

# JUDGE'S HANDBOOK



2006-07 Edition



It has been exciting to discover all the different facets in my new position as SJD of FL NAWGJ. I have definitely gained a greater appreciation for my predecessors and continue to aspire to the high standards which they set in the past.

FL NAWGJ continues to be a vibrant and robust entity and to be a leader in our profession. This Handbook is a tool to assist new and experienced judges alike. Please take a moment to look it over. If you have any suggestions on items that might be included in future additions, please do not hesitate to contact me with your recommendations.

I hope everyone has an exciting and rewarding judging season! Please let me know how I can assist you in making this tough job as enjoyable as possible. Thank you for the countless hours you spending giving to the sport of gymnastics. You make the difference in the lives of each and every gymnast by your professionalism and expertise.

Mark Lee Robbins, FL SJD

**READY...GET SET...GO!**

### **NAWGJ MISSION STATEMENT**

IT IS THE MISSION OF THE NATIONAL ASSOCIATION OF WOMEN GYMNASTIC JUDGES TO PROVIDE PROFESSIONAL DEVELOPMENT FOR ITS MEMBERS AND TO SUPPORT AND PROMOTE WOMEN'S GYMNASTICS IN THE UNITED STATES.

## **Hints for Life**

author unknown

- It hurts to love someone and not be loved in return, But what is more painful is to love someone and never find the courage to let that person know how you feel.
- A sad thing in life is when you meet someone who means a lot to you, only to find out in the end that it was never meant to be and you just have to let go.
- The best kind of friend is the kind you can sit on a porch swing with, never say a word, and then walk away feeling like it was the best evening you've ever had.
- It's true that we don't know what we've got until we lose it, but it's also true that we don't know what we've been missing until it arrives.
- It takes only a minute to get a crush on someone, an hour to like someone, and a day to love someone-but it takes a lifetime to forget someone.
- Don't go for looks; they can deceive. Don't go for wealth; even that fades away. Go for someone who makes you smile because it takes only a smile to make a dark day seem bright.
- Dream what you want to dream; go where you want to go; be what you want to be, because you have only one life and one chance to do all the things you want to do.
- Always put yourself in the other's shoes. If you feel that it hurts you, it probably hurts the person too.
- A careless word may kindle strife; a cruel word may wreck a life; a timely word may level stress; a loving word may heal and bless.
- The happiest of people don't necessarily have the best of everything they just make the most of everything that comes along their way.
- Love begins with a smile, grows with a kiss, ends with a tear. When you were born, you were crying and everyone around you was smiling. Live your life so that when you die, you're the one smiling and everyone around you is crying.
- Always remember- Life is precious, don't let it slip by.

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### **Florida NAWGJ Board 2006-08**

|                                  |                   |         |
|----------------------------------|-------------------|---------|
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| Assistant Assigner North/Central | Gayle Ortiz       | 2006-08 |
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| Assistant Assigner South         | Mariela Igol      | 2006-08 |
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Chapter 1  
**PROFESSIONALISM IN JUDGING**  
Comments by Dale Brown

According to Webster the definition of professionalism is as follows:

- (a) The conduct, aims, or qualities that characterize or mark a profession
- (b) Extreme competence in a occupation or pursuit

The above mentioned definition is extremely general. After giving the subject a great deal of thought, I have devised my own definition of the word professionalism as it pertains to the pursuit of judging gymnastics. The term has been divided into four categories.

**KNOWLEDGE**

More than the amount of clinic hours needed to remain active per year. It means consistently keeping up with rule changes, studying one's event prior to competition, developing one's own system of organization for quick access and reminders. It is realizing that the more you learn about gymnastics, the more there is to know.

**PERSONALITY**

Pleasant but not fraternizing. A judge is there to do a job, to be fair in evaluating each gymnast's routine. When an official walks onto the floor of competition they are there on duty. When not actively judging they are on call. A judge should remain at her/his table or seat unless called for a conference. Keep in mind that the competition is for the gymnasts. They are the reason for the event. The officials should be so efficient that they are not obvious to the spectators.

**ATTIRE**

A gymnastic judge is required to wear a uniform. One should look their best within the confines of the attire but keep in mind that it is a uniform. Keep white blouses or shirts attractive but unobtrusive. Accessories should not be trendy or faddish. For instance, boots although fashionable are not appropriate with the uniform. Scarves, jewelry, hose, shoes should not stand out but compliment. A uniform is intended to be just that . . . a uniform. So if you feel like you look like everybody else, that is precisely the point.

**CONFIDENCE**

Confidence is important, but so is humility. One should have good reason for their score but keep in mind there are variables which may create discrepancies. Your view might be from a different angle or you have been exposed to information which has caused you to arrive at a different understanding. It is crucial that a judge be able to listen, assimilate, and decide both when dealing with other judges and/or coaches. When faced with a situation which could cause conflict, remember to stick to the facts. Do not get personally involved. Keep in mind that you have assertive rights which are:

1. You have the right to judge your own behavior, thoughts, and emotions, and to take the responsibility for their initiation and consequences upon yourself.
  2. You have the right to decide if you are responsible for finding solutions to other peoples' problems.
  3. You have the right to change your mind.
  4. You have the right to make mistakes, but be responsible for them.
  5. You have the right to say , "I don't know."
  6. You have the right to say, "I don't understand."
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## Chapter 2

### **Canons of Judging**

- CANON 1: A judge should assist in maintaining the integrity and competence of the profession of judging women's gymnastic events.
  - CANON 2: A judge should assist the Association in fulfilling its duty to make judges for women's gymnastic events available.
  - CANON 3: A judge should assist in improving the system of judging women's gymnastic events.
  - CANON 4: A judge should avoid even the appearance of professional impropriety.
  - CANON 5: A judge shall be well qualified in gymnastics, know the rules and be thoroughly prepared for each assignment.
  - CANON 6: A judge shall be completely unbiased.
  - CANON 7: A judge should confine her/his duties to the purposes of judging; coaching is not included in a judge's responsibilities and a coach of a girl competing should not be judging.
  - CANON 8: A judge should avoid judging a meet when prejudice for or against a team exists.
  - CANON 9: A judge should not give any appearance, especially at a meet, of any particular friendship with any coach or competitor.
  - CANON 10: A judge should never consume alcoholic beverages prior to a judging assignment where such consumption is evident by virtue of the odor thereof about her / his person or is reflected in her / his conduct and demeanor.
  - CANON 11: A judge should maintain a neat and well-groomed appearance when judging.
  - CANON 12: A judge should wear the uniform or identification given her/him by the Association (except where other dress is expressly permitted.)
  - CANON 13: A judge should not be over-officious.
  - CANON 14: A judge should not become intimate with coaches or affiliates of teams or contestants who she/he may later be called upon, directly or indirectly, to judge.
  - CANON 15: A judge should not criticize or attempt to explain other official's judgment or decisions to either coach, team or affiliate thereof.
  - CANON 16: A judge should give her/his best efforts in every meet judged. Each team, meet, contestant and participant, as well as the spectators, are entitled to the official's best efforts as she/he is employed as a representative to administer the rules of the sport.
  - CANON 17: A judge should not solicit meets for herself/himself or for others.
  - CANON 18: A judge should fulfill all assignments accepted, should be punctual and should attend all judging and other meetings attendant to the employment undertaken which are intended to promote a well ordered and conducted meet or event.
  - CANON 19: A judge should prepare for each judging assignment and should through reasonable and prudent means, including clinics, keep her judging knowledge current.
  - CANON 20: A judge should at all times both look and act professionally neither by dress, appearance or conduct visit disrespect upon or lower the esteem of the profession of judging women's gymnastic events, generally, and this Association in particular.
  - CANON 21: A judge should treat gymnasts, coaches, other judges, promoters and spectators with respect. In general, a judge should treat all persons with respect and dignity and thereby encourage like treatment being extended to her/him.
  - CANON 22: A judge should be alert at all times, quickly yet accurately produce her/his scores, have a basis for the scores derived and prepared, and if a legitimate need should arise, rationally and logically explain and support such scores in a dignified, professional manner and should, at all times, be cooperative in working in and through conferences and protests.
  - CANON 23: A judge should decline any assignment in which affiliation with a team or individuals would tend to influence the judge's judgment and the judge's ability to be fair, impartial and objective.
  - CANON 24: A judge should at all times respect the privacy, property and feelings of any judge or other person with whom such judge is living during the event being judged and should not do anything which is calculated, designed (or by its very nature would necessarily have such effect) to compromise such persons rights, feelings or property or which would embarrass or otherwise offend such person.
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Chapter 3  
**DISCIPLINARY RULES**

RULE 1: A judge who is a member of this Association shall not:

- (a) Violate a disciplinary rule,
- (b) Circumvent a disciplinary rule through actions of another,
- (c) Engage in illegal conduct involving moral turpitude,
- (d) Engage in conduct involving dishonesty, fraud, deceit or misrepresentation,
- (e) Engage in conduct prejudicial to the judging of women's gymnastic events,
- (f) Engage in any other conduct that adversely reflects on her/his fitness to engage in the profession of judging women's gymnastic events.

RULE 2: A judge who is a member of this Association shall report any knowledge she/he has of a violation of Rule 1 by any other judge or member to her Association, such report to made to the National Judging Director and every effort shall be made by the reporting party to keep such report and the content thereof confidential to all other except the National Judging Director unless and until called upon by the Association to make the content thereof known to others.

RULE 3: A judge who possesses knowledge or evidence concerning another judge or member of this Association shall reveal such knowledge or evidence upon proper request of one having authority from the Association to investigate or act upon the conduct of such judge.

RULE 4: A judge shall not accept any compensation, remuneration or consideration in connection with her/his fulfilling her contract to judge an event other than that which is the paid or otherwise accorded her by the Association or otherwise sanctioned by the Association.

RULE 5: A judge shall not suffer or permit or allow anything to influence or otherwise affect or to give the appearance of affecting or having affected her/his judgment in rendering a fair and impartial and otherwise honest judgment.

RULE 6: A judge shall not accept anything of value from any person whether the judge knows or reasonably should know that the offer is for the purpose of influencing her/his actions as a women's gymnastics judge.

RULE 7: A judge shall not use her/his position as such to endeavor to influence or attempt to influence anyone in any manner whatsoever, or to obtain any special advantage for herself/himself by reason of or as consequence of her/his being a judge.

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RULE 8: A judge shall not knowingly make a false statement concerning any fellow judge or other person having involvement whatsoever in any meet or event in which this Association is in any way involved or interested.

RULE 9: A judge shall not engage in any conduct which gives even an appearance of impropriety.

RULE 10: A judge who has accepted employment and has contracted for such with this Association and who later cannot for valid and substantial reasons perform that contract shall make every reasonable effort to replace herself/himself with a judge of equal rating and ability and shall undertake to do so at the earliest possible time.

RULE 11: A judge shall not engage in any conduct which results in or tends to result in an event or meet being seriously interrupted and/or compromised or terminating prematurely or terminating in discord, but, instead, shall endeavor to see to and participate in the event or meet to its regular and orderly completion without interruption or delay or discord and shall look in the first instance to the Association for resolution of any disagreements, improprieties, impositions, contract disputes, monetary losses or disagreements or kindred matters thereto pertaining all to the end that the judge will neither interject herself/himself into argument, debate or other acrimonious exchanges or remove herself/himself from or withdraw from further participation, none of which will promote or otherwise further the conducting of a successful event or meet.

RULE 12: A judge shall not purport to undertake to speak for or in the name of the Association to the press or other media or any other person or entity without first having requested and received from the Association express prior permission and approval so to speak.

Chapter 4

**A Roadmap to CPE Education Record and Gemstone Credit Hours**



**August 2006**

Any Clinic hours, or other CPE Credits acquired during this month must be applied to the 2006-07 CPE report which will run from 8/1/06-7/31/07, not to 2005-06.

**September 2006  
Judge's Cup Hours**

**CPE maximum volunteer hours for each CPE Education Report period is 4 hours!** Any hours over this can be applied to the Gemstone Program.

**Clinic hours** are on an 1-1 basis.  
1 hour clinic = 1 hour CPE Credit  
1.25 hour clinic = 1.25 CPE Credit,

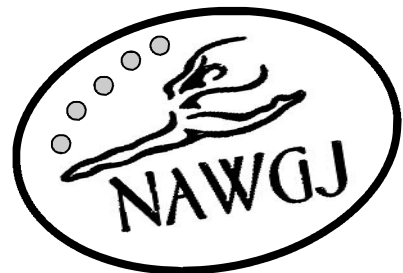
**Practice Judging** can receive credit for judging at your rating or higher. So the Level 5/6 judges can receive up to 3 CPE Credit hours (Maximum for CPE Education Record)

**August 1, 2006-July 31, 2007**

During the CPE Education Year you can earn clinic hours by attending State, Regional and National Clinic. Make sure to get your Clinic Card signed by the clinician or supervising judge. Maximum in-gym credit is 6 hours for the entire Record year (signed by coach). Maximum coaching credit is 6 hours for the entire Record year (signed by Gym Owner or Supervisor). Extra hours can then be used toward the Gemstone program.

**June - July 2007**

Clinic hours can be used for 2006-07 CPE or 2007-08 CPE Education Record.



CPE Education Record for 2006-07 must be submitted by July 31, 2007 to Mark. Send **copies, not the originals** of your CPE Clinics hours and Miscellaneous hours cards. Calculate Gemstone Awards by deducting current CPE hours and hours that are being forwarded to the next CPE Report. The maximum clinic hours that can be forwarded to the next CPE Education Record is 2 for Levels 5/6, 7/8, 3 for Level 9, and 4 for Level 10 rated and above.

## Chapter 7

### **Split Assignments and On-call Contracts**

- **Split-assignment:** refers to the assignment of different judges for the same meet under a select set of conditions
- **On-Call contract:** refers to a judge who accepts a contract to accept a split-assignment if the need arises; the on-call status does not preclude a judge from receiving another meet assignment if one becomes available (see guidelines below)

#### **The procedures for split assignments follow.**

When the contracts for a meet are issued (several months before the meet), the assigner will issue an additional “x” number of on-call contracts to judges who have not been assigned to the meet. “x” depends on the number of judges available for the weekend who are eligible for the on-call contract.

When the meet schedule is received by the assigner (typically 2 –3 weeks before the meet), a judge who has been issued a regular contract for the meet may contact the assigner and request approval to split a meet with one of the on-call judges if the meet format/schedule allows (e.g., team awards will not be affected; the on-call judge has the appropriate rating for the sessions of the meet to be split).

**This procedure states that the assigner should be contacted WHEN the meet schedule has been issued. I believe this is an important clause, as it becomes inefficient to determine if a split assignment can be arranged until the details of the event are known. So firstly, all parties need to wait for the meet schedule to be released.**

**The judge who signed a regular contract for the entire weekend will remain obligated to the entire weekend assignment in the event an on-call judge is not available for the meet or if the meet format does not permit splitting assignments. Therefore it is important that judges continue to sign a regular contract only when they are available for the entire weekend.**

It will not be necessary for an on-call judge to hold a rating that is needed for the highest level of the competition. However, the on-call judge must have the appropriate rating for the sessions to be split. For example, if a three day meet has all Level 8 gymnasts on Friday and all Level 10 gymnasts on Saturday and Sunday, a Level 8 on-call judge may split the assignment with the assigned Level 10 judge by having the Level 8 judge work on Friday and the Level 10 judge work on Saturday and Sunday.

If the split assignment is being done to benefit the judge, the split cannot cost the Meet Director additional travel expenses. Any negotiations regarding travel reimbursement must occur between the original judge who accepted the contract and the on-call judge.

If there is a shortage of judges for a meet and the only way the assigner can contract judges is to split the assignment, then it will be necessary for the Meet Director to pay

*(Continued from page 10)*

travel reimbursement for all judges contracted.

The on-call judge will be released from on-call status after the Meet Schedule has been received and the assigner has finalized the split assignments, i.e., the on-call judge will not be obligated to be available on short notice on a meet weekend.

If a judge who was issued an on-call contract is needed for a regular assignment to another meet, the regular assignment will have priority over the on-call contract. An on-call judge will not forfeit the ability to be assigned to a regular meet on the same weekend by accepting the on-call contract. The on-call contract will be nullified upon receipt of the regular contract from the assigner. However, once the split assignments have been agreed upon, the arrangements will remain in affect.

In order for the split assigning process to be effective, **it is essential that all judges work through the assigner to finalize split assignments.** No judge may make these arrangements without going through the assigner because (1) an NAWGJ contract must be issued to all judges working a meet in order to have insurance coverage; (2) the assigner may need the on-call judge to replace other judges who have had to pull off of meets due to emergency situations; and (3) the assigners have to send a final list of judges to the Meet Directors in a timely manner so that they will know who has been assigned to the meet.