NORTHERN CALIFORNIA WOMEN'S GYMNASTICS ASSOCIATION

HANDBOOK INTRODUCTION

The purpose of this NORTHERN CALIFORNIA WOMEN'S GYMNASTICS ASSOCIATION Handbook is to consolidate the efforts of the many who work for the continued improvement of gymnastics in Northern California.

The Northern California Women's Gymnastics Association Handbook is a summary of rules and policies for the competitive structure of Northern California. The Handbook is intended to be used with other publications which should guide Member Clubs in competitive gymnastics: USA Gymnastics Rules and Policies, USA Gymnastics Junior Olympic Technical Handbook, F.I.G. Code of Points. This handbook, along with other official NorCal publications (Calendar, Roster, Membership Packet, Competition Charts) are provided as part of a service to all dues paying members of the Northern California Women's Gymnastics Association.

UPDATED
June 2017

NORTHERN CALIFORNIA WOMEN'S GYMNASTICS ASSOCIATION

CONSTITUTION

ARTICLE I

NAME

Section (1). --- The name of this organization shall be the NORTHERN CALIFORNIA WOMEN'S GYMNASTICS ASSOCIATION, hereinafter referred to as NOR-CAL.

ARTICLE II

PURPOSE AND OBLIGATIONS

Section (1) --- The purpose of NOR-CAL shall be to: i) serve as the coordination body for women's gymnastics in Northern California, ii) formulate rules and policies for operating a women's gymnastics program, iii) hold at least two membership meetings a year, iv) establish a seasonal competitive meet schedule, v) sponsor clinics for the improvement of gymnastics instruction, vi) sponsor clinics for the improvement of gymnastics judging, vii) sponsor clinics to teach gymnastic skills to female gymnasts, viii) communicate to the membership via the NOR-CAL website and email, ix) maintain an operational Handbook, and x) manage and track athlete qualification to championship meets, xi) perform any other function NOR-CAL feels will enhance the women's gymnastics program of Northern California.

Section (2). --- Notwithstanding any statements to the contrary, neither NOR-CAL, as a whole, nor any persons while representing NOR-CAL, shall engage in any activities not associated with the stated purposes of this organization. No substantial part of the activities of the association shall consist of carrying on propaganda, or otherwise attempting to influence legislation, and the organization shall not participate or intervene in any political campaign (including the publication or distribution of statements) on behalf of any political candidate for public office.

Section (3). --- It will be the obligation of all members to honor and abide by the rules and adopted by and for NOR-CAL, with such obligation assumed upon payment of dues as established in the Bylaws.

Section (4). --- The association is organized for nonprofit purposes and individual members will not derive profit there from.

ARTICLE III

MEMBERSHIP AND DUES

Section (1). --- Membership in NOR-CAL is open to anyone interested in women's gymnastics.

Section (2). --- There shall be two types of memberships: i) Club Members, and ii) Associate Members.

Section (3). --- Club Members are those individuals who represent a club, as a coach or an elected official of a club and have paid the yearly membership dues, plus any late charges that may be applicable. A Club Member is entitled to one (1) vote, and the privilege of competing registered gymnasts in NOR-CAL sponsored Championship meets.

Section (4). --- Associate Members are those clubs or individuals who, by paying the yearly membership dues, are entitled to all privileges of Club Members, except the right to vote and the right to compete gymnasts in NOR-CAL sponsored Championship meets.

Section (5). --- Club Membership fees are due on or before July 31st of each year, in order to adequately coordinate a Membership Directory for the annual Fall General Meeting. After July *31st*, a Membership may be brought current only by paying a late charge as set forth in the Bylaws. Membership dues cannot be prorated.

Section (6). --- A Membership is terminated by non-payment of dues and can be terminated by a vote of the membership for due cause. Due cause could be for not honoring NOR-CAL established policies, rules and obligations.

ARTICLE IV

NOR-CAL OFFICERS, EXECUTIVE BOARD AND ELECTIONS

Section (1) --- The elected officers of NOR-CAL shall be: Chairman, Vice Chairman, Secretary and Treasurer. At least two (2) of these shall be active coaches. Election of these officers shall take place at the Spring meeting for a term of two (2) years. The elected Board will assume its duties immediately following the Spring General Membership Meeting of that year. Elections will be staggered so that the terms of Chairman and Secretary overlap with the Vice Chairman and Treasurer to keep continuity between successive Boards.

Section (2). --- The Executive Board shall be made up by the elected officers of NOR-CAL, the Immediate Past-Chairman, USA Gymnastics State Chairman, the NAWGJ State Director, and by elected Zone Representatives, one from each of the Zones established by the Board. Election of the Zone Representatives shall take place at the Spring meeting, every year, taking office immediately following the Spring General Membership Meeting of that year.

Section (3). --- Vacancies in any elected office shall be filled by the action of the Executive Board, and persons so appointed shall serve the remaining portion of the expired term until the next regular election.

ARTICLE V

MEETINGS

Section (1). --- There shall be at least two (2) meetings held every year, usually Spring and Fall. Notices of the meetings will be given to the general membership at least fourteen (14) days prior to the meeting.

Section (2). --- Fifty percent of the voting membership with currently registered competitive gymnasts at any officially called meeting shall constitute a quorum for the transaction of business. To act on any business, a simple majority of those present shall be sufficient to constitute approval.

Section (3). --- Special meeting of the NOR-CAL membership, or Executive Board meetings, may be called at any time by the Chairman, or by any three (3) elected officers. Notice of the meetings will be given to the general membership at least fourteen (14) days prior to the meeting.

Section (4). --- Committee meetings shall be subject to call by their respective chairmen.

Section (5). --- ROBERT'S RULES OF ORDER, newly revised, shall govern all proceedings not covered in the Constitution and Bylaws.

ARTICLE VI

COMMITTEES

Section (1). --- The Chairman shall be empowered to establish as many committees and chairmen as he/she may decide necessary.

ARTICLE VII

DISSOLUTION

Section (1). --- The assets of this organization are irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any private individual. Upon dissolution or winding up of NOR-CAL, its assets remaining after payment of, or provision for payment, of all debts and liabilities of this organization, shall be distributed to the USA Gymnastics Women's Committee, or at the discretion of the Executive Board, to a non-profit fund, foundation or corporation which is organized and operated exclusively for charitable purposes and which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code.

ARTICLE VIII

AMENDMENTS

Section (1). --- This Constitution may be amended by a quorum, majority vote at any regular or special meeting of NOR-CAL, provided notice of the proposed change is included in the notice of the meeting.

ARTICLE IX

BYLAWS

Section (1). --- The Executive Board shall have the power to conduct NOR-CAL business between membership meetings. The Board may adopt Bylaws not in conflict with the Constitution as may be necessary to prescribe the procedures of NOR-CAL.

NORTHERN CALIFORNIA WOMEN'S GYMNASTICS ASSOCIATION

BYLAWS

TITLE I

ANNUAL DUES

Section (1). --- The fiscal year for NOR-CAL memberships shall be from September 1st through August 31st, and cannot be prorated. Membership fees are due on or before July 31st.

Section (2). --- Voting Memberships shall be: $100.00 per year plus **$12.00 per registered competitive gymnast.**

Section (3). --- Associate Memberships shall be: $30.00 per year.

Section (4). --- The penalty for those clubs who are not registered with NOR-CAL by July 31st will be to pay $125.00 (i.e. pay $25.00 and the NOR-CAL club Membership fee). This does not apply to new club memberships.

Section (5). --- The penalty for late payment of the $10.00 per registered competitive gymnast portion of the NOR-CAL club membership fee is as follows: The fee shall be increased to $15.00 per registered Fall competitive gymnast if paid after July 31. The fee shall be increased to $15.00 per registered Spring competitive gymnast if paid after December 31.

TITLE II

DUTIES OF THE EXECUTIVE BOARD

Section (1). --- Management of NOR-CAL is vested in the Executive Board.

Section (2). --- Powers and Duties: i) the Executive Board shall hold as many meetings as are necessary to conduct the business of NOR-CAL, ii) at least thirty days prior to the dated for the election of officers, the Executive Board shall appoint a nomination committee who shall present a slate of nominees at the election meeting, iii) the Executive Board shall accept and disburse all monies of NOR-CAL, iv) the Executive Board shall carry out any other activities which may involve NOR-CAL, except those reserved to the membership by the Constitution, v) the Executive Board shall carry out the Bylaws as prescribed.

TITLE III

DUTIES OF THE OFFICERS

Section (1). --- The Executive Board shall consist of the four elected officers, the Immediate Past-Chairman, USA Gymnastics State Chairman, the NAWGJ State Director, and the elected Zone Representatives.

Section (2). --- The Chairman shall call and preside at NOR-CAL meetings; coordinate with other gymnastics organizations; ensure that all member of NOR-CAL are kept informed of all current developments; rule on petitions; appoint sub-committee chairmen as needed-financial statements; determine gymnast-qualifiers to championship meets; coordinate all Bylaws and handbook revisions, and arrange for the publishing printing of these revisions on the Nor-Cal Website.

Section (3). --- The Vice-Chairman, in the absence of the Chairman, shall perform all duties of the Chairman; perform such functions as requested by the Chairman. The Vice-Chairman shall also organize and maintain a Competitive Calendar, and head a committee for the NOR-CAL Special Awards.

Section (4). --- The Secretary shall keep minutes of all meetings and shall publish them on the NOR-CAL Website; maintain an up-to-date roster of member's names, addresses, and phone numbers; prepare and send meeting notices and agendas; and be the custodian for all NOR-CAL papers.

Section (5). --- The Treasurer shall keep all financial records; collect and expend NOR-CAL funds as indicated in the Bylaws or as authorized by the Executive Board or by the membership; be responsible for collecting, tabulating and reporting on the NOR-CAL financial status; and file the necessary tax documents with Federal, State and local authorities.

Section (6). --- Each Zone Representative shall represent their Zone on the Executive Board; maintain current athlete rosters from each Club in their respective Zone; handle all internal affairs; and be the liaison between the NOR-CAL Chairman and the clubs within the Zone.

TITLE IV

STANDING COMMITTEES AND APPOINTED CHAIRMEN

Section (1). --- The Chairman shall have the authority to establish standing committees and/or chairmanships for a specific purpose as the need arises.

Section (2). --- The Awards chairman shall be responsible for consolidating awards needed for any given season; and ordering and distributing awards for all NOR-CAL sponsored meets. The Awards Chairman shall be the director of the State Team and as such shall be responsible for their uniforms, budget, meet entry, and distributing meet information.

Section (3). --- Nor-Cal Webmaster

Section (4). --- Nor-Cal State Championship Scorekeeping Committee

Section (5). --- Nor-Cal Qualification Scorekeeper

Section (6). --- Nor-Cal Scoring Equipment Rental

TITLE V

MEETINGS

Section (1). --- A general meeting shall normally be held in the Fall for the purpose of finalizing the forthcoming season's meet schedule and to discuss any other NOR-CAL business except changes in the competitive structure for the current season.

Section (2). --- A general meeting shall normally be held in the Spring for the purpose of evaluating the just-completed competitive season, election of officers as called for in the Constitution, and to discuss any other NOR-CAL business.

TITLE VI

ELECTIONS

Section (1). --- Election of officers for the Executive Board shall be held at the spring meeting, as per ARTICLE IV of the Constitution. A slate of nominees will be presented, but nominations from the floor are also accepted.

Section (2). --- All officers are elected by a quorum, simple majority of those present.

Section (3). --- The elected Executive Board will assume its duties immediately following the Spring General Membership Meeting.

TITLE VII

INCOME

Section (1). --- Operating funds for NOR-CAL shall be derived from one or more of the following sources: membership dues, event profits, and/or fundraising activities.

Section (2). --- Membership dues are as specified in TITLE I of these Bylaws.

Section (3). --- Fundraising activities shall be sponsored by NOR-CAL as needed.

TITLE VIII

EXPENSES

Section (1). --- Expenditures of $1500.00 or more shall have the prior approval of the Executive Board.

Section (2). --- The Chairman shall receive an honorarium of $150.00 per month plus all expenses associated with the running of NOR-CAL, including, but not limited to, the Chairman's expenses to the USA Gymnastics National and/or Regional Congress each year.

Section (3). --- Each year the Zone Representatives shall receive *$400.00* as token payments to cover out-of-pocket expenses incurred while conducting the business of NOR-CAL. The Awards Chairman shall receive $300.00 per competitive season for processing the Zone and State meet awards.

Section (4). --- The NOR-CAL Secretary, Treasurer, and Vice Chairman shall each receive a monthly honorarium of $35.00 in exchange for handling the affairs of NOR-CAL.

Section (5). --- All other officers and sub-committee chairman shall be compensated for actual expenses incurred in conducting the official business of NOR-CAL, as approved by the Executive Board.

Section (6). --- Depending on the candidates, the NOR-CAL General Membership may award the William E. Glover Memorial Scholarship, each year, up to a maximum of $600.00 – See Appendix.

Section (7). --- None of the NOR-CAL funds shall be used for any activity not directly associated with the purposes or conditions of the Constitution or Bylaws.

Section (8). --- NOR-CAL shall present the following awards and/or Scholarships:

- Compulsory Coach of The Year
- Optional Coach of The Year
- Xcel Coach of The Year
- Choreographer of The Year
- Don Nelson Memorial Award for Contributor of The Year
- James Wallace Memorial Award
- Holly Balber-Kemp Memorial Award
- William E. Glover Memorial Scholarship
- NOR-CAL Club of The Year
- Perpetual Trophy

Nominations for awards will be sent to the NOR-CAL Vice Chairman. The General Membership shall vote from a slate of nominees.

TITLE IX

ETHICAL CONDUCT

Section (1). --- Any member of NOR-CAL must conduct themselves in a professional manner according to the Rules of Ethical Conduct which can be found on the NOR-CAL website. Payment of the annual Membership Dues shall constitute agreement and acceptance of these rules.

Section (2). --- Failure to follow the Rules of Ethical Conduct will bring a review by the Executive Board, and may result in the termination of any Membership.

Section (3). --- Situations of unethical conduct shall be submitted with full documentation to the NOR-CAL Chairman.

TITLE X

GEOGRAPHICAL AREA

Section (1). --- NOR-CAL shall include all of Northern California from the Oregon border in the north, to the southern boundaries of Monterey, Kings, Tulare and Inyo counties, and from the Pacific Ocean on the west to the Nevada border on the east.

Section (2). --- NOR-CAL shall be divided into zones by the Executive Board. Zones shall be changed by the Executive Board as the number of clubs and/or gymnasts increase or decrease.

Section (3). --- A new club will be placed into a Zone by the Executive Board with consideration given to geographical location. The Zone Representative of that zone must contact the new club to let them know of the decision of the Executive Board and to welcome them into that zone and NOR-CAL. The Zone Representative shall inform all members of the zone about the new club and will make sure that the new club has the current NOR-CAL Handbook, Competitive Calendar, Roster, and any important information.

TITLE XI

ADOPTION

Section (1). --- These Bylaws shall be adopted or amended by a majority of the Voting Members present, provided they constitute a quorum as defined in ARTICLE V, Section (2) of the Constitution.

NORTHERN CALIFORNIA WOMEN'S GYMNASTICS ASSOCIATION

COMPETITION STRUCTURE

COMPETITVE LEVELS

NOR-CAL participates in the following levels: Level One through Level Ten of the USA GYMNASTICS Junior Olympic Age Group Program, Xcel Bronze through Platinum and the USA GYMNASTICS Elite Program.

For the minimum requirements of the classifications and for Level Mobility regulations, please refer to the current edition of the USA GYMNASTICS Rules and Policies.

CHANGES DURING THE COMPETITIVE SEASON

No change in the competitive structure may occur after the beginning of the competitive season (August 1st of each year).

If a gymnast changes gyms during the competitive season, it is recommended that the new club contact the previous club to determine verify that all obligations have been met.

PRELIMINARY QUALIFYING MEETS

All gymnasts (Level 2-10 and Xcel Bronze through Diamond) compete in sanctioned Preliminary Meets; preliminaries ~~which~~ may be held with any club, anywhere, within the deadline specified. The ~~only~~ requirements are that Preliminary Qualifiers must be 1) sanctioned by the USA GYMNASTICS, and 2) judged by USA GYMNASTICS rated judges.
As preliminary qualifiers occur, meet results are sent by the Meet Director to the NOR-CAL Master Scorekeeper (see Competitive Checklist in the APPENDIX). It is your responsibility to make sure the NOR-CAL Master Scorekeeper receives an official copy of the results. The NOR-CAL Master Scorekeeper will record individual scores on the Northern California Women's Gymnastics Association Web Site at: **http://www.norcalgym.org.**

MEET RULES AND PROCEDURES

MEET BIDS

MEET CALENDAR: The NOR-CAL meet calendar shall be determined by the June meeting of each year and updated as needed periodically throughout the year. The calendar shows all preliminary qualifying meets and above.

As NOR-CAL's competitive season does not start until August 1st, meets held for the coming season before August 1st for compulsories and January 1st for optionals cannot be used for qualification purposes.

PRELIMINARY QUALIFYING MEETS: Any NOR-CAL Member Club, may elect to host, with a USA GYMNASTICS Sanction, a preliminary qualifying meet, using the NOR-CAL Meet Scheduling Procedure.

STATE MEETS: Host(s) for State Championships will be decided from bids submitted during the General Spring Meeting conducted by the Chairman. In case there is more than one bid for a meet, the Executive Board will award the meet host. Upon cancellation, the Chairman will find a new host with approval of the USA Gymnastics/SACC. Meet bids should be sent to the Chairman prior to the Spring Meeting.

REGIONAL CHAMPIONSHIPS AND ABOVE: Refer to the USA GYMNASTICS Rules and Policies.

SANCTIONING

For the sanctioning procedure, refer to USA GYMNASTICS Rules and Policies. All qualifying preliminary meets must be sanctioned by USA GYMNASTICS.

ENTRY FEES

State Entry Fee shall not exceed $75 for Compulsory and $85 for Optional, $65 for Bronze, Silver and Gold and $75for Platinum and Diamond, without the approval of the Regional Administrative Committee Chairman. This shall include the $2.00 per athlete State Subsidy fee as listed below:

- All Levels: $2.00 **USA Gymnastics** State Subsidy
- Level 4 and up, and All Xcel $2.00 **Nor-Cal** State Subsidy
- Level 7 and up, and All Xcel and up $2.00 Regional Subsidy

Please refer to the USA GYMNASTICS Rules and Policies for further information.

Entry Fees for Championship meets will be collected as follows:

State meet - fees will be collected by the meet host.

Regionals – at State Meet (USA GYMNASTICS State Chairman collects)

Westerns – at Regional Meet (USA GYMNASTICS Regional Chairman collects)

Nationals – at Regional Meet (USA GYMNASTICS Regional Chairman collects)

ADMISSION FEES: Admission fees (for spectators) shall not exceed:

Maximum Spectator Fees for State Championships Held in Outside Facility (non training facility)			
	Single Session	Day or Weekend	3 Day Weekend
Adults	$10	$15	$20
Children or Seniors	$7	$10	$15

Maximum Spectator Fees for State Championships Held in House (training facility)			
	Single	Day or	3 Day

	Session	Weekend	Weekend
Adults	$7	$15	$20
Children or Seniors	$5	$10	$15

ENTRY FORMS must include the type of meet, date(s), warm-up times, meet starting time, location with map, type of competition, (compulsory and/or optional, etc.), Individual and Team entry fees, spectator admission fees, type of equipment, and entry deadline.

ENTRY DEADLINES

ENTRY FEES for State Championships are not refundable with less than 10 days notice prior to the meet. The entry deadline should be ten (10) days before the meet, and should an entry not be received by that date, a late charge of $5.00 per gymnast may be charged. If entry fees are received less than five (5) days before the meet, the meet host may refuse to allow them to enter.

If conditions change from what appears on entry forms mailed to participating clubs, it is your responsibility to call or write in an appropriate amount of time to allow the clubs to adjust to the change. At Zone Level meets and above Entry forms are mailed to applicable clubs the NOR-CAL Chairman and the USA GYMNASTICS/WC State Chairman, at least three weeks before the meet. The date indicated on the NOR-CAL Calendar must be used unless changed with the prior approval of the NOR-CAL Chairman and the USA GYMNASTICS/WC State Chairman. Deadlines and late fees will conform to the USA GYMNASTICS RULES AND POLICIES.

MEET DIRECTOR

The Meet Director must be certified as a Meet Director by USA Gymnastics.

Any T-shirts given away or sold to competitors, State level meets or above, must have the design for the shirt approved in advance by the NOR-CAL Chairman. Failure to do so could result in gross receipts for the shirts being turned over to NOR-CAL. The cost of T-shirt shall not be included in entry fee. They must be sold separately.

Judges shall be paid the day of the meet, based on established rates and mileage allowances. The Host Club must provide the judges with early morning coffee and snack, lunch if the meet is divided into two or more sessions, and refreshments during the competition if conditions warrant it. In lieu of providing meals, a per-diem payment can be made in addition to their judging honorarium and mileage charges.

MEET ETIQUETTE

No coach or gymnast may approach, block the view of, or look over the shoulder of a judge while he or she is judging an event. Gymnasts who are not competing should remain out of the competition area. Where possible, a roped-off area is recommended.

Gymnasts or coaches must not disturb the head table or any scoring table.

Excessive or loud cheering, yelling and screeching for a gymnast by her teammates must be stopped by her coach. The audience should be encouraged, by the Meet Director, to follow this rule.

INQUIRIES

PROTESTS are NOT allowed at any NOR-CAL meet. However, a Team's Coach (only) may present the Meet Director with properly completed "USA GYMNASTICS Score Inquiry Form" within five minutes of the completion of squad competition on that event. The Meet Director will present the Inquiry Form to the Meet Referee (or the event's Head Judge where there is no Referee).

Neither the coach nor the Meet Director can be involved in the judges discussion. The results of the Inquiry will be communicated to the Team Coach by the Meet Director.

SEEDING

See the USA GYMNASTICS Rules and Policies.

The Olympic order of events (Zone and above) is: VAULT – BARS – BEAM – FLOOR EXERCISE. Competition rotation MUST follow this sequence.

See the USA GYMNASTICS Rules and Policies for quantity and type of equipment required for all meets.

NOR-CAL AWARDS SYSTEM

Tie-Breaking Procedures For Presentation Of Awards for meets that cannot provide duplicate awards for placement, the tie-breaking system should be used. However, whenever there is a tie, the computer should be programmed to skip the next place (example, Tie for 1st - both gymnasts are recognized as 1st place winners, with one gymnast receiving the gold, the other silver based on the tie-breaking procedure. The next highest scoring gymnast receives the 3rd place award and no 2nd place award is presented.)

1. Ties in the All-Around.
    a. The gymnast with the highest individual event score receives the award for the tied place.
    b. If the gymnasts are still tied, then the gymnast with the second highest individual event score receives the award.
    c. If the gymnasts are still tied, then the gymnast with the third highest individual event score receives the award.
    d. If the gymnasts are still tied, then the flip of a coin in the presence of both coaches will break the tie for the award.
2. Ties in the Individual Events
    a. The gymnast with the highest All-Around total receives the award for the tied place.
    b. If the gymnasts are still tied, then the flip of a coin in the presence of both coaches will break the tie for the award.
3. Ties In Team Score
    a. The team with the highest team score on a single event receives the award for the tied place.
    b. If still tied, the team with the next highest team score on an event receives the award for the tied place.
    c. If still tied, continue to the next highest of the events.
    d. In case of a tie for last awarded place, both teams are to receive awards. Use the tie breaking procedures to determine which team receives the award that day and send a duplicate award to the members of the other team.

THE NOR-CAL TEAM AWARDS SYSTEM (SEE 'TEAM COMPETITION').

AWARDS: Awards are based on the number of gymnasts competing per age group:

(1) Gymnast:	(2-10) Gymnasts:	(11-20) Gymnasts:	(21+) Gymnasts
Event: None	Event: same as AA	Event: 1-6 places	Event: 1-10 places

All Around Awards:

- J.O. Compulsory Level 3/4/5 Award 100% for All Around
- Xcel Bronze, Silver and Gold Award 100% for All Around
- J.O. Optional Level 6/7/8/9/10 Award 75% for All Around
- Xcel Platinum and Diamond Award 75% for All Around

TEAM COMPETITION

Team competition at State shall consist of any number of qualified gymnasts. Team scores are determined by a team's top three or four All Around gymnasts, regardless of age division, with the top three scores per event counting.

MEET RESULTS FORMS

For all Meets, results must be available immediately following the meet. The Meet Director must submit meet results to the NOR-CAL Master Scorekeeper within 72 hours after the meet.

FINANCIAL STATEMENTS

BUDGET AND FINANCIAL STATEMENTS are required on any State Championship and above. Statements for other preliminaries are NOT required. Budget and Financial Statements are to be sent to the NOR-CAL Treasurer, to the NOR-CAL Chairman, and to the USA GYMNASTICS/WC State Chairman. The Budget Statement must be submitted within 30 days of receiving the meet bid.

As shown on the Financial Statement Form, income you must report is all entry fees, admission fees, program fees, and donations, but only entry fees are used to reconcile expenses. All competitors must pay the entry fee, including the Host Club.

Only those expenses shown on the Financial Statement, and those pre-approved by the NOR-CAL Chairman, are allowed. Non-allowable expenses would be any equipment purchases, award stands, or other items considered a capital investment for the Host Club. Expenses for telephone, announcer(s), postage, computer, custodial and supplies are covered under the "operational expense" line item. Expenses such as equipment moving, purchases of special equipment, etc. require prior approval by the NOR-CAL Chairman and the USA GYMNASTICS State Chairman. Broken or stolen equipment may not appear on the Financial Statement, but a letter may be written to the Executive Board explaining the circumstances behind the incident and requesting replacement from NOR-CAL. As a general Association policy, a Host Club is solely responsible for any lost or stolen equipment, in-house or borrowed. As such, the Board is not obligated to grant the request.

All funds collected in entry fees on a NOR-CAL sponsored meet are not to be considered Host Club funds, until a complete Financial Statement has been filed with the NOR-CAL Treasurer, to the NOR-CAL Chairman, and to the USA GYMNASTICS/WC State Chairman within the 10 day deadline specified on the Statement. When funds due NOR-CAL for services or goods (such as awards) are not paid when specified, an interest penalty of 1 ½ % per month, prorated daily, may be levied.

EQUIPMENT

For equipment specifications please refer to the USA GYMNASTICS RULES AND POLICIES.

FIRST AID STATION: There should be, on hand, phone numbers for local hospitals, paramedics, and fire departments; also ice, gallon-size plastic bags, blankets, pillows, towels, athletic tape, scissors, crutches, etc. State Championship competitions should have a qualified athletic trainer present.

NORTHERN CALIFORNIA WOMEN'S GYMNASTICS ASSOCIATION FORMS

NOR-CAL forms are available online at
http://www.norcalgym.org/norcal/forms.htm

Rules of Ethical Conduct

Membership Application

NOR-CAL Awards Descriptions

- Compulsory Coach of the Year
- Optional Coach of the Year
- Choreographer of the Year
- Don Nelson Memorial Award for Contributor of the Year
- James Wallace Memorial Award
- Holly Balber-Kemp Memorial Award
- William E. Glover Memorial Scholarship
- NOR-CAL Club of the Year
- Perpetual Trophy

Zone Representative Job Description

How to get Judges

Gymnast Change of Club Form