

WIAA GYMNASTICS SECTIONAL PROCEDURES

OFFICIALS

Judges

- The WIAA will contract eight officials, to include four chief judges and a meet referee with judging responsibilities. The contracts will be sent via Arbiter and each host will be able to access the list of judges via Arbiter Game and on the PDF posted sheet under Tournament Assignments.
- If an official informs you that he/she cannot work your sectional, notify Chad Schultz <cschultz@wiaawi.org> at the WIAA immediately. The WIAA will find a replacement official(s). The WIAA will then contact the other officials and you as tournament manager with the name of the replacement. WIAA will issue the new contract to the official.
- It is expected that you email and make contact with the officials to provide any meet management information important to the judges.

Fees and Expenses

- Officials are to be paid \$145 to meet referee and \$125 for all other judges.
- Officials are to be paid 55¢ per mile (round trip) for travel.
- When geographically feasible, officials should travel together with mileage paid to one official. If officials choose to travel separately, the mileage for the longest trip may be split between the officials.

Miscellaneous

- Family members or other individuals accompanying officials to a tournament must pay the full admission price.
- Please have a designated individual ready to escort the officials to their secure base area and attend to any of their other needs.

TOURNAMENT ADMINISTRATION

Sectional Times and Locations

- Assignments and time schedules for all schools are available on the WIAA website.
- Please contact the WIAA immediately if a change needs to be made to sectional start times or locations.

Gymnastics Scoring Program

- INSIGHT/Score Flippers will be the official meet management tool for all the sectional and state meets. The meet should be created/set up in INSIGHT no later than one week prior to the entry deadline (by Tuesday, February 17).
- The deadline for submitting sectional line ups this year will be **Tuesday, February 24 at 12pm.**
- Entries should reflect not only the names of the gymnasts in each event, but an individual picture or team mascot or logo.
- All sectional hosts should check entries in the INSIGHT software immediately after the deadline and contact any schools who have not submitted their gymnasts.
- Depending on your personnel, sectional hosts may operate the meet with one main scorer inputting scores from cards into INSIGHT or have a person at each table inputting scores as they occur.
- All spectators will be able to see scores live via the ScoreFlippers app. Hosts may only connect screens/projection to show live scores on site.
- A "[Sectional Scoring Forms](#)" document is provided for those who want to use it. Please make a copy of the document and use it at your own discretion. (The last tab/page labeled "State Qualifiers" is the only page required to be used. See Post Tournament procedures for more information.)

Personnel

Please secure competent adult personnel to serve as Line Judges/Routine Timers/Fall Timers

Line Judges – Provide two qualified line judges for floor exercise.

Floor Exercise Routine Timer – One qualified and properly trained timer is required on floor exercise. If there is a lack of personnel, one person could serve as both a line judge and the routine timer.

Uneven Bars Fall Timer – One qualified and properly trained fall timer is required for the uneven bars. If there is a lack of personnel, a table worker could serve as a fall timer.

Balance Beam Fall Timer/Routine Timer – One qualified and properly trained routine timer as well as a fall timer is required on the balance beam. A separate routine timer is needed, but if there is a lack of personnel, a table worker could serve as a fall timer.

Competing Order

Teams should be listed alphabetically and assigned a number according to the [Tournament Draw Reference Sheet](#). This number will then be applied to the correct rotation ([Tournament Rotation Reference Sheet](#)) to determine the teams competing order. If there are less than eight teams a higher rotation may be used, to prevent back-to-backs. In this instance, teams are listed in alpha order with any remaining spots considered as byes. The order of competition for each athlete on a team is determined by the coach. Note: Athletes who are ineligible during the WIAA tournament (for any reason) may not appear in uniform, participate in warm-ups, and may not participate in the awards ceremony at the WIAA tournament.

Modified Capital Cup Warm-Up

Sectionals will use the Modified Capital Cup Warm-up. Event warm-ups will be 10 minutes on each event, immediately followed by competition in that event. Teams must be ready for their 10-minute warm-up immediately following the last gymnast on the slowest event.

Inquiries

A coach may address the meet referee by submitting an inquiry, **in writing**, concerning his/her gymnast. The inquiry shall be submitted no later than **five minutes after all scores for that team** have been recorded at the head score table for that event. [Please use the inquiry form located on the WIAA website.](#)

Inquiries may only concern:

- A. Difficulty/vault value
- B. Event requirements
- C. Back-to-Back Superiors
- D. Bonus
- E. Neutral deductions

(Judges do not need to agree on a-d above)

Any inquiries involving judgment other than those specified above are inappropriate and will not be accepted. A team deduction of 1.0 will be assessed by the Meet Referee upon receipt of the 3rd inappropriate inquiry by the same team.

Procedure for Coaches

1. Submitted inquiries must be in writing on the "[WIAA Inquiry Form](#)" available on the WIAA website and presented to the Meet Referee within the allotted time period.
a.
2. If valid, the Meet Referee will review the inquiry with the appropriate panel of judges, determine whether there will be a score correction, and inform the coach of any change by returning the completed inquiry form.
a.
3. Invalid or inappropriate inquiries will be returned without review.
a.
4. Coaches must be aware that an inquiry may result in a score being lowered as well as raised.
5. If the score was changed as a result of the inquiry, the Meet Referee informs the score table and the coach. If the score was not changed, the Meet Referee notifies the coach. No deduction is taken in either case.

Floor Music

Schools are reminded that each individual school shall be responsible for their own music and the handling of it. You are encouraged to have two copies in the event one is lost or damaged. The host school shall provide the equipment, which must be used by all competitors.

Ties

Ties in individual and team scores will stand as per NFHS Rule 4-3-2.

Flags

Flags are to be available for the head judge on each event. Please present these to the meet referee before the judges' meeting.

Vaulting Table Measurement

Tape measure should be set so "0" is placed where the vault table top begins. Draw an imaginary line from the table top to the floor. Only place tape at the start of the tape measure so it may be adjusted by other teams during their round of vaulting.

Medical Coverage

- It is recommended that physician or properly trained personnel (ATC, EMS, etc.) be present or available and that you have an established emergency response plan in place.
- If you do have medical coverage, that individual will determine whether an athlete may continue play. He/she may consult with another physician and/or the coach, but his/her decision will be final.

Practice Session

- Host schools are not permitted to allow participating schools to practice at their facilities prior to their tournament.
- Schools hosting a tournament at a facility other than their school (i.e., college/university, high school with a larger gymnasium, etc.) are not permitted to practice at that facility.

Neutral Atmosphere

- The WIAA expects schools hosting a tournament, even though their school might be involved, to provide a neutral atmosphere.
- Tournament managers please make sure your tournament announcer is aware of the tournament responsibilities and necessary/appropriate tournament behavior.
- Announcements made over the public address system should pertain only to the tournament being conducted. The sportsmanship statement provided below must be read over the PA prior to the start of the meet. For a sample PA script from a past meet [click here](#).

WIAA Sportsmanship Statement

-----, -----, and the WIAA require good sportsmanship at education-based sporting events. Attendance at interscholastic activities is a privilege with the expectation to exhibit positive and respectful behavior. For the enjoyment and respect of all in attendance, your cooperation in demonstrating the high ideals of sportsmanship is expected and greatly appreciated.

- Sales or giveaways of spirit items (megaphones, towels, t-shirts, posters, etc.) should not be conducted within one hour of the scheduled starting time of the meet. Lotteries, drawings, raffles, or contests are prohibited at WIAA tournament events.

Banners and Signs

1. For indoor events, temporary banners are allowed, with some restrictions. Banners and signs must be hand held and stationary. These banners may NOT have offensive language, be used to disrupt players or officials, interfere with spectators' view, used in an inappropriate manner or be carried around the facility during an event. Banners of the host school are allowed, such as those hanging in a gymnasium depicting conference schools, sportsmanship themes, current team member recognition or with welcoming messages.

2. Shakers and pennants for spectators, cheerleaders and pompom squads are allowed, even if attached to wooden/plastic sticks.
3. Tournament and meet managers have the authority to prohibit items if they are deemed to cause crowd control problems.

Cameras/Flash Devices

Tripods and power cables are not allowed, unless available space allows their use without blocking the view of others, and without presenting a safety hazard. Flash devices are not allowed.

Program

- Schools can pull rosters and team information from INSIGHT/Score Flippers after the deadline for entries. There is a roster form sectional hosts can use in the ["Sectional Scoring Forms"](#) if they so choose. You will need to make a copy of the Google Sheet to use it.
- The WIAA sportsmanship statement provided below should be printed in the program:

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Use of WIAA Logo on Apparel, Licensing Policy

The WIAA logo, acronym, and any variations are registered trademarks. Member schools are permitted and encouraged to use the logos in any print application they wish. For apparel such as T-shirts, or any merchandise items that bears the WIAA logo, the actual manufacturer must become a licensed vendor and is subject to a nominal royalty fee based on the wholesale price. Schools should have their suppliers, screen printers, etc., contact the WIAA in order to become properly licensed vendors in accordance with the WIAA licensing and royalty policies. Tournament managers having questions should contact Todd Clark at the WIAA.

WIAA Tournament UAV (Drone) Policy

UAVs (Unmanned Aerial Vehicles or drones) are prohibited at all WIAA indoor tournaments.

Emergency Action Plan

All schools should have an emergency action plan designed specifically for their facility.

Components of an Emergency Plan include, but are not limited to:

- Emergency Personnel-defined tasks/roles
- Emergency Communication
- Location of Emergency Equipment (AED, etc)
- Roles of First Responder
- Venue Directions with a Map

- Emergency Action Plan Checklist for Non-Medical Emergencies (Anyone Can Save A Life
-http://www.wiaawi.org/Portals/0/PDF/Health/ACSAL_Event_Portocol.doc)

TOURNAMENT FINANCES

Admission Policies

- Ticket prices are \$7 child/student/adult.
- A Party of 15 including gymnasts, alternates, coaches, managers, etc.
- There is no provision for free admissions for cheerleaders or managers.

Finances

- Please review the Gymnastics Tournament Finances Sections of the WIAA Winter Edition of [Tournament Procedures](#).
- A Financial Form (*Gymnastics Tournament Reimbursement Form*) with instructions is available on the WIAA AD Resources web page. ***A host school will not receive any allowances or reimbursements unless form is completed and returned to the WIAA office within two weeks of the conclusion of the tournament.***
- Tournament managers having questions regarding tournament finances should contact Kassie Mortimer at the WIAA <kmortimer@wiaawi.org>.

SPECTATORS

Conduct of Spectators

Please inform your fans of these rules/regulations:

- Laser Pointers are prohibited at all WIAA tournaments. Any individual using a laser pointer will be immediately ejected and will not be allowed to re-enter.
- Air Horns and artificial noise makers are not allowed.
- Antics involving throwing paper airplanes, coins, toilet paper, miniature balls, etc., will subject a violator to ejection.
- Paper confetti is prohibited.
- Music amplification devices/individual speakers and related radio equipment are prohibited.
- Other items such as balloons, bubble machines, etc., which can create crowd control concerns or clean up problems are prohibited.
- Body paint is not allowed where prohibited by venue policy. Check with the host school for their policy.

Spectator Conduct Statement

The Wisconsin Interscholastic Athletic Association objects to the use of activities, materials, logos, apparel, mascots or gestures that are profane, vulgar, insulting or offensive to others. The membership disapproves of any form of taunting or expression that is intended or designed to embarrass, ridicule, disrespect or demean others under any circumstances including on the basis of race, religion, gender, or national origin.

POST TOURNAMENT

Awards

- Awards will be sent directly from our supplier (ESCO):
- Sectional awards include:
 - a. Plaques for championship and runner-up teams.
 - b. Medals for members of championship and runner-up teams
 - c. Medals for the first five places in individual events
 - d. Medals for the first five places in all-around
- Open your awards package immediately upon receipt and check for damage. If there is damage to awards, please contact Haley Barth < hbarth@wiaawi.org > immediately. If the plaque is damaged please keep the original packing, carton, and contents intact.
- If you had any ties (places 1-6), please email Haley Barth the name of the gymnast, school, event, and place of medal that needs to be ordered/sent. The WIAA will be placing these orders after the State meets with our supplier.

Note: Athletes who are ineligible during the WIAA tournament (for any reason) may not appear in uniform, participate in warm-ups, and may not participate in the awards ceremony at the WIAA tournament.

- If teams would like extra medals, instruct them to order online directly from ESCO. People can access their website <<http://wiaa.escoinc.com>> ESCO "WIAA Award & Gift Store" and choose "extra" medals. The medals are offered in "Plain" for quick turn around and also "Engraved" for those that want/need script on the back.

Results

- Meet management can provide result sheets after data entry to the chief judge and coaches following each round for verification of scores only. Judges can also verify scores within the INSIGHT software. Clerical errors may be corrected within 24 hours of the end of the meet.
- Ties in individual and team scores will stand as per NFHS Rule 4-3-2.
- Sectional hosts must complete the last page/tab (State Qualifiers) of the "[Sectional Scoring Forms](#)" document and email it to Haley Barth <hbarth@wiaawi.org> immediately after the meet. You must make a copy of this Google sheet prior to using it. This form will be used to verify gymnasts name, school, grade, and finish order. Scores will be taken from the INSIGHT software. If you have an easier mechanism to send the same information, please feel free to use it.

State Meet Substitutions

There is a provision permitting the replacement of a gymnast who has qualified for the individual State Tournament on select events but is unable to compete.

1. The provision extends to the sixth-place qualifier from a given sectional in each of the four events. This does not extend to the all-around competition. If an individual from a sectional that places 1st-5th cannot compete at the state meet, the sixth place qualifier can replace the scratched athlete.
2. There is no provision for moving up any other gymnasts if the sixth-place qualifier is not available.
3. If two athletes from the same sectional in the same event cannot participate at state, only one will be replaced with the 6th place gymnast.
4. Notification shall be given as early as possible so the substitute can prepare. The deadline for the 6th place gymnasts to report is the beginning of the qualifying event warm ups at the state meet.

Meet Conduct

You, as the manager, are the WIAA's official directly in charge of your tournament. The behavior of contestants, coaches, students, officials, and fans comes under your responsibility and jurisdiction. We are confident of your ability to conduct this tournament for the WIAA. You should notify Chad Schultz at the WIAA immediately of any special problems which occur before, during, or after your tournament meet < cschultz@wiaawi.org >.

THANK YOU

The WIAA again wishes to **thank you** and your school for your time and effort. If you have any additional questions, please do not hesitate to contact Chad Schultz at the WIAA <cschultz@wiaawi.org>.