

PART FOUR SANCTIONING PROCEDURES

SECTION I SANCTIONING A USA GYMNASTICS EVENT

- I. SANCTIONS ARE REQUIRED FOR ALL USA GYMNASTICS CLINICS, COMPETITIONS, WORKSHOPS, TOURS AND EXHIBITIONS.**
- A. USA Gymnastics, as the governing body for the sport in the United States, is responsible for the granting of Sanctions for those events, as defined in the USA Gymnastics Sanctioning Policies and Procedures.
 - B. USA Gymnastics Sanctions will be secured through the USA Gymnastics Member Services department for all USA Gymnastics sponsored events/competitions.
 - C. Sanctions for competitions may be requested by any USAG Women's Professional Member, who is a Certified Meet Director.
 - D. When requesting a Sanction for a competition, equipment/venue set-up/strike and training days must be included, as well as competition days.
 - Any events that are being conducted in more than one location (two venues, for example) must have a separate sanction for each location.
 - E. Once the sanction has been granted, the *USA Gymnastics Women's Rules and Policies* must be followed.
 - F. **A non-USA Gymnastics sanctioned event may not be conducted concurrently with a USA Gymnastics sanctioned event.**
 - G. Request for Sanction forms are available on our web site under Women's – Forms – Member Services forms or can be requested from member services. Domestic sanction requests may also be filed online. The following events are eligible for "sanctioning".
 - 1. Local meets, clinics, dual meets, tri-meets of a local nature.
 - 2. Pre-Sectional Qualifiers/Sectional meets - qualifying meets hosted under the supervision of the USAG State Administrative Committee.
 - 3. State, Regional - events hosted under supervision of USAG State or Regional Administrative Committee.
 - 4. National - events hosted under the supervision of the USA Gymnastics Director of Events and/or the Women's Program Director or Jr. Olympic Program Director.
 - 5. ANY Invitational competition, workshop or clinic involving current U. S. National Team Members.
 - 6. International - ANY meets involving gymnasts from other countries.
 - H. Sanctions may be obtained for LOCAL meets with only one team participating (inter-squad meets).
 - I. It is the responsibility of the meet director to:
 - 1. Mail the "Request for Sanction Form" a minimum of thirty (30) days prior to the meet to the USA Gymnastics Office, along with the sanction fee for all event requests **(one form per event requested)**.
 - **Requests received less than thirty days prior to the event will be assessed a late fee.**
 - 2. Be present during the entire warm-up and competition. It is permissible to indicate two meet directors on the Request for Sanction form.
 - 3. Follow all regulations found in the *Women's Program Rules and Policies* and all technical regulations from Women's Technical Committee minutes and the *Jr. Olympic Code of Points*.
 - 4. Verify that all equipment specifications are correct and the equipment is properly installed.
 - 5. Secure judges, which may be acquired through the designated and approved contractor. Level 1, 2, 3, and 4 competitions may be judged by certified Skill Evaluators or certified officials. Contact your State Administrative Chairman for specific regulations for your state.
 - 6. Verify that gymnasts and coaches have included their Athlete or Professional Membership number on the entry form. (It is the coaches' responsibility to indicate the correct age division, level and citizenship.)
 - 7. Consider all reasonable safety measures when setting up the competition floor.
EXAMPLES:
 - a. Each competitive area should not overlap with another competitive area.
 - b. There cannot be any obstructions on the Floor Exercise area.
 - c. There must be sufficient room for mounting, dismounting and vaulting areas.
 - 8. Report results according to procedures as stated in *USA Gymnastics Women's Rules and Policies* under Procedures for Reporting Results.

- J. The meet director must be thoroughly versed in the organization and regulations of gymnastics competitions. Any meet director who violates any regulations of the *Rules and Policies* may be subject to disciplinary action.
- K. Upon receipt of the "Request for Sanction Form" and appropriate fee, the USA Gymnastics Member Services department will forward a sanction packet which includes the following:
 - 1. Certificate of Sanction, granting approval. This certificate must be posted during the competition.
 - 2. Sanction Report Form
 - 3. Coaches' sign-in sheet
 - 4. Application for a Certificate of Insurance (for events conducted in an outside facility which requires proof of insurance.) The Meet Director must forward this application directly to the insurance company.
 - 5. Incident and Injury report form, which must be completed in the event that an athlete is injured. The Meet Director must sign the form; the attending medical personnel must complete the form and give it to the coach or parent of the injured athlete, who then submits it to the insurance company.
- L. Request for changes to original Request for Sanction:
 - 1. The Meet Director must submit the request to change the sanction in writing to Member Services.
 - 2. Request must be made at least ten (10) days prior to the event.
 - 3. If a Certificate of Sanction is received prior to the change, the Meet Director must make the changes on the certificate. A new certificate will NOT be issued.
- M. After the officials have signed the Sanction Report Form, the person named on the form as Meet Director must sign and return it to the USA Gymnastics Member Services department and appropriate Regional/State Administrative Chairman within 24 hours. The coaches' sign-in sheet(s) must also be attached.
- N. If a sanctioned event is cancelled, the Meet Director must write the word CANCELLED on the Meet Report form, sign it and return it to USA Gymnastics Member Services.

II. SANCTION FEES:

- A. **\$50.00 for events with 72 or less gymnasts and \$100.00 for events with 73 or more gymnasts: local, invitationals, pre-sectional qualifiers, sectional, state, and regional championships for all Junior Olympic and Elite Competitions.**
 - Sanction fees for National Championship meets will be paid by the National USA Gymnastics Office; however, the meet host must submit a "Request for Sanction" form, including the signature of the designated Meet Director.
- B. For events in which foreign athletes and coaches participate, a foreign sanction fee of \$300.00 is paid in lieu of the regular sanction fee. For more details, see Part IV, Section 2, II. "Sanctioning Requirements for Foreign Exchanges."
- C. Late Fees
 - 1. Late sanction request: A fine of \$25.00 per sanctioned event will be charged to members whose request is postmarked less than thirty (30) days prior to the event.
 - 2. Very late sanction request (received less than seven (7) days prior to the date of the first day of an event):
 - **A charge of \$100 per sanctioned event will be assessed plus the appropriate sanction fee.**
 - 3. Sanction Fees (and any late fees) are not refundable, regardless of the reason for canceling a meet.

III. VIOLATIONS OF SANCTIONS

When a Meet Director and/or other Professional member(s) participating in the event fails to follow the USA Gymnastics Women's Rules and Policies, actions will be taken against the Meet Director and/or the individual offenders by the USA Gymnastics Office.

- A. **SANCTION VIOLATIONS: THESE VIOLATIONS MAY RESULT IN A FINE, VOIDING A MEET AND THE RESULTS, AND/OR LOSS OF SANCTIONING PRIVILEGES.**
 - 1. Violations on the part of the Meet Director
 - a. Conducting a USA Gymnastics event without a valid sanction.
 - b. Allowing coaches, judges and athletes on the floor without current, valid membership. This includes Professional members, Junior Professional members, Introductory Coaches, Introductory Athletes and regular Athlete members.
 - c. Conducting an event on different dates or with more than one location or discipline without the proper sanctions and/or changes.
 - d. Violations of any regulation within the Rules and Policies.
 - e. Improper timing of the competition:
 - a. Athletes in the gym too long (over 5 hours).
 - b. Starting the warm-ups before 8:00 A.M.
 - c. Poor scheduling, resulting in the meet finishing after 10:00 P.M.
 - f. Exceeding the allotted number of judgments per session per panel of judges.
 - g. Failure to return required sanction forms and athlete fees.

PART FOUR SANCTIONING PROCEDURES

SECTION II SANCTIONING A USA GYMNASTICS EVENT WITH FOREIGN ATHLETE PARTICIPATION

I. SANCTIONED EVENTS WITH FOREIGN ATHLETE PARTICIPATION

With the increased activity of foreign athlete participation in this country, USA Gymnastics has the responsibility to inform our professional members of the FIG regulations governing these activities. The FIG and its member federations have jurisdiction over international events (events involving more than one country's athletes). Violations of the FIG regulations can result in restrictions of the member federation and/or its athletes. While USA Gymnastics realizes the cultural enrichment that these types of events provide to our members, strict compliance to the FIG Regulations MUST be followed. Your cooperation is very much appreciated.

CONTACT THE USA GYMNASTICS MEMBER SERVICES DEPARTMENT FOR ASSISTANCE AND DIRECTION. DO NOT DIRECTLY CONTACT ANY FOREIGN FEDERATION, CLUB, ATHLETE, COACH OR JUDGE.

A. STATUTES OF THE FEDERATION INTERNATIONALE DE GYMNASTIQUE (FIG)

VII. RELATIONSHIPS BETWEEN FEDERATIONS, UNIONS, GROUPS AND THE FIG

34.3 Inter-Federation Events and responsibilities of Federations

Federations may organize events among themselves in accordance with the Statutes and Regulations of the FIG. It is, however, forbidden for gymnasts or judges of a federation to participate in competitions or demonstrations in the sphere of activity of another federation without the prior consent of the federations involved. Likewise, the participation of gymnasts or judges of a federation in an event organized by a body other than a federation must be subject to the prior consent of any federations involved. Federations are also responsible to FIG for the behavior of their gymnasts, coaches, judges and other officials and they act as guarantors to the FIG in respect of these responsibilities.

Article 28 CODE OF DISCIPLINE

28.1 The sanctions which may be imposed upon a federation or an individual for an act of misconduct are:

- a) a warning, possibly with publication in the FIG Bulletin
- b) a suspension of the federation, or of a person, from participation in any official event of the FIG or from several such events
- c) exclusion from any future participation in the activities of the FIG
- d) refusal of admittance to any events of the FIG
- e) a financial imposition
- f) exclusion of a federation, following resolution of the Congress
- g) suspension from office of any elected member and possible exclusion of office following resolution of the Congress.

B. INVITATIONS FOR FOREIGN ATHLETES (Competitions/Exhibitions/Training)

1. Submit a completed Request for Foreign Sanction form, with the appropriate fee no later than 120 days prior to the event date to USA Gymnastics Member Services, Attention: FOREIGN SANCTIONS.
 - **If received in less than 120 days, an additional \$100.00 late fee is due.**
2. If the activity is a competition or exhibition, a USA Gymnastics Sanction is REQUIRED. If the exchange is for training only, only a letter of invitation with the specific information is required.
3. Sanction fee will be determined based upon the particulars of the event (up to \$250,000.00). Do not send any invitations (foreign or domestic) until the USA Gymnastics Member Services department has notified you that approval has been granted.

C. OTHER CONSIDERATIONS

1. The use of the word "INTERNATIONAL" **in the title of a competition/exhibition** is strictly FORBIDDEN.
2. Promotion or advertising depicting the event as a competition between two or more countries is forbidden. (i.e., USA vs. Canada)
 - **Athletes from a foreign country competing in the United States represent only their club at the exchange; they are NOT representing their country as a national team member.**
3. Higher sanction fees may be assessed for galas or exhibitions depending upon the level of the participating athletes.
4. FIG has a 5% tax on prize money awarded at an event.

5. If your club is planning on traveling to another country, you MUST inform the USA Gymnastics Office in order to gain written permission from both federations.
6. All exhibitions, competitions, and training events between countries (i.e. USA vs. Foreign Country) are under the jurisdiction of USA Gymnastics.
7. In order for a foreign judge to officiate a USAG Sanctioned competition, their federation MUST grant permission for them to do so.

II. SANCTIONING REQUIREMENTS FOR FOREIGN EXCHANGES

The following categories have been defined for participation of foreign athletes in this country and for participants of USA club athletes in a club exchange in a foreign country. All exchanges involving foreign athletes are under the jurisdiction of the FIG and the host Federation. Every procedure MUST be followed to protect the athletes and the federations.

A. Competitions/Exhibitions

1. Requirements if competition or exhibition takes place in the United States:
 - a. Prior approval of Foreign Federation must be secured through request made by USA Gymnastics.
 - b. All Foreign Athletes/coaches/judges must register with USA Gymnastics - (\$25.00)
 - c. Sanction Application Fee - \$300.00 for a competition.
 - d. Meet Directors may invite an unlimited number of countries, as long as they are all sent together at the same time with original sanction request.
 - e. An additional request for adding countries after the original request has been processed will result in an additional fee of \$25.00 per country.
 - f. A request for adding countries must be received a minimum of 11 business days before the event.
 - g. The birth date and age of the athletes will be required, but the age of the foreign coaches and judges will not be required.
 - h. All aspects of the event MUST be approved by USA Gymnastics. This includes but is not limited to:
 - 1) sponsorships
 - 2) marketing/property rights
 - 3) equipment/format
 - 4) television
 - 5) all promotional, marketing, and advertising materials
2. Requirements if competition or exhibition takes place in another country:
 - a. Prior approval of foreign Federation must be secured through request made by USA Gymnastics.
 - b. Prior notification to USA participants that USA Gymnastics Insurance does not cover their participation in an event sponsored by and held in a foreign country.
 - c. Prior notification to USA participants that they represent only their club at this exchange and they are not there as official USA representatives.

B. Training Exchanges

1. Requirements if TRAINING ONLY takes place in United States:
 - a. Prior approval of foreign Federation must be secured through a request made by USA Gymnastics.
 - b. Proof of Insurance coverage:
 - 1) It is the sole responsibility of the event host to secure proper insurance for the event. (Be aware that some insurance packages do not cover foreign athletes or coaches.)
 - 2) Training exchanges may not be "USA Gymnastics-sanctioned"; therefore, the Athlete Member insurance is not in effect.
 - c. Prior notification to USA participants that they represent only their club at this exchange and they are not participating as official USA representatives.
2. Requirements if TRAINING ONLY takes place in another country:
 - a. Prior approval of foreign Federation secured through request made by USA Gymnastics.
 - b. Prior notification to USA participants that USA Gymnastics Insurance does not cover their participation in an event sponsored by and held in a foreign country.
 - c. Prior notification to USA participants that they represent only their club at this exchange and they are not there as official USA representatives.