

VAWV NAWGJ Assigning Handbook

November 2024

NAWGJ created an ad-hoc national assigning committee to aid in the development and implementation of assigning handbooks for each state. For the 2023-2024 assigning year, NAWGJ required each State Committee to create an elected Assignor position(s) separate from the State Judging Director. NAWGJ conducted nationwide meetings with State Judging Directors and assignors to facilitate the process and provide recommendations, policies, and procedures for an assigning handbook.

Over the past year, the Virginia/West Virginia NAWGJ State Judging Directors and Assignors actively participated in these national meetings. Additionally, they collaborated with the Region 7 Regional Judging Director, the Region 7 State Judging Directors, and Assignors to develop best practices.

NAWGJ has requested that all NAWGJ State Committees formulate and publish, preferably by September 30, 2024, and annually thereafter, an Assigning Handbook. This handbook will outline the NAWGJ-State specific policies and procedures for assigning. Once approved by the VAUSAG SACC, VAWV NAWGJ State Committee, and the Regional Judging Director, the handbook will be filed with the National NAWGJ office and published on the VAWV NAWGJ website.

A special “thank you” to the NAWGJ National Ad-hoc Assigning Committee, Minnesota NAWGJ, MD-NAWGJ State Committee, PA NAWGJ State Committee, and the Region 7 Regional and State Judging Directors and Assignors, and the VAUSAG SAC for their insights and contributions to the first edition of the VAWV NAWGJ Assigning Handbook.

Role of the State Judging Director(s) (SJD):

Have a working knowledge of the assigning process and assignments and be available for consultation, but they are not the Assignor(s).

The SJD's responsibilities include:

- [Problem Resolution](#) (NAWGJ Code of Professional Responsibility, July 2024)
- Manages all complaints (verbal or written) of a potential violation of a NAWGJ Canon/Rule or other inappropriate behavior in a timely, efficient, fair and complete manner.
- Implements/follows the NAWGJ Problem Resolution Process and Disciplinary Action Guidelines to assure that problems are resolved fairly and equitably.
- Follows a problem resolution process that includes communication and documentation while maintaining confidentiality.
- Endeavors to resolve issues locally and informally before elevating to the next level.
- Renews and pays for the annual GymJAS assigning software license.

Judge Management

- Add new judges to the GymJAS system.
- Transfers judges in/out of state.
- Archive judges who are no longer active.
- Ensures all judges have valid credentials, including USAGymnastics memberships, NAWGJ memberships, and current CPE.

Fee management

- Collects assigning fees from Meet Directors.
- Accounts for all fee transactions.

Assignor(s) Responsibilities:

States are required to have an assigning Coordinator/Assignor. The Assignor(s) are responsible to the State Judging Director.

As per NAWGJ Assigning Best Practices Updated 6/9/23:

- Acts as a liaison between Judges and Meet Director.
 - Asks meet information to convey to the judges.
 - Requests any special needs, such as lodging.
- Assigns all meets using the GymJAS system.
- Assigns Meet Referee and panel judges.
- Prioritize keeping judges on the same judging panel throughout the meet and shift event assignments. Meet Directors can indicate on the Judges Request Form that they want judging panels to remain the same throughout the meet, if that is their preference.
- Keep track of event assignments.
- Affiliation will be considered based on club competition and panel requirements per

R&P.

- Preference is given to Meet Director requests, then local judges if the Meet Director agrees.
- If a 1 judge panel is needed (due to availability or requested per Meet Director for an in-house meet), the SJD will collaborate with the SACC, prior to assignments being made.
- Meet information sent to judges 2 weeks in advance.

Assigning Timelines Guidelines (may be adjusted pending current calendar):

- Judge's availability due in Gym JAS by Sept. 10. If your availability changes, please update Gym JAS as soon as possible.
- Assigning will be initiated in September, starting with the invitationals, followed by the in-house meets.
- When possible, Invitationals will be assigned at least 2 months prior to the meet date.
- When a judge receives their contract, they have 10 days to accept or decline. Please try to accept or decline within 5 days.

Factors to Consider when Assigning:

- When available, VA NAWGJ judges will be assigned to VA meets and WV NAWGJ judges to WV meets before local judges from neighboring states.
- Other factors that may be considered when assigning:
 - Geographic Location
 - Rating
 - Experience
 - Affiliation
 - Availability
 - Priority for a specific assignment is given to judges selected for USAG National/Regional/State assignments and events upon notification by USAG.

Assigning Across States:

- Specific out-of-state judges are not requested:
 - The Assignor(s) should send an email directly to all out-of-state Assignors involved, including a (cc) to the out-of-state SJD(s).
 - This email will keep the SJD(s) informed, while avoiding or minimizing the potential for miscommunication.
- Specific out-of-state judges are requested:
 - The Assignor(s) should send an email to the requested judge, their State Assignor, their SJD, and the Meet Director to confirm availability.

Club/Meet Director Requests for Specific Judges and/or Ratings:

- Requests will be honored where able. If a specific judge is requested but not available or eligible, the assignors will communicate with the Meet Director regarding the remaining options. The Meet Director has the right to request judges with ratings that exceed the minimum requirements for their meet and has the option to incur more expense to have a judge outside the local area.
- Meet Director requests to NOT have a specific judge will be honored and the information kept confidential.

Judges Responsibilities:

- CANON 6: Judges should not solicit meets for themselves or others.
- GymJAS profile must be updated with availability entered by September 10 and updated as your availability changes.
 - Judge meet preferences may be entered in GYMJAS. All protocols in R&P and the guidelines in this handbook will be followed before a preference is considered.
 - Judges are responsible for updating GymJAS as their availability changes.
 - Judges must indicate if they are affiliated and to which gym(s).
 - If a judge is doing an out of state meet, indicate your availability on GymJAS so the other state can assign you, indicate in the comment section that you will be judging out of state, so the VAWV assignors don't double book the judge.
 - Dates under consideration for assignments are locked (in GymJAS) in draft mode to prevent deletion by judges. The judge must contact the Assignor(s) to delete an availability date for a meet in draft mode.
- Judges **must** sign contracts within 10 days of receipt (preferably earlier).
- NAWGJ Bylaws (Rule 13): Judges shall only accept contracts for meets if they hold the appropriate rating and have fulfilled all required professional responsibilities unless an exception is obtained in writing from the appropriate authority prior to the event.
- Last-minute Judge replacement requests (i.e. weather, illness, family emergency, etc) should be communicated to the Assignor and Meet Director as soon as possible. The Assignor will then assist in finding a replacement Judge. See below.
- CPE must be current and on file.
- Applicable member organization membership (i.e. USAG, NGA, etc.) and NAWGJ membership must be current, and all requirements of the applicable organization met.
- **Prior to their first assignment**, new judges must have completed the two mandatory new judge practice and feedback sessions.

Last minute replacement of a Judge due to illness, emergency, etc.

- The judge needs to contact the meet assignor, the Meet Director, the Meet Referee and the SJDs, as soon as they are aware they cannot do the meet.
- If only one of those entities is contacted, i.e., the Meet Director (MD), then the

MD should reach out to the assignor, the meet referee and the SJDs. Everyone should be kept in the loop to facilitate a quick replacement.

- The assignor or SJD will check GymJAS to see who is available with the appropriate rating, contact the judge to confirm availability and create a contract for the judge.
- This information will be communicated back to the Meet Director and Meet Referee asap.
- If there is a need to go to a 1 judge panel, if no replacement can be found, the SJD/assignor will communicate with the SACC to discuss this option and then report back to the Meet Director and Meet Referee. Event assignments may need to be modified in this scenario.

Meet Director Process to Request Judges 2024-2025

For VA:

- Meet Directors or club contacts must request their Invitational meets in Virginia following the VAUSAG SACC Phase System.
- For in-house meets, clubs may submit the Request for Judges form to the SJD's at VAWVSJD@gmail.com at least 1 month prior to the meet, complete the Judges Request form on the VAUSAG website [Judges Request form](#) **OR** enter the information into GymJAS, gymjas.com/va/index.php, and complete the "Meet Request Form" to request judges.
- Send payment (\$5/judge per the USAG R&P) via PayPal [@vawvnavgj](#) or via check made out to VANAWGJ, mail to Summer Oostra, 3 Berkeley Circle, Williamsburg, VA 23185.
- When requesting specific judges - the names can be included in the comment section of GymJAS or on the Request for Judges form. This information will be kept confidential.
- A minimum of 14 days' notice is required for amendments or cancellation of officials. If cancellation of officials occurs less than fourteen days prior to the meet and the officials are not re-assigned to another competition, the Meet Director is responsible for payment of 2 hours honorarium per judge and any non-refundable expenses incurred. See full explanation and caveats per R&P 2024-2025, on page 31.

For WV:

- Submit your Request for Judges through GymJAS for Invitationals by September 1.
- For in-house meets, submit the request at least 1 month prior to the meet.
- Send payment (\$5/judge per the USAG R&P) via:
 - PayPal [@vawvnavg](#) or check made out to VANAWGJ, mail to Summer Oostra, 3 Berkeley Circle, Williamsburg, VA 23185.