



***SITE
REPRESENTATIVE
2025-26 MANUAL***

National Collegiate Women's Gymnastics

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Section 1 • Introduction

Section 1.1 Overview

Thank you for serving as an NCAA site representative for regional competition of the National Collegiate Women's Gymnastics Championships.

NCAA site representatives serve as the primary ambassadors of both the NCAA and the NCAA Women's Gymnastics Committee. As such, NCAA site representatives are expected to conduct regional competition according to the policies and procedures outlined in this manual, the prechampionships manual and the host operations manual. NCAA site representatives also are responsible for conducting both the administrative meeting and the judges meeting before the start of regional competition.

Please note: You will have the option to join teleconferences with the regional tournament directors monthly, beginning in October. Site representative teleconferences with the NCAA staff to review duties and responsibilities will begin in February.

In preparation for your role, please review and have on hand the following documents located on [ncaa.org](https://www.ncaa.org):

- **Prechampionships Manual**
- **Host Operations Manual**
- **Rules Modifications**
- These documents, as well as the information found in this manual, are invaluable resources for you and should be your first reference when questions arise.

If you have any questions or concerns, please contact the NCAA staff or Women's Gymnastics Committee chair.

On behalf of the NCAA and the NCAA Women's Gymnastics Committee, thank you for your time and dedication to the sport of women's gymnastics.

Section 1.2 Responsibilities of Site Representatives

The following is a general overview of the site representative's responsibilities:

- To serve as a representative of the NCAA during regional competition;
- To conduct championship competition according to the policies and procedure outlined in the prechampionships and host operations manuals;
- To conduct, jointly with the tournament director, a prechampionships teleconference with participants, administrators and the host;
- To conduct the on-site administrative and judges meetings;
- To serve as a resource for participants and the tournament director;
- To complete an evaluation of the tournament site; and
- To communicate in a timely fashion to the NCAA championships staff issues and concerns that occur at the site.

Section 2 • Contact Information

Section 2•1 NCAA Staff and National Committee

NCAA STAFF

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Sami Bogenschutz

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NCAA WOMEN'S GYMNASTICS COMMITTEE

REGION 1 (CENTRAL)**Shaun Richard, chair**

Executive Associate Athletics Director for Sport Admin.
The Ohio State University
Phone: 315-941-3134
Email: richard.149@osu.edu

REGION 3 (NORTHEAST)**Colleen Kelly**

Senior Associate Director of Athletics, Recruiting and Retentions/SWA
Brown University
Phone: 401-441-2282
Email: colleen_kelly@brown.edu

REGION 4 (SOUTH CENTRAL)**Lisa Bowerman**

Head Women's Gymnastics Coach
Texas Woman's University
Phone: 940-898-2380
Email: lbowerman@twu.edu

REGION 2 (NORTH CENTRAL)**Melissa Kutcher-Rinehart**

Head Women's Gymnastics Coach
University of Denver
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Email: melissa.kutcher@du.edu

REGION 2 (NORTH CENTRAL)**George Nelson**

Senior Associate Athletics Director
United States Air Force Academy
Phone: 719-333-2798
Email: george.nelson@afacademy.af.edu

REGION 4 (SOUTH CENTRAL)**Cindy Harris**

Senior Associate Athletics Director
Illinois State University
Phone: 309-438-2677
Email: caharri@ilstu.edu

REGION 5 (SOUTHEAST)**Danna Durante**

Head Women's Gymnastics Coach
University of North Carolina, Chapel Hill
Phone: 706-202-3289
Email: ddurante@unc.edu

REGIONAL PERSONNEL

Regional personnel contact information will be sent separately.

Section 3 • Selection and Overview

Section 3•1 Selection Process and Notification

In order to serve as a site representative, interested individuals are asked to complete a site representative availability form, indicating their site preference in rank order. All individuals employed at NCAA member institutions and/or conferences are eligible to serve as site representatives. Individuals who have a perceived conflict of interest in serving as a site representative at a particular institution should note this when submitting their availability form (see “Conflict of Interest” below).

Site representatives will be notified at the beginning of the year if and at which regional they are needed to serve.

Section 3•2 Conflict of Interest

[Reference the August 2008 Executive Committee minutes.]

The NCAA is a voluntary Association comprised of colleges, universities, conferences and other organizations, and governed through a membership-led committee structure. Within the governance structure, committee members must carefully balance their responsibilities to their respective institutions and/or conferences with the obligation to advance the interests of the Association, the division or the sport, and ultimately enhance the student-athlete experience. While the fiduciary obligations of committee members to their own institution, their conference and to the Association ordinarily are not in conflict, it is recognized that as a representative membership organization, committee members’ fiduciary obligations are first to their institution, second to their conference and third to the Association. NCAA committee service involves important ethical and moral obligations. Committee integrity is critical to the decision-making process and includes trust, confidentiality and honesty in all issues and aspects of service and representation. NCAA committee members shall disclose any conflict or potential conflict between their respective personal, professional, institutional, conference or business interests and the interests of the Association that may affect or otherwise threaten such integrity, in any and all actions taken by them on behalf of the Association, for committee evaluation under this Statement.

In addition to any fiduciary obligation to their institution and conference, committee members also have a fiduciary duty to the Association not to use knowledge or information obtained solely due to service on that committee to the disadvantage of the Association during the term of committee service. Further, a committee member shall not participate in the committee’s discussion or vote on any action that might bring direct or indirect personal financial benefit to the member or any organization (other than the member’s institution or conference) in which the member is financially interested. A committee member should also not participate in a discussion or vote for which the member’s institution or conference is to be accorded a special benefit beyond benefits shared with other institutions or conferences or is to receive a penalty or disqualification. A violation of either of the above rules by a member of the committee shall not invalidate the action taken by the committee if, following disclosure of the conflict of interest, the committee authorizes, ratifies or approves the action by a vote sufficient for the purpose, without counting the vote of the committee member with the conflict of interest, and the appropriate oversight body approves the action.

A committee member is responsible for advising the chair of any actual or potential conflicts of interest or obligations that he/she may have hereunder, and should recuse himself/herself from participating in proceedings, as may be warranted by this policy. Abuse of one’s position as a member of a committee may result in dismissal from that position. When such abuse appears evident, a committee member will be notified by the committee chair and will have the opportunity to present a rebuttal or details of the situation.

Section 3•3 Neutrality

Site representatives are representing the NCAA and should be neutral in this role. We would ask that site representatives dress professionally while avoiding any clothing that denotes institutional and/or conference affiliation.

Section 3•4 Evaluation

TOURNAMENT SITE EVALUATION

In order to obtain feedback for each regional site, site representatives will complete an evaluation for the site at which they served.

Section 4 • Important Dates

NATIONAL COLLEGIATE WOMEN'S GYMNASTICS IMPORTANT DATES

Teleconference with regional tournament directors and site reps	Mid-February - scheduled by site
Teleconference with site reps	Feb. 25, 2 p.m.
Teleconference with regional tournament directors	Early March - scheduled by site
Teleconference with regional tournament directors	March 11, 1 p.m.
Deadline for coaches to verify final NQS information for regionals	March 21, noon
Regional selections	March 22, noon
Deadline to submit regional entry and march-in forms	March 24, noon
Teleconference with regional host and participants	March 30-31, noon
Site representative arrival at site	March 30-31
Regional competition - Baton Rouge and Tempe	April 1-4
Regional competition - Corvallis and Lexington	April 2-5
Selections to national championships	April 6
National championships (Dickies Arena in Fort Worth, Texas)	April 16 and 18

NOTE: All times are Eastern.

Section 5 • Responsibilities

Section 5.1 Team Championships

NOT LATER THAN FIVE DAYS BEFORE COMPETITION

- Contact tournament director:
 - Confirm time for call with participants and host (March 30-31, noon Eastern time).
 - Confirm hotel accommodations for participants and judges.
 - Confirm your arrival time and hotel accommodations.
 - Review schedule of events/confirm competition and practice times.
 - Discuss neutrality.
 - Discuss equipment to be received and equipment to be provided.
 - Confirm date, time and location of administrative and judges meetings.
 - Review security/safety plan.
 - Ensure host medical staff are prepared to be at practices and competition.
 - Discuss locations of:
 - Media/interview areas.
 - Athletic training room area.
 - Videotaping and photography areas.
- With tournament director, lead call with host and participants ([Appendix C](#)).

NOT LATER THAN TWO DAYS BEFORE COMPETITION

- Check with host on the following shipments:
 - NCAA signage.
 - Merchandise from Event 1.
- Review drug-testing policies and procedures if your site is chosen.

NOTE: The host shall make every effort to cover all commercial signage located within the competition venue, including on video boards and in-venue advertisements. The host may not show commercial advertising on the jumbotron, video board, etc. If you have a question as to whether something may be shown, please contact the NCAA championship manager. NCAA messaging prepared for the video board run of show will contain messaging from NCAA corporate champions and partners.

NOT LATER THAN ONE DAY BEFORE COMPETITION

- Perform equipment and mat check with meet referee, prior to look-throughs starting ([Appendix G](#)). If AAI or equipment supplier representative is on-site, include them.
 - Alert the championship manager at the NCAA national office of any missing items.
- Review with meet referee and tournament director placement of score flashers, judges seating, line judges, etc., to assure acceptable placement.
- Welcome and introduce yourself to participants' administrators and find out if they have any questions or need anything.

DAY OF FIRST ROUND

- Meeting with tournament director/host staff to discuss the following:
 - Entrances - public, participants, judges, staff.
 - Ticket locations.
 - Credentials/player-guest pass list.

- Communication (radios), if necessary.
- Crowd control.
- Review precompetition schedule.
- Scoring procedures.
- Expected media.
- Band/spirit squad/mascot procedures, if applicable. (Refer to Section 5 of the host operations manual.)
- Safety and security plan.
- Perform a facility walk-through and review:
 - Press row.
 - Corrals.
 - Scorer's table.
 - Media workroom/interview area.
 - Locker rooms (participants and judges) and security.
 - Overall look and decor of facility.
 - Signage - all commercial signage must be removed or covered.
 - Scoreboard - advertising covered or removed.
 - Review live scoring.
 - Videotaping/photography areas.
 - Athletic training room, ambulance.
 - Band/spirit squad location, if applicable.
 - Test electronic equipment.
 - Be prepared to remove any appropriate noisemakers.
- Equipment check with meet referee and tournament director.
- Miscellaneous:
 - Make sure NCAA logo policy is being observed.
 - Review parking.
 - Review administrative meeting agenda with tournament director.
 - Confirm SID is prepared to report results at conclusion of competition.
 - Review script with communications representative/PA announcer. Scripts are located in the host operations manual and will be sent by the national office before the event.
 - Review march-in procedures and postmeet awards process.
 - Review procedure for breaking ties.
- Be in attendance for both look-throughs (morning and evening).
- Lead administrative meeting (Tuesday or Wednesday, March 30 or 31, at noon).
 - Review NCAA administrative policies, meet procedures and information.
 - Record attendance and notify the NCAA championship manager of coaches not in attendance in postcompetition report.
- Attend judges meeting to answer any questions.
- Coordinate with tournament director and scoring coordinator to meet with score flashers, runners, etc. (2:30 p.m./4:30 p.m.)
- Greet judges and participants as they arrive.
- Check squad sizes and bench limits (20 competing student-athletes. 30 individuals are allowed in the corral).
- Assist with verification process of official lineups during open stretch, if needed by scoring coordinator.
- Arrive at least one hour before the start of warmups.

DURING MEETS

- Listen and watch crowd for inappropriate noisemakers and/or signage, flash photography. Have security remove them, if necessary.
- Observe coaches' and student-athletes' behavior.
- Note any problems in the arena and have security handle any conflicts.

BEFORE THE END OF MEETS

- Ask the tournament director to get you an accurate count of meet attendance to report back.
- Be sure everyone is prepared for end-of-meet security and media needs.

END OF MEETS

- Score verification meeting (if needed).
 - Collect a copy of the official score sheet for each team and individuals from the scoring coordinator and take to judges for verification.
 - If errors are found on score sheet by judges, work with meet referee to communicate directly with scoring coordinator.
 - If error has an impact on team or individual placement, contact the appropriate individuals.
 - Ensure that scoring coordinator has verified and signed score sheet.
- Immediately after meet and once scores have been verified by meet referee, send official results packet to the NCAA championship manager and Shaun Richard (315-941-3134 or richard.149@osu.edu) before leaving arena. At end of meet, make sure judges are safely out of competition venue.
- If a misconduct occurs, please contact the championship manager at the NCAA national office.
- Attend media interviews and be sure cooling-off period occurs.
- Check in with drug testing to see that there are no issues, if applicable.
- Be sure to congratulate coaches of all teams and individual participants on a great season and for being part of the championships.

BEFORE LEAVING SITE

- Obtain a final copy of stats sheets and remind SID to send results as requested by NCAA.
- Confirm that the tournament director has everything taken care of, and remind him/her to complete survey that will be sent by the NCAA.
- Call/email NCAA championship manager with quick report.

WITHIN 48 HOURS AFTER MEET

- Complete all requested evaluations.
- Take a copy of the regional results with you in case the sport committee has questions about advancing teams or individuals.
- Submit expenses for reimbursement via the [Online Travel Expense System \(TES\)](#). Before completion of your assignment, you will receive an email with a link to the system along with instructions. If you do not receive an email, please contact Sami Bogenschutz at sbogenschutz@ncaa.org.

Section 6 • Meet Management

Section 6•1 Credentials/Security/Crowd Control

CREDENTIALS

Only credentialed individuals may be on the competition floor; be very diligent about credentials. Competition area must have secured access.

The NCAA site representative must remind coaches of participating teams/individuals that credentials may not be transferred.

Teams will be allowed 30 individuals in the corral (20 competing student-athletes). Other institutional personnel will receive a wristband for access to the floor.

CROWD CONTROL AND BANNERS

Responsibility for maintaining crowd control rests with the host institution's athletics director or designated representative. A sample crowd control statement is located in Appendix I of the host operations manual (as part of the announcer script). Be sure to remind fans that flash photography is not permitted.

Team signage may not be affixed to areas of the venue (e.g., venue walls, railings). It may only be hand held by spectators and may not interfere with competition or spectators' views. In addition, it may not contain any commercial identification.

SECURITY

All security procedures should be located in the participant manual to ensure teams/student-athletes are prepared and allot time for extra security procedures.

Section 6•2 Equipment

All equipment must conform to USA Gymnastics equipment specifications as outlined in the 2023-24 USA Gymnastics Women's Rules and Policies, Operating Code (Developmental Program-Level 10). Copies may be obtained from USA Gymnastics, 1099 N. Meridian St., Suite 800, Indianapolis, IN 46204 (317-237-5050). Additionally, NCAA collegiate modifications ([2025-26 Women's Gymnastics Rules Modifications](#), Section 6) will be used.

Teams, all-around competitors and individual event specialists may bring one vault board and one small beam pad (not a sting or suede mat) to be used at regional competition. The small beam pad may not be left on the floor during the competition. All other equipment and matting (e.g., sting mats, vault entry pads, plywood) will be provided by the host institution.

All equipment for each regional will be listed in [Appendix G](#). This list should be referenced as equipment and mats are checked to assure that all required pieces are in place.

The host/tournament director additionally must secure all of the following equipment:

- A metal metric tape measure.
- Tape to mark runway, stabilize the vault runway, and mark the out-of-bounds corners of the floor exercise area.
- Digital Scoring System (i.e., Virtius, ProScore)
- Headset Communication (six headsets) - two for Score Verifiers and four for Chief Judge Scoring Assistants at events to communicate with Head Scorer and Scoring Director at head table.
- Handheld score flashers units - one for every judge on every event.
- Start value flip charts - One for every judge on every event.
- Vault Value Score Tree (floor standing) and Vault Value Chart.

- Up to Level (UTL) acrylic stands - one for every judge on Bars, Beam, Floor.
- Green Flags (four) - one for each chief judge.
- Yellow flags (two) - one for each line judge on floor.
- Stop watches (four) - one for Bars and one for Floor, two for Beam.
- Digital Score Trees at each event (optional)

Foreign Substance. Foreign substances may NOT be placed on the hands and/or feet of the gymnasts or any piece of equipment (e.g., honey and sugar, tuff skin).

Beam End Cap. If a gymnast knocks off the beam end cap with her foot during her dismount, this is NOT considered as equipment failure. All performance deductions will be taken. If she falls, the gymnast may repeat her dismount (series) and would be eligible for value part credit and bonus, as would occur with any fall of the beam.

Grips. A broken or completely torn hand-grip will be treated as equipment failure, and the gymnast has the right to repeat the exercise. Loose grips, unraveled wrist straps, etc., do not constitute broken grips. Note: If an injury or equipment failure occurs and competition is halted for 20 minutes or more, a 30-second touch per student-athlete will be allowed.

The gymnast will repeat her routine as the last team competitor or after the all-around competitor/individual event specialist. If this does not allow for a sufficient amount of time to change grips or enough time to prepare, the gymnast will repeat the routine as soon as safely possible. The time should not exceed five minutes (common sense and safety must prevail).

Regional Mat Color. Regional hosts may use any solid color floor exercise carpet, provided any corporate logos are covered. If the host institution rents or borrows a mat for regional competition, then a blue AAI mat shall be used. REGIONAL hosts have the option of providing the AAI Elite Floor Exercise System - 40' x 40' "Stratum" OR the new Power Elite floor.

Vault Height. The vault table may be raised to the maximum height specified by the equipment manufacturer.

Vault Table. The TAC/10 LZT vault table will be used at regional competition and the national championships.

Section 6•3 Judges

The tournament director received a list of judges assigned to the regional. This information is confidential and shall not be released to anyone until the administrative meeting.

Judges cannot watch practice or warmups. They also are to be housed in a separate hotel from student-athletes and coaches.

It is permissible to communicate with judges about local arrangements.

Once pairings/seedings are confirmed, a judge(s) may be reassigned to another regional site, if conflicts arise because of affiliations - judges are aware of this possibility. Sami Bogenschutz from the NCAA will notify the tournament director if reassignments are made.

As the teams/individual competitors are being led to the corral of their first event, only the states the judging panels represent will be announced. By including this announcement, spectators will be aware that judges represent the entire country and not simply the state/region of the championship site.

Judges may not be included in any social events with coaches/student-athletes and may not receive any commemorative gifts.

Section 6•4 Lineups/Substitutions/Inquiries

INQUIRIES

Inquiries (written or video) must be submitted in writing to the meet ref before the beginning of the next event, or within six minutes from the posting of the last competitor's score on the final event. Judges must process all inquiries prior to the start of the next event. There is no limit to the number of inquiries submitted during a meet. Refer to Rules Modification for further details regarding the inquiry process.

LINEUPS/SUBSTITUTIONS

Before the start of an event, changes in the lineup may be made by notifying the NCAA scoring coordinator, who will notify the scoring table personnel, meet referee and chief judge at the event (via the chief judge's headset person).

After the event starts, the head coach must notify the chief judge on the event. The chief judge's headset person will notify the scoring table.

Once a team begins an event (chief judge raises the flag for the first student-athlete), a substitute may replace a gymnast in that same position in the lineup; the order of competition may not be changed. A gymnast who is removed from one event lineup may compete in other events.

Any changes to the designated student-athletes on the entry form must be made in writing to the meet director and to the NCAA championship manager. Teams may change their designated competing student-athletes up to one hour prior to the open stretch warmups of the competition. Teams must also submit an updated march-in list if any changes are made.

Section 6•5 Media

- A work area must be provided by the host for both media and photographers.
- Media must be seated back from the competition floor.
- Webstreaming and local television may only film for local footage.
- A postmeet press conference should be scheduled, and all coaches and designated student-athletes must attend at the request of media.

Section 6•6 Meet Personnel

Tournament director should secure all of the following meet personnel:

- A dedicated person to assist on bars for all teams/individual competitors during competition. This person should be able to replace the low bar correctly after open stretch if a team removes it.
- Two qualified adults to be Floor Line judges (preferably a local volunteer judge but if a volunteer judge is unavailable then adult volunteers shall be an acceptable alternative).
- Staff along with the meet referee to measure floor exercise area and mark boundaries appropriately.
- An announcer and timer for all practice and competition sessions.

Section 6•7 Meet Procedures

CORRAL PROTOCOL

All gymnasts, coaches and team personnel shall be in the designated corral or warmup area from the end of the timed warmup to the completion of the competitive rotation. Teams may use the designated warmup area at that event to prepare for the next rotation if space permits having a warmup area.

- Competing teams can designate up to 30 individuals to be in the corral. Only 20 athletes will be permitted for warmups and competition. The additional three athletes are permitted to be in uniform, march out, be in the corral, and participate in open stretch. They may not participate in warmups or competition.

- Each corral should have the capacity to hold up to 35 individuals, which includes the 30 team individuals plus individual competitors and their coaches.
- Teams and individual competitors are required to take their personal belongings with them as they move from corral to corral.

WARMUPS

Competition Day

Teams will use the matting surrounding their first event for open stretch. Per the new WCGA proposal add the vault team can warm up on floor too: The floor exercise mat will be used by the team that begins on floor, any AA/IES competitors and the team beginning on vault has the option to stretch on the floor. Gymnasts warming up in the vault, bars and beam may use the apparatus for stretching purposes without mounting the equipment. On bars, the low bar may be raised or removed. If the low bar is removed, a designated person from the host staff should be present when it is replaced. The high bar may not be used. Group dances are not allowed. There are no restrictions on flight or inverted skills for the duration of the open stretch. Athletes will not be permitted to do visualizations on equipment areas outside of their designated practice or visualizations times.

After the open stretch and two-minute transition, each rotation will be 15 minutes (17 minutes with individual competitors) plus two minutes for transition between events. There will be no pausing of the time on bars to make adjustments; bar changes must be made within the time allotted. Each team or group will begin the warmup session on the same event on which it begins the competitive rotation and will follow Olympic order. TEAMS ARE NOT PERMITTED TO WARM UP MORE THAN EIGHT INDIVIDUALS.

For all events, individual event specialists and all-arounders must be interwoven in the team's warmup rotation starting after first turn. For example, team rotation followed by individual event specialist and repeat.

In round two, if a team does not have an individual competitor rotating with them, they only have 15 minutes for warmups. The clock will be set to 17 minutes for all other teams, so please be aware that any team without an individual begins their warmups at the 15-minute mark. Teams will not rotate until time expires, regardless of early finishes.

TOUCH WARMUP (COMPETITION DAY)

During NCAA postseason competition, as competitors arrive at each event for competition, there will be a four-minute touch warmup on each event for the team. At the NCAA regionals and national championships, 30 seconds will be added for each all-around and individual competitor. If a team does not have an individual rotating with them, they only have four minutes for touch warmup, so please be aware that any team without an individual begins their touch at the four-minute mark. At the NCAA regionals and national championships, the two-minute transition between events will begin at the conclusion of the march-in ceremony, when all teams reach their respective corrals. After each rotation and the initial score is flashed, the PA announcer will announce the beginning of the two-minute transition period. This protocol is also recommended for the regular season. For the NCAA regionals and national championships, the two-minute transition will be announced and adjustments may be made to extend the time, as necessary, for an orderly processional between events.

NOTE: During the competition, all participants and coaches must remain in uniform and on the competition floor until the completion of the awards ceremony.

Meet Format

The competition will follow the "double dual" quad meet format. In this format, vault and beam are paired and alternate. Separately, uneven bars and floor are paired and alternate. The four teams will rotate in Olympic order - vault, uneven bars, beam and floor exercise.

Competition Selection Rotations

NEW FOR 2026 - Coaches will get to select the event they start on based on their *NQS ranking. A teleconference will be held prior to arrival at Regional sites for the Rotation order selection for Rounds 1 and 2. After Rounds 1 and 2 are complete, on the morning of visualization day, tournament hosts and site reps will host their own individual teleconference for advancing teams to select their rotation order based on their NQS ranking.

NOTE: a team's NQS ranking doesn't change during the tournament, it stays the same as it was upon initial bracketing.

Section 7 • Travel, Lodging and Expense Reimbursement

Section 7•1 Travel

All site representatives will be selected, if at all possible, by proximity to the host site. The NCAA will provide reimbursement for mileage for up to 400 miles (one way) to the host site. If a site representative must fly, he or she must make travel arrangements via the official NCAA travel service, Short's Travel Management. Site representatives flying to their sites are approved for a rental car. These flight and rental car expenses will be directly billed to the NCAA.

Section 7•2 Lodging

The host institution will be responsible for providing hotel accommodations as needed. It is the responsibility of the site representative to inform the tournament director if a hotel room will be needed. Room and tax will be billed to the host institution. All other incidentals will be the responsibility of the site representative.

Section 7•3 Expense Reimbursement

All site representatives will receive a \$75 per diem for each day of travel and competition. All miscellaneous expenses are covered by the per diem.

Once competition has been completed, please access the expense reimbursement email sent to you after the event to complete your expense reimbursement form. Login information and instructions to the online [Travel Expense System \(TES\)](#) are enclosed in the email.

Section 7•4 Team Transportation Contact Numbers

SHORT'S TRAVEL MANAGEMENT

Phone Number	866-821-8547
Email	ncaaalo@shortstravel.com

NCAA TRAVEL GROUP

Phone Number	317-917-6757
Email	travel@ncaa.org
Website	ncaa.org/championships/travel/championships-travel-information

Section 8 • NCAA Administrative Guidelines

All policies listed in this section MUST be reviewed during the administrative meeting.

Section 8•1 Logo Policy

An institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2¼ square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

1. Athletics equipment (e.g., shoes, helmets, baseball bats and gloves, batting or golf gloves, hockey and lacrosse sticks, goggles and skis) shall bear only the manufacturer's normal label or trademark, as it is used on all such items for sale to the general public; and (Revised: 1/10/95.)
2. The student-athlete's institution's official uniform (including numbered racing bibs and warmups) and all other items of apparel (e.g., socks, head bands, T-shirts, wrist bands, visors or hats, swim caps and towels) shall bear only a single manufacturer's or distributor's normal label or trademark (regardless of the visibility of the label or trademark), not to exceed 2¼ square inches in area (i.e., rectangle, square, parallelogram) including any additional material (e.g., patch) surrounding the normal trademark or logo. The student-athlete's institution's official uniform and all other items of apparel shall not bear a design element similar to the manufacturer's trademark/logo that is in addition to another trademark/logo that is contrary to the size restriction. (Revised: 1/11/94, 1/10/95, 2/16/00.)

12.5.4.1 Laundry Label. If an institution's uniform or any item of apparel worn by a student-athlete in competition contains washing instructions on the outside of the apparel on a patch that also includes the manufacturer's or distributor's logo or trademark, the entire patch must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram) that does not exceed 2¼ square inches. (Adopted: 1/10/95.)

12.5.4.2 Pre- or Postgame Activities. The restriction on the size of a manufacturer's or distributor's logo is applicable to all apparel worn by student-athletes during the conduct of the institution's competition, which includes any pre- or postgame activities (e.g., postgame celebrations on the court, pre- or postgame press conferences) involving student-athletes. (Adopted: 1/10/95.)

31.1.7 Logo Restrictions – Bench Personnel. The logo restrictions on student-athletes' apparel set forth in Bylaw 12.5.4 shall apply during NCAA championships to all personnel (e.g., coaches, trainers, managers) who are on the team bench for practices and games or who participate in NCAA news conferences. (Adopted: 8/11/98 effective 8/1/99; those contracts between institutions and apparel manufacturers or distributors that include logo specifications may be honored, provided such contracts were in effect before Aug. 11, 1998.)

31.1.8 Logo Restrictions – Noncompeting Participants. The logo restriction on student-athletes' apparel set forth in Bylaw 12.5.4 shall apply to commercial logos on uniforms worn by band members, cheerleaders, dance team members and the institution's mascot during NCAA championship events. (Adopted: 8/11/98 effective 8/1/99.)

Section 8•2 Misconduct Statement

NOTE: *This statement MUST be read at every administrative meeting.*

Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics. (Bylaw 31.02.4)

Criticism of Officials. Members of the coaching staff or other representatives of participating institutions or conferences shall not make public statements critical of officiating in any NCAA championship event. Failure to comply with this policy may subject the individual, institution or conference to the misconduct provisions of Bylaw 31.1.10.

Administrative Meeting. Each games committee shall hold a pretournament meeting with the coaches of participating institutions to review and explain the policies related to misconduct.

Hearing Opportunity. An act of misconduct may be found upon an administrative hearing granted to the student-athlete or the institutional representative involved by the governing sports committee or the games committee authorized to act for it.

Misconduct Incident to Competition. If the act of misconduct occurs during the competition, under normal circumstances the individual shall be allowed to complete the competition in which he or she is participating at the time of the incident. An administrative hearing shall be held at the conclusion of the day's competition, during a break in the continuity of the championship (e.g., between rounds of a basketball tournament) when no competition is being conducted or at the conclusion of the championship. However, if the act of misconduct is so flagrant that it obviously violates the principles of fair play and sportsmanship, the games committee may immediately withdraw the student-athlete or institutional representative from the competition and conduct the hearing after this action. Other acts of misconduct may be dealt with at the governing sports committee's convenience.

Penalty for Misconduct. In accordance with Bylaw 31.1.10.3, the governing sports committee (or the games committee authorized to act for it) may impose any one or a combination of the following penalties on an institution or any student-athlete or representative of an institution guilty of misconduct that occurs incident to, en route to, from or at the locale of the competition or practice:

1. Public or private reprimand of the individual;
2. Disqualification of the individual from further participation in the NCAA championship involved;
3. Banishment of the individual from participating in one or more subsequent championships of the sport involved;
4. Cancellation of all or a portion of payment to the institution of the Association's transportation and/or per diem allowance for the individuals involved;
5. Withholding of all or a portion of the institution's share of revenue distribution;
6. Banishment of the institution from participation in one or more subsequent championships in which its team in that sport otherwise would be eligible to participate;
7. Disqualification of an institution for a period of time from serving as host institution for one or more NCAA championships;
8. Cancellation of all or a portion of the honorarium for hosting an NCAA championship; and
9. Financial or other penalties different from Nos. 1 through 8, but only if they have prior approval of the Division I Board of Governors.

Ban From Subsequent Championship. When a student-athlete or institutional representative is banned from participation in a subsequent championship, such penalty shall be applied to the next tournament(s) in which the individual's team is involved and the individual otherwise is eligible to participate. In the case of an individual event, the penalty shall be applied to the next meet(s) or tournament(s) for which the individual qualifies and otherwise is eligible to participate.

Review of Action. Any action related to misconduct may be reviewed by the governing sports committee on request of any institution participating in the championship.

Section 8•3 Use of Tobacco Products

[Reference: Bylaw 11.1.4 in the NCAA Divisions I, II and III Manuals, Bylaw 17.1.8 in the NCAA Division I Manual, Bylaw 17.1.9 in the NCAA Division II Manual and Bylaw 17.6.3 in the NCAA Division III Manual.]

The use of tobacco products by game personnel (e.g., coaches, trainers, managers and game officials) and student-athletes is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

Section 8•4 Drug-Testing Statement

NOTE: This statement MUST be read at every administrative meeting.

NCAA championships committees, following a recommendation from the NCAA drug-testing subcommittee, have discontinued the practice of announcing whether drug testing will be conducted at NCAA championship events.

Although knowing before competition whether NCAA drug testing was to occur had value for reasons of convenience, it left open the possibility that student-athletes might be tempted to use banned substances if they knew that NCAA testing was not being conducted at the site of competition.

Therefore, all coaches and student-athletes should presume that NCAA drug testing will occur at this championship event. Please inform your student-athletes that in the event they are notified of their selection for drug testing, the student-athlete must inform an official representative of your institution (e.g., coach, athletic trainer) before proceeding to the drug-testing site. Student-athletes will be reminded by the courier to contact their team representative.

FREQUENTLY ASKED QUESTIONS FOR COACHES

Please review this section for questions that may arise regarding drug testing.

Q. Where is the drug-testing facility for this championship?

- A.** Check with the tournament manager, drug-testing site coordinator or the NCAA championship staff member for specific location.

Q. How long does drug testing take?

- A.** The length of the collection process depends on the student-athlete's ability to provide an adequate urine specimen. If the student-athlete provides an adequate urine specimen immediately on arrival at the drug-testing facility, the entire process usually is completed in approximately 20 minutes.

Q. What is an institutional representative?

- A. For Individual/Team Championships (e.g., golf, tennis, track and field, swimming):** An institutional representative is an individual (e.g., coach, athletic trainer) who should be informed by the student-athlete that he/she will be proceeding to drug testing. On some occasions, an institutional representative must certify the identity of the student-athlete at the drug-testing site.

Q. When is the institution notified of drug testing?

- A. For Individual/Team Championships:** Only the student-athlete is notified of his/her selection for drug testing. The student-athlete is then responsible for notifying an institutional representative of his/her selection.

Q. When are student-athletes notified of their selection for drug testing?

- A. For Individual/Team Championships:** An official drug-testing courier will notify student-athletes of their selection for drug testing, usually on completion of the student-athlete's event, session or day of competition. The student-athlete then informs an institutional representative from his/her institution before proceeding to the drug-testing site.
- A. For All Cases:** At the time of notification, the student-athlete will be instructed to read and sign a drug-testing notification form.

Q. When do student-athletes need to report to drug testing?

- A. For Individual/Team Championships:** The official drug-testing courier will provide the student-athlete with specific instructions as to when to report to drug testing.

A. For All Cases:

- Before checking into the drug-testing site, all student-athletes must inform an institutional representative of their selection for drug testing.
- Before checking into the drug-testing site, student-athletes must complete all award and media obligations, if any.
- Before leaving the championship venue, coaches should check with all student-athletes to make sure they have completed their drug-testing obligations.

- Q. What if a student-athlete has trouble providing an adequate urine specimen? Can the student-athlete leave and come back later? What if the team has to leave and a student-athlete is still in drug testing?**
- A.** A student-athlete cannot be released from the drug-testing site until an adequate specimen is provided, no matter how long it takes.
- If the rest of the team must depart the championship site prior to a student-athlete completing drug testing, an institutional representative must stay with the student-athlete.
 - A coach should check with the drug-testing site coordinator for information regarding transportation back to the student-athlete's hotel.
 - If the student-athlete and/or institution incur additional expenses because of the delay in drug testing (e.g., hotel, transportation back to campus), the institution may request reimbursement from the NCAA.
- Q. Will the student-athlete or the institution be reminded of their drug-testing obligation if they defer testing until later that session or day?**
- A.** No. Once the student-athlete and the institutional representative have signed the drug-testing notification form, it is their obligation to arrive at the drug-testing site at the appropriate time.
- Q. What if we compete late at night (10 p.m. or later start, local time)?**
- A.** The NCAA's late-night drug-testing policy only pertains to team championships.
- An institution may defer drug testing until the next morning if its game begins at 10 p.m. or later, local time.
 - The decision to defer drug testing applies to the entire team and must be determined by the institution immediately after the game and the deferred test must start before 10 a.m., local time, the next day.
 - An institutional representative must be present at the collection facility the next morning to identify selected student-athletes.
- Q. Must a coach or other institutional representative accompany each student-athlete to the drug-testing site?**
- A. For Individual/Team Championships:** It depends. If the student-athlete has deferred drug testing until later that day, an institutional representative must be at the collection station to certify the identity of each student-athlete before the student-athlete will be allowed to check in. Otherwise, the official drug-testing courier will accompany the student-athlete to drug testing.

Section 8•5 Photographer Policy

1. Photo marshals shall be present to help manage/restrict photographers from accessing areas that are off limits. Be sure that photographers' boxes are marked on the competition floor.
2. Commercial use of any still photographs is prohibited unless permission is obtained from the NCAA. Specific areas will be designated for photographers, and these areas will be limited by priority and space. Tripods are not permitted. However, if space is available, a single-stick may be used to steady the camera. Flash photography is not permitted during the event.
3. Before competition begins, be sure to remind fans to turn off their flash.
4. Photographers must remain in designated areas on the perimeter of the competition floor and/or in designated photo boxes identified by the tournament director, meet referee, SID and site representative. Mark these areas with tape.

Section 8•6 Videotaping Guidelines

1. During television taping, cameras must remain in the designated media areas. Other in-house video also may be used with prior approval of the NCAA championship administrator. (Nationals only.)
2. On approval from the NCAA media coordinator, institutional media representatives (sports information director or assistant sports information director) may videotape portions of their competition/warmups/award ceremonies, from designated areas only. If a team decides to film from the corral, then the individual must be a member of the credentialed party of 25 permitted in the corral. At no time will video cameras be permitted outside the team corral on the competition floor. If an institution decides to videotape from the designated area, then they will be issued a media credential and armband via media relations.
3. Videographers must remain in designated areas on the perimeter of the competition floor or elevated area identified by the host sports information director.
4. Each team is permitted only one video camera. The team representative is not permitted to have an assistant during filming/videotaping and is permitted to tape only his/her own team's competition.
5. The video review process for regionals will mimic the review process used in the regular season. Please refer to section seven of the 2025-26 Women's Gymnastics Rules Modifications and Meet Procedures for more details.

Appendixes

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Appendix A • FAQ

- Q. Judges have asked me how they will receive their payment and when they should expect it?**
- A.** All judges' fees and expenses are paid by the NCAA. Judges will receive reimbursement information from the NCAA within 10 business days after the completion of the event.
- Q. A fight broke out in the stands between participating teams' fans. What responsibility do I have to take care of this?**
- A.** You should first notify the tournament director that he/she needs to obtain security in the section where the fight has broken out. After the fight, gather as much information as possible from the tournament director and security, including what happened, whether anyone was removed from the competition site, and resolution. All of these facts should be written down and sent to the championship administrator via email. If the situation is severe, please immediately call the championship administrator to inform him/her of what has occurred.
- Q. How is video review used for the championships?**
- A.** See section 8.6 for video review policy at regionals. A video inquiry may also be submitted.
- Q. What type of social events may be held for student-athletes?**
- A.** There shall be no social events organized and/or participant mementos provided to the participants at regionals.
- Q. Who should be contacted for questions about national championships?**
- A.** Advancing teams and competitors should reference the participant manual posted on ncaa.org. The tournament director for nationals is Daniel Smith (phone: 205-307-6660; email: daniel@knighteady.com).
- Q. Can a regional host recognize groups of 25 or more who purchase tickets to the event?**
- A.** Not through the PA, but they can thank the group on the videoboard. A videoboard template for this can be provided by the NCAA upon request.
- Q. Multiple individual event specialists qualify from the same team. Can they be introduced as a team?**
- A.** No, they should be introduced with their first event.
- Q. Can the plywood under bars and beam be the color of the host institution or do they have to be white?**
- A.** They may be the color of the host institution.
- Q. Can a team change its 20 competitors between rounds at regionals?**
- A.** Yes, teams are allowed to change up to three gymnasts between each round of competition. Any changes must be in writing to the NCAA and tournament director one and a half hours prior to the start of open stretch warmups.
- Q. When do the two-minute transitions start? After open stretch or first rotation?**
- A.** They start after open stretch.
- Q. Is open stretch the same length of time as the warmup?**
- A.** No, 20 minutes open stretch followed by 15- or 17-minute warmup sessions.
- Q. A team has two individuals who are in different competition sessions. Can they move sessions?**
- A.** No, they should stay with their assigned team on competition day. If an institution has competitors in two different sessions, the noncompeting athlete may be in the corral for the other session as long as she has one of the four institutional wristbands allowed per competing athlete.
- Q. Is the floor open to all participants during the final two minutes of open stretch?**
- A.** No, There is nothing in the NCAA policies that refers to the last two minutes of open stretch and athletes being able to use the floor. Therefore, all athletes need to stay on their respective events during the full open stretch period.
- Q. Is it mandatory for an administrator to attend the coaches meeting?**
- A.** No. It is mandatory for the head coach but we do encourage an administrator to attend if possible.

Q. Is there a practice day at regionals?

A. No. Teams will have the opportunity to “look through” the arena for visualization before the meet.

Q. What activities are permissible during the 2:00 minute transition?

A. Vault runway access, bouncing on floor (no inverted skills), access to matting surrounding beam and bars. No mounting of any apparatus.

Q. What is allowed if a team has finished a rotation and the transition period has not started yet?

A. Competitors may do inverted skills on any additional panel mats provided by the host. For example, if a team on bars finishes before beam and floor are over, that team may do inverted skills until the two-minute transition starts. Once the team rotates to beam, they must adhere to the corral protocol with only the next two competitors allowed on the mats.

Q. How are judging assignments made for regionals?

A. All judges are selected by the NCAA Women's Gymnastics Committee based on the criteria outlined by the National Coordinator of Officials. Meet referees will assign panels. Panels will be the same for the first and second rounds and then change for the regional final.

Q. Is there an awards ceremony at regionals Saturday?

A. No, no formal awards will be presented at Regional sites. Advancing teams will be announced at the conclusion of the meet. A photo op will be provided for teams to advance their name on the bracket.

Q. Do hosts need to cover coolers that are not Powerade?

A. Yes. However, the NCAA will provide Powerade product to regional sites.

Q. Can competitors use the extra matting to start warm up for the next event?

A. Competitors may use only the panel mats surrounding each event.

Q. Are public comments allowed regarding judging?

A. No. Failure to adhere will result in a misconduct and the conference office will be notified.

Q. Can noncompeting gymnasts in the corral wear warmups?

A. If teams include noncompeting gymnasts in the 30 in the corral, those noncompeting gymnasts may wear the team warmups and must have a credential.

Q. Can teams participating in the first-round open stretch on the floor?

A. Yes.

Q. Can participants in the second round attend the first round?

A. If travel schedules allow, participants starting in the second round are permitted to attend the first round to support those athletes. The arena will be cleared after competition and no one will have access to the competition venue between the end of the first round and the start of the look through. If participants are attending the first round, they should let their tournament director know so they can provide credentials and instructions for seating. If hosts use the wristbands for entry of these participants, remind participants that those are the same wristbands for corral access in the second round, so do not put them on competing gymnasts.

Q. What if institutions travel with more people than can fit in the corral?

A. They should add those names to the pass list and the additional people should sit in the stands. The institution can then pay for those tickets on the back-end.

Q. Can coaches be on the floor during the look through to inspect equipment?

A. Yes.

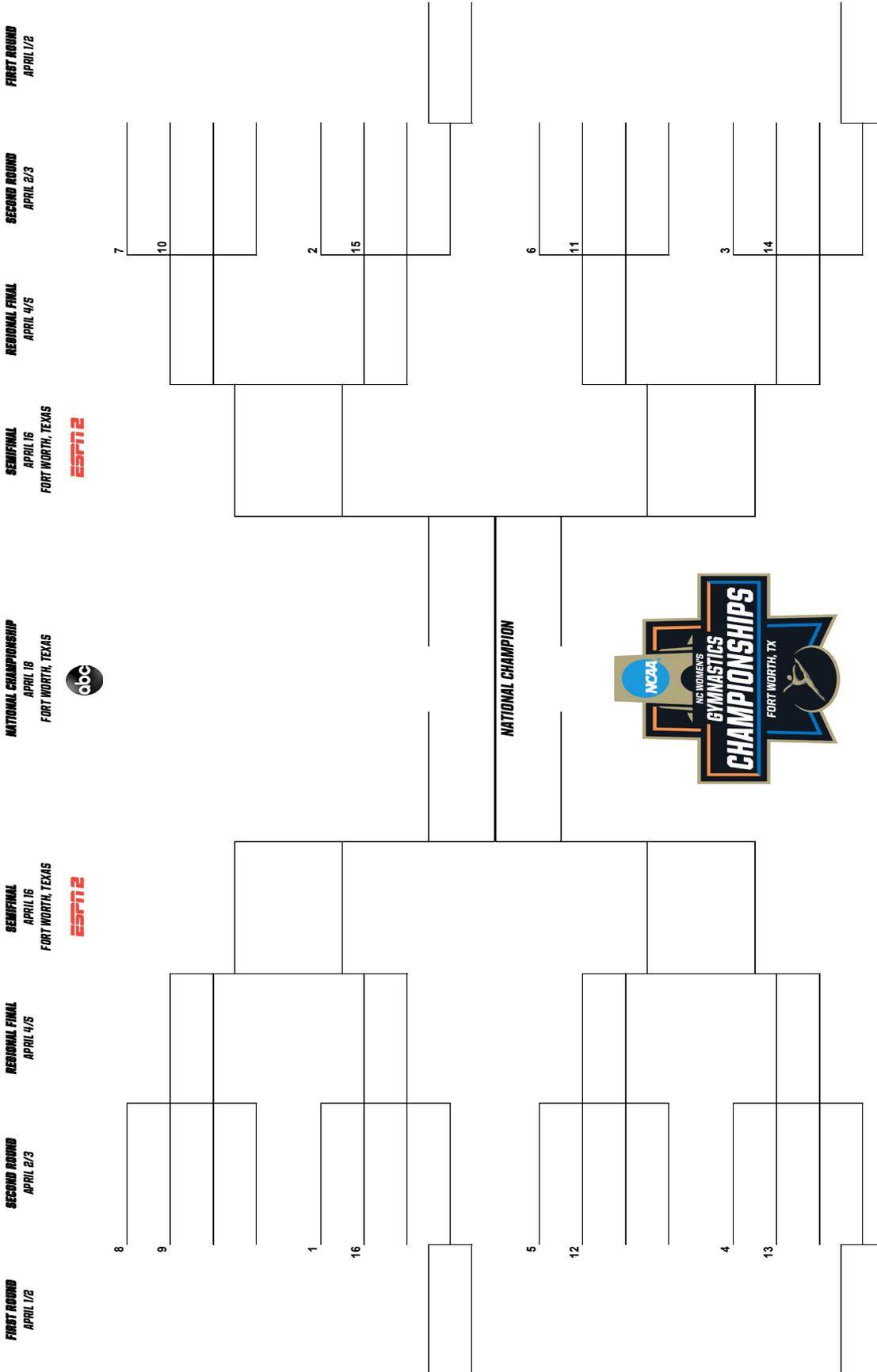
Q. Do coaches sign off on the score sheets?

A. Yes.

- Q. If a host sets up the equipment in the arena early, are they allowed to practice on it?**
A. No, to be fair to the other teams.
- Q. When a team arrives early before practice and competition day, are they allowed to walk around on the equipment for visualization prior to the start of open stretch?**
A. No, to be fair to the other teams.
- Q. During practices and competitions is the team warming up on vault allowed to warmup on both vault and half of the floor exercise?**
A. The team that starts on vault will be permitted to warm up on half of the floor exercise.

Appendix B • Bracket

2026 NATIONAL COLLEGIATE WOMEN'S GYMNASTICS CHAMPIONSHIPS



*DENOTES REGIONAL HOST
Advanced on tiebreaker

All times are Eastern
Information subject to change
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Appendix C • Participant Call Agenda



A G E N D A

National Collegiate Athletic Association
Women's Gymnastics Championships
Regional Competition – Participant Meeting

Videoconference

March 30-31, 2026
Noon Eastern

1. Welcome, congratulations, introductions and attendance. (Site representative)
2. Meet information. (Tournament director)
 - a. Participant manual/equipment list.
 - b. Review schedule of events.
 - c. Hotel and transportation.
 - d. Parking: hotels and competition venue.
 - e. Forms: corral/march-in, travel, security, lineup.
 - (1) Number of individuals permitted in the corral.
 - (2) Submit lineup by administrative meeting; confirmed during open stretch.
 - (3) Scratches must be made to meet referee by the head coach.
 - f. Tickets.
 - g. Medical services/athletic training.
 - h. Broadcast.
 - i. Radio/webcasting.
3. Additional items. (Site representative)
 - a. Credentials for teams, coaches, support staff, etc.
 - (1) The official championship credential shall be visible at all times. Competitors should secure bag tags to gym bag. Distributed at hotel.
 - b. March-in.
 - c. Official Entry form/Corral March-in Form.
 - d. Touch warm-up.

NCAA Women's Gymnastics - Regional
Participant Call Agenda
March 30 or 31, 2026
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4. Meet referee introduction. (Meet referee)
5. Other/questions.
 - Administrative meeting.
6. Adjournment.

NCAA/02_23_2026/JB:smb

Appendix D • Meeting Agenda With Host Staff



A G E N D A

National Collegiate Athletic Association
Women's Gymnastics Championships
Regional Competition – Host Staff Meeting

Videoconference

March 31 or April 1, 2026
Time TBD

1. Welcome and introductions. (Site representative)
2. Scoring review (Tournament director).
 - a. Head scorer.
 - b. Review score verification procedures.
 - c. Review scoring procedures.
 - d. Review lineup change and substitution procedure.
 - e. Review tie-break procedure (team and all-arounder).
3. Judges.
4. Media relations.
 - a. Programs.
 - b. Media credentials.
 - c. Press conferences (pre-meet, mixed zone and post-meet).
 - d. Photographers.
 - e. Team videotaping.
5. Promotions and marketing.
 - a. PA script.
 - b. Video board content.
 - c. NCAA signage.

NCAA Women's Gymnastics - Regional

Host Staff Meeting Agenda

March 31 or April 1, 2026

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6. Ticketing.
 - a. Player-guest pass gate.
 - b. Team allotments.
7. Athletic training and medical.
 - a. Ambulance.
 - b. On-site physician.
 - c. Athletic training room.
 - d. Viewing box at vault landing (athletic trainer may use).
8. Security and safety plan.
9. Competition day.
 - a. General reminders.
 - b. Open stretch and warm-up rules and procedures.
 - c. Green flag system.
 - d. Schedule and rotation schedule.
 - e. Media.
 - f. Judges meeting.
 - g. Meet personnel meeting.
 - h. March-in procedures.
 - i. Awards ceremony protocol/announcement.
10. Other.
 - a. Meet committee.
 - b. Equipment list.

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Host Staff Meeting Agenda
March 31 or April 1, 2026
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- c. Locker room assignments/locations.
- d. Walk-through of facility.
- e. Drug testing.

11. Questions.

12. Adjournment.

Appendix E • Administrative Meeting Agenda



A G E N D A

National Collegiate Athletic Association
Women's Gymnastics Championships
Administrative Meeting – Regionals

Videoconference

April 7, 2026
Noon Eastern

1. Welcome and attendance. (Site representative)
2. Follow-up from participant call.
3. Tournament procedures. (Tournament director)
 - a. Review schedule of events.
 - b. Medical coverage.
 - c. Hospitality.
 - d. Awards.
 - e. Post competition procedures
 - f. Media interviews.
 - g. Ticketing.
 - h. Credentials.
 - i. Locker rooms.
 - j. NCAA merchandise and programs.
 - k. Security.
4. Meet procedures. (Site representative)
 - a. Review march-in procedures.
 - b. Open Stretch
 - c. Timed Warm-up
 - d. Touch warm-up

National Collegiate Women's Gymnastics Championships

Administrative Meeting Agenda Notes

April 7, 2026

Page No. 2

- e. 2-min Transitions/Rotations.
 - f. Videotaping
 - g. Corral Protocol
 - h. Tie-break Rule
 - i. Misconduct
 - j. Drug testing
5. Judging procedures. (Meet referee)
- a. NCAA Rules Modifications and Meet Procedures.

(Equipment Check, Equipment Failure, Chalk, Tape, Matting, Uniforms, Jewelry, Allowable Score Range, Finish Position, Team Neutral Deductions, Coach Conduct/Meet Etiquette, Yellow Card, Judging Reminders, Score Calculation, Conferences, Chief Judge/Meet Ref, Inquiries, Video Review, Skills)
6. Post-regionals.
7. Questions.
8. Adjournment.

Appendix F • Judges Meeting Agenda



A G E N D A

National Collegiate Athletic Association
Women's Gymnastics Championships
Judges Meeting – Regionals and Nationals

1. Welcome and introductions.
2. Site representative and/or tournament director updates/questions.
3. Rules clarifications for championships.
4. Landings.
5. Uniforms, jewelry.
6. Competitor names.
7. Improper use of equipment.
8. Start value, open scoring and conferences.
9. Professionalism and interaction with coaches/participants.
10. Difficulty evaluation forms and inquires.
11. Post-meet score verification and tie-breaking procedures.
12. Video review.
13. NCAA score sheet.
14. Substitution/lineup changes.
15. Misconduct.
16. Collegiate modifications and technical issues.
17. Other business/questions.
18. Adjournment.

NCAA/02_23_2026/JB:sb

Appendix G • Equipment List

updated: 2/12/26					
Vault					
Check if you already have	AAI Description	Model #	Qty	Regionals	Comments
	TAC/10 Vault Table(w/ Hanging Saftey Pad)	407-557	1	1	
	TAC/10 Round-off-Pad, 39" x 51" x 1 3/8"	416-098	1	1	
	Padded Vault Runway, 1 3/8" x 3' x 84'	416-785	1	1	Demo Preferred
	TAC/10 Vaulting Board	407-233	2	2	1-Extra as Back-up - Teams may bring their own
	Contoured Vault Saftey Zone	407-238	1	1	
	Vault Anchor Mat, 4' x 8' x 20cm	416-292	1	1	Two piece set
	FIG 8' x 15.5' x 20cm., V2 - Firm	416-322	1	1	
	FIG 5' x 8' x 20cm., V2	416-308	1	1	
	Throw Mat 7' x 10' x 10cm.	416-258	1	1	Anti-Slip/w/Dual Density Foam, Demo Preferred
	Throw Mat 8' x 15' x 10cm. folding	416-140	1	1	With NCAA Women's Lines Required, Demo Preferred
	8" Skill Cushion, 5' x 10'	416-259	1	1	
	8" Softy , Skill Cushion, 5' x 10'	416-006	1	1	
	8" Skill Pillow, 4' x 6' x 8"	416-225	1	1	AAI Skill Pillow 4' x 6' x 8" (easier to move)
	Sting Mat, 80" x 100" x 2"	416-584	2	2	
	TAC/10 Towel, (12 per box)	407-571	2	1	
	Spray Bottle-Labelled Cleaner		2	1	
	Step-In Chalk Holder w/chalk	407-007	2	1	
	Score Flasher- 5 Digit	545460	1	1	Vault Value Chart flashing - end of runway - only needs 3 digits
	100' US-Metal Tape Measure		1	1	
	Folding Panel Mat, 6' x 12'		1	1	warm-up/stretching area next to apparatus as space permits
	Vault Base Weight Set	407-568	1	1	Or the use of a floor plate drilled into floor
UNEVEN BARS					
Check if you already have	AAI Description	Model #	Qty	Regionals	Comments
	Elite Free Standing Uneven Bar System & Covers	407-461, 407-463	1	1	Free-Standing System for (Elite Uneven Bars), if Floor plates are not available
	Elite Uneven Bars with Graphite X Rails	407-080	1	1	with assit step, 407-188-optional at Regionals
	Extra Graphite X Rails	407-183	2	1	backup rail (splinter, fracture, etc.)
	Elite Free Standing Uneven Bar-adapter	407-349	1	1	Used with Floor Plates, keeps two bases from moving (square)
	FIG 8' x 15.5' x 20cm., V2-Firm	416-322	2	2	
	FIG 8' x 12' x 20cm., V2-Firm	416-317	2	2	
	FIG 5' x 7.5' x 20cm., V2-Slab	416-312	1	1	
	Throw Mat, 7' x 10' x 10cm.	416-258	1	1	Anti-Slip/w/Dual Density Foam, Demo Preferred
	Sting Mat, 80" x 100" x 2"	416-584	1	1	
	8" Skill Cushion, 5' x 10'	416-259	1	1	
	8" Skill Pillow, 4' x 6' x 8"	416-225	1	1	new "8" AAI Skill Pillow 4' x 6' x 8" per WCGA proposal (easier to move)
	Throw Mat, 8' x 15' x 10cm. folding	416-020	1	1	Demo Preferred
	TAC/10 Vaulting Board	407-233	1	1	Teams may bring their own
	High Chalk Holder	407-008	3	2	
	Block Chalk-36lbs/Case	407-565	1	1	
	Wood Mounting Board 2' x 4' x .5"	557-630	1	1	New item available for sale through AAI - Teams may bring their own
	Scotch Bright Pad/Yellow Fleece	133-310	1	1	Used to clean rails
	Wire Brushes		2	1	Used to clean rails
	Spray Water Bottles-Label UTB Only		3	2	
	Spotting Block, 30" x 30" x 30"	416-169	1	1	
	Folding Panel Mat, 6' x 12'		1	1	warm-up/stretching area next to apparatus as space permits
BEAM					
Check if you already have	AAI Description	Model #	Qty	Regionals	Comments
	EVO-Elite Non-Adjustable Reflex Beam	407-922	1	1	
	Elite Beam Leg Pads-set of 2	416-324	1	1	
	Elite Beam Leg Filler Mat System set of 4	416-560	1	1	
	FIG 8' x 15.5' x 20cm, V4 Firm	530-854	2	0	Under Beam center velcro - Nationals only (prevent sliding)
	FIG 8' x 15.5' x 20cm, V2 Firm	416-322	2	4	
	FIG 8' x 12' x 20cm., V2 Firm	416-317	1	1	
	Throw Mat, 7' x 10' x 10cm.	416-258	1	1	Anti-Slip/w/Dual Density Foam, Demo Preferred
	8" Skill Cushion, 5' x 10'	416-259	1	1	Non-slip backing optional at Regionals
	Sting Mat, 80" x 100" x 2"	416-584	1	1	
	Throw Mat, 8' x 15' x 10cm. folding	416-020	2	2	Demo Preferred
	TAC/10 Vaulting Board	407-233	1	1	Teams may bring their own
	Wood Mounting Board 2' x 4' x .5"	557-630	1	1	New item available for sale through AAI - Teams may bring their own
	Beam Suede Pad	416-051	1	1	
	Step-In Chalk Holder w/chalk	407-007	2	1	
	Folding Panel Mat, 6' x 12'		1	1	warm-up/stretching area next to apparatus as space permits

NATIONAL COLLEGIATE WOMEN'S GYMNASTICS

Floor:					
Check if you already have	AAI Description	Model #	Qty	Regionals	Comments
	Power Elite Floor System includes Deck, AAI competition carpet with white lines 12m x 12m, 2 1/4" Puzzle Cut Foam, 18" wide corner safety mat system	432-194	1	1	Puzzle Cut Foam: #6997-(4), #6998-(63), & #6999-(230), & includes 2-Floor Pannels 555-288
	ACCEPTABLE AT REGIONALS - AAI Stratum Floor American Elite Floor System 45'x 45' consists of carpet, foam and border	423-480	1	1	Stratum floor is acceptable alternative at Regional sites, Nationals will use Power Elite Floor
	Sting Mat, 80" x 100" x 2"	416-584	2	2	
	Throw Mat, 7'x 10'x 10cm.	416-258	2	2	Anti-Slip/w/Dual Density Foam, Demo Preferred
	Step-In Chalk Holder w/chalk	407-007	2	1	
	Folding Panel Mat, 6'x 12'		2	1	warm-up/stretching area next to apparatus as space permits
Miscellaneous					
Check if you already have	AAI Description	Model #	Qty	Regionals	Comments
	Floor Springs w/Caps				NEW recommended parts list would cost about \$500
	Beam Parts Bag	72161			
	Spring V. Boars Springs	15317			
	Elite V. Table Snap Lock	9700051			
	Elite V. Table Spin Lock	407-554			
	Elite V. Table Pars Bag	74860			
	UTB Snap Lock	19189			
	UTB Spin Lock-Short Handle	19359			
	Cam Cable Tighteners Set of 4	407-142			
	UTB Turn-buckle	71878			
	UTB-9mm Quick Link	31076			
	UTB Swivel Anchor set of 4	407-135			
	AAI Blue Tape	5350			
	White Tape	5360			
	Clear Tape	9020			
	4" Black Hook Velcro	4175			
	2" Velcro Back Loop	4115			