

# NCAA COMPENSATION GUIDELINES

~2023~

Amended September 26, 2022

## JUDGING FEE

- A. Each institution or conference must list their respective judging fee on the JAS website when they enter their request for officials.
- B. Number of Officials: The fee listed will be for either a dual meet with four/five officials or a three to five team competition with eight/nine officials.  
Tri-meet Competition: When only using four judges, the judging fee will increase accordingly.
- C. Conference Meets or Invitationals: The judging fee will increase according to the number of teams competing. Should a meet require two sessions the judging fee would be paid for each session. If a Meet Referee is required to be on site prior to the competition day, the full judging fee plus additional per diem must be paid for the competition day and each additional day he/she is required to be on site.

## PER DIEM REIMBURSEMENT (meals, mileage to airport, airport parking)

- A. No Overnight Stay Required \$ **25.00** = 4 to 7 hours (total time away from home) or \$ **40.00** = more than 7 hours (total time away from home)
- B. Overnight Stay Needed (Travel by car) = \$ **60.00**
- C. Travel Other than By Car (Air, Train or Bus) with no overnight stay = \$ **85.00**
- D. Travel Other than By Car (Air, Train or Bus) with overnight stay = \$ **150.00**

If a judge is assigned to judge two meets in a 3-day period in the same locale (i.e., Competitions on Day 1 and Day 3 with one air flight), the judge is to receive an additional \$**80** to cover airport parking and meals for the additional day. This fee is to be split between the two institutions. Rationale - A shared airfare has saved money for both institutions, but the judge is still incurring airport parking, meals, and possibly the need to check a bag due to 3 days away from home. **Questions on other meet situations should be directed to your Regional Assigner.**

Per diem is to be paid to a judge who does not successfully get to the competition due to weather, airplane delays, etc. This is only paid if the judge is in route to the competition or returning home from the meet when the interruption occurs.

## TRAVEL

- A. Travel by Car: Round trip mileage shall be paid at either the mandated rate of the

institution or the present IRS rate - **\$0.62.5** per mile. The total mileage cost shall not exceed the cost of airfare to the same location.

Carpooling: Carpools will not be assigned by NAWGJ. Judges may arrange carpooling, but it may not be required by the institution. Judges may only charge the mileage that they personally incur.

B. Travel other than by car: (airline tickets, car rentals)

Airplane, Train, or Bus Expenses shall be paid in full by the host institution. The judge must be contacted before the ticket is purchased. The host institution must adhere to the time parameters listed in the judge's profile on the JAS website. Additional seating/carry-on baggage charges incurred due to Basic Economy ticketing will be the responsibility of the host institution. With the exception of Southwest Airlines, **judges must have an assigned seat when the flight is purchased.**

Airport Mileage is included in the per diem reimbursements UNLESS a judge's residence is more than 50 miles (one way) from the airport (as determined by the shortest route as determined by an online mapping service). The judge will be reimbursed mileage in excess of 100 miles roundtrip.

Airport Parking is included in the per diem reimbursements listed above.

**The host institution is responsible for making arrangements and covering the expense for transportation to and from the airport to the meet site or hotel.**

Airports: It is assumed that the departing flight should be booked from the airport closest to the judge's home unless the judge specifies in the JAS that another airport is also acceptable.

C. Car Rentals: If an institution requests that a judge rent a car to travel to the meet site from the hotel and/or airport, it must be listed on the JAS information and indicated on the contract. If it is not indicated on the JAS website, the Meet Director and the judge must agree, in advance. If judges are expected to share a rental car, it is the responsibility of the host institution to inform the judge(s) and coordinate arrival times. Contact information (cell phone numbers) need to be provided to the judges traveling together. **Judges sharing a rental car should not be required to wait more than two hours if a flight is delayed.** Car rental insurance is the responsibility of the host institution.

D. Additional Expenses: Expenses not listed on the contract should not be paid. If there are last minute changes or incidental expenses, it is the responsibility of the judge to notify the Meet Director in a timely manner of any changes in the contracted expenses. An example of incidental expenses would be excessive **tolls**. Travel insurance is not a reimbursable expense.

- E. Shared Expenses: A judge who travels to multiple institutions must split the expenses with each host institution for that weekend of travel. Institutions should make every effort to book the judge on the same airline for the weekend to avoid possible problems with travel, *i.e.*, a judge is booked to fly from home to first assignment on Airline A. The flight is cancelled due to weather and cannot be rescheduled in time. The judge's 2<sup>nd</sup> flight from 1st assignment to 2nd assignment is Airline B and it is now cancelled because the judge could not get to the site in time. If the same airline had been used, there would possibly have been more options for rebooking and for return flights.

## **LODGING**

- A. Overnight Stays: If a judge must stay overnight prior to, during, or following the competition, lodging must be provided and paid by the Meet Director. The form of accommodations shall be specified in the judges' contracts. If a judge cannot return home by 11:00 P.M. following the conclusion of the competition, it is strongly suggested that the host institution provide a hotel room. The payment of the hotel room is in addition to the required per diem.
- B. Accommodations: Information on the JAS system must indicate whether separate hotel rooms will be provided. **Separate hotel rooms are highly recommended.** If that is not possible, it is requested that institutions attempt to reserve lodging where a "suite" is possible so that judges can have separate sleeping areas but share a bathroom. The minimum accommodation is a two-person occupancy room, each with a bed (not a pull-out couch).
- C. Special Arrangements: An institution is only required to provide lodging for one night, unless travel arrangements are unusual; for example - weather conditions requiring a judge to arrive a day prior to the competition or the timing of the meet/flights. It should be noted in the "Notes" field on the JAS so that the judge is aware of this condition before accepting the contract.

## **PUNCTUALITY**

Report time: Judges **must** be at the meet site in uniform **45** minutes before the march in. The Meet Referee will start the judge's meeting at that time.

## **UNIFORM**

NAWGJ Navy Uniform: Collegiate judges are expected to wear the NAWGJ navy uniform (suit jacket, pants, dress, or skirt) and a white blouse or shirt. Men must wear a tie. The NAWGJ sweater may be worn under the jacket.

## **CANCELLATION**

Assignments: A judge may only cancel an assignment in an absolute emergency. When

judges cannot honor a signed contract, they must immediately contact the Assigner (name found on the Payment Information page in JAS.) If an airline ticket has been purchased, the judge accepts the responsibility to reimburse the institution unless there are extenuating circumstances.

### **EXTENUATING CIRCUMSTANCES**

If the contract obligations are not fulfilled by either party because of extenuating circumstances, no mandatory penalties will be applied to either party. Example: Inclement weather (prohibiting travel), grave illness or public health emergency.

### **INCLEMENT WEATHER POLICY**

Most importantly, when weather creates a problem with transportation, communication between the host institution and the judge is essential.

The host institution(s) are ultimately accountable for the judges' lodging and per diem when weather delays the judge either to or from the meet.

The judge, who is having transportation problems, should inform the host institution(s) of the need for additional accommodations and per diem. The judge and the host institution will work together on the arrangements and reimbursements.

The judge will be responsible for submitting the receipts to the institution for any additional reimbursements in a timely manner

### **Note for 2022-23 Collegiate Season:**

#### **Extenuating Circumstances**

If the contract obligations cannot be fulfilled by either the judge or the institution because of circumstances related to COVID, the institution will **not** be obligated to pay the judging fee to the judge. The judge will be responsible for submitting receipts to the institution in a timely manner for any expenses incurred.

These circumstances include, but are not limited to:

- Meet cancellation or postponement by the institution
- Judge tests positive for COVID or is exposed to a person who tested positive
- Judge develops symptoms of COVID
- Travel restrictions in the state of the meet require travelers to self-quarantine before or after the competition
- Institution requires vaccinations after the contract has been accepted

Institutions are responsible for notifying judges of the safety procedures that will be in place for each competition (testing, vaccination requirements, temperature checks, facial

coverings, social distancing, other). Likewise, judges are responsible for monitoring the travel restrictions and isolation requirements in states where a contract has been issued. Because these requirements change frequently, a judge should begin monitoring the state's COVID website each week for the month prior to departure for a meet. If, because of these conditions, the judge can no longer fulfill the assignment, she/he must contact the Regional Assigner as soon as possible so that a replacement can be identified.