



North Carolina Judges Handbook 2009



Table of Contents

NC NAWGJ State Board Members.....	2
Region 8 NAWGJ Regional and State Directors.....	3
NC USAG State Board Members.....	4
Region 8 USAG Regional and State Directors.....	5
Duties of Meet Officials.....	6
Travel.....	7
Clarification in Regards to Carpools for Judges.....	8
Affiliation.....	9
Background Checks.....	10
Continuing Professional Education.....	11
Professionalism.....	12
Code of Professional Responsibility.....	14
Qualifying Scores.....	19
Important Web Sites.....	19

NC NAWGJ State Board Members

Mary Hoagland
State Judging Director
marygymjud@aol.com

Portia Bodenheimer
New Judges Training
ccgym@lexcominc.net

Terri Costa
Handbook, Volunteers, Newsletter
terricosta@bellsouth.net

Laurel Flora
Librarian
lflora@bellsouth.net

Cris Fuller
New Judges Training
knightdalegym@yahoo.com

Dianna Gasquez
Assignor
diannagym@netzero.net

Cyndi Moore
Judges Cup and Fundraising
soxmoore1@bellsouth.net

Sara Myers
Judges Cup and Fundraising
sara_myers@msn.com

Cherie Smith
Contracts
chsmith97@yahoo.com

Kim Stenson
CPE Coordinator
kstenson@carolina.rr.com

REGION 8 NAWGJ

REGIONAL AND STATE DIRECTORS

Regional Judging Director
Sheila Ragle
sragle@bellsouth.net

Alabama
Mary Ann Wallace
mawalsid@bellsouth.net

Florida
Mark Robbins
flippernia@msn.com

Georgia
Sharon Doyle
sharondoyle@comcast.net

Louisiana
Brenda Eberhardt
BLEgym@aol.com
www.NAWGJLouisiana.org

Mississippi
Mary Thacker
mssidmmt@msusag.org

North Carolina
Mary Hoagland
marygymjud@aol.com

South Carolina
Mendi Knisley
Mendi-gary@juno.com

Tennessee
Sibby Lane
tnsid@yahoo.com

NC USAG STATE BOARD MEMBERS

State Chair

Jennie K. Adams

jenniekadams@coastalnet.com

Mary Hoagland (non-voting)

NAWGJ State Judging Director

marygymjud@aol.com

Terri Costa

terricosta@bellsouth.net

Paul McAloon

pmcal88300@aol.com

Kenney Morphis

Salem Gymnastics

kennymorphis@aol.com

Sarah Myers

Kidsport Gymnastics

dsedmyers@triad.rr.com

Andy Penuel

International Gymnastics

apenuel@carolina.rr.com

Kristie Phillips-Bannister

KPAC

kpacgym@yahoo.com

Darlene Rose

Roses Gymnastics

rgtc@greenvillenc.com

Mindy Maness Yaeger

Cabarrus County Gymnastics

info@ccgymnastics.com

REGION 8 USAG REGIONAL AND STATE DIRECTORS

Regional Admin. Committee Chair

Debby Kornegay
debGK@bellsouth.net

Regional Technical Committee Chair

Marian Dykes
mariandykes@aol.com
www.wutka.com/marian

Regional JO Committee Chair

Brad Harris
tbayturners@aol.com

Regional Elite Committee Chair

Kelly Pitzen

Alabama

Deb Tapscott-Walls
debwallsALASACC@aol.com
www.alausag.org

Florida

www.usag-fl.org

Georgia

Jon Aardema
www.gausag.org

Louisiana

Jackie Latino
gymnstar@aol.com

Mississippi

Nancy Hawkins
nancy@msusag.org
www.msusag.org

North Carolina

Jennie Kennel Adams
jenniekadams@coastalnet.com
www.nc-usag.org

South Carolina

JoAnne Child
jchildscgym@bellsouth.net
www.scgymnastics.org

Tennessee

Larry Corrigan
CegcCoach1@cs.com
www.tnusag.org

DUTIES OF MEET OFFICIALS

Meet Referee (who may also act as Chief Judge)

1. A Meet Referee or acting Meet Referee must be designated at all USA Gymnastics Jr. Olympic competitions.
2. If an acting judge also serves as the Meet Referee (for State meet and above), she/he will receive a Chief Judge's fee or the Meet Referee's fee, but not both. No dual compensation is allowed.
3. Meet Referee Duties and Responsibilities:
 - a. If requested, assists in conducting the draw for all sessions of the competition, in conjunction with:
 - 1) USA Gymnastics office, or
 - 2) Meet Director, prior to or at the coaches meeting (if organization of meet allows for such procedure).
 - b. Serves as liaison between coaches and judges. Must attend (or designate a proxy for) the coaches meeting at Regional and National competitions.
 - c. Assigns the Chief Judges and Panel Judges to their respective events.
 - 1) Criteria for assignment of judges must be followed.
 - 2) If the Meet Referee is also a Chief Judge, the assigning official may make event assignments.
 - 3) At local, pre-sectional and sectional meets, the assigning official may make the event assignments.
 - d. Conducts the judges meeting prior to the competition.
 - Presents the USA Gymnastics Base Score video/DVD, which can be obtained from the State/Regional USA Gymnastics Administrative Committee Chairman or the State/Regional NAWGJ Director.
 - e. Advises the Judges' assistants of their duties and appropriate professional behavior.
 - f. Serves as President of the Jury of Appeal.
 - g. May observe conferences.
 - h. Is available for counsel, upon request of the Chief Judge.
 - i. May recommend, but never force, a change of any score.
 - j. Acts as the final authority in all technical matters involving timers, linesmen, scorers, judges, and flashers.
 - k. Since the sound system is part of the equipment provided by the Meet Director, any problems with the sound system are to be reported to the Meet Referee before the meet begins.
 - l. Will be available for a minimum of 15 minutes following the last exercise performed to deal with questions or concerns with the technical decisions and/or judges' scores.
 - m. Is responsible for compiling and checking the information regarding judges' fees and expenses for the Meet Director.

B. Chief Judge's Responsibilities

1. Must evaluate each exercise correctly, fairly and quickly.
2. Must determine and record the score and Start Value, as well as record execution and compositional deductions. Must flash the Start Value at all Level 7-10 meets (or write it on the competitor's card.)
3. Checks that the counting judges' scores (two middle scores) fall within the proper range based upon the average score.
4. Checks that the score of both (all) judges, the average score, as well as time and line violations are properly recorded on the score ***slip at the judges' table or into the computer.***
5. Calls a conference to review the routine, the Start Value, and the scores. Requests adjustment if the scores are out of range (according to the USA Gymnastics point range for competition), or if an impossible Start Value has been awarded.
6. May call a conference to counsel judges when, in her opinion, the judges have not been objective or correct. The judges may change their scores, but are not obligated to do so.

7. Subtracts from the competitor's average any neutral deductions as listed for the chief judge in the *JO Code of Points*.
 - The neutral deduction must be indicated to the coach verbally or by visual means.
8. Reports any warnings issued to coaches or gymnasts for behavioral faults (including attire) to the Meet Referee.
9. Signals the gymnast to start with the green flag, green light, or hand signal and acknowledges the presentation of the gymnast before and after her routine.
10. Informs the Meet Referee of any undisciplined or unethical behavior by judges.
11. Conducts the review of the event prior to the competition.

C. Acting Judges' Responsibilities

1. Must evaluate the exercise correctly, fairly and quickly.
2. Must determine and record the Start Value, as well as record execution and compositional deductions. Must flash the Start Value at all Level 7-10 meets (or write it on the competitor's card.)
3. Must indicate line violations by raising a hand, if no line judges are available.

D. Judging Assistants

1. Timers: Required for timing Beam and Floor exercises, as well as falls on Uneven Bars and Beam.
2. Linesman: Must indicate whenever a gymnast goes beyond the boundary line by raising a flag/hand and by written notation to the Chief Judge.
3. Master Scorekeeper: Must record the scores of all judges, indicate any neutral deductions, as well as compute and record the average score.

Travel

If a judge must stay overnight prior to, during or following the competition, lodging must be provided and paid for by the Meet Director. The form of accommodation must be specified in the judge's contract. Accommodations should be based on double occupancy (two beds). Hotel rooms are not furnished for family members. If you have been assigned to a room and you bring your family along, you can stay in the designated room but **not** your family. A judge may stay with his/her family or friend, but the judge must assume the responsibility of making the reservations and paying any additional room(s).

Judges may not have ANY family member in a carpool being paid for by the Meet Director. Please do not ask the driver for an exception. If a judge wishes to travel with a friend or family member, he/she should drive to the meet site separately and will receive no reimbursement for mileage.

If a competition lasts more than one day, and if lodging is provided to the judge by the Meet Director and the 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 the Meet Director.

Judges should arrive at the meet location 30 minutes prior to scheduled march-in. Report time for meets requiring video analysis is 1 hour prior to scheduled march-in. Carpool arrangements should allow time for traffic, weather, etc.

When assigned to a meet, you will probably be asked to carpool with other judges in your area. Carpools are recommended to help Meet Directors maintain reasonable costs for the meets. The carpool driver will be reimbursed at the current mileage following the reimbursement guidelines contracted by NAWGJ. Judges are requested to carpool whenever possible. If a judge chooses not to carpool for any reason, mileage will not be paid to that judge unless prearranged with the contracting official and the Meet Director (USAG policy).

CLARIFICATIONS IN REGARDS TO CARPOOLS FOR JUDGES

January 23, 2007

The following recommendations are a result of discussion between Carole Ide and Pat Panichas representing NAWGJ, along with Connie Maloney, USAG Jr. Olympic Program Manager.

In all situations, the decision to carpool or not should be made based on what is the most economical for the Meet Director. If there are certain situations that cause two or more judges to drive independently when they should/could have carpooled, this needs to be discussed with the assigner (as stated in the R & P), who will then intercede with the Meet Director. Assigners may suggest possible carpools based on location of judges.

Situation 1:

Judge #1 smokes. Judge #2 is allergic to smoke and can't carpool in Judge #1's car. Judge #1 wants to be able to smoke going to the meet, even if judge #2 drives. They decide they can't carpool. Who gets mileage? Both judges are willing to drive, but judge #2 is allergic and judge #1 wants to be able to smoke.
ANSWER: Split the mileage. When splitting mileage, each judge calculates their own round-trip mileage, deducts 30 miles, multiplies it by the current mileage fee (\$0.48) and then charges half of that amount to the meet director.

Situation #2:

Judge #1 doesn't get along with judge #2, so they don't carpool. Who gets mileage?
ANSWER: Split the mileage (see #1)

Situation #3:

Judge #1 and Judge #2 live 15 miles from a gym. If they both drive, the gym doesn't pay mileage to either of them. If they carpool, the gym pays mileage. What is the correct thing to do?
ANSWER: There is no need to carpool in this situation; however, if two or more judges who each live 15 miles or less from the meet site (and would not be eligible for mileage reimbursement) choose to carpool, mileage will not be paid to the driver.

Situation #4:

Judge #1 and Judge #2 usually carpool. Judge #1 has other plans at the end of the meet, and can't make the return trip. Who gets mileage?
ANSWER: Judge 1 should give up the mileage. When personal plans prevent the normal return, it should not cost the other judge or the meet director.

Situation #5:

Judge #3 replaces a judge on a meet. When all the judges arrive at the meet, it appears that another judge could have carpooled with judge #3, but didn't know that judge #3 had replaced someone. Who takes mileage?

ANSWER: In this case, Judge #3 and the other judge she could have carpooled with both receive mileage. However, any changes to the assignments should be reported to the assigner, who should then inform the replacement judge of any possible carpooling opportunities. If it is a last-minute replacement, the newly added judge may want to call the meet director to find out who else is judging in order to determine if there is a possibility for carpooling.

Situation #6:

Judge #1 loves to drive and has a larger, more comfortable vehicle than the others in same carpool group. If he/she always wants to drive, is this fair?

ANSWER: If the others in that carpool are satisfied that Judge #1 always drives, there is no problem; however, if others would like to drive and Judge #1 is not willing to give up his/her driving “rights”, then Judge #1 may want to consider offering a portion of the mileage to the rider(s). Some individuals who always drive make sure that their actual expenses for gas are covered and then split the remaining amount with the rider(s).

Situation #7:

Judge #1 and #2 are planning to carpool to a meet 200 miles away (400 mi. RT). Neither wants to drive their own vehicle, so they decide to rent a car. The cost of the car rental and gas is less than the mileage reimbursement of \$.48 per mile. What should they charge the meet director?

ANSWER: They should submit receipts for the gas and the car rental and be reimbursed those costs only. It is unethical to charge mileage (400 x \$.48) and then rent for a lesser amount. The purpose of mileage reimbursement is to cover not only the cost of fuel, but the “wear and tear” on your vehicle. If you are renting a car, you obviously do not have the concerns for “wear and tear.” In order to decide if renting a vehicle will be cheaper, or equal to, being reimbursed for actual mileage, the judge should check on Map Quest to confirm the round-trip mileage; then calculate the cost of the car rental (plus insurance) times the number of days required and the approximate cost of gas. A judge traveling alone (no carpool possibilities) may also decide to rent a car due to a problem with his/her own vehicle. In that case, the judge **MUST** charge the meet director the lesser of the two amounts (either mileage or rental/gas costs).

<http://www.usa-gymnastics.org/women/2007/w-carpoolingissues07.htm>

Affiliation

Affiliation of an official at a specific meet refers to:

1. An immediate family member of a competing gymnast or of the gymnast’s coach(s), or of the club owner whose team is competing. An immediate family member is defined as a parent/step-parent, grandparent, sibling, or any member of the household. A judge who is an immediate family member of a competing gymnast, or of a coach or club owner of a competing team, is considered affiliated with that specific club team and may not be assigned as a Chief Judge at meets in which that club is competing.
2. A person on the payroll of a competing Club.
3. A team member or parent of a Women’s Artistic team member of a club competing in a meet.
4. A parent of a men’s or rhythmic team member of a competing club is not considered affiliated.
5. A parent of any child enrolled in a recreational class of a competing club is not considered affiliated.
6. A coach of a competing gymnast.
7. A club owner of a competing club/gymnast.
8. Any sports science professional paid for ongoing services for a competing athlete.

Assignment of affiliated judges

Affiliated judges may be assigned to meets with the following stipulations.

In USAG qualifying competitions with panels of 2 or 4 judges:

An affiliated judge may be assigned as a Panel Judge or as the Meet Referee.

No more than 1 judge with the same affiliation may be assigned per panel.

An affiliated judge may not be assigned as a Chief Judge, regardless of certification.

In meets using one-judge panels, an affiliated judge may be assigned only when there are not enough non-affiliated judges available and only with the approval of the RTC (contact the State Judging Director first).

If the club with which a judge is affiliated is not participating in the meet, the judge is not considered affiliated at that meet.

Guidelines for Affiliated Judges

If a judge has family members or a team competing in a meet, the judge has a responsibility to maintain a high standard of behavior that demonstrates fair and impartial activity. Affiliated judges may not acknowledge that they have a child or team in the meet. This should be clearly explained to the competitor(s) prior to the meet.

Affiliated judges must avoid the appearance of partiality by athletes, coaches, parents, and spectators. They should not be seen hugging athletes, fixing gymnasts' hair, etc. Affiliated judges should not go onto the competition floor during warm-ups to coach or conduct related behaviors (even if they are not wearing the NAWGJ uniform). What is said on the competition floor should not be repeated to parents, gymnasts, or staff at your gym.

Background Checks

USA Gymnastics now requires background checks for all professional members. USA Gymnastics has contracted with the National Center for Safety Initiatives (NCSI) for this service. Effective December 1st, 2008 USA Gymnastics will no longer be providing background check verification forms to those Professional members who are in a pending status for the background check requirement.

Professional members will NOT be released from pending, and therefore no membership benefits will be released until the final result of the background check screening has been received by USA Gymnastics from the National Center for Safety Initiatives (NCSI).

If a current Professional member has not completed the background check requirement by December 1st, 2008, meet directors are directed to not allow these individuals onto the floor at USA Gymnastics sanctioned events. Please note the normal processing time required for the background check is 3 to 4 weeks. Rush processing is not available. If you have started the background check and have not yet received the results please contact NCSI at 866-833-7100 to inquire of the status of your background check.

Continuing Professional Education

All judges are required to fulfill Continuing Professional Education (CPE) requirements in order to be assigned to USAG sanctioned events and to test to a higher level. CPE credits are determined by the number of clock hours for an activity.

CPE REQUIREMENTS

The number of CPE hours depends on the rating of the judge. All judges are required to complete the number of CPE hours each year that correspond to their rating. Each year, a minimum number of clinic hours must be earned. Once the minimum number of clinic hours has been achieved, judges may earn hours for miscellaneous activities such as coaching, in-gym observation, volunteering, and practice judging. If a judge earns more than the required number of clinic hours in one year, some of the hours may carry forward to the next year. The specific requirements follow:

Highest Rating Held	CPE Hours Required Per Accreditation Year	Required Clinic Hours Per Year As Part of Total	Maximum # of Clinic Hours That Carry Forward To Next Accreditation Year
5/6	12	6	2
7/8	12	6	2
9	16	8	3
10	20	10	4
National	20	10	4
Brevet	20	10	4

Clinic CPE Hours

Clinic CPE hours are hours spent at a State, Regional, or Nationally organized event such as USAG Congress, Clinics, Courses, or Symposium. 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 requirements must be met for judges' courses). CPE certificates will be issued at the conclusion of approved clinics/sessions.

Miscellaneous Activities For CPE Credit

Coaching: A maximum of 6 hours may be earned toward CPE credit. A [CPE Miscellaneous Form](#) is to be signed by the supervisor or club owner.

In-Gym: A maximum of 6 hours may be earned toward CPE credit by doing in-gym observations and/or critiquing/consulting with coaches and gymnasts. A [CPE Miscellaneous Report Form](#) is to be signed by the coach.

Volunteering: A maximum of 4 hours may be earned toward CPE credit by volunteering at a judging-related activity such as Judges Cup or at a Regional or National Meet as a Line Judge, Master Scorer, or Timer. Two of these four hours can come from service as a USAG or NAWGJ Board member. A [CPE Miscellaneous Report Form](#) is to be signed by the event coordinator or higher level Board member.

Practice Judging: A maximum of 3 hours may be earned toward CPE credit by practice judging in a gym or with video. The practice judging must be at a level equal to or higher than the judge's current rating. Practice judging for purposes of CPE credit requires pre-approval from the USAG State Chair

or the NAWGJ State Judging Director. Live practice judging also requires pre-approval from the Meet Director and Meet Referee. The practice judge should come to the meet 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. A CPE Miscellaneous Credit Report Form is to be signed by the event coordinator or higher level Board member.

Tracking and Submission of Forms

1. Each judge is responsible for keeping 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. The Annual CPE Record Form is available at <http://usaglive.sportsguild.com/Portals/0/PDFs/Forms/Women/JudgingAccreditationForms/AnnualCPERecord.pdf>, or may be obtained from your state CPE Coordinator.
2. Each USAG State Chair will be responsible for designating a USAG CPE Coordinator. The CPE Coordinator will maintain a list of all of the judges in the state, the number of CPE hours they complete each year, and the number of clinic hours they will carry forward to the next year.
3. Each judge is responsible for recording a summary of their total annual CPE hours by category on the Annual CPE Record Form and submitting the form to their respective CPE Coordinator by June 30 of each year.
4. 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 USA Gymnastics State and Regional Chairman by July 31.
5. If a judge does not complete all of the required CPE hours within a given year, the judge may apply CPE hours from the successive year to make up for the hours they were lacking. When completed, the judge must send the proper documentation for the "late-year" to the CPE Coordinator. Note that CPE hours cannot be used twice, meaning, if hours are being used to make up from the previous year, those same hours could not be applied to the current year as well.
6. The USAG National Office will conduct audits each year on randomly selected judges to verify the documentation of CPE records has been maintained as reported by the judge.

PROFESSIONALISM

Being a gymnastics official requires professional behavior at all times. As a judge, your behavior and actions are constantly monitored by the coaches, gymnasts, parents, volunteers, and runners. Be careful that your behavior to coaches and gymnasts while on the floor or in uniform are professional. What you say is ALWAYS overheard by someone! Make sure your comments are always positive and not critical.

Judges should plan to arrive at the meet site 30 minutes before march-in unless given specific instructions otherwise. State meets require you to be at the gym, ready to judge, ONE HOUR before the start of the meet. All judges should be in the judges' room for the judges' meeting and other pre-

meet information before the meet. Avoid wandering around the gym. Check your seating arrangements and line of vision prior to the first competitor. Once the first athlete competes, your seating arrangement must stay the same throughout the entire meet. Every athlete is entitled to be evaluated from the same viewpoint as all other athletes. Be on the competitive floor for march-in wearing your jacket.

While on the competition floor, do not talk to coaches during the competition - even if the conversation is unrelated to the competition. Remember how important appearances are. Refer a coach's questions to the meet referee or chief judge. Remain at your assigned event until competition at all events is completed. Do not walk around and talk to other judges and/or coaches if your event finishes early.

The responsibility of score averages is the responsibility of the Chief Judge. A panel judge should never answer questions the coach may have about their gymnasts' routines. Refer the coach to the Chief Judge. It is okay to discuss the routine with a coach ONLY if the Chief Judge asks for your comments.

All cell phones must be disabled while you are on the competitive floor. Do not make or receive calls from your judging table. If it is necessary (emergency only) to make a call on your cell phone, please notify the Meet Referee and leave the floor to place the call. You are encouraged to place your phone on silent or vibrate so calls do not distract your concentration while judging. *You should also refrain from using your phone to text messages to others during the time you are on the competitive floor.*

Judges should always be prepared; know the requirements and deductions. Study your event before arriving at the meet, regardless of the level. Make sure that you have all of the updates. Have the materials you will need -- writing tools, paper, reference books, average sheet, etc. Judges should not expect the gym to provide these materials. Be objective and impartial in deductions and scoring. Be consistent in scoring. For all gymnasts who make similar errors, similar deductions should be taken.

Body language is very important when you are on the competitive floor. Refrain from talking to the other judge(s) while you are judging or calculating your score. It is easy for observers to assume that you are talking about the athlete's performance and trying to influence the score of the other judge(s) or that you do not have knowledge of your event. Meet Directors are paying for independent judgments from each judge. Only comment on routines when asked to do so by the Chief Judge in a conference situation. Facial expressions are just as powerful as words. If an athlete makes a mistake, maintain a neutral facial expression even though it may sometimes be very humorous! Wrinkling your nose or sighing are all expressions that parents/coaches pick up on. It is courteous to smile at the gymnast at the conclusion of their routine so give them the respect they deserve by acknowledging their signal when they finish their routine. By the end of long meets, you may have a hard time looking alert. Try to maintain good posture throughout the entire meet and not sit with your head resting on your hand or slumped down in your chair.

If you attend a meet as a spectator (not as a judge), you must pay for the meet as a spectator. Judges should not accept offers to enter a meet for free or reduced prices as this suggests a lack of impartiality. The only time you are admitted into the meet for free is when you are judging, practice judging, or volunteering. Please do not ask the Meet Director for special favors and do not expect to partake of the refreshments in the Judges Room. It is best to refrain from providing information to other spectators about the judging while you are sitting in the stands. It is best to answer questions in a general manner rather than to comment on a particular athlete's routine or possible execution errors of the gymnast.

NATIONAL ASSOCIATION OF WOMEN'S GYMNASTIC JUDGES

CODE OF PROFESSIONAL RESPONSIBILITY

Preamble and Preliminary Statement

PREAMBLE

In fulfilling the role of a women's gymnastic judge, the individual judge assumes a role that requires the performance of many difficult tasks not all of which can be foreseen. It is the purpose of the Code of Professional Responsibility to provide the fundamental ethical principles which are always present to guide the judges so as to insure, as best it can be insured, that the judge's conduct will be such as will be responsible and promote respect for the dignity not only of the judge but also for the Association of which she/he is a part. The Code of Professional Responsibility is intended to provide standards by which to judge one charged with being a transgressor of the Code and to provide the procedures whereby the Association and the judge may be dealt with in a fair and just manner. The fulfillment of the role of a women's gymnastic judge who is a part of the National Association of Women's Gymnastic Judges requires an understanding by the individual judge of her/his relationship with and function in a well ordered and justly administered system of judging women's gymnastics events and it is this which creates and give rise to the consequent or resultant obligation on the part of the individual judge to maintain the highest standards of ethical conduct and personal and professional integrity at all times.

PRELIMINARY STATEMENT

This Code of Professional Responsibility consists of three but interrelated parts: Canons, Disciplinary Rules and Disciplinary Action. The Canons express in general terms the conduct expected of women's gymnastic judges in their relationship with the public, with the Association and with the profession of judging in general; the Canons embody the general concepts from which the ethical consideration and disciplinary rules are derived. The Disciplinary Rules are mandatory and set forth the minimum level of conduct below which no judge who is a member of the Association can fall and will be uniformly applied to all members. Permeating both the Canons and the Disciplinary Rules are matters of ethics which represent the objective toward which every member of the Association should strive.

CANONS

- *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.

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.
- *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.

DISCIPLINARY ACTION

A judge who violates any of the foregoing Canons or Disciplinary Rules is subject to disciplinary action by the Association, which action, if undertaken, shall be undertaken in the following manner:

A. REPORTING A VIOLATION - GRIEVANCE: A party desiring to report a violation of this Code by a member of this Association to this Association shall do so by certified letter addressed to the State Judging Director for the State in which the violation is alleged to have occurred. Such a report shall be deemed to be and shall be referred to as a "grievance" and shall state in detail the nature of the violation of which complaint is made and the details and circumstances of its occurrence.

B. DISPOSITION OF GRIEVANCE - PROCEDURE: The State Judging Director in receipt of such grievance shall transmit a copy thereof to the party who is the subject of the grievance and this shall be by registered or certified mail, return receipt requested, with delivery restricted to the addressee only. The envelope in which same is transmitted to such party shall be plainly marked "Personal and Confidential" so as to further insure the confidentiality of the matter at this stage of the proceedings. The State Judging Director shall upon receipt of such grievance convene a panel comprised of such State Judging Director and two other State Judging Directors of her/his selection within the same Region as the State of violation.

- (a) A date, time and place shall be fixed for the hearing of the grievance and the party who is the object of such grievance shall be informed and advised in writing of the date, time and location of the hearing (as well as the composition of the panel to hear same) and shall be accorded a reasonable opportunity to appear personally before the panel and to present testimony or other evidence in defense of the charge.
- (b) It shall be optional with the reporting party to attend or not to attend such hearing. The party who is the object of the grievance may elect to present her/his evidence in written form for the consideration of the panel and may elect not appear personally.
- (c) The panel shall, within thirty (30) days from and after the conclusion of the hearing or the review of the written submissions render its decision as to the merit or lack of merit of the grievance.
- (d) In the event that the grievance is found by a majority of the panel to be without merit, the matter shall thereupon terminate and no further action on such grievance shall be taken either by the panel, the party, the party who is the object of such grievance or the reporting party and the panel shall make its findings in written form and shall transmit a copy of its findings to the reporting party, to the party against whom the proceedings were initiated and to the National Judging Director for inclusion in the official records of this Association.
- (e) In the event that the grievance is found by a majority of the panel to have merit and disciplinary action (as hereinafter delineated) is taken or to be taken, then, in such event, a report of the panel's findings shall be provided to the reporting party, the party reported upon and to the National Judging Director. The party reported upon and against whom action is to be taken shall have the right to the appeal and findings and judgment if, and only if, less than a unanimous finding and judgment was made by the panel. Such an appeal shall be to the Regional Director whose Region includes the State in which the alleged violation occurred. Such Regional Director shall refer a copy of the record as developed during the proceedings before the State Judging Director to two other Regional Directors of her/his selection and they, solely upon the record thus made at the State Judging Director's level and exclusive of any appearance by the reporting party, the aggrieved party or any other party, such panel shall, within thirty (30) days from and after receipt by all three Regional Judging Directors of a copy of such record make their findings and judgment on the record thus presented and by the majority vote of such panel shall either affirm or sustain or reverse the findings and judgment of the State Judging Director's panel. In the event that the judgment of the State Judging Director's panel's action is reversed and the aggrieved party is thereby exonerated, the matter shall end at that point and there shall be no further proceedings or appeals. In the event that the State Judging Director's panel's findings and judgments are sustained then the matter shall, likewise end; provided, however, that in the event the State Judging Director's panel's findings and judgment are sustained by less than a unanimous vote of the Regional Director's panel, then in such event, the aggrieved party may initiate a further appeal in like manner and within the same time period to a panel composed of the Association's National Judging Director and two Governing Board Members appointed by her. The Findings and

Judgment of the Regional Judging Director's panel shall be sent to the reporting party, the aggrieved party and to the National Judging Director for inclusion in the Association's records.

- (f) An appeal to the National Judging Director shall be conducted and resolved in manner similar to that of the resolution of an appeal at the Regional level and shall be based upon the record as initially made at the State Judging Director's level, which record shall be transmitted to the National Judging Director upon her/his request and copies thereof provided to the two Governing Board members by her/him appointed for the purpose of resolving the appeal. At this final level of appeal, a decision of the majority of the panel thus constituted shall be final and there shall be no further appeal permitted.
- (g) All such appeals which the aggrieved person intends to initiate shall be initiated by her/him within fifteen (15) days after receipt by her/him of a copy of the findings from the hearing last held and conducted (or, if not a hearing, the findings resulting from a appeal) in the matter of the subject grievance and with respect to which a majority or more of the panel sustained the grievance. Initiation of an appeal shall be by letter from the aggrieved party that she/he desires the matter be heard by the next higher level of authority within the Association as herein provided. Such letter requesting this appeal shall be termed a "Notice of Appeal" and shall be sent by the aggrieved party by certified mail to the State Judging Director or the Regional Judging Director, as the case may be, who last heard the matter and who was the director selecting the other members of the panel which heard the matter. The date of the posting or delivery of the notice of appeal, whichever shall be sooner, shall be the date of the initiation of the appeal.
- (h) There shall be no appeal from a grievance which a majority of any of the panels herein mentioned found to be without merit. In the event that a majority or more of any panel is unable to agree within the allotted time whether or not a grievance is or is without merit, then, in such event, it shall be deemed that the grievance was without merit.

C. PENALTY - IMPOSITION: The punishment of penalty for a violation

of this Code shall be not more than any one of the following for each violation and the punishment to be administered shall be solely and exclusively in the discretion of the panel hearing the matter in the first instance, provided, however, that in fixing the punishment to be administered the panel shall give due consideration to the relative gravity of the offense, the number of previous offenses or infractions by the aggrieved party, if any, and the mitigating or extenuating factors and circumstances bearing upon the infraction as be known to or otherwise brought to the attention of the panel, to-wit:

- (a) Letter of reprimand - private - sent only to the aggrieved party and the reporting party;
- (b) Letter of reprimand together with the public reprimand in any publication, newsletter or like item published, issued or sponsored by the Association;
- (c) Loss of rotation (period to be fixed and determined by the panel but in no event to be in excess of a period of two years);
- (d) Expulsion from the Association for a fixed period of time but not to exceed five (5) years;
- (e) Permanent expulsion from the Association.

The penalties for which provision is herein provided shall be effective fifteen (15) days from and after the date of communication of same to the aggrieved party (same to be part of the findings and judgment of the panel); provided, however, that the initiation of an appeal as herein and within the time for which provision is herein made shall stay the imposition of such penalty pending the resolution of the appeal and any subsequent appeal taken as herein provided.

In the event that the aggrieved party is a State Judging Director, a Regional Judging Director or an Officer (other than the National Judging Director, then, in such event, in the case of State and Regional Directors and Officers other than the National Judging Director, the National Judging Director shall designate an

appropriate replacement to act as part of the panel instead of the aggrieved party to decide such grievance. If the aggrieved party is the National Judging Director, then, in such event, the replacement shall be designated by the Governing Board of the Association.

The panel to which an appeal has been taken shall have the prerogative of sustaining the findings and judgment of the panel from which the appeal was taken but a majority of such panel to which appeal was taken shall also have the prerogative of modifying the penalty imposed by, and only by, reducing the severity thereof.

Qualifying Scores

Level 4	31.00
Level 5	31.00
Level 6	31.00
Level 7	31.00
Level 8	31.00
Level 9	32.00
Level 10	32.00
Rookie 1	30.00
Rookie 2	32.00
Novice	31.00
Prep 1	31.00

Important Web Sites

International Gymnast Online www.intlgymnast.com

NAWGJ www.nawgj.org

NCAA information www.ncaa.org

NCAA site for coaches www.collegegymnast.com

North Carolina USAG www.nc-usag.org

USA Gymnastics www.usa-gymnastics.org