

2027 Season

Judges Manual



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Start Here

REQUIRED READING AND COMPLIANCE: The NCAA and Women's Collegiate Gymnastics Association (WCGA) require every judge seeking a collegiate assignment to read and comply with this Manual. This Manual is posted in the JAS and on the NAWGJ website, and each judge is responsible for reading the current version in full before submitting availability. Judges must follow its mandatory requirements, together with all applicable NCAA, WCGA, and NAWGJ Rules, Policies, and Procedures. Failure to read or follow this Manual may result in removal from some or all collegiate assignments, including regular season and post-season assignments.

The WCGA has adopted the Judges Assigning System (JAS) for regular season competitions. NAWGJ administers the JAS through the National Collegiate Assigner (NCA). Use of the JAS is mandatory for all judges seeking collegiate assignments and for any team, regardless of division, that wants its scores considered for post-season qualification.

The JAS is a web-based system in which judges enter their availability and travel parameters, meet hosts enter their competitions and the number of judges needed, and Assigners make assignments in accordance with the applicable Assigning Rules and Assigning Best Practices.

This Manual is both a required beginning-of-season guide and a reference for questions that arise during assigning and the competitive season. Judges should read it in full before submitting availability and return to the applicable section whenever a question arises.

Contents

Start Here	2
1. Judge Responsibilities	5
1.1 Consequences of Noncompliance	5
2. Who to Contact When.....	6
3. 2027 Changes and Key Dates	7
3.1 What Changed for 2027	7
3.2 Key Dates	7
4. Eligibility for Assignments	8
4.1 Eligibility Requirements	8
4.2 Required Examinations	8
4.2.1 Practical Examination	8
4.2.2 Multiple-Choice Examination.....	9
4.3 New Collegiate Judge Program	9
4.4 Required On-Demand Clinics	9
4.5 Meet Referee Training.....	10
4.6 Affiliation	10
5. Getting Ready in the JAS.....	10
5.1 JAS Account and Profile.....	10
5.2 Complete the Three JAS Setup Steps	10
6. How Assignments Are Made.....	11
6.1 Mileage by Division	11
6.2 Meet-Count Restrictions	11
6.3 What Affects Assignments.....	12
6.4 Assigning Rules	12
6.5 Assigning Best Practices	13
7. Receiving an Assignment	14
7.1 Assignment Notification	14
7.2 Responding to an Assignment.....	14
7.3 Review Meet Information Before Accepting	14
7.4 Acceptance Is a Commitment.....	15
7.5 Impossible Travel	15
7.6 Declining an Assignment/Removal from Assignments	15
7.6.1 Declining at the Time of Assignment.....	15
7.6.2 Declining After Acceptance/Removal After Acceptance	15
7.6.3 Former-Athlete Affiliation Exception	16
8. After Accepting	16
8.1 Written Contract	16
8.2 Expenses	17
8.3 Judging Fees.....	17
8.4 Travel	17
8.5 If Circumstances Change	18
9. During the Season	18
9.1 Updating Availability	18
9.2 Collegiate Judging Standards.....	18

9.3 Emergencies and Last-Minute Problems	19
10. Evaluations and Post-Season Selection	19
10.1 Evaluations.....	19
10.2 Post-Season Selection	20
Appendix A. Quick-Answer Guide and Detailed JAS Instructions	21
A.1 Quick Answer Index	21
A.2 Detailed JAS Instructions	21
A.3 Responding to an Assignment in the JAS	33
A.4 Finding Assigner Information in the JAS	33
A.5 Completing Evaluations in the JAS	34
A.6 Preseason Completion Checklist	34
A.7 Before Accepting an Assignment	35

1. Judge Responsibilities

1. Read this Manual before submitting JAS availability and read and comply with any published updates.
2. Maintain one accurate JAS account and provide complete, truthful profile and availability information.
3. Meet all membership, rating, examination, clinic, affiliation, and training requirements applicable.
4. Review all available meet, payment, contract, and travel information before accepting an assignment.
5. Respond to assignments, contracts, and travel communications timely and within the stated deadlines.
6. Honor accepted assignments and signed contracts except in an emergency or another circumstance approved through the required process.
7. Keep availability current and promptly report assignment, contract, travel, health, safety, or emergency issues to the proper person.
8. Follow all applicable NCAA, WCGA, and NAWGJ Rules, Policies, Procedures, and standards of conduct.
9. Complete all JAS evaluations promptly and accurately.

1.1 Consequences of Noncompliance

Failure to comply with this Manual or other applicable NCAA, WCGA, or NAWGJ Rules or Policies may affect a judge's eligibility for, or result in removal from, regular season or post-season assignments. Certain conduct may also be subject to applicable NCAA, WCGA, or NAWGJ review or Disciplinary Procedures.

2. Who to Contact When

Situation	First Contact	Escalation/Process
JAS login, password, or system problem	JAS Website Administrator (contact@roadtonationals.com)	NCA if the problem affects eligibility or an assignment
Affiliation question	NCA	WCGA Officiating Committee, through the NCA
Assignment does not fit stated availability or travel limits	Assigner for that meet host, before accepting or declining	NCA
Contract, payment, or travel-arrangement issue	Meet host contact listed on the Meet Payment Info page	Copy or contact the Assigner if unresolved
Need to leave an accepted or contracted assignment	Assigner, and Meet Director if travel arrangements already made	NCA. Only the Assigner or NCA may replace or reassign the judge
Emergency affecting an assignment	See Section 7.6.2.	NCA. Only the Assigner or NCA may replace or reassign the judge
Rule interpretation	Rules Interpreter	Follow the email process to submit questions to the Rules Interpreter
Concern about conduct or an evaluation	NCA	NAWGJ complaint

3. 2027 Changes and Key Dates

3.1 What Changed for 2027

1. The WCGA S.C.O.R.E. Board program has ended. All consent-form and S.C.O.R.E. Board evaluation provisions have been removed.
2. A practical examination is required for judges who have never judged collegiate gymnastics, judges whose most recent collegiate season was before 2021, and judges notified by the National Coordinator of Officials (NCO) based on evaluation information.
3. Judges who have never judged collegiate gymnastics, and judges whose most recent collegiate season was before 2021, must complete a separate readiness program, including three practice meets, before they may enter or re-enter the collegiate assigning pool.
4. The WCGA Affiliation Policy has changed. All judges should revise their affiliation, if any, within their profile on the JAS.
5. All required Rules, Vault, Bars, Beam, and Floor clinics will be pre-recorded and available on demand rather than presented live. There will be live Office Hours with the clinicians to review any questions.
6. A new Meet Referee pre-recorded on-demand training will be available for judges who wish to have the opportunity to serve as Meet Referees.

3.2 Key Dates

Key Dates for the 2027 Season

The dates below are the key dates judges need for JAS data entry, the initial assigning period, and 2027 competition planning.

Event	Date
JAS opens for 2027 judge data entry	September 4, 2026
Practical exam window for current collegiate judges required to take it	September 23, 2026 – October 30, 2026
Assigning period	October 12, 2026 – November 6, 2026
Multiple choice exam window	November 16, 2026 – December 16, 2026
Contract return deadline / Deadline to complete required on-demand clinics	December 18, 2026

AVAILABILITY INTEGRITY: Judges may not delay entering availability or change their availability for the purpose of avoiding local assignments or seeking particular travel assignments. Availability entered or materially changed after assigning begins may not be considered during the initial assigning process. Such conduct may result in removal from some or all regular season and post-season assignments.

Additional 2027 Competition Dates

Conference Championships: Most Conference meets will be held on March 20, 2027. As some states hold their Level 9/10 State Meets that day, please decide if you are willing/able to judge this day. Generally, judges will not be assigned to the same conference meet they judged the previous year, except for local judges who may be assigned to the same conference if the meet location is in a similar area.

NCAA Regionals: (Now called Rounds 1, 2, and 3) are March 31 through April 4, 2027. The meet hosts are Denver University, University of Arkansas, University of Georgia, and North Carolina State.

NCAA Nationals: are April 15 and 17, 2027, in Fort Worth, Texas.

NCAA Regional and National meets are NOT assigned through the JAS.

4. Eligibility for Assignments

4.1 Eligibility Requirements

Throughout the assigning process and competitive season, every judge must maintain current NAWGJ and USA Gymnastics memberships and at least a Level 10 rating. A judge who does not meet or maintain these requirements is not eligible for a collegiate assignment and will be subject to removal if already assigned.

Eligibility also depends on timely completion of the examinations, required clinics, affiliation disclosures, and any role-specific training described below.

Judges are never guaranteed an assignment.

4.2 Required Examinations

4.2.1 Practical Examination

The practical examination is required for each of the following judges:

1. A judge who has never judged collegiate gymnastics.
2. A judge who has collegiate judging experience, but whose most recent collegiate season was before 2021.
3. A judge selected for additional assessment based on evaluation information and notified by the NCO.

Category	2027 Season Rule
Current collegiate judges	September 23, 2026 – October 30, 2026
New collegiate judges (Nos. 1 & 2, above)	September 23, 2026 – November 13, 2026
Passing score	80%
Attempts	Two; a different examination is used for the second attempt

NO ASSIGNMENT BEFORE PASSING: A current collegiate judge who is required to take the practical examination may not be assigned to any collegiate meet until the judge passes it. Failure to pass by October 30 makes the judge ineligible for a 2027 assignment. Passing the practical examination alone does not make a judge subject to Section 4.3 eligible (new judges); all Section 4.3 program requirements also must be completed and verified.

4.2.2 Multiple-Choice Examination

Every judge must take the online multiple-choice examination, including every judge who takes and passes the practical examination. The exam will be on the same platform as last season.

Requirement	2027 Season Rule
Opens	November 16, 2026
Closes	December 16, 2026
Passing score	80%
Attempts	Three

ALL ASSIGNMENTS ARE AT RISK: A judge who does not take and pass the multiple-choice examination by December 16 will be removed from all collegiate assignments for the 2027 season.

4.3 New Collegiate Judge Program

The separate New Collegiate Judge Program applies to: (1) judges who have never judged collegiate gymnastics and (2) judges with collegiate judging experience whose most recent collegiate season was before 2021.

Both groups must complete the program before entering or re-entering the collegiate assigning pool. The separate New Collegiate Judge Program Guide contains the applicable requirements and procedures.

4.4 Required On-Demand Clinics

Every judge must complete all five required on-demand clinics in the trackable training system:

1. Rules
2. Vault
3. Bars
4. Beam
5. Floor

DECEMBER 18 DEADLINE: All five clinics must be completed by December 18, 2026. A judge who does not complete all five by the deadline will lose all collegiate assignments for the 2027 season.

Live office hours will be offered so judges may ask clinicians questions. Judges may also use the question pre-submission form if they prefer not to ask a question live. Office hours and question submission supplement the required on-demand clinics; they do not replace them.

4.5 Meet Referee Training

Any judge who wishes to serve as a Meet Referee must complete the on-demand Meet Referee training in the trackable training system. Completion is required to remain eligible to serve as a Meet Referee and does not guarantee a Meet Referee assignment.

MEET REFEREE ASSIGNMENT: A designated Meet Referee who does not complete the required training may lose the Meet Referee designation and be removed from the entire meet assignment.

4.6 Affiliation

Judges must read the WCGA Affiliation Policy, accurately disclose every applicable affiliation in the JAS, identify the institution involved, and explain the basis for the affiliation. Questions must be submitted to the NCA for referral to the WCGA Officiating Committee.

A judge whose affiliation is based on having previously coached an athlete who is now in college may request removal from an assignment involving that athlete's institution. The special timing and approval rules in Section 7.6.3 apply.

5. Getting Ready in the JAS

5.1 JAS Account and Profile

Use <https://roadtonationals.com/jas>. Use only one JAS account and, if you have used the JAS previously, continue using the same account. Contact the JAS Website Administrator for login, password, or system-access problems at contact@roadtonationals.com.

Maintain accurate profile information, including your full and proper name. You may also include a current photograph. No other person should be visible in the photograph except you.

Do not enter false or misleading information in the JAS.

5.2 Complete the Three JAS Setup Steps

Each judge must complete all three setup steps for the 2027 season:

- Contact Information

- General Availability

- Dates of Availability

All information must be complete, truthful, and kept current. Contact Information includes residence, airports, emergency contact, affiliations, and event preferences. General Availability must accurately state day-of-week travel and time restrictions. Dates of Availability must identify the specific dates you are available and any date-specific restrictions.

Do not use JAS comments to request a particular meet, institution, geographic assignment, event panel, or judging partner. You may use the JAS comments to let the Assigners know that you will be in a particular area, but do NOT state why (e.g., judging a club meet).

Detailed JAS instructions, troubleshooting, and screenshots are in [Appendix A](#).

6. How Assignments Are Made

The WCGA worked with NAWGJ to create the JAS. The principles of the JAS are to:

- Eliminate bias
- Eliminate the intimidation factor
- Develop and promote consistency in officiating nationwide
- Control costs
- Eliminate selection of judges by coaches
- Eliminate selection of meet sites or events by judges
- Provide an impartial system for assigning judges to meets and events

Judges provide accurate availability and travel restrictions; Assigners make assignment and event-panel decisions under the applicable rules and schedule.

6.1 Mileage by Division

Institutions are generally divided into categories based on NCAA divisional and/or football classifications. Local judges will be assigned using these parameters.

Division I FBS =	200 miles one way
Division I FCS =	100 miles one way
Division II =	50 miles one way
Division III =	Exempt from mileage

Mileage should be the main focus when assigning. Institutions are not required to fly in judges. If a judge must fly in for a meet, unless otherwise requested by the meet host, the flight distance should be as close to the meet host's applicable local mileage as possible.

6.2 Meet-Count Restrictions

MAXIMUMS, NOT TARGETS: The limits below are maximum restrictions. They are not minimums, assignment goals, or entitlements. Assigners should avoid reaching the limits when reasonably possible. Any assignment that would exceed a limit requires the NCA's prior written approval.

1. **Division I / Division II:** A judge may judge the same institution no more than twice at home and twice away during the regular season. One assignment as a Walk-Around Meet Referee does not count toward the two-home and two-away limits.
2. **Division III:** A judge may judge the same institution no more than three times at home and three times away during the regular season. The same Walk-Around Meet Referee exception applies.
3. For all divisions, post-season competitions do not count toward these limits. Conference championships are regular season competitions for post-season-qualification purposes, but they do not count toward these meet-count limits.
4. **Division I FBS:** A judge may receive no more than seven regular season Division I FBS meets, excluding conference championships. Every invitational is treated as a Division I FBS meet, and each separate session counts as a separate meet.

6.3 What Affects Assignments

1. Eligibility, including memberships, rating, examinations, clinics, affiliation disclosures, and applicable training.
2. Accurate availability, travel limitations, mileage restrictions, and travel feasibility and cost.
3. Meet-host and panel needs, including division, event, experience, and Meet Referee needs.
4. Assignment history and efforts to rotate judges among institutions, events, judging partners, divisions, conferences, rankings, and pay scales.
5. Locality, impartiality, and compliance with meet-count and other assigning restrictions.

6.4 Assigning Rules

EXCEPTIONS must be approved in writing by the NCA. Violations should be reported to the NCA, in writing.

1. Assign the number of judges requested by the meet host.
 - Work with the NCA if there are not sufficient judges available to assign to meet the meet host's request.
2. Assign without bias or favoritism.
3. Assign using the criteria set forth by the meet host's request, these Assigning Rules, and judges' availability and travel restrictions.
 - Meet hosts will indicate in the JAS whether or not they fly in judges.
4. Assign based on the Division mileage categories set forth in Section 6.1.
 - Institutions are not required to fly in a judge. If a judge must fly in for a meet, unless otherwise requested by the meet host, the flight distance should be as close to the meet host's local applicable mileage as possible.
5. Follow Division Meet Count Restrictions set forth in Section 6.2.
6. Follow the Affiliation Policy when assigning.
 - The Affiliation Policy is in Appendix IV of the NCAA Rules Modifications.
7. Follow the nonpublic Assigning Schedule set forth in the Assigners Manual.
8. Judges assigned who must fly to a particular meet host must be assigned only ONCE per season to such meet host's meets.
9. 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. Meet Referees will be designated by the Assigners after all judges have been assigned and accepted.
10. Event assignments for the judging panels in dual meets will be switched after two events whenever possible, with switching judging panels taking priority over any other assigning considerations.
 - This means that the same two judges may not judge more than one event together.
11. Judges from the same state should NOT be assigned to same events together whenever possible, but switching panels is the priority.

12. Judges may not be assigned to any meet that occurs during the same weekend where a judge declines or has already declined a meet.
 - This means that if a judge has already accepted a meet, and then declines another meet that weekend, the judge would be removed from the already accepted meet.
13. Never assign a judge who requests a particular meet.
 - Judges are prohibited from requesting assignments, including preferences for where they judge.
 - Judges are only permitted to give available dates and travel time and distance restrictions.
14. Assign event panels based on these Assigning Rules.
 - Judges are prohibited from having preferences on who they judge with.
15. Once assigning is complete or by November 6, 2026, whichever is earlier, send notifications to the meet hosts, reminding them to send contracts to the assigned judges.
 - NOTE: Meet hosts are responsible for handling all contracts, payments, and travel arrangements.
16. Secure replacements when necessary, following these Assigning Rules and, if possible, the Assigning Best Practices. Notify the meet host when this occurs.
 - NOTE: If an emergency occurs, a meet host should work with their Assigner (including the NCA) to obtain possible replacement(s).

6.5 Assigning Best Practices

1. Whenever possible, assignments should be as random as possible, but the Assigning Rules control.
 - Assigning the same two judges who an Assigner knows wish to carpool together does not indicate randomness but may be necessary to comply with an Assigning Rule.
2. Assign judges to each of the four events during the season, unless an exception applies.
3. Take into consideration a judge's order of preference when assigning events. However, the Assigners will select the events which may not always match the judges' preferences.
 - Judges are not permitted to request which events they are assigned, only to provide their order of preference in their JAS profile.
 - **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 by indicating those two events in the preferences section of their JAS profile.**
4. 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.
5. Try to provide the most impartial and diverse panels as possible within the specific mileage (and other) guidelines.
 - Coaches may not request judges from any particular geographic area, unless there is an approved Waiver in place.
 - Coaches are NEVER allowed to request specific judges.

6. Where possible, try to assign judges to meets in different Divisions, Conferences, and rankings (based on the prior season's rankings).
7. Make an effort to rotate judges through various pay scales (differing institutions and Divisions).
8. For fly-in meets, use every effort to bring in different judges than were flown in for a particular meet host in the previous season.
9. Make an effort to give judges of equal ratings and experiences various meets from year to year.
10. Use discretion when assigning inexperienced judges, i.e., assign them to quad meets so they can focus on only one event, and/or pair them with an experienced judge.
11. Encourage judges with less collegiate judging experience to gain experience by serving as a timer or line judge and/or practice judging* before any judging assignments.

*** Practice judging is governed by the New Collegiate Judge Program and must comply with the requirements and approval procedures set forth in the New Collegiate Judge Program Guide. However, a judge who wishes to practice judge without seeking credit toward the New Collegiate Judge Program may contact the applicable Assigner to request permission.**

7. Receiving an Assignment

7.1 Assignment Notification

Your Assignments 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.

7.2 Responding to an Assignment

Judges have five days to accept or decline an assignment. If a judge does not respond within seven days, the JAS automatically records the assignment as declined. An automatic decline has the same consequences as any other decline; see Section 7.6.

Please reach out to the NCA 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. If you are not receiving emails from the JAS, but you see that you have assignments, please contact the JAS Website Administrator at contact@roadtonationals.com.

7.3 Review Meet Information Before Accepting

Check each meet host's information **BEFORE** accepting a meet.

Detailed information on judging fees, payment and travel arrangements, meet hosts and Assigner contact information, and other meet-specific information is available on the JAS Meet Payment Info page once an assignment has been made. This includes information such as payment method, tax withholding, rental car requirements, and hotel room arrangements.

It is recommended that you do NOT accept a meet without viewing this page. When you accept a meet, you are agreeing to the terms of the meet as set forth in the JAS.

7.4 Acceptance Is a Commitment

Selecting “accept” in the JAS creates a binding interim commitment to judge the meet, even before the written contract arrives. The judge must honor that commitment unless the Assigner approves a release through the process described in Section 7.6.

As noted above, you should review all pertinent meet information **before** accepting a meet. For example, you cannot come off of an accepted meet because you do not want to be paid via Arbiter, as such payment information was available on Meet Payment Info page prior to your acceptance of the meet. If you still ask to be removed from the meet, it will count as a decline.

7.5 Impossible Travel

If you cannot logistically get to a meet on a weekend when you have another meet scheduled or the travel is outside your accurately entered JAS travel parameters – **DO NOT DECLINE**. Call the Assigner before marking any decision in the JAS. Do not decline and then call the Assigner after the fact. If you decline a meet – you will be removed from any other meet you have accepted or been assigned on that same weekend and will be marked unavailable for any other meets on that same weekend.

7.6 Declining an Assignment/Removal from Assignments

LIMIT ON NON-DECLINE REMOVALS: A judge may have no more than two removals from assignments during the season that are not treated as declines. The two-removal limit does not apply when a single emergency requires removal from multiple assignments, such as an unexpected surgery and recovery period. Any removal must be approved by the Assigner, and the judge remains responsible for the assignment unless and until the Assigner confirms the removal.

7.6.1 Declining at the Time of Assignment

Any decline causes removal from every other collegiate assignment during that Friday-through-Sunday weekend and makes the judge unavailable for any other collegiate assignment that weekend. This includes a decline selected by the judge and a decline automatically recorded after no response.

If travel arrangements make it **impossible** for you to make the assignment, or the assignment does not conform to your accurately entered JAS availability or travel parameters, contact the Assigner before declining the meet to discuss the issue. If the Assigner approves the removal, it will not count as a decline.

7.6.2 Declining After Acceptance/Removal 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. Once you accept a meet in the JAS, you are expected to honor that commitment/contract. After acceptance, including after you have signed a contract with the meet host, you may not be removed from the assignment unless the Assigner approves the removal or an emergency arises. An emergency does not automatically release you from the assignment; the Assigner must still approve any removal.

For an emergency affecting an assignment within five days of the meet, the judge must immediately contact the Meet Director, Assigner, and Meet Referee. For an emergency

occurring more than five days before the meet, the judge must immediately contact the Assigner, and should also contact the Meet Director if travel arrangements have already been made.

Only the Assigner or the NCA has authority to replace or reassign a judge. The Meet Director and Meet Referee must be informed of the emergency. The Meet Director and the Meet Referee may not replace the judge or make a new judging assignment.

The NCA, in conjunction with the applicable Assigner, will evaluate the requested removal after acceptance on a case-by-case basis. If it is determined the reason violates a NAWGJ or NCAA Rule and/or is unprofessional or unethical in nature, it may result in suspension or removal from regular season assignments, loss of assignment to conference championships or post-season assignments, and/or reduction in future assignments. Additionally, the WCGA, the NCAA, any applicable meet hosts, and/or any other governing bodies may be notified which may result in the suspension or removal from other meets.

7.6.3 Former-Athlete Affiliation Exception

A judge who has disclosed an affiliation because the judge previously coached an athlete who is now in college may ask to be removed from an assignment at which that athlete's institution will compete.

REQUEST REMOVAL IMMEDIATELY: The judge must contact the Assigner as soon as the conflict is identified. If the Assigner approves and is able to make the change, the removal will not count as a decline. A delayed request may not be granted because another eligible judge may no longer be available. The judge remains responsible for the assignment unless and until the Assigner confirms the removal.

8. After Accepting

8.1 Written Contract

A written contract is required for every meet. A judge may not judge without a written contract. The meet host is responsible for sending the contract, and the judge must return it by the deadline communicated for the meet. Failure to return the contract by the applicable deadline may result in removal from the assignment.

If the contract does not arrive within the period communicated for the season, use the Meet Payment Info page in the JAS to contact the meet host and copy the Assigner. The contract is between the judge and the meet host, but acceptance in the JAS remains the binding interim commitment described in Section 7.4. Contracts may also provide that a violation of applicable NCAA, WCGA, or NAWGJ Rules may result in removal from the meet and/or termination of the contract.

The contract should include or identify:

1. The meet-host contact responsible for travel arrangements.
2. Directions to the competition site, including parking and entry information.
3. The required arrival time, ordinarily one hour before competition.
4. An emergency contact for the day of competition.
5. Travel information, including hotel and flight requirements.

6. Any arrangements the meet host will make for local judges.
7. A business-office contact if the judge's payment will include direct contact with that office.

8.2 Expenses

A judge may not request any expense that is not specified in the contract or applicable meet information. The current Collegiate Compensation Rules govern reimbursable expenses and are mandatory for meet hosts and judges.

8.3 Judging Fees

The WCGA sets the applicable judging fee ranges for regular season competitions, excluding Conference Championships. Meet hosts set the judging fee for each competition within the applicable range. The following fee ranges apply per meet session unless the Collegiate Compensation Rules provide otherwise:

Meet Classification	Fee Range
Division I FBS ⁺ and invitationals	\$250-\$375
Division I FCS*, Ivy League, Division II, and independents	\$175-\$225
Division III	\$150-\$200

+ Denver and GWU remain in the FBS Tier.

* ALL Division I FCS institutions will be permitted to determine if they would like to use the FBS or FCS tier of pay ranges for the 2027 season.

An invitational ordinarily uses the Division I FBS fee range. If the host's division is different, the host division's range controls. An invitational is a meet held in conjunction with an age-group meet and/or a meet not hosted or run by an institution.

Conference championships are not subject to the fee-range caps but must meet the applicable minimums. Division III Nationals and WCGNIC fees are stated in their respective manuals and in the JAS meet information.

8.4 Travel

CHECK BEFORE ACCEPTING: The JAS meet information states whether judges will be required to share a hotel room, rental car, or other transportation. Judges must review that information before accepting. Acceptance means agreeing to the stated arrangements.

1. The meet host is responsible for arranging required airfare. A judge may not book airfare or bus/train tickets unless the meet host expressly authorizes the judge to do so in writing.
2. A judge must respond to the meet host's initial travel request within seven business days. Failure to respond, or an extremely delayed response, may result in removal from the assignment and the assignment being recorded as declined, with the consequences set forth in Section 7.6.
3. The judge should identify flights or trains/buses that work with the judge's schedule and send the options to the meet host for booking, taking cost into consideration.

4. A judge should not plan to take the last available flight or train/bus into the competition city before the meet. Delays and cancellations may prevent timely arrival.
5. The meet host should not book travel without the judge's prior written approval.
6. The meet host may require judges to arrive at approximately the same time so they can share a rental car or other transportation.
7. Mileage reimbursement and any permitted variation are governed by the current Collegiate Compensation Rules and the mileage information shown in the JAS Meet Payment Info page.
8. Per diem is mandatory and is governed by the current Collegiate Compensation Rules.

If the required travel is impossible or does not conform to the judge's accurately entered JAS parameters, the judge must follow Section 7.5 and contact the Assigner before accepting or declining.

8.5 If Circumstances Change

After an assignment is accepted, a judge may not simply remove or decline it in the JAS. For a nonemergency change, contact the Assigner promptly. For an emergency, follow the notification requirements set forth in Section 7.6.2. Only the Assigner or the NCA may replace or reassign the judge.

9. During the Season

9.1 Updating Availability

Judges must keep their JAS availability accurate throughout the competitive season. Update the JAS immediately whenever circumstances change, including after accepting a non-collegiate assignment. Remove every date on which you are no longer available. Accurate availability is also important for last-minute replacement assignments.

FORGOT TO UPDATE IS A DECLINE: Once an assignment is made, a judge may not obtain a no-consequence removal by stating that the judge forgot to update availability. If the judge cannot honor the assignment, the removal is treated as a decline and all weekend-wide consequences in Section 7.6 apply.

Repeated failure to maintain accurate availability may result in removal from existing assignments and/or a reduction or loss of future assignments.

9.2 Collegiate Judging Standards

1. Follow the Judges Standards and Duties in Appendix III of the NCAA Rules Modifications and all applicable NAWGJ Rules and Policies. A provision of the NCAA Rules Modifications supersedes an NAWGJ Rule only to the extent the two conflict; all nonconflicting NAWGJ Rules and Policies and Disciplinary Procedures remain in effect.
2. Use only the applicable Level 10 rules as modified by the NCAA Rules Modifications. Do not apply or circulate unwritten rules.
3. Judge consistently from the first meet through the final championship meet.
4. Judge the performance observed, without regard to team, division, athlete identity, reputation, or prior performance.

5. Use the applicable yellow-card process when coach, staff, or athlete conduct requires it. Judges must provide their own yellow cards.
6. Do not communicate directly with coaching staff about willingness to judge a meet. All regular season collegiate assignments must be made through the JAS.

9.3 Emergencies and Last-Minute Problems

EMERGENCY NOTIFICATION: For any emergency affecting an assignment, follow the requirements set forth in Section 7.6.2.

Only the Assigner or NCA may replace or reassign the judge. The judge remains responsible for the assignment until the Assigner confirms a change.

10. Evaluations and Post-Season Selection

10.1 Evaluations

Judges are expected to complete the applicable JAS evaluations after each competition. Participation by all judges is important to the effectiveness of the evaluation process and provides information used to assess judging performance during both the regular season and post-season selection. Meet Referees are likewise expected to complete the applicable Meet Referee evaluations for judges at the competition.

Judges are also expected to complete the Self-Evaluation after each competition. The Self-Evaluation asks whether there were any issues at the competition and is used to identify issues involving the competition or meet host that may require follow-up; it is not used to evaluate any judge's performance. If you indicate that there was an issue, you must provide an explanation. No explanation is required if you indicate there was no issue.

Coaches complete a separate evaluation through the coaches' side of the JAS.

Evaluations should be completed as soon as possible after the competition, while the information is still fresh. Try to complete them within five days of the competition. If you cannot log in to the JAS, take notes so that you can enter the information once you have access.

Evaluation Guidance

Answer all questions required by the form. If you select a minor or major issue, you must provide a written explanation. Provide enough information to explain why you selected that response and to allow the evaluation to be meaningfully assessed.

Remember that everyone makes mistakes. A single start value error or one missed element value, standing alone, is not a minor or major issue. Use your judgment when there are repeated or numerous issues, or when the nature of the issue otherwise supports a minor or major designation.

The JAS will allow you to evaluate only judges you judged with at that competition and the Meet Referee. You may not evaluate a judge you did not judge with, except that you may evaluate the Meet Referee in the Meet Referee role.

Do not discuss an evaluation with the judge being evaluated or with anyone else. If you want to discuss an evaluation with the NCO, you must first enter the evaluation in the JAS and then contact the NCO.

Individual Peer, Meet Referee, and Coach Evaluations are accessible only to the NCO and the NAWGJ President. Individual evaluations are not shared as submitted, except when necessary to address an issue with a judge or as permitted or required under NAWGJ Rules. During the summer, evaluation information may be released to a judge by category with comments anonymized.

There is no process to challenge an individual evaluation. Each evaluation is one data point and is considered together with other available information. An egregious issue that must be addressed during the season may be raised with the judge. If the matter results in a NAWGJ complaint, the NAWGJ Disciplinary Procedures govern and provide the applicable opportunity to present evidence and argument.

10.2 Post-Season Selection

Consistent with the NCAA's requirements, the NCO will review all evaluation information when presenting the list of judges to the NCAA Women's Gymnastics Committee for potential post-season selection. The NCAA Women's Gymnastics Committee selects all post-season judges. Evaluation information is used for both regular season and post-season purposes. The post-season selection procedures are set forth in the NCAA Pre-Championships Manual, which should be available on the NCAA Championships page for Women's Gymnastics before the start of the 2027 season:

<https://www.ncaa.org/championship/national-collegiate/womens-gymnastics/>

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

Appendix A. Quick-Answer Guide and Detailed JAS Instructions

A.1 Quick Answer Index

Question	Go To	Question	Go To
Create or access a JAS account	5.1 / App. A.2	What happens if I decline?	7.6
Enter profile and availability information	5.2 / App. A.2	No contract received	8.1
How assignments are made	6	Flights and expenses	8.2-8.4
Review before accepting	7.2-7.3	Update availability	9.1
Travel appears impossible	7.5	Evaluations	10.1
Exams and required clinics	4.2-4.4	Meet Referee training	4.5
Former-athlete affiliation removal	7.6.3	Meet-count limits	6.2
Emergency affecting an assignment	7.6.2	Collegiate judging standards	9.2

A.2 Detailed JAS Instructions

A.2.1 Accessing the JAS

Visit the website <https://roadtonationals.com/jas>

Notice that there is no “www” for the website’s address.

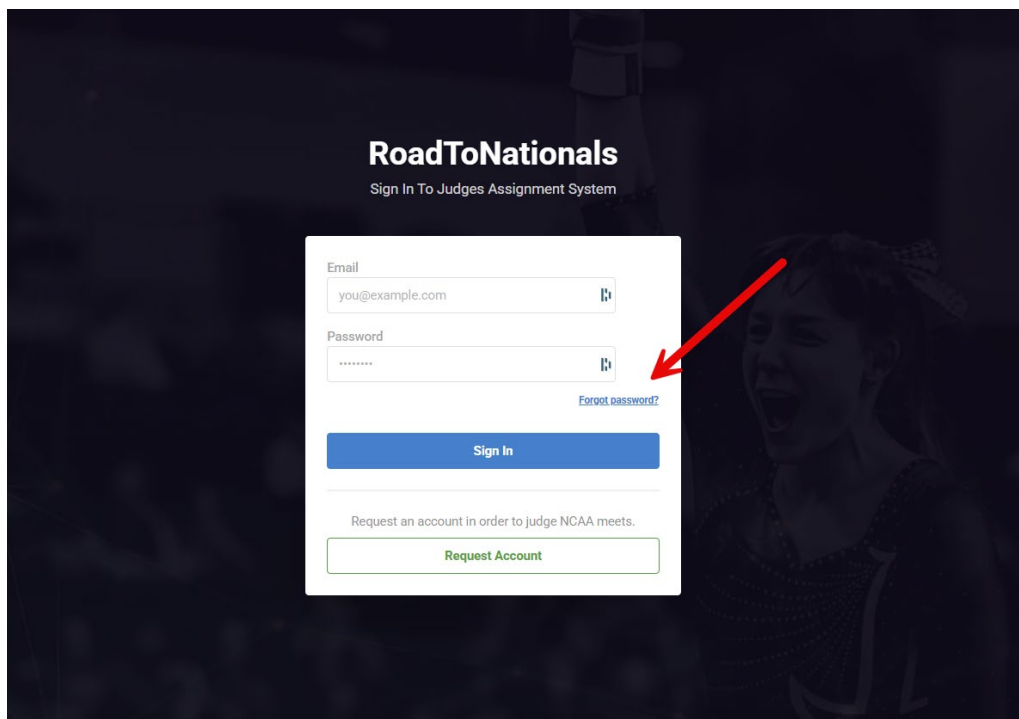
The entire site can be accessed on any device (iPhone, Android, tablet, computer, etc.).

If you have previously used the JAS, you should use the same email and password you used last season (or in prior seasons, if earlier).

****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 or removed/declined.**

Forgotten Password

If you have forgotten your password, please use the forgot password function on the login page. Enter your email and, if it is in the system, you will receive a link to reset your password.



RoadToNationals
Sign In To Judges Assignment System

Email
you@example.com

Password

[Forgot password?](#)

Sign In

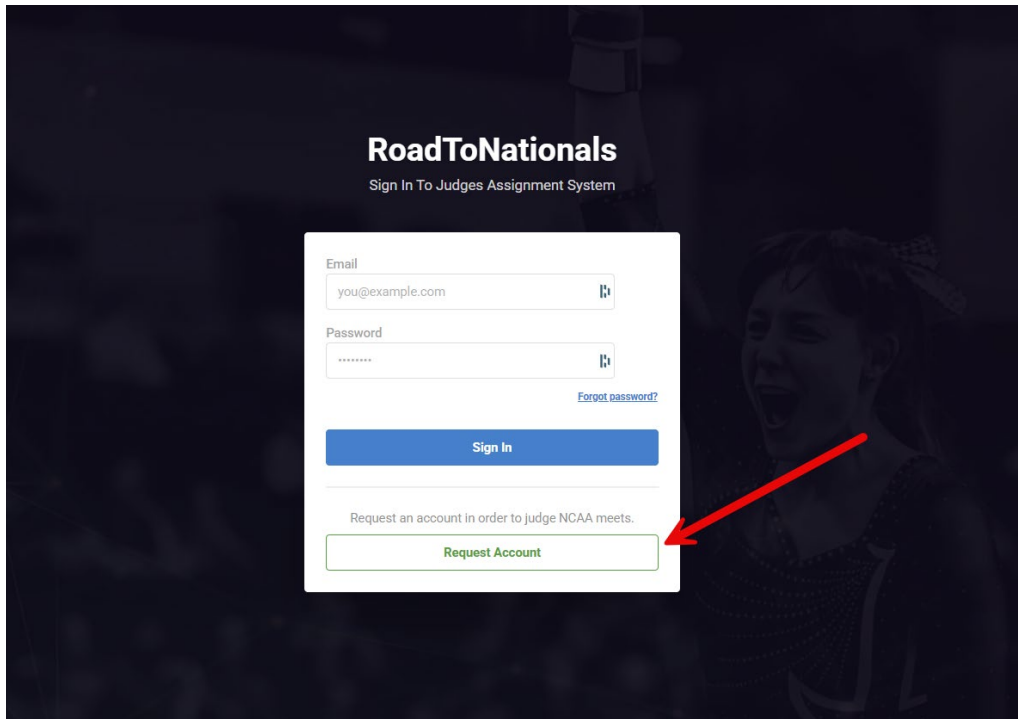
Request an account in order to judge NCAA meets.

Request Account

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 at contact@roadtonationals.com.

Setting Up a New Account

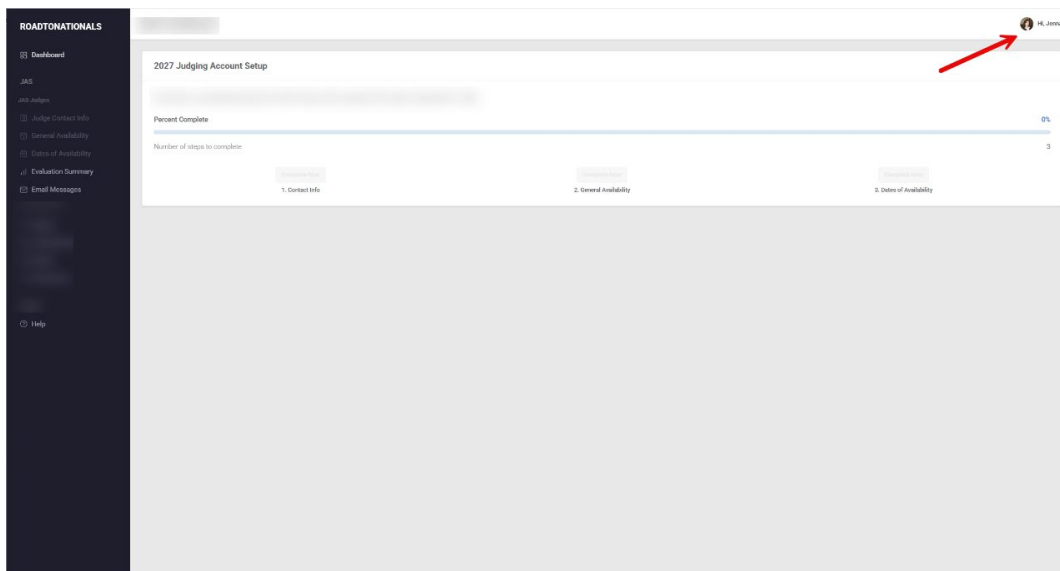
If you have never used the JAS, you must REQUEST an account by going to the JAS Website at <https://roadtonationals.com/jas>.



Login information and a temporary password should be sent by the website administrator to the email provided (on the request form) within 24 hours. Please contact the NCA if you have not received a response to your account request.

A.2.2 Judge Profile

The link to your Profile page is in the upper right corner of the screen.



Click on the link and then click on My Profile to go to your profile and you will have the ability to change your name, change your password, and add a photograph. You will also see the option to sign out of the JAS.

NAME: 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.

PHOTO: You may 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 person(s) (or anyone else, such as pets) in them. Please only add a photo – **DO NOT** add a caricature or any other non-photo.

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.

A.2.3 Complete the Three JAS Setup Steps

Judges must complete all three setup steps for the 2027 season:

1. Contact Information
2. General Availability
3. Dates of Availability

A.2.4 Contact Information

Go to Step 1 – Contact Info and click the “Complete Now” button. That will take you to the “Contact Info” page. This is where you enter your contact and other information.

TIPS:

You must fill out the ENTIRE form.

There are pull down menus.

DO NOT USE ALL CAPITALS, except for airport codes.

Work phone – if you do not have a work phone or do not wish to be called at work, leave it blank.

No falsifying information. You should not enter any information that is not true.

Address

Please use the address that you will reside in at the beginning of the season (January 1, 2027). This must be an address where you reside. 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 on the General Availability Form – there is nowhere to add such information on the Contact Info form.

Airports

You may enter more than one airport. **Please use the correct 3-letter capital Airport Code, for example EWR for Newark 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.

NAWGJ and USA Gymnastics Memberships:

The WCGA and NCAA require that all judges be current NAWGJ and USA Gymnastics members.

Meet Referee:

This response records interest only and does not guarantee a Meet Referee assignment. Any judge who wishes to serve as a Meet Referee must complete the required on-demand training described in Section 4.5.

Emergency Contact

Emergency Contact. Please enter the contact information for your emergency contact. This information may be used if there is a health, safety, or urgent situation where we are unable to reach you directly or if you are incapacitated.

ROADTONATIONALS

Dashboard

JAS

JAS Judges

- Judge Contact Info
- General Availability
- Dates of Availability
- Evaluation Summary
- Email Messages

Help

Judge Contact Info

Judge Contact Info

First Name: Jenna Middle Name: Middle Last Name: Karadibi

Full proper name, as on Government ID:

Address: Address 2: P.O. Box, Apt #, etc.

City: New York State: New York Zip Code:

Email: Nearest Airport: Home Phone: (000-000-0000) Can be left blank.

Cell Phone: Work Phone: (000-000-0000) Can be left blank.

Are you of Hispanic, Latino, or Spanish Origin? Select Gender: What is your race?

Emergency Contact: Relationship:

Emergency Contact Name:

Contact Email: Contact Phone:

NAWGLJ Membership #: NAWGLJ Expiration Date: 07/31/2027 Do you have a NAWGLJ uniform? Yes

USAG Membership #: USAG Expiration Date: 07/31/2027

Affiliation:

The Affiliation Policy for judges is included as Appendix IV of the NCAA Rules Modifications. For ease of reference, we have included a link to the Affiliation Policy in this form.

Please read the Policy and indicate if you meet any of the affiliation scenarios.

If you are affiliated, you must indicate:

Which institution(s) and

The specifics of how you are affiliated.

ROADTONATIONALS

Dashboard

JAS

JAS Judges

- Judge Contact Info
- General Availability
- Dates of Availability
- Evaluation Summary
- Email Messages

Help

USAG Membership #: USAG Expiration Date: 07/31/2027

2027 Judge Rating: Years at Level 10 or higher:

Years judging college:

If one (1) year or less, please answer the following 3 questions.

Attended NCAA rules symposium (date): Practice Judged NCAA meet: Date: Volunteered as NCAA auxiliary judge: Date(s):

Yes/No Yes/No/Date Yes/No/Date

Team Affiliation: [Read Affiliation Policy Here](#) Conference meet assigned last year:

For example: UCLA (volunteer coach), LSU (employee)...

Event Preference 1: Event Preference 2: Event Preference 3: Event Preference 4:

Local Weekday Meets: Travel Weekday Meets: Meets Desired per weekend:

Highest level of NCAA competition judged in the past 5 years:

May the assigner/school personnel share your cell phone number and email address with other judges on the meet?

Have you read and agree to follow the 2027 JAS Manual?

Have you ever judged a podium meet?

Confirm for 2027

**** For all Affiliation Questions –** please submit an email to the NCA so that it can be directed to the WCGA Officiating Committee for review and determination.

Event Preferences:

Please list your event preferences as they are helpful to the Assigners. Please note the following:

There is no guarantee you will be assigned to any particular event.

Assigners will attempt to assign you to all events during the season.

You may choose “No Preference” for an event assignment. But, it is more helpful to the Assigners if you rate your events in order of preference.

If you receive a conference meet or NCAA post-season meet, your preferences may be reviewed and taken into consideration by the Meet Referee.

Weekday Meets:

Select whether or not you can judge meets during the week (Monday through Thursday), either in your local area or meets that you would need to travel to (usually requiring a flight).

Meets Desired Per Weekend:

The weekend is considered Friday, Saturday and Sunday. You will be able to enter more specific dates and times on the General Availability and Dates of Availability pages.

Once you have filled out the entire form, click the blue “**Confirm for 2027**” button at the bottom of the screen. This will save your data and you can move on to the next step.

You can access and change your data at any time by clicking on the “Judge Contact Info” selection in the Left Menu. This can be accessed by clicking on the arrow to the left of JAS Judges.

A.2.5 General Availability

For Step 2, click on the “Complete Now” button to enter your “General Availability.”

General Availability is an overall setting for each day of the week. You can make specific changes to specific dates in the Dates of Availability form (Step 3). If you do NOT make changes to any specific dates, then your General Availability will be used for all available dates.

Friday is the first day of the week listed on the form. This is because the form lets you copy the information you input for Friday across all other days so that you do not need to separately fill them out, unless you have different responses for one or more of the other days of the week.

Fill out your information for Friday.

Travel Restrictions:

Driving:

Enter how far you are willing to drive ONE WAY. ****DO NOT PUT “DRIVING IS ROUNDTrip”** in the Comments box. The mileage is for one way – please DO NOT CONFUSE THE ASSIGNERS by trying to change this in the Comments.

If you indicated “No” to driving, enter “0” miles for Max Drive (miles).

Carpools are not required.

Flying:

If you indicated “No” to flying, enter “0” miles for Max Fly (miles).

If you have no limitations on flying distance, enter a large number – for example, “4000” miles.

Do NOT put NO for both flying and driving as you will NOT be assigned for the entire season – instead, remove that date from your availability under Dates of Availability.

Time Schedule: Enter the parameters of your time travel restrictions.

1. You may enter different times on various days.
2. 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.
3. ** The Latest Return Time is NOT generally for evening meets that you have to fly in to judge. Such meets almost always require an overnight stay. For example, it is almost impossible to find a flight anywhere after the end of a 7:00 pm (projected end after 9:30 pm) meet on a Friday or Saturday evening. Please take this into consideration when filling out your time restrictions. **IF YOU CANNOT STAY OVERNIGHT, YOU SHOULD NOT ACCEPT A FLY IN MEET THAT IS AN EVENING MEET.**

Comments:

You may add a brief comment for the Assigner at the bottom of the General Availability section.

The screenshot shows the 'ROAD TONATIONALS' General Availability form. It features a sidebar with navigation links: Dashboard, JAS, JAS Judges, Judge Contact Info, General Availability, Dates of Availability, Evaluation Summary, and Email Messages. The main content area is divided into seven columns, one for each day of the week (Sunday through Saturday). Each column contains a form with the following fields: 'Drive' (a dropdown menu with 'Select' as the placeholder), 'Max Drive (Miles)' (a text input field), 'Fly' (a dropdown menu with 'Select' as the placeholder), 'Max Fly (Miles)' (a text input field), 'Earliest Depart Time' (a dropdown menu with 'Select' as the placeholder), and 'Latest Return Time' (a dropdown menu with 'Select' as the placeholder). Below these daily sections is a large text area for 'Any comments/notes about your general availability that the assigners should know?'. A red arrow points to this text area. At the bottom left of the form is a 'Confirm for 2022' button.

This is the place to enter your additional residences with applicable dates, if any.

This can also be general notes such as: rental cars preferred, I do not have snow tires, etc.

DO NOT put notes about specific dates here, unless it is with respect to additional residences. All notes about specific dates MUST be entered in the applicable date in your Dates of Availability (Step 3).

Do not use JAS comments to request a particular meet, institution, geographic assignment, event panel, or judging partner. You may use the JAS comments to let the Assigners know that you will be in a particular area, but do **NOT state why** (e.g., judging a club meet), or something particular about your travel, such as a long drive to the nearest airport or that you do not own a car.

If you started with Friday, you can now move to the next day of the week, Saturday.

Other Days: Continue filling out your information for each day of the week. You **MUST** complete the information for each day. If you do not do so, the Assigners will not have your information for that day of the week, so you may not be assigned any meets that occur on that day.

****PLEASE NOTE** - There are very few meets on weekdays. So, if you only provide weekday availability, your opportunity to be assigned will be severely restricted.

Copy Friday Button:

This button copies all data from Friday to another day. Use this button if your information for another day is the same as for Friday.

If you started with another day, you will not be able to use the Copy Friday button until you complete your data entry for Friday.

You can also use this button to copy your Friday information to any other day and then edit it to make specific changes.

The screenshot shows the 'General Availability' form in the ROADNATIONALS system. The form is divided into sections for each day of the week: Friday, Saturday, Sunday, Monday, Tuesday, Wednesday, and Thursday. Each section contains fields for 'Drive', 'Fly', 'Max Drive (Miles)', 'Max Fly (Miles)', 'Earliest depart time', and 'Latest return time'. The 'Copy Friday' button is visible on the Saturday and Thursday sections, and a red arrow points to it. The 'Set Off' button is visible on the Friday section. The 'Copy Friday' button is also visible on the Saturday section, and a red arrow points to it.

Set Off Button:

This button should be used when you want to completely block that day for the ENTIRE season. By clicking the Set Off button, the JAS will mark that day of the week as unavailable the entire season.

Completion of General Availability: You must complete this page before moving to the next section. You must click the blue **“Confirm for 2027”** button at the bottom of the page to save your information.

1. You may change your General Availability information at any time.
2. To edit, click on the General Availability link on the left menu, under JAS Judges.
3. However, you **MUST** click the “Confirm for 2027” button to save any such changes. If you do not do so, your changes will not be saved.

The screenshot displays the 'General Availability' page. A red arrow points to the 'Set Off' button in the Friday section. The page layout includes a sidebar with navigation options and a main content area with a grid of daily availability forms. Each form contains dropdown menus for 'Drive' and 'Fly', text input fields for 'Max Drive (Miles)' and 'Max Fly (Miles)', and dropdown menus for 'Earliest depart time' and 'Latest return time'. Buttons for 'Set Off' and 'Copy Friday' are present at the top of each day's form.

A.2.6 Dates of Availability

After you complete Step 3, you will automatically be returned to the Dashboard.

Go to Step 3 – Dates of Availability, and click on the **“Complete Now”** button to enter your specific dates of availability.

Calendar Day Selection:

The January calendar will appear on the first screen. Enter your January availability by clicking on each day you are available to judge, if any. Once you click on a day, that day will turn **blue**.

Once you have selected the days in January that you are available, you **MUST** click the “**Save**” button or nothing will be saved. Repeat for each month and enter your availability. You will see a green message appear when the dates have been saved.

Be sure to select all of your available days for all four months. You will need to do this for **EACH month separately**. If you do not click the Save button, then your selections **WILL NOT** be saved.

ROADTONATIONALS

- Dashboard
- JAS
 - JAS Judges
 - Judge Contact Info
 - General Availability
 - Dates of Availability
 - Evaluation Summary
 - Email Messages
- Help

Dates of Availability

2027 Availability [See Dates Available Detail](#)

Dates of availability saved successfully.

January **February** March April

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

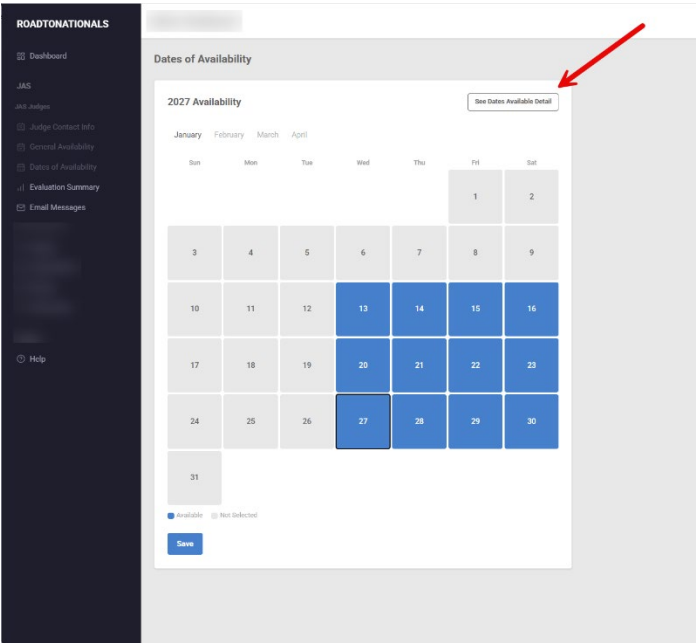
Available Not Selected

Save

**** PLEASE KEEP YOUR CALENDAR UP TO DATE.** Please respect your Assigners by keeping your availability up to date. The Assigners **RELY ON** the information you have entered. When it is incorrect, it creates more work for everyone.

Viewing/Commenting on Specific Days:

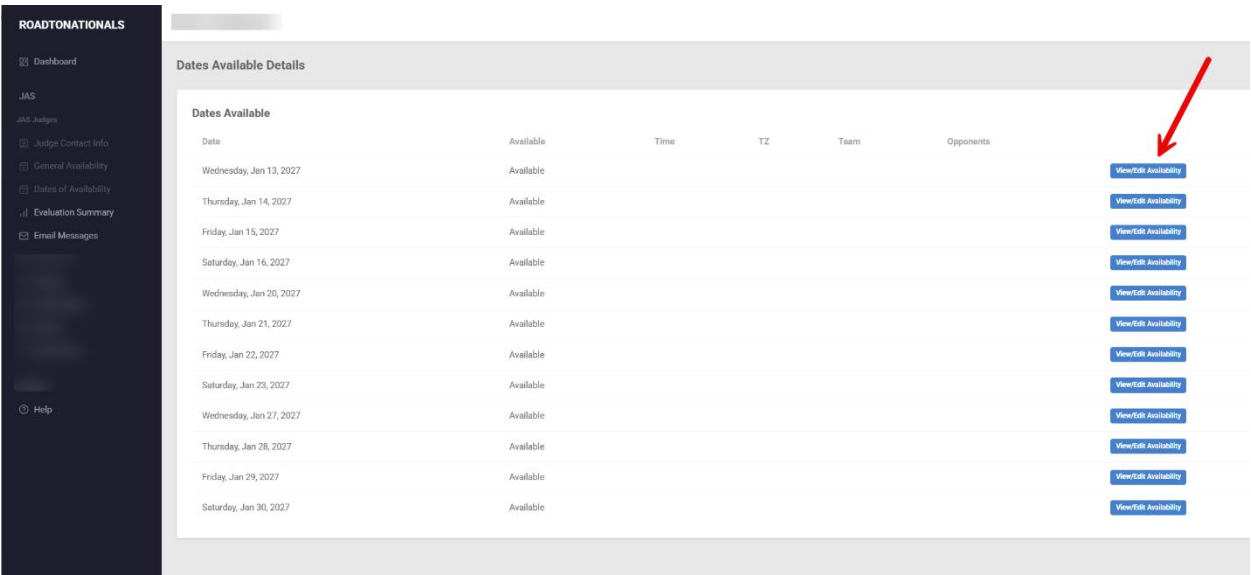
You can view the days you have selected in one long list by clicking the “**See Dates Available Detail**” button at the top of the page (above the names of the months).



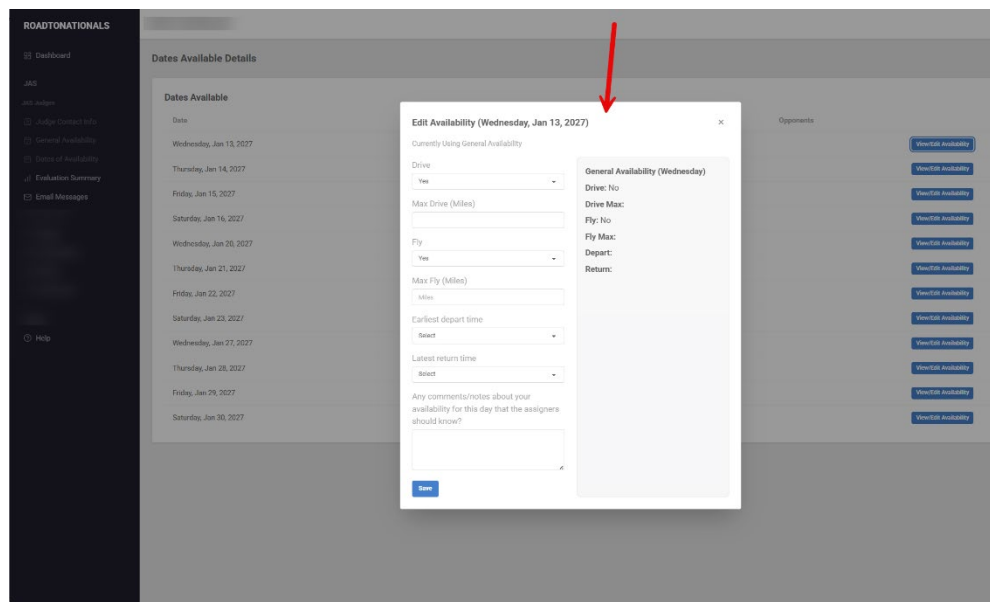
Once you click on the button, the JAS will bring up a listing of each of the days you have saved/submitted as available.

If you want a record of the days you selected as available, you can print your calendar, or you can print the listing brought up when you click the See Dates Available Detail.

Once you have clicked the See Dates Available Detail, you then need to click on the darker blue “**View/Edit Availability**” button. This will bring up information specific for that day ONLY.



Clicking on the “View/Edit Availability” button brings up the following page:



Now you can enter any specific **Travel Restrictions** and Comments for this particular day, ONLY. Do NOT put this information in your General Availability comments, unless it applies to that day of the week for every single week of every single month.

****PLEASE NOTE** – If you do not enter any changes or comments with respect to specific days, then your General Availability information will be used by default.

For Conference Championships and NCAA post-season dates, see Section 3.2, Key Dates.

A.3 Responding to an Assignment in the JAS

To accept an assignment, go to Dashboard/Assignments, click on blue “**View Assignments**” button. Then, go to the **hot pink** box at the top and click on “accept” or “decline” on the dropdown menu. Then click on “Save Selection.”

Review Meet Payment Information

Click on the “**Payment Info**” button on the right to view specifics regarding payment and travel information for that particular assignment. This will tell you when/how you will be paid, if a meet host withholds taxes, if you will need to drive a rental car, if you will have single/double room occupancy, etc.

This page also lists the Assigner as well as contact information for the meet host. Meet hosts also indicate whether the meet is a special meet on this page (such as a pride or pink meet).

A.4 Finding Assigner Information in the JAS

To find Assigner information for a particular competition:

Click on “Dashboard/Assignments” page at top left of JAS main page

Click blue “**View Assignments**” button on the right

Click green “**Payment Info**” button

Scroll down to the bottom for the Assigner Information

A.5 Completing Evaluations in the JAS

Go to Dashboard/Assignments. Click on the “Self-Evaluation” button on the right of the applicable competition. The form contains the Self-Evaluation and the Peer Evaluation or Meet Referee Evaluation section.

When you are finished, click SAVE to submit the evaluation. Once submitted, the evaluation may no longer be changed.

A.6 Preseason Completion Checklist

1. ☐ Read the current 2027 Manual in full before submitting JAS availability.
2. ☐ Confirm one active JAS account and the correct login email.
3. ☐ Confirm full legal name and current photograph, if desired.
4. ☐ Complete Contact Information, including residence, airports, emergency contact, affiliation, and event preferences.
5. ☐ Complete General Availability for every day of the week.
6. ☐ Complete and submit Dates of Availability for every month.
7. ☐ Confirm current NAWGJ and USA Gymnastics memberships and at least a Level 10 rating.
8. ☐ If required, pass the practical examination by October 30, 2026; do not accept or hold an assignment before passing.
9. ☐ Take and pass the multiple-choice examination by December 16, 2026.
10. ☐ Complete the required Rules, Vault, Bars, Beam, and Floor on-demand clinics by December 18, 2026.
11. ☐ If seeking a Meet Referee role, complete the on-demand Meet Referee training.
12. ☐ If you have never judged collegiate gymnastics, or your most recent collegiate season was before 2021, complete every requirement in the separate New Collegiate Judge Program and obtain verification before entering or re-entering the assigning pool.
13. ☐ Print or save a record of submitted availability and review it for accuracy.

A.7 Before Accepting an Assignment

1. [] Open the assignment in the JAS and review the complete Meet Payment Info page.
2. [] Confirm the date, time, location, and any other accepted meet that weekend.
3. [] Review the participating institutions against all disclosed affiliations, including any athlete you previously coached. If removal may be needed, contact the Assigner immediately and do not decline in the JAS.
4. [] Confirm the assignment fits the availability and travel parameters entered in the JAS.
5. [] Review judging fee, payment method, tax withholding, mileage rate, per diem, hotel arrangement, rental-car expectation, and other travel information.
6. [] If travel appears impossible or the assignment is outside stated parameters, contact the Assigner before accepting or declining.
7. [] Accept or decline within five days. Understand the weekend-wide consequences of a decline.