

NEW JUDGES TRAINING MANUAL

This is quick overview on what it takes to become a judge for Women's Artistic gymnastics including ratings, training and criteria for each level, certification, continuing educational needs, and the various organizations involved. It is recommended that new judges participate in a series of clinics and practical judging experiences in Compulsory and Optional gymnastics routines. This experience is integral in developing the basic knowledge and skills required to become a judge.

Once you have successfully attained your judges rating, membership is necessary in the following organizations in order to judge sanctioned competitions:

USA Gymnastics
132 E. Washington Street, Suite 700
Indianapolis, IN 46204
(800) 345-4719
<http://www.usa-gymnastics.org>

USAG is the National Governing body for all USA competitions through a sanctioning system and is the affiliated member to the FIG (International Gymnastics Federation) and the IOC (International Olympic Committee) for the sport of gymnastics. USAG also establishes the rules and policies for competition in the United States through its committee structure. The Women's Technical Committee is specifically charged with the responsibility of judges' training, education and Judging Accreditation certification procedures.

National Association of Women's Gymnastics Judges (NAWGJ)
Barbara Tebben, NAWGJ Secretary/Membership
6913 Rosemary Road
Eden Prairie, MN 55346
nawgjsec@gmail.com
<http://www.nawgj.org>

The National Association of Women's Gymnastics Judges (NAWGJ) is a professional organization for women's gymnastics officials and functions at the local, state, regional, and national levels of the United States, servicing the gymnastics community and its judges. NAWGJ represents gymnastics officials on the USA Gymnastics Board of Directors.

The goals of the NAWGJ are:

- Teaching and training its members thereby promoting judging excellence.
- Functioning as a service organization to the entire gymnastics community.
- Disseminating judging information. NAWGJ provides educational opportunities and disseminates information by way of State, Regional, and National Symposiums and Newsletters.
- Assigning officials to competitions. The committees of NAWGJ contract judges to USAG, AAU, USAIGC, YMCA, and Collegiate competitions as requested by the State and Regional Committees, or specific meet directors.
- Promoting interest in the sport of gymnastics.

It is recommended that you contact your NAWGJ (National Association of Women's Gymnastics Judges) State Judging Director for information about upcoming clinics, exams dates, etc. It is very helpful to attend a judges' training clinic prior to taking judging tests. The NAWGJ NorCal co-SJD's are Dona Jones and P.J. Slater. The NAWGJ NorCal website can be found at <http://www.nawgj-ncal.org>.

Both organizations will keep you abreast of current information through a state and national newsletter and a national magazine, along with their web sites.

I. MEMBERSHIPS

- A. USAG Professional Member (\$91, renewed yearly, membership year runs Aug 1 – July 31) - Professional memberships are mandatory for judges and are available online and by fax/mail. If a judge is under the age of 18, he/she must be a current Junior Professional Member of USAG and must upgrade to a Professional Membership upon turning 18.
1. Background Check (NCSI) (\$21.25, re-screening required every 2 years) - USAG requires a background check for professional membership. USA Gymnastics suggests beginning the background check process at least one month prior to the completion date. A link to the Background Check process is available on the USA Gymnastics web site. Jr Pro memberships are not required to have background checks.
 2. USA Gymnastics Safety Certification (\$65, re-certification required every 4 years) - The primary goal of this course is to increase safety and risk management awareness. The course has been designed for a variety of audiences - gymnastics coaches, teachers, instructors, club owners, meet directors, judges, athletes

and others. The course addresses the two basic areas of risk in gymnastics - risk of injury, which is the primary risk, and risk of a lawsuit. Education, preparation, and vigilance are the primary tools gymnastics professionals need to deal with risk and uncertainty in the sport of gymnastics. Registration for the course (U101 – Safety & Risk Management), which includes exam, can be found on the USA Gymnastics website and completed online.

3. Safe Sport Course (no cost, must be completed yearly) - The U.S. Center for SafeSport Core Course provides important training about the nature of misconduct in sport and gives you actionable information to better protect athletes. USA Gymnastics University will issue course credit for completion of the course. This is mandatory training for all adult (18+) Professional, Instructor and Athlete members. Link to the course (U110: U.S. Center for SafeSport Core Course) can be found on USA Gymnastics website and completed online.

B. NAWGJ Member (membership year runs Aug 1 – July 31)

1. Professional membership is \$60 per year
2. New judges can join for \$30 from Jan 1 to July 31

II. UNIFORM

The NAWGJ uniform consists of a navy jacket, navy skirt or pants and white blouse. For theme competitions, judge may dress in meet theme. The official uniform including navy blazer with NAWGJ logo is required for State meets and above. Uniforms can be ordered at the following web site: http://www.nawgj.org/ordering_a_uniform.php

III. TOOLS NECESSARY FOR JUDGING

In order to officiate women's gymnastics under USA Gymnastics Junior Olympic rules, judges must have knowledge of the rules and regulations included in the following publications (& addendums):

- USA Gymnastics Junior Olympic Compulsory Handbook
- USA Gymnastics Junior Olympic Code of Points
- USA Gymnastics Xcel Code of Points
- Current USA Gymnastics Women's Rules and Policies (found on USA Gymnastics website)
- Note: All technical materials may be ordered from the USAG on-line store at <http://usagym.sportgraphics.biz/> or call 1-800-345-4719.

Digital versions of all code books are also available:

<https://usagym.org/pages/home/store/apps.html>

Information and helpful judging aids are also available from the NAWGJ Library: <http://www.nawgj.org/library.php>
NAWGJ Education Corner:
http://www.nawgj.org/education_corner_study_aids.php

IV. TESTING & JUDGING ACCREDITATION

USA Gymnastics runs the testing and certification of judges. A network of Administrators is located throughout the United States. The examinations are administered locally in NorCal several times per year. A master test schedule list is available on the USAG website at

https://usagym.org/pages/women/pages/judging_accreditation.html#.

A prospective judge may also contact the Regional Judging Director (RJD) or State Judging Director (SJD) to find out when and where tests will be given.

- Level 4/5 - Compulsory, written test only
- Level 7/8 - Optional, written and practical (film) tests
- Level 9 - Optional, written and practical (film) tests
- Level 10 - Optional, written and practical (film) tests
- Level 4/5 and/or Level 7/8 are entry levels.
- Optional judges are not required to have a Level 4/5 rating.

A. Testing

1. The certification year is August 1 to the following July 31. You may take each part of the exam up to four times in a certification year.
2. After August 1 of each year, all examinees start with the A1 version.
3. If you are taking the 4/5 or 7/8 exams, you will not need to bring a current rating card or an exemption eligibility form. These items are only needed when testing up to Level 9 or Level 10. However, you may need a results letter when taking an exam at any level if you are taking an exam version other than version A1. See below:

Version A1 – 1st time taking exam – you do not need a results letter.
 Version B1 – 2nd time taking exam – results letter from version A1 needed.
 Version A2 – 3rd time taking exam – results letter from version B1 needed.
 Version B2 – 4th time taking exam – results letter from version A2 needed.

4. You must hold a rating for twelve months before taking a higher-level test.
5. Practice judging is not required to test at a higher level.
6. The written test has 50 questions.
7. The practical test has one practice routine and five routines to be judged per event.

B. Registration

1. You can register for the test on-line at <https://usagym.org/fw/register.html> at least a week before the test. No walk-ins allowed.
2. You may also register for a test by mail or fax, but you must register two weeks prior to the exam.

C. Ratings

1. Any individual that has never held a rating may test at Compulsory Level 4/5 and/or at the Optional Level 7/8.
2. Individuals may choose to become rated for Optional levels only. A Level 4/5 rating is not required but it could limit the meets you are eligible to judge.
3. A Level 7/8 rating is required to be assigned to judge Xcel competitions.
4. Ratings Overview:

Level	Rating Prerequisite	Minimum Age	Written	Practical (Video)	CPE Hours
4/5	n/a	16	70%	n/a	n/a
7/8	n/a	16	70%	70%	n/a
9	Level 7/8 12 months	18	76%	75%	12
10	Level 9 12 months	20	80%	80%	16

- Compulsory Level 4/5
 - a. Must be a minimum of 16 years of age
 - b. Must take a written exam and achieve a minimum score of 70%
 - c. Once a rating is achieved, judge is certified to judge USA Gymnastics Junior Olympic Compulsory Levels 1-5.
- Optional Level 7/8
 - a. Must be a minimum of 16 years of age.
 - b. Must take a written exam covering both Level 7 and 8 and achieve a minimum score of 70%.
 - c. Must take a practical (video) exam showing Level 8 exercises only and achieve a minimum score of 70%.
 - d. An examinee is not required to take both parts at the same time, nor are they required to repeat any part previously passed.
 - e. Must pass the Compulsory Level 4/5 test in order to earn a Level 4/5 Compulsory rating.
 - f. Once a rating is achieved, a judge is certified to judge USA Gymnastics Junior Olympic Optional Levels 6, 7 and 8.
- Optional Level 9
 - a. Must have held an Optional Level 7/8 rating for a minimum of twelve (12) months. Judges are allowed to take this exam if they are within one month of the anniversary of the date they passed the Level 7/8 exam.
 - b. Must meet the Continuing Professional Education (CPE) requirements of 12 hours (minimum 6 clinic hours).
 - c. An exception to the above 2 requirements will be made for any former or present Level 10 or Collegiate Regional coach or Level 10 senior gymnast. Those qualified individuals may begin testing at Level 4/5 and Level 9 concurrently. Level 10/Collegiate coaches and eligible athletes must complete an Exemption Eligibility Form, which is available on-line. A USAG National, Regional or State officer must sign off on this form prior to testing. This form must be brought to the test site and given to the Test Administrator prior to administration of the test.
 - d. Must be a minimum 18 years of age.
 - e. Must take a written exam and achieve a minimum score of 76%.
 - f. Must take a practical (video) exam and achieve a minimum score of 75%.

- g. Examinee is not required to take both parts at the same time, nor are they required to repeat any part previously passed.
- h. May achieve a Level 7/8 rating provided the minimum score of 70% is met on both test parts.
- i. Once a Level 9 rating is achieved, judge is certified to judge USAG Junior Olympic Optional Levels 6, 7, 8 and 9.
- j. Must pass the Compulsory 4/5 test in order to earn a Level 4/5 Compulsory rating.
- Optional Level 10
 - a. Must have actively held an Optional Level 9 rating for a minimum of twelve (12) months. Judges are allowed to take this exam if they are within one month of the anniversary of the date they passed the Level 9 exam.
 - b. Must meet the Continuing Professional Education (CPE) requirements of 16 hours (minimum 8 clinic hours).
 - c. An exception to the above 2 requirements will be made for any former or present Elite coach or Senior Elite gymnast who participates at a National Elite Classic. Those qualified individuals may begin testing at Level 4/5 and Level 10 concurrently. Elite Coaches and eligible athletes must complete an Exemption Eligibility Form, which is available online. A USAG National, Regional, or State officer must sign off on this form prior to testing. This form must be brought to the test site and given to the Test Administrator prior to administration of the test.
 - d. Must be a minimum of 20 years of age.
 - e. Must take both a practical (video) and written exam. Must receive a minimum score of 80% on each examination part. Examinee is not required to take both parts at the same time, nor are they required to repeat any part previously passed.
 - f. May achieve a Level 9 rating provided a minimum written test score of 76% and a minimum practical test score of 75% are both met.
 - g. May achieve a Level 7/8 rating provided the minimum score of 70% is met on both test parts.
 - h. Once a Level 10 rating is achieved, judge is certified to judge USA Gymnastics Junior Olympic Optional Levels 6, 7, 8, 9, and 10.

- i. Must pass the Compulsory 4/5 test in order to earn a Level 4/5 Compulsory rating.
- Brevet and National Judges
 - a. Must attend a Brevet or National Judges' Course, by invitation only.
 - b. Must successfully pass all the requirements of the course.
 - c. Brevet and National judges are certified to judge all Junior Olympic Optional Levels 6, 7, 8, 9, and 10.
 - d. Must pass the Compulsory 4/5 test in order to earn a Level 4/5 Compulsory rating.

V. CONTINUING PROFESSIONAL EDUCATION REQUIREMENTS

1. Annual CPE credits are required to test up to the next level and to be assigned to USA Gymnastics sanctioned events.
2. CPE credits will be calculated in actual clock hours.
3. Accreditation year is August 1 – July 31.
4. Required CPE hours are as follows:

Highest Rating Held	CPE Hours Required per Accreditation Year	Required Clinic Hours per Year (as part of the Total)	Maximum Number of Clinic Hours allowed to carry forward to the next Accreditation Year
Level 4/5	12	6	2
Level 7/8	12	6	2
Level 9	16	8	3
Level 10	20	10	4
National	20	10	4
Brevet	20	10	4

5. Clinic CPE credits will be defined as hours spent at a State, Regional, or Nationally organized events such as Congresses, Clinics, Courses, or Symposiums. These events must be publicized in advance and open to all judges in the state, region, or nation as applicable to the event (Exception: Eligibility requirement must be met for judges' courses.) USA Gymnastics University will develop CPE certificates to be issued at the conclusion of an approved session by the clinician or organizational personnel.

6. Clinical Activities will be designated as “Approved for CPE” by the following:
 - National- USA Gymnastics National Office
 - Regional- USA Gymnastics Regional Technical Committee Chairman (or designee)
 - State- USA Gymnastics Regional Technical Committee Chairman (or designee)
 - Those wishing to have a clinic approved for CPE will need to submit a Clinic Approval Form to USA Gymnastics National Office a minimum of three weeks prior to clinic. The clinic organizer is responsible for purchasing a sanction for the clinic.
7. A maximum number of CPE hours may be acquired for the following miscellaneous activities:
 - Coaching (6 hours) to be signed by supervisor or club owner
 - In gym observation, critiquing/consulting with coaches and gymnasts (6 hours) to be signed by the coach
 - Volunteering at a judging related activity (4 hours) to be signed by the event coordinator. Two of these four hours can come from service as a USA Gymnastics or NAWGJ Board member.
 - Video or live practice judging at a level equal to or higher than your current rating (3 hours) to be signed by the supervising judge. Practice judging will require pre-approval by your USA Gymnastics State Chairman or NAWGJ State Judging Director. For pre-approval, simply send an e-mail to the appropriate officer requesting permission. Please note that live practice judging will also require pre-approval from the Meet Director. This is done by contacting the Meet Referee for the event and not by contacting the Meet Director directly. The practice judge should come prepared with all judging materials and wear the appropriate judging uniform. Video practice judging will be recorded in hours and requires written verification from the supervising judge.
8. Miscellaneous CPE activities are to be recorded on the Annual CPE Record Form which can be found on-line at:
https://usagym.org/PDFs/Women/Judges/AnnualCPERecord_2017.pdf

VII. CONTINUING PROFESSIONAL EDUCATION TRACKING

- A. Each judge is responsible to keep accurate records of their CPE, including documentation of attendance at approved CPE experiences.

Documentation should correspond to the hours submitted on the Annual CPE Record Form.

- B. Each USAG State Chairman will be responsible for designating a USAG CPE Coordinator. CPE Coordinators must be proficient in Excel. The CPE Coordinator will maintain a list of all the judges in the state, the number of CPE hours they complete each year, and the number of clinical hours they may carry forward to the next year.
- C. Each judge is responsible for recording a summary of their total annual CPE hours by category, recorded on the Annual CPE Record Form, and submitting their form to their respective CPE Coordinator by June 30 of each year. The Annual CPE Record Form is available online or may be obtained from the SJD and/or CPE Coordinator.
- D. The CPE Coordinator is responsible to send a master list of all judges who have successfully completed their annual CPE requirements to the USA Gymnastics National Office, the respective SJD, RJD, and the respective USAG State and Regional Chairman by July 31st.
- E. If a judge does not complete all of their required CPE hours within a given year, they may apply CPE hours from the successive year to make up for the hours they were lacking (up to 4 hours carryover allowed). When completed, they must send the proper documentation to their CPE Coordinator. Note that CPE hours cannot be used twice, meaning, if hours are being used to make up from a previous year, those same hours could not be applied to the current year as well.
- F. The National Office will conduct audits each year that will require randomly selected judges to provide actual documentation of the CPE, as reported on the Annual CPE Record Form to their CPE Coordinators.

VIII. PEOPLE AND SITES YOU NEED TO KNOW!

- USA Gymnastics – www.usa-gymnastics.org
- NAWGJ website - www.nawgj.org
 - NAWGJ Board - **Executive Officers**
 - Evelyn Chandler, NAWGJ, President presnawgj@aol.com
 - Barbara Tebben, NAWGJ Secretary/Membership
NAWGJSec@gmail.com
- NorCal NAWGJ website - <http://www.nawgj-ncal.org/index.html>
- Region 1 website - <https://www.region-one-gymnastics.com/>

IX. JUDGING A MEET

- A. Preparation: Review your rules and event assignments before each meet. Carefully pack your bag or briefcase to include all the sheets, books, and supplies you need.

- B. Responsibilities: You are responsible for your own judging career, you must keep your required memberships and ratings current and take care of any required financial reporting (taxes, etc.) Be a responsible judge. Return contracts promptly, carpool when you can, be prepared for your assignments, and be on time!
- C. Appearance: The uniform consists of a navy jacket, navy skirt or pants and white shirt.
- D. Behavior at Meets: Do not speak excessively to coaches during the competition. Keep conferences brief, and speak well of all gymnasts, coaches and other judges. Stay at your event until the session is completed. Eat or drink discreetly.

NOTE: Under the NAWGJ Code of Professional Responsibility:

- A judge should not solicit meets for herself/himself or for others.
- A judge should assist in maintaining the integrity and competence of the profession of judging women's gymnastic events.
- A judge should assist the Association in fulfilling its duty to make judges for women's gymnastics events available.
- A judge shall be completely unbiased.
- A judge should not give any appearance of any particular friendship with any coach or competitor.
- A judge should not become intimate with coaches or affiliates of teams or contestants who she/he may later be called upon to judge.
- A judge shall not use her/his position to endeavor to influence or attempt to influence anyone in any manner whatsoever, or to obtain any special advantage for herself/himself by reasons of or as consequence of her/his being a judge.

X. AVAILABILITY

Judging assignments are coordinated by the NAWGJ State Assigner on www.gymjas.com/norcal/. Each season you will indicate your dates available to judge on GymJAS. Meet schedule for the season will then be displayed here and you will need to accept/confirm each meet assigned and generate a contract for the meet.

XI. PAY & PERKS

A. Per Diem - Day Local or Sectional Competitions

1. Meet Directors may either provide judges' meals or pay per diem, according to type of meet listed below.
 - a. Meals provided by the Meet Director should be nutritional and not just concession type food.
 - b. Judges with dietary restrictions should bring their own food.

- c. It is inappropriate for a judge to provide his/her family with meals in (or from) the judges' hospitality area.
 2. Day (Local) Meets
 - a. No per diem will be paid (or meals provided) for competitions that require the judge to be at the meet site for less than 3 hours, unless round trip mileage is 100 miles or more. These rates are determined regardless of departure or arrival time to the judge's home.
 - b. Per Diem compensation should be paid to the judges at a rate of:
 - 1) \$15.00 Diem - When on-site responsibilities are at least 3 hours but less than 8 hours. (Time begins with reporting time to include meetings and competition.)
 - 2) \$30.00 Diem - When on-site responsibilities are 8 hours or more. \$15.00 per meal (up to a maximum of \$30.00 per day) is assessed for any meals not provided by the Meet Director.
 - 3) Clarification: Reimbursement for breakfast is not considered for day (local) meets which the judge travels to and from the meet site in one day.
 3. Overnight Meets
 - a. All meals not provided by the Meet Director are compensated at a rate of \$15.00 per meal, with a maximum of \$40.00 per day. Per diem or provided breakfast is required for only judges with an overnight stay.
 - b. Guidelines for meals the night before the competition begins.
 - When the judge arrives at or before 5:00pm the day before the competition begins, a \$30.00 per diem is required. If the judge arrives at or after 5:01pm the day before the competition, a \$15.00 per diem is required.
- B. Travel
 1. The standard IRS rate (\$0.58, 2019) will be paid for the entire round-trip mileage for all drivers, including those who drive to meet a carpool.
 2. Riders fees are not paid.
 3. Plane, train or bus travel expenses as stated on the contract shall be paid in full by the Meet Director. The total mileage cost should not exceed the cost of an airline ticket to the same location.
 4. Round trip travel expenses to and from the airport, tolls, airport parking, taxi or limousine service as stated on the contract shall be paid by the Meet Director. These expenses must be listed on the contract and be approved by the contracting official in order to be compensated by the Meet Director. Only standard and customary

expenses with accompanying receipts will be reimbursed in the actual amounts.

5. It is requested that judges consider carpooling whenever possible.
6. For competitions that span over two or more days and lodging is provided to the judges by the Meet Director: If a judge chooses to return home and drive back the second (and successive) days, round-trip mileage will be paid only once, unless pre-arrangements have been made with the contracting official and Meet Director.
7. No other expenses (such as baby-sitters, car repairs, car rental, reimbursement for lost salary, or other normal work-related expenses) will be paid.

C. Lodging

1. If a judge must stay overnight prior to, during or following the competition, lodging must be provided and paid for by the Meet Director.
2. The form of accommodation must be specified in the judge's contract. Accommodations should be based on double occupancy (two beds).

** On a personal note....*

I want to welcome each one of you that is considering becoming a part of our NorCal Judging community. Our family is here to aid and support you. Do not hesitate to contact me at any time via email at donagenejones@mac.com or on my cell at 317-538-1409. I hope to be a friend to each one of you as well as a mentor. I have made countless friends throughout my thirty-two years as a judge and look forward to supporting you in your upcoming journey!

Prepared by Dona Jones 4/20/2010 and *edited by Julie Andrews, 8/15/2019