OREGON NAWGJ ASSIGNING HANDBOOK

SECOND EDITION 2026-2027

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 requesting clubs, the gymnasts, judges and the overall requirements of the meet.

ROLE OF THE ASSIGNERS AND STATE JUDGING DIRECTOR (SJD):

- The OR NAWGJ Assigner(s) are responsible for contracting officials on behalf of the USAG Oregon State Committee.
- Assigners are elected board members of OR NAWGJ; for 2026-2027, there is one Fall assigner for Aug-Dec and one Winter/Spring assigner for Jan-April. The two assigners will work together to assign meets and events for the 2026-2027 competition season as follows:
    - **Meet Assigner** - Assigns all meets using the GYMJAS system.
    - **Meet Assigner** - Acts as a liaison between the Meet Director and the Meet Referee (and other judges if necessary).
    - **Meet Assigner** - Gathers preliminary meet information from Meet Director and provides the information to the Meet Referee
    - **Meet Assigner** - Assigns Meet Referee and panel judges.
    - **Event Assigner** - Assigns all events using the GYMJAS system working to balance needs of the meet and the judges for the entire season. All events will be assigned prior to sending on to the Meet Referee. Uses rules of Affiliation as stated the current USAG Rules and Policies (R & P) for Chief Judge (CJ) assignments.
    - **Event Assigner** - Prioritizes needs of the meets and best interest of the gymnasts when making event and CJ assignments.
    - **Event Assigner** - Utilizes approved Meet Assignment form to send out assignments and event assignments to Meet Referee, making sure that the Meet Referee is able to send out information to judges at least 2 weeks prior to the meet.
    - **Event Assigner** - Keeps records of meets and event assignments.
    - **Meet Assigner** - Secures out of state judges using the NAWGJ best practices.
    - **Meet Assigner** - 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.
- The State Judging Director (SJD) will work with the assigners to ensure fair distribution of meet and event assignments.
- The SJD will communicate with the assigners with regard to a club's status on payment of assigning fee, Oregon judge's current ratings, and any issues that would impact assignments.
- The SJD will also work with the USAG Oregon state committee to communicate championship meet/event assignments to the assigners and judges.

ROLE OF THE MEET REFEREE:

- Meet Referee's may suggest event assignments to the Event Assigners; however, the Event Assigner will make the final decisions.
- Meet Referee works with Meet Director on special needs such as lodging, parking and transportation. The 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.
- 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 Director via 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 Meet Referee.
- 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.
- 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 (2026-2027 R&P, page 15).

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, particularly if there are only a few athletes in the competition at the higher level than the judge is rated. 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 Regional Technical Committee Chair (RTCC) to use the lower rated judge (2026-2027 R&P page 17). However, if there are only a limited number of athletes at the higher level, the lower rated judge may be used for the competition, with a higher rated judge filling in for the lower rated judge for the athletes at the higher level.
    - Example: A competition has one level 10 athlete registered; the meet has 8 judges assigned, seven who have level 10 or higher ratings, and one that has a level 9 judge. In this scenario, a level 10 rated judge could easily "bump" over to the event the level 9 judge is assigned to and judge the level 10 athlete with little to no disruption to the meet.
- Continuing Professional Education (CPE's) must be current and turned in prior to assignments. If there is an absolute necessity to assign a judge who is delinquent in completing his/her CPE requirements, the judge may be assigned; however, that judge's compensation will be reduced by $5.00 per hour (2026-2027 R&P, page 17).
- 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). 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 (2026-2027 R&P, page 15).
- Communicate with the assigner regarding number of judges needed for specific sessions. USAG Oregon rules state 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 (2026-2027 R&P, page 15).

STATE MEET AND ABOVE SELECTION OF JUDGES:

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

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Approved by the Oregon NAWGJ State Governing Board on 9/23/2026.