

### **Overview of NAWGJ New York South Mentor Program**

NAWGJ New York South offers an experienced judge for one year as a Mentor to any new judge who joins NAWGJ NYS. The process is as follows when a new judge contacts the State Judging Director (SJD):

1. The SJD requests a copy of his/her USA Gymnastic membership card, advises membership in NAWGJ, informs of the Mentor Program and that the Mentor Coordinator will be in contact, as well as apprises that the following requirements need to be completed before one can judge:

- a. Background check (every 2 years)
- b. Safety Certification Course (every four years)
- c. Safe Sport Course (every year)
- d. U113 (taken once)
- e. Gymjas (assigning system)

2. The SJD sends the new judge information to the Mentor Coordinator who then does the following:

- a. Sends an ecard to the new judge from the NAWGJ New York South Board congratulating them on their rating and welcoming them to New York South
- b. Emails the new judge, introducing self (mentioning the SJD) and explaining the Mentor Program. Attachments include two documents—New Judge Information and the NAWGJ New York South Handbook
- c. If the new judge requests a mentor, the Mentor Coordinator contacts an experienced judge to ask if they would serve in a mentor capacity to this new judge. If so, the Coordinator sends the new judge's contact information to the Mentor who makes contact with this new judge. The Coordinator alerts the new judge with name of his/her Mentor who will be in contact shortly. The Mentor receives the attachments sent to the new judge plus the Mentor Checklist and this Overview of the Mentor Program.

3. The Mentor Coordinator sends congratulatory ecards from the NYS Board to members who test and receive a new rating.

# Mentor Checklist

Thank you so very much for volunteering to be a Mentor!!!

The first item is to be your beautiful, wonderful self, sharing your joy and love of gymnastics, life, and judging, your amazing background, experience and expertise plus your wise council; to be available to answer question and, of course, encourage and support your Mentoree!!

These are possible items to include in your conversations:

What to include in a judging bag

Knowledge of the sanction and need to sign

Protocol at a meet—report time, printed mileage and tolls for reimbursement, how to read a rotation sheet, etc

Duties of a panel judge and Chief Judge Protocol

Awareness of Rules and Policies and familiarity with it, where to find it on the USAG website

Familiarity with the mission of NAWGJ and the Cannon on the NAWGJ website

CPE requirements and importance of sending the report to the CPE Coordinator in a timely manner

Ways to earn CPE credits

Reminders of annually keeping credentials up to date (Background check, Safe Sport, Safety Certifications, Memberships) and keeping the dates current on the assigning website

Entering availability on the assigning website and the importance of continually updating the availability

Information about our yearly Judges' Cup (Balloon Classic) and the perks of volunteering

Keeping current with information from NAWGJ and USAG. Encouragement to sign up to receive notification from NAWGJ about updates

The available materials/information on the various websites.

## New Judge Information

The National Association of Women's Gymnastic Judges (NAWGJ) works at the state, regional and national levels to service the gymnastic community and its judges.

The state NAWGJ serves as the assigning agent for meets in the state, provides education opportunities for its judges and serves as liaison with the state USAG Board. Please refer the **New York South Judge's Handbook** for further information about the Board.

In order to officiate women's gymnastics under USA Gymnastic (USAG) Junior Olympic program rules, judges must have knowledge of the rules and regulations included in the following publications:

Code of Points and Women's Technical Handbook for Coaches and Judges

Women's Compulsory Handbook

USAG Women's Rules and Policies Book

XCEL Code of Points

Updates from the USA Gymnastics website ([www.usagym.org](http://www.usagym.org))

Each Judge is required annually to be a Professional Member of the USAG Women's Program, hold a recent background check, have completed safe Sport Course and Safety Certification, and be a member of the National Association of Women's Gymnastics Judges (NAWGJ) if they wish to be contracted through this organization. A NAWGJ membership is available on the NAWGJ website ([www.NAWGJ.org](http://www.NAWGJ.org))

## PERSONAL DEVELOPMENT

Judges attend available educational opportunities. Each state provides educational opportunity both through the USAG and NAWGJ boards. There will be Regional Congresses and a National Congress available to help with your development.

All judges are responsible for completing the annual Continuing Educational requirements and submitting their Annual CPE Record Form to the state CPE Coordinator. This Annual CPE form may be found on the USAG website. The Annual CPE Report is due June 30 each year. Send one copy to Stacy Worshoufsky CPE Coordinator at [stacetheace1@aol.com](mailto:stacetheace1@aol.com) and Vickilee Tucker (State Judging Director) at [sewingtwo@aol.com](mailto:sewingtwo@aol.com). Please be certain to keep a copy for your records.

## **ESTABLISHING YOUR JUDGING RATING**

Kindly refer to the [www.usagym.org](http://www.usagym.org) website for all instructions. Click on “Women” at the top of the page. Click on “Judges” in the left hand column and then Judges Overview. All information on becoming a judge, ratings and testing can be found there.

## **CREATE AN ACCOUNT ON OUR ASSIGNING SYSTEM—[www.gymjas.com](http://www.gymjas.com)**

Enter all of your membership information, number and expiration dates.

Enter your availability. The assignment of meets is a job of your NAWGJ Board which is New York South. At the beginning of each season, you will receive an email with instructions on how to log onto the assigning system and submit your availability for meets. Assignments are based on several criteria—rating, geographic location, availability, specific requests. The system will send an email indicating your assignments with instruction to then confirm the assignment on the system and create a contract. The contract is very important for insurance coverage!!!! You will then judge all of the meets to which you have been assigned. If you can no longer judge a meet, please contact the assigner immediately. **PLEASE continually update availability!**

## **UNIFORM**

Our uniform is a navy skirt or pants, white blouse and dark dress shoes for women; navy slacks, white dress shirt, dress tie, and dark dress shoes for men. If you wish to purchase a Judge’s Uniform, ordering information can be found on the NAWGJ website at [www.NAWGJ.com](http://www.NAWGJ.com).

Other judging aids are available through the NAWGJ Library.

## **CONTINUING PROFESSIONAL EDUCATION (CPE)**

You will need to keep track and up dated on your Continuing Professional Education. Forms are on the USAG website. The completed form needs to be sent to our CPR Coordinator, Stacy Worshoufsky, [stacetheace1@aol.com](mailto:stacetheace1@aol.com), and also to our State Judging Director, Vickilee Tucker, [sewingtwo@aol.com](mailto:sewingtwo@aol.com). All of your information must be current in order to be assigned to meets.

**Kindly contact your Mentor with further questions.**

NEW YORK  
SOUTH

JUDGE'S  
HAND  
BOOK

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# ACKNOWLEDGMENTS

This handbook was designed to assist each judge with information needed throughout the year, by combining materials from several sources and organizations. This booklet was *not* designed to take the place of USAG Rules and Polices, Code of Points, Compulsory Handbook and other official documents.

We would like to acknowledge that some of the information in this handbook came from the following sources

Jim Burton-Brevet Judge NYN

Connie Maloney-USA Gymnastics

NAWGJ

NAWGJ Alabama

NAWGJ New York North

Rene Niccollai-USA Gymnastics

# **NEW YORK SOUTH NAWGJ BOARD**

## **NEW YORK SOUTH JUDGING DIRECTOR**

VickiLee Tucker

## **COORDINATOR ASSIGNOR**

Pat Tosi

## **CPE COORDINATOR**

Stacy Worshoufsky

## **CPE SIGNER AT BALLOON CLASSIC**

Mary Spadaro

## **BALLOON HOSPITALITY CHAIRPERSONS**

Stacy Worshoufsky-Long Island

Niki Mullins Upstate

## **BOARD SECRETARY**

Vicki Trainham

## **HOSPITALITY COORDINATOR**

Niki Mullins

## **TREASURER**

Julie Brinkmann

## **MENTOR PROGRAM**

Julie Brinkmann



# MEMBERSHIP INFORMATION

Welcome to the World of Judging!!!

All judges must be professional members of USAG Gymnastics and hold a current safe sport certification and background check in order to be eligible to judge at USA Gymnastics sanctioned events. Individuals who are 16 or 17 years old and have passed the Level 5/6 and/or 7/8 tests must obtain a Junior Professional Membership and hold a current safe sport certification and background check in order to be eligible to judge at USA Gymnastics sanctioned events. Upon turning 18, the judge **MUST** apply for a USA Gymnastic Professional Membership in order to continue to be eligible to judge at sanctioned events.

It is suggested that New York judges belong to the National Association of Women Gymnastic Judges (NAWGJ) for the benefits of membership (educational opportunities, insurance at meets and critique sessions etc.).

**NAWGJ**

[www.nawgj.org](http://www.nawgj.org)

**USAG**

[www.usa-gymnastics.org](http://www.usa-gymnastics.org)

317-237-5050

800-345-4719

You must be safe sport certified through USAG and have completed a Background Check. Please see USAG website.

**CHANGE OF ADDRESS OR NAME**

**CONTACT:** VickiLee Tucker—SJD NYS  
NAWGJ National Office and USAG

# WEBSITES

UNITED STATE GYMNASTICS—[www.usa-gym.org](http://www.usa-gym.org)

REGION 6 —[www.region6usag.org](http://www.region6usag.org)

NAWGJ—[www.nawgj.org](http://www.nawgj.org)

NEW YORK STATE—[www.nyusag.com](http://www.nyusag.com)

NAWGJ New York South—[www.nawgj.nysouth.org](http://www.nawgj.nysouth.org)

GYMNASTIC ASSIGNING SYSTEM—[www.gymjas.com/nys](http://www.gymjas.com/nys)

USAIGC—[www.usaigc.com](http://www.usaigc.com)

# BACKGROUND CHECK

In keeping with the standards set by the United State Olympic Committee, as well as many youth sports organizations, school and recreational programs in America today, USA Gymnastics has implemented a background screening process to help ensure a safe and secure environment for members and all gymnastics participants. The process includes all USA Gymnastics employees, Board members and volunteers. Background checks became mandatory for all new and renewing professional members on December 2007. Background checks must be completed once every two years at the time of membership renewal.

For more information or to initiate a background check, go to the USAG website [www.usa-gymnastics.org](http://www.usa-gymnastics.org).

# PROFESSIONALISM

As a judge, your behavior and actions are constantly monitored by the coaches, gymnast, parents, volunteers and runners. Behavior to coaches and gymnast while on the floor or in uniform needs to be professional. What is said may be overheard. Comments should be positive and not critical.

## UNIFORM

It is required that you wear either the official uniform or a navy blue suit with a white blouse/shirt to all USAG competitions unless otherwise requested by the Meet Director.

## CELL PHONES

All cell phones need to be silenced or on vibrate on the competitive floor. Calls should not be made or received from the judging table. If there is an emergency, please notify the Meet Referee and leave the floor to place the call.

## COMMUNICATION

Please refrain from talking to other Judge(s) while judging or calculating the score. Each gymnast is entitled to independent judgments from each judge.

## PANEL JUDGES

The Chief Judge is responsible for score averages. Panel Judges need to refer a coach's questions to the CJ. Only discuss the routine if given permission by the CJ.

## CONTINUING PROFESSIONAL EDUCATION

Each judge is required to complete and send an Annual Continuing Professional Education Report to a designated person in our state. Stacy Worshoufsky ([stacetheace1@aol.com](mailto:stacetheace1@aol.com)) is this person for New York South. She coordinates the Annual CPE Report to the national office. Kindly find the form on the USA Gymnastic Website. Please keep a copy for your records as well.

## UPDATE MEMBERSHIPS AND CERTIFICATIONS

Please be certain to keep current the dates of your USAG Professional Membership, NAWGJ Membership, Safe Sport Certification and Background Check on our assigning system website—[www.gymjas.com/nys](http://www.gymjas.com/nys). No one can be assigned unless CPE, membership and certifications are up to date.



## **Professionalism: Aligning Coaches & Judges Expectations**

(This article contains excerpts from a presentation presented by Connie Maloney, at the 2007 National Congress. It is reprinted with her permission.)

Professionalism is important in all areas of work, and judging is no exception. The following are statements/questions which we must examine for behaviors in ourselves, and as a new season begins, make changes where necessary.

### To Be a Better Judge:

1. Learn from your mistakes.
2. Be open-minded to the ideas of others.
3. Take time to savor the special moments of working with children.
4. Realize the impact you have on the athlete's life.

### Responsibilities and Challenges:

1. Keep up with an ever-changing sport- using the internet, Technique magazine, and newsletters.
2. Practice makes (almost) perfect. Use DVD's, practice groups, and in-gym observations.
3. Participate in educational activities- (State, Regional and National clinics) and attend sessions for coaches, as well as those for judges.
4. Conduct yourself in a professional manner. How do others see you (i.e. athletes, coaches, spectators, other judges).

### Aspects of Being Professional:

1. Attire should be clean, neat, and well fitting.
2. Sport knowledge attained through:
  - a. ongoing education
  - b. be prepared to judge any event- (Work on weaker ones and ask to be assigned to them to force yourself to work harder.)

### Am I an Unprofessional Judge:

1. Am I a know-it-all?
2. Am I too proud to look something up, if unsure?
3. Am I so unprepared that I have to look up everything?
4. Do I expect others to keep me updated?
5. Do I give unsolicited advice to other judges, coaches, athletes?
6. Am I always prepared for the job at hand?
7. Am I confident in flashing my start value?
8. Do I bring all materials necessary (paper, pens, charts, etc.)?
9. Do I fall into the trap of scoring to the average? It's OK to be different, just stay consistent with yourself.

Aspects of being Professional:

1. Personality-Behavior-Demeanor

- respectful -
- ] -positive attitude
- stay calm under fire
- friendly
- flexible, accept unexpected changes
- cooperative, willing to compromise -  
without being boastful
- be polite to everyone
- have a positive attitude
- on time
- confident without being boastful
- unbiased (i.e. you may not be affiliated with a club)
- remain in your seat, or by your event during short breaks



## Being an Effective Chief Judge

There is a first time for everything as a gymnastics official. Remember your first compulsory test, your first USAG competition, your first sectional or State Meet assignment? Anxiety, pride, responsibility and preparation are all part of the mix. This season will be my 27th year as a women's gymnastics judge. Through all my years of experience, there have been many changes, but one thing remains constant. It takes a great deal of hard work to be an effective chief judge.

The primary problem is there is an inherent need in each of us to impress our chief judge at some point during every competition. I can attest to that fact. Either with our vast array of knowledge, quoting of rules, identification of moves or quickness of scores, we simply don't want her/him to think that we are anything less than brilliant. That may be the case, but there is an appropriate time and place to convey all this information and brilliance. The most effective chief judges I have had the pleasure to work with are the ones that do the following: they listen, elicit opinion when necessary, appreciate my point of view when asked, make the gymnasts feel at ease, say thank you for a good job at the end of the meet but most importantly treat me as a colleague, not just as a subordinate or panel judge.

The most crucial point to remember, is that 99% of the time [excluding affiliation rules], the individual acting as chief judge is there for a reason, it's called experience. Do all judges make mistakes, miss elements, miss bonus connections, just to name a few? Absolutely. That's why there is more than one official. But when discrepancies arise in our scoring, it's important to respect the experience and opinion of the chief judge you are working with. It's protocol and good manners. The most effective chief judges will discuss, sometimes compromise and occasionally request an adjustment in your score. But keep in mind, they are ultimately responsible for answering inquiries, responding to the meet referee and efficiently conducting the event. Any conferences you are involved in should last no longer than 15-30 seconds.

Belligerence and argumentative confrontation only compound the issues. Comments from either side, such as: "where did you pull that score from", "are you kidding me", "you can't possibly be serious" won't be very helpful. No matter how well you know the other judge, you need to keep your emotions in check. Many chief judges have inadvertently embarrassed or damaged the budding careers of new officials by making flippant and humiliating statements. We have as much impact on each other as we do on the gymnasts themselves. Let's ponder a few more scenarios.

How many times have you walked into a competition and your event is suddenly changed. The Boy Scouts have it right - "Be Prepared!" You might become chief judge on a completely different event with only a moment's notice. So be ready and be prepared. By stating, 'I didn't bring any sheets' or 'I studied beam last night' is simply not acceptable anymore. We demand high levels of preparation from every gymnast we judge. They deserve the same level of preparedness from each of us.

Or, have you ever been assigned as chief judge at a competition over an official rated 3-4 levels higher than you due to affiliation, for example? Don't freak out, that other rated official understands exactly how uncomfortable you are feeling. You can always rely on their expertise. Ask questions when necessary and be confident, but you should always defer to their years of experience and knowledge. This should be an excellent training experience for you, not an anxiety attack. Work together as a team.

A good rule of thumb to remember is this: 'Rome wasn't built in a day' and 'no judge ever became an expert by passing just one or two tests' either. It takes time, effort, study, practice and an ever-constant phase of learning to become a more effective chief judge. Whether it's your first time or your 100th preparation is the key, cooperation the goal and enjoyment the end result.

*Jim Burton Brevet*

# MENTOR PROGRAM

A Mentor Program is available to any judge in New York-South, particularly new judges. A Mentor will assist new judges in any and all areas of our profession

Experienced judges may serve as a Mentor. Please contact Julie Brinkmann (845-594-6011; 845- 658- 3849; [jbrinks53@gmail.com](mailto:jbrinks53@gmail.com)).



## **MEET ASSIGNMENT**

The assignment of meets is a job of your New York South NAWGJ Board which is New York-South. You will receive an email from Pat Tosi with instructions on how to log onto the assigning system and submit your availability for meets. Assignments are based on several criteria—rating, geographic location availability. Pat will send an email indicating your assignments with instructions to then confirm the assignment on the system and create a contract. The contract is very important for insurance coverage. You will then judge all of the meets to which you have been assigned. If you can no longer judge a meet, please contact that month's assignor immediately.

# GUIDELINES

## PRACTICE JUDGING

### PURPOSE:

1. To improve the knowledge of the judge in the application of the rules and officiating of the sport through a fair and consistent experience for all practice judging
2. To prepare the judge to become a higher rated official without disrupting the efficiency of the meet

### PROCEDURE

1. Notify the State NAWGJ Director or assigning director of availability to practice at selected meets before the day of the meet he/she is requesting to practice judge. Showing up the day of the meet and requesting to practice judge can, and in most cases, will receive a denial. Please do not contact the meet Director directly!
2. The assigning official will check with the Meet Director as to the feasibility of practice judges at that meet and will inform the practice judge of the decision. Ideally this should be done early in the gymnastic season.
3. The Meet Director has no responsibility to the "practice judge". The "practice judge" assumes responsibility for his/her own travel, lodging and food, and is not paid for his/her expenses.
4. "Practice Judge" must wear the official uniform if he/she possesses one, or an appropriate dress code set by the state.
5. The "Practice Judge" must come to the meet with all necessary supplies (paper, clip-board, pencil/pen), be on time, and receive directions from the Meet Referee and/or Chief Judge. The Meet Referee and/or Chief Judge will confer with the "practice judge" prior to the start of the meet so that placement on the floor may be assigned.
6. The "practice judge" may judge one or more sessions on a given day of the competition. **A SESSION HAS BE DEFINED AS A MINIMUM OF 8 GYMNASTS PER SQUAD.** The "practice judge" must judge a minimum of 8 athletes on vault, uneven bars, balance beam, and floor exercise for a minimum of 32 exercises. A judge must rotate to a different event each new rotation.
7. One judge "practice judging" is preferred in dual and tri-meets; however, two may be assigned due to geographical location at the discretion of the assigning officer. Only one "practice judge" per event will be allowed at the larger meets.

8. Practice judging at a meet where you are a coach of a participating team is not permissible if your team constitutes more than 33% of the gymnasts in a given squad. If a location problem occurs, contact your State Judging Director for another assignment.
9. Collegiate Competitions are not permissible for Practice Judging since the colleges utilize their own set of rules. (effective, March 16, 1998).
10. Specifically, the Practice Judge shall;
  - ❖ Sit with the Chief Judge on an assigned event at an assigned seat or place on the floor
  - ❖ Judge every routine and record the score
  - ❖ Make notations and direct any questions to the Chief Judge after the completion of the rotation/session
  - ❖ Enter conferences, but refrain from any comments. Refrain from relaying any conference information to anyone.
  - ❖ Act in a professional and ethical manner throughout the meet

USA Gymnastics, as the certification association for judges does not require a judge to practice judge prior to testing at a higher level. Check level advancement rules for more information.



# MEET REFEREE CHECK LIST

By Rene Niccollai/2006

## PRE-MEET PLANNING:

- ❖ Refer to pre-meet information sheet emailed by assignor to include
  1. Event assignments
  2. Judges' arrival time
  3. Travel arrangements—driving or airline
  4. Directions/maps to meet site/hotel
  5. Roommate assignments
  6. Meal arrangements
  7. Meet schedule

## MEET REFEREE SUPPLIES:

- ❖ Forms—expense voucher form for judges, Chief Judge average sheets, Inquiry forms
- ❖ Base score video and script—state meet and above
- ❖ NAWGJ fee schedule—may be found in R and P listed under Judges' Compensation Package
- ❖ Phone number and address of Meet Director or designated contact person
- ❖ Phone numbers of local assignor, state and regional personnel
- ❖ Information related to qualifying procedures—may be found in state newsletter or R and P
- ❖ Rules and Policies (current year), UASAG Code of Points, Compulsory Book, Technical Handbook and all addendums
- ❖ Have "USAG J.O. Program Optional Matting Requirement Chart" readily available
- ❖ Review basis for Inquiries
  1. Compulsories: Incorrect elements, evaluation of major elements, fall, neutral deductions or unusual occurrences
  2. Optionals; Start Value, falls, neutral deductions or unusual occurrences

## UPON ARRIVAL AT MEET SITE:

- ❖ Meet with Meet Director and computer scoring personnel
- ❖ Ascertain meet format (Capitol Cup, traditional, warm-up compete) and warm-up procedures
- ❖ Verify arrival of all judges—state meet and above
- ❖ Confirm judges' meeting room needs—sufficient tables, chairs
- ❖ Ascertain meal arrangements—try to have food brought when there is a time constraint or inclement weather

- ❖ Make arrangements for auxiliary personnel—timers, line judges, flashers, secretaries) enough chairs at head judge's table, stopwatches in good working order, etc)
- ❖ Make certain the television, DVD, and remote control are in working order (state meet and above)
- ❖ Verify that the sanction certification is displayed
- ❖ Obtain sanction form from Meet Director
- ❖ Have judges' slips placed in judges' room (if applicable)
- ❖ Have a thorough knowledge of the electronic scoring system if applicable
- ❖ Determine guideline for march-in. Do judges march in or stand at their respective apparatus?

#### ATTEND COACHES' MEETING—MEET REFEREE SERVES AS A LIASON BETWEEN COACHES AND JUDGES:

- ❖ Get scratches
- ❖ Review which rules are in effect per sessions—USAG, PREP-OP, USAIGC, etc.
- ❖ Give official warning for the following:
  1. Incorrect attire (jewelry, sports bra)
  2. Coach speaking/signaling to gymnast during routine
  3. Additional landing mat on floor exercise mat to be marked with out of bounds chalk lines
  4. Remind coaches of correct procedure for filling out Inquiry

#### JUDGES' MEETING:

- ❖ Introduce/greet judges
- ❖ Distribute rotation sheets and review number system and bring to the judges' attention if mixed levels in same rotation
- ❖ Review meet format (Traditional, Capitol Cup, etc.) and "touch" procedures if applicable
- ❖ Give scratches or additions
- ❖ Review procedure for signing and numbering score slips (if applicable)
- ❖ Review procedures for all technical matters involving timers, linesmen, scorers, flashers, equipment and appropriate professional behavior
- ❖ Review procedures for check scores
- ❖ Review qualifying scores if applicable
- ❖ Advise panels of any rule changes from Technique
- ❖ Give newly submitted element evaluations to appropriate apparatus panel
- ❖ Give instructions for march in
- ❖ Review meal arrangements

#### DURING MEET:

- ❖ Keep accurate record of judging time
- ❖ Monitor time flow of competition
- ❖ Judge routines periodically (floating meet referee only)
- ❖ Observe conferences—is available for counsel upon request of Chief Judge
- ❖ Consult with Chief Judge, if in the MR's opinion, the average scores are too high or too low in comparison with the base score or to the scores on the other apparatus
- ❖ May recommend, but never force a change of any score
- ❖ After a change of score, corrects the official score sheets and signs them
- ❖ Handles Inquiries
- ❖ Calls Jury of Appeals if warranted (please refer to R and P)
- ❖ Distributes and collects judging expense vouchers
- ❖ Verifies expense vouchers and submits them to the MD during the last session

#### POST MEET:

- ❖ Have all judges sign the sanction form
- ❖ Distribute checks to judges
- ❖ Return the following to Meet Director
  1. Signed sanction form
  2. Signed copies of the judging expense vouchers with receipts if required