

# GA NAWGJ

## GUIDELINES FOR BOOKING JUDGES



July 9, 2009

The Georgia National Association of Women's Gymnastic Judges (NAWGJ) is happy to serve the gymnastics community as Booking Agent for all Women's Gymnastics' Meets in Georgia. All judges for all meets can be contracted through this organization, both sanctioned and non-sanctioned. Judges MAY NOT accept meet (or intersquad) assignments unless the request has gone through the official Booking Agent. To do so would invalidate their NAWGJ insurance. Please do not put a judge in that position by calling a judge yourself. The Booking Agent would be happy to honor your specific requests, if possible.

The cost of booking judges is a minimal **\$3.00 per judge** requested for each meet booked. To request judges, Meet Directors should use the attached form. **Forms and payment must be received by August 1, 2009.** Booking will take place at Judges' Blast Off **August 22-23, 2009.** If your meet is scheduled to take place before that date, send in the form **IMMEDIATELY.** If you add a meet (or an intersquad) after Judges' Blast Off, please use the same form and send to the Booking Agent. The booking fee is \$3.00 if received 30 days before the meet. If less than 30 days, the fee is \$5.00 per judge requested. **This form must be filled out completely and returned along with your check made payable to GA NAWGJ.** Please note that **NO ACTION** can be taken until all fees are paid!

Please be very clear about the level of competition you intend to host. Judges will be assigned to meets based on rating. The level of judges for your meet is determined by the highest level of gymnast in that meet. For example, if you have a meet with USAG 4-9, the judges must have a **MINIMUM** rating of Level 9. Therefore, if you request Level 10 judges, Level 8-9 judges cannot book the meet and you may be unhappy that you do not have a complete panel of judges.

**The NAWGJ Board in May, 2006, voted to allow Theme Meets once again. If you are interested in hosting a theme meet, please read attached page regarding themes.** If you are hosting an intersquad, judges may wear attire other than the uniform. If the weather is too hot (gym is not air conditioned or it malfunctions) and the uniform is unreasonable, the accepted attire is black slacks, capris, or Bermuda shorts and a white top. **This has been approved by the GA NAWGJ Board.** However, this decision is made by the Meet Referee after conferring with the Meet Director.

You will be notified of your Judging Panel as soon as the contracts and meet assignments are finalized. ***It is the responsibility of the MEET DIRECTOR to send judges booked for your meet a copy of the schedule, directions to the meet site, and hotel information when needed. This may be sent to the Meet Referee who will then send it on to the judging panel.*** Depending on the report time (or end time), judges who must travel an extended distance can request room accommodations the night before and/or the night after competition.

The fee schedule for judges will be the most recent one available from the USAG. A copy of the fee schedule will be in your 2009-2010 Rules & Policies. According to the USAG, if any conditions on the contract are altered, the Meet Director is responsible for contacting the officials and providing such information directly to them.

**Failure to comply with the contractual agreement will result in the following:**

***On the Meet Director's Part:*** A minimum of seven (7) days notice is required for cancellation of officials. Less than 7 days notice results in payment by the Meet Director of **3 hours** judging time per judge cancelled and any non-refundable expenses incurred.

***On the Judge's Part:*** If a judge fails to appear without notifying the Meet Director, a penalty of 3 hours and any non-refundable expenses incurred by the Meet Director will be paid to the Meet Director by the judge.

Remember that NAWGJ offers strictly an assigning service – you must set your own date and request that your meet be placed on the GA competitive calendar. If judges are not available for that date, you will be notified as soon as possible. **If your gym has been awarded a State Meet, you must request judges for these meets as well.** Remember also that a Meet Referee is required for all state meets. Your request and payment should be for **seventeen (17) judges for all USAG State Meets** and nine (9) for all AAU State Meets. Any request not accompanied by the correct payment will not be assigned. Your complete request should be mailed to the address above.

**Please include your correct e-mail address on the Booking Request Form.** Notification of judges assigned to your meet is facilitated by use of e-mail. The Booking Agent will notify you of your Judging Panel along with the Meet Referee and contact information. **Also, please refer to the GA USA website ([www.gausag.org](http://www.gausag.org)) for any forms you may need to book judges or report USA scores to the score chair.** I plan to have all forms and pertinent information placed on the website.

As always, thanks for your help with the booking process.

Sincerely,  
Gwyned Bius, Booking Agent