



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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Table of Contents

NAWGJ Mission Statement	pg. 3
National NAWGJ Membership Benefits	pg. 4
Benefits to Illinois NAWGJ Members	pg. 5
Illinois NAWGJ Officers	pg. 6
Responsibilities of ILNAWGJ Members	pg. 7
Duties of Judges at A Meet	pg. 10
New Judge Expectations	pg. 15
Who Do I Contact?	pg. 16
Illinois Meet Assignment Procedures	pg. 18
Appendix	
Code of Professional Responsibility	pg. 23
Canons	pg. 23
Disciplinary Rules	pg. 25
Problem Resolution Process and Disciplinary Action Guidelines	pg. 27

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 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 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.

Eligibility

- Must be available in Gymjas at time of assigning
- Must have the appropriate rating for the meet
- Must be a member in good standing with NAWGJ and USAG having all memberships and certifications

Assigning Procedures

- Meets will be assigned in order of the USA Gymnastics Illinois Phase and Priority system.
- In order of priority, compare meet director requests with judge's preferences.
- Assign perfect matches (Meet X requests Judge A and Judge A has Meet X as their preference, this equals a perfect match). Assign perfect matches starting with Phase 1, Priority 1 and work down the list.
- After Meet Director preferences and perfect matches are exhausted, assigning will default to the existing assigning process until the remaining judge positions are filled.
- Go back to Phase 1 Priority 1 and work down the list completing assignments for the number of judges requested. Judge's meet preference proximity to the meet site, and number of meets/days already assigned will be given equal consideration.
- Out-of-state judges will only be assigned if the meet director makes a request or if no other judges from Illinois are available at time of assigning.

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; Updated August 13, 2022 – Problem Resolution & Disciplinary Action Guidelines Updated 7/2022

The Code of Professional Responsibility provides the fundamental ethical principles that guide judges to ensure that their conduct promotes respect for the National Association of Women's Gymnastics Judges (NAWGJ). Standards for professional behavior are reflected in the Canons and Rules, while procedures for dealing with breaches of expected behavior are located in the Disciplinary Actions section. The fulfillment of the role of a women's gymnastics judge requires each judge to understand her/his relationship with a well ordered 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.

Code of Professional Responsibility approved by Board, July, 2022 August 13, 2022 update reflects Canon 15 revised wording

- 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, gymnasts or family/guardians during, before or after a competition; and refrain from making inappropriate statements about fellow judges, coaches, gymnasts, clubs or family/guardians.

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,

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

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. These guidelines are designed to address issues involving NAWGJ members while they are performing duties as judges or other activities that may reflect on their role as a judge or NAWGJ representative. The guidelines are intended to:

- provide fair and equitable resolution of problems;
- resolve problems in a manner that is instructive to the affected judge;
- prevent the re-occurrence of a problem.

This document is not intended to address situations involving suspected child abuse. In such cases, state and federal laws take priority. After investigations of suspected child abuse have been completed, NAWGJ may use this problem resolution process and apply appropriate disciplinary actions.

If a State Judging Director (SJD) is notified of a concern about the professional behavior of a judge, the SJD is encouraged to discuss the concern privately with the judge and to seek resolution. If the conversation does not resolve the issue, the person(s) who has the concern should be given this document to decide if they wish to pursue a formal complaint.

A list of definitions is provided at the end of this document.

Problem Resolution Process

Level One: Reporting Procedures

1. A party desiring to report a potential violation of the NAWGJ Canon Rule, or other unprofessional behavior must communicate this information to the State Judging Director in writing by email.
2. When a potential violation is reported, the SJD is responsible for reviewing the allegation and attempting to resolve the issue between the parties. Within 15 days of receiving the complaint, the SJD must provide the judge with a written copy of the complaint and consult with the judge about the concern. The SJD may also consult with the reporting party and others who witnessed or have knowledge of the alleged violation. The SJD will listen to the judge's account and give the judge the opportunity to provide written information regarding the complaint.
3. Depending on the information received from the judge, the SJD may:
 - a. end the problem resolution process by clarifying any misunderstandings with the reporting party; or
 - b. indicate that the judge has acknowledged the problem and that appropriate consequences will be applied, e.g., a letter of counsel.

4. If the problem is not resolved, the SJD will convene a meeting (in person or virtually) of the affected judge and the reporting party within 15 days to seek resolution. The SJD will be the moderator of the meeting.
 5. Depending on the outcome of the meeting, the SJD shall determine that no further action is needed or that a letter of counsel or reprimand will be issued to the affected judge. The letter, to be issued within 15 of the meeting must:
 - a description of the problem that occurred
 - the NAWGJ Canon/Rule that was violated if applicable
 - the procedures used to obtain information (who was consulted, documents reviewed)
 - the rationale for the decision
 - the disciplinary action that will be applied if any and
 - notification of the judge's right to appeal the decision or the disciplinary action. A URL link to the NAWGJ Code of Professional Responsibility and Disciplinary Procedures must be included in the letter.
- The letter must be dated and sent either by email or by registered/certified mail to the affected judge, return receipt requested, with delivery restricted to the addressee only. The letter shall be clearly marked "Personal and Confidential."
6. The SJD shall keep a copy of the record of the Level One process for a period of seven years and shall transfer the record to the future SJD so that comprehensive records may be maintained. The SJD shall notify the RJD of the outcome of the process.

Level Two: Appeal Procedure

1. The affected judge may appeal the Level One decision or the disciplinary action by sending an email to the NAWGJ Vice President within 15 days of receipt of a Letter of Counsel or Letter of Reprimand. The Vice President will send an acknowledge of receipt to the affected judge by email. The request for an appeals hearing must clearly specify the purpose of the appeal, describe what action 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 Vice President shall:
 - Select three non-affiliated members of the National Governing Board to hear the appeal; typically, the members will be selected from the Professional Responsibility Committee but the Vice President may select other NGB members to obtain particular expertise or experience;
 - Determine a date, time and place to hear the appeal; and
 - Notify the affected judge and SJD by email of the hearing date, time, and location (or virtual meeting information).

No later than five days before the hearing, the SJD must submit all materials relevant to the Level One review. The affected judge may present additional materials relevant to the situation within this same time period. The affected judge and the SJD must be

given copies of any additional documents submitted and may provide a written response prior to the appeals hearing.

3. Both the SJD and the affected judge may speak at the hearing. The reporting party may attend and speak at the appeals hearing (in person or virtually) but is not required to do so.
4. The Vice President will conduct the appeals hearing. After hearing from all parties who elect to present information, the Vice President will meet with the panel to deliberate and determine its finding. The Vice President may participate in the discussion, but shall refrain from voting on the final outcome. The affected judge, SJD, and the reporting party may not be present during the panel's deliberations.
5. If a majority of the panel finds no reason to adjust the Level One outcomes, the Vice President will notify the affected judge and SJD that the process has concluded. The panel shall record its findings in writing, including a description of the procedures used, and transmit a copy to the affected judge, the SJD, and the NAWGJ President for inclusion in the records of the Association.
6. If a majority of the panel finds the appeal to have merit and adjusts the Level One decision and/or outcome, the adjusted outcome must be clearly stated and the procedures used by the appeals panel must be described in a written report. The report shall be provided to the affected judge, the SJD, and the NAWGJ President. The Vice President will notify the reporting party that action has been taken.

Substitution for Unusual Circumstances

Substitution of SJD: If the affected judge is the SJD, the RJD will conduct the Level One process. If the affected judge is the RJD or a National Officer (other than the President), the President shall designate an appropriate individual to conduct the Level One process. If the affected judge is the President, the Vice President will be responsible for all communications and deliberations.

Substitution for Unusual Circumstances: If the problem occurs at a regional meet/event, the RJD will be responsible for conducting the Level One procedures instead of the SJD. If the problem occurs at a national meet/event, the President will determine the person responsible for conducting the Level One procedures. If the problem occurs at a meet/event held in a state other than the membership state of the affected judge, the President will determine the person responsible for conducting the Level One procedures. In all other circumstances, including collegiate meets/events, the President will determine the person responsible for conducting the Level One procedures.

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 affected

judge, and the mitigating or extenuating factors and circumstances bearing upon the infraction. The following examples describe disciplinary actions that may be considered. The list is not prescriptive or comprehensive and other actions may be applied as appropriate.

- 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 plan to address the area of concern; (focus on education and/or professional behaviors)
- Assignment of a mentor
- Professional training in the area of concern, e.g., interpersonal skills, anger management, cultural/diversity education, professional conduct, anti-bullying, appropriate use of social media
- Loss of assignment as Chief Judge, Meet Referee for up to two years
- Loss of eligibility for office for a specified time period
- 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 the Level One process to the affected judge. However, the initiation of an appeal if submitted within the specified timeframe, may postpone the imposition of the penalty until the appeal process is concluded.

Definitions

Affected Judge: the NAWGJ member who is the subject of a complaint.

Days: refers to calendar days including weekends but excluding recognized federal holidays. The specified number of days (15) may be adjusted to accommodate special circumstances at Level One by the SJD with the approval of the RJD or by the Voce President at Level Two with the approval of the President.

Letter of Counsel: an advisory letter notifying the affected judge of a behavior that should be modified to avoid the appearance of or actual misconduct or unprofessional behavior.

Letter of Reprimand: a letter that includes the same information as the Letter of Counsel but also includes a disciplinary consequence related to a finding of misconduct or unprofessional behavior.

Reporting Party: the individual(s) who reports the concern/complaint on behalf of themselves or an organization or other group.

State Judging Director (SJD): the SJD or the State Governing Board member designated as ethics/professional chair or comparable.