

## Election Procedures Illinois USA Gymnastics Committee

The election of the USA Gymnastics Illinois State Administrative Committee members is done on a staggered year system in May of every year. Each elected member:

- A. Serves for a two-year term
- B. Has 1 vote
- C. Must be nominated (must first have permission to be nominated)

The election of the Committee will follow the format below:

<u>2022, 2024, 2026</u>	<u>2021, 2023, 2025</u>
State Chairman	Development Program Chairman
Level 8 Chairman	Level 9, 10 Chairman
Level 4,5 Chairman	Level 6,7 Chairman
Xcel Gold, Platinum, Diamond	Level 3 Chairman
Secretary	Xcel Bronze, Silver Chairman
Elite Chairman	Safety Chairman

Nomination requests will be posted online in April. Any nomination form not filled out completely will be disqualified. Please make sure the EVERY piece of information is filled out so that the nomination will be valid. If only one person is nominated for a particular position, the State Chairman will cast the deciding vote on the person nominated.

Election will be held on line for all professional members that are registered with the USA Gymnastics as of May 1st. The election will use the Election program "Election Buddy", Link will be removed from on line at 10:00 PM of the last day to vote. The only person who sees the results is the Regional Chair. Regional Chair will report results to State Chairman.

Appointed committee positions are non-voting. They serve the committee in an advisory capacity for a period of one year, after which time they can be re-appointed on a yearly basis.



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## **DP Chairman's Requirements and Responsibilities**

- 1) Complete knowledge of both Illinois and USA Gymnastics Rules & Policies and Operating Code.
- 2) Able to make decisions in the best interest of the entire USA Gymnastics program, regardless of their personal interests and affiliations.
- 3) Over-see the Level / Division Chairs, in the planning of their State Series meets.
- 4) Track the awards required at each level.
  - A. Order awards
  - B. Distribute awards to Meet Directors
  - C. Keep track of Financials relating to the Awards
  - D. Be present and able to assist as the State Series meets
  - E. If Level / Division has a regional meet
    - i) Help in making sure the Regional personnel are up to date with all information needed
    - ii) Be at the meet if possible to help in the distribution of the State Gift
- 5) Annual Awards Banquet Invites, Registration, Program, Awards, facility,
- 6) Gather Senior information and order plaques
- 7) Regional Leotard distribution
- 8) Responsible for Scoretracker
- 9) Access to a computer
  - A. Must have Microsoft Office - since most of the communications that are sent between the state Committee are in that format
- 9) A secure email address (no one else as access)

Able to attend all Committee meeting, of which there are usually 3 to 4 a year. These meeting general y occur during weekday mornings)
- 9) To exercise the understanding that this position has many areas of confidentiality
- 10) Must have held a Prior committee Position
- 11) Sign a yearly Confidentiality agreement provided by USAGymnastics
- 12) Be a member in good standing of USA Gymnastics



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## **Level /Division Chairman's Requirements and Responsibilities**

- 1) Be a member in good standing of USA Gymnastics
- 2) Knowledge of both Illinois and USA Gymnastics Rules & Policies and Operating Code.
- 3) Able to make decisions in the best interest of the entire USA Gymnastics program, regardless of their personal interests and affiliations
- 4) Be the State Chairperson for their particular level / division
- 5) Track athletes "in" and "out" of their specific level / division This means Scores (in State and Out of State) as well as Eligibility of athletes in Level/Division
- 6) Level/Division Petitions: Work within the Triangle (State Chairman, Development Program Chairman, and Level/Division Chairman) in determination of Athlete readiness (View printed as well as Video)
- 7) Must be present and assist in the State Meet Series
- 8) A. Work with the DP Chairman & Meet Director to ensure that the meet run according to all of the rules that apply  
B. Establish age groups for level
- 9) Level 6/7/8/9/10/ Division XS/XG/XP/XD  
A. Keep the Regional and National personnel updated with all necessary information  
B. Be present at the Regional Meet held in Illinois if possible.
- 10) Help with the State Banquet, State Congress and State Training Camps
- 11) Have access to a computer  
A. Must have Microsoft Office (including Excel- since most of the communications that are sent between the State Committee is sent in that format
- 12) Have a secure email address
- 13) Sign a yearly Confidentiality agreement provided by USAGymnastics and adhere to it
- 14) Able to attend all Committee meeting, of which there are usually 3 to 4 a year. (These meeting generally occur during weekday mornings)



## **Secretary's Requirements and Responsibilities**

- 1) Knowledge of both Illinois and USA Gymnastics Rules & Policies
- 2) Able to make decisions in the best interest of the entire USA Gymnastics program, regardless of their personal interests and affiliations.
- 3) Keeper of the State Records, Agendas, Newsletter, Minutes of meetings.
- 4) Access to computer
  - a. Microsoft Office would be a great addition since most of the communications that are sent between the state Committee are in that format
- 5) A secure email address
- 6) Help with the State Banquet, State Congress and State Training Camps
- 7) Able to attend all Committee meeting, of which there are usually 3 to 4 a year. These meeting generally occur during weekday mornings)
- 8) To exercise the understanding that this position has many areas of confidentiality
- 9) Prior Committee Position is strongly suggested
- 10) Sign a yearly Confidentiality agreement provided by USAGymnastics and adhere to it
- 11) A member in good standing of USA Gymnastics



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## **Elite Chairman's Requirements and Responsibilities**

- 1) Be a member in good standing of USA Gymnastics
1. Have a working knowledge of overall Elite/Hopes/Tops program
2. Knowledge of both Illinois and USA Gymnastics Rules & Policy
3. Have access to computer
4. Have a secure email address
5. Help with the State Banquet, State Congress and State Training Camps
6. Able to attend all Committee meeting, of which there are usually 3 to 4 a year. These meeting generally occur during weekday mornings)
7. Sign a yearly Confidentiality agreement provided by USAGymnastics and adhere to it.
8. Able to make decisions in the best interest of the entire USA Gymnastics Program, regardless of their personal interest and affiliations.



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## **Safety Chairman's Responsibilities**

- 1) Knowledge of both Illinois and USA Gymnastics Rules & Policies and Operating Code.
  - 2) Able to make decisions for the good of the entire USAG program and to be able to differentiate between that and their own interests
  - 3) Recognized by the National Office as person that understands, educated, represents the utmost in Safety consciousness
  - 4) Has a working understanding of all levels of Safety implementation from knowledge of the court systems, meet safety, gym safety, etc.
  - 5) Help with the State Banquet, State Congress and State Training Camps
  - 6) Have access to computer
    - A. Must have Microsoft Office - since most of the communications that are sent between the State Committee are in that format
  - 7) A secure email address
- Able to attend all Committee meeting, of which there are usually 3 to 4 a year. These meeting generally occur during weekday mornings)
- 7) Sign a yearly Confidentiality agreement provided by USAGymnastics and adhere to it
  - 8) Must have held a Prior Committee Position
  - 9) Be a member in good standing of USA Gymnastics

