

JUDGES ASSIGNING

Welcome to the 2019-2020 gymnastics season.

As we progress with the Gymjas Assigning system we have made a few changes last year so please make sure you read this entire assigning document. We now have an assigning committee. The committee consists of myself, Kathy Krebs, and the three assigners Heather Forbes, Billy Gurin, and Gwyneth Milbrath. The committee will be meeting in September, October, and November to assign the season. The three assigners 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 Gymjas system by September 1, 2019. 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 and according to the USA Gymnastics Illinois Phase and Priority 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

- 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.** *If you have Illinois judges you would like on your meet type their names in the box. Although you are able to request judges this does not guarantee that the requested judges will be available and/or assigned. If there is not enough room in the box send an e-mail to Linda McDonald Illinois State Judging Director with your requests.*
lindailsjd@gmail.com
- 11) 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 1st notifying Linda McDonald of any out of state judges the meet director has contacted and confirmed to judge their meet.* Send the e-mail to Linda McDonald at lindailsjd@gmail.com

- 12) If there are judges you do NOT want on your meet, ***you must notify the State Judging Director in writing by September 1st. lindailsjd@gmail.com*** You may send an e-mail or type it in the 150 character box.
- 13) Requests for meet referees, judges on the meet or not on the meet, will only be considered if they are made in the Gymjas system 150 character box or by an e-mail sent to the SJD. ***lindailsjd@gmail.com***

There is an assigning fee of \$3 per judge assigned. If your meet is enter less than 30 days prior to the competition, as per Rules and Policies the assigning fee will be \$5 per judges. 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 meet 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 October 1st to retain your judge priority.

You may add your meet immediately; however, your meet must be approved by the Illinois USA Gymnastics Committee before NAWGJ will 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 in October and 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 2019-2020 gymnastics season,

Linda McDonald
Illinois State Judging Director
lindailsjd@gmail.com