



9/5/09 update

NAWGJ COMPENSATION for WOMEN'S GYMNASTICS COLLEGIATE COMPETITIONS 2010

Changes from 2009 shown in bold

JUDGING FEE

Judging Fee: Institutions or Conferences must list their judging fee on the JAS website when they enter their request for officials.

Number of Officials: The fee listed is for either a dual meet competition with four officials, or a three to five team competition with eight officials.

Tri-meet competitions: If only four officials are used, the judging fee will increase accordingly.

Conference meets or Invitational Competitions: The judging fee will increase according to the number of teams competing.

PER DIEM REIMBURSEMENT

The per diem includes tolls and meals. When there is an air flight, per diem additionally includes checked baggage fees, travel to and from the airport, and parking at the airport.

Per diem, no air flight involved

- \$ 15 = 4 to 7 hours (away from home)
- \$ 30 = More than 7 hours (away from home)
- \$ 50 = Overnight Stay (away from home)

Per diem, when there is air flight

- \$ 75** = No Overnight Stay (air flight to competition)
- \$100** = 1 Overnight Stay (air flight to competition)
- \$175** = 2 Overnight Stays (air flight to competition)

GROUND TRANSPORTATION/MILEAGE REIMBURSEMENT

Travel by Car: Round trip mileage shall be paid at either the mandated rate of the Institution or **\$0.55** per mile.* The total mileage cost shall not exceed the cost of airfare to the same location.

***Unless the institution is bound by an institutional rate, the IRS mileage rate that existed in January of the previous year (rounded down) will be the mileage rate in effect. For example, for 2010 the IRS mileage rate on January, 2009 (\$.55/mile) will be in effect.**

Carpooling: It is not mandatory to carpool. Judges should arrange carpooling when possible and only charge the mileage they personally incur.



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TRANSPORTATION EXPENSES (tickets, car rentals)

Airplane, Train or Bus Expenses: This shall be paid in full by the host institution.

Travel by Airline: The host institution is responsible for travel arrangements. The judge should be contacted before the ticket is purchased. The host institution must adhere to the time parameters listed in the judge's profile on the JAS web site.

Airport Mileage: This is included in the per diem reimbursements listed above.

Airport Parking: This is included in the per diem reimbursements listed above.

Car Rentals: If a car rental is needed by the judge(s) for transportation from the hotel or airport to the meet site, it should be listed on the contract and agreed upon by the Meet Director. If judges are expected to share a rental car, the host institution is responsible to inform the judge(s) and coordinate arrival times and contact information (cell phone numbers). The host institution is responsible for car rental insurance.

Airports: It is assumed that the closest airport to the judge's home is the one to be used, unless the judge specifies in the JAS that another airport is also acceptable.

Additional Expenses: Expenses not listed on the contract should not be paid. If there are last minute changes or incidental expenses, it is the responsibility of the judge to notify the meet director in a timely manner of any changes in the contracted expenses. An example of an incidental expense is Tolls.

Shared Expenses: A judge, who travels to multiple institutions, must split the expenses with each of the host institutions for that weekend of travel. It is the judges' responsibility to inform the institutions of their portion of the expenses.

LODGING

Overnight Stays: If a judge must stay overnight prior to, during or following the competition, lodging must be provided and paid by the Meet Director. The form of accommodations shall be specified in the judge's contract. If a judge cannot return home by 11:00 pm following the conclusion of the competition, it is strongly suggested that a hotel room is supplied by the host institution.

Accommodations: Hotel rooms will be based on two persons (same sex) in a double room with two beds. An institution/conference may supply a single room.



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Special Arrangements: An institution is only required to provide lodging for one night, unless travel arrangements are unusual. Examples of unusual situations: Weather conditions, or report time requires the judge to arrive the day before the competition. If an institution requires a judge to arrive in town a day prior to the competition, it should be noted in the "Additional notes" field on the JAS, so that the judge is aware of this before accepting the contract.

CANCELLATION

Assignments: If a judge needs to cancel an assignment, a minimum of 15 days notice is required, unless it is an absolute emergency. When judges cannot honor a signed contract, they must immediately contact the Assigner and Meet Director, so that a replacement can be contacted without further cost to the institution.

Airline Tickets: If an airline ticket has been procured, the judge accepts the responsibility to notify the Meet Director and cancel the plane ticket.

PUNCTUALITY

Reporting time: Judges are expected to report 30 minutes before the march-in. When using air transportation, an institution may request that a judge arrive in town prior to the meet reporting time.

UNIFORM

NAWGJ navy uniform: Judges should be attired in the NAWGJ navy uniform and white blouse or shirt. Men must wear a tie. Women may wear either navy pants or a skirt.

INCLEMENT WEATHER POLICY

1. When weather creates a problem with transportation, communication between the host institution and judge is essential.
2. The host institution is ultimately responsible for judges' lodging and per diem, when weather delays the judge either to or from the meet.
3. A judge who is having transportation problems should inform the host institution of the need for additional accommodations and per diem. The judge and the host institution will work together on the arrangements and reimbursements.
4. The judge is responsible for timely submitting the receipts to the institution for any additional reimbursements.