

NAWGJ CODE OF PROFESSIONAL RESPONSIBILITY



July 2024



Professional Responsibility Committee:

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Mission:

To implement/follow the Problem Resolution Process and Disciplinary Action Guidelines to assure that problems are resolved fairly and equitably.





“Before moving to Step One, it is important to endeavor to resolve the issue locally and informally. Document the issue and resolution.”

Added to Code of Professional Responsibilities 7/24



Not all problems rise to this level

It is best to deal with problems at their
lowest level

Deal with All Complaints (canons/rules)

- Timely
- Efficiently
- Respectfully
- Fairly
- Completely

Communication

Keep the problem in perspective

Check your emotions at the door

Listen to all sides without judgment or interruption

Ask specific questions to clarify & problem-solve

- What do you think the other person's perspective was?
- Would you do anything differently?
- How do you recommend resolving this problem?
- How do we resolve this and move on?
- Was there something learned from this?
- Could you put this discussion in writing

Problem Resolution Process

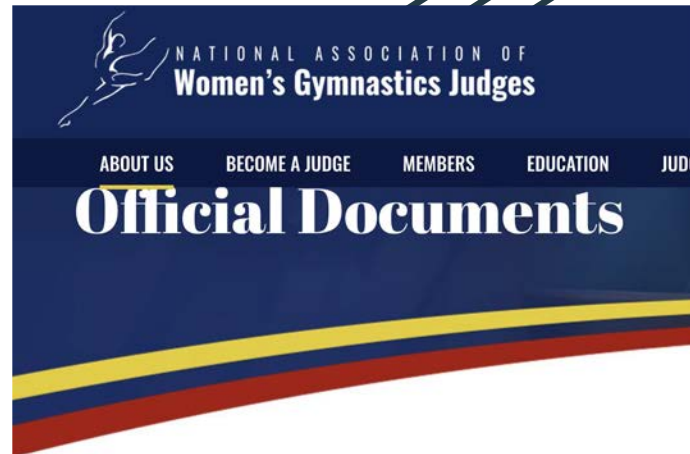


**PROCEDURES PROTECT YOU &
NAWGJ!**

Three Components

1. Canons
2. Disciplinary Rules
3. Disciplinary Actions

Nawgj.org



About Us > Official Documents

Official Documents

- **NAWGJ Bylaws**, [view PDF](#)
Updated 12.3.2023
- **Code of Professional Responsibility**, [view PDF](#)
Includes Disciplinary Procedures - Corrected November 2023



Know the Canons & Rules

Conduct expected & minimum level expected



Overview

Level 1: SJD

Level 2: SGB Appeals Panel (3 SC members)

Level 3: RJD Review Panel (2 SJDs, 1 RJD)

Level 4: National Review Panel (3 BODs-Pres. final)

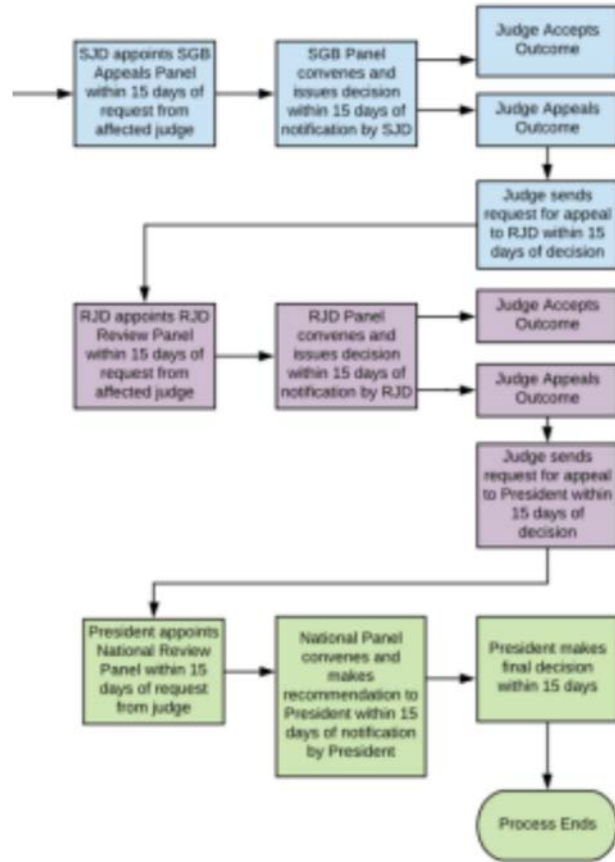
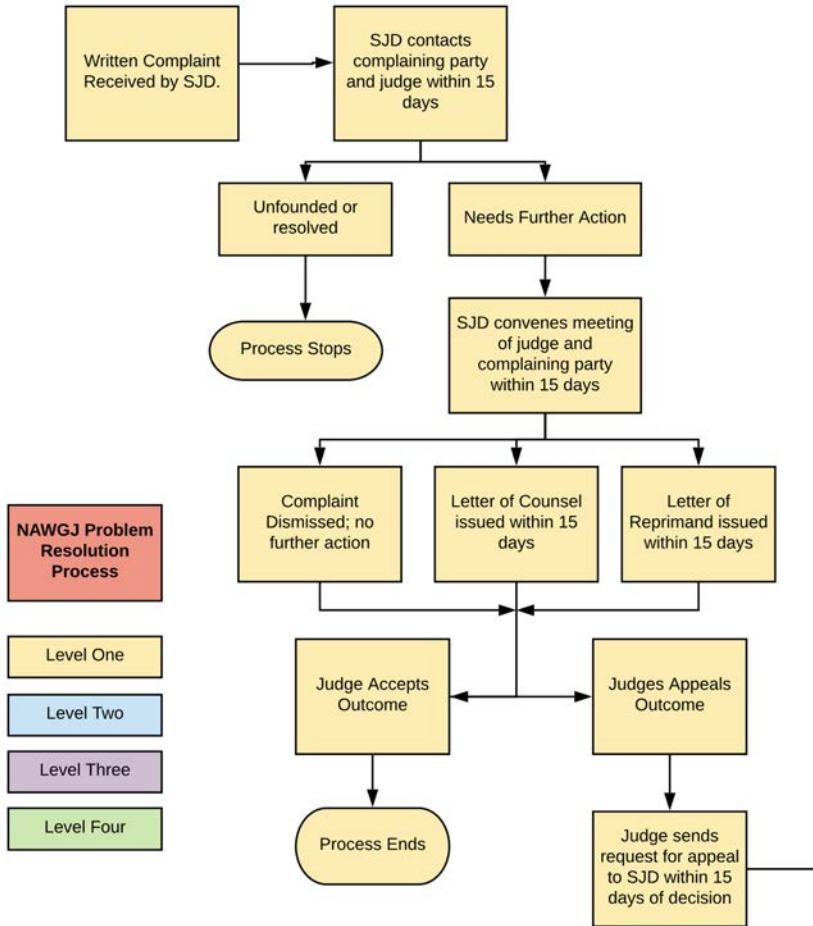
APPEAL

Only if decision is NOT unanimous

Remember 15 days

Receipt of complaint

- Contact judge & complaining party
- Convenes meeting with parties
- Decision to dismiss, letter of counsel, letter of reprimand
- Appeals to SC Appeal panel
- Convenes SC Appeal panel
- Decision to keep or adjust decision
- Appeal to RJD
- Convenes RJD Review Panel
- Decision to sustain, reverse or revise findings/judgment of SC Panel
- Appeals to NAWGJ President-
- Convenes National Review Panel
- Recommendation to President



Documentation & Communication

**FOLLOW THE PROCESS
& Document everything**

CONFIDENTIALITY



It begins: SJD Role

Receive a written complaint of a potential violation of the NAWGJ Canon/Rule or other unprofessional behavior

Resolution

1. Review
2. Consult w/ judge: provide written copy of complaint, give opportunity to provide written info regarding complaint
3. May consult w/ reporting party & others knowledgeable
4. End complaint if misunderstands/misperceptions
5. Notify both parties issue resolved with no further action

Complaint has merit

SJD as moderator meets with judge & reporting party to resolve complaint

SJD Response

1. No further action needed *or*
2. Letter of counsel (advisory letter) *or*
3. Letter of reprimand (specific consequences with finding of misconduct/unprofessional activity)

Documentation to judge

- Description of violation
- Canon violated (if applicable)
- Procedures (who you consulted/documents reviewed)
- Rationale of decision
- Disciplinary action (if any)
- Notification of right to appeal
- URL -NAWGJ Code of Professional Responsibility and Disciplinary Procedures

Level Two: Appeals Process

- **Written appeal to SJD**
 - Purpose of appeal
 - What specifically is being appealed
 - Remedy sought
- **SJD emails acknowledgement of receipt**

SC Appeals Panel

- SJD choses 3 SC members
- Sets date, time, place to meet & informs judge
 - Judge may attend, present testimony, other info
 - SJD may participate & submit relevant materials
 - Reporting party may attend (not required)

SC Appeal Panel

- Panel deliberates and determines findings
 - SJD & judge not in attendance
- Appeal panel notify judge in writing
- IF No Change

Report sent: Judge, SJD(keeps 7 yrs),
National NAWGJ President

Majority-Appeal has merit

- Rationale described
- Adjusted outcome clearly stated
- Describe procedures used

Report sent: Judge, SJD(keeps 7 yrs), National NAWGJ President

Level 3 & 4

**Level 3: All material to RJD
Panel - 2 outside SJDs, 1 RJD
Same process**

**Level 4: All materials to President
National Review Panel-recommendation to President who
has final decision on behalf of Association**

In the event the complaint is against a SJD, RJD or National Officer (other than President), the the NAWGJ National President shall designate an appropriate replacement to assume the relevant duties at Level 1, 2, 3, or 4.

If it is the President, the VP shall take the place of the President in all communications and deliberations.

DISCIPLINARY ACTIONS

Assignment of a mentor or training
Letter of reprimand (with specific discipl actions)
Professional Improvement Plan
Loss of contract assignment by NAWGJ
Expulsion from NAWGJ

PROFESSIONAL ATTIRE

- “True Navy” dress, pants, jacket, sweater
- NAWGJ logo
- White shirt

Look Professional



SOCIAL MEDIA GUIDELINES

- You represent the gymnastics community, NAWGJ & fellow judges
- Any communication can be read by anyone at anytime!
- You are an ambassador for gymnastics judging- Positive, with Pride, Professional
- Don't judge, critique, evaluate, comment on meet you judge or others judged
- USE GOOD JUDGEMENT



QUESTIONS

