



JUDGE'S

HANDBOOK

2018 - 2019

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FL NAWGJ Website: <http://www.nawgj-florida.org>

FL NAWGJ Facebook Page: **NAWGJ Florida**



BOARD MEMBERS

**SJD position is a 4 year term ending 7/31/20.
All other Board positions are 2 year terms ending 7/31/20.**

State Judging Director	Susan Monahan	susan_78726@hotmail.com
Assigner: North/Central	Carol Curley	curleynawj1@gmail.com
Assigner: South	Sharyn Strickland	strickgym@gmail.com
Clinic Chair	Cookie Batsche	cbatsche@tampabay.rr.com
Ethics Chair	Pam Sherwood	sherwoodpamela11@gmail.com
Event Coordinator	Patricia Lydon	plydon@tampabay.rr.com
Media Specialist	Vinnie Silber	vdimaggio@hotmail.com
Mentor Chair	Susan Lomas	sklomas@yahoo.com
Secretary	Debbie Hyde	gymcoach10@hotmail.com
Volunteer Coordinator	Kevn McNamara	kevn_kmm@msn.com

NAWGJ MISSION STATEMENT

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 gymnastics programs upon request.
- Providing other services to the gymnastic community.

GOALS

The National Association of Women's Gymnastic 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 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

FLORIDA NAWGJ MISSION STATEMENT

The mission of Florida NAWGJ is to provide professional development for women's gymnastics judges and to support and promote women's gymnastics in the United States. NAWGJ trains and assigns judges for all levels of competition sponsored by USAG, NCAA, AAU, YMCA and other organizations.

Every judge is required to fulfill educational requirements annually and to re-certify every four years following the Olympic Games. Certification is based on the outcome of written and practical exams.

For additional information, contact the State Judging Director.

CODE OF PROFESSIONAL RESPONSIBILITY

Preliminary Statement

This Code of Professional Responsibility consists of two interrelated parts: Canons and Disciplinary Rules. The Canons express in general terms the conduct expected of women's gymnastic judges in their relationship with the public, with the Association, and with the profession of judging in general. The Canons embody the general concepts from which the ethical consideration and disciplinary rules are derived. The Disciplinary Rules are mandatory and set forth the minimum level of conduct below which no judge who is a member of the Association can fall and will be uniformly applied to all members. Permeating both the Canons and the Disciplinary Rules are matters of ethics which represent the objective toward which every member of the Association should strive.

CANONS

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

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

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

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

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.

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

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.

CANONS con't

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.

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

CANON 10: A judge shall be completely unbiased. A judge should not give an 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.

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

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).

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

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.

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.

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

CANON 17: Judges may not participate in any wagering activities involving amateur, collegiate or professional gymnastics, nor can they provide any information to individuals involved in any type of gymnastics watering activities.

DISCIPLINARY RULES

RULE 1: A judge who is a member of this Association shall not:

- (a) Violate a disciplinary rule,
- (b) Circumvent a disciplinary rule through actions of another,
- (c) Engage in illegal conduct involving moral turpitude,
- (d) Engage in conduct involving dishonesty, fraud, deceit or misrepresentation,
- (e) Engage in conduct prejudicial to the judging of women's gymnastic events,
- (f) Engage in any other conduct that adversely reflects on her/his fitness to engage in the profession of judging women's gymnastic events.

RULE 2: A judge who is a member of this Association shall report any knowledge she/he has of a violation of Rule 1 by any other judge or member to her Association, such report to made to the National Judging Director and every effort shall be made by the reporting party to keep such report and the content thereof confidential to all other except the National Judging Director unless and until called upon by the Association to make the content thereof known to others.

RULE 3: A judge who possesses knowledge or evidence concerning another judge or member of this Association shall reveal such knowledge or evidence upon proper request of one having authority from the Association to investigate or act upon the conduct of such judge.

RULE 4: A judge shall not accept any compensation, remuneration or consideration in connection with her/his fulfilling her contract to judge an event other than that which is paid or otherwise accorded her by the Association or otherwise sanctioned by the Association.

RULE 5: A judge shall not suffer or permit or allow anything to influence or otherwise affect or to give the appearance of affecting or having affected her/his judgment in rendering a fair and impartial or otherwise honest judgment.

RULE 6: A judge shall not accept anything of value from any person whether the judge knows or reasonably should know that the offer is for the purpose of influencing her/his actions as a women's gymnastic judge.

RULE 7: A judge shall not use her/his position as such to endeavor to influence or attempt to influence anyone in any manner whatsoever, or to obtain any special advantage for herself/himself by reason of or as consequence of her/his being a judge.

RULE 8: A judge shall not knowingly make a false statement concerning any fellow judge or other person having involvement whatsoever in any meet or event in which this Association is in any way involved or interested.

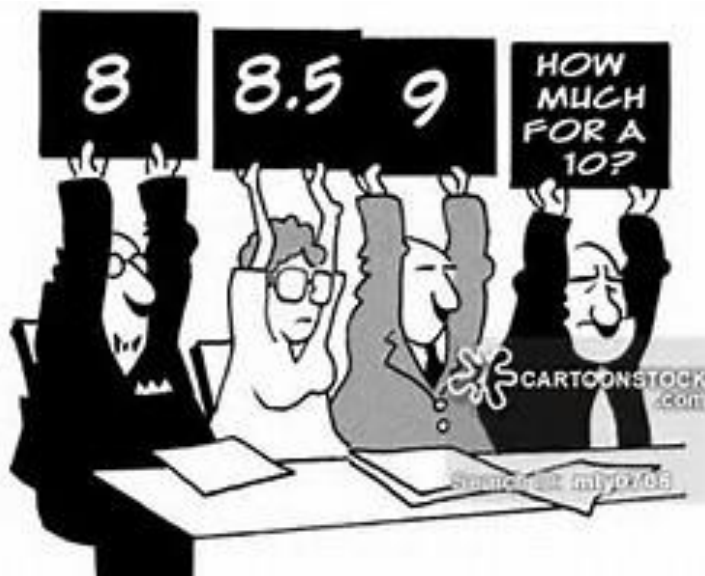
DISCIPLINARY RULES con't

RULE 9: A judge shall not engage in any conduct which gives even an appearance of impropriety.

RULE 10: A judge who has accepted employment and has contracted for such with this Association and who later cannot for valid and substantial reasons perform that contract shall make every reasonable effort to replace herself/himself with a judge of equal rating and ability and shall undertake to do so at the earliest possible time.

RULE 11: A judge shall not engage in any conduct which results in or tends to result in an event or meet being seriously interrupted and/or compromised or terminating prematurely or terminating in discord, but, instead, shall endeavor to see to and participate in the event or meet to its regular and orderly completion without interruption or delay or discord and shall look in the first instance to the Association for resolution of any disagreements, improprieties, impositions, contract disputes, monetary losses or disagreements or kindred matters thereto pertaining all to the end that the judge will neither interject herself/himself into argument, debate or other acrimonious exchanges or remove herself/himself from or withdraw from further participation, none of which will promote or otherwise further the conducting of a successful event or meet.

RULE 12: A judge shall not purport to undertake to speak for or in the name of the Association to the press or other media or any other person or entity without first having requested and received from the Association express prior permission and approval so to speak.



PROFESSIONAL STANDARDS AND POLICIES

All Florida members of NAWGJ are expected to:

- Read and comply with the NAWGJ Code of Professional Responsibility.
- Enter their availability in the NAWGJ assigning system and update the system if their availability changes.
- Wear the official NAWGJ or AAU uniform (as designated on the contract) unless otherwise specified in the judging contract.
- Abide by the Florida NAWGJ policy that prohibits weapons in the competition venue or judge's room.
- Review the rules prior to a competition for all levels and events to be judged and check USA Gymnastics website for updates and clarifications.
- Refrain from engaging in any form of game-playing/gambling associated with gymnastics, including bracket pools at any level.
- Refrain from commenting on specific athletes, routines, clubs, or meets on social media.

During a competition, judges should comply with the following professional standards:

- Record scores independently.
- Maintain a neutral but pleasant facial expression while judging. Maintain visual contact with the gymnast from the moment she salutes at the beginning of a routine to the time she salutes at the end of her routine.
- Maintain body posture and body language that shows interest and respect for the athlete.
- Refrain from talking to other judges at the judges' table unless a conference is called by the Chief Judge or Meet Referee.
- Maintain the same seating arrangement after competition has started to ensure the same point of view for all athletes.
- Refer questions from coaches to the Meet Referee.
- Refer questions from parents/gymnasts to the coach.

Judges should NOT:

- Interact with parents or gymnasts during the competition.
- Interact with coaches during a competition except to discuss procedural or logistical issues.
- Make comments about a coach or a gymnast in the competition area or venue (including the judges' meeting room, bathroom, dining areas).
- Leave the competition area until all events have concluded and scores have been verified. Consult with the Chief Judge or Meet Referee before leaving the floor to go to the judges' room or before leaving the competition to travel home.
- Use cell phones or other electronic devices while on the competition floor for personal or recreational use. Judges may use electronic devices such as an iPad or tablet when judging to record routines or to look up rules in the Code of Points or other rules-related documents.

Eligibility For Assignment

A judge is eligible to be assigned to meets if copies of all current memberships, safety certification, and background check forms are on file with the Florida NAWGJ State Judging Director and if all CPE requirements have been fulfilled.

Assignment Criteria

Assignments are typically made using the following criteria:

- Judge's rating
- Meet director request/preferences
- Location of the meet
- Experience
- Affiliation
- Judge's resident state (unless requested, non-residents and part time residents are only assigned if no FL resident judges are available and within a reasonable distance)

NEW August 1, 2017: All new judges will be required to Practice Judge a minimum of 2 sessions prior to judging their first meet. A contract may be accepted in advance, but the practice must be completed before the meet date or the contract will be rescinded and the judge replace.

One set of judges is assigned to each meet in Florida. Although you may be assigned for only a part of a meet, you will typically be assigned for both days of a two-day meet and three days of a three-day meet. Most Fall meets are assigned in mid summer. Most Spring meets are assigned in the early Fall. Depending on when you passed your test, it may not be possible to receive contracts until the next season. Your assigner can tell you the possibilities.

Assigning System

Florida NAWGJ uses an on-line assigning system to assign judges to competitions. After you have obtained all required memberships, completed the background check, and are safety certified, the State Judging Director will enter you into the assigning system. You will then be required to log on to create a username, password, update your profile and enter your availability. It is the responsibility of each judge to update personal information, affiliation and membership status each season and whenever there is a change in status. Part time judges ("snowbirds") will be added to Florida's online system and will need to "balance" their availability between the 2 states (state of residency and FL).

Once a contract has been issued, you will receive an automatic email generated by the assigning system. Enter the system and accept or decline the contract. If you accept you must also **create a contract** which is then sent to the Meet Director. Specific information about the meet will be sent out by email about 1-2 weeks prior to the competition. Please read it carefully. Your event assignment and hotel arrangements will be listed. Obtain directions to the meet site from the web by using a service such as Map Quest. Know where you are going and the approximate driving time. Allow time for unforeseen circumstances. If you will not be using the hotel room it is your responsibility to notify either the assigner or the meet director. You will be financially responsible for a room that is not used and not cancelled properly and in a timely manner.

By accepting an assignment and signing a contract, judges agree to comply with all NAWGJ policies and to adhere to professional standards.

AFFILIATED JUDGES

The regulations regarding affiliation are NOT meant to prevent officials from judging, but to prevent the perception of potentially unfair situations for gymnasts.

Assignment Of Affiliated Judges (See Rules & Policies 2018-2019 for more clarification.)

Affiliation of an official at a specific meet refers to:

- An immediate family member of a competing gymnast or of the gymnast's coach(s), or of the club owner/administrator whose club is competing. An immediate family member is defined as a parent/step-parent, grandparent, or sibling. In addition, it could include any other person living in the household. A judge whose immediate family member is a coach at a competing club is affiliated with that club regardless of whether or not the family member is on the floor coaching at a specific meet.
- A person on the payroll of a competing Club or a judge who critiques or coaches at a specific gymnastics club on a regular (more than once a month) basis is considered affiliated with that club.
- A team member or parent of a Women's Artistic team member of a competing club. A parent of a men's or rhythmic team member of a competing club is not considered affiliated. A parent of any child enrolled in a recreational class of a competing club is not considered affiliated.
- A coach of a club that has gymnasts competing in the meet.
- A club owner whose club has a gymnast who is competing in the meet.
- Any sports science professional paid for ongoing services for a competing gymnast...example – athletic trainer, physical therapist, sports psychologist.

When May Affiliated Judges Be Assigned?

Affiliated judges may be assigned to meets with the following stipulations.

In USAG qualifying competitions with panels of 2 or 4 judges:

- An affiliated judge may be assigned as a Panel Judge or as the Meet Referee.
- No more than 1 judge with the same affiliation may be assigned per panel.
- An affiliated judge may not be assigned as a Chief Judge, regardless of their rating.

In non-qualifying Open Invitational meets with panels of 2 or 4 judges:

- Affiliated judges may be assigned as a Chief or a Panel judge
- If any of the Chief Judges are affiliated, the Meet Director must list the judges (and their affiliation) on the pre-meet information.

In meets using one-judge panels, an affiliated judge may be assigned only when there are not enough non-affiliated judges available and only with the approval of the RTCC (contact the State Judging Director first).

If the club with which a judge is affiliated is not participating in the meet to which the judge has been assigned, the judge is not considered affiliated at that meet.

Guidelines For Affiliated Judges

If a judge has family members or a team competing in a meet, the judge has a responsibility to maintain a high standard of behavior that demonstrates fair and impartial activity. Affiliated judges may not acknowledge that they have a child or team in the meet. This should be clearly explained to the gymnast prior to the meet. If the children are too young to understand the difference in roles between “Mom” and “Judge” or “Coach” and “Judge”, it may be wise for the judge to decline the meet assignment.

Parents of affiliated athletes competing in the meet should ask themselves a series of questions when deciding to accept a contract: Is it more important for me to watch the meet as a spectator and provide emotional and social support for my child or is it more important to judge the meet? Am I willing to forego the celebration of her successes during and after the meet when I am required to be in the Judges Room? If my child is injured in a meet while I am judging, will I be able to give judging my full attention? What would I do if my daughter needed to go to the hospital for treatment while the meet was still going on?

- When accepting a contract for a meet at which a judge will be affiliated, the affiliated judge must agree to act in such a way as to avoid the appearance of partiality by participants, coaches, parents, and spectators.
- While wearing the NAWGJ uniform, judges should not be seen showing partiality to athletes such as hugging athletes, arranging cards for competition order, or attending to the personal needs of athletes such as attending to their hair, pinning on competition numbers.
- Remember that what is said on the competition floor or in the judging room should not be repeated to parents, gymnasts, or staff at your gym. Do not provide coaches or parents with information about the judging at a particular meet or event. The discussion that occurs during conferences should not be shared with others.
- Affiliated judges who coach athletes should not leave their judging station to talk to fellow coaches or their athletes during the competition.
- Affiliated judges who coach athletes should keep their eyes on their event and should not try to watch the performance of their athletes.
- Affiliated judges should not ask to see the scores of their athletes while the competition is in progress.
- Parents or coaches who are affiliated judges should not ask other judges at the competition for feedback to improve their athlete’s routine. This information should be given to the coach of the athlete, not the parent.
- Affiliated judges should carefully review their scores after every meet to assure a lack of bias in scoring of their own athletes/child.
- Affiliated judges who coach athletes or who are parents should not attend the awards ceremony in their NAWGJ uniform or cheer for their athletes who receive awards while in uniform.
- Affiliated judges should not go out on the floor during warm-ups to coach or conduct related behaviors at an assigned meet even if they are not in their NAWGJ uniform.

OFFICIAL UNIFORM

All judges who would like to be assigned to meets in Florida are required to wear the official NAWGJ uniform to USAG meets and the official AAU apparel to AAU qualifying meets. New judges may order the NAWGJ uniform as soon as they receive their judge's rating and join NAWGJ. New judges may postpone ordering the uniform for one year from the date of passing the test. In lieu of the NAWGJ uniform during their first year, new judges may substitute a white blouse, navy blue or black knee-length skirt with no side/front slit (pants for males), and dark navy or black dress shoes. Dress pants are also acceptable but they must be business quality - not jeans, denims, or casual pants. The official uniform must be obtained before the beginning of the second year. Scarves are not part of the official uniform. If a judge chooses to wear a scarf, it must be navy in color.

Information about ordering NAWGJ uniforms is available on the NAWGJ website. http://www.nawgj.org/ordering_a_uniform.htm Team FL AAU has their own uniforms. Refer to their Handbook at teamfloridagymnastics.org for more information on that programs' requirements.

Professional Attire

All judges in Florida are required to wear the official NAWGJ uniform in order to be assigned to meets. Gymnastics meets are events for children and young women; judges are expected to dress in a manner appropriate for the occasion. Specifically:

- Blouses may not be cut low in the front
- Blouses may not be worn that show a bare midriff
- Skirts need to be at least knee length
- Skirts should not have a high slit in the front or back; a small pleat kick is acceptable
- Professional dress shoes of one color (dark navy blue or black) should be worn— not boots, sandals, flip flops, or sneakers.
- Other adornments (leg warmers; wraps, etc.) are not permitted
- Clothes should be pressed and unwrinkled



In cold gyms, it is acceptable to wear a light-weight sweater or vest under your jacket. However, these should be a solid color, white or dark navy/black, and should not hang down below the length of your uniform jacket. The NAWGJ sweaters are not considered a replacement for the NAWGJ uniform jacket.

Occasionally, a Meet Director will ask judges to wear clothing that corresponds to the theme of a meet. Attire worn for theme meets must meet the standard of business-professional attire. In general, shorts, jeans, sweatshirts, and running shoes are not acceptable attire for a theme meet or for the Judge's Cup. If a meet director asks judges to wear costumes, such as a Halloween meet, the costume must be appropriate for a children's event.

Replacements

Once a contract is accepted, judges are expected to honor the contractual agreement to judge the meet. In the event of an emergency or illness, judges must contact the assigner immediately. In the case of all USAG state meets, judges must contact the State Judging Director and the USAG State Chair. The USAG State Board must approve any changes to state meet assignments. Judges may not replace themselves on a meet under any circumstances.

Meet Information

Approximately 1-2 weeks prior to the meet, the assigner will send information regarding location, report time, event(s) assignments, hotel arrangements, meals, etc.

Please read this information carefully and make certain you understand it. If you are assigned to a hotel room and do not show up for the room as specified on your contract, you will be charged for your portion of the room cost. If you do not need the hotel room for the night(s) specified on the meet information sheet, contact the Meet Director and Assigner immediately to avoid getting charged for the room.

After you know the event you will be judging, take the time to prepare properly for the meet. Review and study the relevant rules and updates, practice judge in a local gym or on video, and prepare the forms you use to judge. It is your responsibility to provide your own supplies.

Judging Fees (in effect 8/1/2018)

Rating:	<u>Brevet</u>	<u>National</u>	<u>10</u>	<u>9</u>	<u>4/5 + 6/7/8</u>	<u>6/7/8</u>	<u>4/5</u>
Rate/hour:	\$36.00	\$33.00	\$30.00	\$26.00	\$22.00	\$20.00	\$18.00

FL USA GYMNASTIC JUDGES GUIDELINES FOR QUALIFYING AND STATE COMPETITIONS

Approved by Florida USA Gymnastic Committee UPDATED AUGUST 2018

The Meet Referee assigned to your meet will determine the number of hours for which you will receive payment. Judging compensation is paid as follows:

- Hourly Meet Fees
 - Judges will be paid an hourly fee, according to their rating, with a minimum payment of **three** hours PER DAY. For meets with multiple sessions PER DAY:

JUDGING HOURS AND BREAK TIME CALCULATIONS – UPDATE AUGUST 2018

NEW – a maximum of unpaid break time is 60 minutes per day

Judges hours will be calculated for all competitions from the REPORT time to the completion of all 4 events for the day. After total time in the gym for the day has been calculated a

maximum of 60 minutes per day will be subtracted from the required 30 minute lunch break and 30 minute dinner break -(regardless of number of sessions per day) **

**** PROVIDED A MINIMUM OF 30 MINUTES IS RECEIVED DURING the lunch and dinner breaks. If judges do not receive a minimum of 30 minutes during a meal break time then the judges will be paid from report time to end of the day with no break time subtracted. The meet referee MUST communicate with the meet director if the required 30 minute break time may not be provided and it will be up to the meet director to determine if they want the judges to stay on break for the full 30 minutes or start early and then pay the judges for the full day. Breaks with no meal may be under or over 30 minutes without requiring that judges get paid for the full day.**

Example #1:

Report 8:00 am with end of day 9:00 pm (13 hours in the gym)

Breaks for lunch and dinner were 30 minutes each - other breaks were 20 minutes

Subtract 1 hour (60 minutes) from total hours for 12 hours of paid time

Example #2:

Report 8:00 am with end of day 9:00 pm (13 hours in gym)

Break for lunch is 20 minutes - dinner 30 minutes - other break 40 minutes

Judges will be paid for the full day due to lunch not having a 30 minute break - so 13 hours of paid time

Judging Fees con't

Judges that report Late: Judges must check in with the Meet Referee in uniform, within 5 minutes of the report time or they will not receive pay from the report time but rather from when the session begins. Meet referees may not make exceptions to this policy without contacting the Florida SC or a Florida committee member at the competition.

Meet referees need to keep track of the following in order to determine paid hrs per day:

- Report time and time at the end of the competition per day to determine time in the gym
- Round up or down to the nearest half hour when determining total hours in the gym
- Make note of any judge that does not report within 5 minutes of report time.
- Make note of when a meal break begins and ends – meal break time begins when the final event finishes and all scores have been submitted to include any time for inquiries – meal break time ends when the judges are required by meet director to be out on the competition floor
- If either the lunch or dinner break is less than 30 minutes, it will require that judges get paid for the full day with no time subtracted for break time. (Meet Referees must inform Meet director if a meal break will be less than 30 minutes)
- If both lunch and dinner break times are 30 minutes or longer, then subtract 60 minutes from the total number of hours in the gym – that is the number of hours the judges will be paid for that day.

END OF REQUIRED LUNCH AND DINNER BREAK TIME: the meet referee will work with the MD to determine when the break will end. The meet referee should determine the time that the break time begins – the Meet referee should inform the Meet Director what time the 30 minute break will end and let the MD know that the judges will leave the break room at that time and it may take the judges a few minutes to get to their tables, organize and start their events. If the meet director requests that the judges leave the break room before the 30 minute break is over the meet referee should remind the MD that the judges will be paid for the full day and the MD will then make the final decision. This only applies to the lunch and dinner break – breaks between non meal sessions do not matter how long or short that they are and will not affect hours paid.

If a judge plans to leave the break room during ANY of their breaks they must check with the Meet Referee when to report back to the room in order to get scratches and or any last minute instructions from the Meet Referee. All judges must remember that a Meet Director could request to start a session early so they must stay at the site during all breaks and tell the Meet Referee where they will be if they leave the break room. **Judges may not leave the meet site during breaks.**

Final session of the competition: Because vouchers need to be given to the Meet Director before the last session begins, Meet Referees need to use the end time on the meet schedule to determine the end of the competition – UNLESS the competition is running late/early according to the schedule. If the meet is not on schedule, either EARLY OR LATE, the Meet Referee should work with the Meet Director to determine when the competition is realistically anticipated to end.

Judging Fees con't

- If the required break times have not been provided, payment for the day is calculated from the contracted report time to the end of the entire competition for that day.
- At State, Regional and National competitions which require a video analysis (Base Score) in addition to the judges' meeting, the paid judging time starts with the scheduled report time, up to **one hour** prior to the scheduled march-in time.
- A portion of the hourly rate may be broken into halves, not less. Calculate the total time at the meet, then round off to the nearest half-hour (i.e., a total of 8 hours 15 minutes will be considered as 8 hours a total of 8 hours 16 minutes will be considered as 8.5 hours). Do not round up for each session. Subtract the required break time from the total (or adjusted) time at the meet to determine the number of hours for which to be paid the hourly rate based on rating.
- The fee scale (refer to USAG's Rules & Policies) will be applicable for all USA Gymnastics Sanctioned Events unless otherwise specified in advance by the USA Gymnastics President.
- Championship Meet Fees: Judges shall receive a daily or flat rate, according to ratings. The Daily Rate applies to all meets of more than 4 hours – up to 8 hours of actual judging time. Half day competitions (up to 4 hours of actual judging time) will use the Half Day Rate. For JO Regional Meets only, any additional time over 8 hours/day will be compensated at the regular hourly rate.
- Chief Judge / Meet Referee Payment (applies to JO meets only)
 - A Meet Referee / Chief Judge shall receive an additional \$10.00 per day at all *USAG State Meet and above competitions with 4 judge panels*.
 - Chief Judge / Meet Referee fees are NOT paid *additional fees* at State Meets with two-judge panels or at any local/sectional meets.
 - The Meet Referee shall be paid the hourly fee for the time during which she/he is conducting official on-site Meet Referee responsibilities.
 - No dual compensation is given if the Meet Referee also serves as a Chief Judge.

Xcel competitions follow the same guidelines and are compensated at the same rate as USAG Jr. Olympic competitions. Team FL AAU has some minor mileage differences. Please refer to the official TF AAU Handbook for their guidelines.

TRAVEL ARRANGEMENTS

Mileage (in conjunction with Florida USA Gymnastics for Qualifying & State Competitions)

Ride Share: Judges assigned to a qualifier (invitational on the Florida calendar) and/or State Meets may choose to drive solo or share a ride with another judge to a competition.

1. Ride share will be considered as 2 or more people.
2. Judges who elect to ride share, must make these arrangements on their own.
3. Only the driver of the car used in ride sharing will receive full mileage reimbursement as per R&P.
4. Judges who ride share will be required to indicate on their expense voucher the names of the judges that drove with them in order for the driver to receive full mileage. All judges who ride share must indicate who they drove with on their vouchers.
5. **PRINTED Verification of miles is required AND IS THE RESPONSIBILITY OF EACH DRIVER. Drivers won't receive any mileage without printed verification (as per R&P).**
6. Meet Referees are not allowed to make any exception if PRINTED verification is not provided.

Drive Solo: Judges who choose to drive solo will receive mileage with the following stipulations:

1. **Printed Verification of miles will be required** showing the shortest distance from home to meet site.
2. Mileage reimbursement will be capped for solo drivers as follows: **EFFECTIVE 8/1/2018**
 - FALL SEASON (Aug. 1- Dec. 31): 150 miles round trip maximum
 - WINTER / SPRING SEASON (Jan 1-May 31): 250 miles round trip maximum
 - STATE USAG GYMNASTIC MEETS: 200 miles round trip maximum
3. Solo drivers or ride share drivers may not receive mileage if they drive with a spouse, children, family, friends, coaches or anyone that is not judging the competition.
4. Judges who elect to drive solo do not need to receive permission or inform anyone of their choice to drive solo.
5. NO EXCEPTIONS for additional mileage will be made for solo drivers for any reason.
6. Meet Referees are not allowed to make an exception to these guidelines.

Lodging is provided to the judges by the Meet Director: If a judge chooses to return home and drive back the second day (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.

Please see the USA Gymnastics Judge's Compensation Package in the USA Gymnastics Women's Rules and Policies for additional compensation information.

Judges who try to claim full mileage when they did not car pool or who drive with anyone other than a judge on the meet and includes mileage on their voucher will be warned and disciplined by Florida USA Gymnastics and FL NAWGJ.

Tolls/Parking – Both Solo Drivers & Ride-Share judges may submit Toll/Parking fees.

Judges who try to claim full mileage when they did not car pool or who drive with anyone other than a judge on the meet and includes mileage on their voucher will be warned and disciplined by Florida USA Gymnastics and FL NAWGJ.

Lodging is provided to the judges by the Meet Director: **If a judge chooses to return home and drive back the second day (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.**

Please see the USA Gymnastics Judge's Compensation Package in the USA Gymnastics Women's Rules and Policies 2018-2019 for additional compensation information.

Traveling With Family Members, Friends Or Animals

If you are considering traveling to a meet with a family member or friend, then you must abide by the following rules. Please do not ask other judges, the assigner or the SJD for an exception to these procedures. Violation of any of these rules will result in your responsibility to reimburse the Meet Director for any unallowable expenses paid on your behalf and (2) potential disciplinary actions being taken.

- You cannot take ANY family member or friend in a carpool being paid for by the Meet Director. Please don't ask the driver for an exception. If you want to travel with a family member or friend, you must drive to the meet site on your own and you will receive no reimbursement for mileage or gas.
- Hotel rooms are not furnished for family/friends. If you have been assigned to a room and you bring your family along, you as a judge, can stay in the room provided by the Meet Director, but not your family/friends. A judge may stay with her/his family member, but the judge must assume responsibility for making hotel reservations and paying for the cost of the room.
- Please do not take food from the judge's table to feed your family members or friends. If meals have been arranged by the meet director in an off-site facility, family members may not accompany judges.
- 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.
- Family members who wish to attend and watch the meet must pay the entry fee as a spectator. Do not ask for special privileges.
- No pets or service animals are allowed in your hotel room (if paid for by the Meet Director) or at the meet site.



Hotel Accommodations

The Assigner will provide hotel information for meets requiring overnight lodging.

The Assigner will try to obtain the hotel information and phone number and put it on your meet information, but sometimes it 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 the hotel information.

If you can reach the meet site by leaving your home at a reasonable time without lodging, you will not be assigned a hotel room. If you indicate that you need a room and do not cancel with the Meet Director in advance and the 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 choose to go home each day. The Meet Director is not responsible for providing a hotel room for you just to avoid an early morning drive if you live within a reasonable travel time to the meet site.

Guidelines:

1. If you have a one hour drive or longer from your home to the meet site for an 8:00 am report time as verified by MapQuest, you may request a hotel room for the night before the meet. **
2. If you anticipate that a meet is going to end late (past 9:00 pm) and require an overnight stay at the meet city, please let the Assigner and the Meet Director know so that arrangements can be made for a room on the last night of the meet. Because a number of factors must be considered in determining overnight stay following late-night meets, no set rule is in place; judges and Meet Directors are asked to use common sense. This is a safety issue for judges and Meet Directors; the decision must be made with the safety of the driver/carpool as the highest priority.
3. If a competition will not be done in time for you to arrive home by 11:00 pm as verified by MapQuest, you may request a hotel room. **
4. If a Meet Director offers you a hotel room and you elect to drive back and forth to the meet site, you may only receive mileage for one round trip to and from your home to the meet site. *Exception:* If the Meet Director is able/willing to cancel the hotel room and you were the only judge in the room – then the judge would be able to receive RT mileage per day of the competition as a solo driver (up to the maximum mileage cap for the entire event).
5. If you need to cancel a hotel room, you must inform the Meet Director and Assigner before fees are incurred or you will be liable for all costs of the room.
6. You may not have any overnight guests or family members stay with you in your room unless they are contracted judges even if you have a single room. If you choose to have a non-contracted judge stay with you in the hotel room, then you are responsible for paying for the full cost of the room.

** Printed MapQuest or other method of verification must be provided showing the shortest route from your home to the meet site/hotel. It must show both **mileage and the time** that it will take for you to travel to the site.

Meals & Per Diem Policies

All meals not provided by the Meet Director for overnight meets will be compensated at a rate of \$15 per meal with a maximum of \$40 per day. Breakfast may not be compensated for any judge when the judge travels to and from the meet site in one day.. Meals provided by the Meet Director should be nutritional and not just concession type food. Judges with dietary restrictions should bring their own food for meals.

1. Breakfast:

- a. Regardless of what time you leave your house in the morning to go to a meet, you may not charge per diem or provide a receipt for breakfast. All judges should eat at home before they depart.
- b. If you stay overnight and the meet site does not provide breakfast, but the hotel offers a free continental breakfast, you may not charge per diem or provide a receipt for breakfast.

2. Dinner:

- a. If a judge needs to arrive the night prior to the competition, the judge may submit a receipt up to a maximum of \$15.00 for dinner.
- b. If dinner was not provided at the meet site and will arrive home after 7:00 pm, you are eligible to receive \$15.00 per diem for dinner – however you will need to show MapQuest verifying the time it will take for you to travel home showing that you will arrive after 7:00 pm. **

** Printed Map Quest or other method of verification must be provided showing the shortest route from your home to the meet site/hotel. It must show **both mileage and the time** that it will take for you to travel to the site.

These guidelines are not for AAU qualifying competitions unless approved by the AAU State Director. Judges accepting AAU qualifiers or AAU State Meets should check with AAU Director for travel/meal/hotel regulations. The AAU Director may also determine if the NAWGJ uniform will be worn for any AAU Qualifiers or AAU State Meets.

Competitions/Invites/USAG qualifiers & State Meets that are sanctioned by USA Gymnastics require that judges wear the NAWGJ uniform for all sessions.

STATE – REGIONAL – NATIONAL ASSIGNMENTS

State Meets: Florida USAG requires an availability form for State meets be completed each year and sent to the Florida USAG State Chair with a copy to the NAWGJ SJD. The form is due by September 1st of each year. Judges who do not file this form will not be considered for any state meet assignments. The selection of judges for State meets occurs in October of each year. In addition to the availability form, judges must complete an in-gym form showing at least six hours of in-gym time with athletes at the level or higher that you wish to be assigned. Judges who complete a Region In-Gym card do not need to complete another form for the State meets. Judging panels for State meets are made by the USAG Board based on the following factors:

- Availability of Judge
- Chief 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 (clinics attended, training camps attended)
- Geography
- Affiliation (not assigned as Chief Judge if affiliated)
- Contribution to State Association (USAG; NAWGJ)

No single factor determines whether a judge will be selected for a State meet or not. The USAG Board looks at the entire portfolio the judge presents.

Regional Meets: Judges who wish to be considered for a regional assignment must submit three items to the Regional Technical Director and the Regional Judging Director, typically by May 1st of each year:

- Availability form
- In-Gym Form with 9 hours of in-gym time
- Form showing the number of athletes judged at each level that season

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. Each experience must be a minimum of two hours. The level of gymnast must be equal to or greater than the meet level for which the judge wishes to be considered. A Training Camp may only count for either in-gym experience or clinic experience but not both. The in-gym experience must be an interactive experience; it is not sufficient to sit in the stands and watch workout. Judges must call ahead to schedule gym time.

National Meets, Level 10 Nationals and Level 9 Eastern National assignments are based on recommendations from the USAG Regional Board and selected by USAG National Office. A rotation system is used to assign judges. The list consists of Brevet judges in the region and selected National-level judges.

CPE- CONTINUING PROFESSIONAL EDUCATION

CONTINUING PROFESSIONAL EDUCATION (CPE) REQUIREMENTS:

1. Annual CPE 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 AS OF AUGUST 1ST	CPE HOURS REQUIRED PER ACCREDITATION YEAR	MIN NUMBER OF CLINIC HOURS PER YEAR	MAXIMUM NUMBER OF CLINIC HOURS ALLOWED TO CARRY FORWARD TO THE NEXT ACCREDITATION YEAR
LEVEL 4/5	12	6	2
LEVEL 6/7/8	12	6	2
LEVEL 9	16	8	3
LEVEL 10	20	10	4
NATIONAL & BREVET	20	10	4

1. Clinical CPE hours will be defined as hours spent at a State, Regional or Nationally organized Congress, Clinic, Course or Symposium open to all. Sessions will be designated "Approved for CPE". A certificate will be issued at the conclusion of an approved clinic by the Clinician or organizational personnel, or the clinician/organizer may sign a clinic CPE card or clinic CPE credit form per session.
2. A maximum number of CPE hours may be acquired for the following miscellaneous activities:
 - a. Coaching (6 hours), to be signed by supervisor or club owner
 - b. In-gym with coaches and gymnasts (6 hours); to be signed by the coach
 - c. Volunteering (4 hours), 2 of these 4 hours can come from service as a USAG Gymnastics or NAWGJ Board Member.
 - d. Video or live practice judging which has been pre-approved by the State Judging Director or the USA Gymnastics State Chairman (3 hours)
3. Each judge is responsible to keep accurate records of their Continuing Professional Education, including documentation of attendance at approved Continuing Professional Education experiences.
4. The USA Gymnastics National Office will conduct audits each year that requires randomly selected judges to provide actual documentation of their Continuing Professional Education as reported on this form.
5. This completed form must be sent to your State Continuing Professional Education coordinator **NO LATER THAN** May 31st of each year.

CONTINUING PROFESSIONAL EDUCATION TRACKING:

1. 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 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.
2. 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 May 31 of each year. The Annual CPE Record Form is available on-line at: <https://usagym.org/PDFs/Women/Judges/AnnualCPERecord.pdf> or may be obtained from your State Coordinator.
3. 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 June 30th of each year.
4. If a judge does not complete all their required CPE hours within a given year, they may apply CPE hours from a successive year to make up 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.
5. The National Office will conduct audits each year that will require randomly selected judges to submit actual documentation of their 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 reported will be subject to disciplinary actions as stated in Article 9 of the USA Gymnastics Bylaws.
6. 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.

