



**OPERATING CODE
USA GYMNASTICS WOMEN'S PROGRAM**

ARTICLE I –STRUCTURE

The Women's Program is composed of the Women's Program Committee (WPC) and its sub-committees. These sub-committees are charged with specific Women's programs and are as follows: Administrative Committee (AC), Junior Olympic Committee (JOC), International Elite Committee (IEC), Technical Committee (TC), and Xcel Committee (XC). They function as per the Operating Code and the Duties and Responsibilities.

ARTICLE II - MEMBERSHIP

An individual who holds current paid membership, safety/risk management, are U.S. Center for SafeSport Core Course Trained and has passed a background check shall be deemed a Professional member. This individual must be a minimum of 18 years of age and **must be a current USA Gymnastics member in good standing**. Junior Professional members do not have voting privileges.

ARTICLE III - PROGRAM

1. All activities of the WPC and its sub-committees shall be coordinated with the National Office staff. No USA Gymnastics funds or statement of official policy shall be made by the WPC (or any of its sub-committees) without approval of the USA Gymnastics Board of Directors and/or the President. The WPC will have overall responsibility for the direction of the women's artistic gymnastics program of USA Gymnastics. These responsibilities must stay within the framework of the USA Gymnastics Constitution and as guided by policies and statements from the USA Gymnastics Board of Directors. The WPC and its sub-committees shall serve as a recommending body to the president of USA Gymnastics.
2. All elected officials of the WPC and its sub-committees are obligated to **maintain a current Professional membership**, support USA Gymnastics, its rules and policies and programs of competition and to further the development of USA Gymnastics at the grassroots level.
3. All recommendations passed in annual National Committee Meetings remain in effect until the next annual meeting.

Each year, **all elected and appointed** officials must submit a completed Conflict of Interest **and Confidentiality** Form to the National Office **no later than:**

- a. **two (2) weeks, or fourteen (14) days, following the acceptance of the elected or appointed position, OR;**
- b. **the last day of the respective committee's annual term of office renewal.**

As the annual receipt of these documents is an eligibility requirement by both USA Gymnastics and the USOPC, any individual refusing to sign or submit these documents by the appropriate due date forfeits their opportunity to serve on any USA Gymnastics committee.

WOMEN'S PROGRAM COMMITTEE (WPC)

The governing body of the Women's Program shall be known as the Women's Program Committee. The Women's Program Committee shall be composed of the:

1. Women's Program Committee Chairman (WPCC)
 - Casts a vote only in the case of a tie or acclamation. If the Chairman is also a voting member, then the USA Gymnastics President will break ties.
2. National Administrative Committee Chairman (NACC)
3. International Elite Committee Chairman (IECC)
4. National Junior Olympic Committee Chairman (NJOCC)
5. National Technical Committee Chairman (NTCC)
6. National Xcel Committee Chairman (NXCC)
7. Athlete Representative
8. Athlete Representative
9. Vice President of Women's Program (non-voting)
10. President of USA Gymnastics (non-voting)

ARTICLE IV - SUB-COMMITTEES

All National Chairmen will be available to serve on any sub-committee upon the request of the respective Committee Chairman.

SECTION A - ADMINISTRATIVE COMMITTEE (AC)

1. The Administrative Committee shall consist of:
 - a. National Administrative Committee Chairman (NACC)
 - 1) Casts a vote only in the case of a tie or acclamation.
 - 2) If the NACC must recuse him or herself due to affiliation, the WPCC breaks the tie.
 - 3) If the WPCC must recuse him or herself because he or she is a National Chair of the Sub-Committee for which the election is being held, then the USA Gymnastics **Chief Programs Officer (CPO)** will break ties.
 - b. Assistant Administrative Committee Chairman (if elected) (AACC)
 - c. Eight Regional Administrative Committee Chairmen (RACC)
 - d. Athlete Representative
 - e. National Junior Olympic Committee Chairman (NJOCC) (non-voting)
 - f. National Technical Committee Chairman (NTCC) (non-voting)
 - g. National Xcel Committee Chairman (NXCC) (non-voting)
 - h. International Elite Committee Chairman (IECC) (non-voting)
 - i. Women's Junior Olympic Program Director (non-voting)
2. The Regional Administrative Committee shall consist of:
 - a. Regional Administrative Committee Chairman (RACC)
 - Casts a vote only in the case of a tie or acclamation.
 - b. State Administrative Committee Chairmen (SACC) (one from each State)

- c. Regional Junior Olympic Committee Chairman (RJOCC)
 - d. Regional Technical Committee Chairman (RTCC)
 - e. Regional Xcel Committee Chairman (RXCC)
 - f. Administrative aides may be appointed, but VOTING members of a Regional Administrative Committee must be ELECTED.
3. The State Administrative Committee shall consist of:
- a. The State Administrative Committee Chairman (SACC)
 - Casts a vote only in the case of a tie or acclamation
 - b. Other elected (voting) members as necessary must be approved by the Regional Administrative Committee Chairman (RACC). Criteria for SAC positions shall be determined by the SAC and approved by the RAC. State Administrative Committees should have a minimum of **five (5)** voting (elected) members. **It is strongly recommended that committees should not have an even number of members.**
 - Coaches' representatives must be elected by the state membership, and all competitive levels and/or geographical areas must be represented.
 - Judges' representatives must be elected by the state membership in order to have a vote on the SAC. If a judges' representative is not elected to the SAC, the SAC may appoint a judge to represent the judging community. Appointed representatives will not have voting privileges.
 - c. Administrative aides may be appointed to serve in a liaison or advisory capacity, but VOTING members of a SAC must be ELECTED.

SECTION B – INTERNATIONAL ELITE COMMITTEE (IEC)

1. The International Elite Committee (IEC) shall consist of:
- a. International Elite Committee Chairman (IECC)
 - Casts a vote only in the case of a tie or acclamation.
 - If the IECC must recuse him or herself due to affiliation, the WPCC breaks the tie.
 - If the WPCC must recuse him or herself because he or she is a National Chair of the Sub-Committee for which the election is being held, then the USA Gymnastics **Chief Programs Officer (CPO)** will break ties.
 - b. Three (3) National Team Coaches elected annually at the USA Championships
 - c. Athlete Representative
 - d. High-Performance Director (non-voting)
 - e. Vice President of Women's Program (non-voting)
2. The Athlete Selection Committee (ASC)
- The Athlete Selection Committee, which is a sub-committee of the IEC, shall consist of:
- a. High-Performance Director (HPD)
 - b. Athlete Representative
 - c. An individual, meeting the following criteria, appointed by the IEC annually.

- 1) Must have World and/or Olympic experience as an athlete, judge or coach.
- 2) Not affiliated – not currently competing, judging or coaching in the US Elite Program during the appointed year.
- 3) MUST be available to attend all Selection Camps and Qualifying Competitions as outlined in the Selection Procedures or as deemed necessary.

In the event that a Selection Committee member is currently affiliated with any athlete in consideration for selection to an upcoming event or is unable to fulfill the obligations of the Selection Committee or continue for any reason, a replacement will be named by the International Elite Committee.

3. The Judges' Selection Committee (JSC)

The Judges' Selection Committee, which is a sub-committee of the IEC, shall consist of:

- a. High-Performance Director (HPD)
- b. International Elite Committee Chairman (IECC)
- c. Brevet Judge **appointed** by the IEC **bi-annually starting the year after the Olympic Games.**
 - **If the Brevet Judge must recuse him or herself due to conflict of interest, a second Brevet Judge will be appointed to assume the responsibilities of the Brevet Judge.**

SECTION C - JUNIOR OLYMPIC COMMITTEE (JOC)

1. The Junior Olympic Committee shall consist of:

- a. National Junior Olympic Committee Chairman (NJOCC)
 - Casts a vote only in the case of a tie or acclamation.
 - If the NJOCC must recuse him or herself due to affiliation, the WPCC breaks the tie.
 - If the WPCC must recuse him or herself because he or she is a National Chair of the Sub-Committee for which the election is being held, then the USA Gymnastics **Chief Programs Officer (CPO)** will break ties.
- b. Assistant Junior Olympic Committee Chairman (if elected) (AJOCC)
- c. Eight Regional Junior Olympic Committee Chairmen (RJOCC)
- d. Athlete Representative
- e. Vice President of Women's Program (non-voting)
- f. Junior Olympic Program Director (non-voting)
- g. Junior Olympic Technical Director (non-voting)
- h. National Administrative Committee Chairman (NACC) (non-voting)
- i. National Technical Committee Chairman (NTCC) (non-voting)
- j. National Xcel Committee Chairman (NXCC) (non-voting)
- k. International Elite Committee Chairman (IECC) (non-voting)

2. The Regional Junior Olympic Committee shall consist of:

- a. Regional Junior Olympic Committee Chairman (RJOCC)
 - Casts a vote only in the case of a tie or acclamation.
- b. 2 or 3 Level 9/10 coaches (appointed by Regional Junior Olympic Committee Chairman)

- c. Regional Administrative Committee Chairman (RACC)
- d. Regional Technical Committee Chairman (RTCC)

SECTION D - TECHNICAL COMMITTEE (TC)

1. The Technical Committee shall consist of:
 - a. National Technical Committee Chairman (NTCC)
 - Casts a vote only in the case of a tie or acclamation.
 - If the NTCC must recuse him or herself due to affiliation, the WPCC breaks the tie.
 - If the WPCC must recuse him or herself because he or she is a National Chair of the Sub-Committee for which the election is being held, then the USA Gymnastics **Chief Programs Officer (CPO)** will break ties.
 - b. Assistant Technical Committee Chairman (if elected) (ATCC)
 - c. Eight (8) Regional Technical Committee Chairmen (RTCC)
 - d. Athlete Representative
 - e. Vice President of Women's Program (non-voting)
 - f. National Administrative Committee Chairman (NACC) (non-voting)
 - g. National Junior Olympic Committee Chairman (NJOCC) (non-voting)
 - h. National Xcel Committee Chairman (NXCC) (non-voting)
 - i. International Elite Committee Chairman (IECC) non-voting
 - j. Junior Olympic Program Director (non-voting)
 - k. Junior Olympic Technical Director (non-voting)
2. The Regional Technical Committee (RTC) shall consist of:
 - a. Regional Technical Committee Chairman (RTCC)
 - Casts a vote only in the case of a tie or acclamation.
 - b. Regional Technical Assistant (RTA) (if appointed)
 - c. 2 or 3 of the highest rated judges in the Region
 - d. Regional Administrative Committee Chairman (RACC)
 - e. Regional Junior Olympic Committee Chairman (RJOCC)

SECTION E - XCEL COMMITTEE (XC)

1. The Xcel Committee shall consist of:
 - a. National Xcel Committee Chairman (NXCC)
 - Casts a vote only in the case of a tie or acclamation.
 - If the NXCC must recuse him or herself due to affiliation, the WPCC breaks the tie.
 - If the WPCC must recuse him or herself because he or she is a National Chair of the Sub-Committee for which the election is being held, then the USA Gymnastics **Chief Programs Officer (CPO)** will break ties.
 - b. Assistant Xcel Committee Chairman (if elected) (AXCC)
 - c. Eight Regional Xcel Committee Chairmen (RXCC)
 - d. Athlete Representative
 - e. Vice President of Women's Program (non-voting)
 - f. Junior Olympic Program Director (non-voting)
 - g. Junior Olympic Technical Director (non-voting)

- h. National Administrative Committee Chairman (NACC) (non-voting)
 - i. National Technical Committee Chairman (NTCC) (non-voting)
 - j. International Elite Committee Chairman (IECC) (non-voting)
2. The Regional Xcel Committee shall consist of:
- a. Regional Xcel Committee Chairman (RXCC)
 - Casts a vote only in the case of a tie or acclamation.
 - b. 2 or 3 Xcel coaches (appointed by Regional Xcel Committee Chairman)
 - c. Regional Administrative Committee Chairman (RACC)
 - d. Regional Technical Committee Chairman (RTCC)

ARTICLE V- CRITERIA FOR NOMINATIONS

All nominees must be:

Professional Members of the Women's Program at least 21 years old and in good standing for a minimum of two (2) consecutive years immediately prior to the nomination.

A member in good standing is defined as a person who has complied with all aspects of the program as outlined in the *Rules and Policies*, **including having a current (not expired) USA Gymnastics membership**. Special circumstances involving residency criteria for any State or Regional Chairman position can be petitioned to the Regional Administrative Committee (RAC), in consultation with the National Administrative Committee Chairman (NACC), if necessary. Prior to being placed on the ballot, all nominees must sign a document that verifies that they have read and understand the duties and responsibilities of the office for which they have been nominated and submit their resumes to the appropriate USA Gymnastics officer. Current elected officers seeking re-election must be compliant with all their duties and responsibilities.

SECTION A - WOMEN'S PROGRAM COMMITTEE CHAIRMAN (WPCC)

1. Must have served as a member of the Women's Program Committee (WPC) for a minimum of four (4) years.
2. May be a current voting member of the Women's Program Committee (WPC)
3. Must be actively involved in the Women's Program as a coach, judge or administrator.

SECTION B - NATIONAL ADMINISTRATIVE COMMITTEE CHAIRMAN (NACC)

Must have been a member on the National Administrative Committee (NAC) for a minimum of four (4) years.

SECTION C - INTERNATIONAL ELITE COMMITTEE CHAIRMAN (IECC)

1. Must have been a designated Head or Assistant Coach at a World Championships or Olympic Games and
2. A previous member of the International Elite Committee (IEC).
(Personal coaches at Worlds or Olympic Games are not eligible.)

SECTION D– INTERNATIONAL ELITE COMMITTEE COACH REPRESENTATIVES (IECCR)

The three (3) Coach Representatives:

1. Representative #1 and #2: Must have been a personal coach who has traveled with an athlete to a World or Olympic Games. In addition, is currently coaching an athlete on the current National Team OR coaching an athlete qualified to the current US Championships.
2. Representative #3: Must have personally coached and traveled with a National Team athlete who has represented the US in an international competition within the last four (4) years, AND is personally coaching an athlete who has qualified to the current US Championships.
3. In the case of nominees meeting criteria for the position of International Elite Committee Coach Representatives:
 - a. The election for Representatives #1, #2, and #3 shall be on one ballot.
 - b. Representative #1 shall be elected by the highest number of votes for his/her position.
 - c. Representative #2 shall be elected by the second highest number of votes for his/her position.
 - d. Representative #3 shall be elected by the highest number of votes for his/her position.
 - e. Alternates to the IEC will be determined by the highest number of votes after the election of the three (3) Representatives. To be considered, all alternates must meet the criteria for the position of Representative #1 and #2.

SECTION E - NATIONAL JUNIOR OLYMPIC COMMITTEE CHAIRMAN (NJOCC)

1. Must have coached a gymnast who has qualified to the Junior Olympic Nationals or East/West Championships within the prior or current Olympic cycle.
2. Presently coaching at the Junior Olympic level.
3. Must have been a Regional Junior Olympic Committee Chairman (RJOCC) or National Junior Olympic Committee Chairman (NJOCC).

SECTION F– NATIONAL TECHNICAL COMMITTEE CHAIRMAN (NTCC)

Must have been a Brevet judge for at least six (6) years and served as a member of the Technical Committee.

SECTION G– NATIONAL XCEL COMMITTEE CHAIRMAN (NXCC)

1. Must have been elected and served as a RXCC or NXCC and
2. Is currently working as a coach, judge, or administrator in the Xcel program.

SECTION H – REGIONAL ADMINISTRATIVE COMMITTEE CHAIRMAN (RACC)

Must have served for a minimum of two (2) consecutive years as:

1. State Administrative Committee Chairman, or
2. Regional Administrative Committee Chairman, or
3. A National sub-committee member

SECTION I- REGIONAL JUNIOR OLYMPIC COMMITTEE CHAIRMAN (RJOCC)

1. Must have coached a gymnast who has qualified to Level 9 or 10 Regionals within the prior or current Olympic cycle and
2. Is presently coaching at the Junior Olympic level.
3. If a candidate does not meet the above criteria, the Regional Administrative Committee may nominate a candidate with demonstrated ability and suitability for the position.

SECTION J - REGIONAL TECHNICAL COMMITTEE CHAIRMAN (RTCC)

The Regional Technical Committee Chairman (RTCC) must be a Brevet or hold a National rating for a minimum of two cycles.

SECTION K - REGIONAL XCEL COMMITTEE CHAIRMAN (RXCC)

1. The Regional Xcel Committee Chairman (RXCC) must be presently a coach, judge, or administrator in the Xcel program.
2. If a candidate does not meet the above criteria, the RAC may nominate a candidate with demonstrated ability and suitability for the position.

SECTION L- STATE ADMINISTRATIVE COMMITTEE CHAIRMAN (SACC)

1. Must have been active within that State's program for a minimum of two (2) consecutive years.
2. It is strongly recommended that the candidates have
 - a. financial skills,
 - b. organizational skills,
 - c. communication skills,
 - d. a working knowledge of the program,
 - e. a willingness to fulfill the duties and responsibilities of the position.

SECTION M- STATE ADMINISTRATIVE COMMITTEE MEMBERS (SACM)

State Administrative Committee members must be:

1. Women's Program Professional Members in good standing.
2. A minimum of 21 years of age.
3. Active in that state's program.

SECTION N- PROGRAM COUNCIL MEMBERS (PCM)

1. Program Council Member #1: Individual must have served as a member of one of the following committees - National Administrative Committee, National Junior Olympic Program Committee, National Technical Committee or National Xcel Committee during the current or previous quadrennium. In addition, this individual must currently be working in a USA Gymnastics Member Club.
2. Program Council Member #2: Individual must have coached an elite National Team member within the last 8 years. If a candidate does not meet the above criteria or no eligible candidates are nominated, the Women's Program Committee may nominate a candidate with demonstrated ability and suitability for the position.

ARTICLE VI- ELECTIONS AND TERM OF OFFICE

All nominees for positions must meet the prerequisites in Article V. A specific term of office is defined for elected positions within the Women's Program.

SECTION A - NATIONAL OFFICERS

The term of office will begin on August 1st. Exception: The IECC will take office immediately following the Olympic Games.

1. Elections for the Women's Program Committee Chairman (WPCC), National Administrative Committee Chairman (NACC), and the International Elite Committee Chairman (IECC), will be conducted the year of the Olympic Games.
2. Elections for the National Junior Olympic Committee Chairman (NJOCC), National Xcel Committee Chairman (NXCC) and the National Technical Committee Chairmen (NTCC) will be conducted two years after the Olympic Games.
3. National officers shall be elected by the members of their respective committee.
 - The voting shall be by written ballot.
 - Shall serve for four (4) years.
4. Nominations for National Officers—Women's Program Committee Chairman (WPCC), National Administrative Committee Chairman (NACC), International Elite Committee Chairman (IECC), National Junior Olympic Committee Chairman (NJOCC), National Xcel Committee Chairman (NXCC), and the National Technical Committee Chairman (NTCC) - shall be solicited by the Women's Junior Olympic Program Director by mail in January or February in the year of the election. Solicitation of nominees shall include a list of criteria.
5. Nominations shall be sent to the Women's Junior Olympic Program Director in the National Office by March 15 of the election year.
6. Prospective candidates shall forward a résumé to the National Office by May 1.
7. Elections of National Officers will be conducted by written ballot. Ballots and résumés of prospective candidates will be sent to the respective committee members by July 1.
8. Committee members shall return the written ballots to the Chairman of the Election Commission (Women's Junior Olympic Program Director) at the USA Gymnastics National Office by August 1. The Election Commission shall be comprised of the Vice President of Women's Program and Junior Olympic Program Director.
9. All National Officers shall be elected by a majority (1 over 50%) of the votes cast.
10. If no candidate receives a majority vote and a run-off is necessary, the run-off election will be between the two (2) candidates receiving the most votes. The election process continues until one candidate receives the majority vote.
11. In the case of the election of a National Chairman, the election for the Chairman shall be conducted first, followed by the election for the Assistant Chairman of the Committee.
12. If only one nomination for National Officer is received, the National Chairman of the respective committee will cast one vote and the nominee will be elected by acclamation.

SECTION B – ASSISTANT COMMITTEE CHAIRMAN

Should the Chairman of a National Committee find it necessary to have an Assistant Chairman:

1. They shall be nominated and elected by the committee members.
2. They shall be elected in the same year as the Committee Chairman.
3. They must meet the same criteria as a regional chairman of the committee.

SECTION C - REGIONAL OFFICERS

1. Regional Officers - Regional Administrative Committee Chairmen (RACC), Regional Junior Olympic Committee Chairmen (RJOCC), Regional Xcel Committee Chairman (RXCC), and Regional Technical Committee Chairmen (RTCC) shall be elected by a vote of the Women's Program Professional membership within each Region.
 2. Elections for the Regional Administrative Committee Chairmen (RACC) will be conducted the year before the Olympic Games.
 3. Elections for the Regional Junior Olympic Committee Chairmen (RJOCC), Regional Xcel Committee Chairman (RXCC), and the Regional Technical Committee Chairmen (RTCC) will be conducted one year after the Olympic Games.
 4. They shall serve for four (4) years.
 5. Elections are to be completed by April 15 and term of office begins July 1st.
 6. Election Procedure:
 - a. Regional Administrative Committee Chairmen (RACC) shall solicit nominations from the regional Professional membership through the regional newsletters and websites. Nominations for the position of RACC will be sent to the National Administrative Committee Chairman.
 - b. All nominees who are eligible candidates for each office will be placed on the online ballot.
 - c. A call for nominations by the Regional Administrative Chairman must be published and/or posted online for a minimum of one month prior to the submission deadline of no later than March 1.
 - d. The following statement will be placed on the USA Gymnastics national website and e-mailed to all Women's Professional Members who have current e-mail addresses. Each Region and State should post it on their websites so that the Professional members are aware of the voting procedures and their responsibilities to ensure that their vote will be counted.
- 4) Elections will be conducted online at www.usagym.org from April 1 – April 15. In order to ensure that their vote can be counted, each Professional Member should make sure of each of the following:
- 1) That their address is current (specifically the State)
 - 2) That they know their personal User ID
 - 3) That they know their password
 - 4) That their Professional membership, safety certification and background check must be fully processed and current.

- 5) If you have any questions regarding your voting privileges, please call USA Gymnastics Member Services – 1-800-345-4719.
- e. Each RACC must verify that the nominee meets the criteria for nomination, has agreed to run, understands the job requirements and has submitted a brief resume/statement of purpose (no more than 300 words). Endorsements shall not be included. Any incumbent shall not use non-public email or mailing labels for campaigning or private use.
 - f. Each RACC electronically sends to the Women’s Junior Olympic Program Director the name, city and state and the résumé of each candidate (no photos) in a Microsoft Word document no later than March 15th.
 - g. The official Slate of Nominees for each region will be posted on the USA Gymnastics website, with voting to begin by April 1st. The voting will be concluded on April 15th.
 - h. Regional officers shall be elected by majority (1 over 50%) of the votes cast.
 - i. If no candidate receives a majority vote, a run-off election will be held between the two (2) candidates receiving the most votes. The run-off election will allow all Professional members who were current by March 31 to vote. The Women’s Junior Olympic Program Director will work with the individual RACC on the procedures for online run-off elections.
 - j. In the case of a tie in the run-off election or in an election with only two candidates, the National Chairman of the respective committee will vote to break the tie.
 - k. Write-in votes will not be allowed.
 - l. If only one nomination for regional office is received, the National Chairman of that respective committee will cast one (1) vote and the nominee will be elected by acclamation. This information is also to be sent to the Director of Program Administration by March 15.
 - m. The week after April 15th, the RACC’s will receive their respective region’s election results by email, including the actual vote counts in the event that any of the candidates wants to know this information. The RACC’s will notify all of the candidates of the election results.
 - n. Election results will be posted on the USA Gymnastics website.
 - o. The National Administrative Committee Chairman (NACC) shall send a copy of the verified vote count to each candidate in each respective election, upon request of the candidate.

SECTION D – INTERNATIONAL ELITE COMMITTEE (IEC)

The members of the IEC will be elected annually for a term of one year at the conclusion of the USA Championships by the coaches participating in the event.

1. Election Procedure

- a. The members of the IEC (excluding the Chair) will be elected annually online by the coaches participating in the US Championships.

- b. They shall serve a one-year term. The start date of the term will be determined annually by the IEC, dependent on the competitive calendar and will be communicated to the community and the candidates during the nomination process.
- c. International Elite Committee Chairmen (IECC) and the Vice President of Women's Program shall solicit nominations by email from the Elite Coaches with an athlete qualified to US Championships. Nominations open the Monday after the completion of US Championships and will be open for thirty (30) days. Nominations for the three (3) International Elite Committee Coach Representatives (IECCR) will be sent to the Vice President of Women's Program.
- d. All nominees who are eligible candidates for each office will be placed on the ballot.
- e. International Elite Committee Chairmen (IECC) and the Vice President of Women's Program must verify that each nominee meets the criteria for nomination, has agreed to run, understands the job requirements and has submitted a brief résumé (no more than 300 words) by the specified date on the nomination form. No photos allowed.
- f. The official Slate of Nominees will be posted on the USA Gymnastics website, with voting to begin 31-35 days after the completion of the US Championships.
- g. Clubs with athletes qualified to the current US Championships are eligible to submit one vote per club.
- h. Elections are to be completed within fifteen (15) days of the opening date of the election.
- i. International Elite Committee Coach Representatives (IECCR) shall be elected by the highest number of votes for each representative's specific position.
- j. In the case of a tie in the run-off election or in an election with only two candidates, the IECC will vote to break the tie.
- k. If only one nomination for a specific position is received, the IECC will cast one (1) vote and the nominee will be elected by acclamation.
- l. The IECC or Vice President of the Women's Program will notify all of the candidates of the election results.
- m. If requested, the IECC shall send a copy of the verified vote count to each candidate in each respective election.
- n. Election results will be posted on the USA Gymnastics website.

SECTION E - STATE ADMINISTRATIVE COMMITTEE CHAIRMEN (SACC)

- 1. State Administrative Committee Chairmen (SACC) shall be elected by the Professional members of the Women's Program in their respective states.
- 2. They shall serve for two (2) years and be elected in the spring on even- numbered years.
- 3. Elections to be completed by April 15th. Term of office to begin July 1st.
- 4. Election Procedure
 - a. Regional Administrative Committee Chairmen (RACC) shall solicit nominations from the regional Professional membership through the regional newsletters and

- websites.
- b. All nominees who are eligible candidates for each office will be placed on the online ballot.
 - c. A call for nominations must be published and/or posted online for a minimum of one month prior to the submission deadline of no later than March 1.
 - d. The following statement will be placed on the USA Gymnastics national website and emailed to all Women's Professional Members who have current email addresses. Each Region and State should post it on their websites so that the Professional members are aware of the voting procedures and their responsibilities to ensure that their vote will be counted.
 - Elections will be conducted online at www.usagym.org from April 1 – April 15. In order to ensure that their vote can be counted, each Professional Members should make sure of each of the following:
 - a. That their address is current (specifically the State)
 - b. That they know their personal User ID
 - c. That they know their password
 - d. That their Professional membership, safety certification and background check must be fully processed and current.
 - If you have any questions regarding your voting privileges, please call USA Gymnastics Member Services – 1-800-345-4719.
 - e. Each RACC must verify that the nominee meets the criteria for nomination, has agreed to run, understands the job requirements and has submitted a brief résumé/statement of purpose (no more than 300 words.) Endorsements should not be included. Any incumbent should not use non-public email or mailing labels for campaigning.
 - f. Each RACC electronically sends to the Women's Junior Olympic Program Director the name, city and state and the résumé of each candidate in a Microsoft Word document no later than March 15th.
 - g. The official Slate of Nominees for each state will be posted on the USA Gymnastics website to begin voting by April 1st. The voting will be concluded on April 15th.
 - h. The State Administrative Chairman (SACC) shall be elected by majority (1 over 50%) of the votes cast.
 - i. If no candidate receives a majority vote, a run-off election will be held between the two (2) candidates receiving the most votes. The run-off election will allow all Professional members who were current by March 31 to vote. The Women's Junior Olympic Program Director will work with the individual RACC on the procedures for online run-off elections.
 - j. In the case of a tie in the run-off election or in an election with only two candidates, the Regional Administrative Committee Chairman (RACC) of the respective state will vote to break the tie.
 - k. Write-in votes will not be allowed.
 - l. If only one nomination for state office is received, the RACC of that respective state will cast one (1) vote and the nominee will be elected by acclamation. This information is also to be sent to the Women's Junior Olympic Program Director by March 15.

- m. The week after April 15th the RACC's will receive their respective region's election results by email, including the actual vote counts in the event that any of the candidate wants to know this information. The RACC's will notify all of the candidates of the election results.
- n. After all elections are concluded, a complete list of the State Administrative Chairmen will be published at www.usagym.org.
- o. The Regional Administrative Committee Chairman (RACC) shall send a copy of the verified vote count to each candidate in each respective election, upon request of the candidate.

SECTION F - STATE ADMINISTRATIVE COMMITTEE MEMBER (SACM)

1. State Administrative Committee members (SACM) shall be elected by the Women's Program Professional Members in their respective states.
 - Elected State Administrative Committee members (SACM) shall serve the term length, as determined by the State Administrative Committee prior to the election.
2. Additional members may be appointed by the State Administrative Committee Chairman (SACC), the State Administrative Committee (SAC), or both.
 - Appointed State Administrative Committee members (SACM) shall serve a one-year term, which may be renewed at the discretion of the State Administrative Committee Chairman (SACC), State Administrative Committee (SAC), or both.
 - Appointed State Administrative Committee members (SACM) have a voice, but no vote.
3. Elections may be held in the same year as the State Administrative Committee Chairman's (SACC) election, or in the opposite year.
4. Term of office to begin prior to September 1st in their election year.
5. Election Procedures – Elections for State Administrative Committee members will be conducted online. Exceptions must be approved by the RACC.
 - a. The State Administrative Committee Chairman (SACC) shall solicit nominations from the state Professional Membership through e-mail provided on their membership, the state newsletters, and websites.
 - b. A call for nominations must be published and/or posted online for a minimum of two weeks.
 - c. Candidate statements will be posted online.
 - d. All nominees who are eligible candidates will be placed on the online ballot. The online ballot MUST have a minimum of two forms of identification per voting member.
 - e. Voting must be open for two weeks.
 - f. Election results should be directed to the Regional Administrative Committee Chairman and the National Administrative Committee Chairman. The Regional Administrative Committee Chairman will inform the State Administrative Committee Chairman of the election results.
 - g. The winner of the election will be the candidate who receives the most votes. If

there is a tie, the State Administrative Committee Chairman (SACC) will break the tie. If only one nomination for a position is received, the State Administrative Committee Chairman (SACC) will cast one vote and the nominee will win by acclamation.

- h. The State Administrative Committee Chairman (SACC) will send copy of the verified vote count to candidates in each respective election, upon request of the candidate. A copy of this information shall also be sent to the Regional

SECTION G - PROGRAM COUNCIL MEMBERS (PCM)

1. Elections for both Program Council Members will be conducted two years after the Olympic Games.
2. They shall serve for four (4) years.
3. Elections are to be completed by November 1 and term of office begins January 1st.
4. Election Procedure:
 - a. National office shall solicit nominations from the Professional membership through the USA Gymnastics national website.
 - b. All nominees who are eligible candidates for each position will be placed on the online ballot.
 - c. A call for nominations by the National office must be published and/or posted online for a minimum of one month prior to the submission deadline of no later than October 1.
 - d. The following statement will be placed on the USA Gymnastics national website and e-mailed to all Women's Professional Members who have current e-mail addresses. Each Region and State should post it on their websites so that the Professional members are aware of the voting procedures and their responsibilities to ensure that their vote will be counted.
 - Elections will be conducted online at www.usagym.org from October 1 – October 15.
 - In order to ensure that their vote can be counted, each Professional Member should make sure of each of the following:
 - 1) That their address is current (specifically the State)
 - 2) That they know their personal User ID
 - 3) That they know their password
 - 4) That their Professional membership, safety certification and background check must be fully processed and current.
 - If you have any questions regarding your voting privileges, please call USA Gymnastics Member Services – 1-800-345-4719.
 - e. The Women's Program Committee (WPC) must verify that the nominees meet the criteria for nomination, have agreed to run, understand the job requirements and have submitted a brief résumé (no more than 300 words.)
 - f. The Women's Program Committee Chair (WPCC) electronically sends to the National office the name, city and state and the résumé of each candidate (no photos) in a Microsoft Word document no later than September 15th.

- g. The official Slate of Nominees for each position will be posted on the USA Gymnastics website, with voting to begin by October 1st. The voting will be concluded on October 15th.
- h. Program Council Members (PCM) shall be elected by majority (1 over 50%) of the votes cast.
- i. If no candidate receives a majority vote, a run-off election will be held between the two (2) candidates receiving the most votes. The run-off election will allow all Professional members who were current by March 31 to vote. The Women's Jr. Olympic Program Director will work with the WPCC on the procedures for online run-off elections.
- j. In the case of a tie in the run-off election or in an election with only two candidates, the WPCC will vote to break the tie.
- k. Write-in votes will not be allowed.
- l. If only one nomination for a position is received, the WPCC will cast one (1) vote and the nominee will be elected by acclamation.
- m. The week after October 15th, the nominees will receive the election results by email, including the actual vote counts in the event that any of the candidates wants to know this information.
- n. Election results will be posted on the USA Gymnastics website.

ARTICLE VII – MEETINGS

All committee meetings are closed. Any Chairman may extend an invitation to attend the meeting, or any portion of a meeting, to an individual they deem necessary to present information to their committee. All members must be notified verbally or in writing of pending meetings to ensure participation. A quorum of the Women's Program Committee and all its sub-committees is necessary to conduct official business. A quorum for the Women's Program Committee and all its sub-committees is 2/3 of the voting members present.

- Official Business may be conducted once the quorum has been established.
- If committee members must recuse themselves from any part of the discussion or vote, the quorum is not affected.
- If committee members abstain from the vote, the quorum is not affected.

All minutes from all meetings must be published in a timely manner in the appropriate newsletter or on the appropriate website.

SECTION A - NATIONAL MEETINGS

The Women's Program Committee shall have an annual meeting at the National Congress. In addition, they will conduct their business by conference call or meeting, as appropriate. It is recommended that the following National Sub-committees shall meet at least twice annually.

1. Administrative Committee
2. International Elite Committee
3. Junior Olympic Committee
4. Technical Committee
5. Xcel Committee

If a regional representative is unable to attend their national sub-committee meeting, the committee member who is unable to attend should select a suitable replacement for approval by the Regional Administrative Committee Chairman. The proxy has full voice but no voting privileges. The National Chairperson must be notified and must also approve the replacement prior to the meeting.

SECTION B - REGIONAL MEETINGS

Each Region shall have an annual meeting of the Regional Administrative Committee (RAC) and other meetings as called by the Regional Administrative Committee Chairman (RACC).

1. If a Regional officer or State Administrative Committee Chairman (SACC) is unable to attend the Regional meeting, the Regional Administrative Committee Chairman (RACC) or State Chairman respectively shall approve a replacement for that meeting from members of the State Administrative Committee (SAC), or a suitable replacement.
2. The proxy has full voice but no voting privileges.
3. In the case of a State Administrative Committee Chairman's (SACC) replacement, the Regional Administrative Committee Chairman (RACC) must be informed of the replacement prior to the meeting.

SECTION C - STATE ADMINISTRATIVE COMMITTEE MEETINGS

Each state may have an annual meeting in that state and additional meetings at such other times as called by the State Administrative Committee Chairman (SACC). The annual meeting is open to all USA Gymnastics Women's Program Professional members in good standing.

ARTICLE VIII - FUNDING

All revenues generated by the Women's Program Sub-Committees shall be deposited in the general fund of USA Gymnastics, and appropriate records concerning those funds shall be maintained by USA Gymnastics.

The Regional Administrative Committee Chairmen (RACC) are the authorized personnel to hold and disseminate funds for their Region. The State Administrative Committee Chairmen (SACC) are the authorized personnel to hold and disseminate funds for their State.

ARTICLE IX – VACANCIES

SECTION A– NATIONAL SUB-COMMITTEE CHAIRMEN

In the event of resignation or removal of any Sub-Committee Chairman, the Women's Program Committee Chairman, in consultation with the respective committee, will appoint a Chairman who meets Article V criterion. If the remainder of the term exceeds one year, the election procedures shall be followed.

SECTION B - STATE AND REGIONAL CHAIRMEN

In the event of resignation or removal of a State or Regional Committee Chairman, election procedures shall be followed if the remainder of the term exceeds one year. If the remainder of the term is one year or less, the following procedures are used:

1. In the event of resignation or removal of the State Administrative Committee Chairman (SACC), the Regional Administrative Committee Chairman (RACC) will nominate a replacement to fulfill the term and will cast one vote for their election.
2. In the event of resignation or removal of the Regional Administrative Committee Chairman (RACC), the National Administrative Committee Chairman (NACC) shall consult with the Regional Administrative Committee (RAC) and will nominate a replacement to fulfill the term and will cast one vote for their election.
3. In the event of the resignation or removal of the Regional Technical Committee Chairman (RTCC), Regional Xcel Committee Chairman (RXCC) or Regional Junior Olympic Committee Chairman (RJOCC), the Regional Administrative Committee Chairman (RACC), in consultation with the respective National Committee Chairman (NCC), will nominate a replacement who meets Article V criterion to fill the position for the remainder of the term and will cast one vote for their election.

ARTICLE X – REMOVAL

SECTION A- ADVISORY LETTER

At any time that a USA Gymnastics Chairman is in danger of being removed from their current position, the appropriate National Chairman or Women’s Junior Olympic Program Director in consultation with the Women’s Program Committee Chairman will send a letter advising the individual of their failure to comply with any applicable policies, procedures, codes or rules.

SECTION B - CHAIRMEN

Any of the Chairmen may be removed by action of USA Gymnastics for any of the following reasons:

1. Failure to attend two (2) consecutive meetings of their regional and/or national committees.
2. Failure to comply with any applicable policies, procedures, codes or rules. Refer to specific sections of Chair responsibilities for additional information.
3. Removal of a State Administrative Committee Chairman (SACC) can be initiated and effectuated by a two-thirds majority of the Women's Program Professional members of the state, upon request to the Regional Administrative Committee Chairman (RACC) or by a two-thirds majority vote of the State Administrative Committee (SAC) on which they serve.
 - A State Administrative Committee member (SACM) may be removed from the State Administrative Committee (SAC) for failure to fulfill the duties of his/her position; however, every attempt to resolve the situation should be made.
 - After receiving documentation that the Committee member failed to meet his/her obligations, the State Administrative Committee (SAC) may vote to remove the individual.
4. Removal of the Regional Technical Committee Chairman (RTCC), Regional Xcel Committee Chairman (RXCC), Regional Junior Olympic Committee Chairman (RJOCC) or Regional Administrative Committee Chairman (RACC) may be effectuated by a two-thirds majority of the Women's Program Professional members of their Region, or a two-thirds majority vote of the Regional Administrative Committee (RAC) on which they serve. Request for

removal of a Regional officer should be directed to the National Administrative Committee Chairman (NACC).

5. Removal of a sub-committee National Chairman can be effectuated by a two-thirds majority of the voting members of the committee they chair, or a two-thirds majority of the Women's Program Committee.

SECTION C- PROFESSIONAL MEMBERS

1. A Professional Member may be fined, placed on probation or have membership revoked for failure to comply with any applicable policies, procedures, codes or rules.
2. Removal of a Professional member can be effectuated by the USA Gymnastics President after proper procedures are followed.

ARTICLE XI- INTERIM BUSINESS

SECTION A

All Chairmen may conduct official business by mail, telephone or other means of communication between meetings. All members of the committee must be contacted and polled for a vote. The official written result of the poll must be sent to the members of the committee and must indicate the vote of the individual members.

ARTICLE XII – AMENDMENTS

SECTION A

This Operating Code may be amended at any meeting of the USA Gymnastics Women's Program Committee (WPC). In order to conduct this official business, two-thirds of these voting members must be present.

DUTIES AND RESPONSIBILITIES OF THE WOMEN'S PROGRAM COMMITTEE AND SUB-COMMITTEES

The Women's Program Committee (WPC) through its sub committees shall be charged with the development of a well-organized and well-designed program for Women's gymnastics in the United States, consistent with the goals and objectives of the USA Gymnastics Board of Directors.

The Women's Program Committee (WPC) through its sub-committees shall distribute and disseminate technical materials, rules and regulations, educational and scientific literature and other information necessary and appropriate to support the coaching and judging community.

The Women's Program Committee (WPC) through its sub-committees shall provide for the improvement and growth of Women's gymnastics through training, education, certification, and evaluation of coaches and judges.

The Women's Program Committee (WPC) through its sub-committees shall design procedures for selecting coaches, athletes, managers, trainers and support staff for domestic

and international events, including the Pan American Games, the World University Games, World Championships and the Olympic Games.

The Women's Program Committee (WPC) and its sub committees:

1. Are obliged to support USA Gymnastics, its Rules and Policies and programs of competition.
2. Shall carry out all responsibilities in a professional manner in order to promote the growth of gymnastics in an atmosphere of cooperation and communication.
3. May serve in the capacity of a Test Administrator for the certification of judges, provided that they have attended a current TA Workshop.

RESPONSIBILITIES OF THE:

I. WOMEN'S PROGRAM COMMITTEE (WPC)

- A. Serve in an arbitration capacity for all sub-committees. If an issue cannot be resolved within or between the sub-committees, the Women's Program Committee (WPC) will make the final decision after all parties have presented their views.
- B. Assist in setting goals for each sub-committee.
- C. Evaluate, on a continuing basis, the progress of the sub-committees.
- D. Organize through the sub-committees, competitions for girls and women at all levels at the local, state, regional and national divisions.
- E. Receive recommendations from the sub-committees for changes in the *Operating Code* and make amendments to the *Operating Code* as necessary.
- F. Recommend candidates to represent USA Gymnastics in FIG activities, including the International Judges' course, Coaches' Course, and FIG Congresses.
- G. Set the criteria for nomination of candidates for the two Program Council Members of the Women's Program.
- H. Verify that the nominees of the Program Council meet the criteria for nomination.
- I. Appoint the one member of the Program Council to the Board of Directors.
- J. Annually recommend a slate of nominees (athlete and coach) for the USA Gymnastics Hall of Fame.

II. WOMEN'S PROGRAM COMMITTEE CHAIRMAN (WPCC)

- A. Chair all Women's Program Committee Meetings.
- B. Act as a liaison to all sub-committees, as necessary.
- C. Represent the Women's Program Committee (WPC) to other organizations, as designated or requested.
- D. Submit expense reports to the Director of Program Administration for reimbursement of expenses.
- E. Prepare and distribute the agenda to the Women's Program Committee (WPC) in a timely manner prior to their annual meeting at the National Congress and any other meetings.
- F. Attend as many national and regional functions as possible to be familiar with all aspects of the Women's Program.

- G. Electronically send to the National office the name, city and state and the résumé of each Program Council Member candidate.
- H. Cast one (1) vote if only one nomination for a Program Council member position is received and the nominee will be elected by acclamation.
- I. Work with the Women's Jr. Olympic Program Director on the procedures for online run-off elections of the Program Council Members.

III. ADMINISTRATIVE COMMITTEE

- A. Coordinate the administration of the Women's Program.
- B. Receive recommendations from the sub-committees for changes in the *Rules and Policies*.
- C. Maintain and update the *Rules and Policies*.
- D. Make recommendations to the Women's Program Committee (WPC).
- E. Submit financial reports to the Chief Financial Officer or his designee as directed.

IV. NATIONAL ADMINISTRATIVE COMMITTEE CHAIRMAN (NACC)

- A. Represent the Administrative Committee on the Women's Program Committee (WPC).
- B. Represent the Administrative Committee (AC) on all other sub-committees, as necessary.
- C. Monitor that all financial reports to the Chief Financial Officer or his designee are submitted in timely by the State and Regional Chairman.
- D. Check Regional and State accounts quarterly.
- E. Interpret the *Rules and Policies* of the USA Gymnastics Women's Program, in consultation with the appropriate sub-committee Chairman.
- F. Represent the Administrative Committee to the National Office.
- G. Work closely with the Administrative Committee to implement their programs.
- H. Establish and maintain the financial reporting systems of the Regional and State Administrative Committees.
- I. Submit expense reports to Director of Program Administration for reimbursement of expenses.
- J. Prepare and distribute the agenda to the Administrative Committee (AC) in a timely manner for each Administrative Committee meeting.
- K. Recommend subject and content for National Congress sessions, National clinics and/or workshops.
- L. Conduct online elections with the assistance of the National Office for Regional Administrative Committee Chairmen (RACC).
- M. Recommend corrective measures for *Rules and Policies* violations reported by the States and Regions.
- N. Oversee and guide the work of the Regional and State Administrative Committee Chairmen.
- O. Prepare an annual report of the Administrative Committee's (AC) activities, if requested by the Women's Program Committee Chairman (WPCC).

V. REGIONAL ADMINISTRATIVE COMMITTEE

With the help of specialized people, the Regional Administrative Committee (RAC) develops gymnastics in the region.

- A. Determines the format and organization of all the designated qualifying events and programs under their jurisdiction within the Region.
- B. Supports and attends regional events. Determines the officials' contractor for regional events under their jurisdiction.
- C. Determines the numbers of judges per panel for regional meets.
- D. Selects judges for regional meets with the input of state administrative committees.
- E. Determines the entry and gate fees for all regional meets.
- F. Determines if and when there will be a Level 8 Regional meet.
- G. Determines the format and qualifying score for the Level 8 regional meet.
- H. Submit financial reports to the Chief Financial Officer or his designee as directed.
- I. In cooperation with the Regional Administrative Committee Chairman (RACC), creates the budget for the region on a yearly basis.
- J. Recommends judges for Junior Olympic Nationals and East/West Championships.
- K. Annually determine a Regional Junior Olympic Program of the Year to be put forward by the RJOCC for Junior Olympic National Program of the Year at the spring meeting of the National Junior Olympic Committee.

VI. REGIONAL ADMINISTRATIVE COMMITTEE CHAIRMAN (RACC)

The Regional Administrative Committee Chairman (RACC) is responsible for the overall organization, administration, and finances of the Region.

- A. Must submit all meeting agendas and subsequent minutes to the National Administrative Committee Chairman (NACC) prior to distribution.
- B. Be responsible for the overall organization of all regional events.
- C. Represent the region as a voting member on the Administrative Committee (AC) and attend any Sub-committee meetings for the Region, as needed.
- D. Attend as many events in the region as possible to lend assistance and to evaluate the program.
- E. Prepare a written annual report of regional activities and submit this report to the National Administrative Committee Chairman (NACC).
- F. Serve as the Women's Program consultant for the region and answer correspondence directed to the regional office.
- G. Inform the National Administrative Committee Chairman (NACC) of any major problems.
- H. After due investigation, receive recommended corrective measures from the National Administrative Committee Chairman (NACC). Necessary action will then be taken by the National Administrative Committee Chairman (NACC).
- I. Actively solicit members to the USA Gymnastics Women's Professional Membership Program.
- J. Request the Regional Junior Olympic Committee Chairman (RJOCC) and the Regional

- Technical Committee Chair (RTCC) to submit reports of their activities.
- K. Be responsible to see that all states have a State Administrative Committee Chairman (SACC), either by election or appointment.
- L. Prepare and disseminate information to Women's Program Professional Members.
- M. The e-mail address published in the Women's Rules and Policies Program Directory is required to be current and checked regularly. Failure to respond to communication within 14 days will result in notification to the National Administrative Committee Chairman. A letter advising the individual of their failure to comply will be sent. The individual will be given 14 days to respond to the letter. If no response is received, removal will be considered. See Article X – Removal.
- N. Send any materials published in the form of newsletters, etc., by the Regional Administrative Committee Chairman (RACC) to the Women's Junior Olympic Program Director and the NACC, NJOCC, and NTCC.
- O. Be responsible for:
- conducting regional congress
 - awarding of regional competitions and ordering awards
 - attending all regional meetings and competitions
 - providing consultation for the organization of all events
 - collecting entry forms for Regional entries into the Junior Olympic East/West and National Championships
 - service and recognition awards for the region
- P. Determine the site and meet director for the Junior Olympic Regional Championships, in conjunction with the Regional Technical Committee Chairman (RTCC) and the Regional Junior Olympic Committee Chairman (RJOCC). Site and directors shall be determined by soliciting bids. The Regional Administrative Committee Chairman (RACC) shall see that these events follow the USA Gymnastics *Rules and Policies* for competitions.
- Q. Establish procedures to raise operating funds for the region, if necessary. The Regional Administrative Committee Chairman (RACC) may, with the approval of the Regional Administrative Committee (RAC), determine and/or collect competition and/or club fees for the purpose of raising operating funds for the region. All fees will be retained in the Regional account for use as determined by the Regional Administrative Committee (RAC).
- R. Use the accounting office of USA Gymnastics to add to and access regional funds. Submit financial reports to the Chief Financial Officer or his designee as directed.
- S. Shall be accountable for all regional funds and publish each year the financial statement reflecting activity as of July 1 – June 30. Failure to comply with the following policies and procedures results in notification to the National Administrative Committee Chairman. Non-compliance may result in removal from office. See Article X – Removal.
- Credit card expenses must be reconciled with a check request monthly. A period

of 90 consecutive days or 3 months of statements without reconciliation results in de-activation of the credit card until the expenses are brought up to date.

- Financial accounts, including reporting on meets, recording deposits, and submitting credit card expenses must be in good standing for the Chairman to be eligible to run for election in the next term.
- T. Be directly responsible to the National Administrative Committee Chairman (NACC).
- U. Provided that they have attended a current TA Workshop, may serve as a Test Administrator for the certification of judges.
- V. Approves the lowering of any state qualifying scores.

VII. STATE ADMINISTRATIVE COMMITTEE

- A. Determine the site and event director for Junior Olympic Qualifying Meets, Sectional and State Championships.
- B. Determines the format and organization of all the designated qualifying events and programs under their jurisdiction within the State.
- C. Supports and attends state and, if possible, regional events.
- D. Determines the officials' contractor for all state events under their jurisdiction.
- E. Determines the number of judges per panel (two or four) for state meets.
- F. Selects judges for all sectional and state meets.
- G. Determines the entry and gate fees for all sectional and state meets.
- H. Determines if and when there will be State meets for levels 1, 2, 3 and/or 4.
- I. Determines the format for all sectional and state meets for Levels 1-10 and qualifying scores for Level 1-8.
- J. May submit a petition to the Regional Administrative Committee Chairman (RACC) to lower the Level 10 State qualifying score or set a specific number of participants if the state is in danger of not having a Level 10 State Championships.
- K. Determines the format of team competition (if held) at state meets.
- L. In cooperation with the State Administrative Committee Chairman (SACC), creates the budget for the State on a yearly basis.
- M. Annually determine a State Junior Olympic Program of the Year to be put forward by the SACC for Regional Junior Olympic Program of the Year.

VIII. STATE ADMINISTRATIVE COMMITTEE CHAIRMAN (SACC)

The State Administrative Committee Chairman (SACC) is responsible for the overall organization of all designated qualifying events and programs within their State. The State Administrative Committee Chairman (SACC) shall work in close cooperation with the Regional Administrative Committee Chairman (RACC), Regional Junior Olympic Committee Chairman (RJOCC) and the Regional Technical Committee Chairman (RTCC) to effectuate State programs. Any problems that cannot be solved by the State Administrative Committee Chairman (SACC) should be submitted to the appropriate regional personnel.

- A. Be directly responsible to their Regional Administrative Committee Chairman

- (RACC).
- B. Serve as a voting member of the Regional Administrative Committee (RAC).
 - C. Must submit all committee meeting agendas and subsequent minutes to their respective Regional Administrative Committee Chairman (RACC) prior to distribution.
 - D. Serve as the USA Gymnastics Women's Program consultant for that State and answer any correspondence directed to that office.
 - E. Send copies of correspondence to the appropriate regional personnel.
 - F. Be responsible for overseeing the Junior Olympic Sectional and State Championships in their state, at least once per year.
 - G. Conduct the annual state meeting of Women's Program Professional members, when necessary.
 - H. Submit financial reports to the Chief Financial Officer or his designee as directed.
 - I. Assure that these competitions follow USA Gymnastics *Rules and Policies*.
 - J. Attend the State Championships meets or send a state committee member as the USA Gymnastics representative.
 - K. Provide State Administrative Committee (SAC) representation at all sectional meets and above.
 - L. Make recommendations to the Regional Technical Committee Chairman (RTCC) and the Regional Junior Olympic Committee Chairman (RJOCC) concerning petitions into the Regional Competitions.
 - M. Establish procedures to raise operating funds for the state, if necessary. The State Administrative Committee Chairman (SACC) may, with the approval of the State Administrative Committee (SAC), determine and/or collect competition and/or club fees for the purpose of raising operating funds for the state. All fees will be retained in the State account for use as determined by the State Administrative Committee (SAC).
 - N. Publish minutes of all State Administrative Committee Meetings.
 - P. Shall be accountable for all state funds and publish each year the financial statement reflecting activity as of July 1 – June 30. Failure to comply with the following policies and procedures results in notification to the Regional Administrative Committee Chairman. Non-compliance may result in removal from office. See Article X – Removal.
 - Credit card expenses must be reconciled with a check request monthly. A period of 90 consecutive days or 3 months of statements without reconciliation results in de-activation of the credit card until the expenses are brought up to date.
 - Financial accounts, including reporting on meets, recording deposits, and submitting credit card expenses must be in good standing for the Chairman to be eligible to run for election in the next term.
 - P. Provide for a State Administrative Committee, the number and type of positions to be determined by each state, in order to best serve the needs of the program in the

state.

- Q. Inform the Regional Administrative Committee Chairman (RACC) and other appropriate Regional Administrative Committee members of any actions contrary to the Rules and Policies of USA Gymnastics. The Regional office shall inform the appropriate National Chairman of any problems. After due investigation, corrective measures shall be recommended by the National Administrative Committee Chairman (NACC).
- R. The e-mail address published in the Women's Rules and Policies Program Directory is required to be current and checked regularly. Failure to respond to communication within 14 days will result in notification to the Regional Administrative Committee Chairman. A letter advising the individual of their failure to comply will be sent. The individual will be given 14 days to respond to the letter. If no response is received, removal will be considered. See Article X – Removal.
- S. Publish a newsletter as necessary (or as directed by the Regional Administrative Committee Chairman (RACC)). This newsletter shall include new information related to the USA Gymnastics program, results of competitions, dates of events, official bulletins from committees.
- T. Send state newsletters to the membership of the state, and to the Junior Olympic Program Director and the National Junior Olympic Committee Chairman (NJOCC), the National Administrative Committee Chairman (NACC), and the National Technical Committee Chairman (NTCC).
- U. The SACC or a designated proxy will attend National and Regional Congresses and all designated meetings, with travel and expenses funded by the state account.

IX. STATE ADMINISTRATIVE COMMITTEE MEMBERS (SACM)

- A. Represent their area and/or level.
- B. Support and consider the entire State program.
- C. Carry out the specific duties of their positions, as determined by their State.
- D. Attend all State Administrative Committee (SAC) and general membership meetings.

X. RESPONSIBILITIES OF THE INTERNATIONAL ELITE COMMITTEE (IEC)

- A. Organize and develop the National Team and the Women's International Elite Program.
- B. Govern all aspects of the USA National Team and the USA International Elite Program.
- C. Draft all Selection Procedures with the High-Performance Director (with vote), and the President of USA Gymnastics, for World Championships, Pan American Games, World University Games, and the Olympic Games.
- D. Review the TOPS, HOPES, and Pre-Elite Programs on a regular basis to ensure proper development.
- E. Determine qualifying scores, procedures, and modifications to be used in the TOPS, HOPES and Pre-Elite Programs.

- F. Revise the International Elite section of the USA Gymnastics *Rules and Policies* on an annual basis and submit to the Administrative Committee (AC) for inclusion.
- G. Work closely with the High-Performance Director and/or designated Head Coach in matters pertaining to the National Team.
- H. Determine the composition of the Athlete Selection Committee and Judges Selection Committee either determined by job responsibility (i.e. High-Performance Director) or appointment.
- I. Must be available to attend all National Team training camps, Classic(s) and US Championships.
- J. Must communicate with and represent the elite community, including athletes, coaches, and judges via e-mail and phone.
- K. Determine annually the start date of the term for the International Elite Committee Coach Representatives.

XI. INTERNATIONAL ELITE COMMITTEE CHAIRMAN (IECC)

- A. Serve as a voting member on the Women's Program Committee (WPC), and Judges' Selection Committees.
- B. Be responsible for the activities of the International Elite Committee (IEC).
- C. Prepare an annual report of the International Elite Committee's (IEC) activities, if requested by the Women's Program Committee Chairman.
- D. Prepare and distribute the agenda to the International Elite Committee (IEC) members in a timely manner for each International Elite Committee meeting.
- E. Submit financial reports to the Director of Program Administration for reimbursement of expenses.
- F. In conjunction with the Vice President of Women's Program, shall solicit nominations by email from the Elite community for the International Elite Committee Coach Representatives.
- G. In conjunction with the Vice President of Women's Program, must verify that each nominee meets the criteria for nomination.
- H. Vote to break the tie in the case of a tie in the run-off election or in an election with only two candidates for the IECCR.
- I. In conjunction with the Vice President of Women's Program, will notify all of the candidates of the election results in the election of the IECCR.
If requested, shall send a copy of the verified vote count to each candidate in each respective election.

XII. ATHLETE SELECTION COMMITTEE (ASC)

The Athlete Selection Committee members are obligated to:

- A. Make athlete selection for all International competitions.
- B. Review and make decisions on all athlete petitions to Classics and Championships of the USA.

XIII. JUDGE SELECTION COMMITTEE (JSC)

The Judge Selection Committee members are obligated to:

- A. Make judge selection for all Elite National & International competitions.
- B. Make recommendations to the Women's Program Committee for judges to attend the Intercontinental Judges' Course.

XIV. JUNIOR OLYMPIC COMMITTEE (JOC)

The Junior Olympic Committee (JOC) shall be responsible for the Women's Junior Olympic Program by coordinating a National effort to inform, train, educate and advise gymnasts and coaches in the Junior Olympic Program to:

- A. Formulate philosophies and give direction to the program.
- B. Work in conjunction with the Technical Committee (TC) on:
 - All technical aspects, competition format and rules and regulations of the Junior Olympic Program
 - The deductions for the Junior Olympic Compulsory Exercises
 - Evaluation of elements
- C. Develop the Compulsory Routines.
- D. Establish score requirements and qualification guidelines and procedures for the various levels of competition.
- E. Establish the Junior Olympic Competition schedule.
- F. Direct the activities of the Junior Olympic National Team, i.e., training camps, exhibitions, demonstrations and athlete and coach selection.
- G. Revise the Junior Olympic section of the *USA Gymnastics Rules and Policies* on an annual basis and submit to Administrative Committee for inclusion.
- H. Conduct and direct educational programs for the community.
- I. Work in conjunction with the Technical Committee (TC) to evaluate petitions received.
- J. Review and accept or deny petitions to drop back from the Elite to JO Program.

XV. NATIONAL JUNIOR OLYMPIC COMMITTEE CHAIRMAN (NJOCC)

- A. Serve as a voting member on the Women's Program Committee (WPC).
- B. Represent the committee on all sub-committees, as necessary.
- C. Submit financial reports to the Director of Program Administration for reimbursement of expenses.
- D. Act as advisor to the meet directors of all Junior Olympic National Competitions.
- E. Recommend topics, content and presenters for National Congress sessions, National clinics and/or workshops.
- F. Develop all aspects of the Junior Olympic Compulsory Program with the Junior Olympic Committee (JOC).
- G. Prepare and distribute the agenda to the Junior Olympic Committee (JOC) and

- Administrative Committee (AC) members in a timely manner for each National Junior Olympic Committee meeting.
- H. Prepare an annual report of the Junior Olympic Committee's (JOC) activities, if requested by the Women's Program Committee Chairman (WPCC).
 - I. Administer petitions for dropping back from the Elite to JO Program.

XVI. REGIONAL JUNIOR OLYMPIC COMMITTEE CHAIRMAN (RJOCC)

- A. Attend the meetings of the Junior Olympic Committee (JOC).
- B. Serve as:
 - Chairman of the Regional Junior Olympic Committee (RJOC)
 - A member of all Regional Committees
- C. Provide a minimum of one (1) Regional training camp per year for gymnasts and coaches.
- D. Assist with the regional clinic or congress and competitions when called upon by the RACC.
- E. Submit a financial report to the RACC for reimbursement of travel, phone and postage expenses.
- F. Be prepared to represent the views of the region at annual meetings by the use of surveys and observations.
- G. Support the regional teams at Junior Olympic Nationals and investigate and pursue financial support or donations for regional apparel.
- H. Act in conjunction with the Regional Technical Committee Chairman (RTCC) on petitions and element evaluations.
- I. Recommend topics, content, and presenters for Regional Congress.
- J. Establish a Regional Junior Olympic Committee (RJOC).
- K. Submit a written report to the Regional Administrative Committee Chairman (RACC) of their activities in the region i.e., clinics, training camps, etc.
- L. Review and accept or deny petitions to drop back from the Elite to JO Program.

XVII. TECHNICAL COMMITTEE (TC)

The TC shall be responsible for the development, interpretation and coordination of technical information for the Women's Program.

- A. Work in conjunction with the Junior Olympic Committee (JOC) on:
 - All technical aspects, competition format, and rules and regulations of the Junior Olympic Program
 - the deductions for the Junior Olympic Compulsory Exercises
 - evaluation of elements
- B. Work in conjunction with the Xcel Committee (XC) on:
 - All judging aspects, rules and regulations and deductions of the Xcel Program.
- C. Develop, write and revise the *Junior Olympic Code of Points*.

- D. Respond to all technical inquiries regarding interpretation of the *FIG Code of Points*, the *Junior Olympic Code of Points*, and the *Rules and Policies* for the USA Gymnastics Program.
- E. Conduct a USAG/TC symposium when necessary to present Optional technical requirements. Design the curriculum for this symposium.
- F. Be responsible for the certification and continuing education of judges at the State, Regional and National levels.
- G. Evaluate films to be used for Judges Training and Certification
- H. Provide Text/Scripts to encourage consistency of scoring at all levels
- I. Evaluate Base Score films to be used at all levels of Junior Olympic competitions.
- J. Set policies and procedures for the certification of officials for testing and Continuing Professional Education (CPE) requirements for judges at all levels of the Junior Olympic Program.
- K. Annually review the *Rules and Policies* in regards to Junior Olympic technical rules and submit to the Administrative Committee for inclusion.
- L. Design format and content for the National Judges Courses.
- M. Establish criteria for invitation to National Judges Courses.
- N. Establish the criteria for selection of judges to USA Gymnastics competitions.

XVIII. NATIONAL TECHNICAL COMMITTEE CHAIRMAN (NTCC)

- A. Serve as a voting member of the Women's Program Committee (WPC).
- B. Represent the Technical Committee (TC) on all the sub-committees, as necessary.
- C. Prepare and distribute the agenda to Technical Committee and Administrative Committee members in a timely manner for each Committee meeting.
- D. Deal with all technical aspects of the Junior Olympic Program, in conjunction with the Junior Olympic Committee (JOC).
- E. Deal with all technical aspects of the Xcel Program, in conjunction with the Xcel Committee (XC).
- F. Develop the policies and procedures in all aspects for the certification of judges for the Junior Olympic Program with the Technical Committee.
- G. Develop and revise the *Junior Olympic Code of Points*, in conjunction with the Junior Olympic Program Director.
- H. Respond to all technical inquiries regarding interpretation of the *Junior Olympic Code of Points*, the National Compulsory routines and the *Rules and Policies* for the USA Gymnastics Program.
- I. Review and update the *Women's Rules and Policies* annually in regards to technical regulations and criteria for selection of judges.
- J. Recommend topics, content and presenters for National Congress sessions, National clinics/and or workshops.

- K. Assign judges and make event assignments for Level 9 East/West and JO National Championships and the National Invitational Tournament, in consultation with the Junior Olympic Program Director.
- L. Serve as Technical Director/Meet Referee for Level 10 Junior Olympic National Championships.
- M. Serve as a consultant to the Regional Technical Committee Chairman (RTCC) for the evaluation of new elements performed by Junior Olympic athletes.
- N. Submit financial reports to the Director of Program Administration for reimbursement of expenses.
- O. Prepare an annual report of the Technical Committee's (TC) activities, if requested by the Women's Program Committee Chairman.
- P. Recommend topics, content and presenters for National Congress sessions, National clinics and/or workshops.

XIX. REGIONAL TECHNICAL COMMITTEE CHAIRMAN (RTCC)

- A. Attend the meetings of the National Technical Committee (NTC).
- B. Serve as Chairman of the Regional Technical Committee (RTC) and as a member of all Regional Committees.
- C. Serve as the USA Gymnastics Women Program technical consultant for the States and Region and answer any correspondence in that regard, with copies sent to the appropriate regional/national personnel.
- D. Act as a technical advisor to the Regional Junior Olympic Committee (RJOC).
- E. Assist with Regional Congress/Clinic/Workshops.
- F. Actively participate in the training of judges, gymnasts and coaches in the technical aspects of the rules and regulations.
- G. Assist other regional personnel with the format for Regional Competitions.
- H. Recommend topics, content and presenters for Regional Congress.
- I. Notify the Junior Olympic Program Director of qualifiers to the National Junior Olympic Championships.
- J. Consult with the International Elite Committee in regards to the evaluation of new elements performed by Elite athletes.
- K. Keep a record of active status for all Brevet judges.
- L. Select a regional Junior Olympic Technical Assistant, if deemed necessary.
- M. Select a committee of two to three (2-3) of the most highly rated judges to serve as the Regional Technical Committee.
- N. Make interim decisions on element evaluations for the Junior Olympic Program, in conjunction with the Regional Junior Olympic Committee Chairman.
- O. Serve as Meet Referee for Regional Championship competitions. (If necessary, may appoint any other properly rated official).

- P. Dispense information of a technical nature to the membership through the office of the Regional Administrative Committee Chairman (RACC).
- Q. Coordinate decisions on petitions for Regional competitions in consultation with the RJOCC and the State Administrative Committee Chairman (SACC) and notify petitioner and meet director of approval or denial.
- R. Approve the assignment of an affiliated judge on a one-judge panel or the assignment to a competition of a judge who does not have the proper rating.
- S. Submit recommendation for judges for Junior Olympic National competitions to the National Technical Committee Chairman (NTCC) and the JO Program Director.
- T. Verify the Continuing Professional Education (CPE) for all judging recommendations within the region.
- U. Submit a financial report to the Regional Administrative Committee Chairman (RACC) for reimbursement of travel, phone, and postage expenses.
- V. Administer a National Judges' Exam, if necessary, for retest.
- W. Conduct a Test Administrators Workshop, if necessary, within the region.

XX. REGIONAL TECHNICAL ASSISTANT (RTA)

A Regional Technical Assistant may be appointed by the Regional Technical Committee Chairman (RTCC) to assist, when requested to do so, in the application of all USA Gymnastics Rules and Policies as pertaining to the competitive program.

XXI. XCEL COMMITTEE (XC)

The Xcel Committee (XC) shall be responsible for the Women's Xcel Program by coordinating a National effort to inform, train, educate and advise gymnasts and coaches in the Xcel Program to:

- A. Formulate philosophies and give direction to the program.
- B. Work in conjunction with the Technical Committee (TC) on:
 - All judging aspects, rules and regulations and deductions of the Xcel Program.
 - Evaluation of elements
- C. Establish score requirements and qualification guidelines and procedures for the various levels of competition.
- D. Revise the Xcel section of the *USA Gymnastics Rules and Policies* on an annual basis and submit to Administrative Committee for inclusion.
- E. Conduct and direct educational programs for the community.

XXII. NATIONAL XCEL COMMITTEE CHAIRMAN (NXCC)

- A. Serve as a voting member on the Women's Program Committee (WPC).
- B. Represent the committee on all sub-committees, as necessary.
- C. Submit financial reports to the Director of Program Administration for reimbursement of expenses.
- D. Recommend topics, content and presenters for National Congress sessions, National

clinics and/or workshops.

- E. Develop all aspects of the Xcel Program with the Xcel Committee (XC).
- F. Prepare and distribute the agenda to the Xcel Committee (XC), Technical Committee (TC), and Administrative Committee (AC) members in a timely manner for each National Xcel Committee meeting.
- G. Prepare an annual report of the Xcel Committee's (XC) activities, if requested by the Women's Program Committee Chairman (WPCC).

XXIII. REGIONAL XCEL COMMITTEE CHAIRMAN (RXCC)

- A. Attend the meetings of the Xcel Committee (XC).
- B. Serve as:
 - Chairman of the Regional Xcel Committee (RXC) (if needed)
 - A member of all Regional Committees
- C. Assist with the regional clinic or congress and competitions when called upon by the RACC.
- D. Submit a financial report to the RACC for reimbursement of travel, phone and postage expenses.
- E. Be prepared to represent the views of the region at annual meetings by the use of surveys and observations.
- F. Recommend topics, content and presenters for Regional Congress.
- G. Establish a Regional Xcel Committee (RXC) (if needed).
- H. Submit a written report to the Regional Administrative Committee Chairman (RACC) of their activities in the region i.e., clinics, training camps, etc.

XXIV. ASSISTANT COMMITTEE CHAIRMEN

- A. In the event that a National Committee Chairman cannot fulfill the duties as designated, the Assistant Committee Chairman will assume those responsibilities.
- B. Represent the respective National Committee on all sub-committees if the respective National Committee Chairman is unable to attend.
- C. Chair the National Committee meeting in the absence of the Chairman.
- D. Fulfill all other duties as requested by the Chairman.