



## **FL NAWGJ Board Descriptions: August 1, 2024 - July 31, 2026**

### **1. Assignor: North & Central**

- Coordinates assigning for judges in Central and North FL
- Basic to advanced ability in spreadsheet, e-mail and word processing programs and Google Docs
- Proficiency in using the FL on-line assigning system (GymJas implemented Summer 2017)
- Communicates with the SC, SJD the South Assigner in identifying and solving potential assigning challenges with the Meet Calendar
- Communicates with Meet Directors when necessary to coordinate the assignment of judges and resolve any assigning challenges
- Sends copies of judging assignments to the SC and SJD
- Notifies the Meet Director which judges have been assigned to their meet through appropriate communication (PDF converted contracts, email notification, fax, etc.) and indicate to the Meet Director hotel needs and create rooming assignments
- Create judging assignments and track as best as possible to vary the events for judges
- Provides information as needed to the State Meet Selection Committee as part of the State Meet Selection Process
- Sends copy of Judges' Information to Meet Directors' review 24 hrs. prior to sending to assigned officials
- Send final info in PDF for to judges via Google docs or as an email attachment.
- Alerts SJD of any discrepancies of memberships listed on site
- It is recommended that the assigner reside in the geographic area in which they are assigning

### **2. Assignor: South**

- Coordinates assigning for judges in Central and North FL
- Basic to advanced ability in spreadsheet, e-mail and word processing programs and Google Docs
- Proficiency in using the FL on-line assigning system (GymJas implemented Summer 2017)
- Communicates with the SC, SJD and the Central/North Assigner in identifying and solving potential assigning challenges with the Meet Calendar
- Communicates with Meet Directors when necessary to coordinate the assignment of judges and resolve any assigning challenges
- Sends copies of judging assignments to the SC and SJD
- Notifies the Meet Director which judges have been assigned to their meet through appropriate communication (PDF converted contracts, email notification, fax, etc.) and indicate to the Meet Director hotel needs and create rooming assignments
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### **3. Education and Clinic Chair**

- Coordinates clinics statewide for NAWGJ
- Coordinates with SC and SJD on state and regional clinics
- Submits an annual budget (due mid October) for SJD approval and inclusion into the master budget

### **4. Ethics & Professionalism Chair**

- Responsible for implementing and ensuring NAWGJ Code of Conduct and Florida NAWGJ policies
- Handles complaints and grievance procedures
- Addresses proper competition attire and behavior
- Offers suggestions for making Florida judges more professional

### **5. Event Coordinator: NAWGJ-FL Judges Cup (JC)**

- Maintains a budget and expense spreadsheet
- Coordinates with Meet Director when JC is piggy-backed on a FL Meet
  - ✓ Coordinates the set-up, clean-up, and of all other aspects of the competition with the Meet Director and/or event host
- Coordinates the set-up and clean-up of JC with the event host and SJD
- Coordinates compensation to NAWGJ-FL for providing Judges and Critique Judges for JC with the Meet Director
- Coordinates the assigning of all volunteers and judges with the SJD, including:
  - ✓ Rooming assignments, food provision, carpools, and event assignments
- Coordinates the creation and publishing of critique books
- Coordinates the selection, purchase of and raffling of items
- Tracks volunteer hours for the event and the awarding CPE hours
- Intermediate to advanced working knowledge of Microsoft Word and Excel
- Must be computer literate in order to distribute event information by email to NAWGJ-FL membership and/or gymnastics community
- Beginner to Intermediate knowledge of financial budgeting

### **6. Mentorship Chair**

- Develops and maintains a mentorship program for perspective judges and for judges moving to FL from other states
- Follows up on all inquiries received by the SJD concerning judging in FL and provides information on becoming a judge to perspective judges
- Provides information to prospective judges and to judges moving to FL on how the assigning system works in FL and how the State Meet Selection Process occurs
- Keeps a list of all new judges and re-located judges for a period of at least one year and forwards all pertinent information to these judges including information about testing, workshops and clinics
- Forward information on new judges and re-located judges to the Secretary so they can be added to the address list and CPE list
- Track the testing of new judges & assists the SJD & Secretary in adding new judges to the active judges list
- Responsible for identifying Judge Mentors and pairing them with new judges

## **7. Media Specialist**

- Must be up to date on all gymnastics and judging related news and be able to communicate this information in a timely manner
  - ✓ Either through Facebook or the NAWGJ FL website
- Working knowledge of Microsoft Word and/or other publishing program necessary
- Ability to electronically store all documents and graphics published on the website
- Must be computer literate in order to edit, upload and maintain all documentation
- Manages the NAWGJ-FL website
  - ✓ Must have working knowledge of website design and maintenance
  - ✓ Ability to link website functions to other programs (ie, PayPal, gmail, etc.)
  - ✓ Ability to upload information to website in a timely manner
  - ✓ Ability to use proper grammar etiquette to create bulk emails and blog entries through the website
  - ✓ Ability to collaborate with Webmaster to edit & upload data and documents in a timely manner
- Manages the NAWGJ-FL Facebook page
  - ✓ Must have intermediate working knowledge of Facebook usage
  - ✓ Ability to upload information to Facebook page in a timely manner
  - ✓ Must monitor Facebook page for appropriate posts and/or post responses by page guests
  - ✓ Must monitor Facebook direct messages to either respond to or forward to SJD
  - ✓ Ability to use proper grammar etiquette to create Facebook posts
- Creative mindset to promote website and Facebook page in order to attract website subscriber and Facebook followers

## **8. Secretary**

- Takes the minutes at Board Meetings and provides copies of minutes to all Board Members within 10 days after a Board Meeting has taken place
- Works with the Clinic Chair and assists with clinic registrations and form development
- Works with the Event Coordinator and assists with Judge's Cup as the need/duties arise
- Assists all other Board positions as needed
- Transmits any correspondence as required by SJD

## **9. Volunteer Coordinator**

- Coordinates with SJD and members of the FL Board the need for volunteer opportunity
- Budget requests are on a per event basis, must be in writing to the SJD and all requests over \$100 need Board approval
- Coordinate with USAG meet director and other USAG members as needed for event (staffing, food, logistics, lodging, etc.)
- Coordinate volunteers before and during the event
  - ✓ Quantify the need for volunteers
  - ✓ Acceptance of volunteers
  - ✓ The assignments for volunteers
  - ✓ The logistics of the volunteers
- Assist other Chairs for FL NAWGJ and USA Gymnastics FL as necessary: Education/Clinic, Event Coordinator, etc.