

# Collegiate Judges Assigning System Guide

## 2017 Season

The JAS is the Judges Assigning System for NCAA competitions.

This system is administered by the NAWGJ with the supervision of the National Association of Collegiate Gymnastics Coaches/Women.



### Important Note:

For the 2017 Season it will be NOT necessary to take the Open Book Exam on the Collegiate Modifications before entering your profile and availability. The exam will be posted on November 15, 2016. You will have until December 16, 2016 to pass the exam. The exam is pass/final with an 80% required for passing. Exam may be taken more than once if necessary. Failure to pass the exam will result in forfeiture of assigned meets.

Donnalyn Trevethan, JAS National Assigner

# Collegiate Judges Assigning System Guide

## 2017 Season

***Please read this document thoroughly. It is your responsibility to understand and agree to uphold the policies and procedures of the JAS should you chose to be assigned to an NCAA regular season competition.***

NCAA has adopted the JAS (Judges Assigning System) administered by NAWGJ as mandatory for the 2017 season for any team wishing to use their scores for qualification to the NCAA Regional Championship. This measure has been approved by and applies to all divisions.

The following guide will help you enter your information in the JAS should you desire to be selected for collegiate assignments. It has been proposed and supported by the 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
- To discontinue the 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 save it in another place. NAWGJ and the assigners can NOT access your password. Please do not lose it.

## Collegiate Assigning Timeline –

- Aug. 25, 2016 First day to begin entering information and availability. For this year, judges will NOT be required to take the open book exam before entering their availability.
- Sept. 25, 2016 Officials should have availability entered by this date.
- Oct. 3, 2016 Assigning begins. You should receive an email alert when an assignment has been entered in the system for you. You have seven days to respond. Detailed payment information is available on the JAS website. Once an assignment is accepted it is considered a verbal contract until the signed contract arrives from the school. Once an assignment is accepted it cannot be refused except for extreme circumstances. Your Regional Assigner will need to be contacted along with the school. If you can NOT logistically get to meet on a weekend when you have already accepted a meet – do NOT refuse. Call the assigner. (If you refuse a meet – you will be removed from any other meet you have accepted on that weekend.)
- Nov. 1, 2016 Institutions should begin sending out contracts. Travel should be arranged by the institutions. **Read the contracts before you sign them.** You may not request additional expenses that have not been specified in the contract. Compensation should follow the NCAA Compensations Guidelines 2016 for expenses. Individual schools/conferences set the fee schedule for each institution.
- Nov. 15, 2016 Contracts should be returned to institutions.

### **Updating your availability:**

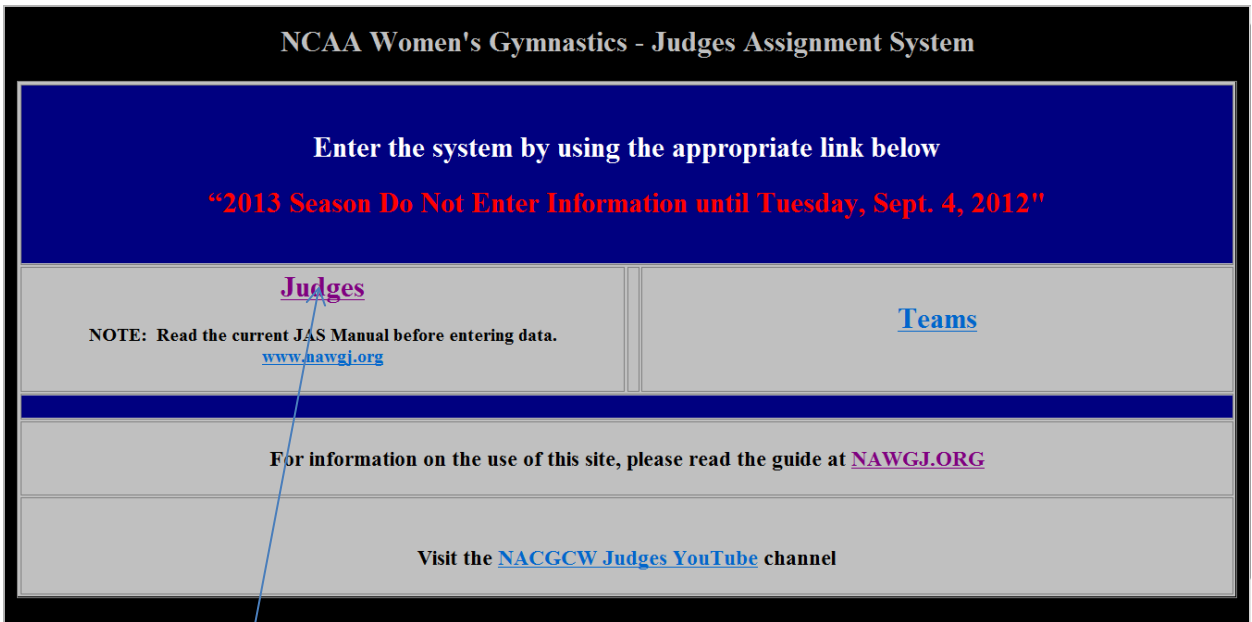
Please enter any change in your availability as soon as possible. If you chose to accept an age group meet or your availability changes for any other reason take yourself out of the JAS for that date. Also, during the competitive season if any changes occur in your availability please note that in the JAS. Last minute emergencies occur, sometimes within 24 hours of a meet. You may receive an assignment to judge a competition at the last minute – this can only happen if you update your availability. You will need to do this on an individual day basis.

### **Refusal of a meet after acceptance:**

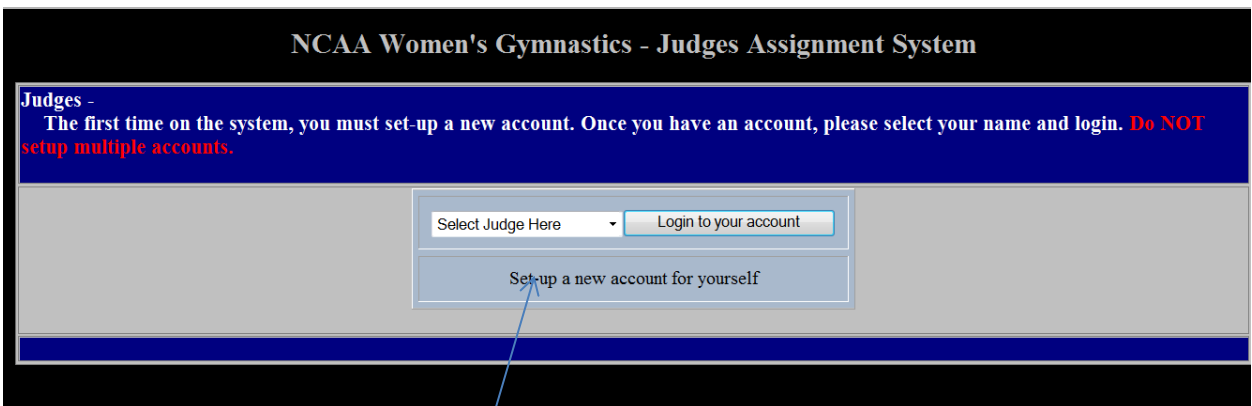
The JAS has been reprogrammed to NOT allow a judge to accept a meet and then go back into the system and refuse that meet. If you accept a meet in the JAS it is considered a contract until the institution sends you a hard copy contract. Should an emergency arise you will need to contact the assigner. The Regional Assigner, in conjunction with the National Assigner, will evaluate the reason for refusal after acceptance on a case by case basis. If it is determined the reason is unethical in nature the offending judge will not be assigned to a conference meet and there will be a reduction in future assignments.

## **Entering your availability on the JAS – Begins 8/25/2016**

- Visit the website [judges.troester.com](http://judges.troester.com) (Note – no www.)



- Click on Judges



- Click on "Set up new account." **Do this only once. Do not enter your name more than once!** Entering your name more than once will prevent you from being assigned. It is important that you only enter your **full and proper name as it would appear on a plane ticket.** Enter your information as requested. Please use capital letters correctly. Use initials or middle name as it appears on your government ID.
- Enter personal information by clicking on "Edit Basic Information."

## NCAA Women's Gymnastics - Judges Assignment System

Judges			
<b>Trevethan, Donnalyn</b>			
<input type="button" value="Edit Basic Information"/>			
<input type="button" value="Take 2013 Collegiate Rules Practice Exam"/>			
<input type="button" value="Edit General Availability"/>			
<b>You MUST enter General Availability before specific dates below</b>			
<b>Enter / Edit Specific Dates of Availability</b>			
<input type="button" value="January 2013"/>	<input type="button" value="February 2013"/>	<input type="button" value="March 2013"/>	<input type="button" value="April 2013"/>
<input type="button" value="List Availability Previously Entered"/>			
<input type="button" value="Show My Assignments (Accept/Decline Here)"/>			

Sample page:

Update your judging information below	
Last Name	Trevethan
First Name	Donnalyn
Middle Name	Susan
Gender	Female ▾
Address	4990 Gallagher
City	Whitmore Lake
State	MI ▾
Zip	48189
NAWGJ Membership #	P5-750142
NAWGJ Expiration Date	03/20/2012
Region	Central
Password	kkt3883
Email Address	dtjasnational@gmail.com <a href="mailto:dtjasnational@gmail.com" style="color: blue; text-decoration: underline;">Send a test email to: dtjasnational@gmail.com</a>
Work Phone	
Home Phone	
Mobile Phone	810-623-2457

Schools in driving distance	MSU, CMU, LMC, WMC, CSU, K&N, UM, DCCC
Judge Rating	Brevet
Years at Level 10 or higher	30
Years Judging College	30 If one (1) year or less, please answer the following 3 questions.
Attended NCAA rules symposium: Date	Yes
Practice judged NCAA meet: Date(s)	
Volunteered as NCAA auxiliary judge: Date(s)	
Highest level of NCAA competition judged in the past 3 years	National Championship
Passed Collegiate Rules Practice Exam (80%)	True
Conference Meet Assigned Last Year	SEC Conference
Event Preference Order	1 No preference 2 No preference 3 No preference 4 No preference
Team Affiliation	None
Local Weekday Meets	Yes
Travel Weekday Meets	No
May the assigner/school personnel share your cell phone number and email address with other judges on the meet?	Yes
Meets Desired per weekend	3
<input type="button" value="OK"/> <input type="button" value="Reset"/>	

- **Best time to log on:** It is possible that the site may be very busy at certain times. If you have difficulty, try a different time of day. During the first week the site is very busy.
- **PASSWORD:** When you select your password keep it simple and use lower case letters and/or numbers. You **MUST** enter your password exactly the same way each time you enter the system. The system is case sensitive. Assigners do **NOT** have access to your password.
- Enter the basic information requested. There are pull down menus. You may choose “No Preference” for an event assignment. Reminder – use capital letters correctly. Complete all fields.
- **Affiliation:** The NCAA and the NACGC/W both have an affiliation policy. Please read both the policies 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 –

No official may judge a team with which she/he 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, she/he may judge. No current collegiate coach may judge any college competition. This list will help judges to determine whether or not they have affiliation with any institutions. Examples of affiliation include the following – Works for spouse of a college coach or relative of a college coach, Have any current business transactions with a specific team or coach, Former team member, parent of a team member, donor, gymnastics alumni, and/or coach within 5 years of leaving the program, Currently employed by the university.

### **NACGC/W Affiliation Policy –**

If you are a parent of a college student you are affiliated if your daughter is a on a team or has been in the last five years. If your son or daughter is a student only (not a member of the gymnastics team in the last five years) you are NOT affiliated with that school. If you receive ANY financial remuneration from a college or university for work or business (not officiating) you ARE affiliated and it must be listed in the JAS. 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:** If you are available to judge Monday through Thursday indicate - Yes.
- **Travel Weekday Meets:** Indicate either yes or no if you are able to travel out of your local area for meets Monday through Thursday.
- **Meets Desired Per Weekend:** The weekend is considered Friday, Saturday, and Sunday. You will be able to enter more specific times on a later page.
- **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 can go back to this page and hit **RESET**. Then enter the correct information and hit **OK**.



- **Miscellaneous Information: Work phone** – if you do not have a work phone or do not wish to be called at work, leave it blank. **Airports** – You may enter more than one airport. Please use the correct Airport Code. **Event Preferences:** You may list your event preferences, but there is no guarantee you will be assigned this event. Assigners will attempt to assign you to all events during the season. If you receive a conference meet or NCAA post season meet you will not be able to select an event.

**Basic Profile Information on the JAS** – This page is viewable by assigners and institutions. Please make sure all your information is correct.

**NCAA Women's Gymnastics - Judges Assignment System**

**Judges**

**Trevethan, Donnalyn**

Edit Basic Information

Take 2013 Collegiate Rules Practice Exam

Edit General Availability

**You MUST enter General Availability before specific dates below**

**Enter / Edit Specific Dates of Availability**

January 2013	February 2013	March 2013	April 2013
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List Availability Previously Entered

Show My Assignments (Accept/Decline Here)

**Entering General Availability:** This must be completed prior to entering specific dates.

## NCAA Women's Gymnastics - Judges Assignment System

### General Availability

Trevethan, Donnalyn							
	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
Drive	Yes ▾	Yes ▾	Yes ▾	Yes ▾	Yes ▾	Yes ▾	Yes ▾
Max Drive (Miles)	120	200	200	60	60	60	60
Fly	Yes ▾	Yes ▾	Yes ▾	No ▾	No ▾	No ▾	No ▾
Max Fly (Miles)	1500	1500	1500	0	0	0	0
Earliest depart time	4:00pm ▾	6:00am ▾	6:00am ▾	4:00pm ▾	4:00pm ▾	4:00pm ▾	4:00pm ▾
Latest return time	11:00pm ▾	11:00pm ▾	11:00pm ▾	10:00pm ▾	10:00pm ▾	10:00pm ▾	10:00pm ▾
Notes							
<input type="button" value="OK"/> <input type="button" value="Reset"/>							

- **Time Schedule:** Enter the parameters of your personal schedule. For instance, you may be able to leave your house at 7:00 AM on Saturday, but because you work during the week you cannot leave until 4:00 PM. 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. The hit **OK**. To change information hit **RESET**, enter new information and then hit **OK**. You may do this at any time you need to update your information.
- **Main Menu:** Whenever you need to go to the main menu, hit the **BACK** button. If you are 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. It is always suggested that you print a copy of what you have entered.

**NCAA Women's Gymnastics - Judges Assignment System**

<b>Judges</b>			
<b>Trevethan, Donnalyn</b>			
<input type="button" value="Edit Basic Information"/>			
<input type="button" value="Take 2013 Collegiate Rules Practice Exam"/>			
<input type="button" value="Edit General Availability"/>			
<b>You MUST enter General Availability before specific dates below</b>			
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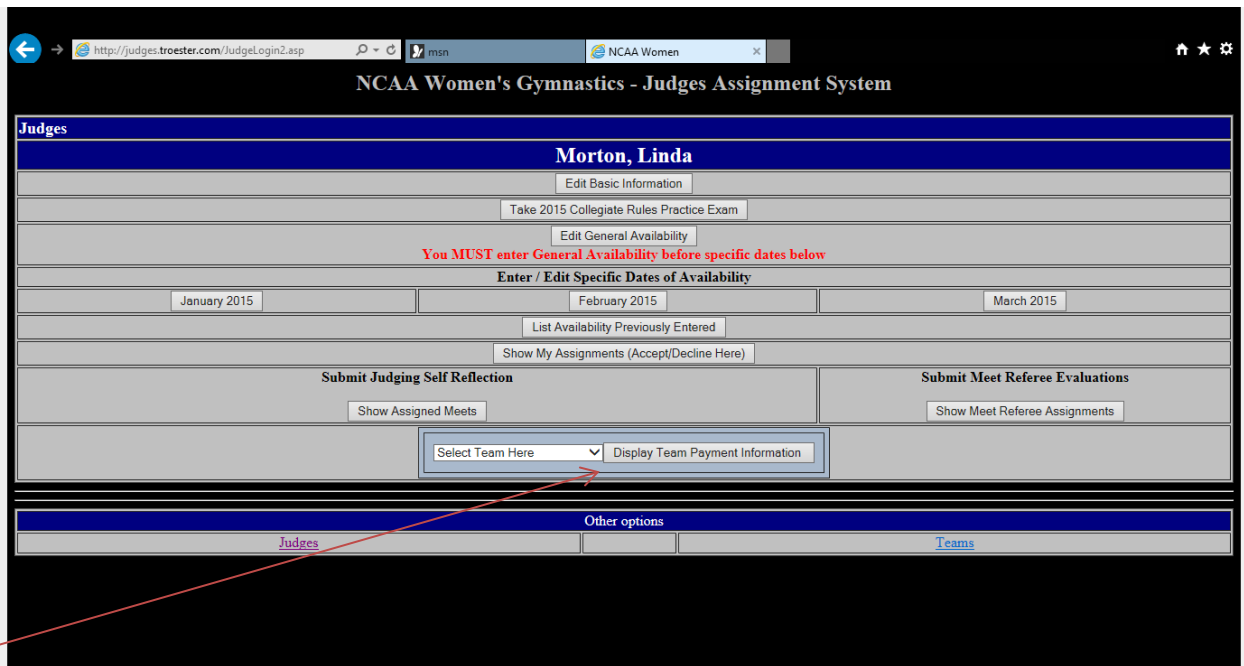
**Enter/Edit Specific Dates of Availability – Important Note-** Every year a few judges miss completing this page. Therefore their names never show “available” for any dates. Do not skip this page!

- **Calendars:** You must click on each month and then each date you are available. Then hit **OK** and do the next month.
- **Conference Competitions:** Many meets will be held on March 18, 2017. As many states hold their JO Level 9/10 State Meets that day, please decide if you are willing/able to judge this day. Judges will not be assigned to the same conference meet they judges the previous year. (Exception – the Meet Referee may be the same for two years in a row.)
- **NCAA Regionals are April 1, 2017. They are not assigned by the JAS.** There is no need to enter any dates in April.
- **Dates Entered:** When you are complete, click on “List Availability Previously Entered” and print out what you entered. That way you will have a record of your availability.
- **Show my assignments:** This will be blank. As the assigners complete the assigning process this space will fill. You should be notified by email that you have an assignment in the JAS. Once you “**accept**” on the system it will be considered a contracted meet and you will be expected to honor that commitment. You have 7 days to accept.

- **Refusal:** Once you have been assigned a meet, if you need to refuse it, you will NOT be assigned another college meet for that weekend. If you have previously been assigned to another meet you will be replaced. Except – travel arrangements make it impossible to make the second meet assigned. Assignor will need to be contacted.
- **Contracts:** The schools are responsible for sending your contracts in a timely manner. Do not judge without a contract. It is your protection. If you do not hear from an institution in a timely manner you can contact the school by clicking on the listing for the school highlighted in blue. Click on the name of the school and you will find out the pertinent information, the person to contact, phone numbers, email addresses.
- **4 Meet Limit:** A judge may see a school twice at home and twice away during the regular season. It is your responsibility to double check this. If you notice that you are seeing a school more than the allowable times please notify the assigner. (If you are assigned as a Walk-around Meet Referee this does NOT factor into your count.) DIII schools may be seen three times home and away. This does not count conference meets – only regular season meets.
- **Fee:** The colleges all have different pay scales. 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. Per diem is mandatory.
- **Travel by Air:** Some schools can fly judges to their sites while others cannot. When flying to a school, it is recommended that you check out flights that work best for you (taking into consideration cost) so you have that information to suggest when you are contacted by the host school. Do not take the last flight into a city before the competition. Understand that there are weather delays, flight cancellations, mechanical problems – these are situations we cannot control. Schools may wish to have all judges arrive at approximately the same time so that judges can rent a car or be transported together. This is not a paid vacation!

- **Limitations:** If you do not wish to fly indicate that you will not fly, or you will go not more than XXX miles from your home. You can indicate how far you are willing to travel. You can also indicate when you are available to leave home and when you need to return home.
- **Mileage:** Current IRS Mileage. Paid to the driver. There is no mileage subtracted. Some universities have a different mileage rate than the IRS. This is listed under their payment information.
- **Per Diem:** See Collegiate Compensation Document on NAWGJ.org. Judges are expected to share a room if being housed overnight due to travel. This is per the USA Gymnastics Rules and Policies.

**IMPORTANT INFORMATION - Check each institution's information BEFORE accepting a meet. This will tell you when/how you will be paid, if you will need to drive a rental car, single/double room occupancy, etc. When you accept a meet you are agreeing to their terms of employment.**



**This is also where you can find out which assigner assigned the meet.**

## **Important NCAA Reminders for 2017**

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 modification must be applied consistently during both regular and post season competition.
2. The rules and collegiate modifications must be appropriate for DI, DII & DIII.
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. There are significant rule modifications on every event for this coming 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.
6. College routines will be available online by November for practice judging. The suggested scores will be on the NAWGJ website.

**Video Review:** The following will be used during regular season meets. It will NOT be used during NCAA Regionals or Nationals. Read the Video Review Process in the Rules and Modifications document as there are changes this year.

**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.
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 preference 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, to 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.
11. Routine Summary Forms – up to six per team per meet may be submitted. Judges will complete prior to leaving the site and at the time of signing the official score sheet. The individual who 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.

**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.**

### **Self Evaluation/Meet Referee Evaluations**

Following every JAS assignment, judges are asked to complete a Self Evaluation of their performance on the JAS. Meet Referees are asked to complete an evaluation on all officials. Questions can be answered with YES/NO/NA. Coaches will be asked to complete a similar form. Weekly the NAWGJ President, NAGC/W

President, and the JAS National Assigner will review this information. PATTERNS are being looked for. (Coaches are required to denote whether they won or lost the meet.)

The screenshot shows a web browser window with the URL <http://judges.troester.com/JudgeLogin2.asp>. The page title is "NCAA Women's Gymnastics - Judges Assignment System". The user is identified as "Morton, Linda".

Navigation links: [Judges](#) and [Teams](#).

Functional buttons and sections:

- [Edit Basic Information](#)
- [Take 2015 Collegiate Rules Practice Exam](#)
- [Edit General Availability](#)
- You MUST enter General Availability before specific dates below**
- Enter / Edit Specific Dates of Availability**
- January 2015, February 2015, March 2015
- [List Availability Previously Entered](#)
- [Show My Assignments \(Accept/Decline Here\)](#)
- Submit Judging Self Reflection** (with [Show Assigned Meets](#) button)
- Submit Meet Referee Evaluations** (with [Show Meet Referee Assignments](#) button)
- [Select Team Here](#) (dropdown menu)
- [Display Team Payment Information](#) (button)

Other options: [Judges](#) and [Teams](#).



