

# Collegiate Judges Assigning System Guide “Judges Manual” 2024 Season

The JAS is the Judges Assigning System for NCAA competitions. This system is administered by the NAWGJ with the supervision of the Women’s Collegiate Gymnastics Association (WCGA).



## **Important Note:**

The written exam for the 2024 season will be posted on November 15, 2023. You will have until December 15, 2023, to pass the exam. The exam is pass/fail with a score of 80% required for passing. The exam may be taken more than once if necessary. Failure to pass the exam will result in forfeiture of assigned meets.

**Lois C. Colburn**, JAS National Collegiate Assigner

# Collegiate Judges Assigning System Guide 2023 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.***

The NCAA has adopted the JAS (Judges Assigning System) administered by NAWGJ as mandatory for the 2024 season for any team wishing to use their scores for qualification to post season competition. This has been approved by and applies to all divisions.

This is the 19<sup>th</sup> year of operation for the JAS. It is a web-based program where each judge enters their own availability. Coaches or institutions enter the number of judges needed for each home meet. Eleven Regional Assigners then assign judges based on availability and experience. The National Assigner will assign collegiate meets held in conjunction with age group invitationals, USAG National Collegiate Championship, Division III National Championship, and conference championships.

The following guide will help you enter your information in the JAS should you desire to be selected for collegiate assignments. It was proposed and supported by the WCGA with the following goals:

- 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 choosing of 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. If you forget your password, you may reset it by using the “forgot password” function on the sign-in page in JAS.

### **Collegiate Assigning Timeline –**

- Aug. 25, 2023      **First day** for judges to begin entering information and availability. Institutions may begin to enter data into JAS
- Sept. 25, 2023      Officials should have availability entered by this date.
- Sept. 25, 2023      Institution Waiver Requests Due
- Oct. 1, 2023      **Assigning begins.** You should receive an email alert when an assignment has been entered in the system for you. You have **five** days to respond. Detailed information on judge’s fees and payment information will be available on the JAS site once you receive an assignment. Click on the **blue Payment Information** button on the right.
- Once an assignment is accepted, it is considered a verbal commitment until the contract requesting a signature arrives from the school. After an assignment is accepted, it cannot be declined except for extreme circumstances. You must contact the Regional Assigner who will contact the school. If you can NOT logistically get to meet on a weekend when you have another meet scheduled – do NOT decline. **Call** the Assigner. (If you decline a meet – you will be removed from any other meet you have accepted on that weekend.)
- Nov. 1, 2023      Institutions are notified by Regional Assigner when the assigning of officials is completed. Institutions should begin sending out contracts. Judges should

**read the contracts before signing them.** You may not request additional expenses which have not been specified in the contract. Compensation follows the NCAA Compensations Guidelines 2024 for expenses. **That guide is available at NAWGJ.org under NCAA and in the “Help” section of this JAS site.** Individual schools/conferences set the fee schedule for each institution. Travel should be arranged by the institutions.

Nov. 15, 2023 Online **test** will be posted on JAS.

Nov. 15, 2023 **Deadline for contracts** to be sent to assigned judges. Contracts should have been returned to institutions by this date.

Nov. 25, 2023 Institutions may notify Regional Assigners if an official has not returned a contract within 10 days of receiving it.

Dec. 15, 2023 Judges must pass the open book exam by December 15, to retain their assigned meets. Judges must have earned their Level 10, National or Brevet rating in order to retain their assigned meets

**Contracts** should include the following travel information (quoted from the JAS Institution Manual):

- Name and information on who from the institution is responsible for travel.
- Directions to the competition site, where to park, where and how to enter the competition site.
- An emergency contact for the day of the competition in case of delayed or canceled travel
- Hotel information
- Institutions will contact out of area judges to make travel arrangements.
- If the official’s payment will include contact with a university business

office, that contact information should be included.

### **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, remove the available dates from the JAS for those dates. Also, if your availability changes during the competitive season, please update your availability in the JAS. Because emergencies occur, sometimes within 24 hours of a meet, you may receive an assignment to judge a competition at the last minute – you can only be considered if your availability is updated. You will need to do this on an individual day/date basis.

### **Declining a meet after acceptance:**

The JAS does NOT allow a judge to accept a meet and then go back into the system and decline that meet. If you accept a meet in the JAS, it is considered a **verbal commitment** until the institution sends you an official contract. Should an emergency arise, you will need to contact the Assigner.

To find Assigner information:

- Click on “Dashboards/ Assignments” page at top left of JAS main page
- Click blue “View Assignments” button on the right
- Click green “Payment Information” button
- Scroll down to the bottom for the Regional Assigner Information.

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 unprofessional in nature, it may result in the loss of assignment to conference championships or post-season events and/or reduction in future assignments.

## Entering your availability on the JAS – Begins 8/25/2023.

Visit the website <https://RoadToNationals.com/jas> . If you have participated before, your judges profile page will still be in the system. However, new information items have been added, so judges need to update their profile in JAS. The entire site can be accessed on any device (iPhone, Android, tablet, computer, etc.)

**SET UP A NEW ACCOUNT:** To enter the JAS system initially, you must request an account at <https://roadtonationals.com/jas>. Login information and a temporary password will be sent to the email provided within 24 hours. Once accepted, follow the link to the Judging Account Setup page where you see the three steps that take you to locations to enter your information. Set up your account only once.

### Sample: Initial Account Setup

2021 Judging Account Setup

In order to receive judging assignments, please first complete the following steps:

Percent Complete **0%**

Number of steps to complete 3

1. Contact Info **Complete Now**

2. General Availability **Complete Now**

3. Dates of Availability **Complete Now**

**JUDGES PROFILE PAGE:** The link to your Profile page is in the upper right corner. It is important that you only enter your **full and proper name as it would appear on the government ID you will use as identification if you are flying to a meet.** Enter your information as requested.

- **PASSWORD:** You can change your password on the “Judges Profile page.” When you select your password, use lower- and upper-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.

There is a “Forgot Password” link on the sign-in page. Just fill out your email and if it is in the system, you will receive a link to reset your password.

- **PHOTO:** A judge can add a picture in the Avatar section of the Profile page by clicking on the blank photo in the upper right corner of the screen. Go to the Change Avatar box, click on “edit avatar” and browse for the photo you want to upload.

## **JUDGE CONTACT INFORMATION:** Click on Step 1.

That will take you to the “Judge Contact Info” page.

- Enter the basic information requested. There are pull down menus. You may choose “No Preference” for an event assignment. Complete all fields. Do not use all capitals.
- **Airports** – You may enter more than one airport. **Please use the correct 3-digit capital Airport Code, for example BOS for Boston Logan Airport.** If entering more than one airport, please list your airports from first to last in order of preference and use a comma between.
- **Work phone** – if you do not have a work phone or do not wish to be called at work, leave it blank.

- **Event Preferences:** Please list your event preferences as they are helpful to the Assigners. However, there is no guarantee you will be assigned to 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.
- **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.

**Sample:**

The screenshot shows a web application interface for entering judge contact information. On the left is a dark sidebar with navigation links: 'JAS', 'JAS Judges' (with a dropdown arrow), 'Judge Contact Info' (selected), 'General Availability', 'Dates of Availability', 'Collegiate Practice Exam', 'OFFICIAL', and 'Help'. The main content area is titled 'Judge Contact Info' and contains the following form fields:

- First Name: Input field with placeholder 'First'
- Middle Name: Input field with placeholder 'Middle'
- Last Name: Input field with placeholder 'Last'
- Select Gender: Dropdown menu with placeholder 'Select Gender'
- Address: Input field with placeholder 'Address'
- Address 2: Input field with placeholder 'Address 2'
- City: Input field with placeholder 'City'
- State: Dropdown menu with placeholder 'Select State'
- Zip Code: Input field with placeholder 'Zip Code'
- Email: Input field with placeholder 'test@test.com'
- Nearest Airport: Input field with placeholder 'JFK etc.'

- **Affiliation:** The NCAA and the WCGA have an affiliation policy for judges. 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 and how you are affiliated.

**NCAA/WCGA Affiliation Policy:**

You would be considered affiliated if:

- You are affiliated to an institution and their conference if you were a part of an NCAA team in the last five years.
- You are affiliated to an institution and their conference if you are a former coach, or an immediate family member of a former coach of an NCAA team in the last five years.
- You are affiliated if you receive any financial remuneration, as an employee, venter or independent contractor of college or university for work or business other than officiating.
- You are affiliated to an institution and their conference if you are an NCAA athletics-related booster club member.
- You are affiliated if you coach or work for a club gymnastics program that is under the auspices of a university or college program.
- You are affiliated to an institution if you were a club coach or gym owner of an athlete on a collegiate team. Your affiliation remains in effect for five years from the last time you coached that athlete.

You are not considered affiliated in the following situations:

- You are NOT affiliated to a school you attended or graduated from unless you were a member of the gymnastics program in the last five years.
- You are NOT affiliated to an institution if you are a Graduate Assistant who is NOT associated with the athletic department.
- You are NOT affiliated if your son or daughter is a student – and not a part of the gymnastics program - at an NCAA institution.

You are not eligible to serve as a judge if you are:

- You are not eligible to serve as a judge if you are currently a part of any NCAA gymnastics program (athlete, coach, volunteer coach, manager, trainer etc.)
- You are not eligible to serve as a judge if you are an individual with a daughter who is a current gymnast on the roster of an NCAA program. Once your daughter has completed her eligibility you will be affiliated with her alma-mater and their conference for five years.

\*Per NCAA guidelines any judge that is considered affiliated will not be assigned to a National Championship; however, a judge may be assigned to a Regional competition, where he or she is not affiliated.

Click “SAVE” at the bottom of the screen to continue.

**GENERAL AVAILABILITY:** After you click SAVE, you will automatically be returned to the Dashboard. In Box 2, click on “Complete Now” to enter your “General Availability.”

- **Set Off Button:** Sets entire day of the week as unavailable to judge for all

weeks.

- Start with the information for Friday (weekends are Friday, Saturday, Sunday): Complete all the information for the Friday column.
- **Copy Friday Button:** Copies all data from Friday to another day. Use this button if your information for Saturday and Sunday are the same as for Friday. Alternatively, you can copy Friday to any other day and then edit it to make specific changes.
- **Local Weekday Meets:** If you are available to judge Monday through Thursday, repeat the process with the Copy Friday button or enter the information for each day. There are very few college meets on weekdays.
- **Travel Weekday Meets:** Check either yes or no if you can travel out of your local area for meets Monday through Thursday.
- **Time Schedule:** Enter the parameters of your personal schedule. For example, 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 on Friday. You may enter different times on various days.
- **Travel Limits:** Enter how far you are willing to drive one-way. Carpools are not required. If you have no limitations on flying distance, enter “4000” miles. If you indicated “No” to flying, enter “0” for distance.
- **Comments:** You may add a brief comment for the Assigner at the bottom of the General Availability section. Enter information. Then click on SUBMIT.

- Completion of General Availability:** You must complete this page before moving to the next section. You must click SAVE at the bottom of the page to save your information. To change information, edit it and then click on SAVE. You may do this any time you need to update your information. To edit, click on the General Availability link on the left column, enter your changes, and click on SAVE.

**Sample:**

**DATES OF AVAILABILITY:** After you click SAVE, you will automatically be returned to the Dashboard. Click on the “Complete Now” button in Box 3 to enter your specific dates of availability.

**Enter/Edit Specific Dates of Availability**

- Calendars:** The January calendar will appear. Enter your January availability by clicking on each day you are available to judge, if any. Then click on the “Next Month” button on the top right and enter your availability. Repeat for March and April. You may return to a previous month by clicking on the

“Previous Month” button at the top left of the calendar.

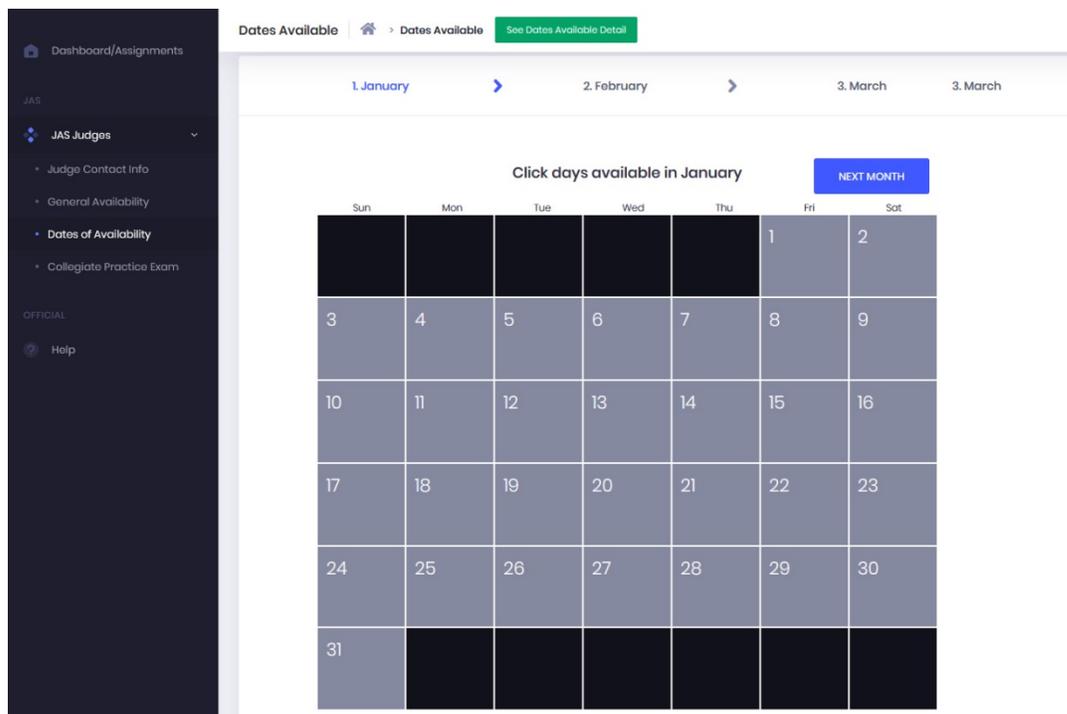
There is currently only one JAS-assigned collegiate meet in April, so you need to enter availability for only April 12-14, 2024.

- **Notes on Specific Dates:**

**Conference Championships:** Most Conference meets will be held on March 23, 2024. As some 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 judged the previous year. (Exception – the Meet Referee may be the same for two years in a row.)

**NCAA Regionals (Now called Rounds 1, 2, and 3) are April 3-6, 2024. NCAA Regional and National meets are not assigned through the JAS.**

**Sample:**

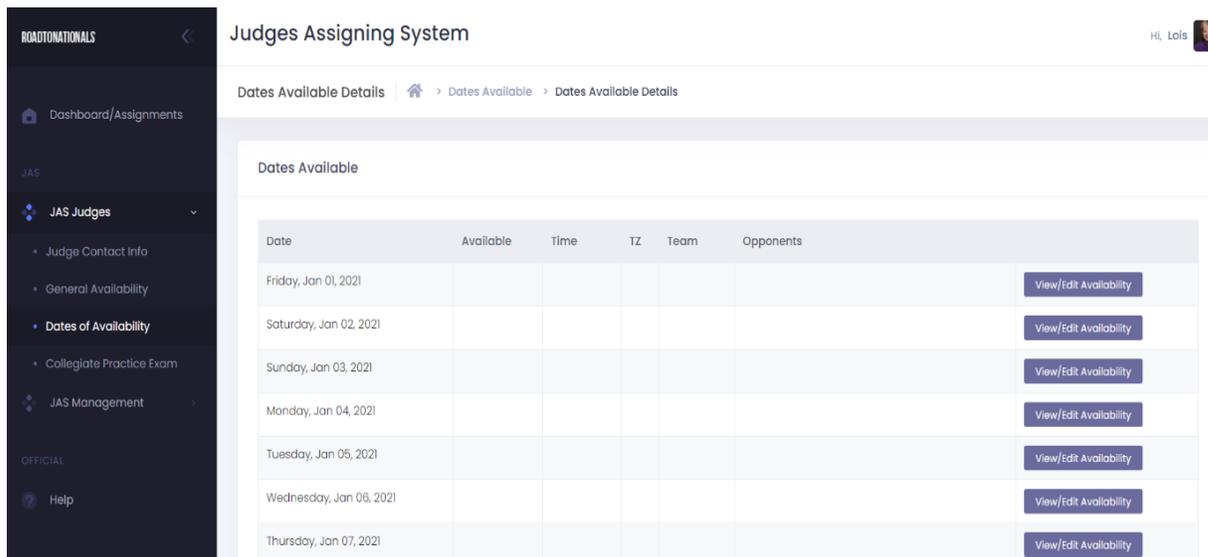


- **Dates of Availability:** To see the dates of availability you have entered, click

on green button “See Dates of Availability” at the top of the page. If you want a record of your availability, you may print your calendar.

- **To Change Details of a Specific Date:** If at some later time you need to adjust your availability (fly, drive etc.), click on the green button that says “See Dates of Availability” and edit a date by clicking the blue button on the right on the screen that appears.

### Sample to Edit a specific date:



The screenshot shows the 'Judges Assigning System' interface. On the left is a dark sidebar with navigation options: 'Dashboard/Assignments', 'JAS', 'JAS Judges', 'Judge Contact Info', 'General Availability', 'Dates of Availability', 'Collegiate Practice Exam', 'JAS Management', and 'OFFICIAL Help'. The main content area is titled 'Dates Available Details' and contains a table with the following columns: Date, Available, Time, TZ, Team, Opponents, and a 'View/Edit Availability' button. The table lists dates from Friday, Jan 01, 2021 to Thursday, Jan 07, 2021.

Date	Available	Time	TZ	Team	Opponents	
Friday, Jan 01, 2021						<a href="#">View/Edit Availability</a>
Saturday, Jan 02, 2021						<a href="#">View/Edit Availability</a>
Sunday, Jan 03, 2021						<a href="#">View/Edit Availability</a>
Monday, Jan 04, 2021						<a href="#">View/Edit Availability</a>
Tuesday, Jan 05, 2021						<a href="#">View/Edit Availability</a>
Wednesday, Jan 06, 2021						<a href="#">View/Edit Availability</a>
Thursday, Jan 07, 2021						<a href="#">View/Edit Availability</a>

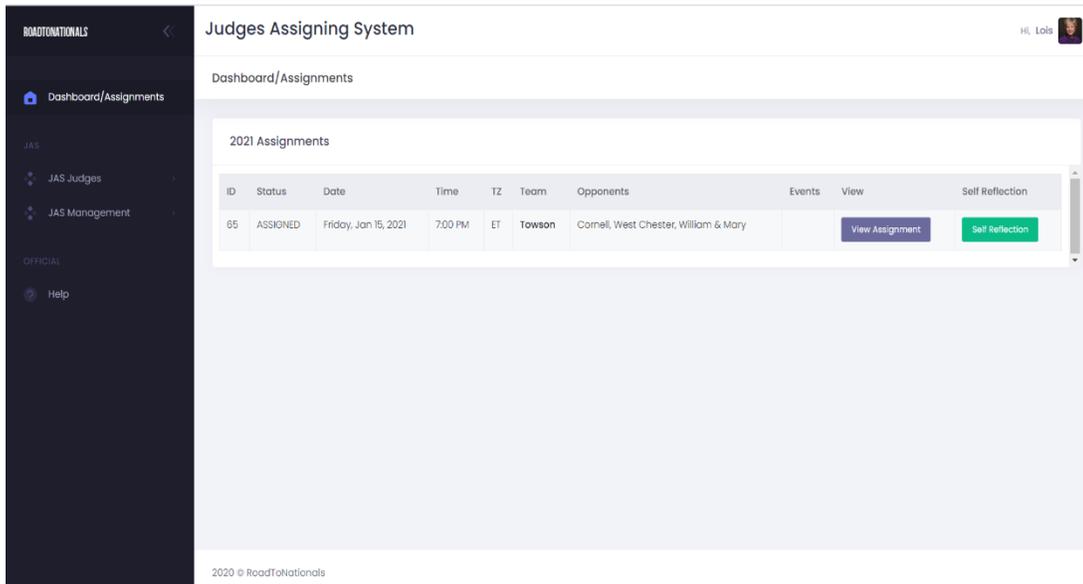
- **Dashboard/Assignments:** Your dashboard will initially be blank. As the Assigners complete the assigning process, your assignments will appear on this page. You will be notified by email that you have an assignment in the JAS. Once you click on “**accept**” in the system, it is considered a contracted meet and you will be expected to honor that commitment. You have **5 days** to accept.

Check your email for assignments frequently and/or check your assignments within JAS frequently.

To accept an assignment, go to Dashboard/ Assignments, click on blue “View Assignments” button. Go to hot pink box at the top and click on

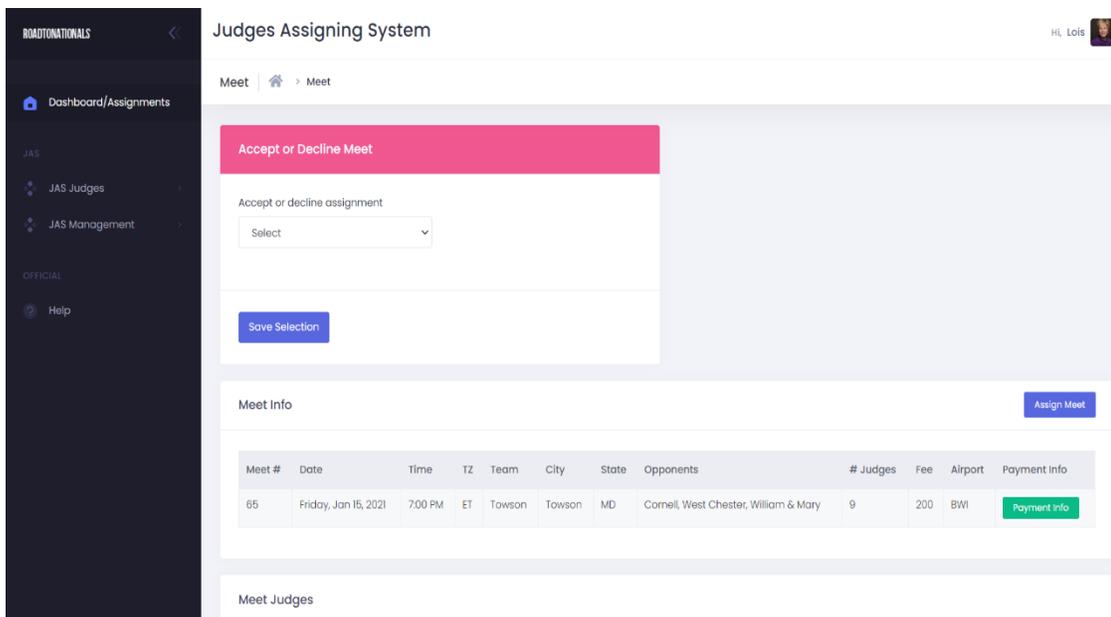
“accept” or “decline” on the dropdown menu. Then click on “Save Selection.”

## Samples:



The screenshot shows the 'Judges Assigning System' dashboard. The left sidebar contains navigation options: 'Dashboard/Assignments', 'JAS', 'JAS Judges', 'JAS Management', 'OFFICIAL', and 'Help'. The main content area displays '2021 Assignments' with a table. The table has columns for ID, Status, Date, Time, TZ, Team, Opponents, Events, View, and Self Reflection. One assignment is listed with ID 65, Status ASSIGNED, Date Friday, Jan 15, 2021, Time 7:00 PM ET, Team Towson, and Opponents Cornell, West Chester, William & Mary. There are buttons for 'View Assignment' and 'Self Reflection'.

ID	Status	Date	Time	TZ	Team	Opponents	Events	View	Self Reflection
65	ASSIGNED	Friday, Jan 15, 2021	7:00 PM	ET	Towson	Cornell, West Chester, William & Mary		<a href="#">View Assignment</a>	<a href="#">Self Reflection</a>



The screenshot shows the 'Meet' page in the 'Judges Assigning System'. The left sidebar is the same as in the previous screenshot. The main content area has a pink header 'Accept or Decline Meet'. Below it is a form with the text 'Accept or decline assignment' and a dropdown menu with 'Select' as the current selection. A blue 'Save Selection' button is at the bottom of the form. Below the form is a 'Meet Info' section with an 'Assign Meet' button. The 'Meet Info' section contains a table with columns: Meet #, Date, Time, TZ, Team, City, State, Opponents, # Judges, Fee, Airport, and Payment Info. One meet is listed with Meet # 65, Date Friday, Jan 15, 2021, Time 7:00 PM ET, Team Towson, City Towson, State MD, Opponents Cornell, West Chester, William & Mary, # Judges 9, Fee 200, Airport BWI, and a 'Payment Info' button.

Meet #	Date	Time	TZ	Team	City	State	Opponents	# Judges	Fee	Airport	Payment Info
65	Friday, Jan 15, 2021	7:00 PM	ET	Towson	Towson	MD	Cornell, West Chester, William & Mary	9	200	BWI	<a href="#">Payment Info</a>

- **Declining a Meet:** If you have been assigned to a meet, and later need to decline, you will NOT be assigned another college meet for that weekend. If you have previously been assigned to another meet that weekend, you will be replaced. Exception: – if travel

arrangements make it impossible for you to make the second meet assigned, contact the Assigner to describe the problem. Similarly, if the assignment did not conform with your General Availability parameters, contact the Assigner.

- **Contracts:** The schools are responsible for sending 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 Dashboard. The contact information can be found at the end of the “Payment Information” page. Go to “Dashboard/Assignments” page, click blue “View Assignments” button on the right. On next page, click green Payment Information button and scroll down for the School information. You will find the pertinent information, the person to contact, phone numbers, and email addresses. You will also find the name of the Regional Assigner for that school.

Contracts should indicate the minimum arrival time for the judge to arrive at the venue (usually one hour before the start of the meet).

- **Meet Limitations: You may judge a Division I school two times at home** and two times away during the regular season. It is your responsibility to double check the number of assignments you receive at each institution. If you notice that you are judging a school more than the allowable number of times, please notify the Assigner. Assignment as a Walk-around Meet Referee does NOT factor into your count for one assignment for purposes of this rule.

**WCGA statement: “A judge that serves as a walking meet referee may see the same Division I team a total of five times during a season (2 home, 2 away, 1 as a walking Meet Referee).”**

- **You may judge DII and DIII schools three times at home** and three times away.

For all Divisions, this does not count conference meets – only regular season meets.

- **An attempt should be made by the Assigner to limit the number of times a judge sees a team to 4 or fewer times whenever possible financially.**
- **Fee:** The colleges all have different pay scales. The minimum fee is \$125, which is in line with the highest hourly fee paid to a National judge for 3 hours in the USAG system. NCAA meets are typically 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 identify flights that work best for your schedule (taking into consideration cost) so you can suggest flight options when you are contacted by the host school. Do not take the last flight into a city before the competition. Because there may be weather delays, flight cancellations, mechanical problems, or other situations that you cannot control, you should allow additional time for travel to ensure you arrive on time. Schools may wish to have all judges arrive at approximately the same time so that judges can rent a car or be transported together.
- **Mileage:** The current IRS Mileage is paid to the driver for the full round trip. However, some universities have a different mileage rate than the IRS. This rate is listed under their payment information.
- **Per Diem:** See NCAA Compensation Guidelines document on NAWGJ.org. Judges may be expected to share a room if overnight accommodations are required. The type of hotel accommodations provided by each institution is located in the School Information

section of JAS. This is similar to the USA Gymnastics Rules and Policies.

- **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.

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

To find Payment Information:

- Click on "Dashboards/ Assignments" page at top left of JAS main page
- Click blue "View Assignments" button on the right
- Click the green or blue "Payment Information" button.

**This section also lists the name of the Assigner for the meet.**

## Sample:

The screenshot shows a web application interface with a dark sidebar on the left and a main content area on the right. The sidebar contains the following items: 'JAS', 'JAS Judges', 'JAS Management', 'OFFICIAL', and 'Help'. The main content area is titled 'Meet Info' and contains several sections of a form:

- Payment**

Direct deposit?	Yes
Check on site?	No
Check by mail?	No
Length of time for check arrival post-event?	1 Week
Pay special referee pay?	No
Reimbursement of expenses post-event?	Yes
One check?	Yes
Multiple checks?	No
Pay tolls separately?	Yes
Mileage rate different from NCAA Compensation Package?	No
If so, mileage offered at institution?	
W-9 required?	Yes
- Hotel**

Single Occupancy?	Yes
Double Occupancy?	No
- Rental Car**

Required of 'fly-in' judges?	No
'Fly-in' judges picked up at/returned to airport by institutions?	Yes
- Additional Requirements of Institution**

Judge required to fly in one day early?	no
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## Important NCAA Reminders for 2024

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

1. Women's Gymnastics Rules Modification Document and Meet Procedures 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.

**Expectations of Judges and Assigners:** The Judges Assigning Committee of the WCGA requests that judges and Assigners 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. (**New 2022: “To allow judges who are within their first 2 years of judging NCAA competitions or receive assignments for 3 or less meets in any given year, the ability to specialize in one or two events.”**) The assigners will select the events.
4. **New for 2024 “All new level 10 judges and those new to college judging must attend a “New to College” judging clinic developed and facilitated by NAWGJ”.**
5. Do not allow judges to request which events they are assigned.
6. Flash scores and Start Values simultaneously according to open scoring.
7. Judges are not to review “unwritten rules” with each other prior to meets.
8. 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.
9. All meets should be judged the same way from the first meet, senior night, to the NCAA Championships.
10. Judges are to judge what they see and not who the person is or how they have performed in past meets.
11. Reinforce that there is a yellow card system for judges to use. Judges shall provide their own yellow cards.
12. Routine Summary Forms – up to six per team per meet may be submitted. Judges will **individually** complete each form prior to leaving the site and **after** signing the official score sheet. The individual responsible for obtaining the signatures on the score sheet shall collect the routine summary forms and return a copy to

the appropriate coach or meet official. Coaches will still receive the desired feedback without face-to-face discussions between coaches and judges. **New 2024: There will be an updated combined inquiry form and routine summary form.**

- 13. New for 2021 season: All judges are not allowed to leave the location of the competition until all head coaches have signed the official score sheet and judges are released by the Meet Referee.**
- 14.** Coaches should never contact a judge directly to find out if they are willing to judge a meet. Only judges assigned through JAS are allowed to judge NCAA.

**Expectations of Assigners: (From the NAWGJ Assigners Manual)**

Assign the number of requested officials using the criteria set forth by both the Institutional Request and judge's General Availability as submitted on the JAS. As selections are being made, Assigners **should take into consideration the budgetary constraints of the schools**, and the need to coordinate multiple competitions if a judge is assigned to more than one meet on the same weekend.

- 1. Assign the Meet Referee first. This assignment must be a highly experienced judge who has completed Meet Referee training. Designate a judge from the panel as a Meet Referee if an additional judge is requested on the Institutional Request Form to act as a separate walk-around Meet Referee.**
2. Judging panels in dual meets will be switched after two events whenever possible.
3. Judges from the same state should NOT be assigned to the same event together whenever possible.
4. Make all event assignments and assign the highest rated official to be the chief judge(s) whenever possible.
5. All efforts should be made to assign the judge to different events throughout the season.

6. Judges who fly to an institution should be assigned to an institution only ONCE per season. Exceptions to this must be approved by the National Assigner.
7. Assigners should attempt to assign at least one official from each region to each school (flight in.)
8. **Assigners should try to assign judges to different divisions and different conferences whenever possible.**
9. Make every effort to rotate officials through various pay scales (differing schools).
10. Secure replacements when necessary. Notify institutions when this occurs.
11. Use discretion when assigning less experienced judges, e.g., assign them to quad meets so they can focus only on one event, or pair them with an experienced judge. Encourage judges with less collegiate experience to gain experience by serving as a timer or line judge and/or practice judging to gain experience.
12. Do not take requests **of any sort** from judges. Refer such requests to the National Assigner. Assignments should be as random as possible. Assigning the same two judges **who you know wish to create a carpool**, or to the same two meets, does not indicate randomness. Make an effort to give judges of equal ratings and experiences various meets from year to year.
13. The NAWGJ National Board approved the following procedures for the upcoming collegiate season.
  - **Judges should be assigned no more than 7 Division I – FBS Institution meets.**
  - **Starting with the 2024 season: for multi-session Invitationals and non-conference and non-championship meets, each multi-team session will be considered a separate meet for the purposes of counting the number of Division I-FBS meets per judge.**
  - When you wish to assign a judge who has been assigned to 7 collegiate meets, excluding conference championships, DII, DIII, and DI schools **that do not fly in officials**, the National Assigner will need to be contacted for approval. This is not to say that they may not be assigned, it is just to make sure two sets of eyes have looked at all possibilities.

- **“Participation in unprofessional or unethical behavior may result in the loss of assignment to conference championships or post-season events and/or reduction in future assignments. Examples include but are not limited to:**
  - **Non-compliance with NAWGJ canons and rules, or professional dress guidelines;**
  - **falsification of information;**
  - **declining a college meet after it was accepted in RTN/JAS for reasons considered to be unprofessional; or**
  - **other unprofessional behavior.”**

**Procedures for Judges serving as Meet Referees:** Such policies and procedures will be itemized in a separate document.

***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 also asked to complete an evaluation on all officials. Questions can be answered with YES/NO/NA. Go to the Dashboard/Assignments. Click on green “Self-Reflection” button on the right to complete the Self-Evaluation form. When you are done, click on SAVE.

Additional comments on the meet can be entered in the Comments section.

The Self-Reflection survey can also be accessed on your mobile phone when you are traveling.

Coaches will be asked to complete a different form. **A copy of the blank coaches' evaluation form is available on the NAWGJ.org/NCAA web site.** Weekly the NAWGJ President, WCGA Executive Director, and the JAS National Assigner will review this information. PATTERNS are being looked for rather than isolated incidences.

### Sample:

The screenshot displays a 'Self Reflection' survey interface. On the left is a dark sidebar with navigation options: 'JAS', 'JAS Judges', 'JAS Management', 'OFFICIAL', and 'Help'. The main content area is titled 'Self Reflection' and features a table with the following data:

Meet #	First	Last	Date	Home Team	Events
77	Tester	Tester	Saturday, Jan 16, 2021	Centenary College	v11, fx2

Below the table are several survey questions, each with a 'SELECT' dropdown menu:

- Did you review all NCAA Rules Newsletters prior to the meet?
- Did you practice judge with collegiate routines prior to the meet?
- Did you wear the official NAWGJ uniform?
- Were you on time (in uniform) for the meet referee's meeting?
- Did you act in a professional manner?
  - a) In appearance?
  - b) Judge with confidence?
  - c) Complete and return contracts & travel arrangements in a timely manner?
- Did you follow meet protocol for open scoring (flash start values and score simultaneously)?
- Did you complete submitted inquiries in a timely manner and correctly (in long hand/fully)?
- Did you complete submitted routine summaries correctly (in long hand/fully)?

**Good luck and have a productive and enjoyable college judging season!**