chairman.

NORCAL AWARDS FOR STATE CHAMPIONSHIPS

Fall/Spring 2019-2020 rev. 11-19

CLUB NAME			
CLUB ADDRESS			
PHONE			
CONTACT PERSON			
SHIPPING ADDRESS IF DIFFERENT			
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">CITY</td> <td style="width: 33%; border: none;">STATE</td> <td style="width: 33%; border: none;">ZIP</td> </tr> </table>	CITY	STATE	ZIP
CITY	STATE	ZIP	

<i>Level</i>	Event and A.A. Medal Totals	Large Team Plaques	Small Individual Team Plaques	<i>Banners</i>
	Total Gold Medals = _____ Total Silver Medals = _____ Total Bronze Medals = _____ Extra Bronze Medals = _____ Grand Total of Medals = _____	1 each of 4 th -6 th place plaques Total 3	1 st -6 th Place Teams Send order after meet results are determined	Award Chair Will order these for you and ship them to shipping address above.

Please fill out and email back to kimberlykor@cusd.com and follow up to ensure I have received your email. **Please get your orders in as soon as possible to ensure delivery by meet date.**

If you have any questions, please call Kim Kor @ 559-327-3900(Clovis Academy Office) or 831-245-6242(cell). Thank you.