

# **OREGON NAWGJ ASSIGNING HANDBOOK**

## **FIRST EDITION<sup>1</sup> 2025-2026**

### **PURPOSE:**

- The purpose of this document is to provide an outline for the Oregon NAWGJ specific policies and procedures for assigning judges to meets. Oregon NAWGJ strives to provide fair assignments in the best interest of the gymnastics community. When assigning judges, Oregon NAWGJ assigners work to balance both the best interest of the clubs that request judges, the gymnasts, judges and the overall requirements of the meet.

### **ROLE OF THE ASSIGNER:**

- The OR NAWGJ Assigner(s) is responsible for contracting officials on behalf of the USAG Oregon State Committee.
- Assigns all meets using the GYMJAS system.
- Acts as a liaison between the Meet Director and the Meet Referee (and other judges if necessary).
- Gathers preliminary meet information from Meet Director and provides the information to the Meet Referee
- Assigns Meet Referee and panel judges.
- To provide balanced meet assignments, provides recommendations to Meet Referee on event assignments in accordance with the entire year's assignments.
- Keeps records of meets and event assignments.
- Sends meet information to Meet Referee when meet information is available and as far in advance as possible, making sure that the Meet Referee is able to send out information to judges at least two weeks prior to the meet.
- Secures out of state judges using the NAWGJ best practices.
- Answers out of state judging requests to provide Oregon Judges as available, while prioritizing Oregon meets. Acts as a liaison between the out of state assigner, out of state Meet Director and Oregon judges accepting out of state assignments.
- Assigners are elected board members of OR NAWGJ. One Fall assigner for Aug-Dec and one Winter/Spring assigner for Jan-April.

---

<sup>1</sup> Approved by the Oregon NAWGJ State Governing Board on 10/8/2025

## **ROLE OF THE MEET REFEREE IN ASSIGNING FOR MEETS:**

- Meet Referee works with Meet Director on special needs such as lodging, parking and transportation. Meet Referee is the liaison between the Meet Director and all judges in gathering and communicating this information and needs.
- Meet Referee gathers pertinent meet information such as report times, number of sessions, levels, location and parking instructions and sends out to all judges at least 2 weeks prior to the meet.
- Meet Referee assigns events and decides on Chief/panel judges. Uses rules of Affiliation as stated the current USAG Rules and Policies (R & P) for Chief Judge (CJ) assignments.
- Works with Assigner on event assignments to ensure that fair assignments for all judges are provided throughout the entire season.
- Prioritizes needs of the meets and best interest of the gymnasts when making event and CJ assignments.
- Judges should not solicit to be a Meet Referee.

## **ROLE OF CHIEF JUDGE AND PANEL JUDGES:**

- Chief judge and panel judges must accept the assignment in GYMJAS two weeks prior to the meet (unless they are a replacement/sub or the meet was added late).
- Communicate any travel, lodging or special needs to the Meet Referee.
- If communication regarding a meet has not reached an assigned judge prior to two weeks before a meet, the judge should reach out to the assigners.
- If a judge is not able to accept the contract and it is more than two weeks before a meet, they must reach out to the assigner.
- If a judge is not able to fulfill a contract due to personal reasons, see process for replacing a judge.
- Judges should not solicit to be a Chief Judge or solicit specific meets for themselves or others.

## **ASSIGNING CONSIDERATIONS**

- Meet Directors requests for specific judges (inclusions and exclusion) will be honored to the extent practicable, with the understanding that the requested judges may not be available for that particular weekend, or judges may have conflicting requests. The needs of the entire weekend take priority over individual requests.

- Geographic location – Assigners will strive to provide the best possible financial outcome for the event, as far as travel needs, taking into consideration mileage and lodging.
- Rating – Assigners will strive to provide adequately rated judges for each meet. For larger meets, assigners may work to place judges with newer ratings on appropriate sessions, as long as it is financially feasible for the meet director to do so.
- Experience – Assigner will work to provide an experienced panel of judges while balancing the needs of newer judges to sustain our judging community in Oregon. Less experienced judges will be placed with more experienced judges when at all possible.
- Availability – Judges must enter their availability for the season by the requested date every year. Failure to enter availability by the requested date will result in being assigned to meets where there are still needs, add on meets or fill ins for replacements.

### **PROCESS FOR REPLACING A JUDGE:**

- Judges requiring a replacement should contact the assigner and the Meet Referee to communicate the need for a replacement. The assigner will then reach out to the alternate on that specific meet. Once a replacement is confirmed, communication should go out to the Meet Referee, Judges and Meet Director.
- If a judge is unable to fulfill a contract due to personal reasons, she/he is obligated to contact the assigner to determine which judges may still be available in order to find a proper replacement. If she/he fails to contact the assigner or does not give a minimum of 14 days' notice to the assigner and/or the Meet Director, a penalty of 2 hours fees and any non-refundable expenses incurred by the Meet Director will be paid to the Meet Director by the judge (2025-2026 R&P, page 25).

### **OUT OF STATE ASSIGNMENTS:**

- If specific out of state judges are requested for an Oregon meet – The assigner should send an email directly to that state's assigner, the specific judge, and cc the SJD prior to contacting the judge.
- If out of state judges are needed, but no specific judges are requested – The assigner should send an email directly to all state's assigners and cc the corresponding SJD to request judges.

### **ELIGIBILITY FOR ASSIGNMENTS:**

- Judges must hold an appropriate rating for the meet; however, judges may still be assigned to a meet if they have one rating lower than what is needed. If a lower rated

judge must be used due to lack of appropriately rated judges, the meet referee (or assigner) must contact the SJD, who will then request permission from the RTCC to use the lower rated judge (2025-2025 R&P page 27).

- CPE's must be current and turned in prior to assignments.
- Organization memberships and requirements must be current.
- GYMJAS profile must be updated and availability entered by the communicated deadline.
- Judges meet preferences may be entered into GYMJAS – this will be taken into consideration for assignments, but does not guarantee an assignment.
- New judges must have completed their practice judging prior to their first assignment.
- Affiliation will be considered depending on clubs competing and panel needs.

### **MEET DIRECTOR'S PROCESS TO REQUEST JUDGES:**

- Meets are requested by using GYMJAS ([www.gymjas.com](http://www.gymjas.com)). Complete all data field accurately. The Meet Director must complete a "Request for Judges" form via GYMJAS, along with payment of \$5.00 for each official contracted, which is sent to the SJD and made payable to NAWGJ-Oregon. If the request is received less than 30 days prior to the competition, the fee is \$7.00 for each official contracted. Assignments for such late requests will be based on availability since there may not be enough certified officials available.
- Communicate with the assigner regarding number of judges needed for specific sessions. Oregon rules are that one judge panels can be used for Level 1-4 and Xcel Bronze-Gold)
- Judging contracts can be canceled by a Meet Director at least two weeks prior to a meet without penalty. Within two weeks, a cancellation will result in payment to each judge of two hours fees (2025-2026 R & P page 25).

### **STATE MEET AND ABOVE SELECTION OF JUDGES:**

- State meet selections are by the OR USAG State Committee. Regional, Western and National assignments are selected by the RTCC and RACC based on recommendations by the OR USAG State Committee. See the OR USAG State Committee Competition Policies located at <https://www.usagoregon.com/> for details.