

June, 2023

ILNAWGJ NOTES

“IN”

Important Reminders:

Heather Forbes is the new Illinois SJD. All questions should be directed to Heather. Heather's new email address is: ilsjdheather@gmail.com

There will be an announcement on June 1 about the ILNAWGJ election.

Memberships and certifications are due after August 1. You may start the certification process for Background, Safety and membership dues at any time **EXCEPT for SafeSport**. Do not submit your credentials to ILNAWGJ until after August 1. **SPECIAL NOTE: It is important to remember that SafeSport changed its annual renewal date. DO NOT take the SafeSport course until after August 1. If you take the course before August 1 your annual certification will expire on December 31 and you will be required to retake the course with an expiration date of July 31, 2024. Go to --** <https://static.usagym.org/PDFs/Education/u110changes2023.pdf> for a more detailed explanation of how the changes affect you and your SafeSport renewal.

In this newsletter: see page 2 for comments from Heather. ILNAWGJ committee descriptions begin on page 3.

Calendar of Events :

Flipping Education Virtual Clinic

- June 6 and June 8
- 6 pm CT
- Contact Flipping Education if you have not registered

NAWGJ National Symposium

- July 13-16, 2023; 8 pm on 7/13 through 7/16
- Amway Grand Plaza, Grand Rapids, Michigan

Region 5 Congress

- July 21-23, 2023
- Westin Chicago Lombard

After August 1

- Membership information is due including SafeSport, Background, Safety and USA Gymnastics membership fees
- August 1: NAWGJ membership fees are due (if your membership was paid for by ILNAWGJ, no action is required)

USA Gymnastics National Congress

- August 24-27, 2023
- San Jose, CA

I'm interested in what you would like to see included in the "IN" or any other comments you may have. You can contact me, **Kathy Krebs** at ilnawgjkathy@gmail.com

NOTEWORTHY NOTES FROM YOUR SJD

Heather Forbes

First of all, I would like to thank Linda McDonald for her 12 years of service as our SJD. I appreciate the work she has done and the support in the transition process.

I look forward to serving as your SJD. I am excited to support a positive gymnastics experience for judges, athletes and coaches. In my 19 years in Illinois and Region 5, I have truly enjoyed being a part of this gymnastics family and would like to facilitate continued excellence.

As SJD, my goals include:

- Increase education opportunities for judges at all ratings and experience levels.
- Work to increase membership through recruitment of new judges, as well as retention of current IL-NAWGJ members
- Foster a working relationship with the IL State USA Gymnastics Committee to promote opportunities for judges and the best competitive experience for athletes.

I will work towards a positive, enjoyable and equitable workspace for our membership. A work environment where people are respected and are comfortable approaching me or the IL-NAWGJ committee (previously board) with suggestions or concerns. We are a community and can only improve with everyone's input.

Elections:

- On **June 1, 2023** an email will be sent to all eligible IL-NAWGJ members regarding upcoming elections. In order to be eligible, you must be a member in good standing and must have been a member for the previous 12 months.
- On **June 15, 2023** applications are due to the RJD and the NAWGJ Vice President.
- All current committee positions are up for election. You can find descriptions of the jobs and general responsibilities of being a committee member in this newsletter.

Upcoming education and volunteer opportunities:

- NAWGJ Symposium- Grand Rapids, Michigan July 13-15
- Region 5 Congress- Lombard, Illinois July 21-23
- US Classic- Hoffman Estates, Illinois August 4-5
- Region 5 training camps- various locations throughout the region

Thank you for this opportunity-
Heather Forbes

ILNAWGJ STATE COMMITTEE POSITION DESCRIPTIONS 2023

“IN”

ADMINISTRATIVE ASSISTANT

The Administrative Assistant is responsible for recording the actions of the Committee, maintaining ILNAWGJ membership documents as well as other membership related duties.

Skills, abilities and qualities needed include:

- Possess excellent organizational skills.
- Provide comprehensive support to the SJD, the Committee and the membership as the membership support services representative on the Committee.
- Possess the advanced ability to work with various software programs such as Word and Excel as well as other programs used to execute the duties assigned to the Administrative Assistant.
- Possess excellent oral and written communication skills as well as demonstrate discretion and good judgement when dealing with confidential and sensitive information.
- Prepare agendas.
- Record meeting actions and translate into formal minutes.
- Develop and edit newsletters and other communications from the SJD.
- Collect and record USA Gymnastics and NAWGJ membership information, current rating status and prepare group registrations for Symposiums, Clinics, Congresses as well as other educational opportunities.
- Edit the ILNAWGJ Guidelines.
- Possess knowledge of Parliamentary Procedures (Roberts Rules of Order) to assist in keeping meetings orderly.
- Assist other Board members with overflow duties such as providing membership information and record keeping for the assigning committee.

ASSIGNING TEAM MEMBERS (THREE Assigners will be elected.)

- In late-summer / early-fall, the SJD will assign each assigner his/her weekends for the assigner to begin working on a plan for each weekend.
- The assigning committee will meet throughout the fall / winter in order to assign meets for the year. Generally, there are between two and three assigning meetings prior to state meet selection.
- Meeting dates are decided by the assigning committee in advance as well as a general plan for the meeting.
- Each assigner is expected to do preliminary work for their weekends BEFORE the assigning meeting. Preliminary work includes, but is not limited to, contacting the meet director to find out how many days the meet will be, how many judges are required for the weekend, and which levels will be participating at each competition.
- All judging requests - positive AND negative - must be noted in GymJas.
- Using the tools available (Meet Director requests, judge preferences, location of the meet, availability of the judges with the correct rating, etc.), assign each of your meets the necessary number of judges.
- Assign a Meet Referee to each of your meets based on the Meet Directors' request and/or any discussion at the assigning meeting.

- Send a PDF contract to any judge who is under the age of 18.
- After all assignments have been made, check to see if contracts have been created by each judge. If they have not, then send a reminder email to those that need to still create a contract.
- Be available to re-assign in the case of an emergency or if any other issues may arise (i.e. a judge cancels, the rating of a judge no longer satisfies the needs of a Meet Director, etc.)
- Follow all assigning procedures outlined in the Illinois NAWGJ Guidelines.

EDUCATION CHAIR

- Provide information and answer questions for people interested in becoming judges.
- Arrange groups and locations for judges to study for re-testing.
- Arrange study sessions for judges who are testing for the next level certification.
- Organize education clinics with visiting judges. Arrangement of the guest speaker, their transportation and hotel. Preparing clinic location, food, hotel and clean-up after the clinic.
- Coordinate volunteers for state clerking.
- Assign mentors.

FINANCIAL ASSISTANT

The Financial Assistant in coordination with the State Judging Director, handles all responsibilities related to the membership's money. This position requires the ability to scan, copy, and print. Below is a list of the main responsibilities:

- Create, monitor, and maintain a yearly Operating budget.
- Create, monitor, and maintain any budgets for Special events like Clinics, Judges Cup or other IL NAWGJ events.
- Collect receipts, copy all receipts and complete (4) Quarterly Financial reports and submit to SJD for approval and then submit to the Regional Judging Director prior to stated deadlines.
- Monitor, manage, and balance all IL NAWGJ bank accounts (Operating & Education Fund) to include copying statements for financial reports.
- Make deposits to bank accounts and collect all receipts of deposits.
- Monitor new judges for distributing \$100 Education benefits.
- Invoice, track and report Assigning/Insurance fees which are required for all Meets in JAS utilizing Quick Books.
- Handle all Judges Cup financial responsibilities (must work all weekend at Admissions).
- Manage and track reimbursements to the membership for Judges Cup benefits or any benefits set up by the IL NAWGJ Committee (like the Education Fund).
- In coordination with the SJD & Administrative Admin, process payments for group registrations prior to stated deadlines for Symposiums/Clinics/Congress.
- Disperse Education Fund benefits as determined by the IL NAWGJ Committee.

JUDGES CUP CHAIR

The primary responsibilities are to plan, organize, and run the ILNAWGJ Judges Cup meet.

- Meet Director certification required.
- Working knowledge of ProScore preferred.
- Tasks include, but not limited to creating a meet theme for the event, sending out meet information to all IL USAG clubs.
- Accepting entries and inputting into ProScore.
- Creating sessions & rotations.
- Recruiting and assigning volunteers for the event.
- Be present for set-up and tear down. (generally, Thursday -Sunday).
- Stay in contact and respond to all coaches and clubs questions before, during, and after the event.
- Other responsibilities include contacting and contracting vendors for a hotel, venue, equipment rental, equipment set-up and teardown, T-shirts, programs, awards, and procure donations for the hospitality room and meals for all coaches and volunteers.

WEBMASTER

The Webmaster position is responsible for maintaining and enhancing the IL NAWGJ website.

This includes:

- Gathering user requirements and translating these into creative web and data enhancements, and developing interactive applications.
- Updating, adding, and maintaining web content, graphics, navigation, and design elements.
- Creating new templates and designs.
- Monitoring web analytics to determine user behavior and implementing strategic website optimization.
- Knowledge of utilizing a web template hosting service.