

Collegiate Judges Assigning System Guide

Judges Manual

2025 Season

JAS is the “Judges Assigning System” for collegiate gymnastics competitions. This system is administered by NAWGJ with cooperation from the Women’s Collegiate Gymnastics Association (WCGA).



Important Note:

The written exam for the 2025 season will be posted on November 15, 2024. Judges will have until December 15, 2024, 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 all assigned meets.

Jenna Karadbil, National Collegiate Assigner

Please read this document thoroughly.

It is your responsibility to understand and agree to uphold the policies and procedures of NAWGJ, the NCAA and the JAS should you chose to be assigned to a collegiate competition.

The WCGA has adopted the JAS administered by NAWGJ as mandatory for the 2025 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.

The JAS is web-based system where each judge enters their own availability. Coaches, institutions and meet hosts enter the number of judges needed for each home meet, conference meet or invitational. Eleven Regional Assigners then assign judges based on availability, distance and experience. The National Assigner assigns collegiate meets held in conjunction with age group invitationals, the Women's Collegiate National Invitational Championship, Division III Regionals and National Championship, and conference championships.

The following guide will help you enter your information in the JAS should you desire to be given the opportunity 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 JAS 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.

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Collegiate Assigning Timeline:

Sept. 3, 2024	First day for judges to begin entering information and availability.
Sept. 6, 2024	First day for meet hosts (institutions, conferences and invitationals) to begin to enter competition data.
Sept. 26, 2024	Cut-off date for judges to enter their availability.
Sept. 26, 2024	Institution Waiver Requests Due.
Oct. 1, 2024	Assigning begins. Judges should receive an email alert when they are assigned to a competition.
Nov. 1, 2024	Assigners notify meet hosts that assigning for all entered competitions is complete. Meet hosts should begin sending out contracts. Judges are encouraged to read all contracts before signing them.
Nov. 15, 2024	Online test will be posted on JAS.
Nov. 15, 2024	Deadline for contracts to be sent to assigned judges.
Nov. 25, 2024	Contracts should have been returned to institutions by this date. Meet hosts may notify the applicable Assigner if a judge has not returned a contract within 10 days of receiving it.
Dec. 15, 2024	Deadline for judges to pass the open book exam to retain their assigned meets. Cut-off for earning a Level 10, National or Brevet rating in order to retain assigned meets.

Responding to an assignment:

Judges have **five** days to respond. If you do not respond within **seven** days, the JAS will automatically enter a decline for the assigned meet(s) (and will remove the judge from any other previously accepted meets for that same weekend).

Detailed information on judging fees and other payment information will be available on the JAS site once an assignment is made. Click on the **blue Payment Information** button on the right.

Once an assignment has been accepted, it is considered a **verbal agreement** until the contract document arrives from the meet host (or access has been provided for usage of a supplier, vendor or institution-based system). After an assignment is accepted, it cannot be declined except for extreme circumstances. Judges must contact the Assigner who will contact the appropriate entity (institution, meet host, etc.) in such situations.

If you cannot logistically get to meet on a weekend when you have another meet scheduled or the travel is outside your JAS stated parameters – 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 and will be marked unavailable for any other meets on that same weekend.

Contracts:

Contracts are between the judge and the meet host. Contracts should include the following information (quoted from the JAS Institution Manual):

- Name and information on who from the **meet host** 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.
- **Meet hosts** will contact out of area judges to make travel arrangements.
- If the **judge's** payment will include contact with a university business office, **such** contact information should be included.

Expenses:

Judges may not request additional expenses which have not been specified in the contract. Compensation follows the Collegiate Compensation Guidelines 2025.

That guide is available at NAWGJ.org under NCAA and in the “Help” section of the JAS site.

Judging Fees:

Meet hosts set the judging fees for each competition; however, the WCGA has instituted new minimums and maximums for institutions that will be implemented this season. Please see the fees section under the Assignments Dashboard section, below.

Travel:

Travel should be arranged by the meet host. Please see the new item in the meet host's JAS information which contains the contact information for the travel person/department.

Judges must respond to the initial travel request from a meet host **within 7 business days**. No response or extremely delayed responses may lead to removal of the assignment and any other meets on that same weekend.

Notify the Assigner if the travel required is not consistent with your limitations set forth in your JAS profile. This situation does not count as a decline.

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 those dates as available from the JAS. 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 same meet. If you accept a meet in the JAS, it is considered a **verbal agreement** until the meet host 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 Assigner Information

The National Assigner, in conjunction with the applicable Regional Assigner, will evaluate the reason for **refusal after acceptance** on a case-by-case basis. If it is determined the reason violates a NAWGJ cannon and/or is unprofessional or unethical in nature, it may result in the loss of assignment to conference championships or post-season events and/or reduction in future assignments. Additionally, the WCGA may be notified which may result in the removal from other assigned meets.

Entering your availability:

Begins September 3, 2024

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 should review and confirm each item as well as update any changes to their profile information. The entire site can be accessed on any device (iPhone, Android, tablet, computer, etc.).

If you have never used the system or need to create a new account, please see the next section. Please set up only one account. Judges are not allowed to have more than one account. Duplicate accounts will be removed and assignments may be lost.

Setting up a new account:

First, you must request an account at <https://roadtonationals.com/jas>. Login information and a temporary password will be sent to the email provided (on the request form) within 24 hours. Then, once accepted, follow the link to the Judging Account Setup page where there are three different steps to enter your information.

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**

Step	Step Description	Action
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 appears on the government ID you will use as identification if you are flying to a meet.**

- **PASSWORD:** You can change your password on this page. When you select your password, we recommend that you use a strong password, such as a long phrase or a 10+ character password that uses both lower- and upper-case letters, numbers, and/or symbols. 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. Enter your email and, if it is in the system, you will receive a link to reset your password. If you do not receive an email, you are either not in the system, or you have used a different email than the one entered into the forgot password form. Please contact the website administrator for assistance.

- **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 file you want to upload. Select the photo file and upload it. Please be sure to check that you uploaded the correct photo. Photos should be solely of yourself, with no other persons (or anyone else, such as pets) in them.
- **No falsifying information.** You should not enter a name that is not your name, nor should you upload a photo that is not of yourself. Entering any deliberately false information may be grounds for removal from the JAS and/or from any assignment meets and/or post season assignments.

Judge Contact Information:

Click on Step 1. That will take you to the “Judge Contact Info” page.

Please use the address that you will reside in at the beginning of the season (January 1, 2025). Do not use another address. If you have multiple addresses throughout the season, then place the additional addresses (with the applicable date ranges) in the Comments section.

- Enter the basic information requested.
 - There are pull down menus.
 - Complete all fields.
 - Do not use all capitals.
- **Airports** – You may enter more than one airport. **Please use the correct 3-letter 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 each of them.
- **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.
 - There is no guarantee you will be assigned to this event.
 - Assigners will attempt to assign you to all events during the season.
 - You may choose “No Preference” for an event assignment.
 - 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.
- **W9. New for 2025 - It is anticipated that you will be able to upload a filled out/signed W9 form to your profile or contact information page. This may be protected by additional security measures, such as two factor authentication.**

Sample:

The image shows a screenshot of a web application interface for 'JAS Judges'. On the left is a dark sidebar with navigation options: 'JAS Judges' (expanded), 'Judge Contact Info', '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:** Text input with placeholder 'First'.
- Middle Name:** Text input with placeholder 'Middle'.
- Last Name:** Text input with placeholder 'Last'.
- Select Gender:** Dropdown menu with placeholder 'Select Gender'.
- Address:** Text input with placeholder 'Address'.
- Address 2:** Text input with placeholder 'Address 2'.
- City:** Text input with placeholder 'City'.
- State:** Dropdown menu with placeholder 'Select State'.
- Zip Code:** Text input with placeholder 'Zip Code'.
- Email:** Text input with placeholder 'test@test.com'.
- Nearest Airport:** Text input 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 scenarios. If so, indicate the institution 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.
- You are not eligible to serve as a judge in **any** collegiate competition if you are currently a S.C.O.R.E. Board member or the Supervisor of Officials.

*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 on Step 1, you will automatically be returned to the Dashboard. In Step 2, click on “Complete Now” to enter your “General Availability.”

General Availability is an overall setting for each day noted on this page. You can make specific changes to specific dates in the next section (Step 3).

- **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 another day is the same as for Friday. Alternatively, you can copy Friday to any other day and then edit it to make specific changes.
- **Set Off Button:** Sets entire day of the week as unavailable to judge for all weeks of the entire season.
- **All Other Days:** If you are available to judge days other than Friday, 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.
 - This is the place to enter your additional residences with applicable dates, if any.
- **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 on Step 2, you will automatically be returned to the Dashboard. In Step 3, click on the “Complete Now” button to enter your specific dates of availability.

Enter/Edit Specific Dates of Availability

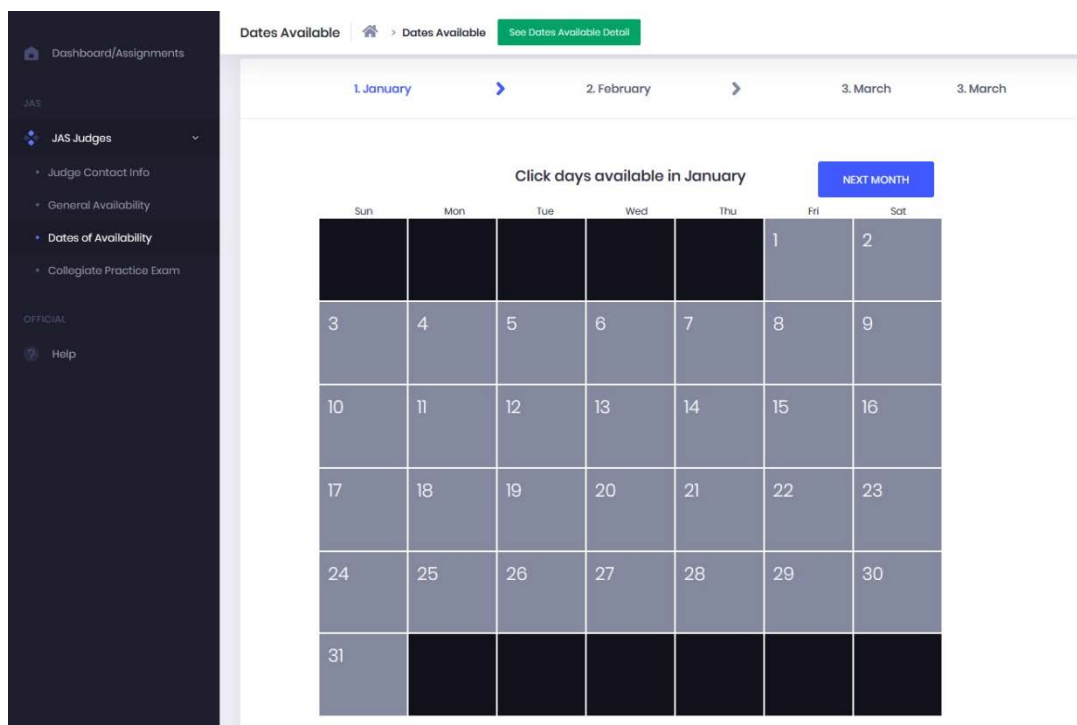
- **Calendars:** The January calendar will appear. Enter your January availability by clicking on each day you are available to judge, if any. Then click on the “Next

Month” button on the top right and enter your availability. Repeat for February, March and April. You may return to a previous month by clicking on the “Previous Month” button at the top left of the calendar.

- **Notes on Specific Dates:**

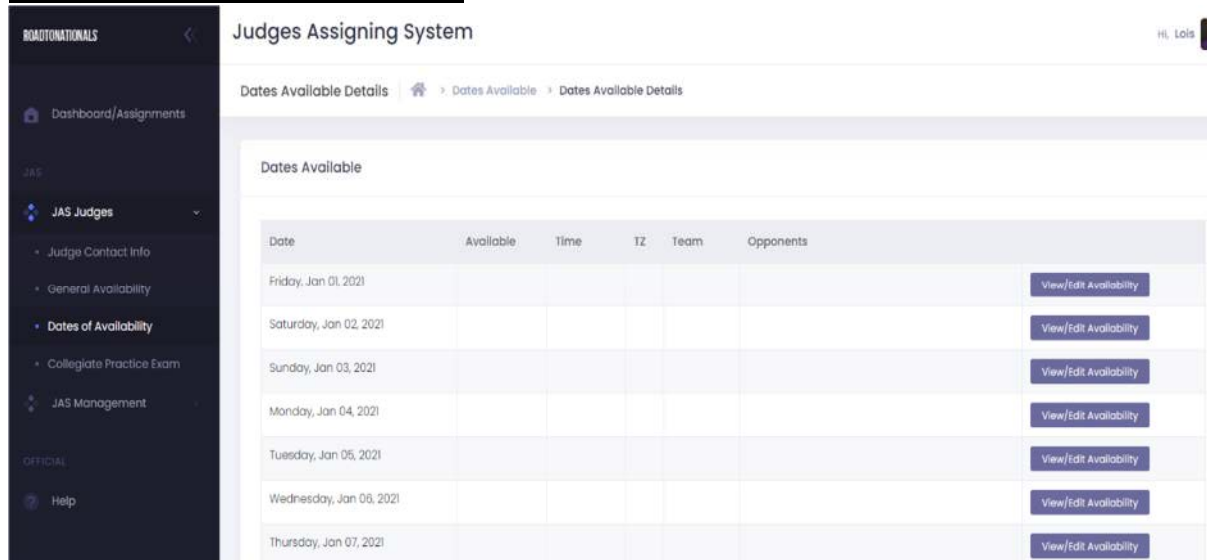
- **Conference Championships:** Most Conference meets will be held on March 22, 2025. As some states hold their Level 9/10 State Meets that day, please decide if you are willing/able to judge this day. Judges will not be assigned to the same conference meet they judged the previous year. (Exception – the Meet Referee may be the same for two years in a row.)
- **NCAA Regionals** (Now called Rounds 1, 2, and 3) are April 2-6, 2025.
- **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 the **green** button “See Dates of Availability” at the top of the page. If you want a record of your availability, you **can** print your calendar.
- **To Change Details of a Specific Date:** If at any time you need to adjust your availability (fly, drive etc.) for a specific date, click on the **green** button that says “See Dates of Availability” and edit that particular date by clicking the **blue** button on the right on the screen that appears.

Sample to Edit a specific date:



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

Date	Available	Time	TZ	Team	Opponents	
Friday, Jan 01, 2021						View/Edit Availability
Saturday, Jan 02, 2021						View/Edit Availability
Sunday, Jan 03, 2021						View/Edit Availability
Monday, Jan 04, 2021						View/Edit Availability
Tuesday, Jan 05, 2021						View/Edit Availability
Wednesday, Jan 06, 2021						View/Edit Availability
Thursday, Jan 07, 2021						View/Edit Availability

Assignments Dashboard:

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 or decline. If you fail to accept or decline after **7 days**, the system will automatically decline. This may cause you to be removed from any other previously assigned meets for that same weekend.

Please reach out to the National Assigner if you will be unavailable for a period of more than 5 days during assigning which could cause you to miss the 5 day response deadline.

Please check your email and the JAS system frequently during the assigning period for your assignments.

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 is titled 'Dashboard/Assignments' and displays a table of '2021 Assignments'. The table has columns for ID, Status, Date, Time, TZ, Team, Opponents, Events, View, and Self Reflection. A single row is visible with ID 65, Status ASSIGNED, Date Friday, Jan 15, 2021, Time 7:00 PM, TZ ET, Team Towson, and Opponents Cornell, West Chester, William & Mary. There are 'View Assignment' and 'Self Reflection' buttons for this entry. The footer shows '2020 © RoadToNationals'.

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		View Assignment	Self Reflection

The screenshot shows the 'Judges Assigning System' 'Meet' page. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Meet' and contains a form to 'Accept or Decline Meet'. The form has a dropdown menu labeled 'Accept or decline assignment' with 'Select' as the current choice, and a 'Save Selection' button. 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. A single row is visible with Meet # 65, Date Friday, Jan 15, 2021, Time 7:00 PM, TZ ET, Team Towson, City Towson, State MD, Opponents Cornell, West Chester, William & Mary, # Judges 9, Fee 200, Airport BWI, and a 'Payment info' button. The bottom section is titled 'Meet Judges'.

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	Payment info

Declining a Meet:

If you have been assigned to a meet and decline it, you will NOT be assigned another college meet for that weekend. If you have previously been assigned to another meet on that weekend, you will be removed and 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 meet hosts are responsible for sending contracts in a timely manner. Do not judge without a contract. It is for your protection. If you do not hear from a meet host in a timely manner you can contact them by clicking on the Dashboard and locating their contact information at the end of the "Payment Information" page. Go to "Dashboard/Assignments" page, click the **blue** "View Assignments" button on the right. On the next page, click the **green** Payment Information button and scroll down for the meet host's information. You will find the pertinent information, the person to contact, phone numbers, and email addresses. You will also find the name of the Assigner for that meet host.

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 Division I and Division II institutions 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 an institution more than the allowable number of times, please notify the Assigner.

Assignment as a Walk-around Meet Referee does NOT count for purposes of the two home and two away limitation rule.

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

You may judge Division III schools three times at home and three times away. The same Meet Referee rules apply.

For all Divisions, the meet count restrictions do not count conference championships or other post season competitions – only regular season meets.

Assigners should attempt to limit the number of times a judge sees a team to 4 or fewer times whenever possible financially.

Fees:

The meet hosts all have different pay scales.

The WCGA has set a payment range for institutions for the 2025 season as follows:

- **Division I: \$250 - \$375**
- **Division II, HBCUs, Ivy League Regular Season: \$175 - \$225**
- **Division III Regular Season: \$150 - \$200**

For invitationals, the Division of the host shall dictate the allowable fee range.

Travel by Air:

Some institutions can fly judges to their sites while others cannot. **New for 2025 – the institution’s page will indicate whether they fly in judges.** When flying to a meet, 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. 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. Meet hosts may wish to have all judges arrive at approximately the same time so that judges can rent a car or be transported together. Meet hosts should not book any flights without your written approval.

New for 2025 – meet hosts must enter into their JAS page the contact information for the person/department that does travel arrangements. If a meet host requires judges to make their own travel arrangements, it will be indicated in that section.

Mileage:

The current IRS Mileage is paid to the driver for the full round trip. However, some institutions have a different mileage rate than the IRS. This rate is listed under their payment information.

Per Diem:

Per diem is mandatory.

The Collegiate Compensation Guide, which sets for the applicable per diem and allowable expenses, will be posted and made available on the NAWGJ website.

Judges may be expected to share a room if overnight accommodations are required. The type of hotel accommodations provided by each meet host is located in the meet host's information section of the 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 meet host'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 meet host'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** "Payment Information" button
- **New for 2025 – how the meet host pays (i.e., Arbiter, check, direct deposit, etc.) will be listed**
- **New for 2025 – special meet dates (i.e., pink meet, pride meet) will be listed**
- **New for 2025 – institutions must indicate whether they withhold taxes**

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

Sample:

The screenshot displays a web application interface for 'Meet Info'. On the left is a dark sidebar with navigation options: 'JAS', 'JAS Judges', 'JAS Management', 'OFFICIAL', and 'Help'. The main content area is titled 'Meet Info' and contains several sections of questions and answers:

- 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 2025:

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.
4. Judges are not allowed to request which events they are assigned.
 - ****Exception – Judges who are within their first 2 years of judging collegiate competitions or receive assignments for 3 or less meets in any given year, may request to be assigned to only certain events. However, the Assigners will select the events, which may not always match the judges' requests.**
5. **All new level 10 judges and those new to collegiate judging must attend a "New to College" judging clinic developed and facilitated by NAWGJ prior to the beginning of the 2025 season.**
6. All judges must flash scores, Start Values, and UTL cards (if applicable) simultaneously according to open scoring.
7. Judges are not to review "unwritten rules" with each other prior to meets.
8. Judges are prohibited from having preferences on where they judge or with whom. Judges 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 to the last meet of the season, including all championships.
10. Judges are to judge what they see and not judge based on the team, who the person is, or how they have performed in past meets.
11. Coaches, staff and athletes must behave appropriately at competitions. There is a yellow card system for judges to use should anyone's behavior violate those standards. Judges are to provide their own yellow cards.
12. Routine Summary Forms – up to six per team per meet may be submitted, including 1 video submission. Inquiries and routine summary requests are both included on the same form. 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.
13. 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 – **unless, new for 2025 – a coach does not sign within the allotted 20 minute post meet (and announcement) time period, in which case the host institution will sign on that coach’s behalf.**

14. A Judge should never be contacted directly by a coach/coaching staff to find out if the judge is willing to judge a meet. Only judges assigned through JAS are allowed to judge collegiate competitions.

Expectations of Assigners: (From the Assigners Manual)

Assign the number of requested officials using the criteria set forth by both the meet host’s request and a judge’s availability as submitted on the JAS. As selections are being made, Assigners should take into consideration the budgetary constraints (if provided) of the institutions, and the need to coordinate multiple competitions if a judge is assigned to more than one meet on the same weekend.

1. Assign a separate, walking Meet Referee when requested by a meet host. Otherwise, designate a judging Meet Referee, who will both judge and act as the Meet Referee. The Meet Referee should be a local judge, if possible. The Meet Referee assignment should be a highly experienced judge who has completed the required Meet Referee training. **New for 2025 – Meet Referees will be designated after all judges have been assigned and accepted.**
2. Judging panels in dual meets will be switched after two events whenever possible, with switching panels taking priority over any other assigning considerations.
3. Judges from the same state should NOT be assigned to the same event together whenever possible, but switching panels is the priority.
4. All efforts should be made to assign the judge to different events throughout the season. However, the exception from item No. 4 on the previous page applies.
5. 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.
6. Attempt to assign at least one official from each region to each meet host that flies in judges. Thus, this does not apply to “no fly” meet hosts. **New for 2025 – Meet hosts must notate in their JAS profile whether or not they fly in judges to their competitions.**
7. Try to assign judges to different divisions, different rankings, and different conferences whenever possible.
8. Every effort should be made to rotate judges through various pay scales (differing institutions and divisions).

9. Try to provide the most impartial and diverse panels as possible within the specific mileage (and other) guidelines. Coaches may not request when to fly judges (vs. not flying) or from what geographic area. Coaches are NOT allowed to request judges.
 - The geographical restrictions placed on judges' assignments should resemble the restrictions placed on team travel and recruiting.
 - Seasonal travel/geographical restrictions of teams are not applicable for Division II and Division III and HBCU judging assignments.
10. Secure replacements when necessary. Notify institutions when this occurs. NOTE: If an emergency occurs, a meet host should work with their Assigner (including the National Assigner) to obtain replacements.
11. Use discretion when assigning less experienced judges, e.g., assign them to quad meets so they can focus only on one event, and/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 before any judging assignments. NOTE: Any practice judging at a competition must be pre-approved by the meet host. Judges are encouraged to reach out to the Assigner and/or Meet Referee to request such approval.
12. No requests **of any sort** are allowed from judges. Refer all such requests to the National Assigner. Assignments should be as random as possible. Assigning the same two judges **who an Assigner knows 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** (these are typically schools that fly in judges).
 - 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 an Assigner would like to assign a judge who has already been assigned to 7 FBS institution meets, excluding conference championships, the National Assigner will need to be contacted for approval. Such judges may still be assigned, but only after having looked at all other possibilities and having received such National Assigner approval.
 - **“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 are set forth in the Supplemental Procedures document which is published by the Rules Interpreter and will be available on the NAWGJ website before the season begins.

Rules Modifications

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.

The Rules Modifications will be available on the NAWGJ website prior to October 1, 2025.

Self-Reflection/Meet Referee Evaluations

Following every JAS assignment, judges are asked to complete a Self-Reflection of their performance and enter it into the JAS. Meet Referees are also asked to complete an evaluation on all judges. Questions can be answered with YES/NO/NA. **There are new questions for 2025, so please review each question, even if you are previously familiar with the page.**

How to Enter the Self-Reflection/Meet Referee Evaluation.

Go to Dashboard/Assignments. Click on the **green** “Self-Reflection” button on the right of the applicable competition to complete the Self-Reflection button. This will take you to the Self-Reflection form for that competition. You must answer all of the questions. When you are done, click on **SAVE**, which submits your Self-Reflection. Meet Referees must evaluate each judge at the competition, as well as themselves.

Additional comments on the meet, your panel, or the Meet Referee can be entered in the Comments section.

The Self-Reflection can be accessed on any device, including your phone. It is recommended that you fill it out as soon as possible after the competition, while the information is still fresh in your memory.

Sample:

The screenshot shows a web interface for a 'Self Reflection' form. On the left is a dark sidebar with navigation options: 'JAS Judges', 'JAS Management', 'OFFICIAL', and 'Help'. The main content area is titled 'Self Reflection' and contains 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 ten questions, each followed by 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)?

Coaches will be asked to complete a different evaluation form. **New for 2025 – the Coaches will have new questions which will not include a question on whether a judge should be recommended for post season.** A copy of the blank coaches' evaluation form will be on the NAWGJ web site once it has been made available.

New for 2025 – judges may be evaluated by the WCGA S.C.O.R.E. Board. The S.C.O.R.E. Board's evaluation processes, policies, procedures, etc. should be made available to all judges and Meet Referees prior to the beginning of assigning, so everyone is aware of how they will be evaluated by the S.C.O.R.E. Board prior to accepting any competition.

Weekly, the National Assigner and the NAWGJ President will review the Self-Reflections and Coaches Evaluations. **Additionally, it is anticipated that for 2025, the Supervisor of Officials will also meet on a weekly basis with the National Assigner and the NAWGJ President to review the qualitative data from the S.C.O.R.E. Board.**

Consistent with the NCAA's requirements, the National Assigner will review all evaluation information, including, if applicable, the qualitative data from the S.C.O.R.E. Board, when presenting judges to the NCAA for potential post season selection.

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