



2018 Women's Program Committee Minutes  
August 16, 2018, Boston, MA

Called to order by Committee Chairperson, Tom Koll – 7:00pm

Cheryl Hamilton – National Technical Committee Chairperson  
Annie Heffernon – Women's Junior Olympic Program Director/Interim VP of Women's Program  
Kelli Hill – International Elite Committee Chairperson  
Terin Humphrey – International Elite Committee Athlete Representative  
Claudia Kretschmer – National Xcel Committee Chairperson (by phone)  
Cori Rizzo – National Administrative Committee Chairperson (by phone)

Tom welcomed Kelli Hill as the newly elected International Elite Committee Chairperson. Her term began August 8, 2018.

Reports:

1. National Technical Committee – Chairperson, Cheryl Hamilton  
The feedback to the Technical Committee is positive regarding the 2018 Judges' Course. The committee is preparing to administer the compulsory and optional Judges exams in the fall. In addition, the Technical Committee will meet in November to review judges' course work, and to create base score videos and judges' training courses.
2. National Xcel Committee – Chairperson, Claudia Kretschmer  
The Xcel Committee held their annual meeting in May following Junior Olympic National Championships.
  - Xcel numbers continue to increase.
  - For the 2018-2022, there is a change in the Silver vault to a Handspring over a mat stack or  $\frac{1}{4}$  -  $\frac{1}{2}$  (90-180°) turn on – repulsion off to feet, landing facing the mat stack.
  - In order to encourage growth in the judging community, an Ad-Hoc Committee has been created to explore the option of an Xcel judging program consisting of two (2) members of the XC and two (2) members of the TC.
  - Xcel Committee Members presented lectures at the 2018 National Congress and at their respective Regional Congresses.
3. International Elite Committee – Chairperson, Kelli Hill  
Kelli thanked the IEC for their contribution to the Elite Program and for their assistance in her newly elected position. She presented a proposal to the IEC with regard to the Operating Code.

4. National Administrative Committee – Chairperson, Cori Rizzo  
Cori welcomed thirteen newly elected State Chairmen to the Women’s Program. Their term began July 1, 2018. The Women’s Program conducted the State and Regional Chair Workshop in Providence, RI at National Congress. The Women’s Administrative Committee met in May, 2018. The minutes are posted and can be found on [USA Gymnastics’ web site](#).
5. National Junior Olympic Committee – Chairperson, Tom Koll  
Tom reported on the progress of the 2021 Junior Olympic Compulsory project. The 2018-2022 Junior Olympic Code was released in the spring. He discussed the process of creating and proofing the documents.
6. USA Gymnastics Office Report - Women’s Junior Olympic Program Director/Interim VP of Women’s Program, Annie Heffernon  
Annie discussed the Women’s Program leadership structure and responded to committee members’ questions surrounding the program.
7. Athlete Council Report—Terin Humphrey  
Terin reported that Ivana Hong is a welcome addition to the USA Gymnastics Athlete Council. One item the council is addressing is social media training for athletes. The Athlete Task Force and the Athlete Council’s working relationship was discussed.
8. The Hall of Fame Committee Report – There is no Hall of Fame Induction Ceremony for 2018 as National Congress and US Championships were conducted separately. Future recommendations to the Hall of Fame Committee will be provided upon instruction from the Board of Directors.
9. Recommendation to the Women’s Program Committee that all recommendations passed in annual National Committee Meetings remain in effect until the next annual meeting.  
Motion: Cori Rizzo  
Second: Cheryl Hamilton  
Passed
10. Recommendation to the Women’s Program Committee that each RACC must verify that the nominee meets the criteria for nomination, has agreed to run, understand the job requirements and has submitted a brief resume/statement of purpose (no more than 300 words). Endorsements shall not be included. Any incumbent shall not use non-public email or mailing labels for campaigning or private use.  
Motion: Tom Koll  
Second: Terin Humphrey  
Passed

11. Recommendation to the Women's Program Committee to accept the following changes to the Operating Code:

#### **ELECTIONS AND TERM OF OFFICE**

##### Election Procedure:

1. The members of the IEC (excluding the Chair) will be elected annually online by the coaches participating in the US Championships.
2. They shall serve a one-year term. The start date of the term will be determined annually by the IEC, dependent on the competitive calendar and will be communicated to the community and the candidates during the nomination process.
3. International Elite Committee Chairmen (IECC) and the Vice President of Women's Program shall solicit nominations by email from the Elite Coaches with an athlete qualified to US Championships. Nominations open the Monday after the completion of US Championships and will be open for thirty (30) days. Nominations for the three (3) International Elite Committee Coach Representatives (IECCR) will be sent to the Vice President of Women's Program.
4. All nominees who are eligible candidates for each office will be placed on the ballot.
5. International Elite Committee Chairmen (IECC) and the Vice President of Women's Program must verify that each nominee meets the criteria for nomination, has agreed to run, understands the job requirements and has submitted a brief résumé (no more than 300 words) by the specified date on the nomination form. No photos allowed.
6. The official Slate of Nominees will be posted on the USA Gymnastics website, with voting to begin 31-35 days after the completion of the US Championships.
7. Clubs with athletes qualified to the current US Championships are eligible to submit one vote per club.
8. Elections are to be completed within fifteen (15) days of the opening date of the election.
9. International Elite Committee Coach Representatives (IECCR) shall be elected by the highest number of votes for each representative's specific position.
10. In the case of a tie in the run-off election or in an election with only two candidates, the IECC will vote to break the tie.
11. If only one nomination for a specific position is received, the IECC will cast one (1) vote and the nominee will be elected by acclamation.
12. The IECC or Vice President of the Women's Program will notify all of the candidates of the election results.
13. If requested, the IECC shall send a copy of the verified vote count to each candidate in each respective election.
14. Election results will be posted on the USA Gymnastics website.

### **INTERNATIONAL ELITE COMMITTEE (IEC)**

1. The International Elite Committee (IEC) shall consist of:
  - a. International Elite Committee Chairman (IECC)
    - Casts a vote only in the case of a tie or acclamation.
    - If the IECC must recuse him or herself due to affiliation, the WPCC breaks the tie.
    - If the WPCC must recuse him or herself because he or she is a National Chair of the Sub-Committee for which the election is being held, then the USA Gymnastics President will break ties.
  - b. Three (3) International Elite Committee Coach Representatives (IECCR) are elected annually (refer to separate criteria for each position)
  - c. Athlete Representative
  - d. High Performance Team Coordinator (non-voting)
  - e. Vice President of Women's Program (non-voting)

### **CRITERIA FOR NOMINATIONS**

#### INTERNATIONAL ELITE COMMITTEE COACH REPRESENTATIVES (IECCR)

The three (3) Representatives:

1. Representative #1 and #2: Must have been a personal coach who has traveled with an athlete to a World or Olympic Games. In addition, is currently coaching an athlete on the current National Team OR coaching an athlete qualified to the current US Championships.
2. Representative #3: Must have personally coached and traveled with a National Team athlete who has represented the US in an international competition within the last four (4) years, AND is personally coaching an athlete who has qualified to the current US Championships.

Election procedures: In the case of nominees meeting criteria for the position of International Elite Committee Coach Representatives:

1. The election for Representatives #1, #2, and #3 shall be on one ballot.
2. Representative #1 shall be elected by the highest number of votes for his/her position.
3. Representative #2 shall be elected by the second highest number of votes for his/her position.
4. Representative #3 shall be elected by the highest number of votes for his/her position.
5. Alternates to the IEC will be determined by the highest number of votes after the election of the three (3) Representatives. To be considered, all alternates must meet the criteria for the position of Representative #1 and #2.

### **X. RESPONSIBILITIES OF THE INTERNATIONAL ELITE COMMITTEE (IEC)**

- A. Organize and develop the National Team and the Women's International Elite Program.
- B. Govern all aspects of the USA National Team and the USA International Elite Program.

- C. Draft all Selection Procedures with the High-Performance Team Coordinator (with vote), and the President of USA Gymnastics, for World Championships, Pan American Games, World University Games, and the Olympic Games.
- D. Review the TOPS, HOPES, and Pre-Elite Programs on a regular basis to ensure proper development.
- E. Determine qualifying scores, procedures, and modifications to be used in the TOPS, HOPES and Pre-Elite Programs.
- F. Revise the International Elite section of the USA Gymnastics Rules and Policies on an annual basis and submit to the Administrative Committee (AC) for inclusion.
- G. Work closely with the High-Performance Team Coordinator and/or designated Head Coach in matters pertaining to the National Team.
- H. Determine the composition of the Athlete Selection Committee and Judges Selection Committee either determined by job responsibility (i.e. High-Performance Team Coordinator) or appointment.
- I. Must be available to attend all National Team training camps, Classic(s) and US Championships.
- J. Must communicate with and represent the elite community, including athletes, coaches, and judges via e-mail and phone.
- K. Determine annually the start date of the term for the International Elite Committee Coach Representatives.

Recommendation, effective January 1, 2019, to remove the IEC Chair from the Athlete Selection Committee. In addition to the High Performance Team Coordinator and the Athlete Representative, the third member of the committee:

- 1. Will be appointed annually by the IEC.
- 2. Must have World and/or Olympic experience as an athlete, judge or coach.
- 3. Not affiliated – not currently competing, judging or coaching in the US Elite Program during the appointed year.
- 4. MUST be available to attend all Selection Camps and Qualifying Competitions as outlined in the Selection Procedures or as deemed necessary.

#### **XI. INTERNATIONAL ELITE COMMITTEE CHAIRMAN (IECC)**

- A. Serve as a voting member on the Women's Program Committee (WPC), and Judges' Selection Committees.
- B. Be responsible for the activities of the International Elite Committee (IEC).
- C. Prepare an annual report of the International Elite Committee's (IEC) activities, if requested by the Women's Program Committee Chairman.
- D. Prepare and distribute the agenda to the International Elite Committee (IEC) members in a timely manner for each International Elite Committee meeting.
- E. Submit financial reports to the Director of Program Administration for reimbursement of expenses.
- F. In conjunction with the Vice President of Women's Program, shall solicit nominations by email from the Elite community for the International Elite Committee Coach Representatives.

- G. In conjunction with the Vice President of Women's Program, must verify that each nominee meets the criteria for nomination.
- H. Vote to break the tie in the case of a tie in the run-off election or in an election with only two candidates for the IECCR.
- I. In conjunction with the Vice President of Women's Program, will notify all of the candidates of the election results in the election of the IECCR.  
If requested, shall send a copy of the verified vote count to each candidate in each respective election.

Motion: Kelli Hill

Second: Claudia Kretschmer

Passed

12. Program Council Report 2018

- Claudia reported on the workings of the Program Council. She will provide updates for future WPC Meetings.

13. Recommendation to accept the Program Council Members criteria for nominations as listed below:

**SECTION N- PROGRAM COUNCIL MEMBERS (PCM)**

Program Council Member #1: Individual must have served as a member of one of the following committees - National Administrative Committee, National Junior Olympic Program Committee, National Technical Committee or National Xcel Committee during the current or previous quadrennium. In addition, this individual must currently be working in a USA Gymnastics Member Club.

Program Council Member #2: Individual must have coached an elite National Team member within the last 8 years. If a candidate does not meet the above criteria or no eligible candidates are nominated, the Women's Program Committee may nominate a candidate with demonstrated ability and suitability for the position.

ARTICLE VI- ELECTIONS AND TERM OF OFFICE

**SECTION G - PROGRAM COUNCIL MEMBERS (PCM)**

1. Elections for both Program Council Members will be conducted two years after the Olympic Games.
2. They shall serve for four (4) years.
3. Elections are to be completed by November 1 and term of office begins January 1st.
4. Election Procedure:
  - a. National office shall solicit nominations from the Professional membership through *Technique Magazine* and the USA Gymnastics national website.
  - b. All nominees who are eligible candidates for each position will be placed on the online ballot.
  - c. A call for nominations by the National office must be published and/or posted online for a minimum of one month prior to the submission deadline of no later than October 1.

- d. The following statement will be placed on the USA Gymnastics national website and e-mailed to all Women's Professional Members who have current e-mail addresses.

Each Region and State should post it on their websites so that the Professional members are aware of the voting procedures and their responsibilities to ensure that their vote will be counted.

- Elections will be conducted online at [www.usagym.org](http://www.usagym.org) from October 1 – October 15.
- In order to ensure that their vote can be counted, each Professional Member should make sure of each of the following:
  - 1) That their address is current (specifically the State)
  - 2) That they know their personal User ID
  - 3) That they know their password
  - 4) That their Professional membership, safety certification and background check must be fully processed and current.
    - If you have any questions regarding your voting privileges, please call USA Gymnastics Member Services – 1-800-345-4719.
- e. The Women's Program Committee (WPC) must verify that the nominees meet the criteria for nomination, have agreed to run, understand the job requirements and have submitted a brief résumé (no more than 300 words.)
- f. The Women's Program Committee Chair (WPCC) electronically sends to the National office the name, city and state and the résumé of each candidate (no photos) in a Microsoft Word document no later than September 15th.
- g. The official Slate of Nominees for each position will be posted on the USA Gymnastics website, with voting to begin by October 1st. The voting will be concluded on October 15th.
- h. Program Council Members (PCM) shall be elected by majority (1 over 50%) of the votes cast.
- i. If no candidate receives a majority vote, a run-off election will be held between the two (2) candidates receiving the most votes. The run-off election will allow all Professional members who were current by March 31 to vote. The Women's Jr. Olympic Program Director will work with the WPCC on the procedures for online run-off elections.
- j. In the case of a tie in the run-off election or in an election with only two candidates, the WPCC will vote to break the tie.
- k. Write-in votes will not be allowed.
- l. If only one nomination for a position is received, the WPCC will cast one (1) vote and the nominee will be elected by acclamation.
- m. The week after October 15th, the nominees will receive the election results by email, including the actual vote counts in the event that any of the candidates wants to know this information.
- n. Election results will be posted on the USA Gymnastics website.

#### RESPONSIBILITIES OF THE:

- I. WOMEN'S PROGRAM COMMITTEE (WPC)
  - G. Set the criteria for nomination of candidates for the two Program Council Members of the Women's Program.
  - H. Verify that the nominees of the Program Council meet the criteria for nomination.

- I. Appoint the one member of the Program Council to the Board of Directors.
  - J. Annually recommend a slate of nominees (athlete and coach) for the USA Gymnastics Hall of Fame.
- II. WOMEN'S PROGRAM COMMITTEE CHAIRMAN (WPCC)
- G. Electronically send to the National office the name, city and state and the résumé of each Program Council Member candidate.
  - H. Cast one (1) vote if only one nomination for a Program Council member position is received and the nominee will be elected by acclamation.
  - I. Work with the Women's Jr. Olympic Program Director on the procedures for online run-off elections of the Program Council Members.

Motion: Claudia Kretschmer

Second: Terin Humphrey

Passed

Motion to adjourn: Terin Humphrey

Second: Kelli Hill

Meeting Adjourned 9:00pm.