

## JUDGES ASSIGNING

Welcome to the 2017-2018 gymnastics season. We hope you found the new assigning system implemented last year easy to navigate.

As we progress with this system we have made a few changes, so please make sure you read this entire assigning document. One of the biggest changes is that there is no longer a south and north assigner. We now have an assigning committee. The committee will be meeting in September and November to assign the season. Each assigner will be assigned equal number of weekends in which they will manage all meets taking place on their assigned weekends.

Please enter your meets into the system by September 1, 2017. Please be as specific as possible and list as much information as you can. You can always go back and add information. However, we recommend putting all important information into the system when you register your meet. The assigning committee will be assigning meets based on the information in the assigning system. Once assignments are made we will NOT be able to honor additions made to judge requests, in state or out of state, meet referee requests, or requests for certain judges to not be assigned to your meet.

To enter a meet you will need to go to this link: [www.gymjas.com/il](http://www.gymjas.com/il)

- 1) Click on the *Set Up Meet* button
- 2) Double check that the gym information is correct.
- 3) Meet Directors must enter their USA Gymnastics Professional number.
- 4) Enter the location and address of your meet
- 5) Enter the number of days of the meet
- 6) Enter the meet format
- 7) Enter the number of expected athletes
- 8) Levels of gymnasts that may enter
- 9) Entry fees
- 10) There is a comment box of 150 characters. **If you have a judge you would like to request as meet referee please indicate your preference in this box.**
- 11) If you have Illinois judges you would like on your meet click the *display and select judges* button and a list of Illinois judges will pop up. Simply click the box next to the names of the judges you would like assigned to your meet. ***Although you are able to request judges this does not guarantee that the requested judges will be available and/or assigned.***
- 12) Illinois will be assigning in-state judges before out-of-state judges unless the meet director has personally invited out of state judges to judge their meets. **ASSIGNING OF OUT OF STATE JUDGES *An e-mail must be sent to the Illinois State Judging Director by September 1<sup>st</sup> notifying Linda McDonald of any out of state judges the meet director has contacted and confirmed to judge their meet. Also, if there are judges you do not want on your meet, you must notify the State Judging Director in writing by September 1<sup>st</sup>.*** Send the e-mail to Linda McDonald at [lindailsjd@gmail.com](mailto:lindailsjd@gmail.com)

There is an assigning fee of \$3 per judge assigned. Please make checks payable to IL NAWGJ and send \$3 per judge to:

**SUE WOLOSZYK**  
415 HORIZON DR. WEST  
ST. CHARLES, IL 60175

Your meet status will be pending in the system's calendar until your assigning fees are received. Once received the status changes to approved.

**Meets will not be assigned until assigning fees are received regardless of phase and priority. All assigning fees must be paid by November 1<sup>st</sup> to retain your judge priority.**

You may add your meet immediately; however, your meet must be approved by the Illinois USA Gymnastics Committee in order for NAWGJ to assign your judges. Please note that the Illinois USA Gymnastics Committee prioritizes by Phase One, Two, and Three and they provide NAWGJ with a list of meet priority for assigning purposes. Having the Phase One and Two meets in the system will help meet directors who are in Phase 3 determine a good weekend for hosting a competition. The Illinois USA Gymnastics Committee may discourage you from selecting a particular weekend if your desired weekend already has multiple meets. *If you chose to put your meet on a busy weekend and no Illinois judges are available, we will attempt to find you out of state judges but cannot guarantee judges will be available.*

Assigning will start taking place in September for the fall. January, February, and March meets will be assigned by mid-November. Once your assigning fees are received and your meet is assigned, you will be contacted by the assigner assigned to your weekend. You will also receive e-mails with each judge's contract when each judge accepts their assignment. Your meet referee will be in contact with you concerning the specifics of your meet, including confirmed report times, event assignments, travel/hotel needs, etc.

If you are no longer the meet director, will you please forward this email to the new meet director!

Have a great 2017-2018 gymnastics season,

Linda McDonald  
Illinois State Judging Director  
[lindailsjd@gmail.com](mailto:lindailsjd@gmail.com)