



ILLINOIS NAWGJ GUIDELINES

This booklet was designed to assist each judge with information throughout the year.

Some materials are from NAWGJ and USA Gymnastics. Other information and policies pertain only to Illinois NAWGJ.

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NAWGJ MISSION STATEMENT

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.

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

NATIONAL NAWGJ MEMBERSHIP BENEFITS

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).

BENEFITS TO ILLINOIS NAWGJ MEMBERS

Education Benefits

- Clinics may be held each year according to the needs of the membership. Efforts will be made to make these clinics either free or at a very low cost.
- Illinois NAWGJ offers a mentoring program. It is customized to support new judges. New judges will be assigned a mentor who can assist the new judge on their journey to becoming an experienced judge. Mentors are available to guide the new judge, answer questions, practice judge, or be available for other educational purposes. Contact the Education Chair to discuss your specific needs. If you are an experienced judge, you may also request a mentor to assist in moving up a level or helping you to understand the specifics of judging in Illinois.
- It is recommended that every new judge and every judge moving up to a higher rating should practice judge at least two sessions before he or she is eligible to be assigned a meet at the new level. The Education Chair can assist you in finding a location to practice judge.

Financial Benefits

- Financial benefits are subject to change to conform with the National NAWGJ policy. Illinois NAWGJ will pay NAWGJ membership dues according to the requirements established by the State Governing Board.
- The Education Fund is for every Illinois NAWGJ member. The Education Fund may pay for testing, clinics and study materials for the next cycle as established by the State Governing Board.

National Judges Cup

Illinois NAWGJ is committed to sponsoring a Level 7 Team representing Illinois at the National Judges Cup. We are also committed to sending one judge each year. The judge will be selected based on who wishes to attend. The Illinois NAWGJ Governing Board will make the final selection.

Members who wish to attend the National Judges Cup will submit their names to the SJD by the designated due date. The Illinois NAWGJ Board will make the final selection. If an Illinois judge is not sent to the National Judge's Cup, a donation, as approved by the Illinois NAWGJ Board, will be sent instead. For more information, please see www.judgescup.com.

ILLINOIS NAWGJ OFFICERS

The Illinois National Association of Women's Gymnastics Judges (IL NAWGJ) is part of the National Association of Women's Gymnastics Judges (NAWGJ) and thereby follows all of the NAWGJ Constitution, policies and rules. The following guidelines are specific to Illinois.

Officers and Elections

Following the national schedule and procedure for elections, the State Judging Director (SJD) has a term of four years. The State Governing Board members have a term of two years, elected in the odd years.

Members run for specific positions on the State Governing Board. By national policy, a state cannot have more than nine board members, not counting the SJD, without national approval. More members can be appointed, but only elected members are eligible to vote on board policies and issues. The state board will meet minimally twice a year.

The SJD or their designee will be reimbursed for travel to any meetings that are require attendance, such as the national SJD meeting. Relevant information discussed at any meeting will be disseminated to all Illinois NAWGJ members. Any other member sent to a clinic or a meet at the expense of Illinois NAWGJ is expected to provide a report to the membership.

Illinois-NAWGJ Elected Board Positions

State Judging Director
Administrative Assistant
3 Assigners
Education Chair
Judges Cup Chair
Financial Assistant
Webmaster

Illinois-NAWGJ Appointed Positions:

Ethics Chair

RESPONSIBILITIES OF ILLINOIS NAWGJ MEMBERS

Professionalism

Judges are expected to comply with the Code of Professional Responsibility. It is the responsibility of all judges to follow all of the NAWGJ Canons and Disciplinary Rules as listed in the Appendix. The Problem Resolution Process and Disciplinary Action Guidelines will be used to adjudicate irregularities by judges. Gymnastics judges, like officials in all sports, should be professional, fair, enforce all rules, never change the score of another judge or the routine score without contacting the meet referee, remain impartial regardless of the teams and coaches participating in the meet, create a level playing field for all participants, stick to rendering decisions about routines and refrain from socializing with coaches during the competition. Judges should refrain from talking while judging and calculating your score. Only comment on a routine when asked to do so by the Chief Judge in a conference situation. Body language should also remain neutral. Negative facial expressions are just as powerful as words.

Judges should be respectful to all meet personnel, fellow judges, participants, parents, and volunteers. Judges should refrain from commenting on performances by gymnasts, scores, coaches, other judges or any other aspect of a meet using any form of social media either during or after a meet. It is never a good idea to post the image of an athlete or indicate the scores you gave during the meet on social media. Judges are under constant scrutiny by coaches, gymnasts, parents, and volunteers who observe our behavior and actions. What you say is always overheard by someone, even off the floor. Make sure your comments are neutral and never critical. Your behavior and actions should reflect a professional NAWGJ gymnastics judge.

Uniforms

All judges are expected to wear the official NAWGJ dress or blazer with either navy slacks or a skirt, a white blouse or shirt to all meets. The patch is the official logo. Judges have a dress option now. Land's End items with the leaping lady are not the uniform. If you received a leaping lady sweater from the NAWGJ Symposium, you may wear that as part of your uniform but no other leaping ladies. An exception to the official uniform is made when the meet director has requested themed attire. First-year judges may wear white blouse/shirt and navy slacks. Information about purchasing a uniform can be found at www.nawgj.org.

Cell Phones and Electronic Devices

All cell phones MUST be turned off while on the competition floor. No calls or texts should be received or sent during the competition. All electronic devices, such as iPads,

Notebooks or tablets, must be turned off while on the competition floor unless using them to judge. See USA Gymnastics Rules & Policies for the complete cell phone/electronic devices policy.

Problems with Another Judge

If you have a specific unresolvable problem with another judge, you must put the problem in writing and submit it to the Ethics Chair. If your problem is with the Ethics Chair, submit it to the SJD. The person receiving the complaint will then follow the procedures set forth in the NAWGJ Disciplinary Guidelines.

Travel Guidelines & Mileage

Refer to the Rules and Policies of USA Gymnastics for guidelines regarding travel.

Meals

Judges with dietary restrictions should bring their own meals to a meet. If you do not like the meal served, you are not entitled to a per diem nor should you request another option. See the Rules and Policies of USA Gymnastics for further clarification. Additionally, refer to the current Rules and Policies of USA Gymnastics for a dinner per diem if the judge is requested to arrive the night before the meet.

Illinois Judges Cup

The judges of Illinois host Illinois Judges Cup. The purpose is to raise funds for the upcoming year. These funds help defer the cost of educational materials such as books, clinics, testing fees, NAWGJ membership, hotel fees, any supplemental materials we use throughout the year, and organization operating expenses. As a member of Illinois NAWGJ, you should volunteer to help at the Judges Cup Meet to make it a success. Judges should make every attempt to volunteer the entire weekend. Remember that we need everyone's help to run this meet and make it the best meet for gymnasts and for Illinois NAWGJ.

Continuing Professional Education

An explanation of Continuing Professional Education (CPE) can be found in Rules & Policies under Criteria for Selection of Judges. An accreditation year is August 1 to July 31. Each judge is responsible for keeping track of his or her own activity and for sending the Annual CPE Record to the state CPE coordinator by May 31 of each year. If your CPE's are not completed by the due date you must notify the CPE coordinator to indicate your intentions for completion.

The number of hours required is decided by the rating the judge held on August 1 of the previous year. For example, if you were rated as a Level 4/5 on August 1, 2020, and passed the Level 6/7/8 test in January 1, 2021, your CPE requirement for May 2021 would be that of a Level 4/5.

Social Media

CANON 15: A judge should exercise good judgment when using social networking media (Facebook, Twitter, blogs, texting, e-mail, etc.), e.g., a judge should avoid communicating with coaches or gymnasts during, before or after a competition; and refrain from making inappropriate statements about fellow judges, coaches, gymnasts, clubs or parents.

Social networking is an extremely powerful tool. When something is put on the Internet it can go anywhere. A judge should NEVER put something on the Internet that:

- Shows disrespect to anyone.
- Gives any appearance of bias.
- Thanks, or praises a meet or meet director.

When you comment on how poorly a meet was run or complain about the food, you are disrespectful. When you contact a gymnast or a coach after a meet to compliment them on a routine, you are showing bias. Use common sense.

Judges as Spectators

It is best to refrain from providing information to other spectators about judging while you are sitting in the stands. It is advised to answer questions in a general manner rather than to comment on a particular athlete's routine. If a parent asks you a question, mention that it is different watching a meet from the stands and that unless you have the same perspective as the judge, it is hard to predict a score or apply a specific deduction.

Requesting Meets

Judges should never ask or indicate to Meet Directors a desire to judge a meet. Assignments are made based on the Meet Director's written request, level of the meet, affiliation, availability and location. Meet Directors may request specific judges and it is their responsibility to follow the proper procedures. Meet Referees should NEVER contact judges on behalf of a Meet Director to ensure a contract will be issued to their judging friends for a competition.

DUTIES OF JUDGES AT A MEET

Meet Referee Duties

The Meet Referee is assigned by the assigner and may be requested by the Meet Director.

Prior to the Meet

- Contact the Meet Director to discuss meet logistics (session times, levels, team competition).
- When assigning events, take into consideration any legitimate special requests (i.e., being a mentor, having an event at a state-regional-national meet). Every judge should be willing and able to judge every meet with any judge. Requests to not judge a specific event or with a specific judge may or may not be considered. Send assignments and session times to the judges via email as soon as possible, but at least one week prior to the meet. A copy of the event assignments using the official Excel spreadsheet should also be sent to the SJD, assigner, the Meet Director, and any other individual the SJD designates to receive event assignments.
- Inform meet director of hotel needs. If a Meet Director is not providing single rooms, ask for roommate preference requests from each judge before assigning rooms.
- Provide the contracted judges with an emergency contact number.
- The Meet Referee should come to the meet with a complete set of materials, including a Rules & Policies.

At the Meet

- Discuss meet specifics with the Meet Director (event special awards, rotations, scoring devices, Pro Score, etc.).
- Judges should report 30 minutes prior to march-in for local and invitational meets, unless otherwise specified by the Meet Referee prior to the date. Refer to the Rules & Policies of USA Gymnastics regarding a judge who is late to the Report Time.
- Confirm all judges sign the sanction.
- Conduct a judges' meeting. Review the meet format and warm-up procedures. Complete base scoring for state meets.
- Attend the coaches meeting (run by the Meet Director) and be available for any questions.
- Handle any inquiries. Review the basis for inquiries. Compulsory (incorrect elements, evaluation of major elements, fall, neutral deductions, or unusual occurrences) and optional (start value, falls, neutral deductions, or unusual occurrences). See Rules & Policies for further clarification.
- Give official warnings for Chief Judge deductions that require a warning. If a Chief Judge deduction does not require a warning, do not give one. Example: shouting to the coach to move a board, this is not a deduction with a warning. You are giving unfair advantage to that team.

- All Judges must stay on the floor until the last competitor is finished per R&P.
- Record the report time and end time for each day of the meet.
- Check the judges' pay sheet prior to submitting it to the Meet Director for payment.

Practice Judge Protocol for Meet Referees

All new judges in Illinois, or judges with a new higher rating are encouraged to practice judge twice before they are assigned. The Meet Referee is the one responsible for ensuring that the Practice Judge knows what is expected of them. If the Meet Referee is unable to perform this function, they should assign another judge.

The practice judge should contact the Meet Referee to confirm it is an appropriate meet to practice. Considerations should include: the size of the venue, if there is adequate room for another judge, time constraints, and if another judge has already requested to practice.

The Meet Referee is responsible for informing the practice judge of the report time and location address. The Meet Referee is responsible for ensuring the practice judge knows the protocol and anything that is specific for that meet. If the Chief Judge or Meet Referee are unable to answer questions at the meet, tell the practice judge to contact the Education Chair prior to the meet.

Sanction Infractions

All infractions must be noted on the sanction form and the new Meet Referee page of the sanction. Both pages must be signed by the Meet Referee. The infractions are not up to the judge's discretion. See Rules & Policies.

Examples of common infractions:

- Warm-up time - note if gymnasts are on the floor prior to 8 a.m.
- Competition ending time – note if gymnasts are on the competition floor after 10 p.m. (excluding awards). Indicate the time the actual competition ended and the reason for finishing after 10:00 pm.
- Session time – note if the athletes are on the floor longer than five hours (from warm-ups through the end of competition (excluding awards)).
- Exceeding the allotted number of judgments per competition type.
- Incorrect matting (such as supplemental mats on the corners of the floor mat)
- Violation of any regulation within the Rules & Policies.

Pay Sheet Clarifications

- A portion of the hourly rate may be broken into halves, not less.
- All judges should be given the opportunity to review the pay sheet before the checks are written. ILNAWGJ uses individual pay sheets and judges must be provided their yellow copy.

After the Meet

Be sure to alert the SJD regarding any unusual or questionable occurrences – pass on any good things also! The idea is to stop small problems, ethics issues, education deficiencies, or just lack of common sense before they are big problems. All Meet Referees should understand this need and work together for the betterment of all of our judges.

Seating Assignments

Check your seating arrangements and line of vision before the competition starts. Once the first athlete competes, your seating arrangement must stay the same throughout the entire meet until the last gymnast dismounts. Every athlete is entitled to the same viewpoint as all other athletes. Stay at your event until the entire meet is finished. Do not walk around and talk to other judges or coaches if your event finishes early. It is unacceptable and against R&P to leave the competition floor until the competition is over for all four events.

Panel Judges

Score averages are the responsibility of the Chief Judge. A panel judge should never answer questions a coach may have about a routine. Refer the coach to the Chief Judge. If the Chief Judge asks for your opinion, feel free to comment. Refer to the USA Gymnastics Code of Points for specific duties of the panel judge versus the Chief Judge. The panel judge should be prepared to assist the Chief Judge in whatever duties are requested.

Duties of a Clerk

IL NAWGJ is often asked to provide clerks for state meets and above. This volunteer position is open to any ILNAWGJ member who has current credentials. The Education Chair is the clerk coordinator. The Education Chair may designate another individual as the clerk coordinator. Meet clerks will receive the report time and other essential information from the clerk coordinator. Address all questions to the clerk coordinator before the day of your assignment. Do not contact the Meet Referee or Meet Director. The duties of a clerk are:

- Report to your clerk coordinator when you arrive.
- Attend the judges' meeting before the first session of the day.
- Remember, you are a clerk - not a judge. Do not comment or ask questions about any score. Keep conversation to a minimum.
- Clerk duties may include keeping the average sheet, inputting scores, timing routines and or warm ups - whatever the Meet Director and the Chief Judge deem necessary.
- The Chief Judge will assign your seat at the judge's table.
- Meals will be provided at the meet.

- Wear the official NAWGJ uniform.
- For regional and above USAG sanctioned events, Level 10, National and Brevet rated judges who are eligible for the National test, will have priority if they reply by the stated deadline.

After the Meet

After the meet is over and the scores have been verified, the meet referee will dismiss the judges. Judges should clean up their areas at the end of each session. Do not leave your garbage on the judging table.

Confrontations

Confrontation with coaches can occur when our decisions do not seem correct to the coach. An inquiry may not result in a change of score and may not answer the coach's question. Anger and frustration may result in a confrontation. Keep in mind what is behind the confrontation:

1. Coaches are pressured by the gymnast and parents to "find out what is going on."
2. The emotional attachment between the coach and gymnast is strong and may lead to defensive behavior by the coach.
3. Perception is different. The coach may see the gymnast has made major improvement in one area, but has failed to see other mistakes in other areas.
4. Fatigue for all parties.
5. Encouragement from other coaches
6. The failure of the judge by:
 - Looking down while judging.
 - Lack of knowledge of the event assigned.
 - Lack of experience.
7. As judges, we must remember not to take things personally.

Judges cannot control every situation that may arise. Recognize that confrontation is a power struggle. Determine ahead of time that you will not engage in a confrontation but state "I am sorry we do not agree" and suggest the coach contact the meet referee.

Hotel Accommodations

Some Meet Directors prefer to have the judges arrive the night before the meet. Some Meet Directors prefer that all judges stay at the hotel, no matter where they live. The Meet Referee will inform the judges what the Meet Director prefers.

Lodging

1. If a judge must stay overnight prior to, during or following the competition, lodging must be provided and paid for by the Meet Director.
2. The form of accommodation must be specified in the judge's contract. Accommodations based on double occupancy in a room must provide two beds, which cannot include a sleeper sofa.

3. Whenever there is an early-morning report time and/or a late finish time, it is recommended that the Meet Director provide the option for the judges to stay at a hotel. Distance and/or weather conditions should be considered. Meet referees will email the assigned judges before the room assignments are made. Judges will be asked roommate preferences and specific sleeping conditions (i.e. sleep in cold room, snore, no TV on when sleeping, etc.) All requests should be honored if possible.

Family Members

These guidelines are established to eliminate undo-pressure on any judge to accommodate the family needs of another judge.

1. Hotel rooms are not furnished for family members.
2. Food is not provided for family members at the meet. Do not take food out of the designated area to provide a gymnast or a coach with a meal.
3. Family members are not permitted in the Judges Room.
4. Family members who wish to attend the meet must pay admission.

ILLINOIS NEW JUDGE EXPECTATIONS

Those interested in becoming a judge for the first time will be expected to show commitment by:

- a. Paying for their test(s).
- b. Paying for their NAWGJ membership, USA Gymnastics membership, background check, safety certification, SafeSport Certification and study materials.
- c. Adhering to all of the national and state guidelines.

Upon passing Level 4/5 or upon moving up a level, in order to actively start judging in Illinois, it is recommended that a judge should:

1. Practice judge at least two sessions on the competition floor and in uniform.
2. If this is impossible, he or she should video practice judge with a judge as assigned by the SJD or Education chair.
3. After actively judging three days, as assigned by an Illinois assigner, a new judge will receive \$100. This is offered to all new judges one time only. The three days must be completed within 2 years.

Practice Judging Protocol

The following list is a set of guidelines for practice judging.

1. The judge who wants to practice needs to call the Meet Referee for a specific meet. Contact the assigner if you do not know the Meet Referee. The Meet Referee will then decide if this specific meet is appropriate to have a practice judge(s).
2. The Practice Judge needs to wear the NAWGJ uniform and arrive at the requested time. The practice judge should check in with the Meet Referee upon arrival.
3. The Practice Judge may have to carry their own chair from event to event. They should sit close to the Panel Judges, but not so they interfere.
4. The Practice Judge is there to observe. Questions may be asked, but at an appropriate time as indicated by the Chief Judge.
5. A Practice Judge should never comment on another judge's score (I didn't give that connection – but you did?)
6. The Practice Judge should never make any comments about their own score – either to another judge, a coach, a parent. Your score is not an official score.
7. The Practice Judge should feel free to follow up with the Education Chair after the meet if they have questions.

WHO DO I CONTACT?

The proper chain of command is important for all of our members to receive accurate and prompt answers to their questions. Asking the responsible person saves us all time and effort. Our website is the best location for information.

Contact the SJD if you

- Are moving out of state.
- Are moving within state of Illinois or have just moved into Illinois.
- Need guidance on how to handle a specific problem/issue.
- Want something brought to the board's attention.
- Have an item you would like the board to vote on.
- Have anything you would like to discuss in confidence.
- Need information on buying a uniform or finding a used uniform.
- Have complaints about assigning.
- Would like an e-mail sent to the membership informing them of a personal event, baby, wedding, death in the family, etc. Only with the judge's permission will personal information be shared.

Contact the Administrative Assistant if you:

- Have questions about your credentials.
- Would like information about a group registration for state, regional or national congress.
- Have a subject or article for the newsletter.

Contact an Assigner if you:

- Need help navigating the assigning system.
- Need to cancel an already contracted meet.

Contact the Education Chair if you:

- Want information about testing.
- Would like a mentor.
- Would like to practice judge and need the name of the Meet Referee.
- Would like to know about clinics or study sessions.
- Have a question, or need a clarification, about a specific point.
- Want to volunteer for a clerk position.

Contact the Judges Cup Chair if you:

- Want to volunteer for Judges Cup.
- Have any questions about Judges Cup that are not answered on the website.

Contact the Financial Assistant if you:

- Have receipts for reimbursement.
- Need to find out how to be reimbursed.
- Accessing Judges Cup benefits.

Contact the Webmaster if you:

- Have trouble navigating the website.
- If you have suggestions to improve the website.

Contact the Meet Referee listed on the top of the contract if you:

- Have a question about meet specifics (report time, number of sessions, directions to the gym, etc.)
- Need a hotel room.
- Have a mentor you wish to judge with.
- Want to practice judge at their meet.

ILLINOIS MEET ASSIGNMENT PROCEDURES

Membership and Eligibility for Assignments

Membership Requirements

All officials MUST be current members of NAWGJ and USA Gymnastics, be current with their safety certification and background check, SafeSport certification and be CPE compliant. The Administrative Assistant will keep a record of all judges eligible to be assigned. Copies of your credentials must be updated in Gymjas and in your Profile in Member Services on the USA Gymnastics website. If current credentials are not updated, a judge will not be assigned a meet.

If a judge should move it is the responsibility of that judge to notify the SJD of his or her new address. If moving out of state, the SJD will provide transfer paperwork that enables the judge to notify his or her new SJD and the National NAWGJ office of the move.

Eligibility for Assignments

NAWGJ assigns meets for different organizations: DP, Xcel, AAU, GIJO, Sokols, Turners, YMCA and NGA. All judges need to be ready to judge any type of meet that they are assigned. The link for DP, Xcel and AAU rules may be found on the Illinois NAWGJ website.

Judges are required to keep their information and expiration dates updated in the assigning system, gymjas, to qualify for assignments. All judges need to be prepared to judge every level and every event for meets that they currently are rated to judge. If a judge is not CPE compliant, he or she can be assigned but will be used only if all other available judges are assigned. The noncompliant judge will have their pay reduced by \$5 per hour.

USA, AAU, GIJO, Sokols, Turners, YMCA and NGA Gymnastics Meets

All organizations who request Illinois NAWGJ to be the assigning agent will be assigned judges according to the Rules and Policies of USA Gymnastics. Remember that NAWGJ liability insurance only covers a judge for meets that are assigned with a contract through NAWGJ. The assigning committee must consult the "USA Gymnastics Criteria for Assignment of Judges" as stated in the Rules and Policies Handbook and consider judge's preferences as indicated in the assigning system. The assigning committee will develop a tentative list of officials based on these criteria. The assigner of record is responsible for distributing the contracts to the judges and the Meet Director. The Meet Referee, as designated by the assigning committee, will determine the chief judges and make the event assignments.

Meet Directors are allowed to make specific requests (geography, rating, level, previous experience with this meet, etc). Whenever possible, rotation of officials should occur.

Meet Directors must request Illinois judges through the assigning system in order for their requests to be honored. Out of state judge requests must be noted in the comment section in the Gymjas assigning system.

Availability Notification

Be sure to enter your availability by **September 1** so assigning can begin. Do **NOT** enter your availability if you do not have all of your memberships and certifications current: NAWGJ, USA Gymnastics, Background Check, Safety Certification and SafeSport Certification. The meet schedule is listed in the assigning system. The schedule is often heavy, requiring 32 judges a weekend. Keep your calendar organized to avoid double booking across multiple competition levels.

NAWGJ Judge's Contract

The assigning committee will assign all meets. All meets must be contracted with a written agreement between the ILNAWGJ and the judge. In Illinois, all contracts are assigned and accepted online through the assigning system. Illinois judges wishing to be assigned must set up their account on gymjas.com, the Illinois assigning system. After completing your availability, the assigning committee will be able to see your availability and judging preferences. After you are assigned a meet, you will receive a contract. Once you receive notice that you are assigned a meet, you have two weeks to accept or decline. If no action is taken within that time period, you will be removed from that meet. The assigner will send an email confirming your failure to acknowledge the contract and your removal from the meet. Do not send signed contracts to the meet directors. The assigning system sends them for you.

The assigning committee will make every effort to spread out all the meets to all judges. Keep in mind that meet directors are allowed to request judges for their meet and may also request NOT to have a particular judge on their meet. Even though you may be very close geographically, you may not be assigned a meet because of meet director requests and other factors such as rating/levels.

All changes must be done through the assigner of record. There shall be no switching of meets or replacing yourself. Contact the assigner of record as soon as possible if a conflict arises.

Map/Meet Location: The correct meet location will always be on the contract. Due to the volume of emails/phone calls that the assigners receive, contact the meet referee for directions and correct meet locations or visit the host club's website.

When you accept a contract and a signed copy is emailed to the assigner, you are entering into a legal binding contract to judge that meet. If your circumstances change for any reason, it is your responsibility to notify the assigner (if you have a signed contract) or change your availability in Gymjas prior to the assigning of meets.

Cancelling out of a meet is a violation of a binding contract unless there are extenuating circumstances.

Assigning Criteria

Meets are assigned considering the following criteria:

- Meet Director requests
- Level of meet and certification level of judges
- Judge's preference as indicated in the assigning system
- Affiliation of judge
- Geographical location of the meet

Replacements

Once a contract is signed, judges are expected to honor the contractual agreement to judge the meet. In the event of an emergency and you are unable to judge, it is your responsibility to call the assigner. Judges may not replace themselves on a meet.

Affiliation

The definition of "affiliation" is found in USA Gymnastics Rules & Policies. If you are affiliated, inform the Meet Referee before the event assignments are completed. You will be required to take off your "Parent" or "Coach" hat and put on your "Professional Judge" hat. You may not acknowledge that you have a child or team in the competition. If your child is too young to understand these rules, it would be wise to decline a meet where your child is competing. A judge who has a child in the meet may not request to be on a specific event, or request to not be on a specific event, so as not to affect his or her child. Think twice before you accept an affiliated contract.

Meet Procedures

When a contract is accepted, the assigning system will send the completed contracts to the Meet Director. Meet Referees should notify their judges that they are the Meet Referee for a particular meet. It is the responsibility of Meet Referees to be in constant contact with their judges. The Meet Referee will make the event assignments and select the Chief Judges. This information along with specific details (report time, approximate finish time, dress required, hotel arrangements, etc.) will be sent to each judge a minimum of one week before the meet. One week before the meet should not be the first time a Meet Referee contacts the judges. If you do not receive this information, contact the Meet Referee, not the assigner or SJD.

Credentials

Credentials (USA Gymnastics card, NAWGJ membership receipt) do not have to be worn at the meet. However, a judge must be able to show the meet director or USA Gymnastics official these cards if asked to produce them at a competition.

State Meets

The Illinois USA Gymnastics Committee chooses the judges for all Illinois USA Gymnastics state meets and determines the Chief Judges and panels.

APPENDIX

Code of Professional Responsibility

Updated October 20, 2020

The Code of Professional Responsibility provides the fundamental ethical principles that guide judges to ensure that their conduct promotes respect for the National Association of Women's Gymnastics Judges (NAWGJ). Standards for professional behavior are reflected in the Canons and Rules, while procedures for dealing with breaches of expected behavior are located in the Disciplinary Actions section. The fulfillment of the role of a women's gymnastics judge requires each judge to understand her/his relationship with a well ordered and 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 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 for 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 teams, athletes, participants, and spectators, are entitled to the official's best efforts to administer the rules of the sport.
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- 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 should 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 a relationship 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 any 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. Judges should wear the NAWGJ uniform (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; e.g., 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, e-mail, etc.), e.g., a judge should avoid communicating with coaches or gymnasts during, before or after a competition; and refrain from making inappropriate statements about fellow judges, coaches, gymnasts, clubs or parents.

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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. 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 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 on the conduct of such judge.
- RULE 4: A judge shall not accept or claim any compensation, remuneration or consideration in connection with fulfilling a 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 judgment in rendering a fair and impartial and honest judgment.
- 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.
- 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,

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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 gymnastics, 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 following the 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 certifications, 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.

PROBLEM RESOLUTION PROCESS AND DISCIPLINARY ACTION GUIDELINES

These guidelines are designed to provide fair and equitable resolution of complaints regarding the professional conduct of judges. All NAWGJ members are expected to conduct themselves in a professional manner and to adhere to the NAWGJ Canons and Rules. Judges who engage in unprofessional behavior or who violate any of the NAWGJ Canons or Rules may be subject to disciplinary action. The level of disciplinary action will be based on the gravity of the violation, the number of previous violations, and the mitigating or extenuating factors and circumstances bearing upon the infraction.

The purpose of the guidelines is to: (1) resolve issues in a manner that is instructive to the affected judge and (2) prevent the re-occurrence of a violation so as to maintain the integrity of the judging profession. The guidelines are designed to address issues involving NAWGJ members while they are performing duties as judges or performing other activities that may reflect on their professionalism as judges as representatives of NAWGJ.

The intent of these procedures is to resolve problems related to professional conduct at the state level whenever possible, i.e., the SJD or State Governing Board. In the event that the matter cannot be resolved at the state level, the affected judge may utilize these procedures to appeal the decision or the disciplinary action. The term “affected judge” refers to the NAWGJ member who is the subject of a complaint based on a Canon violation or unprofessional conduct.

The term “State Judging Director” or “SJD” may refer to the SJD or to the SGB member designated as ethics/professional chair. Throughout these procedures, 15 calendar days is allowed to complete each step of the process. This timeframe may be adjusted by the SJD at Level One and Two, the RJD at Level Three, and the President at Level Four if needed to accommodate special circumstances. However, the process should continue in as timely a manner as possible.

In the event that the affected judge is a State Judging Director, a Regional Judging Director, or a National Officer (other than the National President), then the NAWGJ National President shall designate an appropriate replacement to assume the relevant duties at Level 1, 2, 3, or 4.

If the affected judge is the NAWGJ National President, then the Vice President shall take the place of the President in all communications and deliberations.

This document is not intended to address situations involving suspected child abuse. In such cases, state and federal laws take priority over the NAWGJ Problem Resolution process after which NAWGJ may use this process and apply the appropriate disciplinary actions.

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Level One: Reporting Procedures

1. A party desiring to report a potential violation of the NAWGJ Canon or other unprofessional behavior must communicate this information to the State Judging Director in writing by email or postal mail. When a potential violation is reported, the

SJD is responsible for reviewing the allegation and attempting to resolve the issue. Within 15 days of receiving the complaint, the SJD must consult with the judge accused of the violation to describe and discuss the concern and must provide the judge with a written copy of the complaint. The SJD may consult with the reporting party and others who may have witnessed or have knowledge of the alleged violation. The SJD will listen to the judge's account of the situation and give the judge the opportunity to provide written information regarding the complaint. In the event that a judge opts not to provide a written statement, the SJD will note this in the final record.

2. Depending on the information received from the judge, the SJD may end the complaint process by clarifying any misunderstandings/misperceptions with the reporting party thus ending the complaint process. Both parties must be notified that the situation has been resolved without need of further action.
3. If the complaint is thought to have merit or to need further action (i.e., it is not the result of a misunderstanding or misperception by the reporting party), the SJD shall convene a meeting (in person or by phone or teleconference) of the judge and the reporting party within 15 days to seek resolution. The SJD will be the moderator of the meeting.
4. Depending on the outcome of the meeting, the SJD shall make a determination that no further action is needed or that a letter of counsel or letter of reprimand should be issued to the affected judge within 15 days of the meeting.

A letter of counsel is an advisory letter notifying the affected judge of a behavior that should be modified to avoid the appearance of or actual misconduct or unprofessional activity.

A letter of reprimand includes a specific disciplinary consequence associated with a finding of misconduct or unprofessional activity. Examples of disciplinary actions are provided later in this document.

5. The letter must include a description of the violation that occurred, the NAWGJ Canon that was violated if applicable, the procedures used to obtain information (who was consulted, documents reviewed if applicable), the rationale for the decision, the disciplinary action that will be applied if any, and notification of the judge's right to appeal the outcome. A URL link to the NAWGJ Code of Professional Responsibility and Disciplinary Procedures must be included in the letter. The letter must be sent by registered or certified mail to the affected judge, return receipt requested, with delivery restricted to the addressee only. The envelope in which the letter is transmitted shall be plainly marked "Personal and Confidential."

6. The SJD shall keep a copy of the record of the Level One process in the judge's file for a period of seven years and shall give all files to the new SJD so that comprehensive records may be maintained.

Level Two: Appeal Procedure

1. The affected judge may appeal a disciplinary action by sending a written request to the SJD within 15 days of receipt of a Letter of Counsel or Reprimand. The request for an appeals hearing may be sent by email (or postal mail) to the SJD who will send an acknowledgement of receipt to the affected judge via email. The affected judge is responsible for contacting the SJD to ensure the appeals request was received if notification is not received. The request for an appeals hearing must clearly specify the purpose of the appeal, state what is being appealed, i.e., the violation itself, the disciplinary action, or both, and indicate what remedy is sought.
2. Within 15 days of receiving the written request to appeal, the State Judging Director shall convene an appeals panel comprised of three members of the State Governing Board (SGB Appeals Panel). In the event the State Governing Board does not have three members to serve on the Appeals Panel, the SJD will consult with the RJD to identify members from other State Governing Boards in the region.
3. A date, time and place shall be determined to hear the appeal by the SJD. The affected judge shall be informed and advised in writing of the date, time and location of the hearing and the composition of the appeals panel. The affected judge shall be accorded a reasonable opportunity to appear personally (or via conference call or electronic platform) before the panel, may elect to present testimony, and may submit other information/materials in defense of the charge or the rationale for adjusting the disciplinary action stated in the Letter of Counsel or Reprimand. The SJD shall also submit any materials relevant to the situation that resulted in the Letter and may participate in the hearing to discuss the situation. The affected judge will be given a copy of any additional documents submitted during the appeals process prior to the appeals hearing and may provide a written response.
4. The reporting party shall have the option to attend the appeals hearing (in person or via conference call or electronic platform) but shall not be required to do so.
5. The SGB appeals panel shall, within 15 days of receipt of the request for a hearing, select a chair of the panel who will coordinate the hearing, review the materials presented, and render the panel's decision regarding the appeal. The SJD, the affected judge, and the reporting party may not be present while the SGB panel deliberates and determines its finding.
6. If a majority of the panel finds no reason to adjust the outcome of the Level One proceeding, the panel shall notify the affected judge and SJD that no further action will be taken. The panel shall record its findings in written form and shall transmit a copy of

its findings to the affected judge, the SJD, and to the NAWGJ National President for inclusion in the official records of this Association. The record must include a description of the procedures used by the SGB panel.

7. If a majority of the SGB panel finds the appeal to have merit and adjusts the Level One outcome, the rationale for the finding must be described, the adjusted outcome must be clearly stated, and the procedures used by the SGB Panel to review the case must be described. A report of the panel's findings shall be provided to the affected judge, the SJD, and to the National NAWGJ President. The complaining party will be notified that action has been taken. A copy of the report must be maintained by the SJD in the judge's file for a period of seven years.
8. The affected judge shall have the right to appeal the findings of the SGB Panel if, and only if, the finding and judgment made by the panel was not unanimous.

Level Three: Regional Review Panel Procedures

1. The affected judge may appeal the findings/judgment of the SGB Panel by submitting a written request to appeal within 15 days to the Regional Judging Director of the region in which the affected judge is a registered NAWGJ member.
2. Within 15 days of receiving the request for a regional review, the Regional Judging Director shall select two SJDs and one RJD to comprise an RJD Review Panel. The SJD who issued the letter of counsel/reprimand shall not be a member of the RJD Appeals Panel. During this same 15-day time period, the SJD shall send the RJD a copy of the record of the proceedings and all relevant materials reviewed by the SJD and SGB Appeals Panel. The RJD will send these materials to the panel members within 15 days of receipt from the SJD.
3. The RJD Review Panel will review the record and materials presented to the SGB Appeals Panel (including materials from the affected judge, the SJD, and the reporting party). The RJD Review Panel may request additional information from any party but must inform the affected judge and the SJD of such request, and must provide them with copies of the information received. Both the affected judge and the SJD may provide a written response to the additional materials received by the RJD Review Panel. The affected judge, SJD, SGB members and reporting party may not attend or participate in the RJD Review meeting.
4. Within 15 days of receiving the materials from the RJD, the RJD Panel shall report its decision to sustain, reverse, or revise the findings and judgment of the SGB Panel. The decision of the RJD Review Panel shall be sent to the affected judge, to the SJD of the state of the affected judge's membership, and to the NAWGJ National President for inclusion in the Association records. If the violation occurred outside the state of membership of the affected judge, the report will also be sent to the SJD of the state in which the violation occurred.
5. A copy of the report must be maintained by the SJD(s) and RJD for a period of seven years.

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Level Four: National Review

If the Regional Review Panel's decision is not unanimous, the affected judge may request a review by the NAWGJ National Board.

1. If the affected judge wishes to have the decision of the Regional Panel (or equivalent—see section on regional/national/out-of-state procedures) reviewed by the National Board, he/she must submit a written request to the NAWGJ President within 15 days after receiving a copy of the findings of the panel. The request must clearly specify the purpose of the request, state the area being requested for review, i.e., the violation itself, the disciplinary action, or both, and indicate what remedy is sought.
2. Within 15 days of receiving the request, the National President will appoint a National Review Panel consisting of three National Governing Board members. During this same time period, the RJD who convened the RJD Panel shall transmit all prior materials (including materials from the affected judge, the SJD, and the reporting party) to the NAWGJ National President who will in turn provide the materials to the National Review Panel.
3. The National Review Panel will base its recommendation on a review of all materials submitted by the RJD. The affected judge, SJD, SGB, RJD Review Panel, and reporting party may not attend or participate in the National Review meeting. The National President may be present during the deliberations but shall refrain from providing input. The National Review Panel shall complete its review of the materials and make a recommendation to the President within 15 days of receipt of the materials from the President.
4. The President will review the recommendation of the National Review Panel and make the final decision on behalf of the Association.
5. A copy of the report must be maintained by President for a period of seven years.

Procedure When the Problem Occurs at a Regional/National Meet or Outside the State of Residence of the Affected Judge

1. If the problem occurs at a Regional meet, the RJD will be responsible for coordinating the Level 1 review process and will conduct the procedures designated as the responsibility of the SJD in Level 1. If an appeal is filed, the appeal will begin at Level 4.
2. If the problem occurs at a National meet, the NAWGJ President will determine the person to be responsible for coordinating the Level 1 review based on the nature of the complaint. The person assigned by the President will conduct the procedures designated as the responsibility of the SJD in Level 1. If an appeal is filed, it will begin at Level 4.
3. If the problem occurs at a meet outside the state of NAWGJ membership of the affected judge, the National President will determine the person to be responsible for

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coordinating the Level 1 review process based on the nature of the complaint. The person assigned by the President will conduct the procedures designated as the responsibility of the SJD in Level 1. If an appeal is filed, the appeal will begin at Level 4.

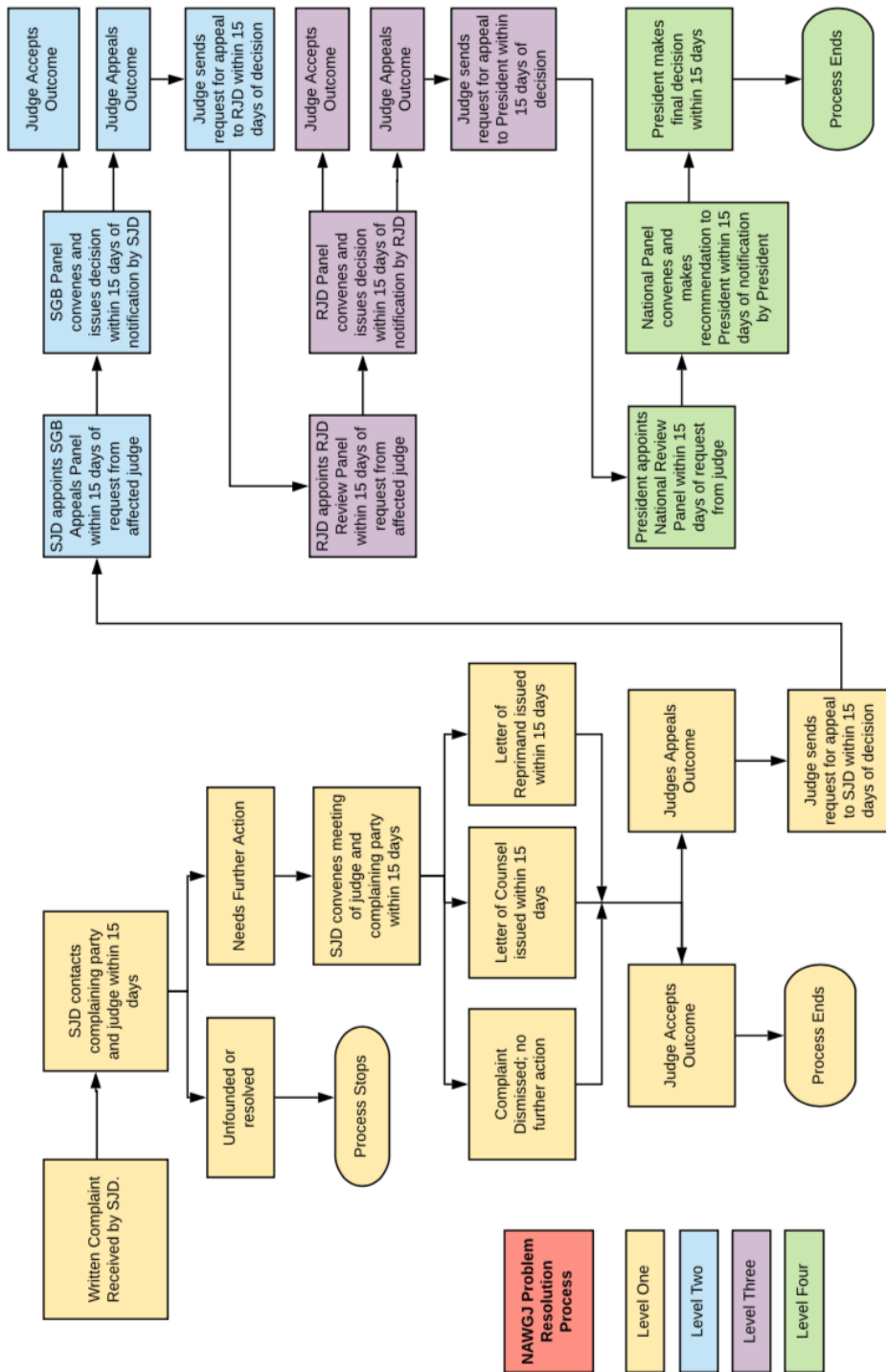
DISCIPLINARY ACTIONS

In determining the disciplinary action to be applied, consideration should be given to the relative gravity of the misconduct, the number of previous offenses or infractions by the aggrieved party, if any, and the mitigating or extenuating factors and circumstances bearing upon the infraction. The following list provides examples of disciplinary actions that may be considered. The list is not prescriptive or comprehensive and other actions may be applied that are considered appropriate for the behavior in question.

- Formal apology and/or letter of explanation from the affected judge to the reporting party and/or others affected by the behavior.
- Letter of counsel.
- Letter of reprimand (with specific disciplinary action stated).
- Development of a professional improvement plan (focus on education and/or professional behaviors).
- Assignment of a professional mentor.
- Professional training in the area of concern, e.g., Interpersonal skills, anger management, cultural/diversity education, professional conduct.
- Loss of contract assignment by NAWGJ either as a judge or in a particular judging role (e.g., Chief Judge, Meet Referee) for up to two years.
- Expulsion from the Association for a fixed period of time not to exceed five years;
- Permanent expulsion from the Association.

The penalties shall be effective fifteen (15) days from the date of communication of same to the affected judge. However, the initiation of an appeal or regional/national review as herein described, if submitted within the specified timeframe, may postpone the imposition of the penalty pending the conclusion of the process.

Problem Resolution Summary Flow Chart



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