



**Virginia & West Virginia**  
**NAWGJ**  
*2023 Handbook for*  
*Judges*

**50** *Gold & Glorious:*   
**Grand Years**  
NAWGJ 2023

*September 2023*

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# Acknowledgements

Handbook compiled by VA/WV NAWGJ

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Special thanks goes to:

NAWGJ VA, NAWGJ-NYS and NAWGJ-NYN, NAWGJ WA, NAWGJ-FL, NAWGJ- MS, NAWGJ-LA, NAWGJ- Norcal & NAWGJ IL for their many contributions and references throughout the book that rounded out the end product. This document will be edited as needed.

***A Special THANK YOU to Diane Berry, Virginia SJD for 24 years, 1999 - 2023. We look forward to your continued contributions and judging professionalism.***



**“Outstanding people have one thing in common: an absolute sense of mission.”**

**-----Zig Ziglar**

**SJD position is a 4 year term ending 5/14/2027.  
 All other committee positions are 2 year terms ending 7/31/2025.**

# VIRGINIA/WEST VIRGINIA NAWGJ STATE GOVERNING COMMITTEE

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## **Important Contact Information**

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  - b. Denise Green, NAWGJ Secretary, [secnawgj@gmail.com](mailto:secnawgj@gmail.com)
7. **USA Gymnastics Member Services:**  
Website: [www.usagym.org](http://www.usagym.org)  
Mailing Address: 1-800-345-4719  
1099 N Meridian St., Suite 800  
Indianapolis, IN 46204



## Section I: National Association of Women's Gymnastics Judges - Mission, Goals & Benefits (from NAWGJ website)

Welcome to the world of Women's Gymnastics Judging! Thanks to each of you for your dedication to the sport of gymnastics and the entire judging family. You represent an entire organization of over 2200 members when you wear your "Navy Blue" suit and step out onto the floor. We hope the information you will find on our website will help you get a better understanding of judging this beautiful sport.

### A. Mission

The mission of the National Association of Women Gymnastics 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 gymnastic programs upon request.
- Providing other services to the gymnastic community.

### B. Goals

The National Association of Women's Gymnastics 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 the 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

### C. Benefits of NAWGJ Membership

- Assignment to meets according to the rating achieved.
- National Website: NAWGJ.org This website will offer you access to our official documents, the NAWGJ Education Academy, forms, videos, study aids, history, and National Governing Board minutes. You can also link to the USAG and NCAA sites.
- Professional liability insurance – up to \$1 million per occurrence. This insurance is available only to active NAWGJ members.
- NAWGJ Library – study aids, apparel, and judging accessories.
- Representation on the USA Gymnastics Advisory Council and WCGA (Women's Collegiate Gymnastics Association)



## Section II: Professional Organizations to Join/Information to View

### A. National Association of Women's Gymnastics Judges (NAWGJ) - [NAWGJ](#)

#### 1. **Join, Renew, View, or Update** your NAWGJ Member Profile

a) Go to: [Membership Information](#) for NAWGJ details on membership. You may sign up for the web page [Join Our MailinNAWGJg List](#) by scrolling to the bottom of the page and entering your name and email address. This will notify you of updates.

(1) **YOUR MEMBERSHIP PROFILE IS YOUR RESPONSIBILITY. Please keep it current!**

(2) Maintaining a current membership profile is every judge's responsibility. You should update your profile whenever personal information changes: name, address, phone number, email or rating.

(3) Not only does this help out NAWGJ State and Regional officers, it ensures that you will be able to vote in the appropriate elections.

(4) As a VA/WV NAWGJ contracted official with a paid assigning fee you are eligible for liability coverage.

b) Official documents can be found at the link provided. It is important that you are familiar with and aware of your membership obligations. Check for updates on the national site, [view](#).

(1) [Bylaws September 2022, view](#)

(2) Operating Code March 21, 2022, [view](#)

a. [Term Limits Q&A – 8/23/2021](#)

(3) Code of Professional Responsibility, [view](#) **Updated July 2023**

- Preamble
- Preliminary Statement
- Canons
- Disciplinary Rules
- Problem Resolution and Disciplinary Actions
  - Social Media Guidelines, [View](#) – Adopted August 2021

**NEW!**

(4) NAWGJ YouTube Channel, [join: National NAWGJ YouTube Channel – National Association of Women's Gymnastics Judges](#)

(5) NAWGJ Insurance Information - [Updates for 2022-2023](#) - The NAWGJ insurance program has three components: insurance for its professional members, insurance for its directors and officers, and insurance for the organization when it conducts events. The current policy period is August 16, 2022, to August 16, 2023. A summary of each policy is available. If you are asked to provide a Certificate of Insurance for an event you are sponsoring, contact C. Batsche at [cbatsche@tampabay.rr.com](mailto:cbatsche@tampabay.rr.com).

(6) NCAA Gymnastics [Judging](#)



(7) Other Organizations Contracted

- a. AAU
- b. NAIGC
- c. NFHS
- d. NGA
- e. USAIGC
- f. YMCA

**B. Virginia/West Virginia NAWGJ**

1. As a member of NAWGJ, you become a member of the state you reside.

2. Virginia Chapter of NAWGJ

- a) Website - [www.vanawgj.com](http://www.vanawgj.com)
- b) Contracted through Virginia USA Gymnastics, [www.vausag.com](http://www.vausag.com)
- c) Assigning Program is GymJAS (see information in Section III)

**C. Region 7 NAWGJ Directory: Region 7 – National Association of Women's Gymnastics Judges**

1. Region 7 USA Gymnastics Region 7 Gymnastics

2. Region 7 consists of the following states: Delaware, Maryland, New Jersey, Pennsylvania, Virginia and West Virginia

- a) Region 7 Gymnastics
- b) Region 7 Xcel Gymnastics

**D. USA Gymnastics Code of Ethical Conduct - *Women's R&P p.11***

Members of USA Gymnastics have an ongoing, affirmative duty to promote a culture that empowers and supports athletes and focuses on USA Gymnastics' highest priority: the safety and well-being of our athletes. Every member of USA Gymnastics is responsible for ensuring an environment that makes participation in the sport a positive and rewarding experience. The [USA Gymnastics Code of Ethical Conduct](#) (the "Code") is intended to work in conjunction with the [USA Gymnastics Safe Sport Policy](#) and, as such, sets forth USA Gymnastics and its members' commitment to act ethically in all instances.

**1. USA Gymnastics (USA Gym) -**

a) **Become a Member** USA Gymnastics Member [Services](#)

b) **YOUR MEMBERSHIP PROFILE IS YOUR RESPONSIBILITY.**

**PLEASE Keep it current!**

c) Membership/Certification [Requirements:](#)

- Must be a current judge member of USA Gymnastics.
- Must pass a criminal background check (18+)
- Must hold a current U110: U.S. Center for SafeSport training (18+)
- Must hold a current U101: Safety and Risk Management certification.
- Must hold a current U113: Safe Sport Policy Course (18+)





- Judging Overview and Continuing Professional [Education](#) Requirements
- Judging Accreditation/Master Testing/Registration [Schedule](#) (for In-person Optional Levels)
- Registration for Online Level 4/5 Judging [Exam](#)
- Judging Specific Courses and Exams, [View](#)
- Judging Updates, [View](#)
- Development Program Update, [View](#)
- Xcel Update, [View](#)
- Annual Judging Accreditation [Form](#)
- CPE card, [Form](#)
- Clinic Hours for Multi-track CPE, [Form](#)
- Committee Minutes, [View](#)

## 2. USAG Rules and Policy - Chapter 5 - Contracting of Officials

- In order to ensure properly rated officials at all sanctioned events, officials may be contracted through a designated and approved contractor.
- State Administrative Committees shall determine their officials' contractor and/or assignor to be used for meets that are conducted under the organizational jurisdiction of the State Administrative Committee.
- Regional Administrative Committees shall determine their officials' contractor.
- USA Gymnastics criteria for selection of officials must be followed.
- **AFFILIATION OF JUDGES, CRITERIA FOR SELECTION, & ACCREDITATION (read in R & P, pg. 32-35 )**
- **WOMEN'S PROGRAM RULES & POLICIES - Chapter 5 - Meet Officials & Compensation Package - (NEW! pg. 31-44/compensation chart pg 44) TOPS! MEALS! SAPPHIRE! XCEL!**

<https://static.usagym.org/PDFs/Women/Rules/Rules%20and%20Policies/2023/rulespolicies.pdf>





- **Virginia/West Virginia Meet Reservation System, Contracting & Assigning of Judges in Virginia/West Virginia (Judges Request)**
  - VA/WV NAWGJ has been selected by the VA SAC to be the official contractor and assignor of judges for competitions held in Virginia, scheduled through the VA Meet Reservation System and under the organizational jurisdiction of the state administrative committee. See Virginia Member Club Handbook at [www.vausag.com](http://www.vausag.com) for details on this process. **CHAPTER 5: MEET OFFICIALS p. 31-44** in USAG Rules and Policy.
  - Meets scheduled through this system are placed on the published VA USA Gym [Calendar](#) and assigned Virginia judges and/or judges that clubs request per the guidelines set forth by the VA State Administrative Committee.
  - As the official contractor and assignor of Virginia/West Virginia judges, VA/WV NAWGJ has 2-4 official assignors for our host clubs and judging membership.
  - VA/WV NAWGJ will coordinate with WV SAC and club owners to assign their invitationals and State meet.
  - State & Regional Meets are assigned separately. The SACs recommend judges for regionals to the regional committee, and the regional committee recommends for Easterns and Nationals.
  - The VA/WV NAWGJ board does not control this decision process; however, if an individual judge has a specific question regarding his/her lack of assignment, please talk to Steve Garman directly. Email: [vausag@gmail.com](mailto:vausag@gmail.com)
  - Refer to VA State handbook
    - <https://vausag.com/va-state-handbook/>



***“Commitment is what transforms a promise into a reality.” -----Abraham Lincoln***

## Section III: Virginia/West Virginia Website and Assigning System - GymJAS



### Welcome to the Gymnastics Judges Information & Assigning System

A. Please use this section as an outlined guide to the assigning program for VA/WV NAWGJ and procedures.

1. Website - [www.vanawgj.com](http://www.vanawgj.com) - Lots of information! Sign up for email updates!!

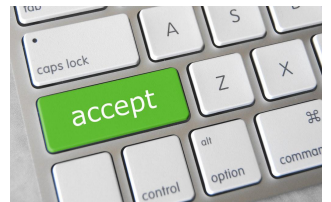
B. Assigning Program for VA/WV NAWGJ is GymJAS. This will be the VA/WV Gymnastics Judges Information & Assigning System. Following are directions to enter the system - <https://gymjas.com/va/>

### GymJAS for VA and WV Judges

#### Registering and Updating you information

- A. Go to Gymjas.com
  1. Click on Virginia/West Virginia
  2. Create an account - click on “register here”
  3. Your name with very basic information should be in the system. You will need to update the details in your profile under the tab “update your info” and please include:
    - a. USAG and NAWGJ numbers
    - b. Affiliation\*\* this is very important when doing assignments, so we know who can be head judges
    - c. Any extra qualifications you have: TOPs or Elite Compulsory
    - d. Email
    - e. Cell phone
    - f. Address - this helps us when assigning and looking at carpools - all of us are new to assigning this year and do not know all of you quite yet. - we will get there
    - g. Emergency contact
    - h. Expiration dates - not mandatory but helpful
    - i. If you rating has changed and is not correct, contact Laurell or Summer at [vaswvsjd@gmail.com](mailto:vaswvsjd@gmail.com) to have it corrected
    - j. Click “save updates” when done.
  4. To enter availability, click on “update availability” - instructions are at the top of the page.

- a. You want to select the dates you **ARE** available. **We would like your availability by Oct. 1, 2023 as we will begin doing assignments at that time.**
- b. We understand life happens and availability changes, so please make those modifications as soon as you are aware of a change in your schedule.
- c. Click **“submit”** whenever you enter information and/or update information.
- d. For weekends with 3 day meets, please consider your availability for Fridays.
- e. If you are judging a meet out of state, you still need to put in your availability so the other state Assignor can add you to their meet. PLEASE put a note in the comment section for the weekend(s) you are doing a meet in another state so we don't inadvertently try to put you on a meet in VA or WV.
- f. Preference box - click on meets you prefer to judge (this is just a guideline for the assignors, and there is NO GUARANTEE you will receive that meet contract).
  - Max of 2 preferences per weekend can be saved.
- g. Comment box on the bottom where you can indicate:
  - if you have been requested at specific meets
  - available on Fridays (afternoon, etc),
  - **\*\*is the club you are affiliated with going to be at a meet that you are available to judge - again, so we know if you are available to be a head judge**
  - Any other notes that might help the assignors.
  - You are judging a meet but in another state
- h. Once you are finished, click **“submit”**



### **Accepting your assignment**

Once you have been assigned a meet you will receive an email:

1. Log in to your account on GymJas
2. Click on **“Display your schedule.”**
3. You will be able to see the list of meets you have been assigned to.
4. Click on **“Show meet details”** to see the details of the meet.
5. Click **“Confirm this assignment”** this will confirm all days of a multi-day meet.
  - a. You have 2 weeks to accept the meet – we hope you do this much more quickly than this!
  - b. If your schedule has changed and you CANNOT do the meet, contact the assignor ASAP - that information is included in the Meet Details
  - c. A check mark will show by your name once you have confirmed the assignment.
  - d. You will be prompted to submit your contract; do that, and a picture of an envelope will be visible next to your name.

## Generating a Contract

1. **STOP!!** In order to contract your competitions, ALL your membership information needs to be RENEWED and the information needs to be updated under the “**Update your information**” button on the home page. This will be verified.
2. On the home page, select “**Create a contract**” and the list of competitions you have acknowledged will be displayed.
3. Click the checkboxes for the meet(s) that you want to do the contracts for and click on “**Create and send a contract for the selected meets**” button (which is located **above** the grid).
4. You will need to create a contract for all meets assigned.
5. Once the contract has been completed, you will see an envelope picture and a checkmark, indicating you have accepted and done the contact for the meet.

This is a new process for us this year, so please reach out with any questions to:

- Summer and Laurell at [VAWVSJD@gmail.com](mailto:VAWVSJD@gmail.com)
- Kathy Atkinson at [Kathy.Atkinson@cox.net](mailto:Kathy.Atkinson@cox.net)
- Barb Jirka at [jirkabarb@gmail.com](mailto:jirkabarb@gmail.com)

### 2023

January	February	March
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11	20 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 1 2 3 4 5 6 7 8 9 10 11	26 27 28 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8
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25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5	30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9	27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6 7
October	November	December
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### 2024



January	February	March
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July	August	September
30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9 10	28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6	27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6
October	November	December
29 30 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1 2 3 4 5 6 7 8 9	27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6	27 28 29 30 31 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 1 2 3 4 5 6

## Section IV: Virginia/West Virginia NAWGJ State Clinic and Judges Cup

### A. Annual Hosted Virginia/West Virginia NAWGJ Events:

#### 1. Virginia/West Virginia NAWGJ State Clinic for Judges & Coaches - Co Hosted with VA USA Gymnastics



- a) State Clinic for Coaches & Judges - The Virginia/West Virginia State Clinic for coaches & judges is held annually in September, regularly hosted in Virginia Beach, in conjunction with our VA/WV NAWGJ Annual Meeting, Annual Virginia USA Gymnastics State Meeting, and Social Gathering. It is co-sponsored by VA USA Gym & VA/WV NAWGJ to provide an opportunity for our clubs, coaches, and judges to attend a state held clinic addressing updates for the season and practice judging with one or two National Clinicians. Judges testing opportunities are offered.

- This event is generally covered for judges in Virginia/West Virginia, as included in the budget voted on by the VA/WV NAWGJ State Governing Committee. It is a well attended event and allows our judges to meet, mingle, and get on the same page for the season. Attendance is encouraged by all members.

#### 2. Judges Critique Clinic & Xcel Clinic for Coaches & Judges - Judges, Athletes and Coaches - These clinics, generally offered in early November, serve a dual purpose of providing educational support for our judges and coaches and fulfilling our NAWGJ mission to assist coaches and athletes in our state.



- a) **Virginia/West Virginia Judges Cup Critique Clinic - for Judges, Athletes, and Coaches:** VA/WV NAWGJ's main fundraising event for organization funding and supporting the education, training, and testing of our VA/WV judges.

The profit from this event is earmarked for training and testing to earn higher ratings for our judges. We appreciate your support by teaming with us to provide VA/WV NAWGJ with the ability to strive for excellence in judging our athletes.

Judges volunteer in ALL capacities at this meet, and new judges find it a good opportunity to spend time with more experienced judges. Get involved and support VA/WV NAWGJ - the attendance and support of our VA/WV clubs is greatly appreciated.



## Section V: Official Duties of Judge

### I. Official Duties of all Judges

#### A. From USAG Rules and Policies, Chapter 5, pg 20.

1. Maintain USAG membership, sign-in, show proof of membership, maintain Accreditation rating with CPE and Follow the USAG Code of Ethics.
2. **Be professional.**
  - **Dress appropriately, regardless of the level of competition, in the required uniform.**
  - **Navy skirt/pants/dress and jacket/sweater, white blouse/shirt.**  
**Exception: theme invitationals.**
    - Suit jackets are required for State meets and above.
    - Leggings are not acceptable attire to officiate a competition.
  - **Be mentally and physically prepared and rested in order to evaluate all gymnasts as accurately as possible.**
  - **Be quick, cooperative, and efficient in resolving differences during a conference.**
  - **Remain at their event station until the entire competition is completed.**
  - **The use of cell phones (talking, texting, etc.) or any type of wireless communication device is prohibited while on the field of play (competition area).**
    - Judges may use an electronic device for scoring purposes but must turn off messages, email notifications, etc. by switching their device to airplane mode.
  - **Earbuds/EarPods are not allowed to be worn while officiating.**
3. Serve only in the capacity of an official during warm-ups and competition. They may not act in a dual capacity (i.e., coach/judge, parenting/judge, Meet Director/judge, Announcer/Judge, etc.).
4. Be familiar with the meet setup and organization. No judge has the right to demand a last-minute change in the course of the meet or to jeopardize the athlete/competition in any way unless there has been a violation of the Rules and Policies.
5. Fulfill all assignments according to the contractual agreement. Only dire circumstances should prohibit a judge from fulfilling an assignment. If a judge must cancel an assignment, she/he must notify the appropriate officials at the earliest possible moment.
6. Refrain from having conversations with other judges and coaches during the competition. In addition, the judges' responsibility does not involve the conduct of the gymnast(s) during warm-up or training. Any conversation or comments with the athlete should be made only if requested by the coach or athlete.
7. Show respect for all gymnasts, coaches, judges, meet personnel, and volunteers.





8. Be confidential about meet matters, their own scores, or other judges' scores or opinions.
9. Update judging knowledge and experience on a planned, regular basis, which includes studying, practice judging with videos or live athletes, attending courses, and judging as much as possible.
10. Treat all competitions the same, regardless of skill level.
11. Avoid judging a meet in which any personal bias (positive or negative) towards any competing team and/or individual athlete would affect their ability to judge objectively.
12. Set a good example for the athletes by displaying a positive attitude and exemplary conduct.
13. Be considerate of the Meet Director's equipment by refraining from wearing footwear that could be damaging to the mats and/or floor.
14. Refrain from soliciting invitations to judge specific competitions by making direct contact with the Meet Director.

## II. General, Chief and Panel Judge Duties *(for full details, go to General 1-28 in DevPro COP):*

### A. GENERAL DUTIES OF ALL OFFICIALS

1. Individual judges shall perform their function as a judge of the meet according to the USA Gymnastics *R&P*, membership and Safe Sport policies, and the USA Gymnastics *Code of Ethics*.
2. Individual judges shall be limited to judging, evaluating, and scoring the competition.
  - a) A judge shall NOT involve herself/ himself with conduct of the gymnast during warm-ups or training.
  - b) Comments to the gymnast should be made only if requested from coach or gymnast.
3. Individual judges will be bound by terms of the individual contract agreed upon for that particular meet.
4. Judges are responsible, according to all appropriate laws and jurisdiction, for all financial reporting and identification of payment/ reimbursements received to appropriate agencies (i.e., IRS).
5. Each individual judge shall sign and return the contract to the Meet Director and contracting official. (In VA/WV this will be completed through GymJAS).
6. Judges are NOT allowed to accept gifts in addition to USA Gymnastics judges' compensation package fees / expenses unless the gift does NOT exceed a retail value of \$20.00.
7. Judges should serve only in the capacity of an official during warm-ups and competition. They may NOT act in a dual capacity (i.e., coach / judge, parent/ judge, Meet Director/ judge, announcer/ judge, etc.).
8. Judges must act in a professional manner.
  - a) Must NOT leave their seat during competition without permission of the Meet Referee or Chief Judge.





- b) Must remain at her/ his event station until the entire competition has been completed.
- c) Must avoid conversations with coaches regarding evaluation of exercises
- d) Must be willing to compromise when the two counting scores are out of range
- e) Must refrain from using electronic devices (such as cell phones, tablets, etc.) for purposes other than gymnastics judging or reference on the field of play. Electronic devices must be in airplane mode.

**9. Judges MUST dress appropriately, regardless of the level of competition, in the required uniform (navy skirt/ pants, and jacket; white blouse/ shirt; NAWGJ navy dress/ sweater). (Exception: theme invitationals)**

- a) Suit jackets required for State and above competitions.
- b) Leggings are NOT acceptable.

**10. Chief and panel judges are responsible for flashing their own Start Value (SV) at all Level 6 / 7 / 8 / 9 /10 meets (or write it on the competitor's score card).**

- a) SV MUST be flashed AFTER the score has been submitted.
- b) Judge MUST provide her/ his own SV flashing unit, unless provided by host club.

**11. Must fulfill annual Continuing Professional Education (CPE) requirements.**

**B. MEET REFEREE (may also act as a Chief Judge)**

**1. A Meet Referee, or acting Meet Referee, MUST be designated at all Dev Program sanctioned competitions.**

**2. If Meet Referee also serves as Chief Judge, she / he will receive Chief Judge's fee and Meet Referee fee at the following competitions:**

- a) State Championships with four-judge panels
- b) Regional, Level 9 East/West and Level 10 National Championships (regardless of the number of judges per panel.
- c) Dual compensation is NOT allowed at State Championships with two-judge panels, or at any sanctioned local/sectional meets.

**3. Meet Referee Duties and Responsibilities:**

- a) If requested, assist in conducting the draw prior to or at coaches' meeting (depending on the organization of meet) at regional or national competitions, in conjunction with:
  - (1) Appropriate USA Gymnastics Officer, and/ or
  - (2) Meet Director
  - (3) Serves as liaison between coaches and judges. Must attend the coaches meeting (or designate a proxy) at state, regional, and national competitions.





- (4) Conducts the judges' meeting prior to competition using the Meet Referee checklist.
- b) Presents the USA Gymnastics base score video for analysis at state and above meets.
  - (1) The base score video file can be obtained electronically from the USA Gymnastics RTCC, the SACC / RACC or the State / Regional NAWGJ Director.
- c) Reviews the following procedures with judges:
  - (1) Logistics of meet/ scoring system, meet mechanics, etc.
  - (2) Rule changes
  - (3) Equipment issues
  - (4) Information from Meet Director
  - (5) Professional protocol reminder
- d) Assigns Chief and panel judges to their respective events, as requested by the State Administrative Committee (SAC) or Regional Administrative Committee (RAC) for State and Regional Championships. It is strongly recommended that SAC / RAC assign the duty of event assignments to the designated Meet Referee.
  - (1) Criteria for assignment MUST be followed.
  - (2) If the Meet Referee is also Chief Judge, the assigning official may make event assignments.
  - (3) At local, pre-sectional and sectional meets, assigning official may make event assignments.
- e) May observe and / or give opinion during conferences.
- f) Is available for counsel, upon request of the Chief Judge.
- g) May counsel Chief Judge when, in her/ his opinion, the average score and / or score of Chief Judge seems out of line with scoring in the competition.
- h) May recommend, but never force, a change in any score.
- i) Corrects and signs official score sheets after any change of score.
- j) Gives any technical or judging information pertinent to competition to the Meet Director or organizing committee for distribution.
- k) Acts as final authority in all technical matters involving judges, timers, line judges, flashers, and event tabulators.
- l) Notates a warning given by the Chief Judge concerning incorrect attire or signaling with a verbal cue. She / he will then notify the Chief Judge on the other events that a warning has been given so that appropriate deductions may be applied.
- m) Upon notification from the Chief Judge, issues a warning to the coach for unsportsmanlike conduct. Follow USA Gymnastics' Safe Sport policy and coaches behavior policy in Rules and Policies. This would also be applied for excessive cheers and / or behavior of teammates, or the coach who is disruptive to the competition.

- n) Will be available for a minimum of five minutes following the last competitors' exercises to deal with questions or concerns with technical decisions and / or judges' scores.
- o) Serves as president of the Jury of Appeals.
- p) May be an affiliated judge.
- q) Indicates any violations of Rules and Policies on the sanction report form or notifies USA Gymnastics Member Services directly in writing by email.
- r) Is responsible for compiling and checking information regarding judges' fees and expenses for Meet Director.
- s) Checks with scoring personnel to verify that scores for all gymnasts are entered and all inquiries have been resolved.
- t) Issues a warning to the coach and notifies the Meet Director if she / he observes more than one gymnast on UB at the same time during any warm-up (timed or 30-second touch).
- u) Monitors judging panels to ensure appropriate use of electronic tablets for judging and reference purposes.
- v) Determines with the Meet Director the designated time for judging panels to leave and to return to the field of play between sessions.

4. **Judges are required to remain on the competition floor until the Meet Referee releases them to begin break time. All break time will now be compensated; therefore, the judge MUST remain on the grounds of the venue.**

**C. CHIEF JUDGE**

1. Prepares judges for correct evaluation of exercises prior to competition at judges' meeting.
2. Advises Meet Director of any equipment safety concerns or non-approved equipment; checks that all materials necessary are available and functioning properly, including:
  - a) Light or time signals
  - b) Stopwatches
3. Instructs judging assistants to assure their knowledge of:
  - a) Correct use of signal to indicate line violations
  - b) Correct use of stopwatch and timing device to indicate time limitations
  - c) Proper reporting procedures for the following violations:
    - (1) Exceeding time allowed
    - (2) Stepping out of Floor Exercise area
  - d) Correct method of scoring being used.
  - e) Correct procedures for flashing of start values, individual scores and / or average score.
4. Is responsible for correct work of her / his panel and assistant judges.



5. Uses a green flag or hand signal to acknowledge the presentation of the gymnast.
6. Must evaluate exercises accurately without bias and **MUST** first write (or enter into electronic scoring system) her/ his own score before reviewing scores from other judges.
7. **Must determine and record score and SV, as well as record deductions for execution/ amplitude, artistry, compositional errors, and neutral deductions.f**
  - a) Should write the European **7**
8. Verifies that scores fall within proper range.
9. Verifies that the scores of Chief Judge, panel judge(s), average score, and time/ line deductions are properly recorded during the competition.
  - a) It is NOT necessary to sign the official score sheet.
  - b) Judges **MUST** keep a record of scores on a heat sheet.
10. **Confirms when a gymnast may repeat an exercise (or portion of the exercise) due to technical failure and determines when the repetition (or continuation) will occur.**
  - a) A flash from a camera is NOT a valid reason to allow the gymnast to repeat exercise.
  - b) These decisions **MUST** be made in consultation with the Meet Referee prior to the score being flashed.
11. **Is responsible for calling a conference if an impossible SV has been awarded and / or for other reasons to assist judges in arriving at a common basis for scoring during competition.**
12. **Terminates an exercise if (after a fall) gymnast exceeds allotted fall time.**
  - **If an injury occurs, fall time begins when medical assessment is complete.**
    - a) Vault (after fall on first VT, once gymnast is standing on feet) = 45 seconds to salute for second VT.
    - b) Uneven Bars (once standing up on feet)= 45 seconds.
    - c) Balance Beam (once standing up on feet)= 45 seconds.
    - d) **A bleeding wound (or any other injury due to a fall) does NOT give the gymnast the right to repeat exercise. Once the wound is covered, the gymnast may resume routine from where she left off.**
13. **Reports to Meet Referee or Jury of Appeals if any of the following is observed:**
  - a) Incorrect gymnast attire
  - b) Unsportsmanlike conduct of coach (after warning)
  - c) Excessive cheers or behavior disruptive to competition by teammates or coach
    - (1) EXAMPLE: Gymnasts standing around the FX area, blocking the view of judges and/ or spectators.



- d) Team fails to observe specified warm-up time (after a warning).  
Deduction would be applied to the team event score where infraction occurred.
- e) Coach or teammates warned about technical verbal cues.

**14. Is responsible for responding, in conjunction with panel judge(s), to an inquiry in a professional manner.**

**15. May NOT be affiliated at any sanctioned qualifying meets.**

- EXCEPTION: affiliated judges may be assigned as CJ at non-qualifying invitational meets.

**16. Takes deduction from average score for the FOLLOWING INFRACTIONS.**

Deduction MUST be indicated to coach either verbally or by visual means at conclusion of exercise.

*See Chief Judge Deductions Chart in Code of Points: General p.7-9*

**D. PANEL JUDGE**

1. **Must evaluate the exercises quickly and accurately, without bias.**
2. **Must record VP, Bonus, Special Requirements (SR) and SV, as well as record deductions for execution/ amplitude, artistry, and compositional errors.**
3. **Must include on score slip to send to CJ (if electronic score input is NOT available for each judge):**
  - a) Judge's initials and assigned number.
  - b) Competitor number, SV and score.
  - c) Notification if a deduction was taken for coach spotting gymnast.
  - d) Notification if the gymnast exceeded border marking on FX (if no line judges are present); should attempt to signal any such violation by raising hand.
  - e) Should write European **7**
4. **Must flash SV after sending the score to CJ.**
5. **When changing a score, the judge MUST cross out the first score, initial change, and write in the new score; do NOT erase.**
6. **May be affiliated; however, there may NOT be more than one judge per panel with the same affiliation.**



**PLEASE REVIEW USA GYM CoP UPDATES TO STAY UP TO DATE.**



### III. PRACTICE JUDGING on NAWGJ.org - <https://nawgj.org/video-projects/>

**Purpose of practice judging:** Is to improve the knowledge of the judge in the application of the rules and officiating of the sport through a fair and consistent experience for all practice judging and; to prepare the judge to become a higher rated official without disrupting the efficiency of the meet.



**A. Practice/Back judge** a minimum of two meets before assignment to a paid position. Must be completed at Dev Program Level 3-10 meets & Xcel if held in conjunction with L3-10 sessions ONLY. No other disciplines are accepted.

1. Notify State NAWGJ State Judging Director or assignors of availability to practice at selected meets prior to that meet. Do Not show up the day of the meet and do not contact the meet director or host club directly.

**B. Requirements for the "Practice Judge":**

- a) "Practice Judge" must wear the official uniform, a navy blue suit, and white blouse or shirt, per USA Gym Rules and Policies.
- b) The "Practice Judge" must come to the meet with all necessary supplies (paper, clipboard, pencil/pen, be on time, and receive directions from the Meet referee and/or Chief Judge.
- c) The Meet referee and/or Chief Judge will confer with the "practice judge" prior to the start of the meet so that placement on the floor may be assigned.
- d) Specifically, the "Practice Judge" shall:
  - (1) Sit with the Chief Judge at an assigned event and sit on the floor.
  - (2) Judge each routine and record the score.
  - (3) Direct any questions to the Chief Judge after the completion of the rotation.
  - (4) You may listen in on conferences, but refrain from any comments. Also, refrain from relaying any conference information to anyone.
  - (5) Act in a professional and ethical manner throughout the meet.
- e) The "Practice Judge" may judge one or more sessions on a given day of the competition. A judge must rotate to a different event with each new rotation.
- f) Only one "Practice Judge" per event will be allowed at the larger meets.

**C. Considerations for the "Practice Judge":**

- g) The Meet Director has NO responsibility to the "Practice Judge". The Practice Judge assumes responsibility for their own travel, lodging, and food and is not paid for their expenses.



- h) Practice judging at a meet where you are a coach of a participating team is NOT permissible.
- i) Collegiate competitions are not permissible for practice judging since the colleges utilize their own set of rules.

## Section VI: Professionalism

- A. **NAWGJ Code of Professional Responsibility, [view](#) **READ - July 2023- NEW****
  - a) This Code of Professional Responsibility consists of three parts: Canons, Disciplinary 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 NAWGJ judges and will be applied uniformly 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.
- B. **Social Media, [view](#) and **READ CANON 11 in new Code of Responsibility****
- C. **Uniforms are required while officiating. This is both a contract requirement and membership requirement of both USA Gymnastics, NAWGJ and VA/WV NAWGJ.**
  - 1. **USA Gymnastics Requirement - Women's R&P p.20, D.1./COP Requirement - In General Duties - General p.3**
    - Judges MUST dress appropriately, regardless of the level of competition, in the required uniform (navy skirt/ pants and jacket, white blouse/ shirt, NAWGJ navy dress/ sweater). (Exception: theme invitationals)
      - Suit jackets required for State and above competitions.
      - Leggings are NOT acceptable.
  - 2. **NAWGJ Required Uniform & Leaping Lady Purchases:**
    - **Link to Uniform Purchasing Information:**  
<https://nawgj.org/uniform/>



***Never forget that Perception is Reality!***

***"Ambition is enthusiasm with a purpose." ----Frank Tyger***



## Appendix & Quick Links

[National Association of Women's Gymnastics Judges](#)

[Virginia - West Virginia NAWGJ](#)

[USA Gymnastics](#)

[Virginia USAG](#)

[West Virginia USAG](#)

[Region 7 USAG](#)

[NCAA information](#)

[FIG Gymnastics](#)

[USAG Committee Minutes](#)

[USAG Updates](#)

[Development Updates](#)

[Xcel Updates](#)

[USAG Development Appendices](#)

[USAG Xcel Appendixes](#)

[CPE Annual Continuing Education Record](#)

[Rules and Policies for USAG](#)

[Operating Code for USAG](#)

[Forms for USAG](#)

[NAWGJ Merchandise & Library](#)

[Judging Bill](#)

[Compensation Package](#)

[Meet Referee Agenda](#)

[Judges Courses](#)

[Judges Exam](#)

[VAUSAG Quick Look Calendar](#)

