

FLORIDA USA GYMNASTIC JUDGES GUIDELINES FOR QUALIFYING AND STATE COMPETITIONS

Approved by Florida USA Gymnastic committee **UPDATED AUGUST 2018**

TRAVEL AND MILEAGE REIMBURSEMENT

Drive Solo or Ride Share

Judges assigned to a qualifier (invitational on 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 will not receive any mileage without printed verification (as per R&P)**

Meet Referees are not allowed to make any exception if PRINTED verification is not provided

Solo Drivers

Judges who choose to drive solo to a competition 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:
 - o Fall season: 150 miles RT maximum for entire event
 - o Winter/spring season: 250 miles RT maximum for entire event
 - o State meets: 200 miles RT maximum for entire event
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 any exceptions to these guidelines

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 AND RIDE-SHARE JUDGES MAY SUBMIT TOLL/PARKING FEES

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 for 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 -

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 hours 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.

MEALS AND PER DIEM POLICIES

All meals not provided by 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

Breakfast

1. 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.
2. 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.

Dinner

1. 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
2. If dinner was not provided at the meet site and you will arrive home after 7:00 pm, you are eligible to receive \$15.00 per diem for dinner – however, you will need to show Map Quest verifying the time it will take for you to travel home showing that you will arrive after 7:00pm **

HOTEL ROOMS

1. If you have a one hour drive or longer from your home to the meet site for 8:00am report time as verified by Map Quest, you may request a hotel room for the night before the meet **
2. If a competition will not be done in time for you to arrive home by 11:00pm, as verified by Map Quest, you may request a hotel room. **
3. 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 and 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 for the entire event)
4. 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.
5. 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.
6. If you or the judge you are staying with gets sick or is sick but is able to continue to judge then it is reasonable to request a single room by either judge

** 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 AAU State Director – Judges accepting AAU qualifiers or AAU State meets should check with AAU director for travel/meal/hotel regulations – 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

