



SECTION III: STATE & REGION PROCEDURES

I. Regional Structure

A. Regional Guidelines

Each region may develop rules & policies suited to the region; however, it is the responsibility of each regional committee to operate within the following guidelines and according to the organizational structure provided by USA Gymnastics.

B. Membership

The member teams of each state within the region will be members of the region. Regions may charge a nominal fee each year from the teams to provide funds for operating expenses. The Regional Committee shall determine this fee at the annual meeting.

C. Regional Committee

The Regional Committee shall manage the affairs of each Region. Each Regional Committee must contain at least the following members: Regional Chair, The State Chairs from each state in the region, Regional Technical Committee Chair, Regional Coaches Committee Chair, and Athlete Representative.

D. Regional Chair

The Regional Chair elected in the second year of the quad (2022, 2026, etc.) by the region member teams prior to August 1. Term of office begins August 1 in the second year of the quad. The Regional Chair oversees the business and affairs of the Region and will preside at all meetings of the Regional Committee.

1. Requirements to hold the position of Regional Chair:
 - a. Must be an active T&T Competitive Coach, Judge or Meet Director member.
 - b. Must have previously served on a state or regional committee.
 - c. Must have been a Meet Director at an in-person USAG sanctioned competition within the last four years.
 - d. Regions may choose to designate that Region Chair nominees must reside in the Region at the time of election (this must be in writing and published on the Regional website and Regional R&P prior to the election).
2. Responsibilities of the Regional Chair:
 - a. Call and preside over the annual regional meeting.
 - b. Copy all communications as the Regional Chair to the Program Manager and the Program Director.
 - c. Call and preside over all meetings of the Regional Committee.
 - d. Conduct the USAG Regional Championships and ensure that all official rules & regulations are met. Send the meet results to the state chairs in the region or post online.
 - e. Conduct an annual Regional Clinic, notifying USAG. Plan the site and date of this clinic. The specific content of the clinic shall correspond with the gymnastics priorities of the region: judging, athlete training, coaching techniques, etc.

- f. Process all payments and deposits for regional activity through USAG. Contact the USAG accounting department to be set up on the system, and to address any questions.
- g. On an annual basis, publish an income statement for the year for distribution to the membership. Financial reports are available through the accounting system maintained and distributed to the Regional Chair by USAG based on activity processed in e. above.
- h. Be responsible for the promotional and public relations development of the Trampoline & Tumbling programs within the region.
- i. Maintain close contact with the state chairs of the region, passing on all pertinent information and acting as liaison between the state chairs and advise on administrative questions.
- j. Oversee the responsibilities of each position on the Regional Committee.
- k. Provide information to the Regional Committee on sites for Regional Championships. Upon approval by the Regional Committee, contract the necessary facilities, vendors, and services to run the Regional Championships. Serve as Meet Director for Regional Championships.
- l. The Regional Committee in consultation with the Program Director, may determine that the dismissal of the Regional Chair is warranted due to not fulfilling the responsibilities and roles required by his/her position. In this case, the Program Director will convene the remaining members of the Regional Committee to vote and confirm the dismissal and select a replacement.

E. Regional Secretary

The Secretary is a position appointed by members of the Regional Committee. The Secretary shall:

- 1. Record the minutes of the meetings of the Regional Committee.
- 2. Submit minutes of meetings to the Program Manager.
- 3. Work with the Regional Chair to keep an accurate database/ mailing list of all member teams and potential member teams within the region.
- 4. Assist the Regional Chair with the regional newsletter and other publications and distribution of information.

F. Regional Coaches' Representative

The Regional Coaches' Representative is a position elected every two years (2021, 2023, 2025, etc.) by the Region's State Coaches Committee representatives. The Regional Coaches' Representative shall:

- 1. Serve as the member coaches' liaison to the Regional Committee.
- 2. Promote and develop coaches' education throughout the region.
- 3. Conduct coaches' meetings at regional competitions.
- 4. Perform duties as may be assigned by Regional Chair or the Regional Committee.

G. Regional Technical (Judges') Representative

The Regional Technical Representative is a position elected every two years (2021, 2023, 2025, etc.) by the Region's State Judges Committee Representatives. The Regional Technical Representative shall:

- 1. Serve as the member judges' liaison to the Regional Committee concerning technical issues.
- 2. Promote and develop judges' education throughout the region.
- 3. Seat the judge's panel for the Regional Championships.
- 4. Perform duties as assigned by the Regional Chair or Regional Committee.

H. Regional Athlete Representative

The Regional Athlete Representative is a position appointed periodically by the USA Gymnastics Athletes Council (** note that the Athletes Council is currently developing this process*). The Regional Athlete Representative shall:

1. Serve as the member teams' liaison to the Regional Committee concerning athlete issues.
2. Conduct the athletes' meetings at regional competitions.
3. Support the activities of the National Athlete Council.

I. Meetings

1. Annual meetings
 - a. An annual meeting of the Regional Committee shall be held according to the guidelines set forth in the Regional Guidelines. The purpose of the annual meeting is to:
 - i. Set the competition/clinic schedule for the upcoming year.
 - ii. Discuss any new or old business.
2. Notice and location of regional meetings
 - a. Notice and location of regional meetings shall be based upon region rules and policies.
3. Voting privileges
 - a. All members of the Regional Committee shall have voice and vote in the affairs of the region.
4. Elections
 - a. USAG shall conduct all elections for Regional Chair. Each current T&T member club who is in good standing with USAG and is registered for the current Regional Championship is eligible to vote. Each club has one vote. The person designated as the Regional Championships meet contact will be the voting member for their respective club.
 - b. The Regional Committee will appoint the Regional Secretary.
 - c. The Regional Chair shall conduct elections for the Regional Coaches Committee Chair and the Regional Technical Committee Chair.
 - d. Term of office begins August 1 following election.
 - e. Resignation of the State Chair before the end of the term will require an interim appointment by the Regional Chair. If needed, the Regional Chair will administer a statewide election to select a replacement.
 - f. The Regional Chair may dismiss a State Chair who is not fulfilling the responsibilities and roles required by his/her position. Should the Regional Chair, in consultation with the Program Director, determine dismissal is warranted, the Regional Chair will administer a statewide election to confirm the dismissal and select a replacement.
 - g. Resignation of the Regional Chair before the end of the term will require an interim appointment by the Program Director.
 - h. The Program Director may dismiss a Regional Chair who is not fulfilling the responsibilities and roles required by his/her position. Should the Program Director determine dismissal is warranted, the Director will appoint an interim Chair.
 - i. Dismissal of, or appointment to replace, other Regional Committee positions, is decided according to the Regional Rules & Policies.
 - j. Meetings of Regional Committee
 - i. The Committee shall meet as needed to handle the affairs of the Region between annual meetings.
 - ii. These meetings shall be called and administered according to region by-laws.

J. Regional Championships

1. Purpose of the Regional Championships
 - a. To name annual regional champions in Trampoline, Double Mini, and Tumbling for Levels 5 through Senior Elite, and Synchronized Trampoline for Level 9 through Senior Elite.
 - b. May serve as one of the two required competitions in which athletes Levels 5-Elite qualify to the Stars & Stripes Championships and/or the USA Gymnastics Championships.

- c. Is required for Level 5-Open to be eligible to attend the Stars & Stripes Championships and the USA Gymnastics Championships.
 - d. At the discretion of the Regional Committee, Regional Championships may include Levels 1-4 for all disciplines.
 - e. To provide an annual location to conduct regional meetings.
2. Each region is required to host an annual Regional Championships
- a. The Regional Championships should be held in a different part of the region each year to make it more accessible, unless voted by the Regional Committee.
 - b. Teams within the region may request the opportunity to host the Regional Championships, however, the region retains all income from the meet. The Regional Committee may approve an amount or a percentage of the profits to be directed to a club or individual who contributes to the success of the event. (Example: a club provides all labor for setup and teardown or provides all food for the hospitality area.)
 - c. The Regional Chair serves as the Meet Director, but should delegate responsibilities as needed.
 - d. Must follow USAG Trampoline & Tumbling competition rules.
 - e. Regional Championships must be held between State Championships and the close of USA Gymnastics Championships registrations. They must be approved by the Program Director.
 - f. The Program Director must approve any deviation from those dates.
 - g. May be co-sanctioned with another region, if necessary.

K. Website

- 1. Expense of the website is the responsibility of the regional office.
- 2. A regional website is required.
- 3. Suggestions for content:
 - a. Competition schedule of all regional USAG sanctioned events.
 - b. National or state education clinics or seminars (sanctioned USAG events).
 - c. Featured articles on spotlighted teams, coaches, judges, or athletes in the state.
 - d. Competition results.
 - e. Rule updates or clarifications.
 - f. Notice of meetings.
 - g. Link to USAG website.
 - h. State or regional associated fundraising events or activities.
 - i. The Regional Chair must approve all items posted to the regional website.

L. Regional Promotion

- 1. It is the responsibility of the Regional Chair and the Regional Committee to promote and develop Trampoline & Tumbling within the region. Promotional activities may include but are not limited to:
 - a. Distributing information to interested teams via the website or mail.
 - b. Setting up appointments and making personal visits to interested teams.
 - c. Offering regional educational clinics and seminars for coaching and judging.
 - d. Notifying teams of meetings and competition dates.
 - e. Developing a positive relationship with the USAG state chairs.
 - f. Attending or taking part in the state and regional USAG congresses.

M. Budgets, Checks, Deposits, and Funds

- 1. The development of the regional budget and funding of the Regional Committee shall be determined by the Regional Chair and the Regional Committee. It is the intention of USAG to

provide suggestions for setting up a regional budget and funding of the Regional Committee, but the Regional Committee should formulate a plan appropriate to the needs of that region.

2. Expenses of the Regional Committee may include but shall not be limited to:
 - a. Regional Championships
 - b. Regional office expense
 - c. Regional website
 - d. Regional handbook (if necessary)
 - e. Athlete/coach/judge funding for T&T related expenses
 - f. Equipment (e.g., scoring computers/software/time of flight)
3. Revenues of the Regional Committee may include but shall not be limited to:
 - a. Rebates from membership fees (sent from USAG)
 - b. Competition entry tax (e.g., \$1.00 per athlete per competition)
 - c. Team membership fees
 - d. Regional educational clinics
 - e. Regional Championships
4. Additional sections to be developed by the Regional Committee:
 - a. Policies for hosting Regional Championships
 - b. Awards policies (may include which awards should be given at Regional Championships and awards such as Coach of the Year)
 - c. Entry fees for Regional Championships must be within the guidelines established by USA Gymnastics.

II. State Structure

A. State Rules & Policies

It is the responsibility of each State Committee to compose and operate under its own individual standing Rules & Policies. These regulations must meet the minimum requirements listed in these procedures and must align themselves with those of USA Gymnastics. States shall submit any Rules & Policies to the Trampoline & Tumbling Program Manager.

B. Membership

Teams within the state may pay an annual fee, upon approval by the State Committee, to the State to gain membership for each calendar year. The State Committee shall determine this fee at the annual meeting. In addition, each team must have a least one active T&T Coach, Judge, Owner/Managing Director, or Meet Director member and be in good standing with USA Gymnastics, the national governing body for Trampoline & Tumbling in the United States. Teams are required to register with USA Gymnastics as a Member Club to qualify as a state member team.

C. State Committee

The State Committee shall manage the affairs of each State. Each State Committee should contain at least the following members: State Chair, Secretary, Coaches' Representative, Technical Representative, and Athlete Representative. The State Chair and each Committee member must be an active T&T Competitive Coach, Judge, Owner/Managing Director, or Meet Director member except for the Athlete Representative who may instead be registered with USA Gymnastics as an Athlete member. All state elections should be complete no later than June 1 of the election year.

D. State Chair

The State Chair is a position elected every two years (2021, 2023, 2025, etc.) by the state member teams prior to State Chair training. The State Chair oversees the business and affairs of the State and will preside at all meetings of the members and of the Committee. Responsibilities of the State Chair include but are not limited to:

1. Call and preside over the meetings of the State Committee.
2. Maintain an updated list of all clubs in his/her state.
3. Copy all communications as the State Chair to the Regional Chair, Program Manager, and the Program Director.
4. Conduct the State Championships and ensure that all official rules and regulations are met. Send the meet results to the regional office within forty-eight (48) hours from the conclusion of the meet.
5. Track athlete mobility (Level 8 to 9 and 9 to 10) and national qualification status within the state.
6. Conduct the annual State JumpStart Testing, per the requirements in clause O.
7. Conduct an annual State Clinic, notifying both the regional and national office. Plan the site and date of this clinic in cooperation with the regional office. The specific content of the clinic shall correspond with the gymnastics priorities of the state: judging, athletes, coaching techniques, etc.
8. Process all payments and deposits for state activity through USAG. Contact the USAG accounting department to be set up on the system, and to address any questions.
9. On an annual basis, no later than August 1, the State Chair will publish an income statement for the year for distribution to the membership. Financial reports are available through the accounting system maintained and distributed to the State Chair by USAG based on activity processed in 7 above.
10. Be responsible for the promotional and public relations development of the Trampoline & Tumbling programs within the state.
11. Actively pursue the expansion of Trampoline & Tumbling teams in the state.
12. Oversee the responsibilities of each State Committee position.
13. Assume the responsibilities of any vacant State Committee position.
14. Required to attend his/her Regional Championships.
15. Immediately pass on information to member teams and all members from the regional or national office through broadcast e-mail, newsletters, meetings, etc.
16. Attend the State Chair training as required by USAG.
17. Serve on the Regional Committee.

E. State Secretary

The Secretary is a position elected every two years (2021, 2023, 2025, etc.) by current T&T clubs. The Secretary shall:

1. Record the minutes of the state meetings and the minutes of the State Committee meetings.
2. Submit minutes of meetings to the Program Manager.
3. Work with the State Chair to keep an accurate database/mailling list of all member teams and potential member teams within the state.
4. Assist the State Chair with communications to the clubs.

F. State Coaches' Representative

The State Coaches' Representative is a position elected every two years (2021, 2023, 2025, etc.) by the current T&T clubs. The Coaches' Representative shall:

1. Serve as the member coaches' liaison to the State Committee concerning coaches' issues.
2. Promote and develop coaches' education throughout the state.
3. Conduct coaches' meetings at their respective state competition.
4. Perform duties as assigned by the State Chair and/or the State Committee.
5. Assist with the State Clinic.
6. Serve on the Regional Coaches' Committee.

G. State Technical (Judges') Representative

The State Technical Representative is a position elected every two years (2021, 2023, 2025, etc.) by current T&T Judges and current T&T clubs registered within that State. The State Technical Representative, who should be at least a Category 2 judge, shall:

1. Serve as the member judges' liaison to the State Committee concerning technical issues.
2. Promote and develop judges' education throughout the state.
3. Assign or assist meet directors with the slating of judging panels for competitions as stated in the State Rules & Policies.
4. Perform duties as assigned by the State Chair or State Committee.
5. Serve on the Regional Technical Committee.
6. Maintain a current list of certified judges in the state.

H. State Athlete Representative

The State Athlete Representative is a position appointed periodically by the USA Gymnastics Athletes Council (** note that the Athletes Council is currently developing this process*). The State Athlete Representative shall:

1. Serve as member teams' liaison to the State Committee concerning athlete issues.
2. Conduct the athletes' meetings at their respective state competition.
3. Support the activities of the regional Athlete Representative.

I. Meetings

1. Annual meetings
 - a. An annual meeting of the members of each individual State must be held prior to September 31. The purpose of the annual meeting is to:
 - Set the competition/clinic schedule for the upcoming year.
 - Approve the year-end financial report and budget for coming year.
 - Discuss any new or old business.

J. Notice and Location of State Meetings

The State rules & policies shall determine when and how members are notified of state meetings. The location of the meeting should be relatively central to all state member teams.

K. Voting Privileges

Voting privileges are extended to all eligible teams, one vote per team. Each current T&T member club who is in good standing with USAG and is registered for the current State Championships is eligible to vote.

The person designated as the State Championships meet contact will be the voting member for their respective club.

L. Elections

1. The Regional Chair shall conduct elections for the State Chair every two years (2021, 2023, 2025, etc.) prior to August 1.
2. The State Chair shall conduct elections for the State Committee Coaches' Representative, and Technical Representative, every two years (2021, 2023, 2025, etc.) prior to August 1.
3. Nominations may be made by any active T&T Coach, Judge, Owner/Managing Director, or Meet Director member in good standing. Nominations must be publicly available and open for voting for a minimum of two weeks.
4. There is no limit to the number of consecutive terms.
5. Term of office begins immediately following election or on August 1.
6. Other offices of the State Committee shall be elected to terms as decided by the member teams in the state.

7. The Regional Chair in consultation with the Program Director may determine that the dismissal of the State Chair is warranted due to not fulfilling the responsibilities and roles required by his/her position. In this case, the Regional Chair will convene the remaining members of the State Committee to vote and confirm the dismissal and select a replacement.
8. Resignation of the State Chair before the end of the term will require an interim appointment by the Regional Chair.
9. Dismissal of, or appointment to replace, other State Committee positions is decided according to the State Rules & Policies.
10. Election tie-breakers
 - a. State Committee Technical Representative and Coach Representative elections:
 - i. Tied nominees submit a resume and letter of interest, a runoff revote is taken.
 - b. Regional Committee Technical Representative and Coach Representative elections:
 - i. Tied nominees submit a resume and letter of interest, a runoff revote is taken.
 - ii. If still a tie, the Regional Chair and non-conflicted current committee members plus an athlete representative from a National Committee make the final decision.

M. Meetings of the State Committee

1. The Committee shall meet as needed to handle the affairs of the State in between annual meetings.
2. These meetings shall be called and administered according to State Rules & Policies.

N. State Championships

1. Purpose of the State Championships
 - a. To name annual State Champions in Trampoline, Double-Mini, Tumbling, for Levels 5 through Senior Elite, and Synchronized Trampoline for Levels 9 through Senior Elite.
 - b. Will serve as the first competition in which athletes, Levels 5 through Open, qualify for the Stars & Stripes Championships and the USA Gymnastics Championships.
 - c. To provide an annual location to conduct state meetings.
 - d. At the discretion of the State Committee, State Championships may include Levels 1 through 4 for all disciplines.
2. Each state is required to host an annual State Championships.
 - a. The State Championships should be held in a different part of the state each year to make it more accessible, unless voted by the State Committee.
 - b. Teams within the state may request the opportunity to host the State Championships, however, the state retains all income from the meet. The State Committee may approve an amount or a percentage of the profits to be directed to a club or individual who contributes to the success of the event. (Example: a club provides all labor for setup and teardown or provides all food for the hospitality area.)
 - c. The State Chair serves as the Meet Director, but should delegate responsibilities as needed.
 - d. Must follow USAG Trampoline & Tumbling competition rules.
 - e. State Championships must be held prior to Regional Championships and must be approved by the Regional Chair.
 - f. May be co-sanctioned with another state, if necessary.

O. State JumpStart Testing

3. Purpose of the State JumpStart Testing
 - a. To provide an opportunity for all athletes to undergo a standardized testing process and be nationally ranked.
 - b. To select athletes into the USAG JumpStart Team.
4. Each state is required to host an annual JumpStart Test.

- a. The JumpStart Test may be held as a single standalone event, or in conjunction with State Championships.
- b. Testing must be held between State Championships and May 31 of each year. Results must be submitted to the Program Manager within 48 hours of the event.
- c. May be co-sanctioned with another state, if necessary.
- d. The meet reservations system must be utilized.
- e. The maximum entry cost is \$50.
- f. The state retains all income from the meet, and is responsible for providing all testing materials. Testers must be certified to test, and must be paid a minimum of \$15 per hour.
- g. The State Chair serves as the Testing Director, but should delegate responsibilities as needed.
- h. Must follow USAG Trampoline & Tumbling testing procedures.

P. Website

1. Expense of the website is the responsibility of the State.
2. A state website is required.
3. Suggestions for content:
 - a. Competition schedule of all USAG sanctioned events.
 - b. National or state education clinics or seminars (sanctioned USAG events).
 - c. Featured articles on spotlighted teams, coaches, judges, or athletes in the state.
 - d. Competition results
 - e. Rule updates or clarifications
 - f. Notice of meetings
 - g. Link to USAG website
 - h. State or regional associated fundraising events or activities.
 - i. The State Chair must approve all items posted to the state website.

Q. State Promotion

1. It is the responsibility of the State Chair and the State Committee to promote and develop Trampoline & Tumbling within the state. Promotional activities may include but are not limited to:
 - a. Distributing information to interested teams via the website or mail.
 - b. Setting up appointments and making personal visits to interested teams.
 - c. Offering state educational clinics and seminars for coaching and judging.
 - d. Notifying teams of meetings and competition dates in a timely manner.
 - e. Developing a positive relationship with the USAG Member Clubs in the State.
 - f. Attending or taking part in state or regional USAG congresses.

R. Budgets, Checks, Deposits, and Funds

The development of the state budget and funding of the State shall be determined by the State Chair and the State Administration Committee. USAG can provide suggestions for setting up a state budget and for the funding of the state, but the State Committee should formulate a plan appropriate to the specific needs of the State.

1. Expenses of the State may include, but shall not be limited to the following:
 - a. State Championships
 - b. State office expenses
 - c. Athlete/coach/judge funding for T&T-related expenses
 - d. Website creation and maintenance
 - e. State handbook (if necessary)
 - f. Equipment (e.g., judges' score cards, scoring programs, ToF machines)
2. Revenues of the State Committee may include, but shall not be limited to, the following:

- a. State Championships
- b. Rebates from membership fees distributed by USAG
- c. Competition entry tax (e.g., \$1.00 per athlete per competition)
- d. Team memberships fees
- e. State educational and training clinics

S. Additional Sections Developed by State Committees

Examples:

- 1. Policies for bidding and distribution of competitions.
- 2. Awards policies (may include which awards should be given at competitions and state awards such as Coach of the Year).
- 3. Entry fees for competitions not to exceed maximum set by USAG.