



NATIONAL ASSOCIATION OF
Women's Gymnastics Judges

Assigning Best Practices

Updated June 9, 2023

Assigning Topics

1. Assigning Protocols
2. Assigner Responsibilities
3. Assigning Across States Policy
4. How to Assign Judging Panels
5. How to Assign Judges
6. How to Assign Events
7. How to Produce Assigning Forms
8. How to Communicate Assignments
9. How to Fill out Reports

What is the Plan?

1. Assigning Protocols

Assigning Protocols

- Have a written plan for your state
- Detailed information for the assigner/committee
- Allow your membership to know the policies
- Allow Clubs to know the policies
- Create a sharing format example:
PowerPoint/Google Drive/Dropbox

What is the Job?

2. Assigner Responsibilities

Assigner Responsibilities

- Liaison between Judges and Meet Director
 - ✓ Requests any special needs, such as lodging
 - ✓ Asks for meet information to convey to the judges
- Assign judges appropriately to each meet
 - ✓ Competent panels with higher rated chief judges
 - ✓ Preference given to local judges
 - ✓ Meet host requests
- Assign Events
 - ✓ Rotating events and keeping records
- Communication & Records
 - ✓ Meet information sent to judges 2 weeks in advance

Assigner Responsibilities: in Addition...

- States are required to have an **Assigning Coordinator/Assigner**
- The SJD should have working knowledge of assignments, but they are not the **Assigner Coordinator/Assigner**
- Due to the nature of our work, sensitive information may be discussed from time to time. Private and privileged information should not be discussed outside of this committee

Communications: Meet Director

Communications with Meet Director is the Key!

1. Introduction message

- ✓ Send as soon as possible to reassure the host that someone is working on their meet.

Hello Craig,

I wanted to let you know that I will be assigning judges for your meet on September 23-24. Please let me know your meet schedule when it becomes available and any special instructions you may have for the judging crew. If you have changes to the days, levels, or location, please let me know so I can make the appropriate adjustments. I will contact you again as the time nears.

Kind regards,

Deanna Hanford

858-603-2464

NAWGJ-SC Assigning Committee

Communications: Meet Director

2. Follow-up, about 4 weeks before meet

- ✓ Make sure you have all the information you need to finish your assignments
- ✓ Ask for times, sessions, levels and any special instructions for the judges
- ✓ If any of the judges need lodging communicate with the Meet Director

3. Finalize, 1-2 weeks before meet

- ✓ Copy the Meet Director on the Meet Information sent to the judges

Communications

- Be polite, you are representing NAWGJ
- Use “Sincerely with kind regards,” or “Sincerely with best regards,” as a way of signing off the email
- Include your phone number
- Include your NAWGJ title
- Be up front with information

Travel Policies

Gather information:

- Hotel
- Airfare vs. Mileage
- Know the different requirements of your organizations for travel
- Inform members of travel policies
- Create contracts that include travel information from Meet Director

Communication is the Key

3. Assigning Across States Policy

Assigning Across States

Specific out of the state Judges are not requested:

- If out of state judges are needed, the Assigner should send an email directly to all out of state Assigners involved, including a (cc) to the out state SJD(s).
- This email will keep the SJD(s) informed, while avoiding or minimizing the potential for miscommunication.

Assigning Across States

Specific Out of State Judges are requested:

- The Assigner should send an email to the requested Judge, their State Assigner, their SJD and the Meet Director.
- For example:
 - ✓ Meet in Idaho using judges from 6 states (including Idaho) with specific Judges requested.
 - ✓ The Assigner should send an inclusive email to the requested Judge, their Assigners, their SJDs and the Meet Director.

Communication Channels

All Pieces of the Puzzle

Meet Director

1. Communicates with Assigner with meet information
2. Requests Judges, including “out of state” judges, if needed

Assigners

1. Communicates with Meet Director
2. Communicates with “out of state” Assigners

State Judging Director

1. Oversee the process
2. Works with Assigner, if needed

Judges

1. Enter dates of availability
2. Notifies Assigner about any “out of state” requests or contracts

What is required?

4. How to Assign Judging Panels

Judging Panels

- Chief Judges should be assigned first:
 - ✓ Affiliated Judges may not be Chief Judges
 - ✓ Higher rated (Brevet / National / Level 10)
 - ✓ Experienced
 - ✓ Know how to communicate appropriately
 - ✓ One of the highest rated judges should be assigned as Meet Referee
- Panel Judges
 - ✓ Assign to panels appropriately for the competition (ratings, etc.)
 - ✓ For the Compulsory season, try to provide opportunities for new judges

Judging Panels

- 2-Judge Panels: regular season compulsory meets
 - ✓ Higher rated Chief Judge
 - ✓ Lower rated Panel Judge
 - ✓ Assign New Judges to a panel with a higher rated experienced Judge
- 1-Judge Panels: refer to your State Guidelines
 - ✓ May require different start times for Judges
 - ✓ Experienced Judges should be assigned, if possible

Judging Panels

What are the Policies for different organizations

USAG example:

Level 9 rated Judge on Vault may be used with special permission from RTCC, if a Level 10 or higher rated Judge is unavailable.

Working with an Assigning System

5. How to Assign Judges

Assigning System

- Use Preferred assigning system
- Have a good working knowledge of system
- Ask for help when needed
- Keep all information confidential

“Requests” vs. “Wish List”

Requests

- Meet Directors may request specific Judges
- Judges may make requests:
 - ✓ To not judge certain meet(s)
 - ✓ To judge only one day (ex: Saturday or Sunday)

Wish List

- Judges can indicate preference for a meet:
 - ✓ Assigners will follow NAWGJ State policies
 - ✓ Judge’s wishes may not always be granted

Timeline

- Allow enough time to work through any issues
- Reach out to Meet Director right away
- Troubleshoot for potential weekends that maybe difficult to assign
- Contact Judges who have not put in availability
- Contact out to state Assigners/SJDs, if needed

Availability / Open Spots

- Assign from Availability list
- Rearrange assignments to open new possibilities (with Judge's consent)
- Contact Judges who may become available if needed (phone call/text/email)
- Send out a "Blast" email begging for help! (use this on limited basis)

Reassigning Judges

- If a Judge needs to be reassigned to a different meet, you must first get their approval for the change
- Judges cannot just be moved around, unless the Judge and Meet Director agree

What is Next?

6. How to Assign Events

Rotate Events

	Day 1	Day 2
C J	Vault	Floor
P J	Vault	Beam

Day 1	Day 2
Bars	Beam
Bars	Floor

Day 1	Day 2
Beam	Vault
Beam	Bars

Day 1	Day 2
Floor	Bars
Floor	Vault

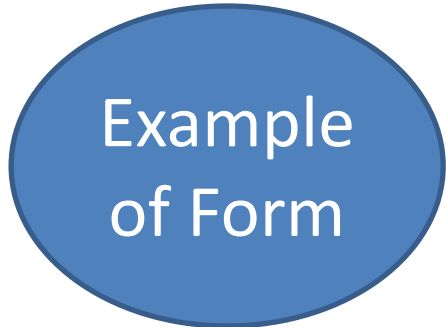
- ✓ Etiquette for a 2-day meet is to try and assign a fast event (*Vault or Bars*) on one day, and a slow event (*Beam or Floor*) on the other day
- ✓ Switch judging partners when possible

Keeping track of information...

7. How to Produce Assigning Forms

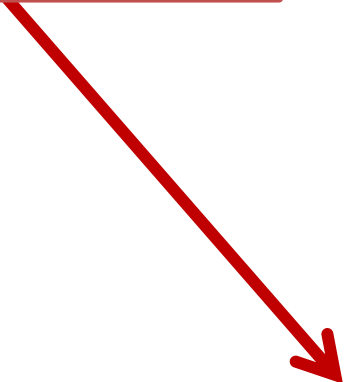
Forms and Information

- Cohesive Assigning Committee
- Consistent communication
- Dropbox or Shared Google Drive
- Streamlined information



Example
of Form

Type Assigner info
here and save



NAME OF MEET

Name of Gym

Gym Street Address

Gym City, State, Zip

Gym Website

555-275-5777

Cell: Contact Name – (XXX) XXX-XXXX

SATURDAY, SEPTEMBER 02, 2017

1 Sessions (Levels X/X/X)

Report Time: 0:00 AM Approximate Finish: 0:00 PM

Meet Referee: NAME

VAULT	BARS	BEAM	FLOOR

SUNDAY, SEPTEMBER 03, 2017

1 Sessions (Levels X/X/X)

Report Time: 0:00 AM Approximate Finish: 0:00 PM

Meet Referee: NAME

VAULT	BARS	BEAM	FLOOR

Uniform required.

Please refer to the USA Gymnastic Women's Program Rules and Policies concerning Travel reimbursement. A map search printout is required for reimbursement.

Please contact ASSIGNER NAME immediately if you cannot judge this meet.
 Email: youremail@domain.com
 Phone: XXX-XXX-XXXX (home) ∞ XXX-XXX-XXXX (work) ∞ XXX-XXX-XXXX (cell)

Brief directions: Gym is located

Template for Judge's Fact Sheet

(Initial / Final)

Date:

Name of Meet:

Host Gym:

Meet Site and Address:

Emergency Numbers (cell phones)

✓ Meet Director:

✓ Meet Referee:

✓ Assigner:

Judges Hotel: (address and phone number, meal information)

Judges Rooms: (include confirmation numbers)

Judges Report Time:

Judge Attire:

Meet Format and Level:

Judge Events:

Any additional information obtained from Meet Director or information to share:

Keep a Record of Events

- Tracking event assignments for the season
- Visible to all assigners
- Checking to make sure Judges are rotating to different events and judging partners
- Events for State/Regional Assignments

Meet Director, Meet Referee, and Judges

8. How to Communicate Assignments

Documents

- All documents should be converted to PDF before distributing.
- If you know how to combine documents into a single file, do so.
- Keeping things uniform makes the process easy to understand.
- Have a timeline for information

Communications: to Meet Director

- Put meet information on a Centralized Calendar
 - ✓ Upload Meet Information to an Assigning System
 - ✓ Keep open line of communications with Assigner:
 - One of the days is canceled
 - Host is still accepting entries and schedule is not final yet
- Final Meet information (2 weeks before meet)
 - ✓ Meet information document sent out to the Assigner
 - ✓ Other information, hotels, parking, etc.

Communications: to Meet Referee

- Make sure the Meet Referee has all needed documents for the meet:
 - ✓ Judge's Report for each day
 - ✓ Judge's Pay Chart
 - ✓ Meet Referee Meeting Agenda
 - ✓ Aware of last-minute changes

Communications: to Judges

- Communication – Judges will need:
 - ✓ Contract details and meet information (hotels, etc.)
 - ✓ Updated meet information examples:
 - One of the days canceled
 - Host is still accepting entries and schedule is not final yet
- Final Meet information (2 weeks before meet)
 - ✓ Meet information document
 - ✓ Other information (hotels, parking, etc.)

Communications: Judges to do list

Responsibilities after signing a contract:

- ✓ What to do to cancel an assignment
- ✓ What to do to request a change to another meet, for example: in another State.
- ✓ Who to contact for additional meet information (start times, events, meals, hotels, etc.)
 - Communicate directly with your Assigner
 - **Do not contact the Meet Director**
- ✓ Report ON TIME and be prepared.

Tracking Financial Information

9. How to Fill out Reports

Judges' Financial Reports

- Fill in the Information on the form:
 - ✓ Meet host
 - ✓ Levels Competing
 - ✓ Date
- Fill in the Report Time:
 - ✓ 30 minutes prior to scheduled March-in
- Fill in the Judges for each event

Judges' Report – examples on next slides

Expense Forms – on NAWGJ website

example

Judges' Report: convert to PDF

MEET HOST Palomar YMCA

Please attach Mapquest copies for proof of mileage.

LEVEL: XB,3,4,5,6,7

DATE: May 7, 2017

Judges will arrive 1/2 hr prior to the start of competition. There should be a separate area set aside for their meeting. This form is to be filled out by the Meet Referee & initiated by each judge. Payment will be made in accordance with the USAG Compensation Package.

Report Time	Finish Time	Total Hours	Allowed Break Time
7:50 AM			

Round up if 16 min past (# Sessions - 1) x 30 minutes
Round back if 15 min past

Session 1 end:
Session 2 start:

Session 2 end:
Session 3 start:

Session 3 end:
Session 4 start:

Total Paid Hours

Judges Report Form	JUDGES		MILEAGE	PER DIEM	MR/CJ	JUDGING FEE	PREVIOUS TOTAL	TOTAL DUE	INITIALS	
	V A U L T	NAME Deanna Hanford								
		PHONE 858-603-2464	RATING N/4/5	X .53 = \$ _____	\$ _____		_____ x \$ 30.08 # of hours hourly rate = \$ _____	\$ _____	\$ _____	
	B A R S	NAME Lauren Seligman								
		PHONE 909 518 2097	RATING 10/4/5	X .53 = \$ _____	\$ _____		_____ x \$ 27.85 # of hours hourly rate = \$ _____	\$ _____	\$ _____	
	B E A M	NAME Beverly Hull								
		PHONE 619-697-4355	RATING N/4/5	X .53 = \$ _____	\$ _____		_____ x \$ 30.08 # of hours hourly rate = \$ _____	\$ _____	\$ _____	
	F L O O R	NAME Jamie Hanford								
		PHONE 858-248-2374	RATING 8/4/5	X .53 = \$ _____	\$ _____		_____ x \$ 20.05 # of hours hourly rate = \$ _____	\$ _____	\$ _____	
	M R	NAME Deanna Hanford								
PHONE 858-603-2464		RATING N/4/5	X .53 = \$ _____	\$ _____		_____ x \$ 30.08 # of hours hourly rate = \$ _____	\$ _____	\$ _____		

Hourly Rates:

B-\$32.30 N-\$30.08 10-\$27.85 9-\$24.50 4/5&6/7/8-\$20.05 6/7/8-\$17.82 4/5-\$15.59

MEET REFEREE SIGNATURE: _____

Please make a copy of completed form for your files and return originals to:

Gigi Iavarone
32471 Via Los Santos
San Juan Capistrano, CA 92675

Thank you for viewing “Best Practices for Assigning”

If you have any questions, please email
Best Practices for Assigning Committee

pkhnthsh@msn.com

dsccampbell1822@gmail.com

Teresa.Barnard33@gmail.com