

Montana NAWGJ Assigning Handbook



Updated: 3.11.26 sm/jh

Purpose

The purpose of this handbook is to establish standardized policies and procedures for the assigning of judges within Montana NAWGJ. These guidelines are intended to ensure fairness, consistency, transparency, and compliance with all applicable rules and regulations.

Judge Eligibility to Be Assigned

Judges must meet the following requirements to be eligible for assignment:

1. Judges must hold the appropriate rating for the level of competition assigned.
2. Judges must maintain current CPE (Continuing Professional Education) as required by NAWGJ/USA Gym.
3. Judges must be current members in all applicable organizations (e.g., USAG, NGA) and NAWGJ.
4. Judges are required to maintain an updated GymJas profile, including accurate availability. Judge's 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 and Assignments shall be made in accordance with club participation and panel needs per R&P.

Failure to meet these requirements may result in ineligibility for assignment.

Assigning Principles and Criteria

Assignments shall be made in a manner that promotes fairness, integrity, and the effective operation of competitions.

1. Montana NAWGJ judges shall be given priority for in-state competitions when available.
2. The assigner shall consider the following factors when making assignments:

Geographic location
Judge rating
Experience

Club affiliation
Availability
Meet director's needs

The assigner retains discretion to balance these factors to best meet competition needs.

Assigner Responsibilities

The assigner shall be responsible for the following:

1. Establishing and communicating timelines for availability submission, assignments, and contract acceptance
2. Assigning all competitions using GymJas System
3. Assigning meet referees and panel judges in accordance with R&P
4. Coordinating the posting of meet information as earliest as possible and no later than (10) days prior to competition.
5. Communicating with meet directors regarding competition levels and scheduling needs
6. Notifying meet directors of judge shortages and coordinating efforts to secure additional or out-of-state judges when necessary

Meet Director Requests for Judges

1. Requests for specific judges may be considered but are not guaranteed.
2. If a requested judge is unavailable or not eligible, assignments shall be made in accordance with standard assigning procedures.
3. Requests to exclude specific judges may be considered at the discretion of the assigner.
4. Montana NAWGJ does not guarantee full coverage of all meets and reserves the right to utilize out-of-state judges when necessary.

Meet Director Responsibilities and Request Process

1. Meet directors must submit judge requests by September 1, unless otherwise specified.
2. All requests must be communicated to the assigner or submitted through the GymJas system with complete and accurate information.
3. Meet directors are responsible for timely payment in accordance with USAG policies. (\$5/judge)
4. Late requests may result in increased fees and/or limited judge availability.

Cancellations (R&P Ch 6 - Meet Officials, p.25)

- Cancellations must be submitted at least (14) days prior to the competition per R&P
- Failure to meet this deadline may result in financial obligation in accordance with R&P guidelines

Judge Travel and Accommodations

1. Meet directors are responsible for providing required travel and hotel accommodations for judges.
2. Out -of-state judges must communicate to the meet director their travel needs as soon as possible and no later than thirty (30) days prior to the competition.
3. All travel arrangements shall comply with applicable NAWGJ and USAG policies.

Assigning Timeline Guidelines

(Subject to adjustment based on seasonal scheduling needs and current calendar)

- Google Form will be emailed no later than: July 20
- Availability submission deadline: August 3
- Contract acceptance deadline: (2) weeks after contract sent - check GymJas every week to update contract status
- Judging assignments during meet weekend will be based on meet director's numbers. All judging sessions are not guaranteed.

Failure to meet deadlines may impact assignment eligibility.

Professional Expectations and Accountability

1. All judges and meet directors are expected to communicate in a timely and professional manner.
2. Judges are expected to honor all accepted assignments and contracts.
3. Judges are expected to provide a minimum of fourteen (14) days' notice if unable to fulfill an assignment (exception includes: inclement weather (prohibiting travel), illness, and family emergency). Instances of insufficient notice may be reviewed and addressed by the SJD, Meet Assigner and Meet Director (for more information see R&P Ch 6 - Meet Officials).

Policy Review and Amendments

This handbook shall be reviewed periodically and may be updated as needed by the Montana NAWGJ leadership to ensure alignment with the national guidelines and organizational needs.