

Regional Coordinator Policy

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- I. Purpose
 - A. The purpose of the Regional Coordinator position is to facilitate interclub communication on the regional level and facilitate two-way communication between member clubs and the board of directors.
- II. Geographical Regions
 - A. West
 - 1. WA, OR, MT, ID, WY, NV, CA, AZ, UT, CO, NM, AK, HI
 - B. South Central
 - 1. KS, OK, TX, AR
 - C. Midwest
 - 1. ND, SD, NE, MN, WI, IA, MO, IL
 - D. Northeast
 - 1. ME, MA, VT, NH, NY, CT, RI
 - E. Mideast
 - 1. MI, OH, IN, KY
 - F. Mid-Atlantic
 - 1. PA, MD, WV, VA, DC, DE, NJ
 - G. Southeast
 - 1. LA, MS, AL, GA, TN, NC, SC, FL
- III. Responsibilities of Regional Coordinators
 - A. The following responsibilities should be completed by early to mid September.
 - 1. Ensure that clubs fill out and update club information on the NAIGC website. Follow up with any clubs who have not updated info.
 - 2. Gather email and phone (either from website or other means) for officers from each club in the region. Ensure that individuals know information is for internal board use and ask permission to share with the other clubs in their region. Send approved information out to all clubs in the region.
 - 3. Add new emails and remove outdated emails from the regional listserv.
 - 4. Inform officers how to transition admin access in NAIGC database from previous officers. If needed, give access to individual club officers.
 - 5. Email clubs to complete Nationals Estimation form. Follow up with clubs who do not complete the form. If needed, work with individual clubs to develop an estimate.
 - B. The following responsibilities shall be completed in an ongoing basis throughout the year.
 - 1. Interact with the communications chair as needed.
 - 2. For new clubs in the region: Introduce the regional coordinator role; distribute contact information to the region; add contact(s) to the regional listserv; ensure admin access in NAIGC database; ensure club completes club information on the NAIGC website.

3. Notify clubs about regional championships. Check in with club hosting the regional championships and liaison back to the board of directors as necessary.
4. Add events to regional calendar. These events should include NAIGC meets, school calendars / breaks, JO meets, NCAA meets, educational coaching / judging clinics, roundtables, etc.
5. Work with local clubs to plan camps and clinics (coaching, judging, educational, etc.) for NAIGC members.
6. Inform meet coordinators of NAIGC resources and associated benefits including sanctioning of meets, adding meets to the NAIGC website, and the use of NAIGC registration and scoring software.
7. Let clubs know to contact Regional Coordinator if they are having issues locating judges. Regional coordinator will be provided with additional resources to help with these requests.
8. If officer changes occur in a club, make necessary changes to regional listserv, ensure admin permission changes are made to NAIGC database and ensure changes are made on the club listing page on the website.

C. The following additional responsibilities are suggested but not required:

1. Man a table or booth and / or distribute materials at industry events (congress, meets, clinics) to help promote the NAIGC. Printed materials are available from the board for use by Regional Coordinators.
2. Reach out to existing clubs at universities that are unaware / not members of the NAIGC.
3. Proactively help to create new college and community clubs. Potential starting points include:
 - a) Viable universities that do not have clubs: reaching out to their clubs sports department, facebook pages.
 - b) List of high school juniors and seniors and their prospective colleges from local coaches.
 - c) Recently graduated college gymnasts.
 - d) USAG / USAIGC clubs.
4. Help select a club to host regional championships.
5. Actively reach out to individual NAIGC clubs and encourage them to sanction their club meet.

IV. Nominations of and Election of Regional Coordinators

- A. During the nomination period, anyone can nominate themselves or any other person for a Regional Coordinator position. The President can determine the length of the nomination period to balance sufficient number and quality of candidates with allowing time for Regional Coordinators to complete responsibilities in the timeframes outlined in this policy.
- B. All candidates are expected to provide a brief statement expressing their intended method of service, the region in which they wish to serve, their club affiliation (if any), their student/non-student status, and their qualifications.
- C. After the conclusion of the nomination period, there will be an election. Each club can participate in the election for their specific region. Each club will have one

vote. The NAIGC President can choose an appropriate timeframe for the election to balance adequate time for clubs to vote with allowing time for Regional Coordinators to complete responsibilities in the timeframes outlined in this policy.

D. Ballot

1. Instructions: Please score each candidate on a scale of 0 to 10, with 0 meaning unacceptable, and 10 meaning exceptional. You may also abstain from rating any candidate.
 2. Ballot shall include the following for each potential candidate:
 - a) Name
 - b) Club affiliation (optional)
 - c) Student status
 - d) Score: *0 / 1 / 2 / 3 / 4 / 5 / 6 / 7 / 8 / 9 / 10 / Abstain*
- E. Results shall be calculated by determining the average score for each candidate. Election results shall be tallied and announced as soon as possible.
- F. The board of directors shall determine a tie breaking mechanism.
- G. Regional Coordinator terms will align with the NAIGC fiscal year.
- H. The NAIGC standing officers may remove a Regional Coordinator. The officers should make a good faith effort to ask each club in the region for feedback and consider the feedback in making their decision.
- I. The NAIGC President may appoint an initial or replacement Regional Coordinator.

Document Revision History

Version	Date	Author	Change/Reason
1.0	8/17/20 16	Karen Heilman	Initial version