



Judging Handbook

*This publication is **UNOFFICIAL** and is NOT intended to take the place of USAG Rules and Policies, the JO or Xcel Code of Points or the Compulsory Handbook.*

Note that the NAWGJ does **NOT** make the rules for judging women's gymnastics, the USAG Technical and JO Committees are responsible for that task. Our job is to apply those rules.

ALWAYS refer to OFFICIAL USAG documents for current, official information.

*Information in this booklet was compiled from several sources by
Kerma Headrick, TN NAWGJ SJD
2014*

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NAWGJ

Women's gymnastics judging is a professional endeavor that requires dedication, commitment, and love of the sport. Judges are charged with the responsibility of assessing an athlete's performance fairly and competently. In order to maintain a high level of competence, judges must continuously participate in clinics and workshops, practice in gyms with athletes and coaches, and practice judge with videos, in gyms and at meets. All judges on the competitive floor have passed nationally developed examinations and are safety certified. Every judge fulfills educational and professional requirements annually and re-tests every four years following the Olympic Games.

This handbook provides information for prospective judges as well as experienced judges. It serves as a reminder of the high level of professionalism expected of Tennessee judges and provides references to information needed to remain active as an NAWGJ judge.

PROFESSIONALISM

As a judge, coaches, gymnasts, parents, volunteers and runners are constantly monitoring your behavior and actions. It is important that you maintain behaviors that communicate impartiality. Do not hug coaches, athletes, or parents while you are on the competition floor in uniform. What you say is ALWAYS overheard by someone! Make certain that your comments are always positive and not critical. Do not cause unnecessary attention to yourself; it is about the gymnasts.

GIFTS (2014)

Judges are not allowed to accept gifts in addition to the USA Gymnastics Judges' Compensation Package fees/expenses unless the gift does not exceed a retail value of \$20.00.

UNIFORM

We require that all judges, except first year judges, to wear the official uniform at USAG meets. First year judges must wear white blouse/shirt with navy pants or skirt, men are to wear white shirt with a tie and navy slacks. OFFICIAL pants may be worn at all invitationals unless otherwise noted by the Meet Director.

Theme Meets: Some meet directors will request that we wear "uniforms" as per their meet theme.....this is great, we will respect their request and have fun!

CELL PHONES

Please disable your cell phone while you are on the competition floor. Do not make or receive calls from your judging table. If it is necessary for you to make a call on your cell phone (emergencies only) please notify the Chief Judge or Meet Referee and leave the floor to place the call. 2004 if you carry your cell phone onto the floor it must be on vibrate.

BODY LANGUAGE AND COMMUNICATION

Refrain from talking to the other judge(s) while you are judging or coming up with your score. It is easy for observers to assume that you are talking about the athlete's performance and trying to influence the score of the other judge. Meet Directors are paying for independent judgments from every judge. Only comment on a routine when asked to do so by the Chief Judge in a conference situation.

Facial expressions are just as powerful as words. If an athlete makes a mistake, maintain a neutral facial expression even though it may sometimes be very humorous! Wrinkling your nose or sighing are all expressions that parents/coaches pick up on. It's courteous to smile at the gymnasts at the conclusion of their routine. Judges take a deduction if athletes do not salute judges at the end of a routine so give them the respect they deserve by acknowledging their signal when they finish their routine.

By the end of long meets, you may have a hard time looking alert. Try to maintain good posture throughout the entire meet and not sit with your head on your hand or slumped down in your chair.

SEATING ARRANGEMENTS

Stay at your event until the entire meet finishes. Do not walk around and talk to other judges and/or coaches if your event finishes early.

Check your seating arrangements and line of vision prior to the FIRST competitor. Once the first athlete competes, your seating arrangement must stay the same throughout the entire meet. Every athlete is entitled to be evaluated from the same viewpoints as all other athletes.

AFFILIATION

If you have a family member or team competing in the same meet you are assigned to judge, you have a responsibility to maintain a high standard of behavior that demonstrates fair and impartial activity. You will be required to take off the "MOM", "DAD" or "COACH" HAT and put on the PROFESSIONAL HAT. You may not acknowledge that you have a child or team in the meet. If your child is too young to understand these different roles, it would be wise to decline a meet in which your child or team is competing.

While you are in the NAWGJ uniform, you should not be seen hugging athletes (even if it is your daughter). Please do not use the Meet Director's telephone to call your home or gym to inform others of the outcome of your athlete's performance. Do not provide coaches or parents with information about the judging at a particular meet or event. If the coach would like feedback, the gym should invite you or another judge to the gym to evaluate routines and provide consultative assistance. The judgments that occur at a meet should not be shared with others.

AFTER THE MEET

Once the meet is over and you're back at home for the weekend, it's a nice gesture to send the meet director and volunteers a thank you note expressing appreciation for the hospitality. Running a meet is a big responsibility for parents and clubs and it's always nice to know that a judge appreciated their efforts.

JUDGES AS SPECTATORS

If you attend a meet to watch (not as a judge), you must pay for the meet as a spectator. Judges should not accept offers to enter a meet for free or reduced prices-this suggests a lack of impartiality. The only time you are admitted into the meet for free is when you are judging, practice judging or volunteering. Please do not ask the meet director for special favors.

It is best to refrain from providing information to other spectators about the judging while you are sitting in the stands. It's best to answer questions in a general manner rather than to comment on a particular athlete's routine or possible execution errors. The athlete's coach is the only person who should communicate execution errors to the gymnast. If a parent asks you a question, you can say it is different watching a meet as a spectator than as a judge and that, unless you have your pen in hand, it's hard to predict a score or apply a deduction.

IN-GYM EXPERIENCE (2013)

TN-USAG Board is requiring judges with one year experience to complete at least 3 hours of In-Gym experience for levels 3, 4, and 5. New judges must complete 6 hours In-Gym experience for levels 3, 4, and 5, and at least 9 hours for levels 6, 7, 8, 9 and 10 to be considered for assignments to Tennessee State Meets. These requirements are to be completed each year. Even if a judge coaches or works in a gym, it is helpful to go to another gym and observe how other coaches and gymnasts are approaching various elements and techniques. Judges should use the following procedures when arranging in-gym time:

- Contact the coach of the gym you would like to visit and ask if it is okay for you to come in. Explain the purpose of your visit and describe your objective for coming to the gym.
- Ask the coach the days and times of workout and the best day and time for you to come to the gym.
- Explain to the coach that this is a volunteer experience and you will not be obtaining scores or judging routines for the purpose of giving scores.
- Once you arrive at the gym, ask the coach where you can stand/sit to be unobtrusive yet have a good view of the athlete's workout.
- The judge's activities should be under the supervision of the coach. Ask the coach how he/she prefers to respond to questions. This should be an interactive experience between you and the coach yet should not distract the coach from responsibilities with the athletes.
- Remain professional at all times. Remember that the gym club is a business and professional behavior is expected.
- Ask the coach if he/she would like you to give any feedback based on your observations (if you have any) or if there is anything that would be helpful to reinforce from a judging perspective. Be constructive in all of your comments with the athletes.

PROFESSIONAL ASSOCIATION CONTACTS

NAWGJ: www.nawgj.org (Sign up for email updates)

USA Gymnastics: www.usagym.org (Check Women/rules for updates)

- Safety-certification required through USAG - \$65 (See USAG website for course dates or take online)
- USAG membership \$89
- NAWGJ membership - \$60
- Background check – varies from \$21.25 and up

TN NAWGJ: www.nawgjtn.org (Tennessee Judges Website)

Suggested Materials:

Compulsory book found on www.usagym.sportgraphics.biz/c-17-rules-jo-materials.aspx

JO Code of Points found on www.usagym.sportgraphics.biz/c-17-rules-jo-materials.aspx

DEM Cards (www.demcards.com)

Other judging materials (NAWGJ merchandise/library) www.nawgj.org

TN-NAWGJ GOVERNING BOARD 8/14

<i>POSITION</i>	<i>NAME</i>	<i>ADDRESS</i>	<i>PHONE</i>	<i>EMAIL</i>
<i>SJD</i>	<i>Sibby Lane</i>	<i>2121 Mark Lane Maryville, TN 37803</i>	<i>865-567-8417</i>	<i>sibbylane@gmail.com</i>
<i>ASSIGNOR</i>	<i>Jeana Rogers</i>	<i>2386 Skyview Dr. Maryville, TN 37803</i>	<i>865-719-9035</i>	<i>jeanalanerogers@gmail.com</i>
<i>MEMBERSHIP</i>	<i>Pam Hannan</i>	<i>1523 Claremont Dr. Maryville, TN 37803</i>	<i>865-235-7802</i>	<i>pamsh1@juno.com</i>
<i>WEBMASTER/ NEWSLETTER</i>	<i>Mary Phelps</i>	<i>1015 17th Ave. South Apt.1 Nashville, TN 37212</i>	<i>901-212-4639</i>	<i>tazinator_taz@yahoo.com</i>
<i>HOSPITALITY/ FUND RAISING</i>	<i>Shannon Osucha</i>	<i>1649 Meadow Chase Lane Knoxville, TN 37931</i>	<i>865-919-0072</i>	<i>saosucha@comcast.net</i>
<i>JUDGES' TRAINING</i>	<i>Dawn Roy</i>	<i>2812 Pedigo Place Thompson's Station, TN 37179</i>	<i>317-987-8008</i>	<i>Bdkttroy@live.com</i>
<i>SECRETARY</i>	<i>Jessica Lane</i>	<i>2751 Tuckaleechee Pike Maryville, TN 37803</i>	<i>865-806-2819</i>	<i>jcounts21@gmail.com</i>

JUDGING CPE AND PROCEDURES

Continuing Professional Education (CPE) Requirements:

1. Annual CPE's credits are required to test up to the next level and to be assigned to USA Gymnastics sanctioned events.
2. CPE credits will be calculated in actual clock hours.
3. The accreditation year will be defined as August 1-July 31
4. Required CPE hours are as follows:

Highest Rating Held	CPE Hours Required per Accreditation Year	Required Clinic Hours per Year	Max Number Clinic Hrs Allowed to Carry Over
Level 4/5	12	6	2
Level 6/7/8	12	6	2
Level 9	16	8	4
Level 10	20	10	4
National	20	10	4
Brevet	20	10	4

5. Clinic CPE hours will be defined as hours spent at a State, Regional, or Nationally organized events such as Congresses, Clinics, Courses, or Symposiums. These events must be publicized in advance and open to all judges in the state, region, or nation as applicable to the event (Exception: eligibility requirement must be met for judges' courses.)
6. All clinics require pre-approval from the appropriate State, Regional or National USA Gymnastics & NAWGJ Officer. A Clinic Approval Form must be signed by both and submitted a minimum of three (3) weeks prior to the clinic to the USA Gymnastics National Office.
7. It is the responsibility of each judge to pre-print the CPE Clinic Credit form prior to attendance at a pre-approved clinic session. Judges must present the Clinic CPE Credit form for a signature at the conclusion of the clinic. Clinical CPE activities are to be recorded on a Clinic CPE Credit form, which can be found on-line at <http://www.usa-gymnastics.org/women/judging>
8. Miscellaneous CPE hours may be acquired by the following:
 - a. Coaching (maximum 6 hours); to be signed by supervisor or club owner
 - b. In-gym observation, critiquing/consulting with coaches and gymnasts (maximum 6 hours); to be signed by the coach
 - c. Volunteering at a judging related activity (maximum 4 hours); to be signed by the event coordinator. Two of these four hours can come from service as a USA Gymnastics or NAWGJ Board member.

Video or live practice judging at a level equal to or higher than your current level (maximum 3 hours); to be signed by the supervising judge. Practice judging will require pre-approval from your USA Gymnastics State Chairman or NAWGJ State Judging Director. For pre-approval, simply send an e-mail to the appropriate officer requesting permission. Please note that live Practice Judging also will require pre-approval from the Meet Director. This is done by contacting the Meet Referee for the event and not by contacting the Meet Director. The practice judge should come prepared with all judging materials and wear the appropriate judging uniform.

Video Practice Judging will be recorded in hours and requires written verification from the supervising judge.
9. Miscellaneous CPE activities are to be recorded on the Miscellaneous CPE Credit form, which can be found on-line at <http://www.usa-gymnastics.org/women/judging>, or may be obtained from your state CPE Coordinator.
10. The CPE Coordinator is responsible to send a master list of all judges who have successfully completed their annual CPE requirements to the USA Gymnastics National Office, the respective SJD, RJD, and the respective USA Gymnastics State and Regional Chairman by July 31.
11. If a judge does not complete all of their required CPE hours within a given year, they may apply CPE hours from the successive year to make up for the hours they were lacking. When completed, they must still send the proper documentation to their CPE Coordinator. Note that CPE hours cannot be used twice, meaning, if hours are being used to make up for a deficit previous year, those same hours could not be applied to the current year as well.
12. The National Office will conduct audits each year that will require randomly selected judges to submit actual documentation of the CPE to the USA Gymnastics National Office, as reported on their Annual CPE Record Form. Failure of a judge to provide documentation of actual CPE hours as reported will be subject to disciplinary actions as stated in Article 9 of the USA Gymnastics Bylaws.
13. Should a judge exceed the minimum number of clinic hours necessary in an accreditation year, they may carry forward the appropriate number of clinic hours allowed by level. Excess miscellaneous hours may not be carried over.

Continuing Professional Education Tracking:

1. Each judge is responsible to keep accurate records of their CPE, including documentation of attendance at approved CPE experiences. Documentation should correspond to the hours submitted on the Annual CPE Record Form.
2. Each USA Gymnastics State Chairman will be responsible for designating a USA Gymnastics CPE Coordinator. CPE Coordinators must be proficient in Excel. The CPE Coordinator will maintain a list of all the judges in the state, the number of CPE hours they complete each year, and the number of clinical hours they will carry forward to the next year.

Each judge is responsible for recording a summary of their total annual CPE hours by category, recorded on the Annual CPE Record Form, and submitting their form to their respective CPE Coordinator by June 30 of each year. The Annual CPE Record Form is available on-line at <http://www.usagym.org/women/judging>, or may be requested from the CPE Coordinator

CPE TO BE TURNED IN BY JUNE 30TH OF EACH YEAR TO: PAM HANNAN, 1523 CLAREMONT DRIVE, MARYVILLE, TN 37803

PRACTICE JUDGING

- *You must wear your NAWGJ uniform. If you are a first year judge and do not have a uniform you must wear a white top and navy skirt.*
- *You must be a USAG professional member*
- *You must obtain permission from SJD and Meet Director*
- *You are responsible for all of your own expenses.*
- *Come prepared to judge with all the necessary supplies/judging forms.*
- *When you arrive, introduce yourself to the Meet Director and Meet Referee.*
- *Confer with the MR for proper placement on the floor during the meet.*
- *The practice judge may judge one or more sessions on a given day.*
- *A session is defined as a minimum of eight (8) gymnasts per squad. The practice judge must judge minimum of 8 athletes on vault, bars, beam and floor and must rotate to a different event each rotation. A meet with Capital Cup format with two squads of 8 or more is considered two sessions.*
- *Level 9 judges must judge with a Level 10 or higher rated official at a Level 10 or higher meet.*
- *Level 8 judges must judge with a Level 9 or higher rated official at a Level 9 meet.*
- *Only one practice judge per event is allowed.*
- *Practice judging a meet where you are a coach of a participating team is **NOT** permissible if your team constitutes 33% of the gymnasts in a given squad.*
- *Please adhere to a professional code of conduct while practice judging and do not distract the working judges from their duties.*
- *If you have questions, hold them until all gymnasts in the rotation have competed or until the end of the meet. Do not ask questions while the competition is in session.*
- *College competitions are not permissible for practice judging because the colleges utilize a different set of rules. Exceptions are possible in states with a low number of Level 10 athletes.*

PRACTICE JUDGING PER TN-USAG GUIDELINES FOR NEWLY RATED JUDGES (11/2013)

Before judging a USAG sanctioned meet in Tennessee, new compulsory judges are required to either:

- 1) Practice Judge two sessions at Judges Cup or other meets with another experienced judge
- 2) Or may judge video/live gymnasts with another experienced judge – Compulsories: 6 routines per event/per level (3-5)
- 3) Or a combination of the number 1 and 2.

Each judge must have a higher rated official sign off on his/her practice judging sessions and send one copy to each:

Kerma Headrick, 309 Oak Glen Circle, Maryville, TN 37803

Sibby Lane, 2121 Mark Lane, Maryville, TN 37803

Before judging a USAG sanctioned meet in Tennessee new level 7/8 and 9, 10 judges must practice judge at least 8 gymnasts/event/level at a USAG sanctioned meet. Each judge must have a higher rated official sign off on his/her practice judging sessions and send one copy to each:

Kerma Headrick, 309 Oak Glen Circle, Maryville, TN 37803

Sibby Lane, 2121 Mark Lane, Maryville, TN 37803

TESTING GUIDELINES

General Guidelines:

- ♦ The accreditation year will be defined as August 1 July 31
- ♦ Judging certification ratings are good for 4 years, beginning the summer following the Olympics. Each re-certification year all levels are required to retest and pass at the levels percentage to retain the current certification. The judge can also test up a level if applicable. Level 4/5 ratings are good for 8 years from first year of testing.
- ♦ An individual that has never held a rating may test at the Compulsory Level 4/5 and/or at the Optional Level 6/7/8. Both are entry levels.
- ♦ Individuals may choose to become rated for the optional level only. A Level 4/5 rating is not required.
- ♦ Examinees may take the written and/or practical test for a specific level a minimum of four (4) times per accreditation year in the attempt to pass.

Ratings Overview

Level	Rating Pre-reqislte	Minimum Age	Written	Practical (Video)
4/5	NA	16	70%	NA
7/8	NA	16	70%	70%
9	7/8 for 12 Months	18	76%	75%
10	9 for 12 Months	20	80%	80%

Compulsory Level 4/5

- Must be a minimum of 16 years of age
- Must take a written exam and achieve a minimum score of 70%
- Once a rating is achieved, a judge is certified to judge USA Gymnastics JO Compulsory Levels 1-5

Optional Level 6/7/8

- Must be a minimum of 16 years of age
- Must take a written exam covering both Level 7 and 8 and achieve a minimum score of 70%
- Must take a practical (video) exam showing Level 8 exercises only and achieve a minimum score of 70%
- Examinee is not required to take both parts at the same time, nor are they required to repeat any part previously passed

Optional Level 9

- Must have held an Optional Level 6/7/8 rating for a minimum of twelve (12) months.
- Must meet the Continuing Professional Education (CPE) requirements of 12 hours (minimum 6 clinic hours)
- An exception to the above (2) requirements will be made for any former or present Level 10 or Collegiate Regional coach, or Level 10 senior gymnast. Those qualified individuals may begin testing at Level 4/5 and Level 9 concurrently. Level 10/Collegiate coaches and eligible athletes must complete an Exemption Eligibility Form, which is available on-line at www.usagym.org/women/judging A USA Gymnastics National, Regional, or State officer must sign off on this form prior to testing. This form must be brought to the test site and given to the Test Administrator prior to administration of the test.
- Must be a minimum 18 years of age
- Must take a written exam and achieve a minimum score of 76%
- Must take a practical (video) exam and achieve a minimum score of 75%
- Examinee is not required to take both parts at the same time, nor are they required to repeat any part previously passed
 - May achieve a Level 6/7/8 rating provided the minimum score of 70% is met on both test parts*
 - Once a Level 9 rating is achieved, judge is certified to judge USA Gymnastics Junior Olympic Optional Levels 6, 7, 8 and 9.*
 - Must pass the compulsory 4/5 test in order to also earn a Level 4/5 Compulsory rating*

Optional Level 10

- Must have actively held an Optional Level 9 rating for a minimum of twelve (12) months
- Must meet the Continuing Professional Education (CPE) requirements of 16 hours (minimum 8 clinic hours)
- An exception to the above (2) requirements will be made for any former or present Elite Coach or Senior Elite gymnast who participates at a National Elite Classic. Those qualified individuals may begin testing at Level 4/5 and 10 concurrently. Elite Coaches and eligible athletes must complete an Exemption Eligibility form, which is available on line at www.usagym.org/women/judging A USA Gymnastics National, Regional, State officer must sign off on this form prior to testing. This form must be brought to the test site and given to the Test Administrator prior to administration of the test.
- Must be a minimum of 20 years of age
- Must take both the practical (video) and written exam. Must receive a minimum score of 80% on each examination part. Examinee is not required to take both parts at the same time, nor are they required to repeat any part previously passed.
- May achieve a Level 6/7/8 rating provided the minimum score of 70% is met on both test parts or a Level 9 rating if the minimum scores of 76% on the written & 75% on the practical are achieved.*
- Once a Level 10 rating is achieved, judge is certified to judge USA Gymnastics Junior Olympic Optional Levels 6, 7, 8, 9 and 10*
- Must pass the compulsory 4/5 test in order to also earn a Level 4/5 Rating*

National Judge

- National level judges must have actively judged Level 10 for two Olympic cycles and must have successfully completed the national judge's exam/course.

Brevet Judge

- By invitation of USAG only

MEET ASSIGNMENT PROCEDURES**Eligibility for Assignment**

A judge will be assigned to meets if copies of all current membership cards are on file with the SJD and the membership chairman and a judge has fulfilled all CPE requirements.

Before judging a USAG sanctioned meet in Tennessee, new compulsory judges are required to either:

1. Practice Judge two sessions at Judges Cup or other meets with another experienced judge
2. Or may judge video/live gymnasts with another experienced judge – Compulsories: 6 routines per event/per level (3-5)
3. Or a combination of the number 1 and 2

Each judge must have a higher rated official sign off on his/her practice judging sessions and send one copy to each:

Dawn Roy, 2812 Pedigo Place, Thompson's Station, TN 37179
Sibby Lane, 2121 Mark Lane, Maryville, TN 37803

Before judging a USAG sanctioned meet in Tennessee new level 7/8 and 9, 10 judges must practice judge at least 8 gymnasts/event/level at a USAG sanctioned meet. Each judge must have a higher rated official sign off on his/her practice judging sessions and send one copy to each:

Dawn Roy, 2812 Pedigo Place, Thompson's Station, TN 37179
Sibby Lane, 2121 Mark Lane, Maryville, TN 37803

AVAILABILITY, CONTRACTS, & MEET PROTOCOL

Each year in mid-summer Judges will be asked to submit resumes & update availability on the judging website www.nawgjtn.org for the upcoming season. Each judge must also update all their memberships and update the expiration dates on the website before they will be assigned. When you are assigned to a meet, you will be notified and then will fill out the blank contract will be sent to you stating the date, level and type of meet. If you are available to judge the meets, fill in the blanks and return it to the assignor prior to the deadline date listed. If you are not available to judge the meets, simply place a note next to the appropriate date or on the contract itself and return it to the assignor.

Meets will be assigned as per the following:

- Meet director preference
- Rating and seniority from brevet to level 4/5
- Availability of judge and CPE
- 2015-2016: Assigning multi day meets, see chart on nawgjtn.org

- The above will be followed assuming all have met in-gym requirements, have turned in availability forms and are current in all memberships

Meet Information

Approximately 7-10 days prior to the meet assigned, the meet referee/sjd/meet director/assignor will send you all information regarding the meet; meet schedule, hotel arrangements, meals, etc. If you do not need a room please inform the Meet Director so that they will not be charged for a room that is not needed.

Once you know what event you will be judging, it is important that you take the time to prepare properly for the meet. Please review and study the routines, practice judge in a local gym or with video, and come to the meet prepared and knowledgeable of all rules and updates. It is your responsibility to provide your own supplies, not the meet director.

Replacements

In the event that you must cancel a meet please inform the SJD or the assignor AS SOON AS POSSIBLE so that we can replace you on the meet.

If you must pull off a meet, you must pull off the entire meet. It is NOT permissible to judge one day and bring in a replacement for another day unless approval is given by the SJD

Payment

The Meet Referee assigned to the meet will determine the number of hours for which you will receive payment. During the meet she/he will explain to every judge how to fill out your vouchers for payment. An explanation of the USA Gymnastics Judge's Compensation package is listed in USA Gymnastics Women's Program Rules & Policies.

State Meet Assignments (9 judges at the compulsory levels and 17 judges at optional levels)

Judging panels for state meets are assigned by the TN-USAG Board based on the following:

- Availability of judge
- Head judge availability; most experienced judges assigned first
- Rating of judge
- Active judging of USAG meets during current season at appropriate level
- Professional development activities of judges
- Affiliation (not assigned as chief judge if affiliated)
- Geographical representation (as a consideration)

Regional Meet Assignments

In order to be eligible to judge a regional meet in Region 8, a judge must have in-gym experience in addition to meeting all other CPE requirements and submitting a tracking form. Each experience must be a minimum of two hours. The level of gymnasts must be equal to or greater than the level of the meet the judge wishes to be considered for. A maximum of 3 hours may be from a Regional, National Elite or JO Training Camp. A Training Camp may only count for either in-gym experience or clinic experience but not both. A judge must attend at least one of the designated clinics as per the Regional Board; Region 8 Congress, Region 8 Training Camps, USAG Congress, or an approved clinic by the RTCC. NOTE: Level 8 assignments: 2 judges from each state are assigned to this meet.

Regional assignments are determined by the RTCC in consultation with the USAG Regional Board. Judges for level 10 Regionals are selected from among the most qualified, regardless of state. NOTE: at least 1 judge from each state is assigned to this meet.

National Assignments

Level 10 Nationals and Level 9 Easterns are based on recommendations from the USAG Regional Board and selected by the USAG National Office. A rotation system is used with judges who received assignments in the previous year placed at the bottom of the rotation for the future year. Should a judge who would be in a slot eligible for assignment make the decision not to take the assignment, or not judge once assigned, the judge will automatically be dropped to the bottom of the rotation. Should an emergency situation occur and cause the judge to miss his/her assignment, the next judge in the rotation will move up. The situation will be presented to the board to determine if the effected judge takes the rotation slot or the replacement judge or is dropped to the bottom of the rotation.

The number of judging slots received by Region 8 is filled based on the corresponding number of judges at the top of the judges' rotation. Criteria for selection include: In-Gym experience, volunteer work at training camp (written requests for a waiver may be submitted to Marian Dykes for consideration by Regional Board), active judging at the USAG JO level, and acceptance of assignment to Regional Championship in the current year.

TRAVEL ARRANGEMENTS

Mileage

No mileage is paid for the first 30 miles except in those carpooling, wherein there is no deduction of the 30 miles (see carpool guidelines). A standard rate is negotiated between NAWGJ and USAG and is paid to the driver. The total mileage should not exceed the cost of an airline ticket to the same location.

In the case of a competition spanning two or more days, if lodging is provided to the judge by the Meet Director and the judge chooses to return home and drive back the second (and successive) days, round-trip mileage will be paid only once unless pre-arrangements have been made with the contracting official and the Meet Director. No other expenses (such as baby-sitters, car repairs, car rental, and reimbursement for lost salary) will be paid.

Per Diem: Meals

Judges with dietary restrictions should bring their own meals to meets. If you do not like the meals provided, you are not entitled to per diem nor should you ask the Meet Director or helpers to go out and get you something different (See USAG Rules and Policies page 97). Alcoholic beverages are not reimbursed.

Day/Local Meets:

Per Diem is not paid for competitions that require the judge to be at the meet site for less than 3 hours unless round trip mileage is 100 miles or more. These rates apply regardless of departure or arrival time to the judges' home. Unless meals are provided at the meet, per diem compensation should be paid to the judge at a rate of:

\$15.00 diem-when on site responsibilities are at least 3 hours but less than 8 hours. (Time begins with report time to include meetings and competitions.)

OVERNIGHT: \$40.00 diem-when on site responsibilities are 8 hours or more. \$15.00 per meal (up to maximum of \$40.00 per day) is assessed for any meals not provided by the Meet Director. Reimbursement for breakfast is not considered for day meets which the judge travels to and from the meet site in one day.

2016-2017 \$15.00 per meal (up to maximum of \$30.00 per day) is assessed for any meals not provided by the Meet Director.

Overnight Meals

All meals not provided by the Meet Director are compensated at a rate of \$15.00 per meal to a maximum of \$40.00 per day.

Hotel Arrangements

The meet referee will provide you with hotel information for needs requiring overnight lodging. The meet referee will try to obtain the hotel information and phone number and put it on your meet information, but sometimes this is not always available. Should this be the case, once you arrive at the meet site, the meet referee or meet director will be able to give you this information.

If you can reach the meet site by leaving your home at a reasonable time without lodging, you will not be assigned to a hotel room. If you live more than 50 miles from the meet site, then the meet director will provide you a room. If you indicate that you need a room and do not cancel with the Meet Director in advance and the Meet Director has to pay for your room, he/she has the right to deduct the cost of the hotel room from your check.

In a two- day or longer meet, you may be expected to stay at the hotel if the Meet Director is obtaining a complimentary room. In this case, mileage would only be paid for one round trip even if you should choose to go home each day. Likewise, it is not the Meet Director's responsibility to provide a hotel room for you just to avoid an early morning drive if you live within a reasonable travel time to the meet site.

If you anticipate that a meet is going to end late (past 9:00 PM) and require you to stay overnight at the meet city, please let the Meet Director know so that arrangements can be made for you to stay overnight on the last night of the meet. Because there are a number of factors that must be considered in determining overnight stay following late-night meets, no set rule is in place and judges and Meet Directors are asked to use common sense. This is a safety issue for judges and Meet Directors and the decision must be made with the safety of the driver/carpool as the highest priority.

During a meet if inclement weather prohibits you from leaving the meet site, a hotel room will be provided by the meet director. If while traveling home, the carpool must stop due to inclement weather, the meet director will be responsible for the hotel room. Please inform the meet director of the situation and submit the expense to be reimbursed.

Be Considerate of Your Roommates

When sharing a room with other judges, it will be helpful if you:

- 1.) Don't monopolize the bathroom in the mornings. Let all roommates have an opportunity to visit the restroom early before you shower, put on makeup, dry your hair, etc.
- 2.) Do your makeup, hair, etc. outside the bathroom when the hotel room has dressing mirrors outside the bathroom area. This will allow your roommate time to use the bathroom facilities.
- 3.) Don't invite others to the room at night if your roommate wants to sleep. If you want to socialize, go to the lobby or elsewhere.
- 4.) If you bring food to your room, remove the leftovers before going to bed so the room doesn't smell like a fast food restaurant all night and the next morning.
- 5.) If you will be arriving in the middle of the night, let your roommate know in advance so they won't be startled when you enter the room
- 6.) If something in the room needs repaired, contact the hotel front desk right away; don't rely on your roommate to do this for you.
- 7.) Flush the toilet after each use (can you believe it's necessary to put this in this manual!).

8.) Clean up after yourself.

Family Members and Travel/Hotel

If you want a family member or friend to travel with you to a meet or you wish to stay in a hotel room with a family member or friend on the way to or during a meet, the following procedures are **REQUIRED**. Please do not ask other judges, the assignor or the SJD for an exception to these procedures. Such requests put pressure on these people to comply with your request when they may prefer not to.

- 1.) You cannot take ANY family member in a carpool being paid for by the Meet Director. Don't even ask the driver for an exception. If you want to travel with a family member or friend, you will have to drive to the meet site on your own and you will receive no reimbursement for mileage or gas. If you are the carpool driver and wish to take your family or friend, you must call the assignor and relinquish that position and receive no mileage or gas.
- 2.) Hotel rooms are not furnished for family members. If you have been assigned to a room and you bring your family along, you as a judge, can stay in the designated room but NOT your family. A judge may stay with his/her family member but the judge must assume responsibility for making hotel reservations and paying for the room.
- 3.) Please do not take food from the judge's table to feed your family members. If meals have been arranged by the Meet Director in an off-site facility (restaurant), family members are not to accompany judges.
- 4.) Family members are not permitted in the judge's room. If you want to spend time with them during the breaks, you will need to meet with them outside the judge's room.
- 5.) Family members that wish to attend and watch the meet must pay. They are officials or participants; therefore, they must pay as a spectator. Do not ask for special privileges.

Carpools

2016-2017: RULES AND POLICIES: It is requested that judges consider carpooling whenever possible. If a judge chooses not to carpool for any reason, mileage will not be paid to that unless prearranged with the contracting official and the Meet Director.

When assigned to a meet, you will probably be asked to carpool with other judges in your area. Carpools are recommended to help Meet Directors maintain reasonable costs for the meets. 2016-2017: MEET DIRECTORS WILL TELL ALL MEET REFEREES HOW MANY CARS FROM EACH AREA. The carpool driver will be reimbursed at the current mileage following the reimbursement guidelines contracted by NAWGJ. The organizer is to contact all riders to let them know when to meet the carpool and where. If your organizer does not call you at least two days prior to the meet, please initiate contact yourself to coordinate the arrangements.

- If a judge chooses not to carpool for any reason, mileage will not be paid unless prearranged with the contracting official and the Meet Director (USAG policy).
- **2016-2017: Area judges will get together and decide who will drive. Driver is responsible for contacting others in the carpool to coordinate carpool arrangements as soon as possible upon receiving meet information.**
- If carpool participants change, the assignor should be notified to make sure no one is left without transportation.
- Only judges assigned to the meet may drive in the carpool (judges who will be practice judging may participate in the carpool upon request to the assignor, the practice judge must meet the carpool at the designated point of departure).
- It is recommended that the carpool have at least one cell phone. This is for emergencies and to call a judge if they are late getting to the departure site.

- *Cars used for carpooling should be clean and free from clutter.*
- *Judges who are worried about the driving practices of the carpool driver should notify the driver immediately and request a change in behavior. If the judge continues to drive in an unsafe manner, the concerned judge should notify the SJD. If complaints are received about driving practices of a judge, that judge may not be assigned as a carpool driver in the future as a matter of safety for our judges.*
- *If you have a long drive and you help with some of the driving responsibilities (you drive the organizer's car), they are under no obligation to split the mileage with you. Drivers' cars should be clean and in good, safe running condition.*

CARPOOLING & CELL PHONE POLICY (2012)

- *Cell phone use should be limited while in the carpool. Brief conversations are allowed while driving, but not more than 2 minutes.*
- *Not texting while driving (Against the Law)*
- *Be considerate of others in the carpool and limit cell phone use if riding.*
- *The safety of others is in the hands of the driver. There should be no clowning around if you are driving.*
- *It is highly recommended that hands free mode be used while driving.*

Departure Time

- *The departure time for the carpool should be established by calculating the travel time to the meet site plus adding 20-30 minutes to accommodate carpooling arrangements/transfers. The carpool driver has the responsibility to select a departure time that will allow timely arrival at the meet site without having to drive too fast for the conditions.*
- *The departure time for the carpool should not be more than 30 minutes above the estimated travel time unless there is mutual agreement of all participants. The carpool driver may not set the time so early as to cause other carpool participants to have to back out of the carpool and drive alone.*
- *For carpools requiring an overnight stay the night before the meet, the carpool driver should try to establish the departure time so as to be at the hotel no later than 10:00 PM.*
- *If ALL carpool participants agree that they want to leave earlier than the guidelines suggest (for personal reasons; shopping, side trips, etc.) they may only charge for meal expenses that fall within the time period of the carpool guidelines.*
- *If the carpool driver or participant in the carpool is delayed, the delayed judge must call the carpool driver or other carpool participant to notify them of the delay and give an estimated time of arrival. The carpool driver must make a decision at that time as to whether the carpool will leave without the delayed judge or wait until the judge arrives. Common sense will be the guiding rule for such decisions.*
- *If the carpool judge is unable to make contact with the carpool by phone to inform them of the delay, the delayed judge should call the meet site and leave a message for the carpool driver. The carpool driver, in turn, should call the Meet Director to find out if a message has been received from the delayed judge before leaving the departure site.*
- *If a carpool participant is unable to join the carpool in a timely manner, the participant should continue to drive to the meet by himself/herself. Mileage may not be claimed. The delayed judge will continue to try to make contact with the carpool/Meet Director to inform them of the status of their arrival.*
- *If a judge has not contacted the carpool and has not arrived at the departure site within 20 minutes of the designated departure time, the carpool should depart for the meet.*

- The carpool driver should contact the Meet Director, the assignor, or the SJD (whoever is available) to notify them of the problem with the carpool. These individuals can continue to attempt to make contact with the delayed judge to ensure his/her safety.

NAWGJ: MISSION, GOALS, & MEMBERSHIP

Mission

It is the mission of the National Association of Women Gymnastic Judges to provide professional development for its members and to support and promote women's gymnastics in the United States. This Mission will be accomplished by:

- Providing the membership with education, communication, and representation.
- Contracting Officials to various organizations with gymnastic programs upon request.
- Providing other services to the gymnastic community.

Goals

The National Association of Women's Gymnastics Judges (NAWGJ) works at the local, state, regional and national levels of the United States, servicing the gymnastics community and its judges. The goals of the NAWGJ are:

- Teaching and training its members thereby promoting judging excellence.
- Functioning as a service organization to the entire gymnastics community.
- Disseminating judging information.
- Assigning officials to competitions.
- Promoting interest in the sport of gymnastics

NAWGJ membership fee- \$60.00/year - www.nawgj.org - follow the Membership link to join

Benefits of NAWGJ Membership

- Assignment to meets according to the rating attained.
- Copy of the Judges Operating Guide which includes the NAWGJ Constitution, Operating Code, Code of Ethics, Fee Structure, and other forms and important information.
- Professional Liability Insurance is provided to all members. Coverage is \$500,000 per occurrence and valid only for documented activities and competitions assigned by NAWGJ.
- National Website. This will keep you abreast of rule changes, NAWGJ Board Minutes, NAWGJ Symposium information, USAG Updates, Errata's Clarifications, Congress updates, etc.
- Local newsletters. You will receive newsletters specific to your local area. Each State Judging Director (SJD) is responsible for keeping his/her members informed on trends, clinics, workshops, and meet assignments.
- Education and training. NAWGJ provides training and education at the State, Regional, and National levels.
- NAWGJ library. NAWGJ provides a library with a wealth of information from study tools to videos for review.
- Representation—NAWGJ members are represented on the following committees: Women's Technical Committee of USA Gymnastics (USAG)
Women's Program Committee of USAG
USAG Executive Governing Board

Responsibilities

- ◆ YOU are responsible for your own judging career. YOU must keep your required

- memberships and ratings current and take care of any financial reporting, such as taxes, etc.*
- ♦*Return contracts promptly.*
- ♦*Carpool when requested to do so.*
- ♦*Be prepared for your assignments.*
- ♦*Be on time.*

NAWGJ Canons - Reviewed, Refined, Reinforced

What are our Canons, you ask?• Canons are acceptable criteria or rules of judgment as pertaining to our behavior as professional gymnastics judges.• We have always had them but our National Governing Board (actually the Constitutional Committee) has reviewed them and clarified them. Basically the Canons say that we should respect the gymnasts, coaches, other judges, support staff at a meet (e.g., parents, siblings, etc.), spectators, and vendors – even aliens if they show up!• Our job, as judges, is to show up prepared, judge to the best of our ability without bias or even the appearance of bias, and go home.• Meets, judgments and people at the meet are not to be discussed. Canon Comments are courtesy of Hilary Carlson, RJD Region V.

They are the 16 rules judges should live by and most are common sense. They tell us what we can do, when you can do it, and whom you can do it to! Other comments are courtesy of the 2011 SJD meeting as recorded by Brenda Eberhardt, SJD LA

CANONS

CANON 1: A judge should assist in maintaining the integrity and competence of the profession of judging women's gymnastic events.

It is SO important that we all appear, and are, as fair as possible. This is especially hard for those of who have judged for a while. We know coaches and their families and we truly like each other. But when we walk out on the floor we cannot hug them or chat with them. To the new parent in the stands it looks as if we favor one team over another. To parents who are helping at our event it looks like their team will not get a fair judgment. Remember, perception is reality!!

Always be aware of where you are, what you say, to whom you say it, and most importantly, how it could be interpreted.

CANON 2: A judge should assist the Association in fulfilling its duty of making judges available for women's gymnastic events.

Be available when needed. Judge whenever you can when you are asked to do so. Judges should make themselves available as much as possible. We get paid quite well for a part-time job. If we can't fulfill the Meet Director's request when requested to do so, we aren't fulfilling our duty.

CANON 3: A judge should assist in improving the system of judging women's gymnastic events.

Help other judges whenever you can. Share your knowledge with others.

CANON 4: A judge should avoid even the appearance of professional impropriety.

Don't advertise other gyms or schools. Don't talk about other gymnasts. Don't do ANYTHING that could be interpreted as improper.

CANON 5: A Judge should be well qualified in gymnastics, know the rules and be thoroughly prepared for each assignment.• Each team, meet contestant and participant, as well as the spectators, are entitled to the official's best efforts to administer the rules of the sport.

Do your best to hit all 4 events early in the year. We should not be specialists at one or two events!

Be well prepared for a meet - you can't give your best effort if you have a hangover! Keep your materials updated at all times. Don't wait until the night before a meet to review your materials.

CANON 6:• A judge should prepare for each judging assignment and should, thoroughly study, attend clinics, and keep her/his judging knowledge current.

Look over your notes from your summer clinics, the updates, compulsory text and all rules. Don't wait until the night before the first meet of the season. Make sure that you are judging exactly the same way at

the beginning of the season as you did at the end of last season. Don't be easier on gymnasts because it's the beginning of the season (or because you forgot deductions). Gymnasts' performances and scores should improve throughout the season.

Keep your knowledge current. Attend events related to judging especially Regional and National NAWGJ Symposiums as well as Regional and National USAG Congresses. We should spend extra time preparing to judge Xcel meets since they may very well be the hardest things you will judge all year!

CANON 7:• A judge should fulfill all assignments accepted and be punctual. A judge should also attend all judging and other meetings which are intended to promote a well ordered and conducted meet or event.

The reason we have a report time a half hour before the meet starts is for a judges' meeting. Make sure you utilize it. We can catch up personally later in the day!

Show up on time and do what you are supposed to do to fulfill your assignment. Call the Meet Referee if you are running late.

CANON 8:• A judge should be alert at all times, quickly yet accurately produce her/his scores and have a basis for the scores derived and prepared. If a legitimate need should arise, the judge should explain and support such scores by working through conferences and dealing with inquiries in a dignified, professional manner.

Be alert, quick, and accurate. Make corrections when asked to do so. DON'T SIT TOGETHER! The WTC has specifically said the judges cannot sit together, especially at Floor Exercise.

CANON 9:• A judge should not solicit meets for herself/himself or for others.

You CANNOT ask to be put on a meet, no matter how innocently! This really puts the meet director in a bind. Some feel that if you ask to be on a meet and you aren't assigned, you will score them lower in future meets. Again, it is perception.

We CANNOT request contracts for specific meets. Common courtesy such as telling the Meet Director, "Thank You" when the meet is over, is great, but we may NOT say things like, "Thanks, hope to see you next year, Sure would love to judge your meet, I'll not charge mileage if you request me to judge your meet, My friend and I can come together and You can save on mileage if you request us to judge your meet", etc. Please be aware that sometimes the Meet Director will want to please you and say, "I'd love to have you judge my meet" and then not request you. That situation makes hard feeling on all sides and we have requested they refrain from that practice.

CANON 10:• A judge shall be completely unbiased.• A judge should not give any appearance, especially at a meet, of any particular friendship with any coach or competitor.• Also, a judge should decline any assignment in which affiliation with a team or individuals would tend to influence the judge's ability to be fair and objective.

99.9% of judges are fair and honest. However, every time a parent, gymnast, or coach sees a judge looking like there is a bias, that is their reality. Please remember that. Be nice to everyone!!

Always be unbiased in your evaluations. If the outcome of the meet means more to you than being fair and honest, don't accept the contract to judge the meet. Don't be overly friendly with coaches and gymnasts while in uniform at a meet.

CANON 11:• A judge should treat gymnasts, coaches, judges, promoters and spectators with respect. A judge should respect the privacy, property and feelings of any judge or other person with whom such judge is living during the event being judged, and should not do anything which would embarrass or offend such person.

Do not second guess a judge at another event.• If you think they missed someone spotting a vault, it is not up to you to talk with other people about it. •If you feel strongly about it and were in a perfect position to see it, talk with the judge privately and then let it drop.• You are paid to do your event only.

Treat everyone with respect. "Don't be cruel." Don't ever put down another judge, but especially at a meet or within earshot of others.

CANON 12: •A judge should at all times both look and act professionally. •A judge should maintain a neat and well-groomed appearance when judging. He/she should wear the uniform of the Association (except where other dress is permitted).

Look professional. • That doesn't just mean a clean uniform, unwrinkled blouse, etc. • It means look as if you are interested in what you are doing. • Do NOT judge with your head resting on your hand. • Keep your head up and smile at the gymnast when they are done – we expect them to salute us with a nice demeanor.

Look and act professional. Wear the official uniform. Be neat at all times. Take a shower, wash your hair, get the wrinkles out of your clothes.....just look as good as possible!

CANON 13: • A judge should not be overly officious. She/he should not criticize other officials or attempt to explain other officials' judgments.

If a coach or anyone else comes and asks your opinion of another judge's score, do not comment. • Tell them they need to speak directly to that judge. Do not sit in the bar after the meet with coaches making comments like "I was the high score on your girls."

Officious means being objectively aggressive in offering unsolicited advice. Naturally this is not a trait judges should aspire to having. We can all learn something new every day...don't offer your opinion on everything or think and act like you are a know-it-all.

CANON 14: • A judge should confine her/his duties to the purposes of judging; i.e., coaching or meet directing are not included in a judge's responsibilities.

Be nice to your timers and flashers. • Most of the time they have not a clue what to do and are scared to death. • Assure them that a mistake will not cause the fall of the world and BE PATIENT!!

Once you accept an assignment for a meet your only job is to judge....not to act as the Meet Director, run the Computer, be the Scorekeeper, etc. You can only wear one hat at a time.

CANON 15: • A judge should never consume alcoholic beverages or drugs prior to a judging assignment where such consumption is evident by odor, conduct or appearance.

It should go without saying that alcohol &/or drugs have no place at the meet site. You must be clearheaded and not loopy when you judge.

CANON 16: A judge should exercise good judgment when using social networking media (Facebook, Twitter, blogs, texting, e-mail, etc.) i.e. avoid communicating with coaches or gymnasts during, before or after a competition; or refrain from making inappropriate statements about fellow judges, coaches, gymnasts, clubs or parents.

This is our one new Canon (#16). • Social Networking is an extremely powerful tool. • When something is put on the Internet it can go anywhere. • A judge should NEVER put something on the Internet that:

1. Shows disrespect to anyone
2. Gives any appearance of bias.

When you say a meet was poorly run you are disrespectful. • When you complain about the food, you are disrespectful. That is probably the height of rudeness. • Most clubs bend over backwards to take good care of us. • If you need chocolate, bring it with you! When you contact a gymnast or a coach after a meet to compliment them on a routine, you are showing bias. Use "common" sense."

Remember the old but true adage.....

If you can't say something nice, Don't say anything at all!

Watch what you say on the Internet. It is FOREVER. Messages can be copied and forwarded. Don't ever say or do anything that you would be embarrassed to have the world know you did or said. Don't ever post ANYTHING about a meet you judged, either positive or negative. Negative doesn't need any more explanation and positive could be interpreted that you were cheating for a particular team.

Use GOOD judgment - Don't do or say STUPID things!

Remember – we are good, we are strong, and, doggone it, people like us! The more prepared and knowledgeable we are, the more we can relax and enjoy our job.

Think about the 6 P's of Success and put them into practice.....

Proper Prior Planning Prevents Poor Performance! True for athletes and judges alike!!

