

Event Sanctioning Policy

Version 3.2 / Last Amended 8/27/2023

I. NAIGC's Power to Sanction Events: NAIGC—as an organization to promote collegiate and adult club gymnastics in the United States—is responsible for the granting of sanctions for its events. Upon application under Section II of this policy or on its own motion, NAIGC may issue a sanction for any domestic competition, exhibition, instructional clinic, or similar NAIGC event in which its members participate.

II. Procedure to Request a Sanction

- A. Any event host in good standing with NAIGC may request a sanction by completing and submitting the Sanction Request form.
- B. There is no cost to apply for a sanction.
 1. In the future, the NAIGC may charge nominal fees if awards or insurance are requested by the event host and provided by the NAIGC. Such fees must be announced prior to the beginning of the competition season (generally no later than October 1st).
 2. In order to request insurance, the event must satisfy all Safety and Equipment Standards.
- C. All Sanction Request Forms must be sent four weeks before the start of the sanctioned event ("Event") and must include the Event's anticipated schedule. If requesting awards, the Sanction Request Form should be sent six weeks before the Event.
- D. Upon receipt of the Sanction Request Form, NAIGC's Event Sanctioning Team shall vote whether to approve a sanction for the Event with a two-thirds majority.
 1. If there are fewer than five members of the Event Sanctioning Team, the Events Department Head must vote on sanction requests.
 2. The Events Department Head and the Executive Director reserve the right to override any Event Sanctioning Team decisions.
- E. If the application for sanction is denied, the Event Sanctioning Team will notify the Event Director and/or Hosting Organization in writing and briefly explain the reason for the denial.
 1. An Event Director and/or Hosting Organization may reapply for an Event Sanction after making necessary changes to their application or hosting plan.
- F. If the application for sanction is granted, the Event Sanctioning Team will:
 1. Issue a sanction number for the Event in the format YEAR-STATE-### (e.g., 2010-VA-001);
 2. Notify, in writing, the Event Director and/or Hosting Organization of the approval of sanction;
 3. Forward a Certificate of Sanction to the Event Director and / or Hosting Organization;
 4. Provide the Event Director and/or Hosting Organization with a "Sanctioned Event Hosting Toolkit" including:
 - a) A copy of several key NAIGC policies:
 - (1) The Event Sanctioning Policy
 - (2) The Code of Conduct
 - (3) The Safety & Equipment Standards
 - (4) Judging Rules for the appropriate disciplines

(5) Copyrights on NAIGC Materials Policy (i.e. logo & branding standards)

(6) The Incident Reporting Policy

- b) Copies of the NAIGC Incident Report Form.
- c) A copy/access to online versions of the NAIGC Liability & Publicity Waivers for all participants to sign.

III. Benefits Created by the Sanctioning of an Event

A. Benefits to Participants:

- 1. Except as otherwise specified by NAIGC, all participants at the Event:
 - a) Shall be judged fairly—without being discriminated against on the basis of race, gender, age, religion, sexual orientation, or national origin—and according to the applicable NAIGC Judging Rules in force at the time of the Event; and
 - b) Shall have reasonable access to equipment and matting for their participation at the Event as outlined in the NAIGC Safety & Equipment Standards.

B. Benefits to Event Director and/or Hosting Organization:

- 1. Except as otherwise specified by NAIGC, the Event Director and/or Hosting Organization:
 - a) May have the Event reasonably advertised and promoted through the NAIGC website, email listserv, and other existing NAIGC resources;
 - b) Will have access to relevant meet-supporting software the NAIGC is using;
 - c) May have a representative of the NAIGC to be present at the Event to provide assistance;
 - d) May request Event insurance if needed (requests must be 6 weeks prior to the Event);
 - e) May request awards (requests must be 6 weeks prior to the Event); and
 - f) May access J Team reservations.

IV. Obligations Created by the Sanctioning of an Event

A. Obligations of All Participants. Except as otherwise specified by NAIGC, all participants at an Event:

- 1. Must have an up to date membership with the NAIGC.
- 2. Must understand and comply with all NAIGC Rules and Policies, including but not limited to the Safety and Equipment Standards, the applicable NAIGC Judging Rules, and Code of Conduct;
- 3. Must complete NAIGC liability waiver before participating in the Event;
- 4. If injured at the Event (regardless of whether the injury is treated at the Event), must ensure that an NAIGC Incident Report Form is completed in accordance with the Incident Report Form Procedure and must fully cooperate with the Event Director and/or Hosting

Organization, and NAIGC, to ensure that all information on the Incident Report Form is accurate; and

5. Agrees that each participant is responsible for their own safety while participating in the Event and agrees that NAIGC is not responsible or otherwise liable except where NAIGC has directly caused, with reckless or purposeful intent, the participant's injury.
 6. Each participant must register for an event by the designated registration deadline. The NAIGC may allow registration up to 48 hours after the registration deadline if space and accommodations allow for an additional fee. The NAIGC reserves the right to close the registration of an event at any time.
- B. Obligations of Event Director and/or Hosting Organization. Except as otherwise specified by NAIGC, the Event Director and/or Hosting Organization:
1. Must publicly post the Certificate of Sanction during the Event;
 2. Must report any changes to the original Sanction Request Form in writing to NAIGC at least ten (10) days prior to the Event;
 3. Must require each participant to sign NAIGC liability waiver before participating in the Event;
 4. Must ensure each participant has an up to date membership with the NAIGC;
 5. Must ensure that all judges have current USAG, NGJA, or NAWGJ certification at the appropriate level;
 6. Must fully and solely assume responsibility for ensuring compliance with all NAIGC Rules and Policies at the Event—including but not limited to the Safety and Equipment Standards, applicable NAIGC Judging Rules, and Code of Conduct;
 7. Must provide copies of Incident Reporting Form and announce at Coaches / Captains meeting the responsibility of individuals to complete if applicable;
 8. Must ensure that all equipment specifications are correct, ensure all equipment is properly installed, and provide reasonable access to appropriate safety equipment and matting for all participants in the Event;
 9. Must indicate NAIGC's endorsement of the Event by including the official logo of NAIGC in accordance with the NAIGC branding guidelines prominently displayed on advertising materials in conjunction with the Event, if any, where:
 - a) The NAIGC logo should be no smaller than the logo of the Hosting Organization,
 - b) The NAIGC logo must be present on all event-related advertisements and promotions, if any, that occur after the notification of approval for sanction.
 10. Within one week after the date of the Event, must notify NAIGC, in writing, of all violations of NAIGC rules and policies—including but not limited to violations of the Safety and Equipment Standards, or applicable NAIGC Judging Rules, or Code of Conduct—related to the hosting of the Event, and provide further information about any such violation upon request by NAIGC; and
 11. Within one week after the date of the Event, provide NAIGC with an accurate and complete NAIGC Incident Report Form for each and every incident that occurs at the Event (regardless of whether the person was treated at the event).
 12. Within one week after the date of the Event, if the event host did not use NAIGC software, provide NAIGC a copy of the event scores.

13. May react reasonably to any individuals in violation of NAIGC policies, including removing an individual from the event. If an individual is removed, host must report any such incidents to the NAIGC within one week of the event.

V. Violations of Sanction - If the Event Director, Hosting Organization, and/or anyone participating in the Event fails to follow any of the NAIGC Rules and Policies, NAIGC may, at its discretion, take disciplinary action against the offending individual(s) and/or organization(s) pursuant to the procedures outlined in the Code of Conduct.

VI. Amendments

- A. This document may be amended by the NAIGC Event Sanctioning Team at any time.
- B. The Event Sanctioning Team may waive, add to, or otherwise modify any of the requirements or procedures in this policy on a case-by-case basis as needed to further the purposes of the sanctioning program, while still focusing on the safety of the Event and protecting the liability of the NAIGC.
- C. If changes are made to this policy that affect the benefits or obligations of event hosts it is the responsibility of the Event Sanctioning Team to communicate those changes to current and potential event hosts.

Document Revision History

Version / Date	Author	Change/Reason
1.0 / 10/29/2012	Policy Committee	Policy created
1.8 / 9/14/2016	Karen Heilman	<ul style="list-style-type: none"> ● Changed formatting from paragraphs to bullets for consistency with other policies. ● Added reference to adult club gymnastics. ● Under “Obligations of Meet Director” deleted “Must understand and comply with all NAIGC Rules and Policies at the Event” because it was redundant.
1.9 / 4/26/2017	Karen Heilman	<ul style="list-style-type: none"> ● Change reference from “injury” to “incident”. ● Made slight changes to ensure consistency with new Incident Report Form Procedure.
1.10 10/11/2017	Karen Heilman and Ian MacDonald	<ul style="list-style-type: none"> ● Changed Event Management Decision mechanism from majority vote to “following the standard decision mechanism in Leadership Powers and Duties”. ● Minor rewording / reordering of what to include in a “Sanctioned Meet Hosting Toolkit”. Added Code of Conduct; Men’s and Women’s Rules; Copies of the NAIGC Incident Report Form; and a copy/access to online versions of the NAIGC Liability & Publicity Waivers to the toolkit. ● Under benefits to the meet director, added awards and NTS hotel reservations ● Under obligations of meet director, added: “Must provide copies of Incident Reporting Form and announce at Coaches / Captains meeting the responsibility of individuals to complete if applicable”
1.20 10/06/2018	Policy Committee (Ashley Ross)	<ul style="list-style-type: none"> ● Sanction request forms should be submitted 4 weeks prior to event (previously 30 days/5 weeks) ● If awards are requested, the request should be submitted 6 weeks prior to events ● Updated reference to Voting Policy (previously voting mechanism in LP&D) <p>Future discussion:</p> <ul style="list-style-type: none"> ● Should a reference to the Incident Report Form be added to our standard waiver for participants in a sanctioned event?
1.21 09/18/2019	Policy Committee	<ul style="list-style-type: none"> ● Update references to Men’s and Women’s gymnastics to all relevant disciplines ● Remove reference to “standardized promotional fliers” since these do not actually exist ● Add obligation of meet director to submit results within one week of the meet or use NAIGC scoring software to record results ● Rephrase “with subjectively reckless or purposeful

		<p>intent” to “with reckless or purposeful intent” for clarity</p> <ul style="list-style-type: none"> ● Added “In order to request insurance, the meet must meet all Safety and Equipment Standards” ● Added “while focusing on safety” to the modification section
2.0 11/15/2020	Policy Committee	<ul style="list-style-type: none"> ● Updated policy per restructure, giving voting power to approve sanctions to the Event Sanctioning Team ● Set approval requirement to a 2/3rds majority, and state if there are less than 5 team members the Events Department Head casts a vote. ● Added insurance to the list of meet host benefits.
2.1 10/18/2021	Events Sanctioning Team	<ul style="list-style-type: none"> ● Added requirement for participants and meet hosts to follow COVID-19 Guidelines ● Added requirement for participants to have an up to date NAIGC membership
3.0 9/24/2022	Event Sanctioning Team	<ul style="list-style-type: none"> ● Transition power to edit this policy to the Event Sanctioning team ● Grant ED and Events DH the power to override Sanctioning team decisions ● Add specific benefits for participants ● Add specific benefits for the Meet host ● Remove all references to COVID-19 guidelines ● Add USAG to the list of possible judging qualifications ● Grant hosts the power to remove individuals from the event, with the requirement of reporting incidents to the NAIGC
3.1 1/8/2023	Events Sanctioning Team	<ul style="list-style-type: none"> ● Remove language about permission to use the logo for sanctioned events
3.2 8/27/2023	Events Sanctioning Team	<ul style="list-style-type: none"> ● Added language on late registration guidelines and the ability of the NAIGC to close registration for an event at any time