



## UTAH JUDGES REQUEST FORM 2017- 2018 Season

NAWGJ-UT is pleased to assign judges on your behalf. Please log onto [gymjas.com/ut](http://gymjas.com/ut), click on "Meet Directors Menu", click on "Meet Request Form" and complete all of the information requested along with the assigning fee beginning June 1, 2017:

• Please mail checks to:  
Heather Carmody, NAWGJ-UT SJD  
10225 Snow Iris Way  
Sandy, UT 84092  
801-633-7367

The checks to be included are:

• **\$3.00 assigning fee per requested official if postmarked by June 15, 2017**  
Total Paid \$ \_\_\_\_\_ Check #: \_\_\_\_\_

• **\$4.00 assigning fee per requested official if postmarked after July 1, 2017**  
Total Paid \$ \_\_\_\_\_ Check #: \_\_\_\_\_

**Make checks payable to NAWGJ-UT** and attach to this form.

The assigning fee is due with the online request. Meets will not be put on the calendar or assigned until the assigning fee is received and all information requested by NAWGJ is complete, including the city in which the meet will be held. **If the request form is received within 30 days of the meet, the assigning fee increases to \$5.00 per judge.**

**NOTE: It may not be possible to honor requests made within 30 days of an event, as it is likely that officials will not be available.**

**During any of the three competitive seasons, a meet director, coach or club owner may send a Request for Judges and \$3.00 per Judge and NAWGJ-UT will be happy to assign judges for your non-calendared meets and/or any inter-squads.**

If there is a judge that you do not want or a request for a specific judge it must be clearly stated on the request form. Judges will be assigned in the order of receipt of completed request form and the date of the assigning fee:

Judges you wish to be assigned: \_\_\_\_\_

Judges you would NOT like assigned: \_\_\_\_\_

If there is a problem with a date having too many requests, NAWGJ will contact meet hosts involved immediately to make changes. If there are not enough Utah judges to fill all meets

on the same weekend, NAWGJ-UT will attempt to contract out-of-state judges if the Meet Director is willing to pay the travel costs for these judges. The Assigner will contact the Meet Director to obtain approval prior to initiating a search for out-of-state judges.

All meet information (meet start and end times each day, maps, meal arrangements, hotel info) should be sent to the assigners no later than three weeks prior to the meet. If meet information is not received, is incomplete, or differs from the original request, there will be an additional fee of \$1.00 per judge to re-send updated/corrected information to the judges. This fee will be due prior to the meet and must be sent to the State Judging Director.

**Please send meet information no later than three (3) weeks before the meet to:**

Heather Carmody, NAWGJ-UT SJD at [hlacruvey@yahoo.com](mailto:hlacruvey@yahoo.com)

**NOTE:** A minimum of fourteen days notice is required for cancellation of officials. Meets not cancelled prior to **14** days in advance will result in payment by the Meet Director of 2 hours judging time per judge cancelled as well as non-refundable expenses incurred by the judge. These fees will be based on the judges' rating. (Per R&P pg 39)

By signing this form, I am giving NAWGJ-UT the authority to contract for judges on my behalf and I agree to become a party to the NAWGJ contract for all judges assigned to the meet.

Meet Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

Meet Director's E-mail address \_\_\_\_\_ Ph Number \_\_\_\_\_

**IF YOU DO NOT RECEIVE E-MAIL CONFIRMATION OF RECEIPT OF YOUR REQUEST AND CHECK FROM THE STATE JUDGING DIRECTOR WITHIN 30 DAYS, PLEASE CONTACT THE STATE JUDGING DIRECTOR Heather Carmody, NAWGJ-UT SJD at 801-633-7367 or [hlacruvey@yahoo.com](mailto:hlacruvey@yahoo.com)**

**PLEASE KEEP A COPY OF THIS FORM FOR YOUR FUTURE REFERENCE AND USE**

<http://gymjas.com/ut/>



## Welcome to the Utah Gymnastics Judges Information & Assigning System

Select one of the actions below.

- **View the current meet schedule.**
- **Create a new meet request or update the information of an existing meet.**
- **For Judges Only, login to the Judge Information & Assigning System**

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<http://gymjas.com/ut/meetdir.>

### Meet Directors Menu for Utah NAWGJ

*For creating and updating **Gymnastics Meet** requests*

Choose from the following functions:

- **Create** a new [Meet Request Form](#). This is the first step in getting your meet on the judging schedule. The Meet Request form will be considered a "pending" request for judges until a \$3 per judge booking fee is received. At that point the meet will be accepted. You will be able to see the status of this meet request on this web site. This meet request form together with the fee is considered your contract with your state's NAWGJ.

The \$3 per judge fee should be mailed to:

Heather Carmody, 10225 Snow Iris Way, Sandy, UT 84092  
Phone: (801) 633-7367, Email: hlacruy@yahoo.com

Assignments and updates will be e-mailed to the Meet Director. A reply is requested when information has been received.

- To **update or view** a previously submitted Meet Request Form, you must provide the Meet Director's USA Gymnastics Professional Member number (or the PIN that was provided by the original submitter) in order to be allowed to modify any information.

Please provide that number here:

Select the meet from this list that you wish to update by clicking on its row in the table. The row will turn green when you have selected it. Then double click on the row or push the submit button to see the meet details.

Date	Host Gym	Meet Name	Status	Invited Levels
05-13-2016	Southern Utah Gymnastics	Spring State Championships	Accepted	2-5

--> To update the information

<http://gymjas.com/ut/meetinfoform.php>

**New Meet Request / Information Form**

Please fill in the form below with information about your meet.

If you instead need to **update** an existing meet request form, go [here](#) and choose the update option.

<b>Meet Name:</b> <input type="text"/>	
Meet Dates: The start date: Jan 1 2015 Expected length of the meet: 1 day (or partial day) If the meet is a 1 day meet, do you have the flexibility to be on either Friday or Saturday of that weekend? <input checked="" type="radio"/> Yes, I am flexible for either Friday or Saturday. <input type="radio"/> The meet can only be held on Friday. <input type="radio"/> The meet can only be held on Saturday. <input type="radio"/> Multiple day meet.	
<b>Gym Information</b>	<b>Contact Information</b>
Host Gym Name: <input type="text"/> <i>If your gym does not appear in the drop down list, type it here:</i> <input type="text"/>	Meet Director: <input type="text"/> Meet Director's Phone: (xxx)xxx-xxxx <input type="text"/> Meet Director's Email: <input type="text"/>
Gym street address: <input type="text"/> City: <input type="text"/> State: UT <input type="text"/> Zip Code <input type="text"/>	Meet Director's USA Gymnastics Number <input type="text"/>  * This field is required as it will be the password for future updates. If you do not have a USAG number, you may use an AAU membership number or a PIN.
<b>Meet Details</b>	
Meet Location: <input checked="" type="radio"/> In our gym <input type="radio"/> External site at the following location: <input type="text"/>	Number of Gymnasts <input type="text"/>
Type of Meet: USAG <input type="text"/>	Meet Format: Traditional format <input type="text"/>
Levels of competing gymnasts: <input type="text"/> <i>Enter in the above box the levels of gymnasts you intend to invite. As examples: "All levels 3-8", "All Compulsory levels", "Compulsory plus Xcel levels", "Levels 7-10"</i>	
Entry Fees: Team Fee <input type="text"/> <i>Enter in the above box any team fees, for instance "\$45 per team"</i> Gymnast Fee <input type="text"/> <i>Enter in the above box any gymnast fees, for example "\$45 per L1-3 or Bronze gymnast, \$50 for all others"</i>	
Anticipated number of judges required: <input type="text"/>	Meet Referee: <input type="text"/>

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