



State/Regional Chairman Handbook



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Congratulations!

You have been elected to be the USA Gymnastics Rhythmic Program's Chairman for your State or Region. You hold one of the most important volunteer positions in the USA Gymnastics Rhythmic Program. As a State or Regional Chairman, you will set the tone for the entire USA Gymnastics Program in your area. We truly appreciate the responsibility you have assumed in taking this position.

This Handbook was created through the collaboration of many State and Regional Chairmen throughout the country, from various disciplines. It was developed to guide you through your term as State or Regional Chairman. With your assistance, our objective is to continue to review, edit, and revise this Handbook to make it more beneficial for State and Regional Chairman. Please e-mail the Rhythmic Program Coordinator or your National Administrative Committee representative with feedback, questions, and/or concerns.

National Administrative Committee (as of July 2017)

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Rhythmic Program Director: Caroline Hunt chunt@usagym.org

State and Regional Chairman's Handbook

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Your Role as a State/Regional Chairman

When you signed the agreement to take this position, you agreed to complete the duties of a State/Regional Chairman as outlined in the Operating Code in the Rhythmic Rules and Policies. Although this section gives a complete listing of the duties and responsibilities of a State/Regional Chairman, it does not address the most important role you have in USA Gymnastics. That role is as a leader and role model for our membership.

You are no longer just another coach, judge, meet director, etc. Now when you attend a competition or gymnastics function, your behavior and attitude will set the standard for the membership in your State and Region. You represent USA Gymnastics! Your words and actions are subject to scrutiny by everyone who attends a USA Gymnastics competition, clinic, meeting, or Congress. If you lose control of your temper and yell, speak unkindly of others, repeat gossip, openly criticize USA Gymnastics and its policies, violate rules, or let others violate them without penalty, people will notice. Some of them will think this behavior is acceptable. Others will question the ethics and caliber of our elected officials. You can be sure that everyone will know about it.

A State/Regional Chairman once said, "When I am coaching my athletes, I take off my State Chairman's hat." Unfortunately, you cannot. You have this title as long as you are in office regardless of what you are doing. When difficult situations arise, remind yourself that the people in your State/Region who elected you believe you are worthy and can handle this responsibility.

There are some simple guidelines you can follow that will assist you in meeting this responsibility. These are as follows:

- A. Know the rules as stated in the *USA Gymnastics Rhythmic Program Rules and Policies* and follow them.
- B. Make sure everyone else knows and follows the rules.
- C. Adhere to the Code of Ethical Conduct found in the *USA Gymnastics Rhythmic Program Rules and Policies*; remind others to do the same.
- D. Do not do or say anything that you will be ashamed to have repeated.
- E. Listen, inform and suggest, do not criticize.
- F. Educate members so they know their rights and responsibilities.
- G. At a competition, your first responsibility is to your coaching or judging. Most problems that occur can be handled after a rotation or at the conclusion of the meet.

The strength of USA Gymnastics is in its volunteer structure. As a State/Regional Administrative Committee Chairman, you are a very important part in that structure. You are the first contact many people have with our sport. Work hard to make sure that contact is positive and professional. Your State and Region Professional members elected you because they trust and believe in your leadership skills.

Important Responsibilities for State/Regional Chairmen

As the State/Regional Chairman, you will have many responsibilities. As stated on page 1 of the *USA Gymnastics Rhythmic Program Operating Code*, "The Rhythmic Program Committee, through its sub-committees, shall be charged with the development of a well-organized and well-designed program for rhythmic gymnastics in the United States, consistent with the goals and objectives of the organization" This must always be our focus. State/Regional Chairmen play a crucial role in carrying out this purpose, which is supported by the following responsibilities:

- A. Are obliged to support USA Gymnastics, its Rules and Policies, and programs of competition.
- B. Shall carry out all responsibilities in a professional manner in order to promote the growth of gymnastics in an atmosphere of cooperation and communication.
- C. Be charged with the development of a well-organized and well-designed program for rhythmic gymnastics in the United States, consistent with the goals and objectives of the organization.
- D. 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.
- E. Provide for the improvement and growth of rhythmic gymnastics through the training and education of coaches, judges, and athletes.
- F. Adhere to and enforce the rules, policies, and procedures established by USA Gymnastics (references: Operating Code, *Rules and Policies*, State & Region Chairman's Handbook, Safe Sport Policies, Code of Ethical Conduct.)
- G. Utilize your State or Regional Committee as a decision-making body for your State or Region.
- H. Fulfill your important role as a member of your Regional Committee.
- I. Communicate in a timely fashion with your professional members via e-mail or official newsletter. Social Media is NOT acceptable as the only form of communication.
- J. Approval from your Regional Chairman for State Chairman communications (meeting agenda, minutes, newsletters, memos).
- K. Follow the USA Gymnastics protocol for questions and/or concerns. A State Chair's first contact is your Regional Chairman unless directed otherwise, for a Regional Chair your first contact is your NAC representative.
- L. Conform to all policies and procedures related to financial reporting and management under the direction of the Chief Financial Officer of USA Gymnastics.
- M. Track athlete mobility.
- N. Plan, organize, and manage the best competitive program for the athletes in your State/Region.
- O. State Chairman: Ensure there is a State Championship annually and that the Rhythmic Rules and Policies are followed in the State.
- P. Regional Chairman: Ensure there is a Regional championship annually, work closely with the regional meet director to ensure that the competition is well planned and executed, and ensure that the Rhythmic Rules and Policies are followed in the Region
- Q. Develop a State Committee (size and positions as needed for your state)
- R. Develop a Regional Committee (size and positions as needed for your region but each State Chair in your Region should be a voting member of your Regional Committee).
- S. Regional Chairmen, with their Regional Administrative Committee, review and award the bids for State Meets.
- T. With the Regional Administrative Committee, review and award the bids for Regional Meets and other Regional activities.
- U. Know, follow and enforce all USA Gymnastics branding guidelines.
- V. Provide for the expansion and improvement of gymnastics programs through the training of coaches and judges.

Set up a State/Regional Administrative Office

1. Have a phone number and e-mail address that people can easily contact you. You may prefer to have a separate USA Gymnastics phone line, number and e-mail address. You should have a separate e-mail address if other people can access your account.
2. Give the members in your state/region this number and e-mail address, these should be things that could be passed on to the next elected State/Regional Chairman.
3. Have access to voice mail.
4. Your message greeting should include your title and/or name, any special directions about leaving a message or contacting you.
5. If you are going to be out of the office for a long time, let them know when you will be back.
6. Tell people the best time to reach you. Give them parameters of when they may call you. For example, you may request that they do not call you before 9:00 a.m. or later than 10:00 p.m.
7. Have a copy of the *Rules and Policies* book by the phone.
8. Keep a phone log of who called, when they called and what was discussed.
9. Try to return all calls and e-mails within 2 days.
10. Maintain separate computer files for USA Gymnastics e-mails and documents.
11. Maintain an updated website that includes information about sites and dates of clinics, states, regionals, etc.

Office Equipment:

- It is up to you and your State/Regional Administrative Committee to decide what other equipment you need in your office. All equipment purchased by the State becomes property of that state.

Some suggestions are:

- A fax machine
- A computer with appropriate software and high-speed internet connection
- A personal copy machine
- A scanner for submitting documentation of check requests

There are alternatives to installing a new phone line for your State office. Online voice and fax services are available. E-voice and E-fax have been reviewed, but your research may find other alternatives.

Other supplies:

You may also want to have:

- Stamps
- File cabinets
- Stationary

Regional Administrative Committee Guidelines

Annual Checklist

Each Regional Committee shall be composed of:

- A. Regional Chair (elected position)
- B. Each State Chair (elected position)
- C. Regional Judging Coordinator (non-voting)
- D. Zone Technical Representative (elected position)
- E. Other people deemed necessary by each region (non-voting unless position is elected by Professional members of your Region.)

Responsibilities

Each Regional Committee shall:

- A. Hold an annual Regional Committee Meeting
- B. Determine the Rules & Policies for the regional competition format when the USA Gymnastics Rules & Policies have relegated the decision to the region.
- C. Assist in planning and hosting events in the Region.
- D. Address concerns within the Region.
- E. Recommend Rhythmic topics for National Congress to the NAC.
- F. By vote of the committee, award the bid for the location of all State and Regional meets
- G. By vote of the committee determine how regional funds will be used, including what support will be granted to Regional meet hosts.
- H. By vote of the committee, determine recipient(s) for annual regional service awards.

Meetings

- A. USA Gymnastics Regional Committee will hold one meeting per year at a time called by the Regional Chair.
- B. The Regional Chair will appoint a secretary for each meeting if a secretary is not already a member of the committee.
- C. Minutes from the Regional Committee meeting will be forwarded to the USA Gymnastics Rhythmic Program Director and the National Administrative Committee.
- D. All Regional Committee Members should recuse themselves from any discussion and vote where there is a conflict of interest from which the member could personally benefit. (Regional Championship bids, judging assignments, etc.)
- E. Regional Chairmen, as the committee chairman, do not vote unless to break a tie.

Regional Chair Guidelines

Authority:

Each region shall elect a Regional Chair, who is given the responsibility for the leadership of the USA Gymnastics Regional Rhythmic programs

Responsibility:

The Regional Chair shall:

- A. Serve as the USA Gymnastics representative in the Region to ensure that the USA Gymnastics Rhythmic Rules and Policies are followed.
- B. Be eligible to represent the regional USA Gymnastics professional rhythmic membership on the NAC Committee.
- C. Maintain the regional competition reporting system.
- D. Maintain the regional finances as directed by USA Gymnastics, submit regional financial reports as required by USA Gymnastics, and distribute region moneys as determined by the Regional Committee to facilitate the growth and development of rhythmic gymnastics in the region.
- E. Conduct an annual meeting, at an appropriate time, open to all rhythmic professional USA Gymnastics members of the region in order to gather input for the Rhythmic Rules and Policies and to plan region programs. This is a meeting open to all Professional members in your Region, this is a different meeting than your Regional Committee meeting, which are typically not open meetings.
- F. Respond to all requests for information about rhythmic gymnastics in the region.
- G. Publish Regional Updates to all USA Gymnastics regional professional members about changes/clarifications to the rules and events.
- H. Work closely with regional meet director to ensure that the competition is well planned and executed.
- I. Respond in a timely manner to all requests from the USA Gymnastics Rhythmic Program Director and/or the USA Gymnastics President.
- J. Establish the operating procedures for the Regional Committee.
- K. Attend the annual USA Gymnastics Congress, funded by Regional finances, when economically possible. Double room with another Regional Chair, book your flight early and at the best prices, etc.
- L. Attend all Regional events and as many state events as possible.
- M. Submit service award requests for the Region to USA Rhythmic Program Director by June 1st each year.

Term of Office

- A. The Regional Chair shall be elected by all current USA Gymnastics Rhythmic Professional members in the respective region at the time of the election.
- B. The Regional Chair shall serve a four-year term.

Qualifications

- A. To be eligible to serve as the USA Gymnastics Rhythmic Regional Administrative Chairman, a person must have been a USA Gymnastics Professional member for a period of four years.
- B. If no one in a Region meets the above requirement, the RP Director may make exceptions.

Election Procedures

- A. A Regional Chair, one from each region, is elected to a four-year term by all USA Gymnastics professional members in good standing at the time of the election..

- a. Even Number Regions (2, 4, and 6) will elect a chairperson in the Spring/Summer of the year preceding the Olympic Games.
 - b. Odd numbered Regions (1, 3, 5) will elect a chairperson in the Spring/Summer of the year following the Olympic Games
- B. All USA Gymnastics Professional members in the respective region who are registered Professional members in the election year are eligible to vote.
- C. The person receiving the highest number of all votes cast shall be declared the Regional Chair.

Vacancies

- A. In the event of the resignation or removal of an elected Regional Chair, the RP Director will call for a vote of the member's constituency in order to elect a member to fulfill that member's term.

State Administrative Committee Guidelines

State Administrative Committee

Each active State must have a State Administrative Committee. A State Administrative Committee can help a State Chair provide the best service to their state. They also provide a level of protection to the State Chair by having decisions made by a committee vote instead of by one person. The number and type of positions shall be determined by each State to best serve the needs of the program in the state.

All State Committee Members should recuse themselves from any discussion and vote where there is a conflict of interest from which the member could personally benefit.

Suggestions for Possible State Administrative Committee Positions:

- Administrative Assistant/Secretary
- Qualification/Competition/Score Chairman
- Coaches' Representative (by geographical region or competitive level)
- At-Large Representative(s)
- Judges' Representative(s)
- Awards Chairman
- Former State Administrative Committee Chairman (ex officio, non-voting)
- Education/Camps & Clinics Chairman
- Apparel/Fundraising Chairman
- Liaison from other organizations or disciplines in your state
- Webmaster
- Others as needed by state

If your committee has coaches' representatives they must be elected by the state membership and all competitive levels and/or geographical areas must be represented.

All positions may be elected or appointed, however, only members elected by the USA Gymnastics Professional membership may have a vote. All appointed members do not have a vote and serve in a liaison or advisory capacity. A State Administrative Committee should have a minimum of three voting (elected) members.

Note: In a state that has two or more clubs, there is no reason to not have a state committee. For small states, the state chair could consider creating a general representative seat on the committee to be filled by one professional member from each club.

State Chairmen, as the committee chairman, do not vote unless to break a tie.

Judges may have a representative on the committee, but again if it is a voting position they must be elected by all Professional members in their state.

Elected State Committee members are elected by the Rhythmic Program Members (Professional Members) in the respective state. They may be elected the same year as the State Chairman or in the opposite year.

Appointed State Committee members may be appointed by the State Chairman, the State Committee, or both.

Elected State Committee members shall serve for 1 or 2 years as determined by the State Committee. They should take office prior to September 1st in their election year. Elected State Committee members should be allowed to finish their full terms unless they resign or are removed by action of the State Committee.

All appointed positions to the State Committee are for a one-year term and may be renewed at the discretion of the State Chairman, State Committee or both.

Duties and Responsibilities of the State Committee Members:

- Members must support the USA Gymnastics program and its *Rules and Policies*.
- Members must represent their area and/or level.
- Members must support and consider the total State program.
- Members shall carry out the specific duties of their positions as determined by their State.
- Members are expected to attend all State Committee and general membership meetings.
- By vote of the committee determine how state funds will be used, including what support will be granted to state meet hosts.

Criteria for Nomination for elected positions

The nominee must be:

- A voting member of the Rhythmic Program (Professional Member) in good standing in that state.
- A minimum of 18 years of age.
- Active in the state program

Election of the State Administrative Committee

Nominations:

The State Administrative Committee Chairman will publish a description of the State Administrative Committee positions in the state newsletter or on the state website in order to solicit nominations. A minimum of one month should be given for the return of nominations. Nominees should have an opportunity to accept or decline nominations.

Election Procedure:

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. (example member# and date of birth or member # and zip code, etc.)
- E. Voting must be open for two weeks.
- F. Election results should be directed to the Regional 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 ONLY in each respective election, and only upon request of the candidate. A copy of this information shall also be sent to the Regional Administrative Committee Chairman.

Removal:

A State Administrative Committee member can be removed from the State Administrative Committee if he/she fails to fulfill the duties of his/her job. This can be done by a vote of the State Administrative Committee upon documentation that the member has failed to meet his/her obligations. Before removal, every attempt to resolve the situation should be made. A State Administrative Committee member must remain a professional member in good standing in order to remain on the committee.

Reminders for State Administrative Committee Members

Each Committee Member should:

- Maintain objectivity at all times
- Recuse themselves from any discussion and vote where there is a conflict of interest from which the member could personally benefit.
- Devote time and energy to committee activities
- Know how to control situations
- Have a keen insight into people and situations
- Have the respect of their associates
- Maintain a professional standard of conduct at all USA Gymnastics events
- Understand the art of compromise
- Know and follow the Code of Ethical Conduct, current *Rules and Policies* and the current Operating Code.
- Be prepared to take action – even on controversial issues.
- Be prepared for all committee meetings.
- Know how to communicate ideas and concepts to a variety of people

State Chair Guidelines

Authority:

The responsibility for providing the leadership of the USA Gymnastics State Rhythmic Gymnastics programs shall be given to the elected State Administrative Committee Chair.

Responsibilities:

The State Chair shall:

- A. Serve as the USA Gymnastics representative in the state.
- B. Serve as the representative of the state for USA Gymnastics professional members on the Regional Committee.
- C. Ensure that the USA Gymnastics Rhythmic Rules and Policies are followed in the state.
- D. Maintain the competitive reporting system in the state.
- E. Maintain the state's finances as required by USA Gymnastics.
- F. Respond to all requests for information about rhythmic gymnastics in the state.
- G. Respond in a timely manner to all requests from the Regional Chair and the Rhythmic Program Director.
- H. Establish the operating procedures for the state, in consultation with the Regional Chair
- I. Attend the annual state competition and as many local events as possible.
- J. Ensure there is a State Championship annually.
- K. Determine the needs and responsibilities of a State Committee positions.

Term of Office:

- A. The State Chair shall be elected by all USA Gymnastics Rhythmic Professional members based upon the current USA Gymnastics membership roster of the respective state in the Spring/Summer of even numbered years.
- B. The State Chair shall serve a two-year term.

Qualifications:

- A. To be eligible to serve as the USA Gymnastics State Rhythmic Chair, a person must have been a USA Gymnastics Professional member for a period of two years.
- B. If no one in a State meets the above requirement, the Regional Chair may make exceptions that apply to all candidates.

Election Procedures:

- 1. In Spring/Summer of each even numbered year, the Regional Chair shall conduct the election for State Chair.
- 2. All USA Gymnastics Professional members in the respective State who are current Professional members at the time of the election in the election year are eligible to vote.
- 3. The person receiving the highest number of all votes cast shall be declared the State Administrative Chairman.
- 4. In the event that a state has only one (1) competitive Rhythmic club and no unaffiliated professional members, the Regional Chair may appoint a professional member from the club to serve as the State Chair. Even if there is only one competitive rhythmic club, but more than one professional member is nominated for the position, an election must still be held as you may still have unaffiliated judges/members who are eligible to vote.

Vacancies:

1. In the event of the resignation or removal of an elected State Chair, the Regional Chair will call for a vote of the member's constituency in order to elect a member to fulfill that member's term.
2. In the event of the resignation or removal of an appointed State Chair, the Regional Chair will appoint a USA Gymnastics professional member to fulfill that members term.

Planning Meetings, Clinics and Conferences

Part of your job as State/Regional Administrative Committee Chairman is planning meetings for your committee and state/regional membership, choosing the location of your State/Regional meets and organizing clinics for the gymnasts, coaches and judges in your state/region. In some states, the State/Regional Administrative Committee Chairman and Committees run state/regional conferences or clinics. Sometimes, it can seem overwhelming to do all of these! So remember:

- Use your State/Regional Administrative Committee to help you organize and run these events.
- Events can be awarded to clubs via the bidding process.
- You and your committee can appoint people to help run these events.

Committee and Open Membership Meetings

In general, you should meet with your committee at least once a year. Many State/Regional Administrative Committees meet once in the spring, once in the summer, and once in the fall. Emergency meetings can be held as often as needed, and can be done via conference call. It is important that your meeting be conducted in a place that is conducive to productive meetings. Also, it is important to consider that you need some privacy, as confidential items most likely will be discussed. As you plan your meeting, make sure you do the following:

1. Pick several meeting dates and times. Send out a letter listing the possibilities so that committee members can tell you which dates they are available. Choose a date and time that works for a majority of your committee. If someone cannot make your meeting, they may send someone for discussion only. Proxy voting is not allowed at any USA Gymnastics committee level. Committee members may participate via phone or video and vote on agenda items provided they are present and able to participate in the discussion (via electronic media) of the agenda item being voted on.
2. Send out a meeting date, time and location with directions. Send a tentative agenda and ask committee members to send you any agenda items they would like discussed. The agenda must be approved by the Regional Chairman for States and by NAC Chair for Regions.
3. If you anticipate your meeting will be long, make meal arrangements. It is permissible for the State/Regional treasury to provide meals during meetings.
4. Minutes are to be taken at all meetings then approved by the Regional Chairman for States and the NAC Chair for Regions. Once approved, minutes are to be posted on the website and in the State/Regional Newsletter.

Open Membership Meetings

State/Regional Administrative Committee Chairman should hold at least one open membership meeting each year. Open membership meetings are a good opportunity for the professional membership in your state/region to talk to you and your committee members, and for you to let them know what is going on. In general, issues are not decided at general meetings. If you want your general membership to vote on an issue, it should be via mail/email so that all professional members can vote. Many states/regions hold general membership meetings at already planned state/regional meets and events. Occasionally, states/regions will hold general membership meetings at the National congress if it is being held in their state. When planning your state/regional meeting:

1. Make sure the facility will hold at least half of your state/regional membership. If possible, have the room set up with chairs for participants and a microphone for speakers. Meeting rooms in hotels, libraries and schools are good places to meet and are usually not expensive.
2. Send notice of the meeting to all professional members at least one month ahead of time. Include the date, time, and location of the meeting (with directions). Also, send out

- a tentative agenda. Make sure your State/Regional Administrative Committee will be there. The agenda must be approved by the Regional Chairman for states and for the NAC chair for Regions.
3. If your state/region budget allows, you can provide snacks and sodas for participants.
 4. Minutes are to be taken at all meetings then approved by the Regional Chairman for state and by the NAC Chair for regions. Once approved, minutes are to be posted on the website and in the State/Regional Newsletters.

Clinics and Conferences:

States/Regions can run clinics and conferences for their professional and athlete members.

Remember to:

- Sanction all events that will involve more people than your State/Regional Administrative Committee.
- Advertise the date, location, and fee for the clinic/conference well in advance.
- Charge different fees for pre-registration and on-site registration.
- Don't overbook clinics in an effort to increase profits. People don't return if the first experience isn't good.
- If you have clinicians and/or speakers, make sure they understand all arrangements for honorarium, per diem and housing. It is best to put this in writing when you contact your speaker or guest clinicians.
- If you are having an overnight clinic/conference, plan some type of social activity, so that your members may interact and share their experiences and problem solving solutions.
- Remind your members that they are only competitors on the competition floor, the rest of the time we are all teammates trying to promote our sport and our discipline.

Meetings:

State/Regional Administrative Committee and other official meetings should be run according to Robert's Rules of Order.

In particular:

- Always have an agenda (must be approved by Regional Chairman or NAC Chair).
- Take roll call and review the minutes from the last meeting.
- Assign someone on the committee to take minutes if you don't have a secretary on your committee.
- Whenever there is a change in State/Regional policy, there should be a formal vote. The procedure for voting is:
 1. A voting member of the committee should state the change in the form of a motion.
 2. The motion must be seconded by another voting member.
 3. After the second, there must be time for discussion of the motion. Members must be recognized by the chairman in order to speak.
 4. When discussion is finished, the motion on the floor must be voted on by voting members of the committee. Members may vote for or against the motion, or they may abstain. Abstentions should be noted in the minutes.
 5. Motions are passed by a simple majority. In the case of a tie, the State/Regional Administrative Committee Chairman casts the tie-breaking vote. This is the only time the State/Regional Administrative Committee Chairman should vote.
 6. You must have a "quorum" of two-thirds of your committee in order to conduct a meeting.
 7. Minutes are to be taken at all meetings then approved by the Regional Chairman or NAC Chair. Once approved, minutes are to be posted on the website and in State/Regional Newsletters.

Tips for Committee meetings:

- Start meetings on time regardless of who's missing.
- Stay on task during meetings. If people get off track, gently remind them of the task at hand.
- Listen to all members of your committee with equal respect.
- Strive to keep meetings on time. This may mean that some items may have to be left for another meeting.
- Take periodic breaks.
- Remember that if any member of the committee has a conflict of interest that they should recuse themselves from the discussion and vote on that one item and then rejoin the meeting after that agenda item has been concluded.

Questions and Answers about State/Regional Administrative Committees

How does the State/Regional Administrative Committee select judges for state and regional meets?

The Regional Judging coordinator selects judges for all State Championships within the region and Regional Championship in consultation with the Meet Referee and/or Regional Chair (or committee). The National Judges Selection Committee will assign the meet referee for each Level 7-10 Regional Championship. Assignment of the judges is to be rotated on a fair and equitable basis with the following considerations for assigning of judges:

- 1) Expenses to the meet director
- 2) Rotate the assignment of judges
- 3) Availability of appropriate level judges needed
- 4) Ethical Standards

How often should State/Regional Administrative Committees meet?

It is up to the State/Regional Administrative Committee Chairman and the State/Regional Administrative Committee to decide when and how often they should meet. Many states meet once in the summer, once in the fall, and once in the spring. Conference calls can be used to decide issues, particularly if the agenda is short. State/Regional Administrative Committees must meet at least once a year. The State/Regional Administrative Committee Chairman should chair meetings. A committee member should record the minutes. All issues that affect the organization, financial, competitive or other important aspects of the state/regional program within their jurisdiction should be put into motions and voted upon.

What decisions does a State/Regional Administrative Committee make?

The State/Regional Administrative Committee should be involved in any decisions that include organizational, financial, competitive or other important aspects of the state/regional program within their jurisdiction. Remember, only elected members can vote, and Chairs should only vote in case of a tie.

Sometimes during State/Regional Administrative Committee meetings, touchy issues may be discussed. Are State/Regional Administrative Committee meetings confidential?

State/Regional Administrative Committee members should sign the USA Gymnastics confidentiality statement. This is available from the national office. It should be stressed that statements made in meetings are confidential and not for the general public. Minutes of the State/Regional Administrative Committee meetings should reflect all decisions/actions taken and should be published as soon as possible after approval by the Regional Chairman. Minutes do not need to include every word of the discussion on an issue. An example of what goes into the minutes might be as follows:

EXAMPLE MINUTES:

WOMEN'S JUNIOR OLYMPIC COMMITTEE MEETING

Fort Worth, TX, May 9, 2016

Meeting was called to order by Tom Koll (NJ OCC) at 4:00pm.

*Roll Call: Region 1 Shane McIntyre
Region 2 Laurie Reid
Region 3 Mark Folger
Region 4 Bryon Hough
Region 5 Kittia Carpenter
Region 6 Larry Goldsmith
Region 7 Linda Johnson
Region 8 Brad Harris
Women's JO Program Director Annie Heffernon*

- A. Recommendation from the JOC to the National Office: At regional competitions, Judge's break times are at the discretion of the Regional Administrative Committee.*
- B. Recommendation to raise the minimum qualifying score for Women's Level 10 Junior Olympic National Championships to a 35.00 All-Around, achieved at the current year's Regional Championships.*

Motion: Linda Johnson

Second: Bryon Hough

Passed Unanimously

~~*C. Recommendation that effective August 1, 2016, If any region is unable to field a team of seven gymnasts per age division at JO Nationals, the open slots will be allocated to the regions based on a percentage of eligible athletes in each region, in each age division.*~~

~~*Motion: Linda Johnson*~~

~~*Second: Brad Harris*~~

~~*2 – Yes votes*~~

~~*5 – No votes*~~

~~*Recommendation fails*~~

D. Recommendation that puppies are not allowed on the competition floor at any regional competition.

Motion: Kitty Cat

Second: Ima Kitten

4 – Yes votes

2 – No votes

1 – abstention

Recommendation passes

Effective Management Tips

Important Thoughts Regarding State/Regional Administrative Committees and Other Groups with Whom You Will Work

- It is impossible to accomplish anything worthwhile without the help of other people.
- You can never have too many smart people in your life.
- Everybody likes to be asked his/her opinion.
- Be generous with praise, but cautious with promises.
- A person's greatest need is to feel appreciated.
- The most creative ideas come from beginners, not the experts.
- The purpose of criticism is to help, not to humiliate.
- Resist telling people how something should be done. Instead, tell them what needs to be done. They will often surprise you with creative solutions.

The State/Regional Calendar - The Bidding Process

One important job of the State/Regional Administrative Committee Chairman and Committee is determining the State/Regional Calendar. Dates for the State Championships depend on the National and Regional Calendar. Any other regional and state designated qualifiers or events are under the jurisdiction of the State/Regional Administrative Committee. Calendars should be published as soon as possible each year to allow members time to arrange their schedules, particularly if they are running local and invitational meets. When scheduling regional or state competitions, remember:

- Set a deadline for acceptance of Meet Bids.
- Meet scheduling should avoid conflicts with major religious holidays and school.
- If you are not sure whether or not you will need the whole weekend for a meet, list all dates in the calendar. It is easier for people to delete a day from a weekend than it is for them to have to make plans for an extra day of competition.
- Leave at least two weeks between the last state meet and the regional meet so that meet directors have time to process entries.
- Encourage meet directors of large invitationals sanctioned by USA Gymnastics to get their dates published in your calendar.

Bidding

All State/Regional Committee Members should recuse themselves from any discussion and vote where there is a conflict of interest from which the member could personally benefit. (State Championship bids, etc.)

Regional and State meets are awarded to host clubs via the bidding process. The form for clubs to bid for these meets can be provided by USA Gymnastics. Some states/regions have their own forms. Regional Administrative Committees should decide who is awarded the bids for these meets. When involved in the bid process, remember:

- When a meet director bids on an officially designated USA Gymnastics qualifying meet, he/she is hosting the meet for USA Gymnastics, therefore, the State/Regional Administrative Committee has jurisdiction over the entry fee, gate fee, format, assignment of judges, etc. for that meet.
- When awarding the bid, be clear with the meet director about what the State/Regional Administrative Committee's jurisdiction is. Also, make it clear who will pay for awards, apply for the sanction, etc. It is best to put these details in writing and make sure both parties

agree to the terms. (Having a meet director sign this agreement will ensure that there is no confusion as to whether everyone understands the agreement.)

- Try to “spread the wealth” when awarding bids. Award meets to as many different clubs as possible without compromising the quality of the meets.
- Be clear about your criteria for bids when you solicit them. For example, if preference will be given to clubs who will host meets in an outside facility, list those criteria on the request for bids.
- To encourage bids on meets that may have fewer participants, allow clubs to attach an invitational for another level the day before or after. Remember, the two meets must be sanctioned separately. Some states/regions attach invitationals or coaching clinics to their smaller state meets to make them more attractive to bidders.
- Include branding guidelines for bids when you solicit them so meet directors know what limitations they may have on apparel and vendor sales.

Things to ask about on the bid form:

- How many trained volunteers will you have available?
- How many support personnel do you have for scoring?
- Do you have a trained announcer?
- How much spectator seating do you have? Is this spectator seating roped off from the competitive area?
- Medical Emergency plan
- Parking facilities for spectators
- Snow removal plan for inclement weather (depending on location/date)
- Ask up front about what assistance they may need from the State/Regional Committee.
- Be open to new ideas that may work for smaller state meets.
- Reach out to National office personnel for assistance or ideas on making your State/Regional meet successful.
- Reach out to other disciplines like Men’s, Trampoline or Acro Gymnastics. They may have small state or regional meets in your area too. Perhaps you can run your meets as a co-discipline endeavor.

Handling Problems

Like the head of any other organization, you will have to deal with problems from time to time. It is important that you keep a “cool head” and act professionally at these times.

The good news is that you are not alone. If a problem seems too big for you to handle, you have plenty of support. Remember, the protocol is:

1. The professional member calls the State Administrative Committee Chairman. If necessary, the SACC calls...
2. The appropriate Regional Administrative Committee Chairman. If necessary, the Regional Administrative Committee Chairman calls...
3. The appropriate NAC member or Chair
4. NAC member or Chair can contact National Office personnel.

Follow the chain of command and encourage your membership to contact you before contacting the National Office. Once you are aware of a situation, you can proceed through the proper channels. An exception may be if there is a conflict between a State Chair and a Regional Chair or a Regional Chair and an NAC member. In this case, or one similar, it may be necessary to contact the NAC Chair or National Office for assistance.

Many problems can be solved at the State/Regional level. Remember, your *Rules and Policies* book is the best resource. Keep one copy by your phone at all times. Use tabs to mark the different sections. Keep current with changes published online. Keep appropriate Regional/NAC Officers informed of any problems that are occurring.

Other tips for problem solving:

- Remember that all news is biased.
- If you don't know the answer, it's best to say, "I don't know, but give me a few days and I'll find out."
- It's a lot easier to react than think. However, thinking will lead to fewer headaches.
- Anger manages everything poorly.
- No matter how you slice it, there are always two sides.
- Learn to listen.
- Spend less time worrying about who's right and more time deciding what's right.
- Practice empathy. Try to see things from other people's points of view.
- Listen to both sides before judging.
- Don't be rushed into making an important decision. People will understand if you say, "I'd like a little more time to think it over. Can I get back to you tomorrow?"
- Give yourself an hour to cool off before responding to someone who has provoked you. If it involves something really important, give yourself overnight.
- Give people a second chance.
- Learn to recognize the inconsequential and ignore it.
- Don't burn bridges. You'd be surprised how many times you have to cross the same river.

Communication tips for USA Gymnastics State/Regional Chairman

Keep a file folder marked next newsletter/web update. As things come in the mail from National or Regional office, or as you think of them, put them into file. When you start to create a newsletter, make a list of topics to be included in newsletter. Go through your file, last year's newsletter from the same time period and the last newsletter you sent. You may need a newsletter from 2 years ago if it is an election year. Many forms for bids and registration stay the same year to year. Remember to change deadline dates.

Make people WANT to read your communications...

Topics:

Thank you to event directors
Financial Statement
Entry forms
Petition forms
Judges availability form
Bid forms – Competitions, Training Camps, Clinics
Address book registration forms
Minutes
Advertisements
Flyers for Regional or State Clinics/Competitions
Registration forms for Training Camps
Calendar
Information sheet for State and Regional Competitions
Competition results –National, Regionals and State
Articles from State/Region Committee members
Articles from State/Region business or club owners
Articles from State/Region Coaches
Nomination forms
Ballots
Rules and Regulations

USA Gymnastics

Communication Checklist

___/___/___

- ☐ Annual Financial Statement - published
- ☐ State/Regional Meeting dates and locations
- ☐ Minutes from state/regional meetings
- ☐ Elections
- ☐ Meet results
- ☐ State/Regional Calendar
- ☐ State/Regional USA Gymnastics Committee address, phone list and e-mail
- ☐ E-mail newsletter to State/Regional Committee
- ☐ State/Regional information for:

Educational Opportunities
Training Camps
State meet entry forms
Regional meet entry forms

Website

There are many web companies that will design your web site and keep it updated for a fee. You also can design your own and update it yourself.

The most challenging thing regarding a web page is keeping it updated. Set up the web page so that each article has an expiration date. This will help keep your web page up to date.

All Professional members in your state should receive your newsletters and e-mail notices. Social media is not acceptable as the only means of communication to your members. To retrieve pro membership information, go to usagym.org. Log on with your username and password. Click on member services and then click on committees. This section will give you access to the most current information on all members in your state/region. This information can be exported directly into an excel worksheet and used to do a mail merge e-mail. Mail merges are a function of Microsoft word and will allow you to send your newsletter and e-mail notices to any number of members with the click of a button.

Web Site tips:

1. Follow USA Gymnastics Branding Guidelines
2. Keep Home page current
3. Archive dated information
4. Simple navigation tools
5. Links to National and Regional web pages and judging pages
6. Include:
 - Club Information for your state/region
 - Calendar
 - Newsletters
 - Contact information

Your web page may also include:

1. Advertisements (with approval from USA Gymnastics)
2. Pictures
3. Updates – Can link straight to JO Updates on National, Regional Calendar on Regional
4. DO NOT PUBLISH athlete's or professionals Date of Birth or other personal information

State/Regional Chair Financial Activity

One of the most important jobs you have as State or Regional Chairman of USA Gymnastics is to maintain financial responsibility for your state/region. Our state and regional chairpersons are the most important volunteers in the USA Gymnastics community, and we look to you to handle the day-to-day administrative issues of the sport here in the USA. Of utmost importance is taking care of the financial functions on the state or regional level. In light of the direction provided by the Board of Directors and our independent auditors, we have implemented an online accounting system that is intended to make those functions easier, while assisting you in this role.

No state or regional funds or payments should go through any account except the USA Gymnastics State and Regional Accounting system. What we have designed is a centralized banking system, where all accounts of the various states and regions and disciplines are concentrated in a single account at our bank here in Indianapolis. Individual balances are maintained within the accounting system, and all disbursements are made from a single account. State and regional chairpersons still control the functions regarding who gets paid, how much, and when; it's just that the national office actually carries out the function of check recording, printing, and mailing. Similarly, the chairpersons make deposits to the consolidated state or regional account, and general ledger entries are made to maintain the individual nature of each state's and region's balance.

There is a short 'laundry' list of things to take care of in order to get set up.

- Make sure you work with your program director in the national office to have your name listed on the program directory on the USA Gymnastics website. That is the source the office uses in our communication efforts with you, so it is important that it is kept up to date.
- Gain access to the accounting functionality as a state or regional chairperson – your program director will work with the USA Gymnastics Accounting department in order to make that happen.
- Your professional number will be linked to the individual state or regional accounting sites, which are not available to anyone but the national accounting office and you. Make sure your user name and password as a member on the USA Gymnastics website and communicate with your specific program personnel. They will work with the IT staff here to get you access to your financial information.
- Learn the functionality of check requests and deposits (detailed instructions are below). Once you have access to the links, you can request checks and process deposits.
- Checks are issued Tuesdays and Fridays for activity requested up through the prior Monday and Thursday respectively. If timing is a great concern regarding payments, please plan accordingly so that the checks can go out the door in the time frame you desire.
- We periodically send out reports (income and cash balances on a weekly basis) so that you can track your activity and distribute it as you see fit. These reports are to be found on the USA Gymnastics website, under the Committee link, click Accounting and these reports will be the first things you see.
- If you would like a corporate card for your use, it is required that you provide (via e-mail to accounting@usagym.org)
 - the last four digits of your social security number
 - legal first last name and
 - addressso that we can have one issued in your name. You will be required to prepare monthly expense reports for the corporate cards. As an alternative, some chairpersons choose to use

- a personal card and process check requests to reimburse themselves for state/regional activity. In all instances, documentation must be provided to support all expense activity.
- Assist in the transition. In most instances, a deposit book and endorsement stamp, and/or a scanner was provided to your predecessor. Please contact them and request that those materials be sent to you. If you fail to get a reply or cooperation, please contact your specific program manager or program director for assistance in this matter.

The primary goal of this effort is to simplify the financial and accounting process for you, and transfer some of the fiduciary responsibilities of the position to USA Gymnastics. We will work with you to make the system successful for you, and appreciate your efforts and cooperation.

Your primary contact for financial matters at the national office:

accounting@usagym.org

Check Requests and Deposits

Logging into the State and Regional Accounting System

- In order to access the state and regional accounting system, you will need to log into your membership account using the same username and password you would use when doing anything on the USA Gymnastics website.
- Once logged in, go to your Membership Profile. You can do this by clicking on the member services link on the USA Gymnastics home page, top right-hand side.
- On the left-hand vertical navigational bar toward the bottom, you should see a Committee link. This was set up by your program director and the accounting department when you first became a state or regional chair.
- Click on the Committee link, and you should see several options, Athlete Search, Professional Search, etc... the last one should be Accounting. Click Accounting.
- If you don't have a "Committee" link or "Accounting" link after you log in, please contact your program director to get this set up.

Check Requests

- After you have clicked on the Accounting link the first thing you will see are "Accounting Updates". These are updates posted to all State and Regional Chairs from the National Office. Here you will find reports and other information we think is important for you to have along with the date when it was posted.
- At the bottom, right hand corner of these updates you should see three options, Check Requests, Deposits and Payees.
- Click on Check Requests
- Here you should see a listing of your state or regions previous requests made by you or the previous Chair.
- To request a new check, click on the "Request a Check" link on the right hand side of the screen. (just above the search box).
- *Be prepared when requesting checks and PLAN AHEAD! We will be doing check runs on Tuesdays and Fridays, and mailing them out on those days.*
- When you get to the Check Request page, first select Choose a Payee. A pop up box will appear asking whether it is an individual or a corporate payee and to enter their name.
- Hit the search button to see if your payee is already in the system.
- If not – hit the New Payee button and fill out all the information, INCLUDING PHONE NUMBER AND E-MAIL ADDRESS. This is VERY important, as we will use this information to chase down the required 1099 information.
- It will take some time to process a NEW vendor. The second time you pay an individual or company, you won't have this step.
- If the person or company appeared in your search, simply click their name and it will take you to the next step.
- The next up is the account number. In this area, indicate the account number that you have with the vendor, or an invoice number on the bill you are paying. This is so we can reference your account or purchase on the check stub, the vendor knows who the payment is from, and they can correctly credit the payment to the amount due. This is VERY IMPORTANT.
- Indicate the amount to be paid.
- Indicate how you want the payment sent. The primary options are to have it mailed directly to the payee by the National office, or you can indicate that you want the payment sent to you personally to distribute.
- There is a 3rd option, for emergency situations only, see the * below for details on this option.
- Next up is the account distribution.

- You need to select how you want to categorize the expenditure via the drop down boxes in the lower portion of the screen.
- In the first drop down you will state what the expense is, airfare, hotel, per diem, meals/hospitality, supplies, etc...
 - Per Diem vs Meals
 - Per Diem is cash to an individual to spend on food, however, since the IRS doesn't know they actually spent it on food, then it is considered taxable income and will be listed on their 1099 at the end of the year.
 - Meals paid to an individual would mean they had sent you meal receipts and you are reimbursing the exact amount that they spent on food. This is not reported as taxable income to the IRS.
- In the second drop down, you can specify whether it is a committee expense, a competition expense, a clinic expense, apparel, etc.
- Next fill out the description area as applicable. Use this to provide additional information that we aren't already aware of, if it is an Airfare reimbursement to Jules Jones, you don't need to state in the description 'Airfare reimbursement - Jones'.... we already know because of who the payee is, and because you coded it to the airfare account in the first drop down. A better description might be 'Level 4 state meet judge reimb JJ'.
- Also note that you can apportion the total reimbursement to several different areas, meaning if you are reimbursing Jules Jones for Airfare, hotel and honorarium you can do it all on this one check request.
- To add an additional line item for the next area of reimbursement, click on the '+' box at the upper left-hand portion of the distribution area.
- Once the total of the distribution equals the total amount you entered above, click on submit.
- You should get a pop up screen with a confirmation number.
- On whatever documentation is applicable (expense reports with receipts, invoices, bills, etc.) write this confirmation number clearly along with the check request date, and submit to the Accounting department at the National Office via mail, fax or e-mail.
- It is important that you promptly submit documentation for your check requests.
- We believe you will find that a document scanner is the best way to accomplish that and we strongly suggest that you purchase one for your state and region use.
- You may use state/region funds for this purchase but the scanner will then belong to the state/region and will have to be passed on to any future state/regional chair.

At this point, you are done with that particular check request. We will take it from there!

**The 3rd option for sending payments, for emergency situations only, is creating an ACH payment. An ACH is a 'next day' transfer of funds. We highly discourage this use, however, if it becomes necessary to transmit an ACH payment, we will need:*

- Payee bank name and address
- Account number
- Account holder name
- Account holder address
- ABA number

Again, we discourage the use of the ACH payments and they should only be requested in extreme emergencies.

Deposits to Account

- First decide which methodology you will use to deposit checks.
- USA Gymnastics bank is PNC, a large regional bank which has branches mostly east of the Mississippi. If you have access to a PNC branch, we suggest that you use that branch, and make deposits as you normally would, taking them directly to the bank.
- If you do not have access to a local branch, you can either process your checks by mailing them to the USA Gymnastics National Office (attn. state and region accounting), or you may use a check scanner that we can provide to you.
- We strongly suggest use of a scanner if you anticipate processing a high volume of checks during the course of the year.
- Regardless of what methodology you choose, we will provide you a deposit book and endorsement stamp for your state/region use. You will use this whether you have access to a branch for deposits, or if you are doing deposit by mail or for scanned deposits.
- For each deposit, you will need to also log onto the USA Gymnastics web site and record the deposit, specifying the nature of the deposit.
- We match up the deposits on the web site with the activity that actually comes through the bank, and apply it to the proper state/region/discipline accordingly.
- This step is very important so that we make sure your deposit shows up in your account.
- Similar to where you got into check request section, at the bottom, the Account Updates page you should see an option for Deposits.
- Click Deposits
- It is important to log into the website promptly after you have processed a deposit, so we know what the nature of the deposit is and can credit the deposit to your state/region account.
- We match up the bank activity with the deposit entry you make on the website, and nothing can be booked until both are in agreement.
- Be sure to correctly indicate the methodology of the deposit (bank deposit, bank by mail, scan).
- Note that you can distribute a single amount among several classifications.
- If you have a check scanner or a local PNC branch but you prefer not to utilize these options, don't worry we are here to help. You can always send your checks to the national office, and we will deposit them for you.
- Note, when sending checks for deposit via mail, it is always suggested that you make a copy of the checks prior to sending the checks. We love the post office but better safe than sorry.

Credit Cards/ACH:

When you get your credit card statement, you will need to complete the following steps so that we can correctly pay your monthly balance due.

- Go onto the USA Gymnastics accounting website as described above.
- Create a Check Request, as explained in the Check Request section.
- Make this check payable to PNC Bank or USA Gym Corp Card - either works.
- Code the total amount like you would any other vendor invoice, breaking it down to the appropriate account line items.
- Do NOT charge any amounts to CREDIT CARD expense.
- Use the most applicable line item that best describes the expense type. Flight, Hotel, Meals and Entertainment, etc...
- You can group multiple charges of the same type into a single line item on your check request.

- An example would be if you purchased 3 different meals, breakfast, lunch and dinner during your trip to a state/regional meet you could put the total of all three meals on the same line item.
- However, if you have 3 meals from a state/regional meet and then 2 more meals during a committee meeting please make these two separate line items.
 - Meals for the state meet
 - Meals for the committee meeting
 - It is also helpful if you indicate the number of people that you bought meals for.
 - For the committee meeting example you might list the description as "Lunch and Dinner 4 committee members"
 - Once you have completed categorizing all expenses you must submitted the check request and send the applicable documentation (receipts) via e-mail or fax, referencing the check request number on the documentation.

Sending funds from State to Region, Region to State, State to State

During the course of business, there is often the need for a state to pay the region, or vice versa for fees or reimbursement of expenses. Due to the fact that the financial activity is run through a common bank account, the transfer of funds is handled through a General Ledger entry to charge the paying state/region, and credit the receiving state/region. In order to properly handle the transactions, please observe the following practice:

- For the payee, list the payee with the notation "USA Gym" followed by the State/Regional name, followed by the program name. For example:
 - USA Gym Reg 8 Men
 - or USA Gym Illinois Rhythmic
 - or USA Gym Utah T&T.
 - Do NOT list the payee as the name of the state or region director.
- Code the payment as you would any other payment to any other vendor, specifying the type of expense and any other notation or description.
- Instead of issuing a check, an e-mail will be sent to the Chair whose state/region will receive the deposit, indicating that a payment has been issued by the paying state or region initiating the request and the nature of the payment.
- As the payor, from your vantage point, the check request will be indicated as 'Processed' when the e-mail is sent, and your account charged accordingly then the recipient's account is credited.

Financial Reports

Financial reports are available from the USA Gymnastics accounting website and you should not have to generate any reports on your own. Financial statements should be posted via website or newsletter to your state/region showing state/regional financial activity a minimum of once a year.

Financial Reporting Categories

Income Categories:

- Professional & Athlete Member Rebates
 - Money sent by the National Office as a rebate from memberships.
- Promotional Income
 - Income from items sold to promote gymnastics in the region or state such as T-Shirts, Directories, Ads in newsletters
- Competition Fees
 - Income from competition fees assessed by the state/region
 - Income from club fees assessed by the state/region
 - Income from rebates sent to the state by the region on regional competition/club fees.
- Competitions
 - Income generated by competitions run by the state or region, including gate fees, entry fees, concessions.
 - Could include reimbursement by meet directors for awards or items sold by the state/region.
- Clinics/Workshops
 - Income generated by clinics/workshops run by the state or region for athletes, coaches, or judges.
- Certifications/Testing
 - Income generated by the state or region via any of the testing or certification programs.
- Other
 - Interest
 - Donations
 - Repayment from meet host
 - Loans

Expense Categories:

- Awards Expense
 - Any awards (medals, trophies, plaques) given to athletes, coaches, committee members, etc. for achievements.
 - State/Region Team Support like entry fees or travel support for athletes
- Gifts
 - Apparel, mugs, sunglasses, etc....
- Communications
 - Phone expenses incurred for business purposes
 - Internet connect time while online doing state/regional chairmen business
 - Internet or Web page fees

- Postage expenses for state/regional mailings. Postage for any special projects such as the newsletter, clinics. Workshops, or regional congresses should be included under the correct categories for those activities.
 - Printing costs for any flyers.
- Travel
 - Includes cost of travel for any regional or state committee member to fulfill official duties. Costs could include airfare, mileage, parking, hotel, and meals.
- Promotional Expenses
 - Advertising a state/regional meet
 - Promoting a clinic or state congress
- Competition Expense
 - Includes the cost of running any state or regional competition that is run through the state or regional offices. All costs associated strictly with the competition may be put in this category.
 - State paying a competition fee to Region
- Certification/Test Expense
 - Supporting judges or coaches attending educational events.
- Committee Expense
 - AV for Committee meetings
 - Meals for Committee meetings
- Rebates/Fees Reimbursed to the States
 - Only regional chairmen need to use this category to list any rebates or competition fees that are sent to the states via the Regional Chairman.
- State/Regional Office
 - Cost of basic supplies such as paper, desk items, printer supplies, disks
 - May also include the cost of fax machines, computers, copy machines, scanners, etc.
 - Any fees paid to an appointee or contracted worker for clerical or other work.
- Other
 - Bank Fees - Includes bank charges, returned check fees, or loan payments.
 - USA Gymnastics Membership
- Clinic/Workshops/Meetings Expense
 - Includes the cost of running any state or regional clinics.

Financial Policies

General Information

It is important that the income generated by state and regional offices be spent wisely to support the gymnastics program in the state and region. State and Regional committees are accountable for how state and regional funds are spent.

- Money retained in state or regional account is under the jurisdiction of the state or regional committee. Large capital expenditures should be made only with the approval of the state or regional committee.
- These could include such items as computers, copiers, fax machines, etc.
- Small purchases such as office supplies, printing, postage, etc. may be made without committee approval.
- All purchases require receipts and must be directly related to the administration of the gymnastics program in the state/region.
- All expenses must be reported via the online system.
- It is the duty of the State and Regional Chair to present a financial report to their committee and general professional membership at least once a year. These can be found on the Accounting website.

- State and Regional committees may decide to pay individuals an honorarium for clerical, accounting, web development/updates, or other administrative duties as needed.
- It is up to the individual receiving these honorariums to report this information for tax purposes.
- The National office handles the processing of all 1099's (taxable income) for those who received honorariums, undocumented travel expenses, per diem, or payments of \$600 and over for the year.
- For this to happen, we need up-to date W-9's on those you are paying.
- When you submit a new vendor, we will email them asking for a W-9 to be completed. This is why accurate contacts emails are critical when submitting new vendors.

Travel Expenses

- State and Regional committee members who travel on pre-approved state and regional business should be reimbursed for allowable expenses.
- This travel could include state, regional, or national meetings/clinics in which the committee member is fulfilling an official role.
- All travel should be pre-approved by the state or regional chairman/committee.
- For budgeting purposes, it is recommended that state, regional and national committees create a yearly meeting and travel schedule.
- Allowable expenses may include:
 - Airfare
 - Mileage (IRS rate, currently \$.535). Mileage should never exceed the cost of an airline ticket or rental car.
 - Committee member are encouraged to carpool when possible
 - Airport Parking
 - Tolls
 - Meal Reimbursement (meaning they send you receipts after the fact)
 - Per Diem if provided, is a flat payment not based on actual meals consumed, may be provided in an amount no less than \$25.00 per day and no more than \$40.00 per day. This is considered taxable income by the IRS.
 - Location of the meeting may be considered when determining per diem amount reimbursed.
 - Transportation to and from the airport, mileage, taxi, Uber, etc..
 - In some situations, rental cars may be a necessity. The state or regional chairman/committee should approve this.
 - If possible, taxis, hotel shuttles, rental cars, etc. should be shared.
 - Lodging/Hotel
 - If a committee member must stay overnight prior to, during, or following a meeting, lodging should be provided and paid for by the state/region.
 - Accommodations should be based on double occupancy
 - If a committee member is sharing a room with a spouse, children, friends, etc. who are not an official participant of the function, the cost of the room should be divided among the individual and the state/region.
 - Special Circumstances
 - When a state or regional committee member's travel coincides with non-official duties (IE: a coach traveling to a meeting that is held in conjunction with a meet where he/she is coaching/judging) then that committee member should split the expenses in proportion to the time spent doing each.
 - State and regional committee members must prepare travel expense report forms, accompanied by receipts, to send to the state/regional chair in order to be reimbursed.

Money Matters and Other Thoughts

- Be organized– Never pay late fees
- Always charge a late fee, not necessarily to make additional income, but to deter people from being late, late fees should be significant enough to encourage people to not be late.
- Pre-register for clinics, congresses, etc.
- Always charge more for “at the door” registrations.
- Prepare a yearly budget for your state/region.
- Budget every activity/event at your yearly committee meetings in your yearly budget.
- Evaluate your budget /income/spending on a monthly basis.
- Make your travel plans well in advance for low airfares.
- Charge more for individuals who are not USA Gymnastics members.
- We are a “not for profit” organization. You do not have to stockpile dollars.
- You need to maintain a viable program for all of your members and athletes.
- You need to be able to pay for all administrative expenses.
- Being a good administrator is a necessary component in the process of providing a good program for all of your athlete and professional members.
- No activity should be budgeted to lose money.
- Write down financial categories as you post checks.
- Have a file for all receipts/documentation.
- Balance the online USA Gymnastics State/Regional account at least once a month.

Mailings and Mass E-mails

To obtain your list of professional members:

1. Go to webpage - <http://www.usagym.org>
2. Login with your Username and Password.
3. Go to the Member Services page and click on Committee (left column).
4. Click on Pro Search (or Club if you are doing a mailing to Clubs).
5. On the next screen select the Export tab.
6. Click on the downloaded document located in the bottom, left corner of the screen.
7. Resave the spreadsheet with the format as an Excel Workbook (.xls).
8. Save your excel document as a name that is easily identifiable to you.
9. You are done with the webpage and can close it at this point.

To create and send a mass e-mail:

1. Highlight all the e-mails in Column H.
2. Click on the first e-mail in the column, and then hit the shift key, scroll down and click on the last e-mail address. If you held the shift key down the whole time this should highlight all the information in that column.
3. To copy e-mail address, right click your mouse and select copy.
4. Go to your e-mail account and click the button to create a new message.
5. In the Blind Carbon Copy field (BCC) paste the addresses, right click your mouse and select paste. Please put the address in the BCC field so that everyone's e-mails are not visible.

To create labels, or write a letter for mailings:

- a. Open a new word document.
- b. Click on Tools, select mail merge manager.
- c. This will create a window on the right side of your word document.
- d. Select what type of document you would like to make such as letters, labels, envelopes, etc.
- e. If you are writing an e-mail you may only want to merge a name or an e-mail address. If you are writing a letter you may want to merge the whole address.
- f. Select Recipients List.
- g. Click on 'Get List' and choose 'Open Data Source'.
- h. Select the excel document that you just saved from the website. Click open.
- i. A pop up window will appear on your screen. Click ok. Another pop up window will appear on your screen. Click ok again.
- j. Insert Placeholders:
 - a. Drag each placeholder to the word document and position them accordingly, then space the items to fit your needs.
 - b. Preview Results.
 - c. Click on the ABC tab to view the first entry. Use the arrows to scroll through each entry.
- k. Type your e-mail message or letter.
- l. Complete the Merge:
 - a. You can merge to the printer, merge to a new document or generate e-mail messages.

- b. Merging to a new document will allow you to make changes to individual entries if needed.
- c. If mailing a letter, select “merge to a new document” or “merge to printer”.

For Personal E-mails:

- 1. Select “generate e-mail messages”, a new box will pop up.
- 2. The first line should read “E-mail Address”.
- 3. The 2nd line should be the subject line of your e-mail.
- 4. 3rd line can be html or plain text depending on the content of your e-mail.
- 5. “all” should be selected under the Complete Merge section.
- 6. Then click ok – it will send a personal e-mail to everyone on your excel list.

Based on your computer and it’s software these directions may be slightly altered when you try to do this. You must have some version of Microsoft Word and Excel to use these functions. If you have any questions on this process which can make email and newsletter communications go much more quickly, please contact Rachel Brazo, rbrazo@usagym.org. She has offered to help walk through the process with any State or Regional Chair who may need assistance.