

2020 TOPS STATE MANAGER DUTIES

To act as an ambassador for USA Gymnastics within the TOPS Program.
Promote TOPS within their state to help clubs start or continue their TOPS programs.
To educate and hold testing fairly and consistently.

Set up TOPS Test site and date

- Complete the TOPS Testing Request Form
- Only TOPS State Managers can apply for the TOPS State Testing
- TOPS State Managers can only request a TOPS Test for their area
- Try not to have all tests in your gym – reach out to other clubs to host.
- Submit the form to USA Gymnastics – Kim Riley kriley@usagym.org
Kim Riley will confirm receipt of all test requests. Test dates will not be posted until the proper paperwork is received at the USA Gymnastics Office.
- Once form is received, the test site and date will be posted on the TOPS website
- A TOPS Testing calendar of events will also be posted on the TOPS website
- Maximum number of participants will include athletes and coaches
- You can add number of participants and additional start times by via email to Kim Riley kriley@usagym.org

Obtain a Sanction

- Do this in advance
- Request for sanction form is available on our website.
- Complete a Request for Sanction and return to USA Member Services.
- USA Member Services will put the sanction in the system at no charge.
- Be sure to post your sanction at the Test site
You must complete the sanction requirements and send documentation to Member Services (same as a sanctioned meet).
- Be sure to return the Sanction Report form with your test results.
If TOPS State Manager is not present, the onsite Test Director must have the sanction in their name.

Pre-Test Guidelines

- Assign Master Evaluators/Judges
 - Try to assign from different clubs
 - Must be professional members
Coaches are preferred, judges are allowed. All Master Evaluator must be approved by the TOPS State Manager.
- Assign Assistants – will not be paid
 - Can be athletes
 - Must be members of USA Gymnastics
Recommend 1 Assistant per Master Evaluator.
- Master Evaluators must review testing criteria including videos.

Maximum allowable Master Evaluators (per session):

- 10-27 participants – 3 Master Evaluators
- 28-54 participants – 6 Master Evaluators
- 55-82 participants – 9 Master Evaluators
- 83-120 participants – 12 Master Evaluators

The following is a suggested fee structure.

	10-60 participants	61-up participants
Facility	\$100	\$200
Test Administrator	\$60	\$120
Master Evaluator	\$60 per session	\$60 per session
Assistants	\$0	\$0
Scoring	\$30	\$50

Anyone receiving payment will have to turn in a W-9 Tax Form, including the host club

Pre-Test Guidelines

- Promote and advertise to all TOPS Gyms in your state
- Put on the USA Gymnastics State Website
- Please cc: Kim Riley in all your e-mails out to TOPS Gyms in your state.

- Create a Rotation Schedule
- Traffic flow of rotations within the facility
- Inspect equipment for any safety concerns
- Copy rotation schedule for coaches
- Spectator viewing: This is up to you. Can charge up to \$5.00 and club will keep all proceeds

- Evaluation Forms
- Be sure the top of each form is filled out
- Be sure her club is listed and USA membership number
- All athletes **MUST** be a current member of USA

- Date of birth is very important
 - Many mistakes made here
 - Know the age rules for TOPS- age of the gymnast on December 31, 2020.
 - Born in 2010 10 years old
 - Born in 2011 9 years old
 - Born in 2012 8 years old
 - Born in 2013 7 years old

- Date of Test
 - Important for looking up and problems later
- Encourage coaches to keep a record of their athlete's test scores

Test Day Guidelines

- TOPS State Manager and Gym Owner/Coach
Arrive one hour early to prepare the facility
- Athletes and coaches will arrive early
- Have a secretary at the front desk to answer local questions
- Sell Merchandise if you like
- Have Master Evaluators arrive 45 minutes prior to testing to set up their testing stations and review testing criteria and videos.
- This will take some time, especially if they do not work at the test site gym.
- Be sure to have testing forms organized
- Be sure everyone knows where they start
- Have a coaches' meeting prior to each session
- Explain rotations
- Remind everyone that at the end of testing the forms are to return to you. You would be surprised how many forms are given to the parents.

Post Test Guidelines

- Collect all evaluation forms
- Double check that you have everyone's form
- Make sure your Evaluators have completed the information on the expense form for reimbursement.
- Complete the expense report form and return to Kim Riley **within two weeks** of testing
- If any unusual circumstances occurred during your test, report these circumstances to Kim Riley at the National Office.

Send forms to:

- Expense Report Form
- All Testing Forms
- Event Report
- Mailed to USA Gymnastics
- Kim Riley
- 130 E. Washington Suite #700
- Indianapolis, IN 46204
- TOPS Testing Results Spreadsheet
- Email to: kriley@usagym.org
- All materials must be sent within one week after the TOP test
- Group testing forms by clubs
- Put all forms for each athlete together

SANCTIONS documents must be submitted within 72 hours of the test date to member services.

General Comments

- Respond to all communications
- Respond in a timely manor
- If you do not know the answer, send them to me
- Do not make up an answer
- It is better to say “I do not know”
- Remember, you are an Ambassador for TOPS
- Do not get involved in local politics
- **Avoid any perception of recruitment**
- It is your job to promote TOPS throughout the gymnastics community
- Consider hosting a testing in another club other than yours
- Remember your “Duties and Responsibilities”

TOPS State Manager’s Duties and Responsibilities

- Coach at a participating TOPS club
- Participate in State TOPS Clinics
- Conduct and attend all TOPS tests you set up
- Responsible for assigning and educating TOPS testing staff
- Responsible for notifying clubs in your state of TOPS tests
 - State Regional Newsletters, e-mails, direct mailing
- Communicate directly with National Office of test sites, dates and times
- Responsible for sending results, testing sheets and expense report forms to National Office

Questions?

- Contact Kim Riley 317-829-5627– USA Gymnastics National Office
 - 317-294-0280 – Cell kriley@usagym.org