

2025 COLLEGIATE COMPENSATION GUIDELINES
Amended September 3, 2024

JUDGING FEE

- A. Each institution, conference and invitational must list their respective judging fee, within the designated range, on the JAS website when they enter their request for judges. **List a realistic time frame for when the judges will be paid which should not exceed thirty (30) days from the date of the competition.**
- B. Number of Judges: The fee listed will be for either a dual meet with four/five Judges or a three to five team competition with eight/nine judges.
- Tri-meet Competition: When only using four judges, the judging fee will increase by 50% for each judge.
 - For example, if the dual meet fee is \$200, then for the Tri-Meet it would be \$300.
- C. Conference Meets or Invitationals: The judging fee will increase according to the number of teams competing. Should a meet require two sessions, the judging fee would be paid for each session. If a Meet Referee is required to be on site prior to the competition day, the full judging fee plus additional per diem must be paid for the competition day and each additional day the Meet Referee is required to be on site.

PER DIEM REIMBURSEMENT (meals, mileage to airport from residence, airport parking)

- A. No Overnight Stay Required, 4 to 7 hours (total time away from home): \$ **35.00**
- B. No Overnight Stay Required, 7+ hours (total time away from home): \$ **70.00**
- C. Overnight Stay Required: \$ **80.00 for each night required**
- D. Travel Other than By Car (Air, Train or Bus) with no overnight stay: \$ **100.00**
- E. Travel Other than By Car (Air, Train or Bus) with overnight stay: \$**175.00. But, each additional required night: \$100.**

An overnight stay is deemed to be “**required**” when any of the following occurs:

1. a meet host specifies that it is required (i.e., judges are required to arrive a day early);
2. with normal travel, the judge would get home after the latest time stated in the judge’s travel parameters on the JAS (i.e., 11pm);
3. with normal travel, the judge would have to leave earlier than the earliest time stated in the judge’s travel parameters on the JAS (i.e., 6am);
4. with mutual agreement between the meet host and judge; or
5. weather conditions or an emergency situation requires it.

F. Multi-Day Travel: If a judge is assigned to judge two meets in a 3-day period (i.e., Competitions on Day 1, Day 2 and/or and Day 3 with at least one air flight), and the judge is unable to go home in between the meets (i.e., the Day 1 meet ends too late and the Day 3 meet begins too early), or traveling on Day 2 rather than going home would be more cost effective for both meet hosts, the judge is to receive an additional **\$100** diem to cover airport parking and meals for Day 2.

- **This fee is to be split between the two institutions.**
- *Rationale - A shared airfare has saved money for both institutions, but the judge is still incurring airport parking, meals, and possibly the need to check a bag due to 3 days away from home. Questions on other multi-meet situations should be directed to your Regional Assigner and/or the National Assigner.*

G. Interrupted travel: Per diem is to be paid to a judge who does not successfully arrive at the competition site due to weather, airplane delays, etc. This is only paid if the judge is enroute to the competition or returning home from the competition when the interruption occurs. If the judge is enroute and unsuccessful in arriving in time to judge the competition due to NO fault of the judge, then the meet fee would also be paid to the judge, unless a replacement judge was secured for the competition. Common sense and consideration should be applied.

COMPENSATION LIMITATIONS

Meet hosts or representatives of any meet hosts are prohibited from providing judges anything in excess of their agreed upon compensation package (judging fee, per diem, hotel room, travel, rental car, etc.). However, food and beverages provided for the judges during the competition are permissible. Meet hosts should inform the judges and/or the Meet Referee whether there will be any food or beverages provided so that the judges can plan accordingly.

TRAVEL

A. Travel by Car: Round trip mileage shall be paid at either the mandated rate of the institution or the present IRS rate - **\$0.67** per mile for owned vehicles (this does not apply to rental cars).

- The total mileage cost shall *not* exceed the cost of airfare to the same location. In the event that the mileage costs more, a judge will have the option to (1) fly (covered by the meet host) or (2) drive (only mileage reimbursement up to the amount of the flight cost will be covered by the meet host, the judge will not receive mileage reimbursement over the stated flight cost amount).
- All required tolls shall be covered and reimbursed by the meet host. A toll is required if it is on any of the normal routes to the meet location. *Rational: a judge should not have to drive out of the way just to avoid tolls.*

- B. Carpooling: Carpools will not be assigned by NAWGJ or the meet host. Judges may personally arrange carpooling, but it may not be required by the meet host. Judges may only charge the mileage that they personally incur. Judges who are part of the carpool and not the driver will not receive any mileage reimbursement, except for mileage to travel to/from the place of the start/end of the carpool.
- C. Travel other than by car: (airline tickets, train or bus tickets, car rentals)
- Airplane, Train, or Bus Expenses shall be paid in full by the meet host. The judge must be contacted before the ticket is purchased. The meet host must adhere to the time parameters listed in the judge's profile on the JAS website. Additional seating/carry-on baggage charges incurred due to Basic Economy ticketing will be the responsibility of the meet host. **Judges must have an assigned seat when the flight is purchased, except for Southwest Airlines (which remains an exception only for as long as the ability to select seats has not yet been implemented – which may occur during the 2025 season).**
 - Mileage to/from the Airport to/from the judge's residence is included in the per diem reimbursements UNLESS a judge's residence is more than 50 miles (one way) from the airport (using the shortest route as determined by a GPS or online map or app). The judge will be reimbursed mileage in excess of 100 miles roundtrip.
 - Airport Parking is included in the per diem reimbursements listed above and is not a separate expense covered by the meet host. Even if a judge's cost to park at the airport exceeds the per diem reimbursement amount, there is no reimbursement.
 - **Travel to/from the Airport, the meet site, and the hotel: The meet host is responsible for making arrangements and covering the expense for ground transportation between the airport, the meet site, and the hotel (if applicable).**
 - Airport Selection: It is assumed that the departing flight should be booked from the airport closest to the judge's residence unless the judge specifies in the JAS that another airport is also acceptable.
- D. Car Rentals: If a meet host requests that a judge rent a car to travel to the meet site from the hotel and/or airport, it must be listed on the JAS information and indicated on the contract. If it is not indicated on the JAS website, the Meet Director and the judge must agree on the use of a rental car, in advance. If judges are expected to share a rental car, it is the responsibility of the meet host to inform the judge(s) and coordinate airport arrival times. Contact information (cell phone numbers) needs to be provided to the judges traveling together. **Judges sharing a rental car should not be required to wait more than two hours if a flight is delayed.**
- Rental cars shall also be covered for any judges when flying would be more expensive and/or a judge does not own a car and there is no other means of transportation available (carpools are not required). All rental cars will include liability and damage

insurance coverage paid for by the meet host. All required tolls shall be covered and reimbursed by the meet host, including any daily fees charged by the rental car company (i.e., for renting a toll pass and/or for the administration of the toll payment process).

- E. Additional Expenses: Expenses not listed on the contract should not be paid. If there are last minute changes or incidental expenses, it is the responsibility of the judge to notify the Meet Director in a timely manner of any changes in the contracted expenses. An example of incidental expenses would be unexpected excessive **tolls**. Travel insurance is not a reimbursable expense.
- F. Shared Expenses: A judge who travels to multiple institutions must split the expenses with each meet host for that weekend (or days) of travel. Meet hosts should make every effort to book the judge on the same airline for the multiple legs of travel to avoid possible problems.
- For example, a judge is booked to fly from home to the 1st assignment on Airline A and from the 1st assignment to the 2nd assignment on Airline B. The first flight is cancelled due to weather and cannot be rescheduled in time. The judge's 2nd flight from the 1st assignment to the 2nd assignment is on Airline B and Airline B cancels it because the judge could not get to the originating site. If the same airline had been used, there would possibly have been more options for rebooking and for return flights.

LODGING

- A. Overnight Stays: If a judge is required stay overnight prior to, during, or following the competition, lodging must be provided and paid by the Meet Director. The hotel room expense is separate from, and not included in, the required per diem. The form of accommodations shall be specified in the judges' contracts.
- If a judge cannot return home by 11:00 P.M. following the conclusion of the competition, although not required (unless it meets the definition of "required" set forth on page 1, above), it is strongly suggested that the meet host provide a hotel room for that night
- B. Accommodations: Information on the JAS system must indicate whether separate hotel rooms will be provided. **Separate hotel rooms are highly recommended**. If that is not possible, it is requested that meet hosts attempt to reserve lodging where a "suite" is possible so that judges can have separate sleeping areas but share a bathroom. At a minimum, each judge must have their own bed (not a cot or a pull-out couch).
- C. Room Nights: A meet host is only required to provide lodging for one night, unless the "required" overnight definition determines that more than one night must be provided.
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PUNCTUALITY

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

UNIFORM

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

CANCELLATION

Assignments: A judge may only cancel an assignment in an absolute emergency. When judges cannot honor a signed contract, they must immediately contact the Assigner (name found on the Payment Information page in JAS.). If an airline ticket has been purchased, the judge accepts the responsibility to reimburse the meet host unless there are emergency or extenuating circumstances.

EXTENUATING CIRCUMSTANCES

If the contract obligations are not fulfilled by either party because of extenuating circumstances, no mandatory penalties will be applied to either party. The meet host will **not** be obligated to pay the judging fee to the judge. The judge will be responsible for submitting receipts to the meet host in a timely manner for any expenses incurred.

Example: Inclement weather (prohibiting travel), meet cancellation or postponement by the meet host, grave illness or public health emergency.

INCLEMENT WEATHER POLICY

Most importantly, when weather creates a problem with transportation, communication between the meet host and the judge is essential. The judge should also communicate any travel issues with the Meet Referee and/or the Assigner.

The meet host is ultimately accountable for the judges' lodging and per diem when weather delays the judge either to or from the meet.

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

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