

USAG - STTA
Rules & Policies
Handbook



2010 Edition

Southwest Trampoline & Tumbling Association

The text herein is the official Rules & Policies Handbook of the Southwest Trampoline & Tumbling Association. This handbook shall be updated every two years.

STTA shall follow the USA Gymnastics Trampoline & Tumbling Code of Points for all competitions and events. Any exception to these rules shall be listed within the STTA Rules & Policies Handbook.

ARTICLE I: STTA Membership

SECTION I: Club Membership

STTA Club Memberships shall be available to any current USAG Club Member in good standing, whose facility resides within the West Texas or New Mexico area boundary as designated by USAG.

SECTION II: Professional Membership

STTA Professional Memberships shall be available to any current USAG Professional Member in good standing, who resides within the West Texas or New Mexico area boundary as designated by USAG. All coaches and judges within STTA must be current professional members of USAG.

SECTION III: Membership Voting Privileges

Each STTA Member Club is granted one vote, to be cast by any STTA Professional Member representing said club, on all voting issues when present at the annual STTA meeting. Individual STTA Professional Members are not given voting privileges on items concerning rule changes or rules and policies.

ARTICLE IV: Suspension or Termination of Membership Privileges

The STTA Board of Directors may, by majority vote and with cause, suspend or terminate the membership privileges of any club or professional within the organization. That member is entitled to due process through an appropriate hearing which shall include the member in question. Reasons for suspension or termination of membership privileges include but are not limited to:

1. A member becomes ineligible for membership within STTA.
2. A member defaults in payment of STTA related dues or fees.
3. A member is not in good standing with USAG.

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A grievance will be filed with the National Office upon the suspension or termination of membership privileges. Grievances will be scrutinized on a case by case basis. Note that this will not affect a club's ability to participate in the USAG State, Regional, or National Championships unless deemed appropriate and enforced by the National Office. However, a club shall be denied participation in STTA club meets and its coaches and athletes shall be denied funding from the STTA.

SECTION V: Resignation

Any member club or professional may resign by filing a written letter of resignation with the STTA Secretary. This resignation shall not relieve the member of the obligation to pay any dues, fees or other financial charges accrued and unpaid while a member of STTA.

SECTION VI: Reinstatement

Upon written request signed by any former member and filed with the STTA Secretary, the STTA Board of Directors, by majority vote, may reinstate any for

ARTICLE II: Board Of Directors

SECTION I: General Powers

The affairs of STTA shall be managed by its Board of Directors.

SECTION II: Tenure and Qualifications

In order to hold an office in STTA one must have been an active member of STTA, for at least two years. Each elected officer shall hold office for a term of two years until his successor has been elected and qualified at the end of a term determined by the membership. Each member of the Board of Directors must be a member in good standing with STTA and USA GYMNASTICS.

SECTION III: Classes of Members

The Board of Directors shall consist of the following classes of members: Voting and Advisory.

SECTION IV: Voting Members

The following officers of STTA shall be voting members: State Chairman, Technical Representative, Coaching Representative, Secretary / Treasurer, and Athlete

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Representative. Each Board member shall be granted one vote on all membership voting issues except general elections.

SECTION V: Advisory Members

The State Chairman may appoint a Public Relations Chairman. The STTA membership may appoint or elect a Mobility / Eligibility Chair and a JumpStart Chair. The Mobility / Eligibility Chair position will be a paid position. No appointed member shall have voting privileges. The Board can appoint other advisory members as necessary.

SECTION VI: Regular Meetings

A regular annual meeting of the Board of Directors shall be held, without other notice than these Rules & Policies, immediately after, and at the same place as, the annual meeting of members. The Board of Directors may provide, by resolution, the time and place for the holding of an additional regular meeting of the Board without other notice than such resolution.

SECTION VII: Special Meetings

Special meetings of the Board of Directors may be called by or at the request of the State Chairman and one other Director. The person or persons authorized to call special meetings of the Board may fix any location and the place for holding any special meeting called by the board.

SECTION VIII: Notice

Notice of any special meeting of the Board of Directors shall be given at least two days prior written notice to each Director at his address as shown by the records of the Association. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail in a sealed envelope so addressed, with postage prepaid. Notice of any special meeting of the Board of Directors may be waived in writing signed by the person or persons entitled to the notice either before or after the time of the meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business. The purpose of any regular or special meeting of the Board needs to be specified in the notice.

SECTION IX: Vacancies

As per the USAG Rules & Policies, the State Chair shall assume the responsibilities of any vacant State Board position. The Board may elect a person to fill any vacant Board position except the State Chair. The Regional Director shall appoint any vacancy in the State Chair position.

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SECTION X: Compensation

Directors shall not receive any stated salaries for their services; but, by resolution of the Board of Directors, expenses of STTA (phone calls, postage, etc.), if any, may be allowed provided adequate receipts are submitted. The Mobility / Eligibility Chairman shall be paid by the Treasure a fee of \$8.00 per hour with a maximum of \$800.00 per year.

SECTION XI: Removal

Any officer elected or appointed by the Board of Directors or membership may be removed by the Board of Directors or membership whenever, in its judgment, the best interest of the Association would be served. The State Chair may only be removed by the National Office.

ARTICLE III: Member Meetings

SECTION I: Annual Meetings

An annual meeting of the members of STTA shall be held on the day determined by the State Chair and approved by the Board of Directors. An annual meeting is held for the purpose of electing officers and the members of the Board of Directors and for the transaction of such other business as may come before the meeting.

SECTION II: Special Meetings

Special meetings of the members may be called by either the State Chair, the Board of Directors, or not less than one-fourth of the members having voting rights. Special meetings may not be called for rule changes.

SECTION III: Place of Meetings

The Board of Directors may designate any place of meeting for any annual meeting or for any special meeting. It should be a place central to all voting members.

SECTION IV: Notice of Meetings

Notice of meetings shall be delivered via email to the address on record for each member club of STTA. Such notice shall state the place, date, and hour of any meeting of members and shall be sent to each member entitled to vote at such meetings no less than seven before the date of the meeting. In case of a special meeting or when required by statute or by these policies, the purpose for which the meeting is called shall be stated in the notice.

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SECTION V: Informal Action

Any action required to be taken at a meeting of the members of STTA, or any other action which may be taken at a meeting of members, may be taken without a meeting by means of an email vote. Each voting member must receive a written explanation of the matter and be given ten days to respond to the Secretary. The majority will rule. The Secretary will notify the membership within ten days of the outcome. The power to alter, amend, or repeal these Rules & Policies or adopt new Rules & Policies shall be vested in the membership unless otherwise provided. This action may be taken at a regular or special meeting for which written notice or the purpose shall be given.

SECTION VI: Quorum

The members holding one-half of the votes which may be cast at any meeting shall constitute a quorum at such meeting. If a quorum is not present at any meeting of members, a majority of the members present may adjourn the meeting at any time without further notice. Withdrawal of members from any meeting shall not cause failure of a duly constituted quorum at that meeting.

SECTION VII: Voting Members

Each STTA Member Club is granted one vote when a representative is present at any STTA meeting. That representative must be a professional member of USAG.

SECTION VIII: Voting Privileges

In order to have voting privileges in STTA, one must (a) be a member in good standing for at least one full year, and (b) have registered a team that has competed in at least one sanctioned competition in the past year. Each team that meets these requirements is given one vote.

SECTION IX: Majority Vote

Any motion or line item that requires voting shall pass resolution through a majority vote consisting of affirmation by a majority of the STTA Board of Directors at any Board meeting or a majority of the present member club representatives at any club-level meeting.

SECTION X: Proposals

All proposals should be sent to the Board 45 days prior to the annual meeting. The Board will review and email proposals to the membership 30 days prior to the annual meeting with the exception of all business affected by National Congress.

ARTICLE IV: Committees

SECTION I: Committees of Directors

The Board of Directors, by resolution adopted by a majority of the directors in office, may designate one or more committees, which shall consist of two or more directors. These committees shall have the authority of the Board of Directors in the management of the Association.

SECTION II: Other Committees

Other committees not having and exercising the authority of the Board of Directors may be designated by a resolution adopted by a majority of the Directors at a meeting at which a quorum is present. Members of each committee shall be members of the Association. The State Chairman of the Association shall appoint each member.

SECTION III: Committee Chair

One member of each committee shall be appointed as the Committee Chair.

SECTION IV: Committee Vacancies

Vacancies in the membership of any committee may be filled by appointments made in the same manner as provided in the case of the original appointments.

SECTION V: Committee Quorums

Unless otherwise provided in the resolution of the Board of Directors designating a Committee, a majority of the whole committee shall constitute a quorum

SECTION VI: Committee Representatives

All committees must have at least one athlete representative.

Article V: Finances

SECTION I: Payments

All checks, drafts, or other orders for the payment of money, notes or other evidences of indebtedness issued in the name of the Association, shall be signed by an officer or officers of the Association. These items shall be signed by the Treasurer and/or State

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Chair.

SECTION II: Deposits

All fees including athlete fees are to be deposited into the CD / Savings account accompanied by an itemized description of each deposit that denotes all funds and amounts being deposited. Funds needed for operational may be transferred from the CD / Savings account with approval from the board. The treasurer, however, must keep a record of how much of each deposit is for athlete fees, etc. The accounts cannot drop below the following without a vote of membership: Operational - \$250.00, and CD / Savings - \$2000.00.

SECTION III: Gifts

The Board of Directors may accept on behalf of the Association any contribution, gifts or bequests.

SECTION IV: Monies

All monies paid to STTA or for STTA sanctioned events must be paid by cash, money order, or certified check. Other means of payment are not acceptable and will result in disqualification for the event. Athlete funds are available for all International travel on a yearly basis. This will be determined by a majority vote of the membership.

SECTION V: Loans

STTA, as an organization, will make no loans to anyone for any purpose.

SECTION VI: Books and Records

The Association shall keep correct and complete books and records of account and shall also keep minutes of the meetings of its members, Board of Directors, and committees. The Secretary shall keep minutes of these meetings. All books and records of the Association may be inspected by any member, his agent, or attorney for any proper purpose at any reasonable time.

SECTION VII: Fiscal Year

The fiscal year of the Association shall be fixed by resolution of the Board of Directors. The STTA calendar year runs September to August.

ARTICLE VI: STTA Dues and Fees

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SECTION I: Team Dues

The Board of Directors and general membership will determine the amount of annual dues payable to the Association by members of each class. The Team Dues are currently set at \$50.00 per registered club. Dues and team fees shall be payable before the first meet of the current season. No refunds will be made.

SECTION II: Entry Fees

The following entry fees include the athlete fee as described in Section III:

Mobility/Eligibility Meets	\$30.00 first event (Includes the \$1.00 athlete fee) \$10.00 each additional event
State Championship	\$50.00 first event (Includes the \$1.00 athlete fee) \$10.00 each additional event

SECTION III: Athlete Meet Fees

There will be an athlete fee of \$1.00 per athlete for each sanctioned meet that is held this year. This was decided by the task force committee and approved by the STTA Board. This is to help bring in funds for international travel, which will be distributed annually. Each individual meet director will be responsible to collect this dollar within the guidelines set for meet entry fees. The Meet Director will then mail this dollar with meet results for all teams competing for every meet that is held this year. You must mail this to the Mobility / Eligibility Chairman. All fees will go into the Athlete fund and may be removed for operating expenses. Failure to comply with this policy will have the following results:

1. Clubs will not be eligible to receive athlete funds for National or International competitions.
2. Clubs will not be a member in good standing with STTA.
3. Teams will not be eligible to host meets.
4. Teams will not receive STTA Rules & Policies.
5. Teams will not be allowed to compete in club meets until fees have been paid. (Note that this does not include State, Regionals, or Nationals.)

SECTION IV: Admission Fees

An admission fee of \$1.00 maximum (3 years old and younger free) will be charged with proceeds going to the STTA scholarship fund, and must be mailed to the Treasurer.

SECTION V: Change Fees

A \$10.00 fee will be charged for all changes made to entries. Mistakes made on entries sent by coaches will be assessed this charge per change. The meet director will

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mandate time frame and state in meet information. All fees are due no matter who makes the change. All unpaid fees will result in a bad standing with the organization. No competitions will be allowed until the account is settled.

ARTICLE VII: General Competition Rules

The Southwest Trampoline and Tumbling Association (STTA) follows the rules, policies and guidelines set forth by USAG Trampoline and Tumbling (USAGTT) and the International Gymnastics Federation (FIG) in all sanctioned competitions. Any exceptions and adaptations to these rules, policies, or guidelines will be noted here.

SECTION I: General Information

All disciplines will be judged according to the USAGTT / FIG guidelines. See FIG difficulty ratings. Special requirements are meant to ensure proper athletic progression from level to level.

SECTION II: USAG Registration

All STTA athletes must register with and hold current athlete membership through USAG. Athletes will be considered members of STTA if they have a current membership number with USAG and are listed on the roster of an STTA member club that has paid STTA membership dues.

SECTION III: Meet Results and Forms

All meet results, score sheets, athlete fees, sanction reports, forms, and other paperwork required to host and sanction an STTA competition must be sent to the State Chair or Mobility / Eligibility Chair and postmarked no later than 72 hours after the end of the competition. A \$50.00 fine will be assessed by the Secretary / Treasurer if postmarked after this time period.

SECTION IV: STTA Championships

The STTA Championships can serve as the State Championships for both West Texas and New Mexico. Separate Overall awards must be given for competitors in each state.

SECTION V: Sanctions

Use the proper USAG process for sanctioning events. STTA does not require a sanction fee.

SECTION VI: Meet Entry Forms

Meet Entry Forms shall be submitted to clubs at least three weeks before the date of the meet. If entries are postmarked less than three weeks prior to event, late fees may not be assessed, however late fees may be assessed by the meet director on the day of the meet. Forms should contain all pertinent information, including EQUIPMENT to be provided at meet.

SECTION VII: Entry Deadlines

Entry deadlines will be at the Meet Director's discretion. Pre-registration eliminates a lot of confusion. Official forms must be used. Only cash, certified funds, or money orders will be accepted from each coach.

SECTION VIII: Judges

The Technical Representative should send out contracts and make assignments for competitions. The Technical Representative may be assisted by the host team to notify judges. If not judging, they can help at the score table while still being alternates to judge. See USAG for panel minimums and maximums.

SECTION IX: First Aid

First aid supplies and ice must be provided. There must be access to a phone. A certified medical professional should be provided for each meet. The Meet Director will be responsible for retaining any certified medical professional.

SECTION X: Grand March

Grand entry should be as impressive as possible. It should include posting of the flag, the National Anthem, and an introduction of teams and coaches. The STTA Officers must be introduced.

SECTION XI: Individual Awards

The Meet Director must follow STTA and USAG specifications for awards. Trophies or medals must be provided for first place and ribbons for places 2 - 10 at mobility / eligibility meets for each flight. Awards may be ordered from any supplier. Overall awards must be given at the State Championships and the USAG specified A-1 medal must be used for 1st – 3rd place. All other awards may be ordered from any supplier. Flight award ribbons will be given for all other participants or in their respective flights.

SECTION XII: Financing Meets

All meets will be financed by the host team. All profits/losses will be that host team's responsibility. STTA will finance the State Championships when hosting the event.

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SECTION XIII: Judge' Pay

The Judges' pay scale for each meet shall be according to the fees set forth by USA Gymnastics. Judges should be ranked and paid accordingly in cash or club check. All judges must attend a USAG certified safety course and pass the appropriate judging course to be eligible to judge.

SECTION XIV: Additional Competitive Levels and Age-Groups

STTA has added the following age-group(s) to its competitions:

1. 3-4 year old age group for levels 1-7

STTA has added the following level(s) to its competitions:

1. Level 31 in tumbling consisting of the following passes:

1st Pass: handstand roll
 front roll step out
 cartwheel
 one arm cartwheel
 round-off
 rebound

2nd Pass: power hurdle round-off
 back handspring
 rebound

ARTICLE VIII: STTA Awards and Scholarships

SECTION I: Award Nomination and Voting Process

Nominations for Athlete of the Year, Coach of the Year, and Outstanding member will be presented at the annual meeting. An email vote will be taken by December and the recipients will be awarded at the first major meet after January 1st and also announced at the STTA Championships.

SECTION II: Athlete of the Year Awards

This award is given to a female and male athlete who has participated in STTA events and has an outstanding attitude toward the organization and people in it. Plaques will be presented to the recipients. This award, nomination, and voting will be handled by the Athlete Representative of the STTA Board of Directors.

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SECTION III: Coach of the Year Award

This award is given to one developmental coach based on achievements in levels 1-7 and one advanced coach based on achievement in levels 8-Sr. Elite. Plaques will be presented to the recipients. This award, nomination, and voting will be handled by the STTA Board.

SECTION IV: Outstanding Member Award

This award recognizes contributions and leadership to the trampoline and tumbling community, with respect to STTA. A plaque will be presented to the recipient. This award, nomination, and voting will be handled by the STTA Board. Each club, board member, and judge affiliated with STTA shall vote on this award.

SECTION V: Team Awards

The meet director may or may not give team awards, but if they do they must provide information on the process they will use to determine these awards.

SECTION VI: Scholarships

Scholarship monies shall be given out on an annual basis by means of the *Nard Cazzell Scholarship*, the *Bill & Shirley Arnwine Scholarship*, and the *Love of the Sport Scholarship* if applicants meet the criteria set forth for each scholarship. The Board shall vote on all Scholarship related matters.

SECTION VII: Travel Grants

Travel grants for international competitions shall be dispersed as deemed appropriate by the Board and the Membership. Amounts will be determined based on available funds. Athletes must file a funding request and provide documentation of competing in the event for which they are requesting a travel grant.

SECTION VIII: Application and Receipt of Funding

Any athlete or coach that applies for an STTA scholarship or travel grants must be a member of a club in good standing with both USAG and STTA in order to be considered for funding or scholarship monies. Athletes must have participated in STTA for at least one full year and must compete at the most recent State Championships in order to be eligible for funding. Members receiving awards must also be in good standing with both USAG and STTA.