

COLLEGIATE JUDGES ASSIGNING SYSTEM GUIDE 2012 SEASON

The JAS is the Judges Assigning System for NCAA competitions.
The system is administered by NAWGJ but it is supervised by the NACGC/W
~ National Association of College Gymnastics Coaches/Women.

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JAS National Assigner 2010-2012.

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COLLEGIATE JUDGES ASSIGNING SYSTEM GUIDE

2011-2012 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. PLEASE PRINT A COPY OF THIS MANUAL

THERE HAVE BEEN CHANGES TO THE SYSTEM!

NEW ~ “REFUSAL” AFTER ACCEPTANCE (read below)*

NEW ~ JUDGE MUST SCORE AN 80% on ONLINE JAS EXAM to be assigned.**

NCAA has adopted the JAS (Judges Assigning System) administered by NAWGJ as mandatory for the 2012 season for any team wishing to use their scores for qualification to the NCAA Regional Championship. This measure has been approved and applies to all divisions.

The following guide will help you enter your information on the system should you desire to be selected for collegiate assignments. It has been proposed and supported by the National Association of Collegiate Gymnastics Coaches/Women (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 and 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 in another safe place. NAWGJ and the assigners cannot access your password.** Please do not lose it! Here is some background information to help answer some of your questions.

COLLEGIATE ASSIGNING PROCESS

- Do not enter your information until September 10, 2011 but complete your availability by Sept 30, 2011
- Assigning begins on Oct. 1, 2011
- Assignments will be completed and sent to the institutions by Nov. 15, 2010.
- Change in your availability - if your availability changes it is your responsibility to update those changes. If you accept another NAWGJ

contract please take the time to go into the system and indicate that you are NO LONGER available. If, during the course of the season or even in September, you have an age group meet that is cancelled and you had NOT indicated you were available you can enter the system and change that to "AVAILABLE".

- ***NEW FOR THIS SEASON ~** REFUSAL OF A MEET AFTER ACCEPTANCE:
The JAS system has been reprogrammed this season to NOT allow a judge to accept a meet and then go back into the system and refuse that meet. If you accept in the JAS it is considered a "contract" until the institution mails you the hard copy contract. If you have an emergency you will need to contact the assigner or the National Assigner. Judges who accept assignments and then refuse: It was proposed that an educational letter be given to all judges indicating that refusal after acceptance in the JAS system will be considered a breach of contract and may result in the following penalty: Together the regional assignor in conjunction with the national assignor will evaluate the reason for refusal after acceptance, on a case-by-case basis. If the assignors determine 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 assignment. PASSED by the NACGC/W 63-0
- Last minute emergencies - Frequently, once the assignments are completed there are last minute emergencies, judges need to be replaced, 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 frequently.*

STEPS FOR ENTERING YOUR AVAILABILITY FOR ASSIGNMENT

- VISIT judges.troester.com (There is NO www.)
- Click on [Judges](#)
- Click on "Set-up new account" - **DO THIS ONLY ONCE.** If you have difficulties it may be your server. **DO NOT ENTER YOUR NAME MORE THAN ONCE. Repeat: DO NOT enter your name more than once.** Doing so will actually prevent you from being assigned. It is important that you only enter your **full and proper name, as it would be listed on a plane ticket.** Enter your information as requested. Please use capital letters correctly (ex. Carole A Ide, not carole or CAROLE) **Use initials or middle name if it appears on your government ID.**
- **Best time to log on:** It is possible that the site becomes very busy at times. If you cannot "log on" try at a different time during the day. For judges on the east coast, morning may be a good time. For those on the west coast, evening may work better. It may take those of you with dial up service longer to log on. During the early weeks the site is very busy. If you did not use this system last year and you are having difficulty inputting your data, send an email to Carole Ide at CIJAS@me.com or your local assigner. Your SJD can direct you to the college assigner in your area.

- **PASSWORD:** When you select your password keep it simple and use lower case letters. You may use numbers. You **MUST** enter your password exactly the same way each time you enter the system. The system is case sensitive. Write down and keep your password in a save location for future reference.
Ex: judge

This is a copy of the first page once you enter the system:

Your Name
Edit Basic Information

Take College Rules Practice Exam
Edit General Availability

You MUST enter General Availability before specific dates below
Enter / Edit Specific Dates of Availability

January 2012 February 2012 March 2012 April 2012

List Availability Previously Entered

Show My Assignments (Accept/Decline Here)

The remainder of the page is accessible only for the assigners

EDIT BASIC INFORMATION

- Enter the basic information requested. There are pull down menus. You may choose "No preference" for an event assignment. Please use capital letters correctly (ex. Carole A Ide, not carole or CAROLE) **Use initials or middle name if it appears on your government ID.**

Complete all fields

- **Attended NCAA rules symposium:** The only two symposiums that have taken place are Hamline University, 10/2008 and NAWGJ National Symposium 7/2010. If you have attended either one or both please enter 10/08 and/or 7/10. A local 2-3 hour session or clinic does 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 assigner with permission of the coach/institution.

AFFILIATION

The NCAA and the NACGC/W both have an affiliation policy. Please read the policies below and indicate if you meet any of the 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 he/she 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, he/she 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 institution.
- Examples of affiliation include the following:
Works for spouse of a college coach or relative of a collegiate coach, Have any current business transactions with a specific team or coach Former team member, parent of team member, donor, gymnastics alumni, and/or coach within 5 years of leaving the program, Currently employed by the university. (If you work for a university or club program associated with a university you are affiliated.)

NACGC/W Affiliation Policy

- **TEAM AFFILIATION:** If you are a parent of a college student you are affiliated *if your daughter is 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 judging) 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: indicate either Yes or No if you are available Monday through Thursday.

TRAVEL WEEKDAY MEETS: - indicate either yes or no if you are available to travel out of your local area Monday through Thursday.

MEETS DESIRED PER WEEKEND: The weekend is considered Friday, Saturday or Sunday. *You will be able to enter more specific times on a later page.*

****TAKEN COLLEGIATE RULES PRACTICE EXAM – This is new for the 2011-2012 season!** You click on the field on the first page, "**Take Collegiate Rules Practice Exam**" under your name and below "*Edit Basic Information*". Once you have completed the exam be sure to **hit "OK"** at the very bottom of the page. Once you have completed all 50 AND SCORED 80% a "TRUE " will show up on your basic information page. This "true" indicates that you have completed the exam, not that all of your answers are true. You cannot be assigned until this has occurred. 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 see your responses. The total number right or wrong will not be shown to the assigners and this result will NOT be used in assignments or selection of Chief Judges or Meet Referees. This is an important tool to help everyone review the differences in the NCAA rule Modifications from the JO Rules. You may take the exam more than once. You may use it as a review during the season or for post-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 may go back to this page and hit "**RESET**". Then enter the correct information and hit "**OK**".

Always remember: When you have completed the page hit "**OK**". If you have a correction hit "**RESET**".

Always use the "**BACK**" button on your browser to return to a page.

MISCELLANEOUS INFORMATION

Work Phone: if you do not have a work phone, leave it blank.

Airports: You may enter more than one airport. Please use the correct AIRPORT CODE.

Examples: ATL, SAV, LAX, ORD., PHL.

Event Preferences: You may list your events preferences to judge but there is no guarantee you will be assigned this event. The assigners will attempt to assign you to all four events. Remember, if you receive a championship or regional meet contract, you will not be able to select an event.

Please make sure you hit "OK" any time you enter or change information. If your email address changes during the season you must update it in the system because that is the only way the JAS system can contact you with assignments. If you do not update changes your assignments will be lost, as they will be sent to your old email address.

Example of Basic Profile Information on the JAS

This page is viewable by all assigners and institutions. It is in your best interest to take the time to complete this page correctly.

Sample JAS Profile.pdf (page 1 of 2)

Previous Next Zoom Move Text Select Sidebar Search

Review / Update your judging information 9/10/10 7:25 AM

NCAA Women's Gymnastics - Judges Assignment System

Update your judging information below

Last Name	Ide
First Name	Carole
Middle Name	A
Gender	Female
Address	26 Country Club Ct
City	Hilton Head
State	SC
Zip	29926
Region	Southeast
Password	
Email Address	CJAS@me.com Send a test email to: CJAS@me.com
Work Phone	
Home Phone	
Mobile Phone	
Fax Number	
Nearest Airport	SAV
Schools in driving distance	FLA, UGA, NC State, UNC, Auburn
Judge Rating	Brevet
Years at at Level 10 or higher	36
Years Judging College	36 If one (1) year or less, please answer the following 3 questions.
Attended NCAA rules symposium: Date	10/08&7/10
Practice judged NCAA meet: Date(s)	
Volunteered as NCAA auxiliary judge: Date(s)	

Edit General Availability

This area must be completed prior to entering specific dates.

- **TIME SCHEDULE:** Enter the parameters of your personal schedule. For instance, you may be able to leave your house at 7:00AM on a Saturday but because you work during the week you cannot leave until 4:00PM. You may enter different times on various days of the week.
- **DRIVING LIMIT:** Enter how far you are willing to drive – **this is one-way**. Carpools are not required, but you may put a note at the bottom, if applicable. Then hit **OK**. To change information hit **RESET**, enter new information and then hit **OK**. You may do this at anytime you need to update your information.
- **MAIN MENU:** Whenever you need to go to the main menu, hit the **BACK** button. If you feel 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.**

Enter / Edit Specific Dates of Availability

Important Note: A few judges always miss completing this page every season! Therefore their names never show "available" on any date. 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.

NCAA REGIONALS are on April 7, 2012. The JAS does not assign NCAA Regionals or NCAA Nationals. This year, 2012, **there is no need to enter available April dates.**

MARCH -Do NOT indicate you are available if you are judging on your USAG state meet weekend. You have the choice as a judge to decide what you are available to judge this weekend but do not accept both meets on the same day! Do not accept one meet and then decide you want to judge another competition that same weekend.

Conference Competitions: *Many college conference meets are on March 24, 2012. These often require flights so be cautious and do not put yourself in a position, which you cannot control with the airlines if you need to judge a state meet on March 25, 2012.*

DATES ENTERED: **IMPORTANT - PLEASE DO THIS**

- When you are complete, Click on "List Availability Previously Entered" and print out what you entered. We suggest that you print out the list so that you have a record of what you entered into the system to refer to in case you cannot log onto the system.
- **UPDATING:** It is also important that you update this information when it changes. There may be opportunities for judges to be replaced for emergencies during the season and up- dated information is important.
- **List availability previously entered:** You may also return to the site and click on "**List availability previously entered**" and print out what you listed. It is important that when you accept another contract for a date that you have entered as "available" you go into the system and update your availability. During the 2005 season this seemed to occur more toward the end of the season. This system works only as well as the information that you enter.

Show My Assignments

- **ASSIGNMENTS:** "Show My Assignments" will be blank. As the assigners complete the assignment process this space will fill. This will begin in October. *Check the site on a regular basis.* The system will send an email to you when you receive an assignment. You have 7 days to enter the system and accept or refuse the assignment. **Once you "accept" on the system it will be considered a contracted meet and you will be expected to honor that commitment.** Local "in area" assignments are made first.
- **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 been assigned to another meet you will be replaced.

- **CONFIRMATION:** Please be prompt in answering emails. If an assigner does not hear from you she may need to go on to another judge. If you do not check your email frequently this system may not work well for you.
- **CONTRACTS:** The universities are responsible for sending your contracts in a timely manner. DO NOT JUDGE WITHOUT A CONTRACT. IT IS YOUR PROTECTION AND GUARENTEES PAYMENT. If you do not hear from the school in a timely manner, their information is available on the JAS site. When you receive the assignment you can click on the listing for the school, it will be highlighted in blue. Click on the name of the school to find out the pertinent information you need, the person and number to call, judging fee, etc. Judges receive travel expenses, above and beyond the honorarium, including per diem, mileage, parking, etc **BUT** you **MUST** list it on the contract. The Collegiate Compensation Schedule is on the NAWGJ website.
- **LIMIT OF 4 MEETS:** a judge may only see a school twice at home and twice on the road during the regular season. If you notice that you are seeing a school more than the allowable two times at home or away (4 total), **please notify the assigner.** Every effort will be made to make sure this does not occur **but it is your responsibility as a judge to follow the NCAA mandate.** D III is exempt; you may see a DIII school 3 times each home and away. This does not include Meet Referees or Conference Championships.
- **FEES:** The colleges all have different pay scales. Some of the lower paying schools may be on a four-year plan to bring their fees in line. 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; therefore you are receiving at least \$30-40 per hour. Per diem is mandatory and is the same for all competitions

Travel Policies

Travel by Air: Some schools can fly judges to their sites while others cannot. **You will not be able to select a site where you wish to judge.** Please give yourself plenty of time if you are working with a school to schedule a flight. 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 that we cannot control. We can control what flight we choose. Please work with the institution when scheduling your flight. They may wish for all judges to arrive at approximately the same time so that judges can rent a car together or be transported to the hotel at the same time. Remember what you are there for – to judge a collegiate competition. This is not a paid vacation! The schools cannot select their judges except for the case of a non-scoring extra judge such as an additional Meet Referee. You may be contacted by an assigner who does not live in your area. The assigners are delegated to the schools, not the judges.

LIMITS: If you do not wish to fly indicate that you will not fly or go more than xxx miles from your home. You can indicate how far you are willing to travel and you can also indicate when you are available to leave home and when you need to return home.

MILEAGE \$.55 per mile is paid to the driver only. There is no mileage subtracted. If you drive to meet each other both should turn in only the miles you have driven.

PER DIEM: See Collegiate Compensation Document on NAWGJ.org

Judges are expected to share a room if being housed overnight due to travel.

Important NCAA Reminders for 2012

The following are statements by the NCAA:

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, and 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 modifications must be applied consistently during both regular and post season competition.
2. The rules and collegiate modifications must be appropriate for Divisions I, II and III.
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 the 2012 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 so that you can practice judge. The suggested scores will be available on the NAWGJ website. Please access this tool to practice judge. The scores developed were collected by a committee of coaches and judges at the NAWGJ National Symposium held in July 2010. The routines selected are all graduated athletes. You will be sent an email from the JAS as soon as these routines are available.
7. There may be a penalty for a judge accepting a meet and then turning it back without a justifiable reason (another competition is not an acceptable reason).
8. Exam Score – 80% must be achieved before you may be assigned. The exam has been checked numerous times. If you have difficulty with a question please read again. We are not accepting emails about specific questions as both coaches and judges have reviewed the exam.

VIDEO REVIEW

The following is an experimental rule for the 2012 regular season and will not be used during the NCAA National Collegiate Women's Gymnastics Regionals or Championships.

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 a .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 deductions (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 (VRRF), queued video and 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 VRRF by the meet referee and returned to the meet director who will take the VRRF to the score table. The official score will be adjusted (up or down). Then the judges will sign the official score sheet and the meet director will deliver the VRRF to the coach.

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:

- 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 to.
- 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 preferences 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 – 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 Form (an additional form for coaches to fill out which will list the start value and all deductions) on up to six routines per team per meet. Judges will complete it prior to leaving the site and at the time the official score sheet is signed. The individual that is in charge of obtaining the signature on the score sheet from the head judge shall collect it and return a copy to the visiting coaches. Coaches will still receive the desired feedback without face-to-face discussions between coaches and judges. This information will be added to Appendix B of the NCAA Women's Gymnastics Championships Handbook "Regular-Season Meet Procedures for Women's Gymnastics".

The NCAA 2012 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.

Should you have difficulties with the system you may email myself, after Sept 10, 2011 as National Assigner, an NAWGJ Director or a collegiate assigner.

Best Regards,
Carole Ide
National Assigner, JAS
26 Country Club Court
Hilton Head, SC 29926
CIIAS@me.com

