



# British Columbia Secondary Schools Gymnastics Association

Member of B.C. SCHOOL SPORTS

## Rules and Regulations

Dear Coach:

Welcome to the 2019-20 Secondary Schools Gymnastics Season. This year's Provincial Championships are in Victoria at Inspire Sports Victoria.

**Contents:**

1. Rules and Regulations (updated Fall 2019). (Changes highlighted)
2. 2019 Championship Results (top 3)
3. Application for change of level in BCSSGA



Windsor Secondary School  
2019 Champions

**RULES AND REGULATIONS FOR THE BRITISH COLUMBIA SECONDARY SCHOOLS  
GYMNASTICS CHAMPIONSHIPS AND ZONE QUALIFYING MEETS**

2019-2020 School Year

## A. DIRECTORS

**Commissioner:** Terry Mitruk  
**Treasurer:** Missy Preston  
**Secretary:** Kat Van Balkom  
**Judging:** Adriana Schemel

**Boys' Tech:** Chris Sheremeta  
**Girls' Tech:** Gord Bennett  
**Member-At-Large** Lucinda Donaldson (awards)  
Kristyne Makortoff-Jones (new teams)  
Adrian Wong

## B. PROVINCIAL CHAMPIONSHIPS

**Date:** Mar 5,6, 2020  
**Place:** Inspire Sports Victoria, Victoria BC  
**Coordinator:** Mia Angus, mia@inspiresportsvictoria.com  
**Entry Fee:** \$70.00

1. Information about BCSS Gymnastics Provincial Championships, and the Boys and Girls Code of Points, will be available for download at <http://www.bcschoolsports.ca/commissions/gymnastics> by December 1st.

### 2. SCHOOL & TEAM REGISTRATION

Registration will be completed using "STARS", the BCSS Online Registration system. This must be completed by each school's Athletic Director, or designate.

- a) In order to register your school, make sure that your Athletic Director has declared Gymnastics with BC SCHOOL SPORTS. The **SPORT Declaration Deadline** is **December 18**. Late fees are applicable.
- b) A minimum of one gymnast per school must be registered before the **TEAM Registration Deadline**, also **December 18**. After this date, late fees are charged, and escalate in value until the final deadline. Gymnasts must be registered in STARS or they will not be allowed to compete at the Zone qualifying meet or Provincials.
- c) Additional gymnasts may be added to the team roster at any time prior to the final **ROSTER Registration Deadline of January 15, 2020**.
- d) Each School must register separately. Students can only compete for the school at which they are enrolled.

### 2. Provincial Championships Registration

Each school is responsible for registering their team in KScore.

- a) A link to the KScore website will be available on the BCSS website by February 1, 2020. All athletes, coaches and chaperones will be registered for the event within KScore, and a **Registration Confirmation** will be printed, signed by the school Principal, and a copy of this form is to be emailed to the BCSSGA ([bcssgymnastics@gmail.com](mailto:bcssgymnastics@gmail.com)) by **February 24, 2020**. Late registrations will be accepted at the discretion of the Directors and the BC's Organizing Committee.
- b) Mail the original Registration Confirmation Page with the School Principal's Signature, to the address provided in the BC's Information & Registration document. The team registration fee noted on the Registration Confirmation Page is for your record. **BCSS will send a Registration Invoice to each participating school in March.**

## C. EVENTS

### Boys' Events (*Olympic Order*)

Floor Exercise      Pommel Horse      Rings      Vault      Parallel Bars      High Bar

### Girls' Events (*Olympic Order*)

Vault      Uneven Bars      Balance Beam      Floor Exercise

## D. LEVELS

1. There are 5 levels. The levels are named I, II, III, IV and V. Level V is the most advanced skill level. For Girls, Level 1 is broken down into two groups: Level 1 Junior (grade 8-9) and Level 1 Senior (grade 10-12)
2. Guidelines for Level PLACEMENT:  
Place gymnast in as high a category as possible so that the gymnast is competitive, safe and does his/her routine with style and control. Before final placement, you may wish to consult an experienced coach in your area or your Zone Representative. Contact the Girls or Boys Representative (see attached list) if you would like more input.

### GIRLS:

- Level I - a gymnast with little or no previous experience, including beginner recreational gymnasts  
- a gymnast that competed in Level I the previous season and did not place in the top six all-around  
- a club gymnast training or competing in JO level 1-3
- Level II - a gymnast with previous experience, or training as a recreational athlete in a gymnastics club  
- a gymnast who **placed in the top six all-around** in the previous BCSSGA Championship in **Level I**  
- a gymnast that competed in Level II the previous season and did not place in the top six all-around  
- a club gymnast training or competing in JO Level 4 must compete Level II or higher
- Level III - a gymnast with previous experience training beyond a recreational level  
- a gymnast who **placed in the top six all-around** in the previous BCSSGA Championship in **Level II**  
- a gymnast that competed in Level III the previous season and did not place in the top three all-around  
- a club gymnast training or competing in JO Level 5 or 6 must compete Level III or higher
- Level IV - a gymnast who **placed in the top three all-around** in the previous BCSSGA Championship in **Level III**  
- a gymnast that competed in Level IV the previous season, regardless of final placement in the BCSSGA Championship  
- a club gymnast training or competing in JO Level 7  
- a former club gymnast that has competed in CPP Level 3 prior to September 1st, 2018
- Level V - a club gymnast training or competing in JO Level 8 or higher  
- a gymnast that has competed in CPP Level 4 or 5 after September 1st, 2018, or at a higher level at any time

## **BOYS:**

- Level I - a gymnast with little or no previous experience, including beginner recreational gymnasts  
- a gymnast that competed in Level I the previous season and did not place in the top three all-around
- Level II - a gymnast with previous experience, or training as a recreational athlete in a gymnastics club  
- a gymnast who **placed in the top three all-around** in the previous BCSSGA Championship in **Level I**  
- a gymnast that competed in Level II the previous season and did not place first in the all-around
- Level III - a gymnast with previous experience training beyond a recreational level  
- a gymnast who is ready to compete Level III skills (as determined by the coach)  
- a gymnast who **placed first in the all-around** in the previous BCSSGA Championship in **Level II**  
- a gymnast that competed in Level III the previous season and did not place first in the all-around
- Level IV - a gymnast who is ready to compete Level IV skills (as determined by the coach)  
- a gymnast who **placed first in the all-around** in the previous BCSSGA Championship in **Level III**  
- a gymnast that competed in Level IV the previous season, regardless of final placement in the BCSSGA Championship  
- any club gymnast who is currently training or competing at CPP Level 3  
- any gymnast who has competed in CPP Level 4 prior to September 1st, 2018
- Level V - a gymnast who is ready to compete Level V skills (as determined by the coach)  
- a gymnast competing or training at CPP Level 4 or 5 after September 1st, 2018, or at a higher level at any time

### **Notes:**

- All-around means the total score for six events for boys and four events for girls.
- A gymnast may advance through levels more quickly than these rules indicate. Once a gymnast competes at a Zone Championship or BCSSGA Championship he/she can only go to a lower level upon successful appeal to the Commissioner.
- A gymnast must compete in one level only in a Zone Championship and BCSSGA Championship.
- The Level in which a gymnast competes cannot be changed between the Zone Championship and BCSSGA Championships.
- An appeal may be made to the Commissioner if at any one level the number of athletes competing are insufficient to warrant the top athletes from being required to advance to the next level.

## **E. AWARD SYSTEM**

- Individual Awards will be determined by each gymnast's event and all-around scores. Ties will not displace a lower placing (ie: 3<sup>rd</sup> place will still be awarded when there is a tie for 2<sup>nd</sup>).
  - Ribbons for the top 10 scores in each event and each member of the winning school team.
  - Medals for the top 3 all-around scores and rosettes for 4<sup>th</sup> to 10<sup>th</sup> place all-around scores (these ribbons will be distinct from event ribbons).
- Team Awards will be determined by the aggregate of team points. See Section E.3 for details of how team points are calculated.
  - A team consists of a minimum of two gymnasts. If none of the schools represented in a category have more than one gymnast, then the trophy will be awarded to the school represented by the top gymnast in that category.
  - Level Trophies awarded to the winning team at each boys level and each girls level.
  - Boys aggregate Trophy and School Rosette for 1<sup>st</sup> place boys' team. Trophy and School Rosette for 2<sup>nd</sup> place boys' team. School Rosette for 3<sup>rd</sup> place boys' team. Termed AAA.
  - Girls aggregate Trophy and School Rosette for 1<sup>st</sup> place girls' team. Trophy and School Rosette for 2<sup>nd</sup> place girls' team. School Rosette for 3<sup>rd</sup> place girls' team. Termed AAA.
  - Combined aggregate School Trophy and B.C. SCHOOL SPORTS Championship Banner for 1<sup>st</sup> place school team. Trophy and a School Rosette for the 2<sup>nd</sup> place school team. School Rosette for the 3<sup>rd</sup> place school team. Termed AAA.
  - Aggregate Trophy – the sum of the girls and boys points.

### 3. Scoring System

Gymnasts will receive scores for routines as outlined in the Girls and Boys Routine Rules respectively. Scores will be converted to TEAM POINTS based on a percentage formula outlined below. The purpose of this formula is to allow boys' and girls' scores to contribute equally to the team total, while also ensuring that each athlete is performing at a minimum standard. Performance above a 70% standard earns points, resulting in a maximum of 30 points that can be earned in each level. Points will be calculated per event so that a poor performance on one event does not prevent a single gymnast in a level from being able to contribute points to the team for good event performances. Half of the team points will come from the best all-around score, while 1/8 (women's) or 1/12 (men's) of each event score will count towards the team points total.

TEAM POINTS are based on the best event score and all-around score per level. Scores are converted to a percentage, seventy is subtracted, resulting in a performance score out of 30. The TEAM POINTS is a weighted average of these; the best all-around score counts for half of the TEAM POINTS and each event score counts equally to the remaining half.

Example: Considering the following set of best scores for a Girls team (all levels have the same maximum of 10/event):

Event	Athlete score	Score as a %	Performance above 70% level <i>Score% – 70%</i>	Contribution to TEAM POINTS*	TEAM POINT TOTAL
Vault	8.4	$\frac{8.4}{10} \times 100\% = 84\%$	14	$\frac{1}{8} \times 14 = 1.750$	
U.Bars	8.8	$\frac{8.8}{10} \times 100\% = 88\%$	18	$\frac{1}{8} \times 18 = 2.250$	
Beam	9.25	$\frac{9.25}{10} \times 100\% = 92.5\%$	22.5	$\frac{1}{8} \times 22.5 = 2.813$	
Floor	9.1	$\frac{9.1}{10} \times 100\% = 91\%$	21	$\frac{1}{8} \times 21 = 2.625$	
AAround	34.3	$\frac{34.3}{40} \times 100\% = 85.75\%$	15.75	$\frac{4}{8} \times 15.75 = 7.875$	
*Contributions to TEAM POINTS are rounded to three decimal places					17.313

The Team Points earned for this level would be 17.313 points

Considering the following set of best scores for a Boys Level I team (each level has its own maximum, Boys Level I Max=13.1/event):

Event	Athlete score	Score as a %	Performance above 70% level <i>Score% – 70%</i>	Contribution to TEAM POINTS*	TEAM POINT TOTAL
Floor	11.80	$\frac{11.8}{13.1} \times 100\% = 90.076\%$	20.076	$\frac{1}{12} \times 20.076 = 1.673$	
P.Horse	11.80	$\frac{11.8}{13.1} \times 100\% = 90.076\%$	20.076	$\frac{1}{12} \times 20.076 = 1.673$	
Rings	12.40	$\frac{12.4}{13.1} \times 100\% = 94.656\%$	24.656	$\frac{1}{12} \times 24.656 = 2.055$	
Vault	12.80	$\frac{12.8}{13.1} \times 100\% = 97.710\%$	27.710	$\frac{1}{12} \times 27.710 = 2.309$	
P.Bars	11.20	$\frac{11.2}{13.1} \times 100\% = 85.496\%$	15.496	$\frac{1}{12} \times 15.496 = 1.291$	
H.Bar	11.50	$\frac{11.5}{13.1} \times 100\% = 87.786\%$	17.786	$\frac{1}{12} \times 17.786 = 1.482$	
AAround	71.00	$\frac{71.0}{78.6} \times 100\% = 90.331\%$	20.331	$\frac{6}{12} \times 20.331 = 10.165$	
*Contributions to TEAM POINTS are rounded to three decimal places					20.648

The Team Points earned for this level would be 20.648 points.

- Gymnasts will remain in team attire until ribbons have been presented, which means bodysuits or team warm-ups. It is the coach's responsibility to ensure that this occurs.

## F. MEET ORGANIZATIONAL RULES

1. Entry fees are non-refundable and payable to **BCSS-Gymnastics**. Fees include the banquet and must be received by the date noted on the invoice.
2. Event Ribbons and All-around will be awarded at the competition. All other awards to be given at the awards ceremonies at the end of the Championships.
3. An honorarium will be given to judges in appreciation for judging at the B.C. Championships.
4. Qualified judges will be used. For example, one Level III judge per girls' event, plus one other.
5. All gate receipts, concessions and other sales will be directed to the school hosting the meet.
6. Competitive etiquette will be stressed and no protest as far as a gymnast's event score will be allowed. Gymnasts must be on the competitive floor ready for the competition. Videos may be used for personal use only.
7. The BCSS Code of Conduct will be followed at this meet - see Commissioner regarding problems after speaking to the coach involved.
8. The host school will assume copying, paper, writing, postage and telephone costs that are incurred in running the Championships.
9. There must be clearly defined pathways during the meet. Establish a "picket fence" situation.
10. Competitors from the same school in each level will be grouped together in the rotations where possible as a coaching/safety measure. **Coaches must be on the competitive floor or assign a coach to their gymnast.**
11. Warm-up/compete format of competition. General warm-up will be 30 minutes. Timing begins once the gymnast begins the warm-up on the apparatus and does not include the time taken to adjust the equipment.
12. **The flashing of D-Scores (Start Value) and Final Scores is required at each event.** If there is a dispute, see section K-2.

## G. RESPONSIBILITY OF ZONE REPRESENTATIVE

1. Must be a member of the committee hosting the zone qualifying meet.
2. Must notify commissioner of their zone's intent to participate in Provincials.
3. Must see that the zone qualifying meet is run in a manner that will allow eligible contestants to qualify for the BCSS Championships (i.e. meet is completed by **Feb 17, 2020**).
4. Must see that all coaches and qualifying gymnasts are fully informed about pertinent instructions and information concerning the BCSS Championships.
5. May conduct a general meeting of zone coaches at the zone-qualifying meet. This meeting is to determine the Zone Representative for the next year and recommendations to the BCSSGA's AGM.
6. Will be responsible for setting league play for the following school year.
7. **Suggested League Practices:**
  - a. Each school has at least one dual meet with other schools in their zone. In the case of a zone that is composed of a division(s), then each school in a division should have at least one dual meet with each school in their respective division. All league play must be finished before the zone-qualifying meet.
  - b. These meets may consist of a single event or a full meet.
8. **Assure that all gymnasts who compete in the Zone Championship come from a B.C. School Sports member school.**
9. Obtain the sanction of the local Athletic Association for the Zone Championship. This should provide a budget and awards for the Championship.
10. Must send zone results to the Commissioner by the deadline of **Feb. 17, 2020**.
11. Discuss with the Commissioner any appeals due to sickness/injury resulting in no participation at the Zone Championship.
12. Zones may combine their championships together into a single competition, but results must be made available for each Zone individually.
13. **Zones:**

- Kootenay (SD 5,6,8,10,20,51)	- North West (SD 50,52,54,82,87,92)	- Fraser River South (SD 36,37,38)
- Thompson-Okanagan (SD 19,22,23,53,58,67,73,74,83)	- Vancouver Island (SD 47,62,68,69,70,71,72,79,84,85)	- Fraser River North (SD 40,41,42,43)
- North Central (SD 27,28,49,57,59,60,81,91)	- Fraser Valley East (SD 33,34,35,75,78)	- Sea-to-Sky (SD 39,44,45,46,48)

## H. RESPONSIBILITY OF BCSSGA PROVINCIAL CHAMPIONSHIP MEET COORDINATOR

1. Organize the B.C. Championship in all aspects.
2. Supply registered schools and Zone Representatives with Meet information and registration package in December.
3. Submit Meet Budget to the Commissioner by the October BCSSGA meeting.
4. Ensure that all Meet standings and scores are given to the Commissioner and Secretary for keeping as official records.
5. Commissioners must submit Meet report, pictures, and results to BC SCHOOL SPORTS after the B.C. Championships.
6. There must be a clearly designated first-aid station and attendant. All coaches must be informed of its location.
7. Equipment will be used only for official warm-up and competition. Gymnasts warming up must do skills that are part of their level only and must be competing next. Demonstrations must be supervised and approved by the Meet Coordinator.
8. B.C. SCHOOL SPORTS: Contact **Sydney Harrison, the Director of Sport if necessary: [sharrison@bcschoolsports.ca](mailto:sharrison@bcschoolsports.ca)**.

## I. ELIGIBILITY

All gymnasts must be eligible in accordance with B.C. SCHOOL SPORTS Eligibility Rules as stated in the BCSS 2019-2020 Handbook & Directory.

## J. BERTHS AND ZONES

### Qualifying

1. The zones are listed in G.13. All Schools must qualify their athletes through their respective Zone Championship.
2. Berths for the B.C. Championships will be awarded to all-around gymnasts according to the following criteria:
  - a. Direct berth: the top number of athletes in each level will earn a direct berth to the BC Championships, with the number determined by the number of athletes registered to compete at the Zone Championships as outlined in the following chart:

No. gymnasts at Zone Champ.	No. of Direct Berths
less than 50	3
51 – 70	5
71 – 90	7
91 – 110	9
111 or more	10
  - b. Team Allocation berth: Top 3 gymnasts competing for the winning Boys Team, Girls Team, and Combined Team in each zone. These berths are not in addition to athletes earning a direct berth. These are used to bring the school teams' complement of qualifying gymnasts to at least 3.
  - c. Host Allocation berth: Top 3 gymnasts per level for the B.C. Championships host school.
  - d. Wildcard berth: All remaining spots to a maximum of 50 gymnasts per level, will be allocated by the Commissioner, in consultation with a sub-committee of the Directors, according to the criteria listed below. These criteria appear in no particular order, and is not an exhaustive list:
    - by merit, based on the all-around score at the Zone Championships,
    - to provide a balance of representation from the zones, school districts, and schools,
    - in proportion to the number of gymnasts competing at the Zone Championship,
    - in consideration of a petition to compete.
3. A qualified gymnast should have competed in at least 1 meet prior to the B.C. Championships. In extreme situations where this has not been possible, the Zone Representative may forward a petition to the Commissioner and the gymnast will be considered for a Wildcard berth if one is available.

## K. APPEAL PROCEDURE

For the B.C. CHAMPIONSHIPS AND ZONE CHAMPIONSHIPS,

1. Medical byes must be appealed to the Commissioner, by way of the Zone Representative, and the gymnast will be considered for a Wildcard berth if any exist.
2. **In the event of a disputed D-Score (Start Value), the coach or athlete (only if the coach is not present) may respectfully approach the judge for clarification. The Execution Score may not be disputed. The dispute must take place at the end of the event's rotation, and before the next one starts. If the dispute is still unresolved, the head judge will be called upon to help resolve the issue.**
3. In the event of a misrepresentation of either the Boys' or Girls' Rules, the coach must contact the respective Boys' or Girls' Rep. The Rep, after discussions with the coach, judge, head judge, and Meet Coordinator, will adjudicate on the matter. If the Rep is unavailable, then the Meet Coordinator assumes her/his role for the appeal.
4. In the event there is a misinterpretation of the Rules and Regulations or the Rules and Regulations do not cover a case, or they are unfair as applied to a particular situation, a coach must appeal the situation to the Commissioner. The Commissioner will communicate the decision and reasons to the Directors at its annual meeting. They will decide if the decisions are to be published in that meeting's minutes.



**Provincial Championships 2019  
South Delta Secondary  
Tsawwassen, BC.**

**Summary of Top 3 Finishers:**

**Combined Team:**

**Provincial Banner Champions**

1. **Windsor, North Vancouver**
2. Argyle, North Vancouver
3. St. Thomas Aquinas, North Vancouver

**Girls Team:**

1. Windsor , North Vancouver
2. South Delta, Delta
3. St. Thomas Aquinas, North Vancouver

**Boys Team:**

1. Sutherland, North Vancouver
2. Argyle, North Vancouver
3. St. Thomas Aquinas, North Vancouver

**Team Level Awards – Girls:**

**Level 1 Junior:**

1. Windsor, North Vancouver
2. George P Vanier, Courtenay
3. Argyle, North Vancouver

**Level 2:**

1. Windsor, North Vancouver
2. South Delta, Delta
3. St. Thomas Aquinas, North Vancouver

**Level 4:**

1. DP Todd, Prince George
2. Burnsvie, Delta
3. Dover Bay, Nanaimo

**Level 1 Senior:**

1. Argyle, North Vancouver
2. St. Thomas Aquinas, North Vancouver
3. Moscrop, Burnaby

**Level 3:**

1. South Delta, Delta
2. Correlieu, Quesnel
3. Elgin Park, Surrey

**Level 5:**

1. R.A. McMath, Richmond
2. St. Thomas Aquinas, North Vancouver
3. South Delta, Delta

**Team Level Awards – Boys:**

**Level 1:**

1. Argyle, North Vancouver
2. Sutherland, North Vancouver
3. Windsor, North Vancouver

**Level 3:**

1. Sutherland, North Vancouver
2. Windsor, North Vancouver
3. Argyle, North Vancouver

**Level 5:**

1. South Delta, Delta
2. MEI, Abbotsford
3. Brooks, Powell River

**Level 2:**

1. Correlieu, Quesnel
2. Moscrop, Burnaby
3. St. Thomas Aquinas, North Vancouver

**Level 4:**

1. Hugh Boyd, Powell River
2. Nanaimo District, Nanaimo
3. West Van Secondary, West Vancouver

**Individual All-Around Champions, Girls:**

**Level 1 Junior:**

1. Emma Rasines, Windsor
2. Paige Thexton, Georges P Vanier
3. Lily Vanderkuip, Argyle

**Level 1 Senior:**

1. Lara Vaziri, Crofton House
2. Jada McGregor, Georges P Vanier
3. Katrina Dang, Moscrop

**Individual All-Around Champions, Boys:**

**Level 1:**

1. Tom Eiserbeck, Sutherland
2. Nicholas Zaparniuk, Argyle
3. Arman Sinaeian, Windsor,

**Level 2:**

1. Sava Savkovic, Alpha
2. Darryl Lacoste, Correlieu
3. Manuel Manjarrez, Brooks

**Level 2:**

1. Robyn Goh, Windsor
2. Ava Nesbit, Earl Marriott
3. Kyra Carlson, Georges P Vanier

**Level 3:**

1. Olivia Dunley-Owen, Summerland
2. Hannah Brown, Correlieu
3. Mackenzie Long, Elgin Park

**Level 3:**

1. Kai Schulz, Windsor
2. Austin Smith, Argyle
3. Mattias Feigl-Schmidt, St. Thomas Aquinas

**Level 4:**

1. Filipe Herle, Hugh Boyd
2. Adin Brenner, Nanaimo District
3. Atrin Saghafi, West Vancouver

**Level 4:**

1. Kaylee Oberg, D.P. Todd
2. Chenay Wong, BurnsvieW
3. Rachel Peressini, Claremont

**Level 5:**

1. Rebecca Koschny, Kelowna
2. Amy Bates, R.A. McMath
3. Jessica Higgins, McMath Correlieu

**Level 5:**

1. Michael Frew, MEI
2. Douglas Forrest, Sutherland
3. Dylan Werner, Brooks

## APPLICATION FOR CHANGE OF LEVEL IN BCSSGA – 2019/2020

Name: \_\_\_\_\_ Male/Female: \_\_\_\_\_ Current Level: \_\_\_\_\_

Placement in B.C. Championships: \_\_\_\_\_ Year: \_\_\_\_\_ All around score: \_\_\_\_\_

School: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Date: \_\_\_\_\_

School Address: \_\_\_\_\_

Coach: \_\_\_\_\_ or Sponsor: \_\_\_\_\_

Rationale for application; (give all reasons for moving down a level)

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**Ruling:** Consideration will be given to those gymnasts who have placed in the bottom 15% (all around score) of their level at BCSSGA Championships, to move down a level. The gymnast must apply to the BCSSGA Commissioner **prior** to any competition in the current year, and receive a written approval **prior** to competition.

Send Application to: Terry Mitruk at tmitruk@sd44.ca

Coach Signature: \_\_\_\_\_ Phone No.: \_\_\_\_\_ :

### **FOR OFFICE USE ONLY:**

Approved by:

Date returned: