

NAWGJ Handbook for Washington State 2014

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NAWGJ MISSION STATEMENT

Mission

It is the mission of the National Association of Women Gymnastic Judges 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.

NAWGJ WASHINGTON Mission Statement

To SERVE its Washington State members, gymnasts, and coaches.

To EDUCATE its judges.

To ensure JUDGEMENTS that are fair, consistent and unbiased and aid its judges to do so.

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

WA Board Members and Contact info

Name	Position	Email	Phone
Lee Bjella & Denise Green	<p>Co-SJD's</p> <p>Lee: SJD duties include: Finances, Fundraising, Website, National Judges Cup-Level 7 team, Group registrations, Test administrator, Attend USAG meetings</p> <p>Denise: SJD duties include: Education, Oversees Assigning Committee, Elections, Board meeting chair, Test Administrator, Attend USAG meetings</p>	sjd2@nawgjwa.com	425-327-5767 Lee 360-431-0063 Denise
Patty Ames	North/Central Rep/West New Judges Rep	Pames7@aol.com	425-765-8728
Pier Hansen	South Rep, membership and CPE	piroshky@hotmail.com	206-850-5133
Dianne Palmer	East Rep	tenskira@gmail.com	509-432 -3389
Pam Harper	East New Judges Rep	Pamela.harper@gmail.com	509- 554-7711
Michelle Ripple	Assigner	malsvensen@comcast.net	360-349-1648
Laurel Tindall	Judge/Coach Liaison – appointed	ltindall@spu.edu	206-819-7733

Regional/National NAWGJ

Name	Position	Email	Phone
Ann Heppner	RJD	techimpaired@ados.net	503-369-3945

Evelyn Chander	NAWGJ President	ecpresident@aol.com	
Mary Lee Martin	NAWGJ VP	mlmartin77@gmail.com	
Patty Shipman	NAWGJ Finance	pship@aol.com	

USAG Contact Info

Name	Position	Email	Phone
Sandy Flores	WA State Chair	usagwashington@gmail.com	206-919-5672
Meg Doxtator	Region 2 Chair	mdoxtator@themac.com	
Linda Mulvihill	Regional Technical Chair	gymit@aol.com	

NAWGJ CANONS

The Canons express in general terms the conduct expected of women's gymnastic judges in their relationship with the public, with the Association and with the profession of judging in general; the Canons embody the general concepts from which the ethical consideration and disciplinary rules are derived.

(The Complete Code of Professional Responsibility can be viewed on the NAWGJ website under "Official Documents"- www.nawgj.org)

- CANON 1: A judge should assist in maintaining the integrity and competence of the profession of judging women's gymnastic events.
- CANON 2: A judge should assist the Association in fulfilling its duty of making judges available for women's gymnastic events.
- CANON 3: A judge should assist in improving the system of judging women's gymnastic 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. Each team, meet contestant and participant, as well as the spectators, are entitled to the official's best efforts to administer the rules of the sport.
- CANON 6: A judge should prepare for each judging assignment and should, through study and clinics, keep her/his judging knowledge current.
- 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, quickly yet accurately produce her/his scores and have a basis for the scores derived and prepared. If a legitimate need

should arise, the judge should 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 any 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 the privacy, property and feelings of any judge or other person with whom such judge is living during the event being judged, and should not do anything which would embarrass or offend such person.
- CANON 12: A judge should at all times both look and act professionally. A judge should maintain a neat and well-groomed appearance when judging. He/she should wear the uniform of the Association (except where other dress is permitted).
- CANON 13: A judge should not be overly officious. She/he 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 meet directing are not included in a judge's responsibilities.
- CANON 15: A judge should never consume alcoholic beverages or drugs prior to a judging assignment where such consumption is evident by odor, conduct or appearance.
- CANON 16: A judge should exercise good judgment when using social networking media (Facebook, Twitter, blogs, texting, e-mail, etc.) i.e. avoid communicating with coaches or gymnasts during, before or after a competition; or refrain from making inappropriate statements about fellow judges, coaches, gymnasts, clubs or parents.

Professionalism

As a judge, coaches, gymnasts, parents, volunteers and runners are constantly monitoring your behavior and actions. It is important that you maintain behaviors that communicate impartiality. Do not hug coaches, athletes, or parents while you are on the competition floor or in uniform. What you say is ALWAYS overhead by someone! Make certain that your comments are always positive and not critical.

Cell Phones

Please disable your cell phone while you are on the competition floor. Do not make or receive calls or texts from your judging table. If it is necessary for you to make a call/text on your cell phone (emergencies only) please notify the Chief Judge or Meet Referee and leave the floor to place the call. This also includes iPads and other communication devices.

Body Language and Communication

Refrain from talking to the other judge(s) while you are judging or coming up with your score. It is easy for observers to assume that you are talking the athlete's performance and trying to influence the score of the other judge. Meet Directors are paying for independent judgments from every judge. Only comment on a routine when asked to do so by the Chief Judge in a conference situation.

Facial expressions are just as powerful as words. If an athlete makes a mistake, maintain a neutral facial expression even though it may sometimes be very humorous! Wrinkling your nose or sighing are all expressions that parents/coaches pick up on. It's courteous to smile at the gymnasts at the conclusion of their routine. Judges take a deduction if athletes do not salute

judges at the end of a routine so give them the respect they deserve by acknowledging their signal when they finish their routine.

By the end of long meets, you may have a hard time looking alert. Try to maintain good posture throughout the entire meet and not sit with your head on your hand or slumped down in your chair.

TRAVEL GUIDELINES

Carpooling

When you are assigned a meet, you will be asked to carpool with other judges in your area or along the way to the meet. Carpools are recommended to help maintain reasonable costs for Meet Directors. The position of driver for carpools should be swapped among the judges within a carpool community. Carpool drivers will be reimbursed at the current mileage listed on the contract, in accordance with the compensation package contracted by NAWGJ.

Judges are requested to carpool when ever possible. If a judge chooses not to carpool for any reason, mileage will not be paid to that judge unless prearranged with the SJD and the Meet Director (USAG policy). If unable to travel with the designated carpool, mileage may be charged from home to the carpool departure location.

- If a carpool participant is delayed and unable to join the carpool in a timely manner, the participant should continue to drive to the meet by himself/herself. Mileage may not be claimed. The delayed judge will continue to try to make contact with the carpool/Meet Director to inform them of the status of their arrival.
- If a judge has not contacted the carpool and has not arrived at the departure site within 20 minutes of the designated departure time, the carpool should depart for the meet.
- The carpool driver should contact the Meet Director, the assignor, or the SJD (whoever is available) to notify them of the problem with the carpool. These individuals can continue to attempt to make contact with the delayed judge to ensure his/her safety.

Cars used for carpooling should be clean and free from clutter so as not to crowd the carpool participants. The car should be gassed and ready to travel when the carpool is picked up.

Judges who are worried about the driving practices of the carpool driver should notify the driver immediately and request a change in behavior. If the judge continues to drive in an unsafe manner, the concerned judge should notify the SJD. If complaints are received about driving practices of a judge, that judge may not be assigned as a carpool driver in the future as a matter of safety for our judges.

If you help with some of the driving responsibilities the driver is under no obligation to split .

Departure Time

- The departure time for the carpool should be established by calculating the travel time to the meet site plus adding 20-30 minutes to accommodate carpooling arrangements/transfers. The carpool driver has the responsibility to select a departure time that will allow timely arrival at the meet site without having to drive too fast for the conditions.
- The departure time for the carpool should not be more than 30 minutes above the estimated travel time unless there is mutual agreement of all participants. The carpool driver may not set the time so early as to cause other carpool participants to have to back out of the carpool and drive alone.

For carpools requiring an overnight stay the night before the meet, the carpool driver should try to establish the departure time so as to be at the hotel no later than 10:00 PM.

- If ALL carpool participants agree that they want to leave earlier than the guidelines suggest (for personal reasons; shopping, side trips, etc.) they may only charge for meal expenses that fall within the time period of the carpool guidelines.
- If the carpool driver or participant in the carpool is delayed, the delayed judge must call the carpool driver or other carpool participant to notify them of the delay and give an estimated time of arrival. The carpool driver must make a decision at that time as to whether the carpool will leave without the delayed judge or wait until the judge arrives. Common sense will be the guiding rule for such decisions.
- If the carpool judge is unable to make contact with the carpool by phone to inform them of the delay, the delayed judge should call the meet site and leave a message for the carpool driver. The carpool driver, in turn, should call the Meet Director to find out if a message has been received from the delayed judge before leaving the departure site.
- If a carpool participant is unable to join the carpool in a timely manner, the participant should continue to drive to the meet by himself/herself. Mileage may not be claimed. The delayed judge will continue to try to make contact with the carpool/Meet Director to inform them of the status of their arrival.
- If a judge has not contacted the carpool and has not arrived at the departure site within 20 minutes of the designated departure time, the carpool should depart for the meet.
- The carpool driver should contact the Meet Director, the assignor, or the SJD (whoever is available) to notify them of the problem with the carpool. These individuals can continue to attempt to make contact with the delayed judge to ensure his/her safety.

Lodging/Hotel Arrangements

If you can reach the meet site by leaving your home at a reasonable time without lodging, you will not be assigned to a hotel room. If you indicate that you need a room and do not cancel with the Meet Director in advance and the Meet Director has to pay for your room, he/she has the right to deduct the cost of the hotel room from your check.

In a two- day or longer meet, you may be expected to stay at the hotel if the Meet Director is obtaining a complimentary room. In this case, mileage would only be paid for one round trip even if you should choose to go home each day. Likewise, it is not the Meet Director's responsibility to provide a hotel room for you just to avoid an early morning drive if you live within a reasonable travel time to the meet site.

If you anticipate that a meet is going to end late (past 9:00 PM) and require you to stay overnight at the meet city, please let the Meet Director know so that arrangements can be made for

you to stay overnight on the last night of the meet. Because there are a number of factors that must be considered in determining overnight stay following late-night meets, no set rule is in place and judges and Meet Directors are asked to use common sense. This is a safety issue for judges and Meet Directors and the decision must be made with the safety of the driver/carpool as the highest priority.

Family Members and Travel/Hotel

If you want a family member or friend to travel with you to a meet or you wish to stay in a hotel room with a family member or friend on the way to or during a meet, the following procedures are **REQUIRED**. Please do not ask other judges, the assignor or the SJD for an exception to these procedures. Such requests put pressure on these people to comply with your request when they may prefer not to.

- 1.) You cannot take ANY family member in a carpool being paid for by the Meet Director. Don't even ask the driver for an exception. If you want to travel with a family member or friend, you will have to drive to the meet site on your own and you will receive no reimbursement for mileage or gas. If you are the carpool driver and wish to take your family or friend, you must call the assignor and relinquish that position and receive no mileage or gas.
- 2.) Hotel rooms are not furnished for family members. If you have been assigned to a room and you bring your family along, you as a judge, can stay in the designated room but NOT your family. A judge may stay with his/her family member but the judge must assume responsibility for making hotel reservations and paying for the room.
- 3.) Please do not take food from the judge's table to feed your family members. If meals have been arranged by the Meet Director in an off-site facility (restaurant), family members are not to accompany judges.
- 4.) Family members are not permitted in the judge's room. If you want to spend time with them during the breaks, you will need to meet with them outside the judge's room.
- 5.) Family members that wish to attend and watch the meet must pay. They are officials or participants; therefore, they must pay as a spectator. Do not ask for special privileges.

Uniform Protocol

Judges should have an official uniform within one (1) year of receiving your rating to be assigned to any state meets. NAWGJ offers a uniform that meets the requirements and may be ordered through Land's End. Information concerning uniform ordering can be found on the NAWGJ web site at www.nawgj.org

First year judges are required to wear a navy or black slacks (skirt acceptable for females), white blouse, and navy or black low heel or flat shoes. Male judges should wear a tie.

When considering your uniform attire follow these requirements:

ACCEPTABLE	UNACCEPTABLE
Neutral/navy hose	White or other color hose, socks
Dressy shirt/blouse	No T-shirts, sweaters, mid riff or tops that pull up over skirt/pants and reveal your butt.
Dressy shoes (black/navy)	No spike heels, sandals, tennis shoes

ACCEPTABLE	UNACCEPTABLE
Minimal pins (no more than 2-3)	

Official slacks may be worn at any meet unless otherwise designated.

Only change attire if the Meet Director, with approval of the SJD, specifies. You may wear “theme attire” such as Halloween, Christmas, etc. if approved by the SJD and Meet Director.

IT IS ALWAYS CORRECT TO WEAR YOUR UNIFORM. If you decide to wear theme attire keep in mind:

- Dress Professionally
- Shorts must be dress length
- You may not wear sweatpants

REQUIRED MEMBERSHIPS

NAWGJ membership is required for any judge accepting assignments made by NAWGJ.

The annual membership dues shall be:

Professional Membership.....\$60.00

Membership application/renewal forms are available from the NAWGJ website at: on-line at http://www.nawgj.org/membership_page.htm

USAG Professional Membership: assignment to all USAG sanctioned competitions require a current USAG Professional membership.

Membership is dependent upon current Safety Certification AND a Criminal Background check with a “green light” status.

Continuing Professional Education (CPE)

Annual CPE credits are required to test up to the next level and to be assigned to USA Gymnastics sanctioned events.

- The accreditation year is defined as **August 1-July 31**.
- Each judge is responsible to keep accurate records of their CPE, including documentation of attendance at approved CPE experiences.
- CPE credits will be calculated in actual clock hours.
- Documentation should correspond to the hours submitted on the Annual CPE Record Form.

The Annual CPE Record Form is available on the USAG website or on the NAWGJ website at:

<http://usagym.org/PDFs/Women/Judges/AnnualCPERecord.pdf>

When filling out your CPE Annual Report, be sure to indicate your judging Level. Once you have completed your Report, turn it in to your CPE Coordinator.

Document your CPE hours with the CPE Documentation cards available on the USA Gymnastics website. <http://usagym.org/pages/home/pages/forms.html?prog=w#womens> (under Judging Accreditation Forms).

IMPORTANT: These documentation cards are your record of completed CPE hours. You should keep them in a safe place along with a copy of your CPE Annual Report.

Do NOT submit copies of documentation cards to your CPE Coordinator. The CPE Coordinator only collects the ANNUAL CPE Record.

Information concerning the CPE Requirements can be found at <http://usagym.org/pages/women/pages/judging.html>

TESTING

Testing Requirements

Judges tests are available under the USA Gymnastics Judging Accreditation. You may register online or fax your registration to the USA Gymnastics office. The registration deadline for all judging exams is two weeks prior to the date of the course when registering by fax or mail and one week prior to the date of the course for USA Gymnastics Professional or Jr. Professional Members who register online. If you are taking the 4/5 or 7/8 exams you will not need to bring a current rating card, results letter or exemption eligibility form. These items are only needed when testing up to Level 9 or Level 10. You can view the [Master Testing Schedule](#) for a list of Judging Accreditation test

NOTICE: You must log in with your USAG member number/user id and password to register for a test. If you have not changed it, the password is your date of birth in the following format MMDDYYYY. Do not use spaces, slashes or dashes. You will also need your credit card details. Do not proceed without this information.

Testing Guidelines

General Guidelines:

The accreditation year will be defined as August 1 - July 31

- Judging certification ratings are good for 4 years, beginning the summer following the Olympics. Each re-certification year all levels are required to retest and pass at the levels percentage to retain the current certification. The judge can also test up a level if applicable. Level 5/6 ratings are good for 8 years from first year of testing.
- An individual that has never held a rating may test at the Compulsory Level 5/6 and/or at the Optional Level 7/8. Both are entry levels.
- Individuals may choose to become rated for the optional level only. A Level 5/6 rating is not required.
- Examinees may take the written and/or practical test for a specific level a minimum of four (4) times per accreditation year in the attempt to pass.

Compulsory Level 4/5

- Must be a minimum of 16 years of age
- Must take a written exam and achieve a minimum score of 70%
- Once a rating is achieved, judge is certified to judge USA Gymnastics Junior Olympic Compulsory Levels 4 and 5

Optional Level 7/8

- Must be a minimum of 16 years of age
- Must take a written exam covering both Level 7 and 8 and achieve a minimum score of 70%
- Must take a practical (video) exam showing Level 8 exercises only and achieve a minimum score of 70%
- Examinee is not required to take both parts at the same time, nor are they required to repeat any part previously passed

Optional Level 9

- Must have held an Optional Level 7/8 rating for a minimum of twelve (12) months.
- Must meet the Continuing Professional Education (CPE) requirements of 12 hours (minimum 6 clinic hours)
- An exception to the above (2) requirements will be made for any former or present Level 10 or Collegiate Regional coach, or Level 10 senior gymnast. Those qualified individuals may begin testing at Level 5/6 and Level 9 concurrently. Level 10/Collegiate coaches and eligible athletes must complete an Exemption Eligibility Form, which is available on-line at www.usa-gymnastics.org/women.judging A USA Gymnastics National, Regional, or State officer must sign off on this form prior to testing. This form must be brought to the test site and given to the Test Administrator prior to administration of the test.
- Must be a minimum 18 years of age
- Must take a written exam and achieve a minimum score of 76%
- Must take a practical (video) exam and achieve a minimum score of 75%
- Examinee is not required to take both parts at the same time, nor are they required to repeat any part previously passed
- May achieve a Level 7/8 rating provided the minimum score of 70% is met on both test parts
- Once a Level 9 rating is achieved, judge is certified to judge USA Gymnastics Junior Olympic Optional Levels 7, 8 and 9.
- Must pass the compulsory 5/6 test in order to earn a Level 5/6 Compulsory rating

Optional Level 10

- Must have actively held an Optional Level 9 rating for a minimum of twelve (12) months
- Must meet the Continuing Professional Education (CPE) requirements of 16 hours (minimum 8 clinic hours)
- An exception to the above (2) requirements will be made for any former or present Elite Coach or Senior Elite gymnast who participates at a National Elite Classic. Those qualified individuals may begin testing at Level 5/6 and 10 concurrently. Elite Coaches and eligible athletes must complete an Exemption Eligibility form, which is available on line at www.usa-gymnastics.org/women/judging A USA Gymnastics National, Regional, State officer must sign off on this form prior to testing. This form must be brought to the test site and given to the Test Administrator prior to administration of the test.
- Must be a minimum of 20 years of age
- Must take both the practical (video) and written exam. Must receive a minimum score of 80% on each examination part. Examinee is not required to take both parts at the same time, nor are they required to repeat any part previously passed.
- May achieve a Level 7/8 rating provided the minimum score of 70% is met on both test parts
- Once a Level 10 rating is achieved, judge is certified to judge USA Gymnastics Junior Olympic Optional Levels 7, 8, 9 and 10

- Must pass the compulsory 4/5 test in order to earn a Level 4/5 Rating

Helpful Tools

There are many helpful tools available through the NAWJG Website and various states' NWAGJ websites. Feel free to include all that you want!

The following are just a few.

- Quick Math for Judges
- Meet Referee Check List
- USAG Fee Schedule
- Helpful Websites

QUICK MATH FOR JUDGES USING HALF-TENTHS

With 0.05 often being used in judging, figuring average scores can be done quickly. There are only three (3) possibilities when 0.05 is involved. If the 0.05 is always treated separately and last, the math will be easy.

Both judges have final scores with .05. Take away the .05 from one score and add it to the other score. This makes both whole numbers. Just figure the average from these whole numbers.

Examples:

$$8.65 = 8.60$$

$$8.95 = 9.00$$

Average is 8.80

$$7.25 = 7.20$$

$$7.55 = 7.60$$

Average is 7.40

Only one judge has a final score with 0.05 and both judges scores are either odd or even numbers. In this case, the average score will always end in 25. Drop the 0.05 and figure the average score based on the first two numbers and then add 0.025.

Examples:

$$8.55 \text{ and } 8.70$$

Drop the 0.05 and average the 8.50 and 8.70 for an 8.60. Then add 0.025 for a final score of 8.625.

$$9.25 \text{ and } 9.4$$

Drop the 0.05 and average the 9.20 and 9.40 for a 9.30. Then add .025 back to the average for a final score of 9.325.

Only one judge has a final score with 0.05. One judge's score is an odd number and one judge's score is an even number. In this case, the average score will always end with a 75.

Examples:

Scores are 8.65 and 8.90 Drop the 0.05 and average 8.60 and 8.90 for a score of 8.75. Then add 0.025 bak to the average for a final score of 8.775.

Scores are 7.35 and 7.80 Drop the 0.05 and average 7.30 and 7.80 for a score of 7.55. Then add 0.25 to this average for a final score of 7.575.

Remember.....always treat the .05 LAST

If both scores are odd or even, the average score will always end in 25.

MEET REFEREE CHECK LIST By Rene' Niccollai

PRE-MEET PANNING

Refer to pre-meet information sheet emailed by assigner to include:

- a. Event assignments
- b. Judges' arrival time
- c. Travel arrangements-driving or airline
- d. Directions/maps to meet site/hotel
- e. Roommate assignments
- d. Meal arrangements
- E. Meet schedule

MEET REFEREE SUPPLIES:

- Forms-expense voucher forms for judges, Chief Judge average sheets (state and above), Inquiry Forms
- Base score video and script-state and above
- NAWGJ fee schedule-may be found in R & P listed under Judges Compensation Package or Alabama Judges' Handbook
- Phone number and address of Meet Director or designated contact person
- Phone number of local assigner, state and regional personnel
- Information related to qualifying procedures-may be found in R & P
- RULES AND POLICIES (current year), USAG CODE OF POINTS, COMPULSORY BOOK, TECHNICAL HANDBOOK and all addendum
- Have your "USAG J.O. Program Optional Matting Requirement Chart" readily available
- Review basis for Inquiries:
 - -Compulsories: Incorrect elements, evaluation of major elements,
 - falls, neutral deductions or unusual occurrence
- Optionals: Start Value, falls, neutral deductions or unusual occurrences

UPON ARRIVAL AT MEET SITE:

- Meet with Meet Director and computer scoring personnel
- Ascertain meet format (capitol cup, traditional, modified traditional (warm up and compete) and warm up procedures
- Verify arrival of all judges - state meet and above
- Confirm judges' meeting room needs - sufficient tables, chairs, etc.
- Check position of judges stations for each event.
- Ascertain meal arrangements - try to have food brought in when there is a time constraint or inclement weather
- Make arrangements for auxiliary personnel - timers, line judges, flashers, secretaries (enough chairs at head judge's table, stopwatches in good working order, etc)
- Make sure the television, DVD, and remote control are in working order (state meet and above)

Helpful Websites:

NAWGJ <http://www.nawgj.org/>

Washington NAWGJ www.nawgiwa.com

USAG Women's Program <http://usagym.org/pages/women/pages/index.htm>

Washington USAG website www.usagwa.com

NCAA: <http://www.ncaa.org/>

NAWGJ Education Corner- Video Links:
http://www.nawgj.org/education_corner_video_links.htm

JAS (Collegiate Judges Assgining System) - http://www.nawgj.org/COLLEGIATE_JUDGESASG2011.pdf