

WIAA / GESA CREDIT UNION

POSTSEASON STANDARD OPERATING PROCEDURES

GYMNASTICS

FEBRUARY 22-24, 2024
Sammamish High School

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COACH INFORMATION

EVENT SCHEDULE

- **Tuesday, February 20** - Coaches Meeting, 7:00 pm via Zoom - [LINK](#)
- **Thursday, February 22** - 4A Team & Individual Competition
 - 5:45 pm - March-in
 - 6:00 pm - Competition Begins
 - 8:40 pm - Awards
- **Friday, February 23** - 4A Individual Finals
 - 10:30 am - March-in
 - 10:45 am - Competition Begins
 - 12:15 pm - Awards
- **Friday, February 23, 2024** - 1A/2A/3A Team & Individual Competition
 - 1:25 pm - Session 1
 - 5:10 pm - Session 2
 - 8:05 pm - Awards
- **Saturday, February 24** - 1A/2A/3A Individual Finals
 - 10:30 am - March-in
 - 12:15 pm - Awards
- Doors will open to the public 1 hour before competition begins.

SITE DETAILS & PARKING

- Pass gate for teams, officials, and other staff is located at the lower NE doors of Sammamish HS.
- School supervisors must check in at the Pass Gate.
- Fans must remain in designated seating and may not enter the warm-up gym or competition area.
- Handicap seating at court level will be available.
 - Have your school's supervisor request assistance from the event or floor manager.
- Limited locker rooms are available for use and are not secure.
- There are ample parking lots for teams and spectators at Sammamish High School.
- Water bottles can be refilled at the water fountains located in various areas of both gyms.
- Concessions are available for teams and spectators.

EVENT PHOTOGRAPHY

- Northwest Sports Photography will take team pictures as requested on Thursday and Friday.
- Action pictures will be taken throughout the meet and sold on-site and online at [4nsp.com](#).
- School photographers may not access the warm-up or competition areas.

SOUVENIR MERCHANDISE

- Participants are encouraged to [pre-order state event merchandise](#), beginning **Saturday, February 17**, at 10:00 am.
- The deadline to pre-order will be on **Tuesday, February 20**, at 12:00 pm.
- Merchandise will be available for pick up at the Rush Team Apparel booth at Sammamish HS.
- Post-event orders will also be available on the [Rush Team Apparel](#) website.

CHECK-IN

- Coaches' passes (wristbands) will be in the team packet.

- Wristbands earn admission into the facility and access to the warm-up and competition gyms.
- Coaches who lose their wrist band must buy a ticket and lose additional access privileges.
- Team bus drivers must sign in and will be admitted at no charge through the pass gate.

FIRST AID

- Athletic trainers will be on duty throughout the tournament.
- The trainer will be on duty one hour before the event starts each day.
- Please supply your own taping materials.
- Approved school medical staff will be provided a WIAA credential.
- Medical personnel must check in with the event medical staff.

SPORT-SPECIFIC REGULATIONS

ATHLETE/TEAM REGISTRATION

- Administrators must submit 16 qualified competitors to Qualifying Meet managers by entering them on their school page on FinalForms at least two days prior to the first day of the State Meet for each classification.
- Substitutions will not be allowed after the sixteen names have been submitted.
- Qualified teams' rosters will be forwarded with all other qualifiers to the State Meet Manager via ProScore.
- The roster submitted at each respective Qualifying Meet will be the school's roster for the State Meet.

PASS GATE REGISTRATION

- All team/school personnel must be entered into a school's FinalForms account.
- Each school with at least one entry into the State Meet is entitled to the following passes/handstamps:
- Coach Passes:
 - 1-9 Athletes = 3 Coach passes
 - 10+ Athletes = 4 Coach passes
- One (1) Manager pass
- Maximum of two (2) [School Supervisor](#) passes
- 1 pass per competitor, with a maximum of sixteen passes per team
- One (1) medical (must be licensed health care provider and entered into pass gate list on MyWIAA)
- Managers and other support personnel must be 7th-12th grade students of the school district or school district-approved adults.
- Pass gate personnel are restricted to only those individuals and/or teams who have qualified for that event.

STATE QUALIFIERS

- Gymnasts must compete in an event in order to qualify to compete in the next level of competition.
- All-around qualifiers will be from schools which do not qualify teams.
- Individual event qualifiers are athletes from schools who did not qualify in all-around allocations.
- Allocations will not be exceeded unless a tie occurs at the last allowable qualifying place.
- In the event of injury, illness, or any other reason a qualified competitor is unable to compete, the athlete's position will not be filled.
- An athlete who qualifies to the State Meet as a team member or individually will be eligible for all individual awards and all-around awards.

- Athletes from the same school who qualify individually may add scores together to produce a team score and qualify for team awards.
- Team substitutions are permitted from within the 16-person team roster submitted; once a gymnast is substituted, she is out of the event only.
- Once a contestant has qualified for an event, participation is required in that event at the State Qualifying Meet and State Championship Meet.
 - If the contestant does not compete then the contestant will be disqualified from the rest of the meet and the team shall forfeit all individual and team points earned in any event.
- The Meet Director of each of the State Qualifying Meets will compile the list of qualifiers for the State Meet and e-mail the list to the State Meet Director immediately following the qualifying meet.
- Results through ProScore will be forwarded to the State Meet Director.

RULES & REGULATIONS

- State Meet Equipment includes AAI Bars Extra-Wide Bars, Floor, AAI Vaulting Table, AAI Reflex Beam
- The current WIAA Rule Book for Gymnastics will be used at all qualifying and State Meet competitions.
- A team consists of 6-16 competitors per event, including all-around competitors, with five scores counting.
- All team support personnel are expected to dress professionally while on the competitive floor or warm-up area.
- All athletes may only wear official team leotard or sweats while on the competitive floor or warm-up area, including the march in, march out, and awards ceremonies.
- Athletes in street clothes or other non-gymnastics attire will not be allowed onto the competitive floor or into the warm-up area.
- Coaches and medical personnel must have visible credentials to enter the competitive floor or warm-up area.
- The Jury of Appeals will be comprised of the Meet Director, Meet Referee (Jury Chair), Head Judge, a neutral Judge and the WIAA Liaison.
- A formal protest must be filed in writing and given to the Meet Referee or Meet Director within five minutes of the completion of the rotation.
- There shall be two judges per event.
- The Meet Referee and all judges will be selected by the WIAA.
- The selections of the judges will be based on the WIAA Selection Procedure and judges must meet one of the following criteria:
 - The judge must hold a minimum rating of a USA Gymnastics Level 9.
 - The judge must have been an active registered WOA official in gymnastics in Washington for the most recent five consecutive years if they have ever had a USA Gymnastics rating of Level 8 or higher.
- The New Move Evaluation form is required on the floor.
 - This New Move Evaluation Form must be provided to the Meet Referee for pre-meet discussion.
 - A copy should be kept by the head coach to verify the actual difficulty attempted while the gymnast performs.
- Team personnel are expected to dress in professional attire while on the competitive floor or warm-up area.
- Athletes may only wear their official team leotard or team sweats while on the competitive floor or warm-up area, including the march-in, march-out, and awards ceremonies.
 - Athletes in non-gymnastics attire will not be allowed on the competitive floor or warm-up area.
- Tournament Personnel
 - Meet Referee: Dean Ratliff
 - Equipment Manager: Jacob Brown
 - Announcer: Cindy C-Wilson

- Scorekeeper: Barent Hoffman

STATE MEET FORMAT

- The team and all-around competition will take place on the first day for that classification, with the individual finals on the second day for that classification.
- The classifications will rotate competition days every other year.
 - The 4A schools will compete on Thursday and Friday during the school years ending with an even number, and will compete on Friday and Saturday during the school years ending with an odd number.
 - The 1A/2A/3A schools will compete on Thursday and Friday during the school years ending with an odd number, and will compete on Friday and Saturday during the school years ending with an even number.
- The rotation order of individual competitors will be determined by the Meet Manager.
- The event order for each team session will be determined by a draw.
- The order of competitors on each team will be determined by the coach.
- All-Around and Individual Event Qualifiers will be divided into equal groups at the discretion of the Meet Director, with competitors from the same school grouped together.

SCORING

- Team Scores will be determined by adding the five top scores from the six competitors for each team per event.
- The ProScore software scoring program must be utilized at all qualifying meets.
- Judges may score individual events to the nearest hundredth (0.00).
- Placements in the individual events will be determined by the average score for each competitor.
- All ties will advance to the next level of competition with the scores carried out to the nearest thousandth (0.000).
- Each judge will compute their own start value.
- The score for an individual event will be determined from the judges' scores.
- All judges' scores (whether 2, 3 or 4) must be within specified ranges.
- All-around totals will be determined by adding the average scores of the four all-around events.
- Entry cards shall be provided to the head coach of each competing team (one card for each event).
 - Entry cards will be given to the event score tables prior to competition.
- The Master Score Table shall be isolated from spectators and other interference.
- The Master Scorer's duties are to:
 - Receive and check the accuracy of all event cards.
 - Ensure accuracy of scoring program.
 - Input any corrections in the scoring program.
 - Determine team scores for each event.
 - Determine the top sixteen gymnasts (by their scores) to advance to the finals in a 16-entry meet. Determine the top eight gymnasts (by their scores) to advance to the finals in an 8-entry meet.
- Score inquiries are permitted in accordance with the WIAA Rule Book for Gymnastics.
- If a coach persists in unruly conduct or inappropriate behavior, they may be warned.
 - The team or individual gymnast from that team may receive a 0.3-point deduction for each misconduct following the official warning.
 - The Meet Referee at the Qualifying or State Meet and the Head Judge at the dual, tri and quad meets shall assess the deduction.
 - Consistent misconduct will result in the coach being removed from the competitive floor by the Meet Referee, Meet Manager or WIAA liaison.

- Coaches may not approach the scoring table at any time during the competition to ask for scores.

AWARDS

- Team trophies and individual medals will be presented at the conclusion of each day's event.
- In case of ties, all contestants will receive the appropriate place awards.

GENERAL REGULATIONS

ALLOCATIONS

Postseason berths are allocated to WIAA Districts based on the total number of schools offering the sport in that classification/gender.

STATE TOURNAMENT TICKETS

The WIAA has transitioned to paperless ticketing with State Tournament tickets available for purchase digitally through GoFan, the WIAA's ticketing partner. Fans are encouraged to purchase tickets online in advance of the events but will have the ability to purchase digital tickets onsite by accessing the GoFan digital ticketing site using their mobile devices. Limited paper tickets will be available at most sites on the day of the event. **SERVICE FEES APPLY TO ALL TICKETS SOLD. The Tacoma Dome, Yakima Valley SunDome, and Spokane Arena manage their own tickets. Venue-imposed fees apply.**

- **SENIOR:** Age 62 and over
- **MILITARY:** Active Duty, Veterans, Guard, and Reserves with proper Military I.D.
- **STUDENT:** Children aged 5-11 and students aged 12 and over with a valid high school or middle school ASB card (the actual ASB card must be presented; pictures of ASB cards on cell phones will not be accepted)
- **Children under the age of 5 are admitted free**
- 1st and 2nd Round ticketing for Soccer and Football is managed by the respective WIAA host Districts
- Tickets are valid only at the site/event for which they are purchased EXCEPT for Regional Basketball and Semifinal Football where tickets are valid at all sites on the day for which they are purchased

QUALIFYING TOURNAMENTS/EVENTS

Qualifying events must be completed by the Saturday prior to the start of the WIAA State Tournament.

PASSES

Passes are to participating schools according to the respective sport-specific guidelines.

- **Supervisory Passes**

Supervisory passes are to be used only by the designated school staff who are in attendance to supervise the student body fan section.

- **School Media**

School Photographers will be granted entry and may be granted floor privileges for the contest(s) in which their school participates. Each must be added to the school's pass list based on the allocated spaces in FinalForms. These positions are intended for student media, however, adults will be allowed to fill these spaces if necessary.

- **Schools Billed for Pass Gate Entry**

Schools will be billed following for any school personnel who enter through the Pass Gate that are not included on the Pass Gate List. The billing rate will be for an All-Tournament ticket.

- **College Coaches**

Passes shall not be issued to college coaches for scouting purposes.

ALL-TOURNAMENT TEAMS

- The WIAA does not select/announce an 'All-Star' or 'All-Tournament' team.
- If one is selected, it is announced and publicized by an outside group.

INSURANCE

- Leagues, Districts, and the WIAA maintain General Liability insurance policies for their League, District, and State Championships.
- The WIAA also provides a Catastrophic insurance policy for post-season/Championship events.
- All other coverage, including accident insurance, is the responsibility of participating schools and or individuals.

GAMES COMMITTEES

- Tournament Managers will appoint and name a Games Committee that will be onsite or readily accessible by phone for all postseason qualifying and/or State events.
- Participating coaches will be informed of the process and makeup of the Games Committee prior to the start of each event.
- Questions concerning infractions may be brought to the Games Committee by the Head Coach or a school administrator, NOT by a contestant, parent, or spectator.
- The Games Committee shall be composed of no fewer than three (3), nor more than five (5), members.
- Games Committee members may not have a conflict of interest with the teams/individuals involved with the game/contest under dispute.

Games Committee Duties:

- Assist the Tournament Manager as needed and be immediately available at all times during the event.
- Act as an arbitration board of dispute on questions or protests that might arise - the final decision must be the consensus of the Games Committee.

- The Games Committee WILL include:
 - The Tournament Manager or designee;
 - The Head Official;
 - A Coach, Athletic Director, or School Administrator;
 And MAY include:
 - The Official Scorekeeper, OR
 - Another member of the event staff

PROTESTS

In all WIAA State Tournaments, the following process will be conducted for protests:

Protest Process:

- If a Head Coach believes there has been a misinterpretation/misapplication of a specific rule, the coach shall notify the game officials following the incident and prior to the resumption of action that the contest is under protest.
- The official(s) will suspend the contest until a decision of the Games Committee has been determined. The Games Committee will meet immediately or as soon as is reasonably possible upon receiving notification of the protest.
 - During the Games Committee meeting, the coach shall be afforded the opportunity to present rationale and justification including the specific rule(s) in question, how the officials misapplied/misinterpreted the rule(s), and the desired outcome of the protest.
 - The official(s) shall be afforded the opportunity to present the rule and its implementation in the protested situation.
- The Games Committee will consult with the WIAA staff member who oversees that sport; will follow any additional protest procedures covered in the specific NFHS rule book; and will utilize the NFHS and/or WIAA playing rules, scorebook, and/or statistics to determine the appropriate ruling.
- The Games Committee will deliberate in a closed session.
- The decision of the Games Committee is final and cannot be further appealed.
- Protests of an official's judgment will not be heard.

TEAMS/INDIVIDUALS UNABLE TO ARRIVE FOR SCHEDULED COMPETITION AT A STATE EVENT

Teams/individuals earning the right to participate in State events should have those rights protected as much as possible. Participating schools must also realize that these events are held to certain restrictions with facilities, game officials, and all other game administration and operations.

- A WIAA State event shall be defined as any tournament event managed by the State Office.
- Competing schools are responsible for notifying the WIAA Staff or the Tournament Manager in a timely manner if they are having difficulty traveling to the event site due to weather or an emergency and may not arrive in time for their scheduled competition.
- School personnel have the responsibility of making alternative travel plans based on weather forecasts and other foreseeable barriers to travel.
- As a common practice, input and recommendations are to be sought from the Highway Patrol and/or the Department of Transportation.
- Specific circumstances not covered by this policy are left to the discretion of the WIAA Staff.
 - If a team/individual is unable to arrive at a State event site for their scheduled competition due to circumstances beyond their control (e.g., an earthquake, all passes closed, roads closed due to

flooding, etc.), that team/individual will be allowed to participate in their scheduled event provided they arrive at the event site and are able to compete on the day of their scheduled event.

- The WIAA Staff, in cooperation with the Tournament Manager, shall adjust the schedule of the event for the purpose of allowing maximum participation for all qualified teams/individuals.
- If the team/individual is unable to arrive to compete on the day of its event, a forfeit is recorded and that team/individual shall move into the consolation bracket or be dropped from competition, whichever is applicable to that particular stage of the event.

INCLEMENT WEATHER

- In the interest of safety, weather/conditions beyond the control of the participating teams/individuals and/or Tournament Manager, there may be times that it becomes necessary to delay, postpone, or cancel a contest or tournament, though the intent of this policy is to accommodate teams/individuals by rescheduling.
- Thunder & lightning:
 - When thunder is heard or lightning is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to the previously designated safer location immediately.
 - Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed prior to resuming play.
 - Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.

The following practices shall be observed:

- If severe weather conditions affect a participating team/individual, but not the tournament, the team must notify the Tournament Manager.
- If severe weather conditions affect the tournament, the WIAA Staff will make the final decision concerning tournament postponement or rescheduling.
- Play will resume on the next playable date.
- Changing of sites, postponement, or cancellation of events will be determined by the WIAA Staff.

Procedures to follow if contests are rescheduled:

- The WIAA Staff has the final authority on contest rescheduling.
- If contests are rescheduled on the same day as originally scheduled but at a different site, the Semifinal and Championship contests will be scheduled at the same time or later than originally scheduled.
- The time between contests may be shortened. *Example: If contests were originally scheduled at two (2) hour intervals, they may be rescheduled at one and one half (1½) hour intervals.*
- Individuals/teams shall be granted a minimum of twenty (20) minutes for rest between contests.
- Whenever possible, contests played on the final day of the tournament shall be scheduled to allow individuals/teams to return to their home community that day.
- If during the last scheduled day of a tournament, contests are unable to be restarted, requiring overnight postponement, only those teams/individuals still in contention for the Championship will continue play.
- Teams/Individuals not in contention for the Championship shall be awarded a tie for the highest placing that could have been earned if postponement had not been necessary.

- Ticket revenue will not be refunded in the event the schedule and/or day(s) of the event are changed due to inclement weather.

TEAM CEREMONIES

Except for the postgame awards presentations, team ceremonies held before or after a contest must be conducted in the locker room or on the sideline so as not to delay the start of the contest or impact any other participating teams.

UTILIZING STUDENTS FOR SUPPORT POSITIONS AT ATHLETIC EVENTS

Students younger than high school age will not be allowed for any support positions at a WIAA State Championship UNLESS the school signs a waiver ahead of time and the school assumes all risk.

- [Underage Worker Form](#)

SUPERVISORY PERSONNEL

Participating schools must register a supervisory staff member in FinalForms to monitor their student fan section.

- **Supervisor Duties:**
 - Report to the Tournament Manager upon arrival.
 - Wear a WIAA-issued 'Supervisor' pass for easy identification.
 - Monitor fan behavior as outlined in the [WIAA's Fan Expectation Guidelines](#).
 - Assist the facility security staff or Tournament Management staff when necessary.

FAN/SPECTATOR EXPECTATIONS

The WIAA supports social justice, racial equity, and sportsmanship. Derogatory cheers, slurs, and hateful comments relating to identity (race, ethnicity, gender expression, disability, religion) are not permitted. Tournament Managers and event personnel have the authority to remove individuals for inappropriate behavior or comments. If you witness any of the above behavior from those in attendance, you can report the incident to the WIAA via the [Discrimination & Harassment Reporting Form](#).

- Participating schools are encouraged to share the [WIAA's Fan Expectations](#) with their communities and student bodies prior to attending State events for policies regarding Cheers, Signs, Artificial Noisemakers, Mascots, Face Painting, Continuous Standing, Clean-Up Expectations, Drones, and more.

PEP BAND EXPECTATIONS

- Restrict playing to timeouts, between periods, pre and postgame, or other dead ball situations.
- Maintain appropriate fan behavior as outlined in the [WIAA's Fan Expectation Guidelines](#).

CHEERLEADER EXPECTATIONS

- Use only school district-approved cheers at appropriate times.
- Direct cheers and chants towards your school's team only.
- Maintain appropriate fan behavior as outlined in the [WIAA's Fan Expectation Guidelines](#).

TEAM ARRANGEMENTS

- **Lodging:**
 - Participating teams are responsible for their own lodging.
 - Schools must provide supervision for all school representatives at their place of lodging.
- **Locker Rooms:**

- Teams must be supervised by school personnel while in their assigned locker room.
- Participants are responsible for leaving locker rooms in undamaged condition.
- Tournament Management is not responsible for lost or stolen items.
- **Physicians/Trainers:**
 - Teams are encouraged to supply their own physician/trainer. Use [this link](#) to do so.
 - Athletes removed from participation and attended to by a physician cannot reenter competition until authorized by the physician who made the original decision.
- **Participant Admission & Roster Limitations:**
 - The roster limits for each of the State events are listed in the respective sport-specific regulations.
 - Only those participants included on the roster can be in uniform.
 - Students not included on a team's roster/squad must pay admission or included on the Pass Gate list.
 - Participant admission/asses is non-transferable.

STATE TOURNAMENT IDENTIFICATION AND SPONSORSHIP

The WIAA has registered the WIAA logo and identification term, "State High School Championships," with the Secretary of State, establishing the ownership of events through legal action and WIAA Executive Board policies. Phrases such as "On to State," "On the Road to State" or any other phraseology that implies State High School Championships are included.

- The WIAA has licensed only one company to print, sell, and/or distribute WIAA-registered merchandise and schools are encouraged to contact the [WIAA Staff](#) directly for information regarding that partnership.
- Only official, pre-approved merchandise will be sold on-site before, during, or after the event.
- WIAA member schools that wish to produce merchandise utilizing any of the phraseology outlined above must utilize any one of the following processes:
 - Contact the [WIAA Staff](#) to procure desired merchandise through the WIAA's merchandise partner, or
 - Remit a percentage of the gross revenue of merchandise sold to the WIAA; the percentage will be agreed upon by the school and WIAA.
- Permission to distribute items onsite at a State event must be approved by the WIAA Staff..
- Advertising or recognition of non-school organizations/products is limited to WIAA-approved sponsors.
- Political displays and/or solicitation are prohibited.

EXPECTATIONS DURING AWARDS PRESENTATIONS DURING STATE EVENTS

- Spectators will not be allowed onto the competition floor or field.
- All individuals (coaches, participants, managers, statisticians, etc.) will remain on the competition floor or field until all awards have been presented.
- **Losing Team Expectations:**
 - Send the entire team to the center of the field/court/competition area to receive their award,
 - Cooperate with the school supervisors and spirit squads to dispel any rude comments directed to the opposing team or tournament officials,
 - Remain on the field/floor until after the award has been presented to the winning team,
 - Display appropriate congratulatory efforts towards the winning team.
- **Winning Team Expectations:**
 - Remain on their own side of the floor or field until after the award has been presented to the other team,

- Cooperate with the school supervisors and spirit squads to subdue overly exuberant fans until after the award has been presented to the other team.
- Demonstrate respect for the opposing team.