

OREGON POLICIES AND PROCEDURES

The state policies were developed from the minutes taken at various Oregon Coaches Association meetings held from 1990 to present. The policies in this document are an attempt to accurately present how the men's gymnastics program in Oregon will be run. Use them as a reference/guideline and if you have questions or concerns direct them to the State Chairman. The rules and policies contained here are voted on and approved by the coaches in the association and must be followed. Any deviation from these policies will need the approval of the majority of the coaches in the association. It is hoped that coaches will find this information a useful and valuable reference.

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- I. State Board Structure and Responsibilities

The Oregon State Board Consists of the State Chairman and State Secretary. The responsibilities are broken out as follows:

- STATE CHAIRMAN
 - Maintain and updated list of all gymnasts and clubs in the state. This list shall be forwarded to both the Regional and National Offices.
 - Maintain an open line of communication between his office and both Regional and National Offices.
 - Gather information regarding men's gymnastics in Oregon throughout the year.
 - Conduct the State Championship Meet using compulsory/optional exercises.
 - Send State Championship Meet results to the Regional Office and regional meet director.
 - Include news articles, promotional ideas, and other publicity information in addition to meet results.

- Compile a detailed financial report for the State Championship meet.
- Conduct an annual state clinic, notifying both Regional and National Offices. Plan the site and date of this clinic in cooperation with the Regional office. The specific content of the clinic shall correspond with the gymnastics priorities of the state.
- Decide state matters in concurrence with the Regional Office. Develop policies and procedures governing activities and events in the state. Each state may appoint a committee to assist in the implementing of state matters.
- Be responsible for the promotion and public relations development of the USA Gymnastics Developmental, Junior Olympic, and Junior Elite programs. This is vital to the expansion and exposure of Men's Gymnastics in Oregon.
- Must attend Regional Championships.
- Must immediately distribute information from Regional and National offices to Coaches in the state.
- Approve/deny petitions to the state championships. Petitions to the Regional Championships must be handled through the Regional Chairman. (See USAG Rules and Policies, Section V, pages 12-13). The State Chairman will only need to receive a copy of the petition form. Do not send the State Chairman copies of meet results, doctor's statement, etc.
- Organize and Conduct the Future Stars Competition for the Junior Development Program in coordination with the Regional Office.
- Maintain the Oregon State USAG bank account. Provide USAG yearly report of disbursement of funds. Funds are used for State Newsletter, State Chairman's travel to clinics, workshops and promotions, support of Jr. Coaches Staff Members and other projects as approved by state Members.
- State Secretary
 - Secretary shall take the minutes at all scheduled Oregon Coaches Association meetings. A typewritten copy of the minutes shall be sent to the State Chairman for distribution to coaches. If the secretary is unable to attend, he/she must find some other person to take the minutes and report who said person is to the State Chairman.
- Election of State Board
 - State Board members shall serve a term of two years. The coaches within each state (1 club= 1 vote) will nominate and elect the State Board at the State Championship meet. Term of office shall begin at the conclusion of Men's Region 2 Championships and end following the Men's Region Championships two years later.
 - Election years are odd years. (2015, 2017, 2019, etc.)

- The Regional Chairman may dismiss a State Chairman who is not fulfilling the responsibilities of his position. Dismissal shall be based on written correspondence to the Regional Chairman containing the relevant details. Should the Regional Chairman, in consultation with the Men's Program Administrator determine dismissal is warranted, the Regional Chairman will administer a statewide election to confirm the dismissal and select a replacement.
- The State Chairman must have a current professional membership with USA Gymnastics Men's Program.
- Resignation of the state chairman will require an interim appointment by the Regional Chairman whereas the resignation of the State Secretary requires an interim appointment by the State Chairman.

II. Competition Guidelines

All competition using USAG compulsory routines must be sanctioned USA Gymnastics. Sanctioning procedures are located in the *Men's Rules and Policies* book (section 1 pp. 1-10). Sanction forms are also available in the Rules and Policies book or on-line at www.usa-gymnastics.org. Once a competition has been sanctioned, it must run according to the Men's Program Rules and Policies. All participating judges, coaches, and gymnasts must be registered with USA Gymnastics, or the sanction will be in violation of the rules and policies, and the sanction holder will be subject to disciplinary action by USA Gymnastics.

- Hosting a Competition
 - Submit a Meet Request from USA Gymnastics
 - Request for judges must be submitted in writing at least two weeks in advance of the competition (preferably sooner). Include in the request:
 - Date and time of Competition
 - Number of participants (estimate is okay)
 - Level of competition
 - Judges required
 - Send all Competition information to the OGJA Secretary
 - Publish all the competition information to all eligible clubs. Include:
 - Name of Competition and Host Club
 - Competition location with map, hotels, and restaurants in vicinity.
 - Levels and age groups offered.
 - Awards and how they will be awarded
 - Completion dates

- Schedule of events
- Entry Deadline with Refund Clause with Deadline
- Information on how to enter, whom the fee check should be made payable to, where to send it and any other pertinent information or special circumstances.
 - All Fees must be clearly stated on meet information.
 - The number of rotations at a time, the number of judges per event, the number of gymnasts per event. Limit to the number of gymnasts, and available equipment must be listed.
 - A spectator admission charge or fee must be stated on the completion information.
- Entry form must include all above information along with field for:
 - Participating Club
 - Coaches Names and USA Gymnastics Professional Information (number, safety expiration, background expiration.)
 - Competitors name, age group, level, and USAG Athlete Number
- Meet Results and Fees
 - Send complete meet results, copy of sanction, and a State Competition Head Tax of \$2.00 per each competing gymnast to State Chairman. (Check should be made out to USAG Oregon)
 - Send a copy of the meet results and sanctions to the Regional Chairman.
 - Send a copy of sanction to USA Gymnastics. You must include with the sanction form a \$1.00 per competing gymnast payable to the National Gymnasts Foundation and the NGF form found in the USA Gymnastics Rules and Policies, section III page 9.
- Attending a competition
 - All clubs that attend competitions should be prompt in responding to the desired competition. Entry forms should be filled out completely with no missing information. Specific deadlines must be respected.
 - Cell Phones are not to be used in the competitive area during any competition in Oregon. (Common sense should prevail in the event of an emergency)

III. COMPETITION POLICIES

The State Championships will be held no less than three open weekends prior to the Regional Championships, unless otherwise voted on by the present coaches at the state meeting.

Bids for hosting the State Championships must be turned in to the State Chairman prior to the State Meeting. Please include the following information in your bid to host the State Championships:

- Club Name and Address
- Chief contact person responsible for competition
- Proposed date of competition
- Facility/ Equipment information
- Hotel accommodations for meet
- Admission fee, concessions, t-shirt
- Proposed format and schedule
- Any related information (raffles, sponsors, etc.)
- Competition Format for State Championships
 - For all Optional Competitions, a Capitol Cup format will be used. (Warm up period on event, then compete event, then rotate to next event and repeat procedure.)
 - For level 4,5,6, and 7 any format can be used
- Dress Code and Conduct
 - All Coaches must adhere to the dress code at the state championship
 - Coaches must wear closed toe shoes- NO SANDALS
 - Slacks, Warm-Up Pants, hemmed shorts- No Denim Or Cargo Shorts
 - Collared Shirts are REQUIRED
 - NO HATS
 - NO CELL PHONES ON COMPETITION FLOOR
- AWARDS
 - Age Groups
 - USA Gymnastics has set the age groups for each level in the Men's Rules & Policies. If these age groups are combined, host club will be in violation of Sanction Rules and forfeit USA Gymnastics Insurance Coverage
 - Additional age groups not specified in the Men's Rules & Policies may be added if coaches feel it will promote growth of gymnastics in our state
 - Level 4 Awards
 - All awards will be based on the gymnast's event scores. Ribbons should be handed out in a similar fashion to participating gymnasts. There is no ranking of the Level 4 for All Around or individual events.
 - SCORE DIVISION for Level 4 Event and All-Around
 - Blue Ribbon:- 9.5 and higher; 56.5-69

- Red Ribbon: 8.3-9.45; 49.55-56.7
 - White Ribbon: 8.25 and below; 0.0-49.00
 - Team awards are allowed at all Level 4 competitions
 - There will be no individual event awards given at any competition other than the State Championships during the season.
- Covering the Cost of State Championship Awards
 - The State will pay for the medals and ribbons for the State Championship, with the following exceptions:
 - If the meet is held on site at the host clubs facility, the state may not cover the cost of the awards and ribbons for the competition.
 - If host club is hosting at host club's facility, a P&L statement for the competition must be given to the state chairman. If the host club's rental fee is equal to or more than the cost of the trophies, the state may subsidize the cost of the awards and ribbons. The final decision will be voted on by the State Board.

IV. CLINICS

- STATE CLINIC
 - Each Year a State Clinic will be held. The specific format, content, time and date will be discussed and voted on at The Coaches Retreat.
- N.W.G.A. Holiday Clinic
 - Each year, the North West Gymnastics Association will host a pre-season clinic for the states male gymnasts in December. The clinic will focus on the specific needs of the state as discussed and voted on at the State Coaches Retreat. The date will be determined by the State Chairman and the N.W.G.A Board. This will be sent to coaches as soon as possible.
 - The State Head Tax will be waived each year for the NWGA Holiday meet and Clinic.

V. RECOGNITION AWARDS

- a. Gymnast of the year award

- i. One Gymnast from the compulsory levels and one gymnast from the optional levels, regardless of age, will receive a certificate at the State Championships for Gymnast of the Year.
 - ii. Each coach will vote for one gymnast at the compulsory level and one gymnast at the optional level regardless of age, for Gymnast of the Year. Ballots will be sent out by The State Chairman the first week of February. Ballots must be returned to the State Chairman by March 1st so certificates can be prepared in time for the state meet. All ties will be broken by vote.
- b. State Coach of the Year
 - i. Oregon Coaches will vote for Coach of the Year. Coaches will send nominations to the State Chairman with reasons why nominee is being nominated. Nominees will be compiled and the top candidates' names will be sent out for a final vote. The state chairman will only vote to break ties. The nominations must be received two weeks before State Championships so the awards can be prepared by the State Championships.
- c. State Judge of the Year
 - i. Oregon Coaches and Judges will vote for Judge of the year. Votes must be made two weeks prior to the State Championships so awards can be prepared by the State meet.
- d. Developmental Coaches Award
 - i. The State Chairman will designate a coach to represent Oregon State at the National Men's Workshop and Future Stars Championships
 - ii. The State will pay airfare for the Coach to the National Men's workshop and Future Stars Championships.
 - iii. Developmental Coach is required to give a 30 minute clinic to coaches at the Holiday Meet and Clinic. This not only shares information the developmental coach acquires at the National Men's Coaches Workshop, but also makes Developmental Coach accountable for attending Clinics, being attentive at Clinics, and representing Oregon Gymnastics Coaches.

VI. OREGON COACHES ASSOCIATION SCHEDULED MEETINGS

Coaches are encouraged to attend as pertinent information is discussed and policies are made at these meetings. It is important for all coaches to have a voice and a say in what our State's policies are.

- State Coaches Meeting/Retreat
- State Championships Meeting