



JUDGE'S HANDBOOK

2023 - 2024

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

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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 7/31/24.**

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	Arika Hoyt	arikahoyt@gmail.com
Ethics Chair	Pam Sherwood	sherwoodpamela11@gmail.com
Event Coordinator	Patricia Lydon	p.lydon@me.com
Media Specialist	Jenn Ynestroza	jenniferynestroza@hotmail.com
Mentor Chair	Susan Lomas	sklomas@yahoo.com
Secretary	Jen Boval	bovalj@yahoo.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, 2022**

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 NAWGJ (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 gymnasts or family/guardian during, before or after a competition; or refrain from making inappropriate statements about fellow judges, coaches, gymnasts, clubs or family/guardian.

(See nawgj.org SOCIAL MEDIA GUIDELINES 8/2021: When to POST and When NOT TO POST.)

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.

Rule 17: Any contact list generated for NAWGJ is confidential and shall be used for the sole purpose of NAWGJ business.

Rule 18: A judge shall never claim credit for attending any course, online or in-person, in which she/he has not fully participated.

PROFESSIONAL STANDARDS AND POLICIES

Comprised from USA Gymnastics Code of Ethical Conduct and USA Gymnastics Development Program Code of Points.

All Florida members of NAWGJ are expected to:

- Read and comply to all duties and responsibilities of meet officials listed in USA Gymnastics Rules & Policies.
- 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 judges' 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 family/guardian/gymnasts to the coach.

Judges should NOT:

- Interact with family/guardian 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:

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

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 replaced.

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 2023-2024 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.

NAWGJ Professional Attire Guidelines

Gymnastics meets are events for children and young women. Judges are expected to dress appropriately for the occasion and to serve as role models for professionalism.

The NAWGJ contract specifies that judges must dress appropriately in the required uniform. Because the term “dress appropriately” can have many interpretations, this document is designed to help judges understand the expectations for wearing the NAWGJ uniform.

The official NAWGJ uniform includes an array of options to allow judges the flexibility to select a style that is comfortable for their individual body type. The unifying theme of all uniform pieces is its official color, True Navy*, and its emblem. The uniform options include a True Navy jacket or sweater with the NAWGJ logo, pants/skirt, or NAWGJ dress. Footwear should allow for safe navigation when moving between sets of equipment, over mats, and uneven surfaces. The uniform options are intended for all sex and gender identities to facilitate an inclusive and positive atmosphere in the judging community.

Clothing must be clean, wrinkle-free, and fit appropriately. Fabric should not be frayed or pilled.

USA Gymnastics Uniform Expectations (from Rules & Policies)

Judges are expected to dress appropriately, regardless of the level of competition, in the required uniform (Navy skirt/pants and jacket, white blouse/shirt with the exception of theme invitationals). Judges may also wear a NAWGJ True Navy dress and NAWGJ True Navy sweater (with the dress, skirt, or pants) available on the NAWGJ uniform site. Leggings are not allowed by USA Gymnastics. Judges are required to wear the navy suit jacket at USAG state meets and above or when requested by the Meet Director.

National Collegiate Athletic Association (NCAA): The NAWGJ uniform jacket with emblem is required at NCAA competitions. A NAWGJ sweater may be worn under the jacket.

Other Organizations: The NAWGJ uniform is the expectation for judges assigned to meets for organizations other than USAG and NCAA unless the organization has its own uniform.

Suggestions for Theme Meets

Occasionally, Meet Directors will ask judges to wear clothing that corresponds to the theme of the meet. Attire worn for theme meets should follow professional expectations (no jeans, sweatshirts, or t-shirts unless the theme suggests this is appropriate). Judges who choose not to wear the suggested theme attire should wear the official uniform. If a Meet Director asks judges to wear costumes for a theme meet, the costume must be appropriate for a youth event.

*True Navy is the name of the official color of the NAWGJ uniform

Information about ordering NAWGJ uniforms from Lands' End is available on the NAWGJ website at <https://nawgj.org/uniform/>.

Updated July 24, 2023

Professional Attire / Official Uniform

APPAREL	PART OF THE UNIFORM	NOT PART OF THE UNIFORM
Jacket	Solid True Navy suit jacket. Suit jackets must be worn at USAG state meets and above.	Athletic warm-up jackets unless provided by Meet Director as part of a theme meet
Sweater	All True Navy sweaters with the NAWGJ emblem and listed on the NAWGJ uniform site. The True Navy sweater with the Leaping Lady logo may be worn until they need to be replaced. Future orders placed with Land's End will include only the official NAWGJ emblem.	Sweaters not included on the NAWGJ Land's End uniform site. Sweaters may not be worn in place of the suit jacket at USAG State Meets and above.
Pants	Any True Navy pant style available on the Land's End Business site. Pants should be hemmed so they do not drag on the floor or bunch above the shoes when standing.	Leggings, blue jeans, capri pants, shorts, or skimmers. Jeans are not allowed.
Skirt	Skirts should be approximately knee length without a high cut slit in front or back. A small pleat kick is acceptable.	
Shirt	Solid white (not cream) undecorated shirt, blouse, or turtleneck. Undershirts/tanks/camisoles worn beneath a shirt should be white/neutral.	Spaghetti straps, low-cut tops, or midriff revealing shirts. Shirts that hang below the jacket or sweater in front or back.
Dresses	True Navy dresses (with NAWGJ emblem) available from the NAWGJ Land's End Business site.	Dresses that are not from the NAWGJ Land's End business site.
Leg Wear	Solid navy or skin color tights/hosiery with the dress/skirt; solid navy/black socks with pants. Hosiery is not required	Tights with prints or patterns of colors other than navy color. Leg warmers
Shoes	Neutral color dress shoes of a solid color: navy blue, black, or other neutral color shoes. Boots may be worn under pant legs but not with skirts/dresses. Walking Meet Referees or judges with medical conditions that make dress shoes unfeasible may wear alternative shoes that fall within the color scheme.	Sharp heels that can damage mats (request of Meet Directors and equipment suppliers) Shoes or shoe colors that draw attention to the feet. Beach sandals or flip flops. Cowboy boots are also NOT part of the uniform.
Accessories	Gymnastics/NAWGJ/Commemorative pins may be worn on lapels. Scarves/ties may be worn but should match the color scheme of the uniform and uniform patch.	Other types of jewelry

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. Log onto your GymJas account and go to the last link called "Activity Reports. Simply read and follow the directions.

Activity Reports

to create or view documentation for insured professional activity.

FL NAWGJ Mentor Program

Our goal is to make the new judge comfortable in becoming established in the judging community and after their 2nd 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 2023

(also see USAG FL Guidelines for more specifics)

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:	\$37.00	\$34.00	\$31.00	\$27.00	\$23.00	\$21.00	\$19.00

Judges hours will be calculated for all competitions from the REPORT time to the completion of all 4 events for the 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 hours per day:

- Report time and time at the end of the competition (all scores have been submitted to include any time for inquiries) 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.

Judges may not leave the meet site during breaks, but are permitted to go outside for exercise as long as they must inform the Meet Ref and have a way to be contacted.

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.

Additional Information:

- 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.

JUDGING FEES con't

- The fee scale 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.
- Meet Referee Or Chief Judge (Development Program / Xcel) payment: State Meet w/ 4-judge panels, Regional, East/West and National Championships
 - \$10/day; \$20/day dual compensation given if Meet Referee also serves as Chief Judge State Meet w/ 2-judge panels and any local/sectional meets
 - \$10/day – to Meet Referee if also serving as a Chief Judge.

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

TRAVEL ARRANGEMENTS

Guidelines from Rules & Policies 2022-2023 comprised in conjunction with Florida USA Gymnastics Guidelines 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. **Judges do not have to carpool.**

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. Verification of mileage is required – printed or electronic verification will be accepted provided the judge can show that the mileage is from home (not a business).
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.
8. No other expenses (such as baby-sitters, car repairs, car rental, reimbursement for lost salary, or other normal work-related expenses) will be paid. **Travel insurance is not a reimbursable expense.**

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

FLORIDA USA GYMNASTIC JUDGES TRAVEL GUIDELINES FOR 2023-2024

Guidelines from Rules & Policies 2022-2023 comprised in conjunction with Florida USA Gymnastics Guidelines for Qualifying & State Competitions

All judges should be familiar with Chapter 5 in the USA Gymnastic Rules & Policy concerning the judges' compensation package. Below are clarifications to important questions that may occur.

REPORT TIME: Judges must report to judge's room or MR within 5 minutes of the stated report time.

Report time may be shorter than 30 minutes prior to the scheduled march-in time.

MILEAGE: All drivers will be paid the standard IRS rate for the entire round-trip mileage including solo drivers. If overnight lodging is not required or provided for a judge, mileage will be paid for every day that the judge drives to the competition. If lodging is provided and a judge elects to drive each day, round trip mileage will only be paid for ONE day **unless the RT mileage would be less expensive than the cost of lodging**. Verification of mileage is required – printed or electronic verification will be accepted provided the judge can show that the mileage is from home (not a business). If a meet site or hotel charges for parking, the meet host must pay all judges parking fees.

MEALS: The Meet Director may provide per diem or provide meals at the meet site. If a Meet Director provides a meal at the site, a judge cannot receive per diem even if they bring their own food or do not eat the provided meal. Local judges or judges that do not stay in a hotel room the night prior to the meet will not receive per diem for breakfast or breakfast at the site. Judges should eat at home before they leave for the competition.

If dinner is not provided at the site or a box meal is not provided at end of competition – judges will receive per diem if they will not arrive home by 7:00 pm.

DINNER NIGHT PRIOR TO START OF COMPETITION - Only Judges who live 150 miles (shortest route) or more from the meet site and are staying at the hotel the night before the competition will receive per diem for dinner if not provided at site.

Per diem for 2022 - 2023 season is \$20.00 per meal - \$60.00 per day maximum.

HOTELS/LODGING: Hotel rooms will be provided to judges who require overnight lodging prior to or during the competition. **Meet Director must provide single rooms to judges that require a hotel room.** If a judge needs to change arrival day or cancel a hotel room, the judge must contact the assigner and meet host a minimum of 12 hours of check-in or possibly be charged for the cost of the room. Judges should NOT contact the hotel directly.

Judges who prefer to share a room must contact assigner as soon as possible after signing contract and no later than 4 weeks prior to the start of the competition.

Criteria for meet host to provide hotel room to judges - judges who live 41 miles or more from the meet site will receive a hotel room. Judges who elect to not stay at the hotel provided by the meet host must inform the assigner at least 4 weeks prior to the date of the competition.

- Judges who live 40 miles or less based on shortest route to the meet site will not be provided with a hotel room – **with the following exceptions:**

- 1 - If the competition report time is 8:00 am on a WEEKDAY, a judge who lives 30-40 miles from the site may request a room for one night based on potential traffic issues that would make their drive time over one hour.
- 2 - If a competition is scheduled to end at 9:30 pm or later with the next day report time at 8:00 am, judges may request a hotel room for that night if they live 20 miles or more from the meet site.
- The judge must request the room as soon as possible after receiving their contract and no later than 4 weeks prior to the competition and receive approval from the Assigner who will contact Meet Director and Meet Referee for final approval.
- If a competition report time is later than 8:00 am, hotel requirements for the night prior to the competition may be adjusted based on report time and mileage to the site.

HOTEL ROOMS NIGHT AFTER COMPETITION ENDS: Judges who live 100 miles or more from the meet site may request a hotel room if the competition is scheduled to finish at 9:30 pm or later with approval of Assigner, Meet Director and Meet Referee. The Meet Host may elect to move judge to a different hotel and does not need to provide a single room.

Meals/per diem: Judge will receive per diem for breakfast (only breakfast) if not provided at the hotel.

Any judge who has obvious symptoms of illness (uncontrollable cough, fever etc.) should not come to the competition. Judges who become ill at the competition may be asked to go home for the safety of the judge and those around her/him.

All judges must assess their own risk and be responsible to protect themselves from illness. Judges that are concerned need to consider whether attending an event with hundreds or thousands of people is a risk that they are willing to take. Judges should wear masks if they are concerned however we will not ask other judges to wear masks or take precautions to protect you.

JUDGES FEES: Judges will be paid from report time to the end of competition. **(no break time will be subtracted)**. Judges are required to remain at the site 5 minutes after the completion of the competition each day and or until the Meet Referee checks with meet host to ensure that all inquiries are taken care of and all scores are in and releases the judges for the day. This time will be included in calculating time in the gym each day. End of day will be rounded out to the nearest half hour. Examples: If a competition ends at 8:15 judges will be paid until 8:00 or if it is 8:16, then judges will be paid until 8:30.

Judges time to return to gym after a break – Judges must be at their tables within 5 minutes of the start of competition unless required by Meet Referee to report earlier. Judges may not leave the venue during any of the breaks.

MEET REFEREES ARE NOT ALLOWED TO ADJUST ANY OF THESE RULES

If there is an underlying condition that may require an adjustment the MR must discuss with the Meet Director and any member of the Florida USA Gym committee that may be at the competition. If a committee member is not available, the Meet Referee should text Toni Rand, Florida State Chairman at 954-328-6227

Approved and voted on by Florida USA Gymnastic Committee

FL NAWGJ JUDGES' CUP & ALOHA 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 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 (can now use volunteering at a major meet such as Regionals, Easterns, Nationals, up to ½ required hours or 4.5 hours)
- 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 gymnasts at the in-gym 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 in-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 in a ranked order. See Rules & Policies for process.

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 31st of each year. The Annual CPE Record Form is available on-line at: [ANNUAL CONTINUING PROFESSIONAL EDUCATION RECORD \(usagym.org\)](http://usagym.org) 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. (See Code of Ethical Conduct.)
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.

HELPFUL LINKS AND WEBSITES

FL NAWGJ Website: [NAWGJ Florida - Gymnastics Judges, Gymnastics](#)

NAWGJ National: [National Association of Women's Gymnastics Judges – Promoting Judging Excellence \(nawgj.org\)](#)

USAG FL Website: [USA Gymnastics Florida – \(usagfl.org\)](#)

Region 8 Gymnastics: [Region 8 Womens Gymnastics \(region8gymnastics.org\)](#)

USA Gymnastics: [USA Gymnastics | USA Gymnastics](#)

USA Gymnastics Minutes: [Committee Minutes • USA Gymnastics](#)

Sanctioned Clinics: [Upcoming Live Courses • USA Gymnastics](#)

USA Gymnastics Rules & Policies: [2022 2023 w rulespolicies.pdf \(usagym.org\)](#)

Team Florida AAU: [Team Florida Gymnastics](#)

AAU National: [Amateur Athletic Union \(AAU\) \(ausports.org\)](#)

National Gymnastics Association (NGA): [National Gymnastics Association |](#)

