

COLLEGIATE JUDGES ASSIGNING SYSTEM GUIDE

2008 SEASON

*PLEASE READ THOROUGHLY AND PRINT A COPY.
THERE HAVE BEEN CHANGES TO THE SYSTEM AND TO THIS DOCUMENT*

NCAA has adopted the JAS (Judges Assigning System) administered by NAWGJ as mandatory for the 2008 season for any team wishing to use their scores for qualification to the NCAA Regional Championship. This measure has been approved and applies to all divisions. Please remember that each and every collegiate meet you judge is part of the National Qualifying System. Every meet from the first meet of the season through to senior night must be judged with consistency. If you are unable to strive to be consistent and follow the rule modifications for all divisions do not accept NCAA judging assignments.

The following guide will help you enter your information on the system should you desire to be selected for collegiate assignments. It has been proposed and supported by the National Association of Collegiate Gymnastics Coaches/Women (NACGC/W) with the following rationale:

- To eliminate bias
- To eliminate the intimidation factor
- To develop consistency in officiating across the country
- To control costs
- To discontinue selection of judges by coaches and meet sites and events by judges
- To create a system for impartial assignments for meets and events
- To lay the groundwork for future development of an educational component

Please refer to the following guidelines when accessing the site to enter your information. You are encouraged to print this document and **write your password on the document or in another safe place. NAWGJ and the assigners cannot access your password.** Please do not lose it!

The assigning process will begin on Oct. 1, 2007. You should complete your availability by Sept 30. YOU MAY CHANGE OR UPDATE YOUR AVAILABILITY AT ANYTIME. The assignments will be completed and sent to the institutions by Nov. 15, 2007. During the course of the season or even in September, **if your availability changes it is your responsibility to update those changes. If you accept another NAWGJ contract PLEASE, PLEASE take the time to go into the system and indicate that you are NO LONGER available.** If you have a meet that is cancelled and you had NOT indicated you were available you can enter the system and change that to "AVAILABLE". Frequently, once the assignments are completed there are last minute emergencies, judges need to be replaced, (we replaced over 300 assignments in 2007) sometimes within 24 hours of a meet. You may receive an invitation to judge a competition at the last minute. *This can only happen if you update your availability frequently or at least monthly.*

STEPS FOR ENTERING YOUR AVAILABILITY FOR ASSIGNMENT

VISIT judges.troester.com (There is NO www.)

Click on [Judges](#)

Click on "Set-up new account" Do **this only once.**

If you have difficulties it may be your server. **DO NOT ENTER YOUR NAME MORE THAN ONCE. Doing so will actually hinder your assignment.** If your name is listed twice you will not be assigned to any meets. It is important that you only enter your full

and proper name *as it would be listed on a plane ticket*. Enter your information as requested. Please use capital letters correctly (ex. Carole, not carole or CAROLE) It is possible that the site becomes very busy at times. If you cannot "log on" try a different time during the day. For judges on the east coast, morning may be a good time. For those on the west coast, evening may work better. It may take those of you with dial up service longer to log on. During the early weeks the site is very busy. If you did not use this system last year and you are having difficulty inputting your data, send an email to Carole Ide at ci.nawgj@adelphia.net or your local assigner. Your SJD can direct you to an assigner in your area.

PASSWORD: When you select your password keep it simple and use lower case letters. You may use numbers. You **MUST** enter your password exactly the same way each time you enter the system. The system is case sensitive. Write down and keep your password in a save location for future reference. Ex: judge

This is a copy of what you will see on first page once you enter the system:

Your Name
Edit Basic Information
Edit General Availability
You MUST enter General Availability before specific dates below
Enter / Edit Specific Dates of Availability

January 2008 February 2008 March 2008 April 2008

List Availability Previously Entered

Show My Assignments (Accept/Decline Here)

The remainder of the page is accessible only for the assigners

"EDIT BASIC INFORMATION"

Enter the basic information requested. There are some pull down menus. You may choose "No preference" for an event assignment.

AFFILIATION: Please read the policy below and indicate if you meet any of the affiliation measures. If so, indicate the college or university with which you are affiliated.

NCAA AFFILIATION POLICY 2008

No official may judge a team with which he/she is affiliated. However, an official with "affiliation" may serve as a Meet Referee. In that capacity, if an emergency arises and no other judge can be found, he/she may judge. No current collegiate coach may judge any college competition. This list will be posted on the JAS and NAWGJ websites to help judges to determine whether or not they have affiliation with any institution.

Examples of affiliation include the following:

*Works for spouse of a college coach or relative of a collegiate coach, Have any current business transactions with a specific team or coach, former team member, parent of team member, donor, gymnastics alumni, and/or coach **within 5 years of leaving the program**, currently employed by the university. If you have a daughter who signs a letter of intent or has been red-shirted or is on a medical you are affiliated. If you work for a university or club program associated with a university you are affiliated.*

TEAM AFFLIATION: This is not where you graduated from or attended unless it was as a team member, etc, see above, within the last 5 years. Do not list if you work for a club, unless that club is under the auspices of a university or college.)

LOCAL WEEKDAY MEETS: indicate either Yes or No if you are available Monday through Thursday.

TRAVEL WEEKDAY MEETS: - indicate either yes or no if you are available to travel out of your local area Monday through Thursday.

MEETS DESIRED PER WEEKEND? The weekend is considered **Friday, Saturday or Sunday**. You will be able to enter more specific times on a later page.

YEARS OF NCAA EXPERIENCE

- Years at Level 10 rating or higher – self explanatory
- Years Judging College (If one year or less, please answer the following questions):
- Attended NCAA Rules symposium: Date_____
- Volunteered as NCAA auxiliary judge: Date(s)_____
- Highest level of NCAA competition judged in the past 3 years_____

If you are registered for the Oct 27-28 symposium you may enter that date.

If you have attended a local or regional clinic please enter that date.

Practice judged NCAA meet: Date(s) If you are new to NCAA judging in the last 3 years you are encouraged to attend a rules symposium or practice judge at an intersquad or regular meet using the NCAA rule modifications (with permission). If you have judge 1 year or less you **MUST** do practice judging or attend a clinic.

This is important because the NCAA has developed modifications of the JO rules appropriate for the collegiate athlete. The NAWGJ Library has produced a PowerPoint with the NCAA collegiate modifications for 2007 but at this point it has not been updated for 2008, due to the upcoming symposium. We will try to offer a DVD for 2008 following the symposium.

***COMPLETION OF BASIC INFORMATION*:** You must complete this page before moving to the next page. You must click **"OK"** at the bottom of the page to **"SAVE"** your information. Should you have a need to change your information at some point, you may go back to this page and hit **"RESET"**. Then enter the correct information and hit **"OK"**. Always remember: When you have completed the page hit **"OK"**. If you have a correction hit **"RESET"**. Always use the **"BACK"** button on your browser to return to a page.

MISCELLANEOUS INFORMATION

Work Phone: if you do not have a work phone leave it blank.

Airports: You may enter more than one airport. If you know the correct AIRPORT CODE, please use it. As an example, I entered HHH/SAV. I can fly from either one . **Event**

Preferences: You may list your events preferences to judge but there is no guarantee you will be assigned this event. The assigners will attempt to assign you to all four events.

Remember, if you receive a championship or regional meet contract, you will not be able to select an event.

"Edit General Availability"

TIME SCHEDULE: Enter the parameters of your personal schedule. You may be able to leave your house at 7:00AM on a Saturday but because you work during the week you cannot leave until 4:00PM. You may enter different times on various days of the week.

DRIVING LIMIT: Enter how far you are willing to drive **one-way**. Carpools are not required, but you may put a note at the bottom, if applicable. Then hit **OK**. To change information hit **RESET**, enter new information and then hit **OK**. You may do this at anytime you need to update your information.

MAIN MENU: Whenever you need to go to the main menu, hit the **BACK** button. If you feel unsure that your information is entered correctly, LOG-OFF; then LOGIN, using your new, case sensitive password. Click on "Edit Basic Information" and see what has been saved.

“Enter / Edit Specific Dates of Availability”

(A few judges missed this page last season, therefore their names never showed up as available on a date. Do not skip this page.)

CALENDARS: You must click on each month and then each date you are available. Then hit **OK** and do the next month.

Please pay very close attention to the weekend of March 28 and 29, 2008. Do NOT indicate you are available if you may be judging your **USAG State Meet** that weekend. You have the choice as a judge to decide what you are available to judge this weekend **but do not accept both meets on the same day.** There are numerous conference meets this weekend, which require flights so be cautious and do not put yourself in a position which you cannot control with the airlines. Conference meets generally require you to be at the site well before the start of the meet for the judges meeting.

DATES ENTERED: (IMPORTANT - PLEASE DO THIS)

When you are complete, Click on “List Availability Previously Entered” and print out what you entered. We suggest that you print out the list so that you have a record of what you entered into the system to refer to in case you cannot log onto the system.

UPDATING: It is also important that you update this information when it changes. There may be opportunities for judges to be replaced for emergencies during the season and updated information is important. You may also return to the site and click on “**List availability previously entered**” and print out what you listed. It is important that when you accept another contract for a date that you have entered as “available” you go into the system and update your availability. During the 2007 season this seemed to occur more toward the end of the season. This system works only as well as the information that you enter.

“Show My Assignments”

ASSIGNMENTS: “Show My Assignments” will be blank. As the assigners complete the assignment process this space will fill. This will begin in October. *Check the site on a regular basis.* We are working on trying to have the system email you automatically when you receive an assignment. **In the meantime, once you accept on the system it will be considered an NAWGJ contract and you will be expected to honor that commitment.**

REFUSALS: Once you have been assigned a meet, if you need to refuse it, you will **NOT** be assigned another college meet for that weekend.

CONFIRMATION: Please be prompt in answering emails. If an assigner does not hear from you she may need to go on to another judge. If you do not check your email frequently this system may not work well for you.

CONTRACTS: The universities are responsible for sending your contracts in a timely manner. DO NOT JUDGE WITHOUT A CONTRACT. IT IS YOUR PROTECTION AND GUARENTEES PAYMENT. If you do not hear from the school in a timely manner, their information is available on the JAS site. When you receive the assignment you can click on the listing for the school, it will be highlighted in blue. Click on the name of the school to find out the pertinent information you need, the person and number to call, judging fee, etc. Judges receive travel expenses, above and beyond the honorarium, including per diem, mileage, parking, etc **BUT** you **MUST** list it on the contract.

LIMIT OF 4 MEETS: a judge may only see a school twice at home and twice on the road during the regular season. If you notice that you are seeing a school more than the allowable two times at home or away (4 total), **please notify the assigner.** Every effort will be made to make sure this does not occur **but it is your responsibility as a judge to follow the NCAA mandate.** D III is exempt; you may see a DIII school 3 times each home and away.

FEES: The colleges all have different pay scales. Some of the lower paying schools may be on a four-year plan to bring their fees in line. The minimum fee is \$90, which is in line with the highest hourly fee paid for a Brevet judge for 3 hours according to NAWGJ rates. NCAA

meets are less than 3 hours; therefore you are receiving at least \$30-40 per hour. The NAWGJ and the NACGC/W have agreed that all per diem, mileage, will be paid at the same rate across the country. The schedule of compensation is available on the NAWGJ website. The one exception is the SEC conference which pays a flat fee of \$275 due to legal reasons within the conference. It is assumed that the \$275 breaks down to approximately a \$200 judging fee and \$75 to cover your other expenses.

Travel Policies

FLYING: Some schools can fly judges to their sites while others cannot. **You will not be able to select a site where you wish to judge.** The schools cannot select their judges except for the case of a non-scoring extra judge such as an additional Meet Referee. You may be contacted by an assigner who does not live in your area. The assigners are delegated to the schools, not the judges.

LIMITS: If you do not wish to fly indicate that you will not fly or go more than xxx miles from your home. You can indicate how far you are willing to travel and you can also indicate when you are available to leave home and when you need to return home.

MILEAGE \$.48 per mile is paid to the driver only. There is no mileage subtracted. If you drive to meet each other both should turn in only the miles you have driven.

PER DIEM: will use by NAWGJ guidelines, see NAWGJ.org. Judges are expected to share a room if being housed overnight due to travel.

Important NCAA Changes for 2008

The following are statements by the NCAA:

The USA Gymnastics (USAG) Level 10 rules are written for a developmental purpose. The collegiate program has different goals and needs than the USAG Level 10 age group program, and modifications of the USAG Level 10 rules are needed to address those differences. The NCAA committee embraced the following philosophies:

1. The rules and the collegiate modifications must be applied consistently during both regular and post season competition.
2. The rules and collegiate modifications must be appropriate for Divisions I, II and III.
3. Significant modifications to the USAG Level 10 rules need to be based on a well-understood and consistent philosophy and/or set of goals for the collegiate program. Since adequate discussion by the coaches is critical to consensus building, minimal changes were made for the 2007-08 season.
4. Exceptional routines must include both high-level skills and bonus combinations.
5. The rules should allow for some separation between routines, which **meet** minimum requirements/difficulty, and those, which **exceed** the minimum requirements/difficulty. *The "competitive level" referenced in the composition requirements must be defined in order to establish the parameters for this separation between routines.*

VIDEO REVIEW

The following is in effect rule for the 2008 regular season and will not be used during the NCAA National Collegiate Women's Gymnastics Regionals or Championships. In the event that an inquiry response is unsatisfactory to the coach, videotape may be used for the purpose of review under the following conditions:

1. Each team is allowed one review per meet.
2. The institutional team video must be used for the review.
3. A review that is denied would result in a .3 deduction from the team score.
4. All reviews must be specific to the performance or nonperformance of a particular skill, combination of skills or neutral deductions (i.e., out of bounds)
5. Reviews may not be used to evaluate a question of execution deductions.
6. The review must be submitted to the meet director within 5 minutes following the conclusion of the meet.

7. The coach requesting the review must provide a signed Video Review Request Form (VRRF), queued video and team camera to the meet director. The meet director will be responsible for delivering this information to the meet referee and event panel for their review. The coaches may not be present during the review.
8. Reviews must be conducted in the presence of the meet referee and the event panel. If the meet referee is on the panel, the next highest rated official must participate. A simple majority of the review panel will determine success or failure of the review. If the review fails, judges may not change their scores, but 0.3 will be deducted from the team score. If the review is successful, the score will be adjusted accordingly.
9. The results of the review will be noted on the VRRF by the meet referee and returned to the meet director who will take the VRRF to the score table. The official score will be adjusted (up or down). Then the judges will sign the official score sheet and the meet director will deliver the VRRF to the coach.
10. Decisions rendered by the judges' review panel are final and cannot be overturned.

Routine Summary Form At the conclusion of the meet, coaches can submit a Routine Summary Form (an additional inquiry form for coaches to fill out which will list the start value and all deductions) on up to four routines per meet. Judges will complete it prior to leaving the site and at the time the official score sheet is signed. The individual that is in charge of obtaining the signature on the score sheet from the head judge shall collect it and return a copy to the visiting coaches. Coaches will still receive the desired feedback without face-to-face discussions between coaches and judges. This information will be added to Appendix B of the 2006 NCAA Women's Gymnastics Championships Handbook "Regular-Season Meet Procedures for Women's Gymnastics".

EXPECTATIONS of JUDGES

The Judges Assigning Committee of the NACGC/W requests that judges adhere to the following:

- 1) Apply the NCAA rules and modifications consistently throughout the season.
- 2) Judges should not discuss scores or their impressions of competitors with other judges.
- 3) Ensure judges are assigned to all events during the season and do not allow judges to request which events they are assigned to.
- 4) Flash scores and Start Values simultaneously according to open scoring.
- 5) Judges are not to review "unwritten rules" with each other prior to meets.
- 6) Prohibit judges from having preferences on where they judge or with whom. They are only permitted to give available dates and distance willing to travel.
- 7) Remind judges to apply JO rules with NCAA collegiate modifications.
- 8) All meets should be judged the same way from the first meet – senior night – NCAA championships.
- 9) Judges are to judge what they see and not who the person is or how they have performed in past meets.
- 10) Reinforce that there is a yellow card system for judges to use. Judges shall provide their own yellow cards.

The NCAA 2008 Rules are available on NAWGJ.org and the NCAA website. BY ENTERING YOUR NAME IN THE JAS SYSTEM YOU ARE AGREEING THAT YOU WILL CONSCIENTIOUSLY FOLLOW THE INTENT AND PHILOSOPHY OF THE NCAA RULES MODIFICATIONS AS CONSISTENTLY AS POSSIBLE. Should you have difficulties with the system you may email myself, an NAWGJ Director or a collegiate assigner.

Best Regards,

Carole Ide

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