

**SOUTHEAST NETWORK GYMNASTICS LEAGUE**  
**OPERATING GUIDELINES**

Updated 9/07

**I. MEMBERSHIP AND MEETINGS-**

- A. The competitive gymnastics team of any YMCA in the Southeast Network, which is also listed in the YMCA Annual Directory, is eligible.
- B. Each Association may send any number of coaches or physical directors to SENGL meetings; however, each Association will have only one vote. The President of the Network will vote to break ties however his or her YMCA will get one vote.
- C. The annual organizational meeting will be held the first Saturday in May in a central location specified by the President.
- D. The purposes and objectives of the annual meeting will be to update the SENGL Operating Guidelines, to determine the meet schedule for the following season, and to determine the amount of the annual League fee. The League fee is the amount each team pays annually into the SENGL treasury to fund the conduct of the SENGL business. The SENGL Secretary will bill your team each September. Also at the annual meeting deadlines for roster submission and League and Zone fees deadlines will be set. The Zones fee is the amount assessed annually for each gymnast on each team by the Great Lakes Zone Competitive Gymnastics Commission--the sanctioning body for YMCA competitive gymnastics is the Great Lakes Zone. This money pays for the operating expenses of the Great Lakes Zone Commission and the Commission sets the amount. The SENGL Secretary will invoice your team for this in September. Annual meetings may also include a welcome to new coaches and teams, discuss any problems or comments that need to be presented to or acted upon by the Great Lakes Zones Competitive Gymnastics Commission. At this time the SENGL will also elect new officers, plan events, to have preliminary discussion of our District Championship meet, and to make sure that all member teams have the current copies of the Great Lakes Zone YMCA Competitive Gymnastics Commission Constitution and USAG Safety Manual.
- E. Additional meetings will be called as deemed necessary by the SENGL President.
- F. Attendance at these meetings is the responsibility of each Association. **Any Network member unable to attend must assume the responsibility of calling the Network President and finding out what business was conducted.** The minutes of the meeting will be posted on the SENGL website. The url is <http://www.geocities.com/secgl>

**II. OFFICERS**

- A. SENGL officers will be elected at the annual organizational meeting and officers will serve two years.
- B. President—duties of the President will be to:
  - 1. Schedule and preside over all SENGL meetings
  - 2. Make appointments as necessary (Tracker, USAG and NAWGJ Info Distributor)
- C. Secretary—duties of the Secretary will be to:
  - 1. Take minutes of all SECGL meetings and send copies to each member association.
  - 2. Send Copies of all Great Lakes Zone Commission minutes to each member association
  - 3. Bill for and collect League and Zones fees and forward monies to the Treasurer.
    - a. When billed for Zones fees, each team is encouraged to send a few additional dollars to accommodate any additional gymnasts that may be added during the season.
  - 4. Send correct rosters and Network gymnast tally numbers to the Great Lakes Zone Commission Secretary by due date specified by the Great Lakes Zone Commission.
  - 5. Be responsible for all-additional necessary SENGL correspondence.
  - 6. Compile and send out Network Master Rosters annually.
    - a. Each team will bring to Secretary by the first of September of each year its official competition roster.

**THIS MUST BE POSTMARKED NO LATER THAN SEPTEMBER 1<sup>ST</sup>!**

If the Zone fees and official competition roster is received after September 1<sup>st</sup>, the following action will be taken:

1. Your team will be fined \$50.00
2. This team will be ineligible for competition until this fee is paid.
3. The Treasurer will reinstate team eligibility immediately upon receipt.
4. Teams that are ineligible to compete are still responsible for ALL meets fees for scheduled competitions. This will enable the host team to cover their expenses.

D. Treasurer - duties of the Treasurer will be to:

1. Issue financial statement to all members at each SENGL meeting.
2. Receive and deposit monies from the Secretary into the Network account.
3. Issue payments to the Great Lakes Zone Treasurer as needed.
4. Be responsible for all Network financial matters.
5. Each team will bring Zone Fee to September meeting.

E. Great Lakes Zone Competitive Gymnastics Commission Representatives (three from the Southeast Network)

1. SENGL President or designated representative.
2. Physical Director of any member association.
3. Any other SENGL coach.
4. Duties:
  - a. Attend all Great Lakes Zone YMCA Competitive Gymnastics Commission meetings.
  - b. Present business to be voted upon from the Zone meetings to Network coaches at Network meetings and present business to be considered from Network to the Zone meetings.
  - c. Vote, at Zone meetings in accordance with Network view on any matter being decided.
  - d. One representative, designated by the President, will be responsible for sending to the SENGL Secretary/Treasurer for distribution to all Network teams, copies of the minutes if each Zone meeting.

F. Special Events Chairman

Duties:

1. Arrange, as requested by SENGL members, fund- raising, social, and/or educational events for South East Network
2. Advise members of upcoming special events sponsored by other YMCA's, USAG, NAWGJ, and ECT. (clinics, meets, spectator events)

G. Network Tracker (This job is not an elected office, but rather will be filled by appointment of the President. The Zone recommends that the Tracker be a Physical Director, not a coach)

Duties:

1. Using meet results forwarded to him/her by hosts of all League invitational meets or coaches in the case of non-YMCA meets, maintain a current list of League minimum, mandate, and qualifying scores for all levels.
2. Distribute this current list to all teams around January 15<sup>th</sup> and again after the Zone Championships or submit to the webmaster for posting on the SENGL website.
3. Forward list of Zone Meet qualifiers to the Zone secretary immediately following District Championship.
4. Immediately after receiving Network master rosters each fall and before the first scheduled league meet, certify that no gymnast from any team has been improperly placed in any competition level based on the past season's minimum and mandate scores.
5. Input all gymnasts into the Scoremaster database and distribute to each team for use in scoring meets. It is suggested that all teams use this database for scoring meets.

## **SOUTHEAST NETWORK OFFICERS FOR THE YEAR 2007 TO 2008**

PRESIDENT: Mindy Conrad Robert K. Fox

VICE-PRESIDENT: Jennifer Nichols Mt. Vernon

SECRETARY: Cheryl Mathews Cambridge

TREASURER : Jane Oberfield Licking Co.

TRACKER: Jen Nichols Mt. Vernon

GREAT LAKES ZONE COMPETITIVE GYMNASTICS COMMISSION  
REPRESENTATIVES FOR THE 2007 to 2008 SEASON:

1) Jane Oberfield    2) Jennifer Nichols    3) Mindy Conrad

### **III. Meet Calendar**

- A. League meets—prior to annual organizational meeting the President draws up meet calendar for the pending season to be approved at annual meeting.
  - 1. To enable the President to set tentative meet calendar, *each team will have their anticipated number of gymnasts by levels available at the spring meeting.*
- B. District Championship meets(awarded on a rotating basis in alphabetical order)
  - 1. A team may host more than one District Championship meet in a year.
  - 2. Any team hosting a District Championship meet must fulfill all USAG equipment specifications and a full floor mat is required for all levels.
  - 3. Priority: will begin at A for each level: thereafter will continue in alphabetical order. Any deviation from this order will require first approval of the team whose turn it is to host, and after that, approval from the entire Network.
  - 4. Any team wishing to host a Championship meet must submit, at the annual organizational meeting, a preliminary bid including proposed budget.
  - 5. Teams hosting the District Championship must have hosted at least two competitions in the current season with one being an all level all team competition. Or demonstrated the ability in the immediate past season to host a meet of this significance. This can be waived by requesting a waiver from the Network Coaches. This waiver must be a unanimous vote with all coaches agreeing.

### **IV. Recommendations for League Invitational Meets Meet**

- A. Meet Registration
  - 1. The host team of each invitational League meet is responsible for notifying the guest teams of all necessary meets information.
  - 2. Rosters
    - a. Master Rosters—the SENGL Secretary will distribute each year, to each team in the Network, prior to the first scheduled League meet, the master roster for the Network. This will be the standing roster for each meet.

- b. Revisions to the master roster—each team is responsible for individual meet rosters. If the meet roster of any team for any meet differs in any way from the master roster, it is the responsibility of that team to send to the meet host **two weeks prior to the meet** the revised roster.
3. Meet fees—the host teams are permitted to charge only for the cost of judges plus a “piggyback” amount for awards. It is understood that no one should knowingly make a profit from the meet fee; however, no budget will be required.
  - a. 2007 – 2008 Meet fees will be \$16.00 per gymnast, per meet for levels 4 through 9 and \$10.00 for level 3.
  - b. Meets with one certified judge per event will be set annually by the Network.
  - c. The “piggyback” amount will also be identified.
4. Meet Fee Obligation—there will be no changes in roster after the September roster is imputed unless:
  - Gymnast quits / injured.\*
  - Gymnast participating in high school gymnastics.\*

\*changes must be made one month prior to the meet in order to not be charged the meet fee.

  - a. If due to bad weather your team must cancel out of a meet, you must pay the meet fee if the meet is held.
  - b. The host team will bill for the amount needed to cover costs or if your meet fee was paid in advance, will refund any money not needed to cover costs.
  - c. If host team’s county is under a level 3 emergency, meet will be cancelled. Other than that, meets will go on and fees will be due.
5. Collection of Meet Fees
  - a. Collection of individual judging fees is the responsibility of each guest team.
  - b. The meet fee may be requested in advance by the host team.
  - c. The meet fee **shall** be paid to the host team in one lump sum **by the day of the competition, failure to do so will result in your team being ineligible for team competition award**
  - d. Veteran teams suggest that your booster club collect your estimated total judging fee amount at the beginning of each year.
6. Miscellaneous Charges
  - a. No admission fee to meets may be charged.
  - b. Programs, if provided, must be free.

## V. Meet Organization for League Invitationals

- A. Meet Structure—you may divide and organize meets in any professional manner you wish, although you must follow guidelines suggested by USAG and NAWGJ. This information is available at <http://www.usa-gymnastics.org/women/rules-and-policies/>
  1. Judges—one certified judge per events is suggested for League invitational meets. If a panel of judges is used the host team must absorb the cost.
  2. An adult must time beam only.
  3. **A proposed meet schedule should be submitted by the host team to guest teams two (2) weeks prior to the scheduled competition.**
  4. Designated competition order may be used at the discretion of the host. If designated order is not used, host must provide some other organized manner to determine order gymnasts will compete in.

5. If any team is to be divided into more than one group during a meet, it is the responsibility of the host team to so notify the guest teams so that an adequate number of coaches will be on hand.
- B. Equipment Specifications—teams are encouraged to meet USAG safety specifications. Most teams are willing to loan equipment if transportation can be arranged.
1. Any exceptions must be agreed upon in advance by all teams attending. The host team must provide, along with the notification of meet information, a list of equipment that will be available at the meet.
  2. A full floor exercise mat conforming to USAG specifications must be available for OPTIONAL LEVELS
  3. Adequate matting must be available this includes 2 – 8” “skill cushions” for optional level gymnasts
- C. Age Groups—age groups may deviate in any way approved by all Network members for any level.
1. Midget Cadet age group (8 years and under) is added to age divisions for all Level 4 & 5 meets, and may be added to Level 6, 7, 8, and 9 meets at the host’s discretion.
  2. Age groups may be subdivided.
  3. Age groups with three (3) or less gymnasts may be combined with the next age group (up or down) as long as the total per age group is not more than nine (9). All teams must approve any other combinations in attendance.
  4. Age groups with ten (10) or more gymnasts must be subdivided into two award groups.
- D. Definition of a Team
1. *At Level 3 – three (3) gymnasts representing any age group is considered a team for team award.*
  2. *At Level 4 five (5) gymnasts representing any age group is considered a team for team award.*
  3. *At Level 5 three (3) gymnasts representing any age group is considered a team for team award.*
  4. *At Levels 6 thru 9 two (2) gymnasts representing any age group is considered a team for team award.*
- E. Team Scores
1. *To obtain team scores for Level 4 add the top five (5) scores in each event regardless of age group.*
  2. *To obtain team scores for Level 5 add the top three (3) scores in each event regardless of age group.*
  3. *To obtain team scores for levels 6 thru 9 add the top two (2) scores in each event regardless of age group.*
- E. Awards
1. All ties must be honored.
  2. Individual and team awards are required according to the following schedule:
    - a. *Medals for 1<sup>st</sup> in each event and ribbons to all remaining places.*
    - b. *Medals for 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> for all-around and ribbons to all remaining places.*
    - c. *There will be no team awards given to individual teams.*
  3. *In an effort to keep awards consistent among the associations, teams are not permitted to deviate from this schedule.*
  4. Male gymnasts participating in this program will do so only as an exhibition. They will tie for the place they receive. Their scores **will** however be counted for team or age group awards.

#### F. Meet Results and Tracking

1. Meet results must be furnished to ALL teams by host team the day of the meet or mailed to **no later than seven days after the meet.**
2. Scoremaster scoring program MUST be used. Manual or "hand" scoring will not be allowed.
3. The results MUST show the gymnasts places in their respective age group.
4. The host of each YMCA League meet is responsible for sending to the Tracker and the webmaster a copy of the Scoremaster database. This must be done no later than seven days after the meet. It is preferred that a copy of the disk be provided the day of the meet or e-mailed the day of the meet.
5. In the case of a non-YMCA League meet, the coach is responsible for obtaining and sending to the Tracker a photocopy of the meet results. No copy means NO credit toward required scores.
6. *A "Team Scoresheet" report must be generated and submitted to the tracker the day of the meet.*

### VI. Meet Recommendations for District Championship Meets

(Per the Great Lakes Zone this meet shall be called the **District Meet** not cluster meet)

#### A. Meet Registration

1. The host team of each District Championship Meet is responsible for notifying the guest teams of all necessary information, including: equipment list, tentative schedule, meet fees, and T-shirt ordering information, no later than **six (6) weeks** before the meet.
2. The host team will distribute rosters and Waivers that will be used to enter the Network Meet.
  - a. Completed rosters and waivers must be returned to the host team no later than **four (4) weeks** before the meet.
  - b. Meet fees will be assessed for each gymnast listed on the Network Meet Roster. Any changes after the **four (4) week** deadline will be at the discretion of the host team.
3. Meet fees for the District Championship shall be set by the host team from estimated costs of running the meet. It is to be understood that no one should knowingly make a profit from the meet; however, no refunds shall be requested. If a large profit is made or a large debt is incurred, consideration should be given to give or to receive funds from the League Treasury.
4. Meet Fee Obligation—in addition to the policy stated in number 3 above, if your entire team is scratch the District Championship Meet, you must let the host team know **one month** in advance or you will be assessed the meet fees.
  - a. If due to bad weather your team must cancel out of the District Championship Meet, you must pay the entire meet fee due from your team if the meet is held. At the host's discretion you may be billed for only the amount needed to cover costs or if paid in advance, you may be refunded any portion not needed to cover costs.
  - b. If host team's county is under a level 3 emergency, meet will be cancelled. Other than that, meets will go on and fees will be due.
5. Collection of Meet Fees—collection of meet fees is the responsibility of each guest team.
  - a. The meet fee may be requested in advance by the host team. **The host team may assess a late penalty up to \$100.00 for failure to submit the fees and registration by the due date. Failure to pay any late fees will make the team ineligible for team competition award.**
  - b. The meet fee shall be paid to the host team in a lump sum.
6. Miscellaneous Charges

- a. No admission fee to the District Championship Meet may be charged to spectators.
- b. Programs, if provided, must be free.

## VII. Meet Organization for District Championships

- A. Meet Structure—you may divide and organize meets in any professional manner you wish, although you must follow guidelines suggested by USAG and NAWGJ. This information is available at <http://www.usa-gymnastics.org/women/rules-and-policies/>
  1. Judges—a panel of two certified judges must be present at all District Championship Meets.
  2. An adult must time beam only.
  3. Designated competition order is optional.
  4. If any team is to be divided up into more than one group during the meet, it is the responsibility of the host team to so notify the guest team so that an adequate number of coaches will be present.
- B. Equipment Specifications—teams are encouraged to meet USAG safety specifications. Most teams are willing to loan equipment if transportation can be arranged.
  1. Any exceptions must be agreed upon in advance by all teams attending. The host team must provide, along with the notification of meet information, a list of all equipment that will be available for the meet.
  2. A full floor exercise mat (**conforming to USAG specifications**) must be available for all Levels at the District Championship Meet.
  3. Adequate matting must be available this includes 2- 8” “skill cushions”
- C. Age Groups
  1. A Midget Cadet (ages 8 and under) must be added to Level 4 & 5 District Championship Meets and may be added to Levels 6, 7, 8, and 9 District Championship Meets.
  2. Age Groups may be subdivided.
  3. No age group combinations may be made without advance approval of all teams attending.
  4. Age groups with 10 or more gymnasts must be subdivided into two award groups.
- D. Definition of a Team
 

Same as for League Invitational meets.
- E. Scoring
  1. *To obtain team scores for Level 3 add the top three (3) scores in each event regardless of age group.*
  2. *To obtain team scores for Level 4 add the top five (5) scores in each event regardless of age group.*
  2. *To obtain team scores for Level 5 add the top three (3) scores in each event regardless of age group.*
  3. *To obtain team scores for levels 6 thru 9 add the top two (2) scores in each event regardless of age group.*
- F. Awards
  1. All ties must be honored.
  2. Male gymnasts participating in this program will do so only as an exhibition. They will tie for the place they receive. *Their scores will however be counted for team score.*
  3. Minimum of 9 places in each age group must be given.
  4. Medals for first, second, and third place in each age group must be honored.

5. A memento must be given to each competitor. This shall cost no more than \$3.00 each of not donated by the Booster Club. This expense may be figured into the meet fee.
  6. If t-shirts are not given free, the host will make them available at cost.
    - a. T-shirts may be ordered ahead of time or sold at the meet. Be sure to figure in the cost of coach's t-shirts, screen fees, and mailing costs.
    - b. Each team will be provided 2 Coaches T-shirts free of charge. Additional T-shirts are to be available at cost.
  7. Team Awards
    - a. Modest trophies or *banners* will be given for first, second, and third place teams.
    - b. *No age group team awards need be given*
    - c. No ties will be broken.
  8. The cost of ribbons and awards, up to previously stated limits, and if not donated by the Booster Club, may be figured as part of the meet fee.
  9. Goody bags must be provided to all gymnasts. Goody bags for coaches are optional.
  10. The host is responsible for sending a budget of cost occurred for the District Championship Meet to each team. This must be sent no later than 14 days after the District Championship Meet.
- G. Meet Results and Tracking
1. The host team must furnish meet results the day of the meet or mailed no later than seven days after the meet.
  2. Scoremaster scoring program **MUST** be used. Manual or "hand" scoring will not be allowed.
  3. The results **MUST** show the gymnasts places in their respective age group.
  4. The host of each YMCA League meet is responsible for sending to the Tracker and the webmaster a copy of the Scoremaster database. This must be done **no later than seven days after the meet.** It is preferred that a copy of the disk be provided the day of the meet or e-mailed the day of the meet.
  5. A "Team Scoresheet" report must be generated and given to the tracker *the day of the meet.*

#### H. Minimum and Mandate scores

1. The Southeast Network will follow the minimum and mandate scores set forth by the Great Lakes Zone for levels 5 thru 9 with the following exceptions
2. Level 4 gymnasts must achieve a 30 to elect to move up to level 5, upon achieving a 32 twice she **MUST** move up to level 5 the next competitive season.
3. *A gymnast must achieve two (2) minimum scores to move up a level during the competitive season*
4. Coaches can petition the SENGL at the spring meeting.