

2013 Collegiate Judges Assigning System Guide

JAS (Judges Assigning System) is used for NCAA competitions.

This system is administered by the

NAWGJ (National Association of Women's Gymnastics Judges)

with supervision by the

NACGC/W (National Association of Collegiate Gymnastics Coaches/Women.)

Website:

<http://judges.troester.com>

This Guide was prepared by Carole Ide, National Assigner 2010-2012

Updated by Donnalyn Trevethan, National Assigner 2013

Edited by Priscilla Hickey, Regional Assigner

Collegiate Judges Assigning System Guide

2013 Season

Please read this document thoroughly. It is your responsibility to understand and agree to uphold the policies and procedures of the JAS should you chose to be assigned to an NCAA regular season competition. ■

NCAA has adopted the JAS (Judges Assigning System) administered by NAWGJ as mandatory for the 2013 season for any team wishing to use their scores for qualification to the NCAA Regional Championships. This measure has been approved by and applies to all Divisions.

The following Guide will help you enter your information in the JAS should you desire to be selected for collegiate assignments. It has been proposed and supported by the NACGC/W with the following rationale:

- To eliminate bias
- To eliminate the intimidation factor
- To develop consistency in officiating across the country
- To control costs
- To discontinue selection of judges by coaches
- To discontinue the meet sites and events by judges
- To create a system for impartial assignments for meets and events
- To lay the groundwork for future development of an educational component

Please refer to the following guidelines when accessing the site to enter your information. You are encouraged to print this document and write your password on the document or save it in another place. NAWGJ and the assigners can NOT access your password. Please do not lose it.

2013 Collegiate Judges Assigning System Guide

Collegiate Assigning Timeline –

- Sept. 4, 2012 First day to begin entering information and availability. Test must be passed with a minimum of 80%. Test may be printed. Test may be taken more than once. A TRUE will appear if an 80% or higher is achieved. A FALSE will appear if less than 80% is achieved. (No assignments may be made until this test has been passed. Only a pass or fail is recorded –no one will know your score.)
- Oct. 1, 2012 Assigning begins. You should receive an email alert when an assignment has been entered in the system for you. You have seven days to respond. Once an assignment is accepted it is considered a verbal contract until the signed contract arrives from the school. Once an assignment is accepted it cannot be refused except for extreme circumstances. Your Regional Assigner will need to be contacted along with the school.
- Nov. 15, 2012 Institutions should begin sending out contracts. Travel should be arranged by the institutions. **Read the contracts before you sign them.** The NAWGJ uniform is expected to be worn at all meets assigned by the JAS. You may not request additional expenses that have not been specified in the contract. Compensation should follow the NCAA Compensations Guidelines for expenses. Individual schools/conferences set the fee schedule for each institution.

Updating your availability

Please enter any change in your availability as soon as possible. If you chose to take an age group meet or your availability changes for any other reason take yourself out of the JAS for that date. Also, during the competitive season if any changes occur in your availability please note that in the JAS. Last minute

2013 Collegiate Judges Assigning System Guide

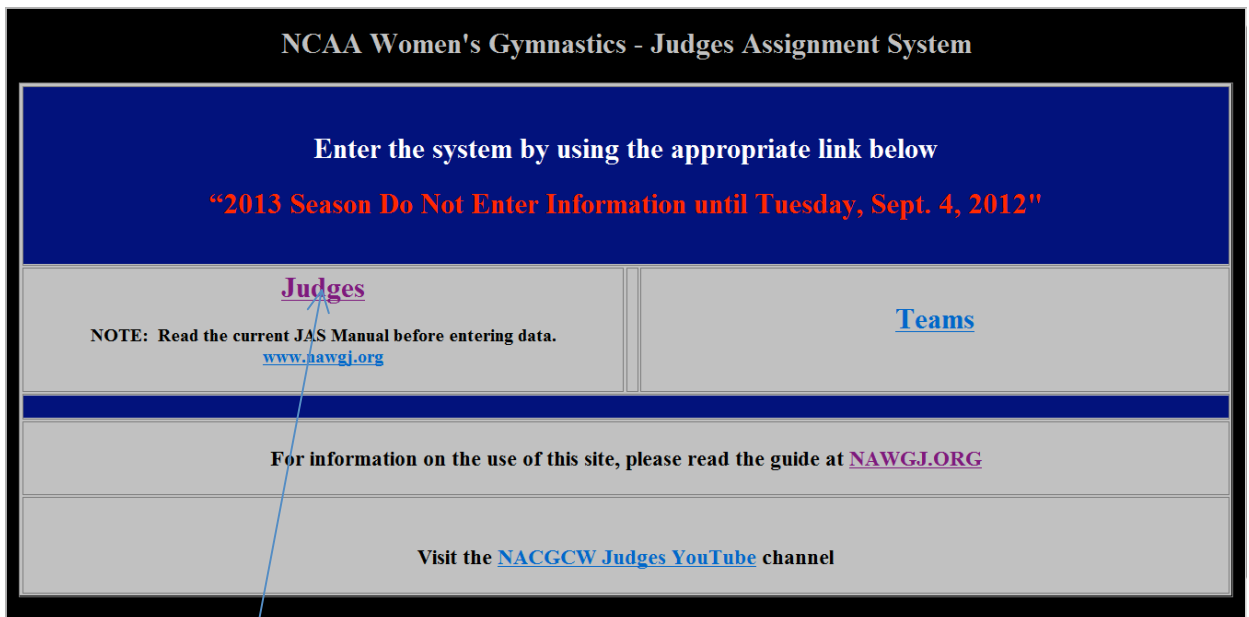
emergencies occur, sometimes within 24 hours of a meet. You may receive an invitation to judge a competition at the last minute – this can only happen if you update your availability

Refusal of a Meet after Acceptance:

The JAS has been reprogrammed to NOT allow a judge to accept a meet and then go back into the system and refuse that meet. If you accept a meet in the JAS it is considered a contract until the institution sends you a hard copy contract. Should an emergency arise, you will need to contact the regional assigner. The Regional Assigner in conjunction with the National Assigner will evaluate the reason for refusal after acceptance on a case by case basis. If it is determined the reason is unethical in nature the offending judge will not be assigned to a conference meet and there will be a reduction in future assignments. (This policy resulted in a drastic reduction of refusals after acceptances last season.)

Entering your availability on the JAS – Begins 9/4/12

- Visit the website judges.troester.com (Note – no www.)



- Click on Judges

2013 Collegiate Judges Assigning System Guide

enter
you

NCAA Women's Gymnastics - Judges Assignment System

Judges -
The first time on the system, you must set-up a new account. Once you have an account, please select your name and login. **Do NOT** setup multiple accounts.

Select Judge Here Login to your account

Set-up a new account for yourself

- Click on “Set up new account.”
- Do this only once. Do **not** enter your name more than once!
- Entering your name more than once will prevent you from being assigned.
- It is important that you only enter your **full and proper name** as it would appear on a plane ticket. Use initials or middle name as it appears on your government id.
- Enter your information as requested.
- Please use capital letters correctly. Do not use ALL CAPS>
- Enter personal information by clicking on “Edit Basic Information.”

NCAA Women's Gymnastics - Judges Assignment System

Judges

Trevethan, Donnalyn

Edit Basic Information

Take 2013 Collegiate Rules Practice Exam

Edit General Availability

You MUST enter General Availability before specific dates below

Enter / Edit Specific Dates of Availability

January 2013 February 2013 March 2013 April 2013

List Availability Previously Entered

Show My Assignments (Accept/Decline Here)

2013 Collegiate Judges Assigning System Guide

Sample page:

Update your judging information below	
Last Name	Trevelthan
First Name	Donnalyn
Middle Name	Susan
Gender	Female ▾
Address	4990 Gallagher
City	Whitmore Lake
State	MI ▾
Zip	48189
NAWGJ Membership #	P5-750142
NAWGJ Expiration Date	03/20/2012
Region	Central
Password	kkt3883
Email Address	dtjasnational@gmail.com Send a test email to: dtjasnational@gmail.com
Work Phone	
Home Phone	
Mobile Phone	810-623-2457
<small>Schools in judging distance</small>	<small>MSO, CMO, LMO, WMO, SMO, NMO, OM, DMO</small>
Judge Rating	Brevet ▾
Years at at Level 10 or higher	30
Years Judging College	30 <small>If one (1) year or less, please answer the following 3 questions.</small>
Attended NCAA rules symposium: Date	Yes
Practice judged NCAA meet: Date(s)	
Volunteered as NCAA auxiliary judge: Date(s)	
Highest level of NCAA competition judged in the past 3 years	National Championship ▾
Passed Collegiate Rules Practice Exam (80%)	True
Conference Meet Assigned Last Year	SEC Conference ▾
Event Preference Order	1 No preference ▾ 2 No preference ▾ 3 No preference ▾ 4 No preference ▾
Team Affiliation	None
Local Weekday Meets	Yes ▾
Travel Weekday Meets	No ▾
May the assigner/school personnel share your cell phone number and email address with other judges on the meet?	Yes ▾
Meets Desired per weekend	3 ▾
<input type="button" value="OK"/> <input type="button" value="Reset"/>	

- **Best time to log on:** It is possible that the site may be very busy at certain times. If you have difficulty, try a different time of day. During the first weeks the site is very busy.
- **PASSWORD:** When you select your password keep it simple and use lower case letters and/or numbers. You **MUST** enter your password exactly the

2013 Collegiate Judges Assigning System Guide

same way each time you enter the system. The system is case sensitive. Assigners do NOT have access to your password.

- **Enter the basic information requested:** There are pull down menus. You may choose “No Preference” for an event assignment. Reminder – use capital letters correctly. Complete all fields.
- **Attended NCAA Rules Symposium:** There have been two symposiums that have taken place that qualify for this field to date. The first was held at Hamline University, MN 10/2008. The second at the NAWGJ National Symposium in Illinois 7/2010. If you have attended either one or both please enter 10/08 and/or 7/10. Local and regional sessions do not qualify.
- **Practice Judging at NCAA meet:** If you are new to college judging (or have not judged college recently) and have not been able to attend either symposium you may enter your name in the JAS but you must practice judge at a college meet. This can be arranged through the assigners with permission of the coach/institution.
- **Affiliation:** The NCAA and the NACGC/W both have an affiliation policy. Please read both the policies below and indicate if you meet any of the

2013 Collegiate Judges Assigning System Guide

affiliation measures. If so, indicate the college or university with which you are affiliated.

NCAA Affiliation Policy –

No official may judge a team with which she/he is affiliated. However, an official with “affiliation” may serve as a Meet Referee. In that capacity, if an emergency arises and no other judge can be found, she/he may judge. No current collegiate coach may judge any college competition. This list will help judges to determine whether or not they have affiliation with any institutions. Examples of affiliation include the following – Works for spouse of a college coach or relative of a college coach, Have any current business transactions with a specific team or coach, Former team member, parent of a team member, donor, gymnastics alumni, and/or coach within 5 years of leaving the program, Currently employed by the university.

NACGC/W Affiliation Policy –

If you are a parent of a college student you are affiliated if your daughter is a on a team or has been in the last five years. If your son or daughter is a student only (not a member of the gymnastics team in the last five years) you are NOT affiliated with that school. If you receive ANY financial remuneration from a college or university for work or business (not officiating) you ARE affiliated and it must be listed in the JAS. This is not where you graduated from or attended unless it was as a team member, etc., see above, within the last 5 years. Do not list if you work for a club, unless that club is under the auspices of a university or college.

- **Local Weekday Meets:** If you are available to judge Monday through Thursday indicate - Yes.
- **Travel Weekday Meets:** Indicate either yes or no if you are able to travel out of your local area for meets Monday through Thursday.
- **Meets Desired Per Weekend:** The weekend is considered Friday, Saturday, and Sunday. You will be able to enter more specific times on a later page.
- **Taken Collegiate Rules Practice Exam:**

2013 Collegiate Judges Assigning System Guide

- Click on the field on the first page “Taken Collegiate Rules Practice Exam.”
 - Once you have completed the exam be sure to hit **OK** at the very bottom of the page.
 - You may print the exam at any time
 - Once you have completed all 50 questions and scored 80% or higher a “TRUE” will appear on your basic information page
 - This “TRUE” indicates you have completed the exam and passed.
 - You cannot be assigned until you pass the exam.
 - Once you hit **OK** a new screen with both your answer and the correct answer in bold will show.
 - No one except yourself is able to view your responses.
 - Your actual score will not be known to assigners.
 - These results will not be used in assignments or selection of Chief Judges or Meet Referees.
 - This is an important tool to help all judges review the differences in the NCAA rule modifications as they differ from JO rules.
 - You may use the exam as a review tool during the season.
-
- **Completion of Basic Information:** You must complete this page before moving to the next page. You must click **OK** at the bottom of the page to save your information. Should you have a need to change your information at some point you can go back to this page and hit **RESET**. Then enter the correct information and hit **OK**.

- **Miscellaneous Information:**

2013 Collegiate Judges Assigning System Guide

- **Work Phone** – if you do not wish to be called at work – leave blank.
- **Airports** – you may enter more than one airport. Please use the correct Airport Code.
- **Event Preference** – you may list your event preferences, but there is no guarantee you will be assigned events in this order. Assigners should attempt to assign you to all events during the season.

Basic Profile Information on the JAS – This page is viewable by assigners and institutions. Please make sure all your information is correct.

The screenshot shows the user interface for the NCAA Women's Gymnastics - Judges Assignment System. At the top, the title "NCAA Women's Gymnastics - Judges Assignment System" is displayed. Below this, a blue header bar identifies the user as "Judges" and "Trevethan, Donnalyn". The main content area contains several interactive elements: a button for "Edit Basic Information", a button for "Take 2013 Collegiate Rules Practice Exam", a button for "Edit General Availability", and a red warning message: "You MUST enter General Availability before specific dates below". Below the warning, there is a section titled "Enter / Edit Specific Dates of Availability" with four buttons for "January 2013", "February 2013", "March 2013", and "April 2013". At the bottom of the interface, there are two more buttons: "List/Availability Previously Entered" and "Show My Assignments (Accept/Decline Here)". A blue line points from the "Edit General Availability" button to the explanatory text below the screenshot.

Entering General Availability: This must be completed prior to entering specific dates.

2013 Collegiate Judges Assigning System Guide

NCAA Women's Gymnastics - Judges Assignment System

General Availability

Trevethan, Donnalyn

	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
Drive	Yes ▾	Yes ▾	Yes ▾	Yes ▾	Yes ▾	Yes ▾	Yes ▾
Max Drive (Miles)	120	200	200	60	60	60	60
Fly	Yes ▾	Yes ▾	Yes ▾	No ▾	No ▾	No ▾	No ▾
Max Fly (Miles)	1500	1500	1500	0	0	0	0
Earliest depart time	4:00pm ▾	6:00am ▾	6:00am ▾	4:00pm ▾	4:00pm ▾	4:00pm ▾	4:00pm ▾
Latest return time	11:00pm ▾	11:00pm ▾	11:00pm ▾	10:00pm ▾	10:00pm ▾	10:00pm ▾	10:00pm ▾
Notes							

- **Time Schedule:** Enter the parameters of your personal schedule. For instance, 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. You may enter different times on various days of the week.
- **Driving Limit:** Enter how far you are willing to drive – **ONE WAY**. Carpools are not required, but you may put a note at the bottom, if applicable. The hit **OK**. To change information hit **RESET**, enter new information and then hit **OK**. You may do this at any time you need to update your information.
- **Main Menu:** Whenever you need to go to the main menu, hit the **BACK** button. If you are unsure that your information is entered correctly, LOG OFF, then LOGIN using your new, case sensitive password. Click on “Edit Basic Information” and see what has been saved. It is always suggested that you print a copy of what you have entered.

2013 Collegiate Judges Assigning System Guide

NCAA Women's Gymnastics - Judges Assignment System

Judges

Trevethan, Donnalyn

Edit Basic Information

Take 2013 Collegiate Rules Practice Exam

Edit General Availability

You MUST enter General Availability before specific dates below

Enter / Edit Specific Dates of Availability

January 2013 February 2013 March 2013 April 2013

List Availability Previously Entered

Show My Assignments (Accept/Decline Here)

Enter/Edit Specific Dates of Availability – **Important Note-** Every year a few judges miss completing this page. Therefore their names never show “available” for any dates. Do not skip this page!

- **Calendars:** You must click on each month and then each date you are available. Then hit **OK** and do the next month.
- **Conference Meets:** Many meets will be held on March 23, 2013. As many states hold their JO Level 9/10 State Meets that weekend, please decide if you are willing/able to judge this day. Judges will not be assigned to the same conference meet they judges the previous year. (Exception – the Meet Referee may be the same for two years in a row.)
- **NCAA Regionals - April 6, 2013:** Regional meets are assigned by the NCAA - not the JAS. There is no need to enter any dates in April.
- **Dates Entered:** after entering your dates of availability, then click on “List Availability Previously Entered” and print out what you entered. That way you will have a record of your dates of availability.

2013 Collegiate Judges Assigning System Guide

- **Show my Assignments:** This will be blank. As the assigners complete the assigning process this space will fill. You should be notified by email that you have an assignment in the JAS. Once you **“Accept”** on the system it will be considered a contracted meet and you will be expected to honor that commitment. You have 7 days to accept.
- **Refusals:** Once you have been assigned a meet, if you need to refuse it, you will NOT be assigned another college meet for that weekend. If you have previously been assigned to another meet you will be replaced. Except – travel arrangements make it impossible to make the second meet assigned. Assigner will need to be contacted.
- **Contracts:** The schools are responsible for sending your contracts in a timely manner. Do not judge without a contract. It is your protection. If you do not hear from an institution in a timely manner you can contact the school by clicking on the listing for the school highlighted in blue. Click on the name of the school and you will find out the pertinent information, the person to contact, phone numbers, email addresses.
- **4 Meet Limit Policy:** A judge may see a school twice at home and twice away meets during the regular season. It is your responsibility to double check this. If you notice that you are seeing a school more than the allowable times please notify the Assigner. (If you are assigned as A Non-Judging Meet Referee this does NOT factor into your count.) DIII schools may be seen three times home and away. This policy does not count conference meets – only regular season meets.
- **Fees:** The colleges all have different pay scales. The minimum fee is \$90, which is in line with the highest hourly fee paid for a Brevet judge for 3 hours according to NAWGJ rates. NCAA meets are less than 3 hours. Per Diem is mandatory.

2013 Collegiate Judges Assigning System Guide

- **Travel by Air:** Some schools can fly judges to their sites while others cannot. When flying to a school, it is recommended that you check out flights that work best for you (taking into consideration cost) so you have that information to suggest when you are contacted by the host school.

Considerations:

- Do not take the last flight into a city before the competition.
 - Understand that there are weather delays, flight cancellations, mechanical problems – these are situations we cannot control.
 - Schools may wish to have all judges arrive at approximately the same time so that judges can rent a car or be transported together.
 - This is not a paid vacation!
-
- **Limitations:**
 - If you do not wish to fly indicate that you will NOT fly.
 - You may indicate how far you are willing to travel.
 - You may also indicate when you are available to leave home and when you need to return home.
-
- **Mileage \$.55 per mile:**
 - Paid to the driver. There is no mileage subtracted from the round trip mileage.
 - There is no mileage paid to the airport.
-
- **Per Diem:**
 - See Collegiate Compensation Document on NAWGJ.org.
 - Judges should expect to share a room, if being housed overnight due to travel. This is per the USA Gymnastics Rules and Policies.

Important NCAA Reminders for 2013

2013 Collegiate Judges Assigning System Guide

Collegiate Rules & Modifications:

The USA Gymnastics (USAG) Level 10 rules are written for a developmental purpose. The Collegiate Program has different goals and needs than the USAG Level 10 age group program. The modifications of the USAG Level 10 rules are needed to address those differences. The NCAA committee embraced the following philosophies:

1. The rules and the collegiate modification must be applied consistently during both regular and post season competition.
2. The rules and collegiate modifications must be appropriate for DI, DII & DIII.
3. Significant modifications to the USAG Level 10 rules need to be based on a well-understood and consistent philosophy and/or set of goals for the collegiate program. Since adequate discussion by the coaches is critical to consensus building, minimal changes were made for 2012 -2013 season.
4. Exceptional routines must include both high-level skills and bonus combinations.
5. The rules should allow for some separation between routines, which meet minimum requirements/difficulty and those which exceed the minimum requirements/difficulty.
6. College routines will be available online by November for practice judging. The suggested scores will be on the NAWGJ website.

Video Review:

The following will be used during regular season meets.

2013 Collegiate Judges Assigning System Guide

Video Review will NOT be used during NCAA Regionals or Nationals.

In the event that an Inquiry response is unsatisfactory to the coach, videotape may be used for the purpose of review under the following conditions:

1. Each team is allowed one review per meet.
2. The institutional team video must be used for the review.
3. A review that is denied would result in 0.3 deduction from the team score.
4. All reviews must be specific to the performance or nonperformance of a particular skill, combination of skills, or neutral deduction (i.e. out of bounds.)
5. Reviews may not be used to evaluate a question of execution deductions.
6. The review must be submitted to the meet director within 5 minutes following the conclusion of the meet.
7. The coach requesting the review must provide a signed Video Review Request Form, queued video, and the team camera to the meet director. The meet director will be responsible for delivering this information to the meet referee and event panel for their review. The coaches may not be present during the review.
8. Reviews must be conducted in the presence of the meet referee and the event panel. If the meet referee is on the panel, the next highest rated official must participate. A simple majority of the review panel will determine success or failure of the review. If the review fails, judges may not change their scores, but 0.3 will be deducted from the team score. If the review is successful, the score will be adjusted accordingly.
9. The results of the review will be noted on the form by the meet referee and returned to the meet director who will take the form to the score table. The official score will be adjusted. The judges will sign the new score sheet.
10. Decisions rendered by the judges' review panel are final and cannot be overturned.

Expectations of Judges: The Judges Assigning Committee of the NACGC/W requests that judges adhere to the following:

2013 Collegiate Judges Assigning System Guide

1. Apply the NCAA Rules and Modifications consistently throughout the season.
2. Judges should not discuss scores or their impressions of competitors with other judges.
3. Ensure judges are assigned to all events during the season and do not allow judges to request which events they are assigned.
4. Flash scores and Start Values simultaneously according to open scoring.
5. Judges are not to review “unwritten rules” with each other prior to meets.
6. Prohibit judges from having preference on where they judge or with whom. They are only permitted to give available dates and distance willing to travel.
7. Remind judges to apply JO rules with NCAA collegiate modifications.
8. All meets should be judged the same way from the first meet, senior night, to NCAA Championships.
9. Judges are to judge what they see and not who the person is or how they have performed in past meets.
10. Reinforce that there is a yellow card system for judges to use. Judges shall provide their own yellow cards.
11. Routine Summary Forms – up to six per team per meet may be submitted. Judges will complete the forms prior to leaving the site and after the time of signing the official score sheet. The individual who is in charge of obtaining the signature on the score sheet from the head judge shall collect the forms and return a copy to the visiting coaches. Coaches will still receive the desired feedback without face-to-face discussions between coaches and judges.

The NCAA 2013 Rules will be available on the NAWGJ.org and the NCAA [websites](#).

BY ENTERING YOUR NAME IN THE JAS SYSTEM YOU ARE AGREEING THAT YOU WILL CONSCIENTIOUSLY FOLLOW THE INTENT AND PHILOSOPHY OF THE NCAA RULES MODIFICATIONS AS CONSISTENTLY AS POSSIBLE.

2013 Collegiate Judges Assigning System Guide

- **Travel by Air:** Some schools can fly judges to their sites while others cannot. When flying to a school, it is recommended that you check out flights that work best for you (taking into consideration cost) so you have that information to suggest when you are contacted by the host school. Do not take the last flight into a city before the competition. Understand that there are weather delays, flight cancellations, mechanical problems – these are situations we cannot control. Schools may wish to have all judges arrive at approximately the same time so that judges can rent a car or be transported together. This is not a paid vacation!
- **Limitations:** If you do not wish to fly indicate that you will not fly, or you will go not more than XXX miles from your home. You can indicate how far you are willing to travel. You can also indicate when you are available to leave home and when you need to return home.
- **Mileage \$.55 per mile:** Paid to the driver. There is no mileage subtracted.
- **Per Diem:** See Collegiate Compensation Document on NAWGJ.org. Judges should expect to share a room if being housed overnight due to travel. This is per the USA Gymnastics Rules and Policies.

2013 Collegiate Judges Assigning System Guide
