

**CALL FOR NOMINATIONS**  
**2026–2030 STATE ADMINISTRATIVE COMMITTEE CHAIR**

The Women's Program is seeking nominations for the position of:

**Position Title: State Administrative Committee Chair (SACC)**

**Term Length: 4 years**

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**ELIGIBILITY**

To be eligible, a nominee must fulfill the below criteria for the position:

- Be a current USA Gymnastics member in good standing for a minimum of two consecutive years immediately prior to the nomination.
- Be a member of the Women's Program.
- Be at least 21 years old.

**Role specific:**

1. Must have been active within that State's program for a minimum of two consecutive years.
2. Must have previous volunteer experience on a State, Regional or National committee.
3. It is strongly recommended that the candidates have:
  - a. financial skills,
  - b. organizational skills,
  - c. communication skills,
  - d. a working knowledge of the program,
  - e. a willingness to fulfill the duties and responsibilities of the position.

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**KEY RESPONSIBILITIES:**

The SACC is responsible for the overall organization of all designated qualifying events and programs within their State. The SACC shall work in close cooperation with all WAG sub-committee regional chairs to effectuate State programs. Any problems that cannot be solved by the SACC should be submitted to the appropriate regional personnel.

1. Be directly responsible to their Regional Administrative Committee Chair (RACC).
2. Serve as a voting member of the Regional Administrative Committee (RAC).
3. Must submit all committee meeting agendas and subsequent minutes to their respective RACC prior to distribution.
4. Serve as the USA Gymnastics Women's Program consultant for that State and answer any correspondence directed to that office.
5. Send copies of correspondence to the appropriate regional personnel.
6. Be responsible for overseeing the Sectional and State Championships in their state, at least once per year.
7. Conduct the annual state meeting of Women's Program members.
8. Assure that these competitions follow *Rules and Policies*.
9. Attend the State Championships meets or send a State Administrative Committee (SAC) member as the USA Gymnastics representative.
10. Provide SAC representation at all sectional meets and above.
11. Make recommendations to the Regional Technical (RTCC), Development Program (RDPC) and Xcel (RXCC) Committee chairs concerning petitions into the Regional Competitions, as applicable.

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**KEY RESPONSIBILITIES continued:**

12. Establish procedures to raise operating funds for the state, if necessary. The SACC may, with the approval of the SAC, determine and/or collect competition and/or club fees for the purpose of raising operating funds for the state. All fees will be retained in the State account for use as determined by the SAC.
13. Publish minutes of all SAC Meetings.
14. Shall be accountable for all state funds and publish each year the financial statement reflecting activity as of July 1 – June 30. Failure to comply with the following policies and procedures results in notification to the RACC. Non-compliance may result in removal from office.
  - a. Credit card expenses must be reconciled with a check request monthly. A period of 90 consecutive days or 3 months of statements without reconciliation results in de-activation of the credit card until the expenses are brought up to date.
  - b. Financial accounts, including reporting on meets, recording deposits, and submitting credit card expenses must be in good standing for the Chair to be eligible to run for election in the next term.
15. Provide for a SAC, the number and type of positions to be determined by each state, in order to best serve the needs of the program in the state.
16. Inform the RACC and other appropriate RAC members of any actions contrary to the *Rules and Policies*. The Regional office shall inform the appropriate National Chair of any problems. After due investigation, corrective measures shall be recommended by the NACC.
17. The e-mail address published in the *Women's Rules and Policies* Program Directory is required to be current and checked regularly. Failure to respond to communication within 48 hours will result in notification to the RACC. A letter advising the individual of their failure to comply will be sent. The individual will be given 14 days to respond to the letter. If no response is received, removal will be considered.
18. Publish a newsletter as necessary (or as directed by the RACC). This newsletter shall include new information related to the USA Gymnastics program, results of competitions, dates of events, official bulletins from committees. Communication is required to be sent via email and/or posted on official websites PRIOR to sharing on social media.
19. Send state newsletters to the membership of the state, and to the Development Program Director, Xcel Program Manager, the NDPCC, the NACC, the NXCC, and the NTCC.
20. The SACC or a designated proxy will attend National and Regional Congresses and all designated meetings, with travel and expenses funded by the state account.

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**ELECTION TIMELINE**

<b>Nominations Open</b>	March 1, 2026
<b>Nominations Close</b>	April 1, 2026
<b>Candidate Information Shared</b>	April 15, 2026
<b>Voting Period</b>	May 1 – 15, 2026
<b>Results Announced</b>	The week after May 15, 2026
<b>Term Begins</b>	July 1, 2026
<b>Term Ends</b>	June 30, 2030

- Voting will take place online at [www.usagym.org](http://www.usagym.org).
  - This position will be elected by majority (1 over 50%) of the votes cast of active members of the Women's Program in their respective states. Write-in votes will NOT be allowed.

**HOW TO SUBMIT A NOMINATION**
**Deadline: Wednesday, April 1, 2026 @ 11:59 pm EST**

Late submissions cannot be accepted.

To nominate someone (or yourself), please send nominations to:

<b>USAG Officer:</b>	<b>Regional Administrative Committee Chair (RACC)</b>
<b>Name:</b>	<b>Kim Stepanek</b>
<b>Email:</b>	<b>R3usagym@gmail.com</b>

Nominator must provide the following information:

<b>Position:</b>	<b>26–30 State Administrative Committee Chair (SACC)</b>
<b>State:</b>	
<b>Nominee name:</b>	
<b>Nominee USAG #:</b>	
<b>Nominator name:</b>	
<b>Nominator USAG:</b>	

*Prior to being placed on the ballot, all nominees must sign a document that verifies that they have read and understand the duties and responsibilities of the office for which they have been nominated and submit their resume to the appropriate USA Gymnastics officer (RACC). Current elected officers seeking re-election must be compliant with all their duties and responsibilities.*

For more information about the role and responsibilities, please reference the Women's Program Operating Code [HERE](#).