



**USA GYMNASTICS®**

**Indiana**

## **2015-2016 Rules & Policies**

The Indiana State Administrative Committee (Committee) is responsible for the overall organization of all designated qualifying events and programs within the State of Indiana. The Committee will make sure all competitions follow USA Gymnastics Rules and Policies. The following rules are the Committee's responsibility to put in place, along with clarifications of the USA Gymnastics R&P and do not take the place of USA Gymnastics R&P. It is very important that you read both sets of rules – Indiana R&P and USA Gymnastics R&P.

### **DESIGNATED LOCALS (DL) AND QUALIFICATION PROCEDURES TO STATE MEETS**

A designated local (DL) is a qualifying meet that all Indiana USA Gymnastics compulsory gymnasts must participate in to meet the qualification requirements for participation in an Indiana State compulsory meet. In order to host a DL you must submit a DL/State Meet Bid Form and return to the State Chair by the deadline date indicated on the form. Forms can be found on the State website at [www.indianausagym.org](http://www.indianausagym.org). Based on the state DL calendar and three (3) DLs per weekend (with the exception of statewide events and meets utilizing more than one panel of judges) clubs who have submitted the official bid form by the deadline date and meet all of the bid criteria will be considered for the distinction that their meet is a DL qualifying meet. The final DL calendar will be presented at the annual State Calendar meeting held annually in Indianapolis the 2nd weekend in July.

#### **Qualification Requirements for State Meets**

- ***Level 2 – gymnasts must compete in one (1) DL meet in Indiana as a Level 2 – no qualification score required***
- ***Level 3, 4 & 5 - gymnasts must qualify at a DL meet in Indiana – qualifying score 32.00 AA twice***
- ***Levels 6-10 may qualify at any USA GYMNASTICS sanctioned meet in or out of state – qualifying score 32.00 AA. If qualified out of state meet results must be sent to Dave Stiles for score verification.***
- ***Xcel gymnasts must compete in one (1) DL meet in Indiana as an Xcel gymnast - no qualification score required***
- ***Individual Event Specialists (Levels 8-10) – Must score an 8.5 on an event at any USA GYMNASTICS sanctioned meet***

**Gymnast Tracking** - Clubs must register their gymnasts with the Committee by sending their team rosters in an excel format on the Club Roster Template to Dave Stiles, Competition Coordinator/Statistics at [gymcoachdave1@gmail.com](mailto:gymcoachdave1@gmail.com) by **September 15<sup>th</sup>**. Any change to your team roster throughout the season must also be communicated to Dave Stiles by following the procedures outlined in the Club Roster Template Procedures. Please keep your roster updated and current. Tracking of state qualifiers and mobility scores will be done through the results submitted from each DL.

## **Club Roster Template Procedure**

1. Complete all information requested. Incomplete forms will be returned.
2. Check and double check again to make sure information is accurate.
3. Place gymnasts on roster in numerical order beginning with Level 2 and ending with Xcel. Use the following abbreviation for Xcel – X1-Bronze / X2-Silver / X3-Gold / X4-Platinum / X5-Diamond. Do not skip spaces.
4. Indicate Individual Event Specialist by placing "ES" next to last name (Last Name (ES)).
5. Email changes to roster indicating the following:
  - A. Club Name
    - a. ADD: Last Name, First Name, Level, USA GYMNASTICS # and DOB
    - b. DELETE: Last Name, First Name, Level and USA GYMNASTICS #
    - c. CHANGE OF LEVEL: Last Name, First Name, USA GYMNASTICS #, From Level # to Level #
  - B. Email to Dave Stiles at [gymcoachdave1@gmail.com](mailto:gymcoachdave1@gmail.com)

**Drop Back Date** - December 31<sup>st</sup> is the drop back date for compulsory levels only. Compulsory gymnasts may not move back levels after this date. See USA GYMNASTICS R&P for further clarification. There is no drop back date for optional or Xcel gymnasts.

## **CRITERIA TO HOST A DESIGNATED LOCAL (DL)**

It is the Committee's intention to award clubs who meet the criteria a minimum of one (1) DL starting with bid forms marked Priority #1. Additional DLs will be awarded based on date availability. Only Priority #1 requests will be awarded in November and February. Out of house meets where venue contracts are required will be given first priority for requested date. Any annual out of house DLs that requires more than one panel of judges will be automatically included on the state calendar. ***In-house meets must provide two (2) alternative dates for competition. All bid forms must include a drawing of gym, equipment and mat layout with measurements/dimensions.***

- A. **DL Bid Form** – Must be completed for each DL a club wants to host and submitted to the State Chair by the deadline listed on the form for each competitive season. Bid forms can be found on the State website.
- B. **USA Gymnastics Sanction** – All DLs must be sanctioned by USA Gymnastics. Sanction forms are available online on the USA Gymnastics website. **You must be a current "USA Gymnastics Member Club" to apply for a sanction.** It is the Meet Director's responsibility to complete the requirements of the sanction and return to the USA GYMNASTICS office.
- C. **Meet Directors Test** – Can be found on the USA Gymnastics website under Women's Program. All DL Meet Directors MUST complete this test and be Meet Director certified.
- D. **Host Clubs** – Each club is required to offer at least three hundred (300) entries into the meet over a two (2) or three (3) day weekend within the DL state calendar. The meet should be organized so it will not run more than fourteen (14) hours each day from start to finish. Refer to USA Gymnastics R&P rules for allowable numbers per session. All host clubs must be a USA Gymnastics Member Club.
- E. **State and Regional Competition Fees** (Head Tax) – Competition fees are due within forty-eight (48) hours following a DL meet. \$1.00 per gymnast will go to Region 5 and \$1.00 per each Indiana gymnast will go to Indiana USA GYMNASTICS for all levels that attend a DL meet. If competition fees are not received within fourteen (14) days of the DL meet a \$25.00 late fee will be assessed. If competition fees are not paid future DLs will not be awarded until payment is received. Send fees to:

**State**  
 Indiana USA Gymnastics  
 Linda Barclay  
 7654 Fieldstone Court  
 Greenfield, IN 46140

**Region 5**  
 Region 5 RACC  
 Dave Stiles  
 105 Woodland Lane  
 Carmel, IN 46032

**F. Meet Information**

Meet flyers/websites must include the following information:

- A. Name of meet, level(s) of competition and date
- B. Host Club and Meet Directors contact information
- C. Entry fee for individual competition and team, whom it is payable and entry deadline date
- D. Spectator admission fees
- E. Equipment description; must list manufacturer(s) for all available equipment including boards, along with any special circumstances that may vary from R&P specifications.
- F. Age divisions if known in advance or procedures for determining age groups
- G. Type of awards and number to be awarded. Also include the day/time of the award ceremonies.
- H. Local hotel and transportation information, if necessary.
- I. Competition schedule
  1. If the number of competitors is a known quantity, then specify the schedule.
  2. If the number of competitors and age divisions is unknown, indicate that a schedule will be sent after all entries have been received.

**G. Entries and Fees**

1. DLs must be open to all Indiana clubs and information must be sent out and posted on the state website a minimum of five **(5) weeks** prior to the meet. Entry deadlines must be stated on entry form.
2. **Entry Fees** – Host Clubs/Meet Directors may charge whatever entry fees they want for DL meets. **Xcel entry fees should be the same as compulsory fees for DL meets.** *\*Requests for refunds will be honored up to 2 weeks prior to the DL meet.*
3. **Late Entries:** Please refer to Page 36, Section G of the USA GYMNASTICS R&P which states that a maximum fine of \$25 per individual entry may be charged if entry received after the deadline date. It is recommended by the Committee that the late fee charge be \$25 per team and not individual. The Meet Director may refuse entries if they are received ten (10) days or less prior to the first day of competition. Replacements (with an athlete in the same age division and same level) may be made with no extra fee up to the start of the timed warm-ups. It is the DL Host's decision to accept any replacement whether in the same age group or level.
4. **Admission:** Admission fees for DLs are at the discretion of the Host Club/Meet Director. Admission fees should be stated on the meet information/entry form.

**H. Meet Schedule**

1. Meet Directors must specify if sessions do not fall on a Saturday or Sunday. If alternate sessions are not specified, clubs are entitled to a refund if their gymnasts cannot compete on the alternative days. It is the Meet Director's responsibility to contact the assigner and judges of any and all changes made to the original request.
2. **Organizing Sessions:** It has been recommended by the Committee that clubs be kept together as much as possible. This is in an effort to cut down on the number of sessions that coaches have to attend and to let the gymnasts compete with their teammates more often. Let any clubs that have gymnasts in more than one squad and/or gym know that an extra coach will be needed.

- I. Age Groups** - Meet Directors may determine age groups for all levels including Xcel.

**J. Individual and Team Awards**

1. DLs are invitationals and may be treated as such. Awards are at the discretion of the Host Club/Meet Director but must follow Indiana R&P for Level 1-3 achievement awards. Please keep in mind that it must be stated on the meet information/entry form what type and how many awards will be given and if there will be a team competition.
2. Achievement awards for Levels 1-3 are no longer required to be given at DL meets. It is at the discretion of the Meet Director if achievement awards are given. Achievement awards must be given at the Level 2 and 3 state meets following the score chart outlined by the State Committee.

**J. Meet Results**

**1. Submission of Results** - All meet results (individual and team) **MUST** be emailed to Dave Stiles at [gymcoachdave1@gmail.com](mailto:gymcoachdave1@gmail.com) within forty-eight (48) hours of the competition. It is the Meet Director's responsibility to make sure the results are sent and this procedure is followed. Failure to do so could result in loss of DL hosting rights in the future. DLs held on the last qualifying weekend must email results to Dave Stiles within twenty-four (24) hours. Meet results turned in late will receive a \$25.00 late fee.

**2. Out of State Meets** - *For gymnasts qualifying at an out of state meet for Levels 6, 7, 8, 9, 10, coaches are responsible to turn in results to Dave Stiles. Contact information or website on where to find results will be accepted. Out of state scores will not count until this information or results are received. The qualifying competition must be a USA GYMNASTICS sanctioned meet.*

**3. Score Reporting Procedure**

A. Microsoft Excel is the preferred format. This takes the least amount of time to format into a usable form to place on [www.indianaUSA Gymnastics.com](http://www.indianaUSA Gymnastics.com).

B. PDF format is second in terms of preference. This format takes considerable time to convert and format using Microsoft Excel. The more irrelevant information you send makes it that much more time consuming to convert.

C. Information to send:

1. Host Club
2. Meet Director
3. Email Address
4. Date of Meet
5. Sanction Number
6. On Score Sheet
  - a. Gymnast Name ( Last Name, First Name)
    1. Please do not include nicknames.
    2. Gymnast name in the meet should match what is listed on your club roster.
  - b. Club Name
  - c. USA GYMNASTICS Number (Scores will not be posted if USA GYMNASTICS Numbers are missing)
  - d. Level
    - i. Xcel should read as follows
      - Xcel Bronze "X1"
      - Xcel Silver "X2"
      - Xcel Gold "X3"
      - Xcel Platinum "X4"
      - Xcel Diamond "X5"
  - e. Event Scores and All-Around

- f. Places are not necessary except for state meet and above
- g. Team Scores – List only clubs with 3 scores per event
- h. Page Layout

Gymnast Name    Club Name    USA GYMNASTICS #    Level    Vault    Bars    Beam    Floor AA

- 7. If portions of your meet are not sanctioned please indicate which gymnasts are not included.
- 8. Send to Dave Stiles at [gymcoachdave1@gmail.com](mailto:gymcoachdave1@gmail.com).

**H. Professional Membership Cards** - Every coach must present his or her membership card or proof of membership and driver's license (or photo ID) before going on the floor for a DL or State Meet. The Regional Board passed a fine for those that do not have their membership cards. The fine works as follows: If you do not have your card and the Meet Director has the ability to look up and **print** out verification of your membership you will be allowed on the floor. They can charge you up to \$25 for this service. If this service is not available you will not be allowed on the floor. Your membership card or verification (wristband) must be visibly displayed at the competition. The Meet Director is responsible for checking memberships and access to the competition floor. If in violation, USA GYMNASTICS can assess a fine starting at \$100.00 for violating the sanction

**I. Professional Behavior** for DLs and State Meets

- 1. No cell phones used or heard on the competitive floor
- 2. No babies or young children on competitive floor. Only competing gymnasts are allowed on the floor during their session
- 3. In order to show appreciation for the efforts of the host club when providing hospitality at meet sites, coaches and judges are not to make unreasonable requests or comments
- 4. Coaches are asked to educate team parents that only professional members should contact Meet Directors with questions about the meet.
- 5. Use of tobacco products on the competition floor is prohibited.

**J. Judges**

- 1. Must use two (2) judge panels for Levels 3-10 to qualify to a state meet. Level 1-2 and Xcel may use a one (1) judge panel. Xcel judges must have a minimum of a Level 7/8 rating. Judges should sit apart if at all possible.
- 2. **Judges Request:** Judges Request Forms are due by **August 1st** for DLs that are hosted before December 31st. Judges requests for DLs after this date are due by **November 15th**. A \$3.00 per judge assigning fee should be included with submission of the request form payable to Indiana NAWGJ. If a Meet Director fails to turn in a Judges Request Form and is more than ten (10) days late they could lose their distinction as a qualifying meet. They may still host a meet on this weekend and must notify the clubs that it is not a DL qualifier on the meet information/entry form.
  - A. Requesting Judges – The Meet Director has the right to request what judges you would like to judge your meet. You also have the right to request which judges you do not want to judge your meet. Please keep in mind that the assignor will do everything in their power to honor this request. As there are two (2) other meets running at the same time in the state you may not get the first eight (8) judges that you request. This information will be kept confidential by the assignors.
- 3. **Meet Directors** are responsible for contacting the assigner with session times and maps to the meet site a minimum of ten (10) days before the meet. After this time frame it will be your responsibility to contact the judges of the site location and session times. The assigners will be turning in those that did not fulfill this responsibility. Failure to follow this procedure will diminish chances to host a DL meet in the future.

4. **Cancellation of Officials:** Please refer to Page 60 of the USA GYMNASTICS R&P for clarifications. For DLs, if you request more than one (1) panel of judges (more than eight (8) judges) and cancel out additional panels the State has no recourse for that competitive year. Each year we assign the DLs on the basis that we can run qualifiers based on the number of judges available each weekend. This year it is twenty four (24) judges for any given weekend. As recourse for this we will not assign more than eight (8) judges to any qualifying meet you may run in the next season. You may contract additional officials on your own. The qualifying portion of your competition will be only that being judged by the officials that are contracted by the State.

K. **Problems and Grievances**

The following is what you need to do in order to file a complaint or grievance against a professional member. File a letter with the State Chair in regards to the problem. A copy of this letter will be sent to the individual(s) accused. After receiving a rebuttal from the accused, the Ethics Committee will meet to discuss actions. Any and all complaints must be made in writing for action to be taken. If a problem occurs during a meet, then it must be reported to the Meet Director and Meet referee at that meet.

L. **Bounced Checks & Failure To Pay**

DL and State Meet Hosts may charge the club who has bounced a check up to \$25 dollars as the entry was technically late due to non payment, plus any bank service charges. Gymnasts from the club that bounced the check will not be able to compete in any DL or State meet until full payment is received. Host clubs must notify the State Chair of any bounced checks that do not get cleared up or any entry fees not paid so future DL/State Meet Hosts can be notified.

## STATE MEETS BID INFORMATION AND CRITERIA TO HOST A STATE MEET

**To bid on an Indiana State Meet, an official bid form must be completed for each State Meet a club wants to host and submitted to the State Chair by the deadline listed on the form for each competitive season. Bid forms can be found on the State website. State meet hosts will be determined by the Committee at their annual Calendar Committee meeting and announced at the Indiana State Calendar and General Meeting held in Indianapolis the second weekend in July.**

### CRITERIA FOR SELECTION OF STATE MEET HOSTS

The following is the criteria that will be used to award state meets:

1. Fully completed bid form with scaled layout, including dimensions of venue & equipment. Must also include judge's tables, music and scoring tables, etc.
1. Meets Venue Requirements – Outside Facility
  - a. Space available to hold a minimum of a Capitol Cup Set-Up with two (2) sets of equipment, one (1) full floor and one (1) tumbling strip minimum with room for participant seating and warm-up (exception Fall State Invitational – requires two (2) full sets of capitol cup equipment in two (2) competition gyms/areas)
    - i. For the Level 2/Xcel Bronze State Meet two (2) tumbling strips may be used for competition
    - ii. For the Optional State (L7/8/9/10) it is recommended to have two (2) full floor exercises
  - b. Ample seating and parking for spectators
  - c. Separate area for awards ceremony
  - d. Judges meeting room with television and DVD player
  - e. Accessible restrooms
  - f. Venue available on Friday for set-up and all day on Saturday and Sunday to accommodate competition and teardown
2. Competition format must be a modified capitol cup format
3. Awareness of geographical location
4. Host hotel convenient to meet site
5. Club or support group large enough to staff meet
6. Follows USA Gymnastics and Indiana Rules and Policies
7. Type/amount of equipment to be used. Does equipment meet R&P specs? For Level 8 and above, must use AAI equipment for VT, UB, BB
8. Special activities/ceremonies planned for participants
9. Graduating seniors must be recognized at all levels
10. Hospitality for judges, coaches and participants
11. Scoring program/display to be used
12. Athletic trainer or medical professional provided for all warm-ups and competition sessions
13. Past experience in hosting out of house invitationals of similar size and level and/or state meets
14. Host in good standing with State Administrative Committee
15. State meet bids are awarded based on the information provided. If information or venue changes after meet is awarded, the State Committee will have the option to re-award the state meet.
16. Clubs may not host a state meet/invitational in consecutive years unless no other bids are received for the level meet bid on.

## **Fall State Invitational**

*To bid on the Fall State Invitational the host club must have participated in the competition the previous year.* Entry fees for the Fall State Invitational will follow the State meet entry fee guidelines for all levels. Awards will follow the State guidelines on the amount of awards however they can be purchased through any awards supplier approved by the State Chair. Indiana USA GYMNASTICS Fall State Invitational must be on the awards. The Fall State Invitational has a \$2.00 per gymnast competition fee paid to the State. Judges Request Form should be submitted using the same procedure as a DL.

## **State Meets – General Information**

1. **Facility – Size of facility must meet the criteria as outlined for State Meets.** See criteria above for selection of state meet hosts.
2. **Meet Format** – Modified Capitol Cup is preferred which requires two (2) identical sets of equipment with a minimum one (1) floor exercise and one (1) tumbling strip. Level 2/Xcel Bronze may use two (2) tumbling strips.
3. **Meet Director** - Must have Meet Director and Safety Certification and must be a current USA GYMNASTICS Professional member.
4. **Competition Organization** - Before mailing out session times the State Chair and/or Level Rep must check the format for the meet and approve the competition schedule and age groups. The Level Rep will be present for their designated level State Meet to assist the Meet Director with the running meet.
5. **Meet Information/Entry Form** - Must be sent out a minimum of five (5) weeks prior to the meet. Those faxing their entry in must have it approved by the Meet Director and must next day the entry fee. **Late entries received after the deadline will be subject to a fine of \$25 per gymnast up to \$200 maximum. The host has up to eleven (11) days to accept late entry. Entries turned in ten (10) days prior to the competition MAY be refused.** If an entry is received before the deadline and is incomplete, the Meet Director must call and give the club a chance to fix their mistakes before the deadline. See entry deadline dates for more detailed information. Any requests for refunds before the deadline will be honored. An entry turned in without an entry fee is considered incomplete. **Gymnasts must qualify 3 weeks prior to the State Meet.** The entry is due on the Monday following the last qualifying date.
6. **Qualifying scores – All levels are state meets with team competition and awards**
  - Level 2 – gymnasts must compete in one (1) DL meet in Indiana as a Level 2 – no qualification score required
  - Level 3, 4 & 5 - gymnasts must qualify at a DL meet in Indiana – qualifying score 32.00 AA twice
  - Levels 6-10 may qualify at any USA GYMNASTICS sanctioned meet in or out of state–qualifying score 32.00 AA
  - Xcel gymnasts must compete in one (1) DL meet in Indiana as an Xcel gymnast- no qualification score required
  - Individual Event Specialists (Levels 8-10) – Must score an 8.5 on an event at any USA GYMNASTICS sanctioned meet
7. **Entry Fees**

• Level 2 / Xcel B	<b>\$55.00</b>
• Level 3 / 4 / 5 / Xcel S-G	<b>\$65.00</b>
• Level 6 / Xcel P-D	<b>\$75.00</b>
• Level 7, 8, 9 & 10*	<b>\$90.00</b>

\* Event Specialists will pay the full entry fee
8. **Team Award Fees**
  - **Overall Team and Age Group Entries- \$50.00 Flat Fee (covers overall team and all eligible age groups)**



9. **Admissions** – May not exceed \$10.00 for adults and \$5.00 for children ages 6-18 & Seniors
10. **Age divisions** - Age groups will be determined by date of birth and divided equally into **age groups of no more than 35 gymnasts**. Order of competition by age group will be determined by Meet Director and Level Rep.
11. **Individual Event Specialists (Levels 8-10)** – Individuals declare Individual Event Specialist status and may compete and be ranked amongst the all-around competitors; may be counted in the team score and will receive duplicate awards in the case of a tie for event placement. Ties involving Individuals will not be broken. Gymnasts may qualify for state with an 8.5 or higher at a sanctioned meet. Qualifying score to Regionals is 9.0.
12. **Awards**
- **Individual Events and All-Around** - Medals will be given for **33% of age group for events and 50% for All-Around. 100% All-Around awarded for Levels 2, 3 and Xcel Bronze**. For Level 2 and 3 achievement ribbons may be used for All-Around beyond placement medals to award 100%. **Note:** Ties for 1<sup>st</sup> or 2<sup>nd</sup> place will not be broken. Both gymnasts will receive the appropriate gold or silver medal. Extra medals should be ordered to accommodate these potential ties. \*Ties at last place must also be awarded. **It is recommended that awards should be announced by event and not age group.**
  - **Team Awards**
    - a. **Overall Team**
      1. Top three (3) scores per team per event will be used to determine the team score.
      2. Top six (6) places will be awarded per level
      3. **Banners** - 1<sup>st</sup> - Banner, 2<sup>nd</sup> - Banner. The Committee will provide the team banners for all state meets. Banners will be sent directly to Meet Director.
      4. **Trophies** for the following places: 3<sup>rd</sup>- 21 in. 4<sup>th</sup> – 19 in. 5<sup>th</sup> - 17 in., and 15 in. for 6<sup>th</sup> place. Designated state meet trophies will be available for purchase from A-1 Awards. The state meet trophies must be consistent for all state meets. Host Club/Meet Director can determine color of columns.
    - b. **Age Group Team**
      1. Top three (3) scores per team per age group per event will be used to determine the age group team score.
      2. Top three (3) places will be awarded per age group
      3. **Trophies** for the age group team awards following places: 1<sup>st</sup> – 19 in. 2<sup>nd</sup> - 17 in., and 15 in. for 3<sup>rd</sup> place. Designated state meet trophies will be available for purchase from A-1 Awards. The state meet trophies must be consistent for all state meets. Host Club/Meet Director can determine color of columns.
  - **Individual Indiana Participation Award** - Each gymnast participating in a state meet will receive an Indiana State participation medal award. Indiana State Meet Qualifier medals must be ordered from A-1 Awards and are \$2.00 each.
  - **Certificates** - Each gymnast participating in a state meet will receive a special State Meet certificate supplied by USA Gymnastics and the State Chair. It is the responsibility of the Meet Host to make sure certificates are printed and distributed to each gymnast.
13. **Financial reports** - Financial reports must be turned in to the State Chair no later than forty five (45) days after the competition. Receipts must be available upon request. Financial Report Forms can be found on the USA GYMNASTICS website under Women – Forms – Meet Forms. ***If the financial report is not turned in the meet host will not receive another state meet.***
14. **Competition Fees (Head Tax)** - \$2.00 per gymnast to Indiana USA gymnastics and \$1.00 per gymnast to Region 5.
15. **Judges** – Two (2) judge panels will be used for all state meets.

## Additional Meet Directors' Responsibilities – State Meets

These are additional responsibilities that Meet Directors need to be aware of in preparation to host a state meet. Please read all the rules carefully.

1. Meet information (flyer) may be sent by email to all clubs and should be sent to [webmaster@indianausagym.org](mailto:webmaster@indianausagym.org) to be posted on the state website no later than five (5) weeks prior to the competition date.
2. The event logo must be approved by State Chair and must meet the USA Gymnastics national and state logo requirements. National and/or state logo must be included in event logo and meet specifications provided by USA Gymnastics.
3. Determine age groups and competition schedule with the designated Level Representative and/or State Chair.
4. Complete random draw for a set order of competition by gymnast. Draw should be emailed to all teams or posted on state website prior to competition. Draw must be approved by Level Representative and/or State Chair.
5. When organizing equipment set up keep in mind that the judges must be separated. Two (2) judge's tables per event must be provided.
6. The Committee will assign the judges for state meets. \*Contact Judy Kemp with session times, maps and hotel information as soon as you know. Judges request forms need to be in by November 15th along with the \$3.00 per judge assigning fee for DLs and State Invitational being held prior to December 31st. Request forms are due by December 1<sup>st</sup> for remaining season meets and state meets.
7. Have a TV/ DVD Player available in the judges meeting room for base score.
8. All medals, trophies and individual participation awards must be ordered through A-1 Awards and will be an event expense. The Committee and State funds will provide and pay for the 1<sup>st</sup> and 2<sup>nd</sup> place banners.
9. USA Gymnastics Certificates must be given to all state participants at all levels. It is the Meet Directors' responsibility to have certificates printed with each individual gymnast's name and distribute at the designated state meet. A certificate template can be obtained from the State Chair.
10. Have a credential system established for all coaches to get into meet. Must have current USA GYMNASTICS Professional Membership for access to the competition floor.
11. Please remember coaches often do not have time to eat in between sessions. Although it is not something that is in the USA GYMNASTICS R&P, coach's hospitality is extremely important.
12. For the Level 8, 9 and 10 state meet open scoring is required. All individual judges scores must be shown with the final score.
13. For Level 7, 8, 9, 10 and Xcel state meets, results, list of qualifiers and entry forms with payment must be sent to the Host for each Regional meet within twenty-four (24) hours. Order forms for Regional leotards and coaches shirts must also be distributed. It is the Meet Director's responsibility to make sure all information is provided to the Region 5 Regional meet hosts as requested.
14. The State Chair will provide specific State Meet banners required by USA Gymnastics.

# Judges Criteria for State Meet Selection

## 1. Criteria for selection of State Judges

- a. Be a member in good standing with USA GYMNASTICS & NAWGJ
  - b. Judge's ratings must be current and correct for Level assigned
  - c. Complete Judges Availability Form (PIF)
  - d. CPE credits up to date and turned in on time - Judge must have attended a minimum of 2 education seminars within or outside the state
  - e. **Involvement in Indiana state educational events and training camps. It is required that judges attend the Indiana State Congress and/or Base Score Clinic**
  - f. **To be considered for a Regional/National assignment judges must participate in a Region 5 training camp in a leadership position and complete the new application available on the Region 5 website.**
  - g. PIF up to date and turned in on time
  - h. Years of experience
  - i. If the judge is selected to judge a regional or national meet, they should be given top priority
  - j. Judge must have judged a minimum of 5 to 6 IN gymnastics meets this season - Judge a minimum of 6 meets at level's to be assigned 12 months prior to the state meet
  - k. Reliable - State Participation! Judge when needed
  - l. Performance of judging assignment in the past 12 months
  - m. Knowledgeable - Have the ability to accurately evaluate routine start values on all 4 events
  - n. Assigned to a maximum of 2 state meets unless unable to fill other state meets with available judges
  - o. Affiliated judges for L2/3 state must be willing to judge at opposite location from affiliated club
  - p. Selection of state judges and event assignments will be made by the Committee. Judges who meet this criterion will receive first consideration for selection and assignments to state meets. It is at the Committee's discretion to select and assign judges not meeting this criteria.
2. **Assigners** - The assigning body for all USA GYMNASTICS meets in Indiana will be the NAWGJ. **All** DL and State meets run in Indiana must go through one of the assigners.
  3. **Placement of Judges** - When at all possible judges should be separated at all meets. At State meets it is mandatory to have judges sit apart.
  4. **Per Diem** - Meet Directors can save money on per diem by feeding the judges on site or sending them to a restaurant and you pay for the bill. When feeding the judges you must provide a full meal and use common sense to what is appropriate food to be served. Variety and choices for vegetarians are important.

## Indiana State Banquet Honorees and Hall of Fame

Every year the Indiana State Administrative Committee will recognize outstanding Indiana gymnasts and inductees to the Indiana Women's Gymnastics Hall of Fame. Coaches, judges, parents and friends will be in attendance for this dress-up occasion. The State Banquet will be held in conjunction with the Annual State Calendar and General Meeting and State Congress held the second weekend of July. The following gymnasts will be recognized:

- Any Level 6, 7, 8, 9 or 10 gymnast who won the all-around at an Indiana State Meet
- Level 8 gymnasts who were a member of the first place Regional Team
- Any Level 8, 9 or 10 gymnast who finished in the top six (6) at Regionals in an event or top ten (10) all-around
- Elite gymnasts
- Graduating senior gymnasts who competed in USA GYMNASTICS meets at any level
- Level 9 and 10 National Qualifiers including alternates
- TOPS National Testing Qualifiers
- National qualifier coaches Level 9 through elite, 2 per club

One parent per gymnast and one coach per club will also be invited to attend at no charge. All others wishing to attend will pay a fee to cover the cost of the meal.

### **Indiana Women's Hall of Fame**

The purpose is to recognize people within the Indiana women's gymnastics community who have contributed significantly to the growth, promotion or visibility of Indiana gymnastics. Athletes, coaches and contributors (judges, staff, others) may be nominated for recognition in the state of Indiana and the Indiana Women's Gymnastics Hall of Fame. Nomination forms can be found on the state website at [www.indianausag.com](http://www.indianausag.com). In order to be considered the nominee should demonstrate through their achievements their commitment to Indiana gymnastics along with one or more of the following specific criteria for each category:

Coach Criteria:

- Minimum of ten (10) years of service to the Indiana women's program
- Has coached one or more gymnasts that have made JO Nationals
- Has consistently coached gymnastics at elite level competitions
- Has been a leader and/or inspiration to Indiana gymnastics

Athlete Criteria:

- Minimum of five (5) years of competition in Indiana
- Has competed at the elite level and completed their competitive career
- Has been a leader and/or inspiration to Indiana gymnastics

Contributor (Judge, Staff, Other) Criteria:

- Has served Indiana gymnastics for a minimum of ten (10) years
- Has served significantly on committees and been involved in decision making for Indiana gymnastics
- Has contributed to the advancement of Indiana gymnasts other than their own personal athletes
- Has supported numerous teams, coaches and gymnasts
- Has been a leader and/or inspiration to Indiana gymnastics

Nomination forms should be submitted to Judy Kemp by November 30<sup>th</sup> each year. Nomination applications will remain active for a maximum of five (5) years.