

**Bold = Department Head/Team Leader**

○ *Coordinator position within Team*

■ Responsibilities

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Events Department

(Run by **Events Department Head**)

The Events Department is responsible for organizing Nationals, developing and maintaining the NAIGC's event management procedures, and coordinating resources (software, awards, insurance, people, procedures, etc.) among the NAIGC's sponsored events, including all Regionals and Nationals. The Events Department is also responsible for reviewing and revising competition rules and structures at Nationals and NAIGC sponsored events.

- **Healthcare Team/Coordinator**
  - Organizes healthcare providers at NAIGC events.
  - Ensures local healthcare provider laws are followed and appropriate licenses are obtained.
  - Produces healthcare related social media content (e.g. nutrition tips, strength/flexibility recommendations, etc.)
- **MAG/WAG/T&T Rules Teams (MAG/WAG/T&T Rules Coordinator)**
  - Manage the Rules team, ensuring that all critical tasks under Rules are completed on time
  - Review, revise, and determine NAIGC competition rules
  - Provide clarification and interpretation of all questions and concerns pertaining to NAIGC competition rules
  - Perform any sub-coordinator roles that aren't filled by someone else
  - Annually review NAIGC Competition rules and NAIGC Safety and Equipment Standards
  - Plan and maintain Rules Team budget
- *Judge Coordinator*
  - Responsible for obtaining judges for Nationals, building relationships with judges across the nation, and helping build resources and guides to assist clubs and NAIGC volunteers find judges for competitions. The judge coordinator will also handle inquiries at Nationals.
  - It is preferred but not required that the Judge Coordinator be a certified judge and will report to the MAG/WAG/T&T Rules Coordinator (preferably also a member of Event Sanctioning Team)
- *Information Coordinator*
  - Responsible for keeping MAG/WAG/T&T rules and guide documents up-to-date, managing MAG/WAG/T&T rules website content, evaluating

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skill submissions, and coordinating the creation of new MAG/WAG/T&T educational content

■ Report to the MAG/WAG/T&T Rules Coordinator and be a member of the MAG/WAG/T&T Rules Team

○ *Rules Nationals Coordinator*

■ Determine MAG/WAG/T&T portion of schedule, assign sessions, decide Finals qualification numbers and awards numbers, run/plan coaches and judges meetings, confirm/inspect equipment, and run/delegate sessions.

■ Submit Nationals Championships Format and Rules proposal to the Board for its approval before the In-Person meeting

■ Serve as Nationals meet coordinator host for their respective discipline, including creating a Nationals session schedule and running the meet in real time

■ Work with Judge Coordinator to oversee the booking of judges for nationals

○ *Educational Media Specialist*

■ Responsible for creating and distributing educational videos to help membership learn new skills and better understand NAIGC rules

■ Report to the MAG/WAG/T&T Rules Coordinator and be a member of the MAG/WAG/T&T Rules Team.

○ *UAG Coordinator*

■ Own and annually review the UAG National Championships Format

■ Answer eligibility questions

● **Event Sanctioning Team (Event Sanctioning Team Leader)**

■ Develop and maintain the NAIGC's event management procedures

■ Provide Support for NAIGC Sanctioned Meets, including Nationals

■ Oversee sanctioning program as specified in the Event Sanctioning Policy

■ Coordinate resources (software, awards, insurance, people, procedures, etc.) among the NAIGC's sponsored events, including Nationals and all Regionals

■ Plan and implement the NAIGC's annual Flip Fest retreat in August

■ Plan and maintain Event Sanctioning Team budget

○ *Insurance Coordinator*

■ Manages communication with insurance provider for competitions requesting insurance. Tasks include renewing insurance annually, applying for insurance for sanctioned events that request them, working with the Treasurer to make sure payment is made, providing certificates of

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insurance to sanctioned meet hosts, and obtaining the certificate of insurance for Nationals.

- *Design and Merch Coordinator(s)*
  - Design and coordinate branded merchandise including:
    - Plan inventory for on site NAIGC merchandise sales at Nationals and other events the NAIGC may sell merchandise
    - Coordinate external merchandise vendors at Nationals
    - Select annual Nationals gifts
    - Find vendors and order T shirts for Flip Fest
  - Manage and maintain the online store
- *Nationals Coordinator*
  - Manage relationships and act as the liaison between the NAIGC and our Nationals vendors
  - Lead in the selection of future Nationals locations
  - Organize and coordinate the planning of Nationals
  - Represent the NAIGC to and negotiate with Nationals convention centers, hotels, equipment suppliers, and J Team as it relates to hosting Nationals.
- *Volunteer Coordinator*
  - Responsible for planning and recruiting membership external volunteers to help at Nationals with score entry and running of meet sessions during prelims and finals sessions, as well as equipment setup and tear down
- *Nationals Registration Coordinator*
  - Manage all aspects of Nationals registration from the time it opens in January through Nationals in April
  - Help clubs register for Nationals by the appropriate deadlines, crosscheck club registration pages, send reminder emails to clubs with incomplete registration, and modify registration after the deadline has closed
  - Be present at Nationals to assist the treasurer with team check-in
  - Develop FAQs and guides to assist the registration process
  - Answer nationals@ emails
- *Regional Coordinators (one per region)*
  - Lead in the selection of future Regionals locations
  - Coordinate the planning of Regionals
  - Help clubs plan camps and coaching/judging clinics for NAIGC members
  - Be an interim RR whenever there is not one for the region
- **Reg and Scoring Team (Reg and Scoring Team Lead)**
  - Work with ScoreFlippers to setup and maintain registration and scoring software

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- Create and distribute resources and guides for using registration and scoring system
- Respond to inquiries from membership regarding ScoreFlippers meet setup, registration, and scoring (on info@, events@, and nationals@)
- Setup and support Nationals registration, including supporting comms in communicating deadlines to membership
- Assign Nationals sessions
- Prepare and operate Nationals check-in
- Nationals scoring (**Nationals Scoring Team Lead**)
  - Lead team for Nationals score verification
  - Lead team to determine finals qualification and announce to participants
  - Lead team to calculate awards and create display for Banquet
  - Lead team to register finals qualifiers for finals competition
- *Independent Athlete Coordinator*
  - Welcome Independent Athletes to NAIGC
  - Connect Independent Athletes to correct RR
  - Assist Independent Athletes with registration where RRs are not available

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Outreach Department

(Run by **Outreach Department Head**)

The Outreach Department promotes, manages, and protects the NAIGC brand through managing social media accounts, coordinating outreach within the gymnastics community and the public, maintaining and growing NAIGC's sponsorships and donor bases, and growing the NAIGC's membership base to support new clubs.

- **Communications Team (Communications Team Leader)**
  - Facilitate 2-way communication between the NAIGC and its members
  - Write a press release for Nationals and other relevant occasions
  - Perform semi-annual website audit and ensure website contents remain up to date
- *Social Media Coordinator(s)*
  - Promote, manage, and protect the NAIGC brand
  - Own and adhere to brand standards
  - Manage NAIGC social media accounts and respond to all inquiries
  - Plan and execute NAIGC's content calendar in accordance with our brand guidelines and sponsorship requirements
  - Develop and maintain NAIGC's photobank
  - Respond to all internal social media requests
  - Track the performance of the social media posts and develop strategies to boost engagement and reach
  - Work tangentially with the Outreach & Events department to ensure digital communication of upcoming events & offerings
  - Assist teams with design requests such as graphics for announcement emails or fundraisers
- *Info@ Coordinator*
  - Answer all info@ emails and develop templates or FAQs to help others respond
  - Forward emails to relevant teams or leadership when applicable
- *Announcement Email Coordinator*
  - Send monthly announcement emails by coordinating with all team leads, collecting content, sending reminders, and entering all info into icontact
  - Keep all lists in icontact up to date
  - Assist with other emails to membership including election and nationals reminders, fundraising emails, and more
- *Webmaster*

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- Manage wordpress website, plugins and coordinate with interested parties (i.e. public relations coordinator)
- Manage admin rights of other wordpress site users (rules spokespeople, nationals coordinator, etc.) and instruct new users on updating their pages
- Perform misc content updates and respond to noted site errors, generate new web pages, and revise site layout periodically
- *IT Coordinator(s)*
  - Manages new account creation, account deactivation, and assistance with general volunteer tech needs.
  - Maintains and seeks out new IT resources for the productivity of the organization. IT resources include any third party resource used by the NAIGC such as **G Suite**, electionbuddy, iContact, Dreamhost, etc.
  - Responsible for IT support tasks that help operations and the board of directors run effectively and efficiently (i.e. email accounts, user permissions, administration of online surveys and elections)
  - Develop and maintain the NAIGC's technology (computer-related) resources and ensure that these resources are available for use
  - Responsible for IT support tasks that help operations and the board of directors run effectively and efficiently
- *New Club Coordinator*
  - Responsible for managing new club inquiries, providing resources and mentorship to new clubs, and developing resources for new clubs to supplement the New Club Starter Kit, among other resources
  - Send informational emails on a periodic basis to new clubs
- **Fundraising Team (Fundraising Team Leader)**
  - Maintain and grow NAIGC's sponsorships and donor bases
  - Identify and pursue leads and close opportunities for sponsorships
  - Research and pursue grant opportunities
  - Maintain sponsorship deck
  - Implement deliverables on sponsorship contracts.
  - Implement fundraising campaigns
- **Scholarship Team (Scholarship Team Leader)**
  - Administer and promote NAIGC Scholarship Program, review applications, and select scholarship winners
  - Review scholarship criteria, manage application form and coach's recommendation, and make changes to form if needed
  - Work with outreach to market and promote scholarships to potential applicants
  - Work with fundraising team to maintain scholarship fund sustainability

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○ Answer scholarship@naigc.org emails

● **Regions Team (Regions Team Leader)**

■ Support Regional Coordinators (RCs) and Regional Representatives (RRs) in completing their tasks

■ Facilitate initiatives based on feedback from RCs, RRs, and Membership Department Head

○ *Regional Representatives (one per region)*

■ Represent the clubs in your region to the NAIGC and make sure their interests and concerns are being addressed

■ Represent the NAIGC to the clubs in the region by understanding and explaining relevant policies and decisions of the Board

■ Ensure club information is current on the NAIGC website and help maintain correct permissions on member accounts

■ Maintain a list of contact information for every club in the region and make it available to every club in the region

■ Help communicate pertinent NAIGC information by sharing it on regional facebook pages or other social media

■ Ensure clubs complete the Nationals Estimation form and work with them to develop better estimates

■ Update the Regional Calendar with all gymnastics-related events in the region

■ Work with the Regional Coordinator to facilitate any other communications

■ Act as the first point of contact for all clubs in the region, and direct questions to the appropriate resources within the NAIGC

■ Attend your region's Regional Championships and serve as the on-site representative from the NAIGC.

■ Work with the Board of Directors to staff a table or booth and/or distribute materials at industry events (congress, meets, clinics) to help promote the NAIGC

■ Assist in reaching out to existing clubs at universities that are unaware of or not members of the NAIGC

■ Assist the New Club Coordinator in the creation of new college and community club