

Event Sanctioning Policy

Version 1.21

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 meet host and provided by the NAIGC. Such fees must be announced prior to the beginning of the competition season (generally no later than September 1st).
 2. In order to request insurance, the meet must meet 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 Management Committee shall vote whether to approve a sanction for the Event following the Voting Policy. The decision of the Event Management Committee shall be final.
- E. If the application for sanction is denied, the Event Management Committee Chair will, in writing, notify the Meet Director and/or Hosting Organization and will briefly explain the reason for the denial.
- F. If the application for sanction is granted, the Event Management Committee Chair will:
 1. Issue a sanction number for the Event in the format YEAR-STATE-### (e.g., 2010-VA-001);
 2. Notify, in writing, the Meet Director and/or Hosting Organization of the approval of sanction;
 3. Forward a Certificate of Sanction to the Meet Director and / or Hosting Organization; and
 4. Provide the Meet Director and/or Hosting Organization with a "Sanctioned Meet 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. Except as otherwise specified by NAIGC, all participants at the Event:
 - 1. 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
 - 2. 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 Meet Director and/or Hosting Organization. Except as otherwise specified by NAIGC, the Meet Director and/or Hosting Organization:
 - 1. May have the Event reasonably advertised and promoted through the NAIGC website, email listserv, and other existing NAIGC resources;
 - 2. Will have access to NAIGC’s web-based event registration and score-reporting system;
 - 3. May have a member of the Board of Directors or its designee(s) be present at the Event to administer and run NAIGC’s proprietary scoring and display system as long as NAIGC determines that such an arrangement is cost-effective;
 - 4. May formally use and associate NAIGC’s nationally-recognized brand and official logo with the Event to secure sponsorship or fundraising for the Event, to advertise the Event, or for other appropriate publicity purposes, subject to any restrictions imposed by the Board of Directors or the Event Management Committee;
 - 5. May request awards (requests must be 6 weeks prior to the Event); and
 - 6. May access NTS Hotel 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 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;
 - 2. Must complete NAIGC liability and publicity waivers before participating in the Event;
 - 3. 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 Meet Director and/or Hosting Organization, and NAIGC, to ensure that all information on the Incident Report Form is accurate; and
 - 4. 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.
- B. Obligations of Meet Director and/or Hosting Organization. Except as otherwise specified by NAIGC, the Meet 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 and publicity waivers before participating in the Event;
4. Must ensure that all judges have current NGJA or NAWGJ certification at the appropriate level;
5. 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;
6. Must provide copies of Incident Reporting Form and announce at Coaches / Captains meeting the responsibility of individuals to complete if applicable;
7. 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;
8. Must indicate NAIGC's endorsement of the Event by including the official logo of NAIGC prominently displayed on advertising materials in conjunction with the Event, if any, where:
 - a) "Prominently" means "no smaller than the logo of the Hosting Organization," and
 - b) "Displayed" means "on all event-related advertisements and promotions, if any, that occur after the notification of approval for sanction;
9. 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, 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
10. 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).
11. Within one week after the date of the Event, if meet host did not use NAIGC software, provide NAIGC a copy of the meet scores.

V. Violations of Sanction - If the Meet 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. Modifications to This Policy - The Event Management Committee Chair 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.