



# **JUDGE'S HANDBOOK 2020 - 2021**

All changes and updates from the previous year  
are highlighted in green.

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FL NAWGJ Website: <http://www.nawgjflorida.org>

FL NAWGJ Facebook Page: **NAWGJ Florida**



## **BOARD MEMBERS**

SJD position is a 4 year term ending **5/14/24**.  
All other Board positions are 2 year terms ending **7/31/22**.

State Judging Director	Susan Monahan	susan_78726@hotmail.com
Assigner: North/Central	Carol Curley	curleynawgj1@gmail.com
Assigner: South	Sharyn Strickland	sharyn@usacompetitions.com
Clinic Chair	<b>Mark Robbins</b>	<b>flippermia@me.com</b>
Ethics Chair	Pam Sherwood	sherwoodpamela11@gmail.com
Event Coordinator	Patricia Lydon	p.lydon@me.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@gmail.com

## **NAWGJ MISSION STATEMENT**

The mission of the National Association of Women Gymnastic Judges is 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

## **PREAMBLE**

### **Code of Professional Responsibility Updated July 1, 2020**

The Code of Professional Responsibility provides the fundamental ethical principles that guide judges to ensure that their conduct promotes respect for the National Association of Women's Gymnastics Judges (NAWGJ). Standards for professional behavior are reflected in the Canons and Rules while procedures for dealing with breaches of expected behavior are located in the Disciplinary Actions section. The fulfillment of the role of a women's gymnastics judge requires each judge to understand her/his relationship with a well ordered justly administered system of judging women's gymnastics events. This responsibility creates an obligation on the part of each judge to maintain the highest standards of ethical conduct

### **Preliminary Statement**

This Code of Professional Responsibility consists of three interrelated parts: Canons, Rules and Disciplinary Actions. The Canons express the conduct expected of women's gymnastics judges in their relationship with the public, with NAWGJ, and with the profession of judging in general. The Disciplinary Rules set forth the minimum level of conduct that is expected of all judges who belong to NAWGJ. These rules will be uniformly applied to all members. Finally, the Disciplinary Action section describes the process to be used to address complaints about the professional behavior of judges in their role as a NAWGJ member.

## CANONS

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

*CANON 2:* A judge should assist NAWGJ in fulfilling its duty of making judges available to women's gymnastics events.

*CANON 3:* A judge should assist in improving the system of judging women's gymnastics 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. All team, athletes and spectators are entitled to the official's best efforts to administer the rules of the sport.

## CANONS con't

*CANON 6:* A judge should prepare for each judging assignment and should be knowledgeable of rules and rule changes through study and clinics.

*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.

*CANON 8:* A judge should be alert at all times when serving in the role of judge or meet referee. A judge should quickly yet accurately produce her/his scores if a legitimate need should arise, the judge should be prepared to 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 their privacy, property and feelings, and should not do anything that would embarrass or offend such person. There will be no tolerance for any discrimination related to race, gender, ethnicity, disability, sexual orientation, gender identification, religion or age.

*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. Judges 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 serving as a meet director are not included in a judge's responsibilities.

*CANON 15:* A judge should exercise good judgment when using social networking media (Facebook, Twitter, blogs, texting, email, etc.) e.g. a judge should 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.

## **DISCIPLINARY RULES**

RULE 1: A judge who is a member of **NAWGJ** 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 gymnastics events,
- (f) Engage in any other conduct that adversely reflects on her/his fitness to engage in the profession of judging women's gymnastics events.

RULE 2: A judge who is a member of **NAWGJ** shall report any knowledge she/he has of a violation of Rule 1 by any other judge or member to the **State Judging Director (SJD) or other appropriate NAWGJ official as designated in the Problem Resolution Process,** which can be read at <https://nawgj.org/wp-content/uploads/2020/05/NAWGJ-Problem-Resolution-Process-Final-July-9-2019.pdf>. **Every** effort shall be made by the reporting party to keep such report and the content thereof confidential **unless and until called upon by the appropriate NAWGJ official** to make the content thereof known to others.

RULE 3: A judge who possesses knowledge or evidence concerning another judge or member of **NAWGJ** shall reveal such knowledge or evidence upon proper request **by the NAWGJ representative who has the authority** to investigate or act upon the conduct of such judge.

RULE 4: A judge shall not accept **or claim** any compensation, remuneration or consideration in connection with her/his fulfilling her contract to judge an event other than that which **has been approved by the organization's governing body, e.g. NAWGJ, USA Gymnastics, NCAA, College/University, or others.**

RULE 5: A judge shall not allow anything **to influence, affect, or give the appearance of affecting her/his judgement in rendering a fair and impartial or otherwise honest judgement.**

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 gymnastics judge.

RULE 7: A judge **or NAWGJ officer** shall not use her/his position to influence **or attempt to influence anyone in any manner whatsoever, or to obtain any special advantage for herself/himself.**

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 **involving NAWGJ.**

## DISCIPLINARY RULES con't

RULE 9: A judge shall not consume alcoholic beverages or drugs prior to or during a judging assignment where such consumption is evident by odor, conduct, or appearance.

RULE 10: A judge who has accepted a contract issued by NAWGJ and who later cannot for valid and substantial reasons, perform that contract shall contact the appropriate assigning official at the earliest possible time and shall adhere to the procedures designated by the assigning entity to facilitate replacement as appropriate.

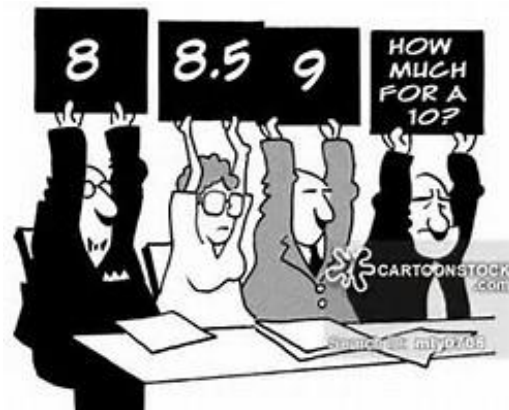
RULE 11: A judge shall not engage in any conduct which results in or tends to result in an event or meet being seriously interrupted, compromised, terminated prematurely or terminated in discord. A judge shall consult with the appropriate official (Meet Referee, Meet Director, and/or NAWGJ official) for resolution of any disagreements, improprieties, impositions, contract disputes, or monetary losses.

RULE 12: A judge shall not speak for or in the name of NAWGJ to the press or other media or any other person or entity unless it is part of their official job duties within the NAWGJ organization.

Rule 13: Judges shall not participate in any wagering activities involving amateur, collegiate or professional gymnasts, nor can they provide any information to individuals involved in any type of gymnastics wagering activities.

Rule 14: A judge shall not use NAWGJ social media, posts and websites for financial gain by individuals or private businesses without written permission from the NAWGJ National Governing Board.

Rule 15: A judge shall not change the score of another judge or judging panel without the following procedures designated by the organization governing the event, e.g., USA Gymnastics, NCAA, or other entity. In all cases, the score should be discussed with the judge/ judging panel prior to making the change and should be noted as a score change by the Chief Judge.



Rule 16: A judge shall not accept a contract for meets unless she/he holds the appropriate rating and has fulfilled all required professional responsibilities (e.g., continuing professional educational requirements, active memberships, safety certificates, other requirements) unless an exception is obtained in writing from the appropriate authority prior to the event.



## **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/USA Gymnastics 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, Safe Sport 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 2020-2021 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**

Competitions/Invites/USAG qualifiers & State Meets that are sanctioned by USA Gymnastics require that judges wear the required uniform as specified by USA Gymnastics rules and policy: Navy blue pants/skirt with white blouse/shirt and jacket (exception is theme meets: judges may either dress in the theme or wear the navy blue uniform). The following are NOT acceptable to be worn as part of your uniform:

- Blue Jeans
- Leggings or very tight pants
- Capri pants
- Warm up jackets – jackets should match pants/skirt and look like a suit

All pants/skirt/jacket must be NAVY blue – other shades of blue are not acceptable. Everyone must wear professional business attire.

Information about ordering NAWGJ uniforms from Lands' End is available on the NAWGJ website at <https://nawgj.org/uniform/>. Team FL AAU has their own uniforms. Refer to their Handbook at [teamfloridagymnastics.org](http://teamfloridagymnastics.org) for more information on that programs' requirements.

### **Professional Attire**

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 should be worn— no 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 and/or USAG 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 Judges' 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.

## Non-Qualifying Meets (in-house/mock meets) & NAWGJ Insurance

If you accept an assignment to judge a non-qualifying meet (USAG sanctioned or not), you are still covered by NAWGJ insurance as long as you are (1) an active member and (2) notify your area Assigner. Simply send your Assigner an email with the following information in the **subject line: Judge in-gym - your name – name of gym – date of meet.** For example, if I was going to do a mock meet at a local club, I would submit an email to my Assigner that read.....*Judge in-gym – Susan Monahan – Tiny Tumblers – 9/13/19*

## FL NAWGJ Mentor Program

Our goal is to make the new judge comfortable in becoming established in the judging community and after their 2<sup>nd</sup> year, to be self-sufficient in handling the assigning system, completing CPE, renewing memberships and so much more.

Mentors are asked to commit 2 years to a new judge and should be the first point of contact for the new judge.

Mentoring is a joint venture, so if you would like to request a mentor or to volunteer to be a mentor, please contact the State Mentor Chair listed on page 1.



## JUDGING FEES

### JUDGING HOURS AND BREAK TIME CALCULATIONS – UPDATE AUGUST 2019

The Meet Referee assigned to your meet will determine the number of hours for which you will receive payment. Judges will be paid an hourly fee, according to their rating, with a minimum payment of three hours PER DAY. Judging compensation is paid as follows:

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

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 (regardless of number of sessions per 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 Refs 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 break begins and ends – break time begins when the final event finishes and all scores have been submitted to include any time for inquiries – break time ends when the judges are required by Meet Director to be out of the competition floor.

**Maximum break is 60 minutes per day:** If any break when a meal is served (lunch/dinner) 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 there were 2 – 30 minute breaks with or without a meal being provided and any break that provided a meal was at least 30 minutes long 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. 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 – ***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 1 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 (page 13) 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**

### ***In conjunction with Florida USA Gymnastics for Qualifying & State Competitions***

#### **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. The standard IRS rate will be paid for the entire round-trip mileage for all drivers, including those who drive to meet a carpool. Judges must submit printed MapQuest-type documentation in order to be reimbursed for mileage.
  - Any increase or decrease in the IRS mileage fee will only be recognized and used when the increase or decrease is a full cent. Less than a full cent increase/decrease will not be recognized. IRS mileage rate changes are announced in December of each year and will be posted on the USA Gymnastics website, with the new rate effective in January.
4. Riders' fees are not paid.
5. Plane, train or bus travel expenses as stated on the contract shall be paid in full by the Meet Director. The total mileage cost should not exceed the cost of an airline ticket to the same location if the Meet Director requests that the judge purchase their own airfare or other means of travel.
  - a. If the judge requests to drive, instead of fly, the Meet Director must determine the cost of the airline ticket and communicate that information to the judge in order for the judge to be aware of the maximum reimbursement.
  - b. If the Meet Director requests that the judge purchase their own airfare or other means of travel, the judge must communicate the cost to the Meet Director for approval prior to finalizing travel plans.
6. Mileage to and from the airport, tolls, airport parking, fees for one bag (but not overweight bag charges), taxi or limousine service as stated on the contract shall be paid by the Meet Director. These expenses must be listed on the contract and be approved by the contracting official in order to be compensated by the Meet Director. Only standard and customary expenses with accompanying receipts will be reimbursed in the actual amounts.
7. For competitions that span over two or more days and:
  - a. Overnight accommodations are not necessary, round-trip mileage will be paid for each day.
  - b. Lodging is provided to the judges by the Meet Director:
    - 1) If a judge chooses to return home and drive back the second (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.
    - 2) When calculating mileage for meets requiring overnight accommodations, include printed MapQuest-type documentation of the total miles from home to hotel, to and from competition venue, and return to home.
6. No other expenses (such as baby-sitters, car repairs, car rental, reimbursement for lost salary, or other normal work-related expenses) will be paid.

***Meet Referees are not allowed to make any exceptions to these guidelines.***

## 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 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 ACCOMODATIONS

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 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. 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.

### **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 will receive \$15 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 7:00 pm.

*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 the AAU Director for travel/meal/hotel regulations. The AAU Director may also determine if the NAWGJ and/or USA Gymnastics uniform will be worn for any AAU Qualifiers or AAU State Meets.*

## **FL NAWGJ JUDGES' CUP & MEET**

For over 30 years, the Florida Judges' Cup has been Florida NAWGJ's annual fundraising event. This meet has traditionally been held at the beginning of the compulsory season in late August or early September. Florida NAWGJ members volunteer their time throughout the competition weekend both judging and completing feedback forms/critiques of the gymnast's routines. We consider our Judges' Cup to be one of our most important meets of the year. This is our opportunity to provide clubs with not only a score, but also a written evaluation of a club's performance, strengths and tips for improvements. Our goal is to provide important feedback to help Florida clubs achieve the best for their compulsory athletes, because we know that a positive and successful season for their gymnasts means a successful season for all of us. The funds we help to raise by volunteering our time at Judges' Cup directly supports the NAWGJ Florida members through summer clinics, testing, new judge mentoring, senior awards, board operations, membership communications, maintaining our website plus numerous other necessary & important needs within our state. Florida NAWGJ depends on these funds to provide Florida judges resources throughout the year to continue performing their jobs at the highest level. Florida NAWGJ board members also use the weekend to provide testing opportunities and training for judges who have recently passed their test or are new to the state. Additionally, our annual event is an opportunity for judges throughout the state to come together for a fun, and busy, weekend of friendship and professional camaraderie.

## **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 1<sup>st</sup> 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 1<sup>st</sup> 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:

**Updated requirements are temporary and will be used for CPE years' 2020 and 2021 until further notice.**

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	6	3	3
LEVEL 6/7/8	6	3	3
LEVEL 9	8	4	4
LEVEL 10	10	5	5
NATIONAL & BREVET	10	10	5

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 31<sup>st</sup> 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<sup>st</sup> 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 30<sup>th</sup> 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.

