



**Best Practices and Policies**

**June 28, 2025**

# Professional Development Committee

## 2025 – Members

### Assigning

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# Agenda

- **Creating a Best Practices and Policies for Assigning**
- **How to start?**
- **Why?**

# Assigning Protocol

- Have a written plan for your state
- Allowing your membership to know the policies
- Detailed information for the assigner/committee
- Clubs know the policies
- PowerPoint / Google Drive / Dropbox (storage)

# Where to Start an Assigning Best Practices and Policies

- Are there requirements for the association you are assigning for?
- Look at the policies of the organization you are working for.
  - USAG Rules and Policies
  - USAG State Committee
- What are your current procedures?
- How could you help your assigners make good decisions for your members?

# Why have an Assigning Best Practices and Policies?

- Allows for Transparency
  - Protects Assigner
  - Protects State Committee
  - Protects SJD
  - Gives the Assigner a job description and guidelines to follow

## Put your Assigning Plan in Motion

- Make sure steps are clean, clear and concise
- Address situations as they arise
  - If there is an unforeseen circumstance.
- Document needs to be updated yearly before starting to assign
- Once assigning starts, follow the protocols

## In Addition...

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

# Kentucky & Illinois - Examples of Assigning Best Practices and Policies

## Kentucky NAWGJ Assigning Plan

- a. Look at the meet's requests for judges. When asking for judges, the meet director can request a specific judge. That request is taken into consideration.
- b. Look at the Judge's availability. Each judge is asked to fill out an availability form at the beginning of the season and update this availability throughout the season. It is the judge's responsibility to fill this form out. If the form is not filled out or not filled out properly it could affect the assigning process. Please check this first if you believe you haven't been assigned to a meet in error. Days available on a weekend will affect the ability to assign a judge that weekend.
- c. Check to make sure all the judges are current on their NAWGJ and USA Gymnastics memberships and have turned in their CPE.
- d. A rating list is then created, with the highest-ranking judge in the state at the top of the list. For a typical meet, eight judges are needed. Four of those judges will be taken from the top of the list, a judge's name will only be skipped if they are unavailable or if they are not current with their memberships or CPE. Then four judges will be taken from the middle of the list.  
When the next meet is assigned, that process will begin again where they left off, and the next four judges from the top of list, followed by the next four judges from the middle of the list will be assigned.
- e. Geographical consideration is taken into consideration if requested by the meet director
- f. Affiliation needs to be taken into consideration. Four non-affiliated judges need to be assigned to each meet.
- g. Leagues are assigned as they get us their requests. The assigning process goes on in this fashion for each league as the judges requests come in.

## 2023-2024 IL-NAWGJ Assigning Protocols

### Eligibility:

- Must be available in GymJas at time of assigning meeting.
- Must have the appropriate rating for the meet.
- Must be a member in good standing with NAWGJ and USAG (NGA if necessary). All memberships and certifications must be current AND updated in GymJas.

### Procedures:

- Meets will be assigned based each weekend on the USA Gymnastics Illinois Phase and Priority system, with attention being paid to the meets of other organizations (i.e. AAU, Sokol, etc.).
- In order of priority, assign judges based on meet director requests and judge preferences. Although every effort will be made to honor a judge's preference; these preferences do not guarantee assignment.
- After the meet director requests and judge preferences have been exhausted, assigning will default to the existing assigning process until the remaining judge positions are filled. Taking proximity to the meet site, number of meets/days already assigned to each judge as well as any further requests into consideration.
- Out of State judges will only be assigned at the written request of the meet director in GymJas. OR if no other Illinois judges in good standing and/or with the required rating are available at the time of assigning.
- A contract can only be canceled by the assigning committee under limited circumstances (i.e. a change of dates/level, a decrease in the number of judges requested due to registration). The meet director must inform the assigner on record in writing prior to any contract being canceled.
- Please refer to R&P (Page 33, Chapter 5, Section 1-F/G) regarding additional information about modifications and cancellations of contracts.

# Minnesota - Examples of Assigning Best Practices and Policies

## Minnesota NAWGJ Assigning Handbook

Updated 7.13.24

### Judge Eligibility To Be Assigned

1. Must hold an appropriate judge's rating for the applicable competition
2. CPE must be current and on file
3. Applicable member organization membership (e.g. USAG, NGA, etc) and NAWGJ membership must be current and all requirements of the applicable organization met
4. GYMJAS profile must be updated with availability entered. Judge meet preferences may be entered in GYMJAS. All protocols in R&P and the guidelines in this handbook will be followed before a preference is considered.
5. Affiliation will be considered according to clubs competing and panel needs per R&P.

### Factors to Consider when Assigning

1. When available, MN NAWGJ judges will be assigned to MN meets before local judges from neighboring states.
2. Other factors that may be considered when assigning:
  - a. Geographic Location
  - b. Rating
  - c. Experience
  - d. Affiliation
  - e. Availability

### Assigner Responsibilities

1. Create timelines of when Fall/Winter Availability is due, when the assigning will be done, and when judges contracts need to be signed
2. Assign all meets using GYM JAS system
3. Assign Meet Referee and panel judges for each meet
4. Coordinate with the MN NAWGJ Website manager to post assignments, location, meet director info and other pertinent information 2 weeks prior to competition
5. Coordinate with meet directors regarding levels of competition on each day and communicate schedule updates where needed
6. Keep a close eye on weekends that are offering 3+ meets. Work with meet directors to disperse the levels between days so that appropriately rated judges can be assigned.
7. Inform meet directors insufficient judges are available. Assure them that you will continue to work to assign judges. Establish a date at which out of town judges will need to be secured.

### Club Meet Director Requests for Specific Judges and/or Ratings

1. Requests will be honored where able. If a specific judge is requested but not available or eligible, assigners will use the protocol state in the guidelines above.
2. Requests for judges that a Meet director would prefer not to have a specific judge will be honored where possible.
3. MN NAWGJ cannot guarantee that judges will be available to cover local meets, particularly on weekends with multiple meets. If insufficient judges are available in Minnesota, meet directors

will need to bring in judges from out of state. The assigners and SJD's will work together with to obtain out of state judges if necessary.

### Meet Director Process to Request Judges

1. The deadline for Meet Director requests for judges is **JULY 1, 20XX**. This is the deadline whether the meet is in September, April, or anywhere between and includes request for ~~in requests~~ assigned by NAWGJ.
2. To request judges, use GYM JAS ([www.gymjas.com](http://www.gymjas.com)). Please pay attention to detail and complete all data fields accurately. Remember that a 2-judge panel is required for all levels in Minnesota. This was voted on by the MN USAG board and the MN NAWGJ board in 2021.
3. Once meet details are entered in GYM JAS, the current SJD will email you with a request for payment (\$5/judge per the USAG R&P). MN NAWGJ has a new Venmo account (@MNNAWGJ). This is the preferred payment method, however, checks will still be accepted. Judges will be assigned to your meet once payment is received, in line with our two assigning time periods July & October. If your request for judges is late, the fee per judge increases to \$7 per the R&P. Make checks payable to MN NAWGJ.
4. A reminder that accepted judging contracts may be canceled by a meet director at least two weeks prior to a competition if schedules change, otherwise the meet director must pay 2 hours of each judge fee to the canceled judges. This can be found in the R&P on page 44.

### Judge Hotel/Travel Needs

1. Travel & Hotel accommodations are the responsibility of the meet director. If travel accommodations are required, judges should contact the meet director at least 30 days prior to the competition date to arrange accommodations.

### Assigning Timelines Guidelines (may be adjusted pending current calendar)

1. All meets due in GYMJAS by July 1
2. Fall Season
  - a. Judge's Availability due by July 15
  - b. Assigning complete by August 1
  - c. Contracts accepted by August 10
3. Winter Season
  - a. Judge's Availability by October 1
  - b. Assigning complete by October 15
  - c. Contracts accepted by October 25

# Michigan - Examples of Assigning Best Practices and Policies

## MICHIGAN NAWGJ Formula for Assigning 2023-24

1. Judge eligibility to be assigned
  - .....must have tested and passed if it is a testing year
  - .....CPE must be current and sent to Membership Director
  - .....Current USAGymnastics and NAWGJ profiles sent to Membership Director
  - .....Gymjas profile updated with availability entered - judge meet preferences may be entered. All protocols in R&P and the guidelines set in this formula will be followed before a preference is considered.
  - .....Must have a minimum rating required for a particular meet
  - .....Affiliation will be considered as panel needs
2. Club Meet Director request for specific judges and/or rating
  - .....Requests will be honored. If a specific judge is requested but not available or eligible, the assigners will use the protocol stated in the guidelines above.
  - .....Requests for judges that a Club Meet Director would prefer not to have a specific judge will be honored where possible.
  - .....If there are not enough judges to fulfill a meet, the Club Meet Director will be notified. Judges may be assigned from out of state.
  - .....**Meets will be assigned based on the "tier system" set forth in the Michigan R&P. Judges will be assigned accordingly.**
3. Geographical location of the meet and judges with proper ratings will be assigned with an attempt to keep travel to a minimum.
4. Contracts must be accepted or declined within 10 days of the date sent.

For two or more large meets on the same weekend, which requires 16 or more judges, every effort will be made to ensure equality of judging levels required for each meet. Judges will be selected based on the R&P and the MI formula for assigning. The cooperation of Club Meet Directors is imperative. This may require having higher level judges on one day with high level gymnasts so that they can travel to another meet the following day. The judges may change depending on the level of gymnast participating. A meet with only a few Level 9-10's may be asked to fill in with the Meet Referee.

If there are enough Level 10's for 2 rotations, the required rated judges will do 2 events each with the other 4 judges judging doing the other 2 rotations.

If there are still not enough judges to fill the meets with required level judges, the Club Meet Director will be notified. Out of state judges may be the alternative.

In extreme circumstances, judges may be asked to travel to another meet site on the same weekend to accommodate upper level gymnasts. All efforts will be made to keep judges at the same site.

5. **Meets entered into gymjas will NOT BE sent to the assigner to work on until ALL MEET FEES have been paid.**
6. **Request for judges must be a minimum of 30 days prior to meet – and will be subject to a "late request fee" (\$7). Any request for judges that are requested within a week may not be assigned and requestor MUST CALL the assigner in addition to putting request in gymjas.**
7. **Please be advised that all assigning fees as of August 1, 2023 will be \$5.00 per judge.**

# SoCal - Examples of Assigning Best Practices and Policies

## So Cal Abbreviated Assigning Protocols

### To Assign:

- Memberships up to date and in good standing
- CPE up to date
- GymJas availability submitted

### Assigning Considerations:

- MD requests
- Judges Location
- Judges Rating
- Judges request
- Judges experience
- Affiliations

### Assignor Roles:

- Assignor assigns season in GymJas
- Assignor assigns designated weekends to committee to help assign
- Creates panel assignments
- Sends all panel assignments to SJD for approval
- Is in contact with meet directors regarding lodging, flights, meet info
- Replaces judges due to unforeseen circumstances
- Confirm assigning fees have been collected to mark meet active
- Assist in scheduling practice judges
- Follow the assigning timeline:

<https://www.dropbox.com/scl/fi/x1ufo3rls8jqt65mlf/Assigning-Timeline.pdf?rikey=2lp3axxc7mlq6ovto0hdz4l7&st=n7v7vexu&dl=0>

Please refer to the following document for assigning committee detailed protocols:

<https://www.dropbox.com/scl/fi/m6ym5lj15bnwhn4lwbu2c/Assigning-Committee-Guide.pdf?rikey=-db8118ybwth4lywxfgnbhkw9&st=5pbf2qhk&dl=0>

# All States who Submitted an Assigning Policy

## Include these Requirements:

- \* Judges must be up-to-date with their rating, CPE, Certifications and Memberships.
- \* Judges must be in good standing to be considered for assignment.
- \* They must update their availability and all of their information the assigning system by the Deadline.

# Order of Priority - for Assignments

1. Honor Meet Director Requests, if the judges are available, also honor requests not to use a judge.
2. Use local judges whenever possible.
3. Check to ensure that at least 1/2 of the judges are not affiliated.
4. Consider the # of meets a judge has already been assigned.

# Other Considerations

- Assign a combination of long and short events when possible.
- Rotate events throughout the season
- Keep track of each individual's assignments and post assignments, so that all who make event assignments have access.

# Other Possible Priorities for Assigning

- Consider Judges' experience
- Tier System
- USAG Phase and Priority System
- Use a ranking list and assign  
1/2 from the top ranked and  
1/2 from the middle ranked

# Assigner = Project Manager

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

## Communications

- Be polite and professional
- Use “Kind Regards” or “Best Regards” as a way of signing off the email
- Include your phone number
- Include your NAWGJ title
- Be up-front with information

# Communication Channels

## All Pieces of the Puzzle

### Meet Director

1. Communicates with assigner with meet information
2. Requests judges, including “out of state” judges

### State Judging Director

1. Helps resolve any conflicts
2. Works with Assigner / Membership to make the process smoother

### Assigners

1. Communicates with Meet Director regarding process
2. Communicates with “out of state” Assigners regarding need
3. Communicates with “out of state” Assigners for request of judges

### Judges

1. Enter dates of Availability
2. Notifies their State Assigner about “out of state” contracts

# Filling Open Spots

- Assign from Availability List
- Try to rearrange judges from your other meets to open up new possibilities (with Judges consent)
- Contact judges who may be able to become available if needed (phone call/text/email)
- Send out a “Blast” email begging for help! (use this on limited basis)

**What is the Job?**

**Meet Assigner**

# Communications: Meet Director

Communications with Meet Director is Key!

## 1. Introduction letter

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

Hello Craig,

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

Kind regards,

Deanna Hanford

858-603-2464

NAWGJ-SC Assigning Committee

# Communications: Meet Director

## 2. Follow-up, about 4 weeks before meet

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

## 3. Finalize, 1-2 weeks before meet

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

# Travel Arrangements

- Hotel (who and when)
- Airfare vs. Mileage
- Forms and Contracts on Gymjas
- What is no longer in R&P
- Different organizations have different requirements.
- Educate membership



Assigning Across States

**Communication is the Key**



# Assigning Across States

## If Meet Director Does Not Request Specific Judges

If an assigner needs out of state judges, they should send an email directly to the assigner(s) of the states that are seeking judges from with a cc to the SJD. This keeps the SJD informed, while avoiding or minimizing the potential for miscommunication.

## If Meet Director Requests Specific Judges

The assigner should send an email to the assigner of the requested judges' home state. The following individuals should be copied on that email: SJD of the requested judges' home state, judges that were specifically requested, and the meet director.

As an example, there is a meet in **Idaho** that uses judges from 6 states (including **Idaho**). The meet director requests specific judges. **Idaho Assigner** should then send separate emails to the 5 Assigners of those states and copy the SJDs and individual judges.

What is Required?

**JUDGING PANELS**

# Judging Panels

- **Chief Judges**

- ✓ Affiliated judges may not be Chief Judge.
- ✓ Higher rated may not be the best for the situation.
- ✓ Consider experience.
- ✓ Know how to communicate appropriately.
- ✓ One of the more experienced judges should be assigned as Meet Referee or at smaller meets give up and coming judges the opportunity.

- **Panel Judges**

- ✓ Assign appropriately for the competition.
- ✓ For compulsory season, try to provide opportunities for new judges.

# Compulsory Panels

- Regular season Compulsory meets may have 2-Judge panels:
  - ✓ Higher rated Chief judge (not always).
  - ✓ Lower rated Panel judge (sometimes).
  - ✓ Assign New judges to a panel with a more experienced judge.
- Some Levels may have 1-Judge Panels, if requested:
  - ✓ Refer to your State Guidelines.
  - ✓ May require different start times for judge.
  - ✓ Experienced judges should be assigned, if possible.

# Optional Panels

- Need 2-Judge panels with appropriate rating
- Level 10 competition
  - ✓ May use a Level 9 rated judge on **Vault** with special permission from **RTCC** (if a level 10 or higher rated judge is unavailable).
  - ✓ Bring in an out-of-state judge, unless the meet director objects.

Working with an Assigning System  
Example: GymJas

**HOW TO ASSIGN JUDGES**

# Assigning System

- Use preferred assigning system.
- Have a good working knowledge of system.
- Ask for help when needed.
- Make sure everything is kept confidential.

# Requests vs. Wish List

## REQUESTS

- Meet Directors may request judges.
- Judges may make comments that are requests.
  - ✓ Not to judge certain meets.
  - ✓ Wants to judge 1 day but doesn't care which day.

## WISH LIST

- Judges can indicate preference for a meet.
  - ✓ Just a wish, not a requirement to fulfill.
  - ✓ **DO NOT** start assigning those preferences first.

# Timeline

- Allow enough time to work through any issues.
- Reach out to meet director right away.
- Troubleshoot for potential weekends that maybe difficult to assign.
- Contact judges who have not put in availability.
- Reach out to surrounding states/SJDs.

# Reassigning Judges

- If a judge needs to be reassigned to a different meet, you must first get their approval for the change.
- Judges can not just be moved around, especially, if a contract has been created.

Dropbox,  
Google Drive and  
Meet Information Templates

**HOW TO ASSIGN EVENTS**

# Forms and Storage

- ✓ Make communication uniform.
- ✓ Dropbox (store information).
- ✓ Shared Google Drive (for forms).
- ✓ Making information streamlined.
- ✓ Have a committee that works together.

# Rotate Events

## Etiquette for a 2-day meet:

- ✓ Assign a faster event (*Vault or Bars*) on one day.
- ✓ Assign a slower event (*Beam or Floor*) on the other day.

	Day 1	Day 2		Day 1	Day 2		Day 1	Day 2		Day 1	Day 2
C J	Vault	Floor		<i>Bars</i>	Beam		Beam	Vault		Floor	<i>Bars</i>
P J	Vault	Beam		<i>Bars</i>	Floor		Beam	<i>Bars</i>		Floor	Vault

Try to switch up judging partners.

Example  
of form

## NAME OF MEET

Name of Gym

Gym Street Address

Gym City, State, Zip

Gym Website

555-275-5777

Cell: Contact Name – (XXX) XXX-XXXX

**SATURDAY, SEPTEMBER 02, 2017**

1 Sessions (Levels X/X/X)

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

Meet Referee: NAME

VAULT	BARS	BEAM	FLOOR

**SUNDAY, SEPTEMBER 03, 2017**

1 Sessions (Levels X/X/X)

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

Meet Referee: NAME

VAULT	BARS	BEAM	FLOOR

Uniform required.

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

Please contact ASSIGNER NAME immediately if you cannot judge this meet.

Email: [youremail@domain.com](mailto:youremail@domain.com)

Phone: XXX-XXX-XXXX (home) • XXX-XXX-XXXX (work) • XXX-XXX-XXXX (cell)

Brief directions: Gym is located ....

Type your  
Assigner Info  
here and save

Keeping Track of Information

**HOW TO RECORD EVENT  
ASSIGNMENTS**

# Record Events in System

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

Meet Director  
Meet Referee  
Judges

**COMMUNICATION & PAPERWORK**

# Documents

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

# Communications: Judges

- Communications that Judges will need:
  - ✓ Contract related emails.
  - ✓ Follow up email to update judges on any meet information received.
  - ✓ Examples:
    - One of the days cancelled.
    - Host is still accepting entries and schedule is not final yet.
- Final Meet information, 2 weeks before meet:
  - ✓ Meet information document.
  - ✓ Other information: hotels, parking, etc.

## Communications: Meet Referee

Make sure the **Meet Referee** has all needed documents for the meet:

- Judge's Report Sheet for each day.
- Judge's Expense Chart.
- Meet Referee Meeting Agenda.
- Aware of last-minute changes.

# Judges' Report

- Fill in the information:
  - ✓ Meet host
  - ✓ Levels Competing
  - ✓ Date
- Fill in the Report Time: 30 minutes prior to scheduled March-in.
- Choose the judges for each event.

Example on Next slide of a Judges' Report

example

# Judges' Report: convert to PDF

MEET HOST Palomar YMCA

Please attach Mapquest copies for proof of mileage.

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

DATE: May 7, 2017

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

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

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

Session 1 end:  
Session 2 start:  
  
Session 2 end:  
Session 3 start:  
  
Session 3 end:  
Session 4 start:

Total Paid Hours

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

Hourly Rates:

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

MEET REFEREE SIGNATURE: \_\_\_\_\_

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

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

Judges Report Form



Thank you for viewing  
NAWGJ

Assigning Best Practices and Policies

