

## ACROBATICS DEVELOPMENT PROGRAM COMMITTEE CHARTER

1. The USA Gymnastics Acrobatics Development Program Committee is an operating committee under the USA Gymnastics Bylaws and will work with the appropriate USA Gymnastics staff persons as set forth herein, such staff persons will be supervised by the Acrobatic Program Director.
2. **COMPOSITION.** The Committee consists of no more than nine voting members consisting of one Regional Development Program Chair from each Region, three athlete representatives, and the National Development Program Chair. The following chart shows the composition of the Committee.

Committee	Voting or Non-voting
National Development Program Chair (NDPC)	Voting
Region 1 Development Program Chair	Voting
Region 3 Development Program Chair	Voting
Region 4 Development Program Chair	Voting
Region 5 Development Program Chair	Voting
Region 7 Development Program Chair	Voting
Athlete Representatives (3)	Voting
Acrobatic Program Director	Non-voting

3. **VOTING.** A majority of the voting Committee members present (in person or virtual), shall constitute a quorum. A quorum is over 50% of the voting members present (in person or virtual). Once a quorum is established, a majority vote of the present (in person or virtual) Committee members shall constitute action of the Committee. All actions of the Committee are subject to oversight of the Acrobatic Program Committee (APC).
4. **ELECTION PROCEDURES.**
  - a. National Development Program Chairperson. The National Development Program Chairperson (NDPC) is elected every 4 years (two years after the Olympic Games. Example 2022, 2026, etc.) and is elected by current Acrobatic member clubs, at the time of the election. Elections are conducted via online/email voting and will be administered by the Acrobatic Gymnastics Program Director/National Office staff. Nominations for NDPC to the Acro Program Director by May 1 of the election year. Candidates will submit a resume to the Program Director by May 15 of the election year. Voting member clubs will elect the NDPC on or before June 15 of the election year. Each member club gets one vote. The candidate with the greatest number of votes cast is elected. In case of a tie, a runoff election will be conducted between the tied candidates with the greatest number of votes until

one candidate receives the greatest number of votes cast. The runoff election will be conducted no later than 30 days following the election.

- i. To be nominated, and to run, for the NDPC, a person must:
    1. Be at least 18 years old.
    2. Be an Acrobatics Program Professional Member in good standing for at least two (2) consecutive years prior to nomination.
    3. Have been coaching at the Development level for a minimum of five (5) years; AND
    4. Have experience coaching Level 10 or above athletes at USA Gymnastics Championships. Note: 11-16 age group level does not meet this requirement.
  - ii. If only one nomination for any position is received, the nominee will be elected by acclamation.
  - iii. Prior to being placed on the ballot, all nominees must sign a document that verifies that they have read and do understand the duties and responsibilities of the office for which they have been nominated.
- b. Regional Development Program Chairpersons.** The Regional Development Program Chairpersons hold office for 2-year terms and are voted in by current member clubs from their region at the time of the election. Elections are conducted via online/email voting and will be administered by the Acrobatic Gymnastics Program Director/National Office staff. Nominations for Regional Development Program Chairpersons need to be sent to the Acro Program Director by June 1 of the election year (2022, 2024, etc.). Candidates will submit a resume to the Program Director by June 15 of the election year. Voting member clubs will elect the Regional Development Program Chairpersons on or before July 15 of the election year. The candidate from each region with the greatest number of votes cast is elected. In case of a tie, a runoff election will be conducted between the tied candidates with the greatest number of votes until one candidate receives the greatest number of votes cast. The runoff election will be conducted no later than 30 days following the election. The term of office will begin September 1 in the year of election.
- i. To be nominated, and to run, for the RDPC, a person must:
    1. Be at least 18 years old.
    2. Be an Acrobatics Program Professional Member in good standing for at least two (2) consecutive years prior to nomination.
    3. Have been coaching at the Development level for a minimum of five (5) years.
  - ii. If only one nomination for any position is received, the nominee will be elected by acclamation.
  - iii. Prior to being placed on the ballot, all nominees must sign a document that verifies that they have read and do understand the duties and responsibilities of the office for which they have been nominated.

5. **MEETINGS AND MINUTES.** The Committee shall hold at least four meetings annually. Meetings may be in person or through video conference/conference calls. The Committee shall maintain minutes of all meetings, submit copies of all minutes to USAG's legal department for recordkeeping, and publish on the USAG website.
6. **ACTION WITHOUT A MEETING.** The Committee may take action without a meeting if written notice as described in this section (the "Notice") is given to each Committee member, and each member by the time stated in the Notice either votes in writing for or against such action, abstains in writing from voting, fails to respond or vote, or fails to demand in writing that action not be taken without a meeting. The Notice shall state the action to be taken, the time by which a Committee member must respond, and that failure to respond by the time stated in the Notice will be treated as an abstention. If, at the end of the time stated in the Notice, a majority of the Committee members have voted for the proposed action, then the action is approved and constitutes action of the Committee. All communications under this section may be transmitted or received by the Committee by email or other form of electronic communication. Action taken pursuant to this Section has the same effect as action taken at a meeting of the Committee and must be reported at the next Committee meeting for the record.
7. **TERM LIMITS.** All members of the Committee (excluding NDPC) will serve a two (2) year term and shall not serve more than four (4) consecutive terms, but may serve one additional term, if elected, following one two (2) year term away from the Committee. The NDPC will serve a four (4) year term and may serve no more than two (2) consecutive terms but may serve one (1) additional term, if elected, following four (4) years away from the committee.
8. **VACANCIES & REMOVAL.** A Committee member's position on the Committee is regarded as an interim vacancy if a committee member is unable to perform their duty for a limited period not to exceed one (1) year (e.g., is not able to attend meetings or participate in committee business for a limited duration, or has an interim suspension imposed). For an interim vacancy, the remaining Development Program Committee members will appoint an interim replacement. The interim replacement must be an individual who is qualified to fill the role. Any interim replacement Athlete Representative will be appointed by the Athletes' Council.

A Committee member's position on the Committee becomes permanently vacant upon the member's resignation, removal, incapacity, disability, or death, or upon the expiration of the member's term. Any member may resign at any time by giving written notice to the Development Program Committee Chair, except the Development Program Committee Chairs' resignation shall be given to the Program Director. Members of the Committee will be removed by the Committee if they fail to attend in person or participate by telephone or videoconference in at least three fourths (3/4) of the regular meetings of the Committee during any twelve (12) month period, unless they are able to

demonstrate to the other Committee members that the presence of exigent circumstances caused and excused the absences. A member shall be removed in accordance with the preceding sentence by the affirmative vote of a majority of the voting power of the Committee (excluding the absent member). A member may also be removed for cause at any duly noticed meeting of the Committee, and after being provided an opportunity for the member to be heard by the Committee, upon the affirmative vote of at least two-thirds (2/3) of the total voting power of the Committee (excluding the member in question).

For any permanent vacancy occurring in the Committee with less than one year remaining in the term, the remaining TC members will appoint a replacement in the same manner as an interim replacement.

Any permanent vacancy occurring in the Committee with one year or more remaining in the term, shall be filled as set forth in Section 4.0. A member elected to fill a vacancy shall be elected for the unexpired term of such member's predecessor in office. The remaining Development Program Committee members may appoint an interim replacement until the election is complete. The appointment process or election will be conducted in a timely manner.

## **9. VOTING MEMBERS.**

- a)** National Development Program Committee Chairperson
- b)** Regional Development Program Committee Chairpersons (one from each region)
- c)** Athlete Representative(s) (33% of number of committee)

## **10. COMMITTEE DUTIES.**

- a)** Set goals for the Acrobatic Gymnastics Development Program nationally.
- b)** Develop and maintain all aspects of the Acrobatic Gymnastics Development compulsory program and Code of Points. This includes yearly review, clarifications and errata, and revisions every 4 years.
- c)** Assist in producing a Development Code of Points and all associated handbooks, videos, training, and education once every four years.
- d)** Work with the National Elite Committee (NEC) on the development of the Level 1-10 exercises.
- e)** Work in conjunction with the National Technical Committee on technical aspects, scoring, competition format, and rules and regulations of the Development Program.
- f)** Establish score requirements and qualification guidelines for the various levels of competition.
- g)** Develop, conduct, and direct educational and certification programs for the community as needed including presentations and video education of the Development Program and compulsory skills.

- h) Make recommendations on the Future Stars selection process to the Selection Committee. Direct activities, collaborate on projects, and approve proposals.
- i) Coordinate with the national office to run at least one Future Stars camp, as well as other developmental training opportunities for coaches and athletes (i.e., national developmental camp) per season.
- j) Make recommendations to the NEC regarding coaches for FIG Coaching Academies, especially Level 1.
- k) Make recommendations to the APC for changes to the Operating Code and Rules and Policies.

**11. DUTIES OF THE CHAIR: The Chairperson of the National Development Committee will:**

- a) Meet the following requirements:
  - i. Have been coaching at the Development level for a minimum of five (5) years; AND
  - ii. Have experience coaching Level 10 or above athletes at USA Gymnastics Championships. Note: 11-16 age group level does not meet this requirement.
- b) Serve as a voting member on the Acrobatics Program Committee.
- c) Serve as a liaison between the National Development Program Committee and the Program Committee.
- d) Organize and direct the activities of the National Development Program Committee, working closely with the Vice-Chair, if assigned.
- e) Serve as a member of the Future Stars Selection Committee or appoint another Development Committee representative.
- f) Effectively communicate information with all coaches across the country.
- g) Represent the committee on all sub-committees as necessary.
- h) Prepare and distribute the agenda to the Development Program Committee in a timely manner for each National Development Program Committee meeting.
- i) Recommend subject and content for national training camps, clinics, online and other educational needs.
- j) Oversee and guide the work of the Regional (and State) Development Program Chairmen and Committees.

**12. DISCLOSURE OF CHARTER.** This charter shall be made available on the USA Gymnastics website.

**13. EFFECTIVENESS AND AMENDMENT.** This Charter must be approved by the Chief Programs Officer and the Chief Legal Officer. Any amendment or other modifications of this Charter shall be made a majority vote of the voting members of the Committee, subject to approval by the Chief Programs Officer and the Chief Legal Officer.

**14. COMPENSATION.** No salary or other compensation shall be paid for serving as a member of the Committee.

**15. CONFLICTS OF INTEREST/GIFTS & ENTERTAINMENT/CONFIDENTIAL INFORMATION.** All members of the Committee will adhere to the USA Gymnastics' Conflicts of Interest Policy, Gifts and Entertainment Policy, and Confidential Information Policy.

- a) Each year, all elected and appointed officials and committee members must submit a completed Conflict of Interest and Confidentiality Form to the National Office no later than: (i) two (2) weeks, or fourteen (14) days, following the acceptance of the elected or appointed position; or, (ii) the last day of the respective committee's annual term of office renewal.
- b) As the annual receipt of these documents is an eligibility requirement by both USA Gymnastics and the USOPC, any individual refusing to sign or submit these documents by the appropriate due date forfeits their opportunity to serve on any USA Gymnastics committee.