

Meet Directors,

There are two ways to have judges assigned to your meets. MO NAWGJ (Missouri National Association of Women's Gymnastics Judges) can assign judges for you or you can contact judges directly and assign your own meet.

MO NAWGJ offers a service to the state by assigning judges for a small fee (\$3/per judge). We want to take this time to clarify the service, set expectations and let you know of some changes for the season. If you would like NAWGJ to assign officials for your competition, please complete the "Request for NAWGJ Member Officials" form and return it with fees to Gina Fuller, MO co-SJD (form is found at the top/bottom of this page).

We have experienced an increase in the number of meets during the season. This past season, many weekends had two – four meets scheduled. We have approximately 36 judges, but not every judge is available to judge every weekend. This can make it difficult to fulfill everyone's need for judges.

IMPORTANT NEWS FOR 2011-2012 SEASON

- We will be accepting requests for NAWGJ officials on June 1, 2011.
- Sanctioned meets will have priority over non-sanctioned meets.
- Meets will be assigned in the order they were received (Postage mark).
- In August 2011, the assigning process will begin. If there are not enough officials available for your meet, you will have two options:
 1. The assignor will work with you to find a weekend where more judges may be available and fewer meets have been scheduled.
 2. You will be notified a minimum of two months prior to your meet and your fee will be refunded. You will also be sent a list of available judges for that weekend so that you may contract judges on your own.
- Local judges will be contacted first. If they are unavailable, the assignors will try their best to assign judges from an area where carpools are an option.
- **NO REQUESTS WILL BE ACCEPTED AFTER NOVEMBER 1, 2011.**

MEET DIRECTOR DUTIES

- Carefully consider the date of your meet. If there are several meets on the same weekend, you are at risk of not being able to assign judges. If you are hosting your meet during the same time as another club in the area – consider sharing judges if necessary (hosting your compulsory

competition on Saturday and optionals on Sunday while the competition is vice versa at the other gym).

- Communicate if there are specific judges you would like to have (or not have) on your meet. Please do not ask the assignor to make changes after contracts have been sent. Plan ahead and we will do our best to accommodate your request.
- Plan your meet schedule in advance as much as possible and share this with the assignor. We need to know if you plan on having Friday sessions as these can be increasingly difficult to assign. If you plan on using single panel judges on a specific day – share this information too. The more specifics you can share with us, the easier it will be to assign.
- As soon as you know the final schedule and hotel accommodations, communicate this with **all** the assigned judges, meet referee and the assignor so they can make arrangements in their personal life (time off from work, childcare, etc.). **The final schedule should be provided at least two weeks in advance of the meet.** Failure to notify us within two weeks of the competition may lead to your being responsible for paying judges and also at risk of not finding a replacement.
- Review the contracts you receive from the judges as they will have estimated expenses listed. If you have any questions about these, please contact the individual judge. Assignors are not responsible for judge's expenses, compensation, or coordinating/assigning/enforcing carpools etc. These are individual contracts between you and the individual judge. If you do not wish to accept the contract from the judge you must notify both the judge and assignor immediately. Failure to notify us within two weeks of the competition may lead to your being responsible for paying that judge and also at risk of not finding a replacement.