

Operating Code of The State Girls Gymnastics Coaches Association

revised 3/16/04 / No changes 2005

I. Purpose: To promote the girls gymnastics program, provide coaches with educational opportunities, provide guidelines for competition, and represent consensus of opinions regarding program and competition policies.

II. Membership: All interested persons are eligible for membership in the State Girls Gymnastics Coaches Association. **The membership fee is \$10 if paid at Rules Interpretation Meeting, \$15 per coach, \$25 for coaching staff.**

III. Officers of the State Girls Gymnastics Coaches Association:

President
1st Vice President
2nd Vice President
Secretary
Treasurer

IV. The Girls Gymnastics Advisory Committee of the State Girls Gymnastics Coaches Association

A. Officers of the State Girls Gymnastics Coaches Association

B. District Representatives and Assistant District Representatives from-
Central/East/Southeast District as one district
Northeast District
Northwest District
Southwest District

V. Duties and Responsibilities of the Advisory Committee

A. Advisory Committee Members

1. Serve a two year term of office

- a. Attend all meetings of the Advisory Committee
- b. Failure to attend two consecutive meetings may be assumed as a resigned office.

2. Vote on issues and recommendations presented to the Advisory Committee.

One vote each: 1st Vice President, 2nd Vice President, Secretary, Treasurer

One vote each: Central/East/Southeast District Representative

Northeast District Representative

Northeast District Representative

Northeast District Representative

Northwest District Representative

Southwest District Representative

President votes only in case of a tie.

In the event of absence, the Assistant District Representative will vote.

3. Provide liaison to OHSAA, Rules Interpreters, coaches and judges.

4. Promote the girls gymnastics program in the state and districts.

5. Maintain an activity file relating to the duties of the office.
6. Elect recipients of the Service Award, **SEI Award**, & Honorary Membership

B. President

1. Administers the activities of the Coaches Association.
2. Presides at meetings of the Advisory Committee.
3. Presents recommendations received from members.
4. Provides advice to the Advisory Committee, OHSAA and Rules Interpreters.
5. Conducts the elections of officers of the Advisory Committee.

C. Secretary

1. Records the minutes of the meetings of the Advisory Committee.
 - a. Provides the Advisory Committee with minutes of meetings.
 - b. Provides OHSAA and Rules Interpreter with written proposals for the girls gymnastics program adopted by the Advisory Committee. (Due April 10)
 - c. In the absence of the Secretary, the President will appoint a member to record the minutes.
2. Maintains a current address list of the Advisory Committee members.
3. Sends notice of meeting dates to the Advisory Committee.
4. Corrects the Handbook and Operating Code, and provides OHSAA with the changes. (Due June 15th) Corrections to the Handbook are made in consultation with the OHSAA administrative liaison and the state rules interpreters.

D. 1st Vice President

1. Assists the President and assumes the duties of the President in his/her absence.
2. Conducts the fall State Workshop.

E. 2nd Vice President

1. Assists the 1st Vice President and assumes the duties of the 1st Vice President in his/her absence.
2. Provides state newsletters for members of the committee.
3. Administers the Coaches Association membership and Coaches Association Awards program.

F. Treasurer

1. Maintains an accounting of the treasury.
2. Receives income from memberships and other sources.
3. Disburses payments for legitimate expenses of the office and of the advisory committee.

G. District Representative

1. Conducts meetings of the District Coaches Association.
2. Conducts the election of District Representatives and Assistant District Representative.
3. Conducts the elections for recipients of awards.
4. Provides a newsletter to District Association members.
5. Assists the Assistant District Representative with, if held, a district workshop.
- 6. Runs the Middle School District meet and the District Invitational meet if held in that district.**
- 7. Provides phone list of coaches in the District.**

H. Assistant District Representative

1. Assists the District Representative and assumes the duties of the District Representative in his/her absence.
2. May conduct a District Workshop. If held, submits a financial report and net profit to the Treasurer.

I. OHSAA Advisors to the committee

1. The State Rules Interpreters and State Tournament Manager are independent contractors and are responsible to the OHSAA .
2. The OHSAA Administrative Staff Liaison advises the Advisory Committee regarding OHSAA regulations and policies.
3. Policies and rules adopted or changed by the Advisory Committee are recommendations submitted for approval to the OHSAA Board of Control.

VI. Elections

A. Officers of the Coaches Association:

1. Elections are held by the Advisory Committee at the spring meeting in even numbered years. Officers assume office at the next meeting of the Advisory Committee.
2. The recommended length of service that officers should have prior service on the Advisory Committee is
 - President: four years
 - Secretary: four years
 - 1st Vice President: three years
 - 2nd Vice President: three years
 - Treasurer: two years

B. District Representatives to the Advisory Committee

1. The District Representative and Assistant District Representative are elected by district coaches who are members of the Coaches Association at the meeting in odd numbered years. Office is assumed at the next meeting of the Advisory Committee.

2. It is recommended that the District Representative should have prior service as Assistant or District Representative.

VII. Meetings of the Advisory Committee

- A. Two meetings of the Advisory Committee will be held annually.
- B. A fall meeting will be held on or about the third Tuesday of September.
 1. Reports will be received from officers and representatives of the Committee, and advisory to the committee.
 2. The agenda will include: Implementation of new adoptions by the OHSAA Board of Control, policies and regulations for the current year and corrections to the current Handbook and Operating Code.
 3. Plans for the state workshop will be presented.
 - 4. Vote on Honorary Memberships, Service Award, SEI Award.**
- C. A spring meeting will be held on or about the fourth Tuesday of March.
 1. Reports will be received from officers and representatives of the committee and advisors to the committee.
 2. Discussions will include: Effect of prior adoptions, changes to the Handbook and Operating Code and recommendations to the OHSAA Board of Control.
 - 3. Nominate for Honorary Membership, Service Award, SEI Award.**

VIII. Changes of Policies, Regulations, Rules, and to the Operating code

- A. The Advisory Committee may recommend changes for the OHSAA Girls Gymnastics Competitive program.
 1. Recommendations from members must be received by the President not later than the second day of the State Tournament.
 2. Recommendations for changes of competitive regulations, rules, policies and procedures must be approved by a majority of voting members.
 3. Approved recommendations must be presented for approval to the OHSAA Board of Control.
- B. Amendments to the Operating Code must be approved by a majority of voting members present at a regular meeting of the Advisory Committee and approved by the OHSAA administrative staff liaison as in keeping with OHSAA philosophy and regulations.
- C. The officers may make decisions regarding policies of the Coaches Association during the interim between meetings of the Advisory Committee.
- D. Clarifications of rules, regulations and competition procedures are made by the State Rules Interpreters.

IX. Programs of the Coaches Association

A. Workshops

1. A State Workshop is conducted each fall.
A District Workshop may be conducted in the fall.
2. The purpose of a workshop is to provide instruction on coaching skill techniques, and understandings of rules and regulations.
3. A workshop may be attended by any interested individual. Insurance must be personally provided by each individual attending the workshop, or individual's school. The State Girls Gymnastics Coaches Association and the Advisory Committee, the clinicians, the owners and/or operators of the workshop site, and the OHSAA are not responsible for illness or injury resulting from attendance at the Workshop.
4. A financial report and the net profit are remitted to the Treasurer.
5. A workshop may be cancelled due to insufficient income. In this event, all participants' fees will be returned.

B. Promotion of the sport and Coaches Association

1. Promote growth in number of participating schools and athletes by encouraging schools with and without interscholastic programs to participate in the OHSAA tournament.
2. Encourage schools without interscholastic programs to sponsor programs in cooperation with clubs and "Y"s in order to enter gymnasts into the OHSAA tournament.

C. Recognition of outstanding individuals and teams. These awards are given by the Coaches Association:

District Awards

District Coach of the Year
All-District Team
District Scholar Athletes
District Team Sportsmanship Award

State Awards

State Coach of the Year
All-State Team
Service Award (one annually)
Honorary Association Membership
SEI Award given by OHSAA

Election and selection procedures.

1. Elected awards: Head Coaches nominate candidates. Members of the Coaches Association elect recipients of Coaches Association awards and the SEI Award. The election is conducted by the District Representative and 2nd Vice-President of the Advisory Committee.
2. The recipients of the Service Award and Honorary Association memberships are selected by the Advisory Committee.

D. Newsletters

1. State newsletters shall include minutes of Advisory Committee meetings, information regarding coaching and the OHSAA program, questions answered by an appropriate individual and state recognition awards.
2. District newsletter shall include information regarding district policies, district recognition awards, competition procedures, and elections.

E. The Girls Gymnastics Handbook

1. The Handbook is intended as a reference manual to provide guidance regarding competitions, rules and OHSAA modifications of rules.
2. The Handbook is compiled by the Advisory Committee, edited by the Rules Interpreters and OHSAA Staff Liaison and published by OHSAA. It is sent to participating schools and officials in the fall annually.