

## SECTION IV: STATE ASSOCIATION GUIDELINES

### USA Gymnastics Trampoline & Tumbling Program State Association Guidelines

#### I. State Association Structure

##### A. State Regulations / By-Laws

It is the responsibility of each State Board to compose and operate under its own individual rules and policies. These regulations must meet the minimum requirements listed in these guidelines and must align themselves with those of USA Gymnastics. State organizations shall submit any rules and policies to the Trampoline & Tumbling Program Office.

##### B. Membership

Teams within the state must pay an annual fee to the State Association to gain membership for each calendar year. The State Board shall determine this fee at the annual meeting. In addition, each team must have at least one USA Gymnastics Professional Member and be in good standing with USA Gymnastics, the national governing body for trampoline and tumbling in the United States. A team is not required to register with USA Gymnastics as a Member Club, but must have at least one professional member in order to qualify as a member team.

##### C. Board

The State Board shall manage the affairs of each State Association. Each State Board should contain at least the following members: State Chair, Secretary, Treasurer, Coaches' Representative, Technical Representative and Athlete Representative. The State Chair and each board member must be registered with USA Gymnastics as a Professional Member.

##### D. State Chair

The State Chair is a position elected every two years (2005, 2007, 2009, etc.) by the state member teams. The State Chair is in charge of the business and affairs of the State Association and will preside at all meetings of the members and of the Board. Responsibilities of the State Chair include:

1. Call and preside over the annual State Association meeting.
2. Maintain an updated list of all clubs in his/her state. This list shall be forwarded to both the Regional and National Offices. Any time changes are made to the list, updated information must be sent to both the Regional and National Offices.
3. Maintain an open line of communication between his/her office and both the Regional and National Offices. The State Chair shall actively gather information regarding trampoline and tumbling in his/her state throughout the year.
4. Conduct the USA Gymnastics State Championship Meet and insure that all official rules and regulations are met. Send the meet results to the Regional Office within forty-eight (48) hours from the conclusion of the meet.
5. Track athlete mobility and national qualification status within the state.

6. Send a list of competitors in the state who qualify to the National Championships (from either the State or Regional Championships) to the National Office. This list must be sent out within 72 hours from the conclusion of the Regional Championships.
7. Conduct an annual State Clinic, notifying both the 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: judging, compulsories, coaching techniques, etc.
8. Decide state matters in concurrence with the State Board and Regional Office. Develop policies and procedures governing activities and events in the state.
9. Be responsible for the promotional and public relations development of the trampoline and tumbling programs within the state.
10. Oversee the activities of the State Board.
11. Required to attend his/her Regional Championships.
12. Must immediately pass on information to Professional Members from the Regional or National Offices through broadcast e-mail, newsletters, meetings, etc.
13. Maintain open line of communication with local judges.
14. Open and maintain the state USA Gymnastics bank account. Provide USA Gymnastics a yearly report on disbursement of funds. Funds should be used for the state newsletter, State Chair's travel to clinics, workshops, promotions and other projects as approved by the State Board.
15. Serve on the Regional Board.

#### E. Secretary

The Secretary is a position elected every two years (2005, 2007, 2009, etc.) by the state member teams. The Secretary shall:

1. Record the minutes of the state meetings and the minutes of the State Board meetings.
2. Submit minutes of meetings to the Program Office.
3. Work with the State Chair to keep an accurate data base/ mailing list of all member teams and potential member teams within the state.
4. Assist the State Chair with the publishing of the state newsletter.

#### F. Treasurer

The Treasurer is a position elected every two years (2005, 2007, 2009, etc.) by the state member teams and may be combined with the duties of the Secretary, if necessary. The Treasurer shall be the principal financial officer of the State Association. The treasurer shall:

1. Have charge of and be responsible for the maintenance of adequate books for all accounts of the State Association.
2. Have charge and custody of all funds and securities to the State Association, and be responsible for the receipt and disbursement of funds.
3. Perform duties as assigned by the State Chair and/or the State Board.
4. Be prepared to give a financial report to the State Association at any meeting.

### G. State Coaches' Representative

The State Coaches' Representative is a position elected every two years (2005, 2007, 2009, etc.) by the state member teams. The Coaches' Representative shall:

1. Serve as the member teams' liaison to the State Board concerning technical issues.
2. Promote and develop coaches' education throughout the state.
3. Conduct coaches' meetings at state competitions.
4. Perform duties as assigned by the State Chair and/or the State Board.
5. Serve on the Regional Coaches' Committee.

### H. State Technical Representative (Judges' Representative)

The State Technical Representative is a position elected every two years (2005, etc.) by the state member teams. The State Technical Representative, who must be at least a Category 2 judge, shall:

1. Serve as the member teams' and judges' liaison to the State Board concerning technical issues.
2. Promote and develop judges' education throughout the state.
3. Assist meet directors with the slating of judging panels for competitions.
4. Perform duties as may be assigned by the State Chair or State Board.
5. Serve on the Regional Technical Committee.

### I. Athlete Representative

The Athlete Representatives are elected every two years (2005, 2007, 2009, etc.) by the athletes in each state. The State Board shall determine which athletes are age-eligible and which athletes are ability-appropriate for election.

## II. State Competition

State competition includes three (3) levels of events.

### A. Invitational Competitions

An invitational competition is any sanctioned competition that is not a qualifier to the National Championships. Invitational competitions include:

1. In-house competitions.
2. Dual competitions.
3. District competitions.
4. Eligibility competitions.

*See Section VI: J. O. Program (VIII. A. 3. Eligibility Competitions).*

*See Section VII: Elite Program (IV. C. Eligibility Competitions).*

### B. District Competitions (optional)

1. Some states may be large enough to require district organization.
2. District competitions may serve as eligibility competitions.

*See Section VI: J. O. Program (VIII. A. 3. Eligibility Competitions).*  
*See Section VII: Elite Program (IV. C. Eligibility Competitions).*

### C. State Championships

1. As the premier competition at the state level, the State Championships should be the last meet of the state season.
2. Each state is required to host State Championships.
3. Serves as the first competition in which athletes, Levels 5 through Sr. Elite, may qualify for the National Championships.
4. Must follow USA Gymnastics Trampoline & Tumbling competition rules.
5. Must take place a minimum of 30 days and a maximum of 45 days before the Regional Championships.
6. May be co-sanctioned with another state, if necessary.
7. In some states, athletes are required to qualify to the State Championships through district meets or by score. In that case, the athlete is required to compete in the eligibility meets in the discipline(s) in which they qualify to State. Some states may choose to open the State Championships to all interested athletes.
8. Must use the USA Gymnastics medal from A-1 Awards for 1<sup>st</sup> through 3<sup>rd</sup> place. All other awards are according to state by-laws, or in the absence of state by-laws, at the discretion of the meet organizers.

## III. Athlete Mobility & National Qualifying Procedures

The State Chair and/or the Secretary or other designated member of the association is responsible for the tracking of athlete mobility and national qualifying within the state.

### A. Mobility Procedures

The mobility system for Trampoline & Tumbling is designed to insure a safe and effective progression through the Levels. Athletes may enter the mobility system at Level 8 or below; however, athletes should not skip levels, as important skills are taught at each level. Mobility tracking is required as follows:

#### Levels 1-4

- No mobility tracking is required at Levels 1-4.

#### Levels 5-8

- Mobility scores for each discipline:  
*See Section VI: J. O. Program (IV. G. Mobility Scores).*
- Mobility tracking forms are available in *Section X: Forms*.
- Coaches are responsible for keeping forms filled out for each athlete, with dates, scores and names of meets at which mobility takes place.

- Coaches must turn in the forms to the State Chair when mobility from Level 8 to Level 9 is requested.

#### Levels 9 to Senior Elite

- Mobility scores for each discipline.  
*See Section VI: J. O. Program (IV. G. Mobility Scores) for Levels 9-10.*  
*See Section VII: Elite Program (I. B. 4. Mobility Scores) for Junior and Senior Elite.*
- Mobility tracking forms are available in *Section X: Forms*.
- Coaches must submit mobility request forms to the State Chair after an athlete has achieved mobility requirements at a sanctioned event.
- The state office will then grant or deny mobility request and issue the member team a copy of the form showing acceptance/denial.
- State office records mobility in official computer file or notebook.

### B. National Championships Qualifying Procedures

1. Before an athlete can participate in the National Championships, he/she must:
  - a. Be a registered athlete member with USA Gymnastics at Level 5, 6, 7, 8, 9, 10, Junior Elite or Senior Elite.
  - b. Compete at a minimum of two (2) USA Gymnastics sanctioned competitions prior to qualifying.
  - c. Meet the required qualifying score at the State Championships or Regional Championships.
2. Other policies regarding the National Championships:
  - a. State and Regional Championships will serve as the qualifying meets for J.O. National Championships.
  - b. State and Regional Championships cannot be used as eligibility meets.
  - c. An athlete can compete in only one (1) level per discipline.
  - d. An athlete's entry to the National Championships must be at the same level at which he/she qualified and competed last. (e.g. If an athlete qualified at Level 7 Tumbling, then moved up to Level 8 Tumbling and did not qualify at that level, he/she cannot participate in the National Championships in Tumbling.)
3. State Responsibilities for National Championships:
  - a. All sanctioned competition results within the state must be sent to the State Chair in order to track eligibility.
  - b. Results of the State Championships must be given to the State Chair in order to verify National Championships qualifying.
  - c. If the State Championships are co-sanctioned with another state, results must be given to the State Chairmen for all states involved.

- d. State Chair verifies entries to the National Championships, including:
  - 1) Date of eligibility competition attended.
  - 2) Date and score from state qualifier.
  - 3) Date and score from State Championships.
- e. Provide verification for all qualified athletes to the National Office.

## IV. Meetings

### A. Annual Meetings

An annual meeting of the members of each individual State Association shall be held according to the by-laws of the State Association. The Program Office suggests that the meeting be held between September 1 and October 31. The purpose of the annual meeting is to:

1. Elect a State Board on appropriate years.
2. Set the competition/clinic schedule for the upcoming year.
3. Discuss any new or old business.

### B. Notice and Location of State Meetings

The State Association by-laws shall determine when and how members are notified of state meetings. The location of the meeting should be relatively central to all state member teams.

### C. Voting Privileges

Voting privileges are extended to all eligible teams. Eligible teams are those with a minimum of one (1) Professional Member and one (1) Athlete Member currently registered with USA Gymnastics.

*Suggestion: One vote per team.*

### D. Elections

1. Elections for State Board positions shall be conducted at the annual meeting.
2. The State Chair, Coaches' Representative and Technical Representative shall be elected every two years: 2005, etc. There is no limit to the number of consecutive terms.
3. Term of office begins immediately following election.
4. Other offices of the State Board shall be elected to terms as decided by the member teams in the state.
5. The Regional Chair may dismiss a State Chair who is not fulfilling the responsibilities and roles required by his/her position. Should the Regional Chair, in consultation with the Senior Director of the Trampoline & Tumbling Program, determine dismissal is warranted, the Regional Chair will administer a statewide election to confirm the dismissal and select a replacement.
6. Resignation of the State Chair before the end of the term will require an interim appointment by the Regional Chair.
7. Dismissal of, or appointment to replace, other State Board positions is decided according to the state by-laws.

## E. Meetings of the State Board

1. The Board shall meet as needed to handle the affairs of the State Association in between annual meetings.
2. These meetings shall be called and administered according to State Association by-laws.

## V. Newsletter

- A. Four quarterly newsletters are recommended, as follows:

1 <sup>st</sup> Quarter	September – October – November
2 <sup>nd</sup> Quarter	December – January – February
3 <sup>rd</sup> Quarter	March – April – May
4 <sup>th</sup> Quarter	June – July – August

- B. Expense of the newsletter is the responsibility of the state office.

- C. Suggestions for content:

1. Competition schedule.
2. National or state educational clinics or seminars.
3. Feature articles on spotlighted teams, coaches, judges or athletes in the state.
4. Competition results.
5. Rule updates or clarifications.
6. Notice of meetings.

## VI. State Promotion

- A. It is the responsibility of the State Chair and the State Board to promote and develop trampoline and tumbling within the state. Promotional activities may include but are not limited to:
1. Mailing newsletters and other information to interested teams.
  2. Setting up appointments and making personal visits to interested teams.
  3. Offering state educational clinics and seminars for coaching and judging.
  4. Notifying teams of meetings and competition dates.
  5. Developing a positive relationship with other USA Gymnastics State Chairmen.
  6. Attending or taking part in State or Regional USA Gymnastics Congresses.

## VII. Budgets, Checks, Deposits and Funds

The development of the state budget and funding of the state organization shall be determined by the State Chair and the State Board. It is the intention of the National Office to provide suggestions for setting up a state budget and for the funding of the state organization, but the State Board should formulate a plan appropriate to the specific needs of the state.

- A. Expenses of the state organization may include, but shall not be limited to, the following:
1. State Office Expenses.

2. Newsletter.
3. State Handbook (if necessary).
4. Athlete Funding.
5. Equipment (e.g. Judges' Score Cards).

**B. Revenues of the state organization may include, but shall not be limited to, the following:**

1. Rebates from membership fees (sent from the National Office).
2. Competition entry tax (e.g. \$1.00 per athlete per competition).
3. Team Membership fees.
4. State Educational Clinics.

**C. Checks, Drafts, Etc.**

All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the State Association, shall be signed by an officer or officers of the Association, one of which should be the Treasurer.

**D. Deposits**

Procedure to be determined by the State Board.

**VIII. Additional Sections to be Developed by State Organizations**

- Policies for bidding and distribution of competitions.
- Awards policies (may include which awards should be given at competitions and state awards such as Coach of the Year).
- Entry fees for competitions.
- Competition rules for Levels 1-4 (Sanctioned competitions must follow the rules for Levels 1-10. Some variation may be allowed at Levels 1-4, but all changes must be approved by the Senior Director of the USA Gymnastics Trampoline & Tumbling Program.).