



**USA GYMNASTICS®**

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**Nevada**

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**NEVADA WOMEN'S GYMNASTICS ASSOCIATION**  
**www.nvwgym.com**

**NEVADA USAG HANDBOOK**

A SUPPLEMENT TO THE USAG  
RULES & POLICIES

**2017 - 2018**

**NEVADA STATE ADMINISTRATIVE  
COMMITTEE CHAIRMAN (SACC)**  
**Cassandra Rice - gymcats@gymcats.com**

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Revised and Updated **April 2018**.  
Nevada Women's Gymnastics Association Administrative Committee.

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# Chapter One: Nevada Women's Gymnastics Association Organization

## Section 1: Introduction, Mission, Purpose and Structure

### Introduction

The Nevada Women's Gymnastics Association (NWGA) as set forward in this handbook, is the Official Administrative Committee for Women's Gymnastics in the State of Nevada.

This NWGA Handbook and its contents are a supplement to the Rules and Policies set by USA Gymnastics.

### Mission Statement

The NWGA aims to encourage, promote and administer gymnastics participation in the State of Nevada.

THE NEVADA WOMEN'S GYMNASTICS ASSOCIATION IS ORGANIZED FOR NONPROFIT PURPOSES AND INDIVIDUALS WILL NOT DERIVE PROFIT THEREFROM.

### Purpose

The purpose of the NWGA is to carry out the USA Gymnastics National Women's Program objectives to promote, serve, and administer the official gymnastics program for girls and women of all levels of ability throughout the State of Nevada. This shall be done by:

- A. Following USA Gymnastics Rules & Policies and **The Professional Code of Ethical Conduct.**
- B. Following USA Gymnastics Safe Sport Policy.
- C. Coordinate and promote non-school gymnastics in the State of Nevada.
- D. Represent the State of Nevada and its members at Regional Administrative Committees.
- E. Publish yearly reports to the membership for the fiscal year and update the State Handbook.
- F. Conduct an annual State board members meeting.
- G. Administer and Oversee the Junior Olympic and Xcel Nevada State Championships.
- H. Perform all necessary functions Nevada membership deems necessary.

## **Nevada Women's Gymnastics Association Committee**

Current Members, Positions Held and email addresses

### **STATE ADMINISTRATIVE COMMITTEE CHAIRMAN (SACC)**

**CASSANDRA RICE - gymcats@gymcats.com**

### **STATE ADMINISTRATIVE COMMITTEE MEMBERS (SACM):**

MEMBER - POSITION - EMAIL

CARMEN NOLAN - AT LARGE - carm80@att.net

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## Election Procedure

Elections are conducted in accordance with USAG policies. USAG Operation Code can be found at [usagym.org](http://usagym.org) under Rules.

The State Administrative Committee Chairman (SACC) is elected every two years, in the spring on even numbered years and is done through USA Gymnastics.

State Administrative Committee Members (SACM) will be elected yearly. Eligible candidates, with current USAG professional memberships, are requested to submit their interest, including a short resume, detailing how they may contribute to the NWGA in writing to the SACC. State meet voting by the membership will take place by email if there is more than one eligible candidate. Term of service will begin July 1st.

Nevada teams with current dues will have voting rights.

The Judges Representative will be elected by the membership.

Positions on the SACM shall consist of:

1. Two representatives from Northern Nevada;
2. Two from Southern Nevada;
3. One representative from the Nevada Judging Association (NAWGJ);\*\*
4. One representative at-large \*.

\* Representative at-large shall be a USAG member, actively involved in Nevada Women's Gymnastics Programs in several ways: i.e. parent, judge, coach)

\*\*If judging representative is elected- will have voting rights, if appointed by NV NAWGJ will not.

## State Administrative Committee Chair Responsibilities and Duties

1. Chair annual meeting/meetings.
2. Collect dues and manage a separate NV USAG bank account, and keep membership apprised of the balance of said account.
3. The annual NWGA board minutes will be available on the Nevada USAG website <http://nvwgym.com/> and the Annual Financial Report on account can be provide if requested or required.
4. Keep NWGA website ( <http://www.nvwgym.com>) updated with the latest information on Nevada's Gymnastics Programs and all other event dates and details.
5. Communicate with the membership with periodic e-mails.
6. Attend all Region One meetings as a representative of Nevada and vote on items as directed by the SACM.
7. Communicate with the SACM on all decisions that directly affect the NV USAG.
8. Create special committees and appoint sub-committees as he/she deems necessary.
9. Stay current on all developments and updates in the sport of Women's Gymnastics.
10. Rule on petitions.
11. Preside over all Women's Gymnastics State Championships.
12. Publish this handbook and make necessary revisions and updates as needed by the membership.
13. Organize and produce a competitive calendar for each season.
14. Maintain current member directory information up-to-date including: Nevada Club List, Professional Coaching Members, Professional Judging Members ((NAWGJ) and their contact information such as phone number, fax numbers, addresses and emails.

## State Administrative Committee Members Responsibilities and Duties

1. Communicate with the general membership to determine any items that need to be brought before the committee.
2. Vote on updates and/or changes to Nevada Rules, Policies and Regulations.
3. Vote on any updates and/or changes to the Nevada Handbook.
4. Be actively involved, represent and assist the SACC in any way necessary to enhance and elevate NWGA.
5. Uphold Nevada's Rules and Policies in an unbiased, professional and positive manner.
6. Make appropriate decisions and promptly respond when contacted by the SACC.
7. Vote on Bids for Nevada State Meet Hosting and Nevada State Championships Rules and Regulations.
8. Approve a list of Judges for State Championships.
9. Vote on Nevada Judges representing our Region at Regionals, Nationals and Westerns.

## Section 2: NWGA Membership and Code of Ethical Conduct

### NWGA Membership and Dues

Membership is available to all private gymnastics clubs in the state of Nevada and other interested parties, who are holders of USAG Memberships.

Membership to NWGA is a \$200 fee with an increase of \$20 every 5 years starting with 2020, payable to the SACC before or at the Spring State Meet Each Year.

Nevada Athletes will pay a registration fee of \$4 per gymnast, payable by Member Clubs by September 15<sup>th</sup> every year.

The Membership Income will be used to better Nevada gymnasts, coaches and judges.

Other items on the yearly budget:

- State Senior Gifts (between \$150-\$200 depending on state funds)
- Apparel for athlete qualifying for Regionals: Levels 6 – 10 will receive a t-shirt and Leggings for Levels 6, 7 and 8
- Engraving of the Perpetual State Meet and Team Trophy
- Board Members Compensation of \$50. This shall go up by \$5 every 5 years starting 2020

### NWGA Code of Ethical Conduct

#### Introduction

This is a supplement to the USAG Code of Ethical Conduct. USAG Code of Ethical Conduct can be found at usagym.org under Member Responsibility and Conduct and Code of Ethical Conduct. The USAG Code of Ethical Conduct can also be found on page 11 of the USAG Rules and Policies 2017 - 2018.

NWGA's is committed to elevating the sport of gymnastics in Nevada and dedicated to the betterment of all Professional Members, Athletes and Club Owners.

This **NWGA Code of Ethical Conduct** provides the framework and values to uplift professional standards and establishes guidelines for workplace best practices.

## Elements of the Code:

### **A. Communication**

Members of the NWGA, including Club Owners, Professional Coaches, Meet Directors, Judges and Officials have a duty to:

1. Communicate honestly and openly with SACM, SACC and all other members of NWGA;
2. Show the utmost respect to all participants of the gymnastics community, including: Athletes, Club Owners, Coaches, Meet Directors, Officials, Judges, Parents, Staff Members and Volunteers.
3. Follow and enforce the Nevada and USA Gymnastics **Code of Ethical Conduct** and maintain a professional demeanor at all times.
4. Refrain from procuring, enlisting, soliciting, interfering and negotiating with athletes and parents from other member clubs.
5. Respond to competition invites and submit athlete and coaching information by the required deadlines.
6. Bring any issue needing review to the attention of a SACM or the SACC. Email is the preferred line of communication.

### **B. Professional Ethics**

Members of the NWGA, including Club Owners, Professional Coaches, Meet Directors, Judges and Officials have a duty to:

1. Maintain their memberships to USA Gymnastics current, including Safety / Risk Management Certification, Background Checks, U100 Certification, **U110 Safesport Certification** and all other necessary Certification as set forward by USA Gymnastics in their field of actuation.
2. **Know the information, and follow the policies and procedures contained in the USA Gymnastics Safe Sport Policy, USAG Bylaws, The Code of Ethical Conduct, USAG Rules and Policies and this Nevada USAG Handabook.**
3. Respect the rights of others to hold values, approaches, opinions and techniques that may differ from your own and are to the betterment of the sport of gymnastics.
4. **Maintain the highest professional standards, by actively and positively striving for self-advancement in gymnastics coaching techniques, keeping updated on new technologies, practices, legal requirements, new athletic developments and other relevant standards of the coaching profession.**
5. Always conduct yourself in an unbiased, professional manner, presenting and maintaining the highest level of integrity, always in a positive sportsman and/or sportswoman manner.
6. Adopt positive coaching techniques and actively pursue a trustworthy, team oriented environment for your gyms.
7. Refrain from taking on professional obligations when preexisting relationships would create a risk of conflict of interest. If due to unforeseen factors, a potential conflict of interest relationship has arisen, the coach or judge will attempt to resolve it with due regard for the best interests of the affected member club, in compliance with this Code.

### **C. Athlete Relocation**

NWGA members should always remain neutral, acting always on the athlete's best interests while adopting the following best practices:

1. Detail what your internal athlete relocation policies are, in the event one of your athletes decides to leave your gym and publish it in your Team Handbooks.
2. To accept an athlete from another member club, the athlete and parents must have:
  - a. communicated their intention of leaving their current gym club;
  - b. settled, or have made an arrangement to pay any account balances owed to previous gym;

- c. ended training on previous club. (Training in two clubs simultaneously or receiving training from a private source without the consent of primary coach is unethical.)
3. Athletes who have moved between member clubs during season within a 50 mile radius, on or after January 1<sup>st</sup>, will not count for the total team score for the new Club at State Championships Competition.

Member Clubs from a recently transferred athlete are to communicate to the SACC or State Meet Director name of athlete(s) in this transition category prior to the start of competition.

#### **E. Enforcement of the Code**

NWGA procedure for formal complaints and necessary documentation to report a member on a breach of any rule, policy or conduct violation:

1. In case of a USAG / NWGA Rules & Policies or Code of Ethics violation, that cannot be resolved by the direct communication with the involved parties:
  - a. file a written complaint, no later than 6 months of the initial communication between parties, to the State Administrative Committee Chair (SACC) with copies to the Rules & Policies/Ethics Chairman, and the party(s) against whom there is a complaint. Include all pertinent factual information. If required, an investigation will ensue with recommendations to the State Committee and Regional Office as appropriate.

## **Chapter Two: NWGA State Competitive Structure**

### **Section 1: Nevada State Championships Hosting**

Nevada will hold a state meet in the spring season of each year. The weekend will be chosen based on recommendations by USAG. The location of the meet shall rotate from North to South with the odd years being in the North and even in the South. If a bid is not received by the SACC from the North on odd years or the South on even years, the state chair will open bids to the whole state.

**Nevada State meet will include levels 3 -10 and Xcel Silver, Platinum, Gold and Diamond.**

Please refer to USAG Rules and Policies for minimum requirements of classifications and Level Mobility regulations.

'Modified Capital Cup' is the recommended format for the State Championships.

**The SACC reserves the right to appoint a State Meet Assistant to assist the State Meet Director if necessary. This position warrants a \$500 compensation.**

### **Bidding Procedure**

Bidding for the state meet state will follow USAG guidelines with the following considerations.(Bidding forms are available online at [www.nvwgym.com](http://www.nvwgym.com))

In order to accommodate large sessions and viewing, it is strongly suggested that an out of gym venue is used.

- A. In order to have priority bidding, any team that has not yet hosted a State Meet must bid by **June 1st**, directly to the SACC. (see below for past meet hosts)
- B. All other bid submissions, including those from a prior host, may be received no later than **June 30<sup>th</sup>**. The NWGA Board voting shall be completed by **July 15th** (of the year preceding the event hosted). There are no restrictions, at this time, on hosting consecutive State Meets.
- C. If more than one bid is received, the SACM will vote to determine the State Meet host. Members will have access to bidding information online and are welcome to submit their preference(s) by going to [www.nvwgym.com](http://www.nvwgym.com).

- D. The successful applicant will be chosen based on their ability to provide adequate venue size in relation to State Meet attendance and proposed costs and budgets. Other considerations include: support personnel, accommodations, access to venue, proposed gifts and execution efficiency.
- E. Bidding forms and all relevant information will be available online at [www.nvvgym.com](http://www.nvvgym.com).

**2007-2018 State Championships' Hosts:**

2018 Go For It (South) / 2017 Gym Nevada (North) / 2016 Go For It (South) / 2015 Deltchev (North) / 2014 Go for it (South) / 2013 Deltchev (North) / 2012 Academy of Gymnastics (South) / 2011 High Sierra (North) / 2010 Go For It (South) / 2009 Deltchev (North) / 2008 Go For It (South) / 2007 Flips (North)

## Awards

Awards shall be given at the minimum of 50% per age group, this includes team awards. State Meet Team awards must be a banner. Please refer to USAG rules and policies for requirements of awards in addition to the 50% minimum as mandated by Nevada State. An overall team trophy will be given to the Team with the most points, based on the point system attached.

| <b>NEVADA USAG OVERALL NEVADA STATE TEAM CHAMPION</b>   |            |            |            |            |   |            |            |            |            |             |
|---|------------|------------|------------|------------|---|------------|------------|------------|------------|-------------|
| <i>Format as approved by NV USAG board of directors.</i>  |            |            |            |            |   |            |            |            |            |             |
| <b>POINT SYSTEM</b>   |            |            |            |            |   |            |            |            |            |             |
| <b>Award determination for levels 2 - 6:</b>  |            |            |            |            | <b>Award determination for levels 7 - 10 / Open:</b>  |            |            |            |            |             |
| 1. No point value for individuals or pairs.<br>2. A valid team score must come from (3 members/club or more) only.<br>3. The team score will be tallied from top 3 scores/team on each event. |            |            |            |            | 1. For all teams no matter size, point values are below except as follows.<br>a. For individuals a maximum of 5 points for Level 10/Open<br>b. Level 9 - 4 points; c. Level 8 - 3 points; d. Level 7 - 2 points |            |            |            |            |             |
|   | <b>1st</b> | <b>2nd</b> | <b>3rd</b> | <b>4th</b> | <b>5th</b>  | <b>6th</b> | <b>7th</b> | <b>8th</b> | <b>9th</b> | <b>10th</b> |
| <b>Level 10 / Open</b>  | 10         | 9          | 8          | 7          | 6   | 5          | 4          | 3          | 2          | 1           |
| <b>level 9</b>  | 9          | 8          | 7          | 6          | 5   | 4          | 3          | 2          | 1          | 1           |
| <b>level 8</b>  | 8          | 7          | 6          | 5          | 4   | 3          | 2          | 1          | 1          | 1           |
| <b>level 7</b>  | 7          | 6          | 5          | 4          | 3   | 2          | 1          | 1          | 1          | 1           |
| <b>level 6</b>  | 6          | 5          | 4          | 3          | 2   | 1          | 1          | 1          | 1          | 1           |
| <b>level 5</b>  | 5          | 4          | 3          | 2          | 1   | 1          | 1          | 1          | 1          | 1           |
| <b>level 4</b>  | 4          | 3          | 2          | 1          | 1   | 1          | 1          | 1          | 1          | 1           |
| <b>level 3</b>  | 3          | 2          | 1          | 1          | 1   | 1          | 1          | 1          | 1          | 1           |

## Entry Fees

Entry fees determination and considerations:

- a) Entry fees shall be determined based on USAG Rules and Policies and may only exceed \$50 if approved by the Regional Chair. A budget worksheet must be provided if the entry fee exceeds \$50.
- b) Nevada Athletes to be charged a \$2 NWGA meet registration fee, to be added to State Meet Entry Fee.
- c) There is a \$25 team entry fee for teams of 3 or more. Teams that do not wish to pay the \$25 team entry fee will not be included in the team awards, nor will their team's points be considered for the overall team count.



- d) Final entries and fees will be due 30 days prior to the state meet. A \$10 head tax can be added to the State Meet entry fee (after proper steps by the meet host are taken in order to set the entry fee based on budget worksheet). This head tax could be put in place in order to help support the meet host as well as covering the cost of high priced meet venues. See USAG policy on late entries and late fines that USAG Nevada will follow.
- e) The Nevada State Administrative Committee adopts the following USAG late entry fees guidelines:
1. Entries must be postmarked a minimum of 14 days prior to the first day of competition. A maximum fine of \$50.00 per individual entry will be charged to individuals whose entry is received after the deadline or if entry is completed improperly. Entries must include:
    - a. Competitors and accepted petitioned athletes' name(s), USA Gymnastics Athlete Member number, birth date, citizenship and age division.
    - b. The name(s) and USA Gymnastics Professional number and Safety Certification expiration of all participating coaches.
    - c. ALL FEES PAID IN FULL.
  2. Deadline for entries and notice of scratches:
    - a. 30 days out full refund
    - b. 25 days out half refund
    - c. 14 days out no refund (according to USAG late entry fees guidelines described above)
  3. An athlete is considered registered/entered in a competition only when her name is listed on the clubs entry form and The Meet Director has received valid payment.
  4. The Meet Director may refuse entries if they are received 10 days or less prior to the first day of competition.
    - a. Replacements (with an athlete in the same age division and same level) may be made with no extra fee up to the start of the timed warm-ups.
  5. To avoid any difficulties by adding gymnasts after the deadline, teams are required to:
    - a. Include all uncertain entries, such as injured gymnasts, on state meet entries by the deadline with a non-refundable fee of \$20.
    - b. Gymnast will be noted on the entry as pending and will be entered into the meet as soon as their balance is paid in full. If payment is not met, the \$20 deposit will be held in order to cover costs for additional medals.

## State Championships Meet Judge Assignment

The judging panels for the State Championships shall consist of:

- A. 2 - 4 judges per event for Levels 6 – 10.
- B. 2 judges per event for Levels 2 - 6 and Xcel.
- C. An equal division of Judges between the North & South shall be adhered to whenever possible, based on percentage of gymnasts attending from each area. The State Board and The SJD will ensure Judges ratings and experience exceed or meet the level of the gymnasts.
- D. Judges will be assigned by the NAWGJ State Director at the direction of the SACM.
- E. A floating meet ref is required for Levels 3 -10 at State Meet sessions, if 4 judge panels are not used.
- F. No floating meet judge necessary for Level 2 and Xcel.
- G. New Judges recommended for Regional Championships or above, must have Judged the State Meet.

## **Other State Meet Clarifications**

- A. Event specialists may compete in state meet. The gymnast must declare they are specializing in a/an event(s) by the state meet entry deadline and provide documentation of a score of 8.5 or higher on events they are specializing in.
- B. Event Admission fees are not to exceed maximum recommended by USAG. Considerations should be given for type of venue and meet size.
- C. In order for a level 8 to qualify for State Meet they must score a 32.00 at a sanctioned meet.
- D. JO athletes that move to Xcel or vice versa, can only compete one level per competitive season at State Meet.
- E. The NWGA will be continuously monitor mobility and USAG Rules on Mobility will be observed.

## **STATE JUDGING ASSIGNING POLICY**

1. 1 judge panel is allowed at level 2 and 3. A 2 judge panel is required at levels 4 – 10.  
THE STATE STRONGLY RECOMMENDS USING A 2 JUDGE PANEL FOR LEVELS 3 – 10.
2. A 1 or 2 judge panel may be used for Bronze and Silver.
3. A 2 judge panel is recommended for Xcel Gold, Platinum and Diamond. When using 1 judge, judge must be an Optional rated judge and have at least 2 years optional judging experience.
4. 1 judge panel on Level 3, and Xcel level meets must be informed to attendees as part of general meet information and this must be put on the flyer sent out for pre-meet advertising.
5. Judge assignments can be requested by the State Judges Director (SJD) and the above assigning rules will be observed.

## **REFERENCE MATERIAL LINKS**

### **USAG MEMBERSHIP & EDUCATION**

WWW.USAGYM.ORG

### **USAG RULES & POLICIES**

[https://www.usagym.org/pages/women/pages/rules\\_policies.html](https://www.usagym.org/pages/women/pages/rules_policies.html)

### **USAG BY LAWS**

<https://www.usagym.org/PDFs/About%20USA%20Gymnastics/Governance/usag-bylaws.pdf>

### **USAG CODE OF ETHICS**

[https://www.usagym.org/pages/aboutus/pages/code\\_of\\_ethics.html](https://www.usagym.org/pages/aboutus/pages/code_of_ethics.html)

**PLEASE KEEP A COPY OF THE USAG RULES AND POLICIES  
AND THIS NEVADA STATE HANDBOOK ALWAYS AT HAND**

## **ADDRESSES AND PHONE NUMBERS**

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### **State Judging Director**

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### **Member services USAG**

1-800-345-4719  
USAG online:  
[www.usa-gymnastics.org](http://www.usa-gymnastics.org)

### **National JO Chairman**

USAG Connie Maloney  
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**THANK YOU FOR MAKING NEVADA  
THE BEST PLACE FOR GYMNASTICS**