

Colorado High School Girls' Gymnastics Judges Association



2018
Handbook/Directory
Updated 08/01/2018

CODE OF ETHICS

The CHSGGJA is a professional organization whose purpose is to promote the welfare of the sport of girl's gymnastics, its competitors and officials and to maintain a high standard of gymnastics judging in accordance with this Code of Ethics.

The CHSGGJA considers it unethical for any of its members to solicit meets for himself/herself or for any others

1. Devote time, thought, and study (more than required by the State Association) to learn the rules and mechanics of judging so as to continuously improve your judging skills and knowledge.
2. Honor verbal and contractual agreements confirming each assignment. Remember and recognize that it is important to honor agreements regardless of possible inconvenience or financial loss.
3. Avoid judging a meet when a prejudice for or against a team exists so as to maintain fairness. (To comply with this standard, it is recommended that an official not judge a school he/she attended or coached for 3 years after graduation or termination as a coach). Active coaches should not judge meets in the same League they coach in.
4. Do not judge a meet when under the influence of alcohol or drugs.
5. Be thoroughly prepared for each meet assignment inclusive of current CHSGGJA approved score sheets, pencils, Rule Book, and the name tag given to you by your local association.
6. Work in a courteous and cooperative manner with coaches, gymnasts, parents and school officials but do not fraternize with the above-mentioned or the crowd at any meet.
7. Dress professionally to expectations and maintain a proper appearance at all times. (no jeans).
8. Promptly report to the meet site as set forth by the rulebook, currently 30 minutes before the meet starts to perform pre-meet duties.
9. Judge what you see and not what you expect to see.
10. Strive for consistent, quick, and accurate judging throughout the meet. To aid in this, develop your own system of organization for quick accurate access and reminders.
11. Should controversy arise concerning scores, be confident with the rules so that another judge cannot totally influence your decision. Be able to discuss discrepancies with accurate reasoning. However, do not attempt to explain another official's interpretation.
12. Assist coaches in the interpretation of the rules when such requests are made at a proper time.
13. Leave the site of the meet as soon as your meet responsibilities conclude so as to aid in confining your duties to judging only.
14. Give your best effort in every meet judged. Each team and meet is entitled to the official's best efforts and he/she is employed as a representative to administer the rules of the sport.
15. Work with fellow officials and the State Association in a spirit of harmony and cooperation in spite of differences of opinion that may arise during discussion of points and rules.

**Colorado High School
Girls' Gymnastics Judges Association**

**State Officers
2018-2019**

PRESIDENT **KATHY RANDLE**
13849 W. DAKOTA PL.
LAKEWOOD, 80228
Home Phone: 970.989.0771
Cell Phone: 303.901.2552
Email: karandle@aol.com

VICE-PRESIDENT **TINA PHIBBS**
168 PALOMA AVE
BRIGHTON, 80601
Home Phone: (303) 989-7978
Cell Phone:
Email: tinaphibbs17@gmail.com

SECRETARY **TRUDY LISTEN**
5415 BELVEDERE PL
FT. COLLINS 80525
Home Phone: (970) 225-1892
Cell Phone: (970) 581-1894
Email: trudylisten@comcast.net

**PAST-
PRESIDENT** **DEBBIE ELLIS**
7496 E. LONG CIR
CENTENNIAL, 80112
Home Phone: 720.482.8693
Cell Phone: 303.704.3413
Email: gymjudge10@aol.com

TREASURER **BRIAN RICHMOND**
5555 OVERHILL DR
FT. COLLINS 80526
Home Phone: (970) 226-0100
Cell Phone: (970) 227-6677
Email: richmond1952@msn.com

**RULES
INTERPRETER** **HEIDI MESSER**
2216 GAYLORD ST
DENVER, 80205
Home Phone: (303) 394-1670
Cell Phone: (303) 725-7323
Email: heidiamesser@gmail.com

**CHSAA
LIAISON** **BERT BORGMANN**
14855 E. SECOND AVE.
AURORA 80011-8900
Work Phone: (303) 344-5050
Fax: (303) 344-0775
Email: bborgmann@chsaa.org

**CHSAA
ADMINISTRATIVE
ASSISTANT** **WHITNEY WEBERMEIER**
14855 E. SECOND AVE
AURORA 80011-8900
Work Phone: (303) 344-5050
Fax: (303) 344-0775
Email: wwbermeier@chsaa.org

**CHSAA
OFFICIALS
LIAISON** **TOM ROBINSON**
14855 E. SECOND AVE
AURORA 80011-8900
Work Phone: (303) 344-5050
Fax: (720) 859-8792
Email: trobinson@chsaa.org

**CHSAA
OFFICIALS
COORDINATOR** **MONICA TILLMAN**
14855 E. SECOND AVE
AURORA 80011-8900
Work Phone: (303) 364-1337
Fax: (720) 859-8792
Email: mtillman@chsaa.org

*Colorado High School
Girls' Gymnastics Judges Association*

*Area Directors
2018-2019*

1 – Metro 2 – Northern 3 -Pikes Peak/Western

1 AMY SOBOLIK-BROWN - METRO

12705 E. OHIO AVE.
AURORA, 80012

Home Phone:

Cell Phone: (720) 256-4442

Email: asobolik1971@gmail.com

2 TRUDY LISTEN - NORTHERN

5415 BEL VEDERE PL.
FT. COLLINS 80525-6701

Home Phone: (970) 225-1892

Cell Phone: (970) 581-1894

Email: trudylisten@comcast.net

3 LISA PERSONS-PIKES PEAK/WESTERN

391 W. MORNING GLORY DR.
PUEBLO WEST, 81007

Home Phone: (719) 547-4085

Cell Phone: (719) 251-6758

Email: lrpersons@msn.com

KIM PUCHEK- TRAINER

547 CHINOOK TRAIL
GUNNISON, 81230

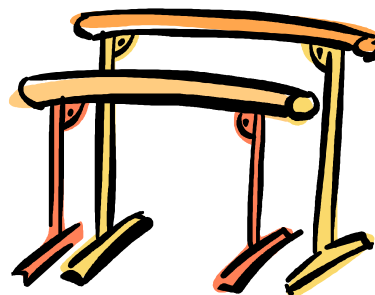
Home Phone: 970-209-8067

Email: skitour@youngminds.com

SOCIAL AND WEB DIRECTOR

DANI HOLLIDAY (MUSSO)

Daniellemusso.87@gmail.com



OBLIGATIONS OF COMPETING SCHOOLS

1. Each school should furnish an adequate number of score sheets.
2. Each school is responsible for providing qualified timers, scorers, and flashers.
3. Each school should cooperate with the Colorado High School Girls' Gymnastics Judges Association in matters of contracts, use of members and payment of fees.
4. Each school shall assume the responsibility for crowd conduct.

COMMITTEES

The Executive Committee shall have the authority to establish any and all committees necessary for the operation of CHSGGJA.

DUES FOR EXECUTIVE OFFICERS

The State Association shall pay dues for association membership for the State President, Vice President, Secretary, Treasurer, the State Interpreter and immediate Past President annually. All officers shall be reimbursed for necessary administrative expenses.

RECOMMENDED MINIMUM FEE SCHEDULE FOR 2018

Two-team meet (judging 2 events)	\$45.00
Three-team meet (judging 2 events)	\$55.00
Four-team meet:	
Judging 1 event	\$45.00
Judging 2 events	* \$67.00
Five-team meet:	
Judging 1 event	* \$51.00
Judging 2 events	* \$79.00
Six-team meet:	
Judging 1 event	* \$56.00
Judging 2 events	* \$92.00
Seven-team meet (judging 1 event)	* \$63.00
Eight-team meet (judging 1 event)	* \$69.00
Invitational (5 or more teams)	
Judging 1 event	* \$14.00/team
Judging 2 events	*\$22.00/team
* minimum	
Finals (up to 20 competitors)	\$20.00/judge/event
Meet Referee – paid normal fee plus \$12.00	

At meets employing a meet referee, the pay scale for that meet referee position will be \$12.00 more than the rate calculated for the officials judging the applicable meet or tournament.

Example for calculation of fees: In instances where the JV team is competing (along with their respective varsity teams) and they do not compete full teams, the number of JV competitors (from all teams) may be totaled to arrive at the appropriate number of teams for payment. For example: Team A competes six (6) Varsity and three (3) JV, and Team B competes six (6) Varsity and two (2) JV (per event). The TOTAL JV competitors are five, thereby creating only one more team for payment. The fee for this meet would be \$47.50 for a three-team meet. If the total JV competitors equal MORE than six in any event, the fees to be paid would increase to a four-team meet. THIS PROCEDURE IS APPLICABLE FOR JV ONLY, NOT VARSITY INVITATIONALS.

- A. Tournament Fees - During regular season play, leagues and schools have the option to establish tournament fees with officials groups unless specified elsewhere in the above fee schedule. Those fees must be stated on contracts sent to officials prior to the tournament.
- B. 1. Mileage – 40 cents per mile. **Exception** see note 1 that follows: Note 1: The Confluence (except Campion); The 5280 (except Gilpin County); The Colorado 7(except Fort Lupton, Elizabeth, Fort Morgan, Weld Central); The Jefferson County (except Conifer & Evergreen), Denver, Continental, East Metro, Front Range (except Fort Collins, Loveland, Poudre and Rocky Mountain), Frontier (except Bennett, Clear Creek, Lake County, Middle Park and Platte Canyon), Metropolitan, and Centennial leagues and Broomfield, Denver Academy, Denver Christian, and Valor schools will not pay mileage between league cities, but will pay a mileage travel stipend of \$2 to each official between league cities per day of assignments. Colorado Springs schools will pay mileage travel stipend of \$2 per day of assignments to officials selected from the Colorado Springs Officials' Association. An official that is assigned to two or more contests at a given site on the same day shall be paid one travel stipend or reimbursement.

2. Only ONE driver will be paid the mileage reimbursement for each contest. It will be paid to the official on the crew who travels the farthest. Issues with multiple drivers must be solved between the officials and the assignor prior to the game.

3. In lieu of per diem, a rider fee of \$10 is paid to officials, non-drivers only, who are riding on trips of 75 miles or more one-way.

4. It is recommended that, during the regular season only, assigners assign officials to a contest whose travel miles to a school is less than or equal to 75 miles round trip, thus resulting in a payment of no more than \$30 for travel. If an official travels miles more than 75 miles round trip the official should be paid at the \$.40/mile rate as listed above unless other arrangements are made with the officials by the school.

C. Individual Mileage Buffer

No mileage will be paid to an official whose town of residence is 20 miles or closer to the host school. Full mileage (including first 20 miles) will be paid to officials who travel over 20 miles. This does not apply to the metro area officials described above that receive the \$2 travel stipend.

D. Priorities

When a site or date change occurs, the officials originally assigned should be given the first chance to work the rescheduled game.

F. "No-Show"

1. In all other sports, when one official is a "no-show", the other officials working the contest shall split 50% of the extra check. (Not to exceed 50% of standard fee).

2. Guidelines for "No-Shows"

Officials Associations must have on file with CHSAA a copy of their constitutions, rules, and by-laws that outline their disciplinary procedures for dealing with no shows as well as other CHSAA expectations. Schools should contact the CHSAA office and identify the officials so that the local officials associations can take action. Leagues and schools are encouraged to develop procedures for use in these situations as well.

TRI MEET ROTATION:

Tri-Meet Rotation Order for Host schools to follow.

	BEAM	VAULT	FLOOR	BARS
Team 1	1	Bye	3	2
Team 2	2	1	Bye	3
Team 3	3	2	1	Bye
Team Bye	Bye	3	2	1

ArbiterSports.com

1. Online Registration- Update Profile- Mandatory pictures
2. Online voting for judges for postseason meets
3. Online testing- annually
4. Online Evaluations
5. Arbiter Auto-Assign
6. Officials assignment alerts via text

**COLORADO HIGH SCHOOL
GIRLS' GYMNASTICS JUDGES ASSOCIATION
CONSTITUTION & BY-LAWS**

ARTICLE I – NAME

This organization shall be known as the Colorado High School Girls' Gymnastics Judges Association. Henceforth to be known as CHSGGJA in this document.

ARTICLE II – PURPOSE

The purposes of this organization are:

- A. To promote the welfare of the sport of gymnastics, its competitors, and officials.
- B. To maintain a high standard of gymnastics judging in accordance with the CHSGGJA Code of Ethics.
- C. To unite all state high school judges in a uniform training program in accordance with the rule book recommended by CHSAA. Statewide Training will be held in even years, local Association trainings held in odd years.

ARTICLE III - MEMBERSHIP

SECTION I

The classes of membership shall be:

A. Certified - an active member must meet the requirements for membership as set down by the Constitution and By-Laws, must fulfill training requirements and financial obligations. Certified members will further be defined as follows:

Experienced Certified - an active member who has been certified and judged for two or more consecutive seasons and may sit as a Chief judge in all events and may be selected to judge regional and/or state meets.

Inexperienced Certified - a member who has fulfilled all the requirements to be a certified judge, but has less than two consecutive seasons of judging experience and may not be selected to judge regional and/or state meets.

B. Inactive - a previously active member who desires to remain affiliated with CHSGGJA, but gives up his/her right to judge gymnastics for a period of one year, to return to the same level as he/she left. If the inactive official does not return after one year, the official must start over as an IC official. Reduced fees will be required of all inactive members. Inactive membership may not be declared after the dues deadline.

C. Transfers - a member who has moved from one local association within Colorado to another, or a person who has moved to the state of Colorado from another state. Proof of membership in the previous state association will be required of all transfer members before they can be listed as certified. Any transfer member who cannot provide such proof shall be required to fulfill the obligations of a new judge for the following year, and the local association will determine specific status.

ARTICLE IV - ORGANIZATION

SECTION I

The state shall be divided into local associations as determined by the Executive Committee and the Board of Directors of the State Association.

SECTION II

Each local association will be responsible for the election of officers, determination of representatives to the Board of Directors and training of all its members.

ARTICLE V - OFFICERS

SECTION I

The officers of the State Association shall be as follows: President, Vice President, Secretary/Treasurer, the State Interpreter, Immediate Past-President, and Liaison.

SECTION II

State Association Job Descriptions/Duties

The duties of the officers are as follows:

PRESIDENT

- The President is responsible to call/conduct all meetings of the Executive Board and the Board of Directors (Dec./August)
- Prepare written agendas and handouts for Executive Board meeting and Interpretation meeting.
- Preside over all Board meetings.
- Attend all CHSAA meetings (State Tournament Committee, Partners Committee Meeting in Dec./June.
- Cast tie- breaking vote at State meetings.

- Handle discipline procedures and grievances as stated in the By-Laws of the CHSGGJA constitution.
- Work as a liaison between CHSGGJA and CHSAA.
- Receive and summarize judging evaluations, forward information to Bert Borgman at CHSAA.
- Send information to Board of Directors and Area Directors with pertinent information.
- Write opening article for the website.
- Write Welcome Letter for Coaches packet and judges packet (send to CHSAA by July 1)
 - Vice President gather information from all associations to be posted on our website: www.chsggja.org, State Interpreter to correct website address www.chsggja.org
- Coordinate training in Statewide training year:
 - +Date, location, clinicians, fees, videos, handouts, live gymnasts, committees, etc.
- Submit award nominations (NFOA, IBM) to CHSAA.
- Communicate with Area Directors regarding training and evaluations.
- Set up on-line testing dates with National Federation by March each year.

VICE PRESIDENT

- The Vice President performs duties as requested by the President.
- Attend all meetings as requested by the President.
 - Gather newsletter information from all Associations for the website, www.chsggja.org
 - Prepare and copy newsletter, deliver to CHSAA by June 1st for inclusion in summer packets.
 - Set up the CHSAA conference room and refreshments for meetings.
 - Help with on-going recruitment efforts. Make sure the recruitment post cards are available at the Regional/State meets for graduating Senior gymnasts.
 - Enlist new judges and volunteers for timing and scorekeeping at the State Meet.
 - +Send complete list (names/shifts/times) to CHSAA 3-4 days before the State meet.
 - +Send complete list to State Meet Referee.
 - Prepare and distribute the Calendar of Events each year, distribute to all members and Monica at CHSAA for inclusion in the Handbook/directory.

SECRETARY/TREASURER

The Secretary shall:

- Record the minutes at all Executive meetings.
- Distribute the minutes from Executive meetings to all attendees.
- Be responsible for all mailings to all members.
- Maintain and distribute all lists of membership, and informing all members of changes of judging procedures during the season.
- Assist CHSAA secretary with Directory updates and distributions.
- Update CHSAA on website updates including (but not limited to):
 - +New State and Association Directors for the coming year.
 - +Training dates for the coming year.

The Treasurer shall:

- Maintain all recorded funds of CHSGGJA and their disbursements and submit a financial report at each Board of Directors meeting.
- Submit all membership changes to Executive Secretary at CHSAA by June 1 necessary to update the Handbook/Directory each year.
- Collect local association membership reports.
 - +Deposit receipts into bank.
 - +Send copy of the reports to the CHSAA Secretary who is responsible for directory (Monica Tillman)
 - +Submit all reports to CHSAA (establishing membership/insurance coverage, mailing of rulebooks and directory updates)
- Reconcile additional rulebooks issued to local associations to membership reports.
- Return excess rulebooks to CHSAA and submit rulebook payments for net of the returns.
- Issue payments for State Association expenses as incurred (signed by President & Treasurer)
- Reconcile bank statements.
- Produce a preliminary Treasurer's report for the annual Executive Board meeting.
 - +Income statement- current year.
 - +Reconciliation of cash flows to the beginning and ending bank balances- current year.
 - +Membership reconciliation to membership income.
 - +Proposed budget-coming season.
- Update the Treasurer's Report for the CHSAA Board Meeting.
- Compensate President, Vice President, Treasurer/Secretary and State Interpreter \$50.00 yr.

IMMEDIATE PAST PRESIDENT

The Immediate Past-President shall serve as an advisor to the President.

STATE INTERPRETER

The state interpreter shall:

- Receive inquiries regarding rules, make judgment and distribute interpretations as appropriate. -Attend the National Federation interpretation clinic in August and distribute information to local associations. In the event the State Interpreter cannot attend, the State President will attend. The member attending will be designated as local clinician for our interpretation clinic.
 - Send interpretation questions to National Federation.
 - Make scoresheets and chief judge deduction sheet updates/corrections to original copies of scoresheets prior to early August and forward to Lisa Cunningham.
 - Review interps via video (or attend National interp clinic) prior to August interp clinic.
 - Summarize interps and rulebook changes for meeting.
 - Make sure mid/late season interps are sent to judges and coaches and posted on the website.
- www.chsggja.org and at www.chsaa.org and the CHSGGJA Facebook.

LIAISON - A member of CHSAA shall be an associate member of this association and an ex-officio member of the Board of Directors. Currently Bert Borgman is the Liaison.

SECTION III

Recommendations for State Officers will be sent to the State President by each local association prior to the winter Executive Committee meeting in December. The Executive Committee will then determine a slate of officers and present this information to each local association. It will be the responsibility of each local association to poll their members and send its vote to the designated member of the Executive Committee prior to the election deadline. Election of officers shall take place in January of 1977 and every two years thereafter (even years). Officers will assume their duties immediately.

SECTION IV

If an officer fails to perform his/her said duties, he/she will be given the option of either resigning or being dismissed from his/her duties. Dismissal shall be by a majority vote of the members of the Board of Directors present and voting.

SECTION V

The members of the Executive Committee shall be as follows: President, Vice President, Secretary, Treasurer, the State Interpreter, Immediate Past-President and Liaison.

A two-thirds majority of those members present and voting shall be necessary for any action of the Executive Committee.

Membership on the Executive Committee shall be for a period of two years and a member shall be eligible for reelection.

The Executive Committee shall have the power to fill a vacancy in any office except President and Vice President between meetings. This appointment to fill the vacancy will be until the next Board of Directors meeting. In case there is a vacancy in the office of President, the Vice President shall become the President. Should the office of Vice President become vacant, it shall remain so until it can be filled at the next Board of Directors meeting.

All items to be presented at the Board of Directors meeting must be presented in writing to the State President at least one week prior to the Executive Committee meeting. Any proposal thus presented will be presented to the Board of Directors for final approval or rejection.

SECTION VI

The Board of Directors shall be composed of one representative from each local association and the members of the Executive Committee. The term of office of a member of the Board of Directors shall be for a period of one year. A member may be reelected at the discretion of each local association. Each member on the Board of Directors shall have one vote.

All items not covered by the CHSGGJA Constitution and By-Laws will be decided upon by a two-thirds majority vote of the member of the Board of Directors present and voting.

The Board of Directors shall meet at a time and place to be determined by the State President. The meeting shall be devoted to rules interpretation and explanation of rules governing the upcoming season, regulations and policies of operation in the CHSGGJA Constitution.

For any action by the Board of Directors, two-thirds of the membership present and voting will be required.

BY-LAWS RULES OF PROCEDURE

SECTION I

The By-Laws of the Association shall embody Rules of Order and Standing Rules as necessary to insure proper organization and methods of transacting business for meetings of the Board of Directors, the Executive Committee, and standing committees of the Association. Where not specifically provided for in the Rules of Order or Standing Rules within the By-Laws of the Association, meetings shall be governed by Parliamentary Procedure under Robert's Rules of Order.

DUES

SECTION I

Each member shall be required to pay a membership fee as determined by the Board of Directors. This fee will pay the member's local fee, state fee, purchase the official Rule Book, test fee, CHSAA membership card, training fee, Arbitrator, insurance, administrative expenses for the Executive Secretary at CHSAA.

SECTION II

Dues for active and inactive members must be paid by the deadline. Active member dues paid after the deadline will require a \$20.00 late fee.

SECTION III

Active membership dues will not be accepted after the late membership deadline. If a previous active member desires membership after the late membership deadline, he/she will have to begin at the inexperienced certified level.

TRAINING

SECTION I

All judges will be required to attend an official scheduled training clinic, which will include the interpretation clinic, and pass the test with 80%. If extenuating circumstances occur, and the above requirements cannot be met, written approval for alternative training must be obtained from the executive Committee prior to August 1 of the judging season.

SECTION II

Inexperienced Certified judges will be required to attend a minimum of eight (8) hours of training each year, In addition, they must attend the interpretation clinic, plus two (2) meets and/or intersquads practice judging with an experienced judge.

Experienced Certified judges will be required to attend a minimum of five (5) hours of training each year. Any Experienced Certified judge who misses only one year would be required to attend five (5) hours of training at an official scheduled training clinic. The judge must also attend the interpretation clinic, and pass the test with 80%. Upon completion of the required training and testing, the judge would be reinstated to Experienced Certified status and so listed in the directory. Experienced Certified judges must have the approval of the local Executive Committee to serve as a clinician for Inexperienced training sessions. Guest clinicians must have the approval of the State Executive Committee.

SECTION III

One State Interpretation Clinic to be attended by the members of the Executive Committee and at least one member of each local association will be held each August following the National Federation Interpretation clinic. The State Interpreter attending the National Federation clinic will be designated as local clinician.

Each local association will be responsible for holding an interpretation clinic for its members following the State Interpretation Clinic.

All interpretation clinics are to be held prior to the first meet in an area. A judge is required to attend an interpretation clinic prior to judging.

SECTION IV

For Leagues allowing you to self-assign for open meets, only self-assign for meets you are qualified to judge. If you are not experienced and/or qualified to judge the meet, do not take it.

Examples: First year judges may only judge the two events they trained on. An IC (inexperienced certified) judge should not judge an event alone. Two IC judges should not judge an event together; they need to sit with EC judges. An IC judge may not be assigned to or accept an Invitational meet. It takes 3 years before an IC judge transitions to an EC judge.

DISCIPLINE

SECTION I

In the event a member does not comply with the requirements as set forth in the Constitution and By-Laws, he/she will not be allowed to judge.

If a judge does not attend an official scheduled training clinic, which will include the interpretation clinic, and pass Part I or Part II of the test, he/she will not be allowed to judge the current year. The local association president will cancel all contracts and arrangements made to reschedule a certified official.

SECTION II

Any person or local association charged with a violation of the CHSGGJA Constitution shall undergo probation procedures. Probation is an official censure varying in time and degree in accordance with the violation of the CHSGGJA Constitution. All notifications of decisions or hearings should be sent by **CERTIFIED MAIL, RETURN RECEIPT REQUESTED**. Individual probation shall be the direct responsibility of each local association Executive Committee. The following guidelines shall be adhered to:

1. Minimum requirements are that any individual charged with a violation shall have written notice of the specific charges, the sections of the CHSGGJA Constitution & By-Laws, Rule Book and Code of Ethics which are in violation, and the possible dimensions of the probation should the violation be proven. Local associations are required to keep all pertinent documents with the understanding that this information must be forwarded to the individual involved and all local association Executive Committee members. At this time, either party may request a hearing. The hearing procedure shall follow Sections 3C, D, E (Local Probation).
2. The local Executive Committee or their designated committee shall review the information presented and then make a decision. The decision shall be in writing, signed by the local Executive Committee members, and shall state the findings of fact and conclusions and the probation to be administered. Copies shall be sent by **CERTIFIED MAIL, RETURN RECEIPT REQUESTED** to the individual involved and all local Executive Committee members.
3. Official censure of a local member shall be carefully documented and copies sent to all members of the State Executive Committee.
 - A. If a local association violation of the CHSGGJA Constitution or an individual probation appeal is filed with the State Executive Committee, the President or designated appointee shall ask for all information and conduct any investigation necessary to determine if any part of the CHSGGJA Constitution & By-Laws, Rule Book and Code of Ethics has been violated.
 - B. After completion of the investigation, the President or the designated appointee shall notify in writing the State Executive Committee, the local Executive Committee, and the individuals involved, the specifications of the charges, the sections of the CHSGGJA Constitution which are in violation, and the possible dimensions of the probation should the violation or appeal be upheld. The letter will also designate a date and time for a formal hearing should either party request such a hearing, at which time all parties may be heard.

C. Any of the above are entitled to represent themselves should they so desire. All parties attending hearings are entitled to be represented by counsel, provided they notify all other parties involved of the name, address, and telephone number of such counsel at least seven (7) working days in advance of such hearing.

D. The President or the appointed designee may, at the beginning of the hearing, ask for statements clarifying the issues involved.

The President or the appointed designee shall make available any additional information received since mailing the original notice of the violation.

The President or the appointed designee may vary the procedure, but shall afford full and equal opportunity to all parties for the presentation of any material or relevant evidence.

The hearing may proceed in the absence of any party who, after due notice, fails to be present. A decision shall not be made solely on the default of such party.

The President or the appointed designee shall specifically inquire if anyone present has any other evidence to offer or witness to be heard. Upon receiving negative replies, the President or the appointed designee shall declare the hearing closed.

4. Any individual certified judge placed on individual probation by a local association Executive Committee has the right to appeal to the State Executive Committee for review ten (10) working days following the mailing of the decision of the local association. Any local association executive has the right to appeal the State Executive Committee concerning an individual probation. Each member of the State Executive Committee shall be notified in writing.

5. Local association probation and individual appeal procedures shall be the direct responsibility of the State Executive Committee.

A. If a local association violation of the CHSGGJA Constitution or an individual probation appeal is filed with the State Executive Committee, the President or designated appointee shall ask for all information and conduct any investigation necessary to determine if any part of the CHSGGJA Constitution & By-Laws, Rule Book and Code of Ethics has been violated.

B. After completion of the investigation, the President or the designated appointee shall notify in writing the State Executive Committee, the local Executive Committee, and the individual involved, the specification of the charges, the sections of the CHSGGJA Constitution which are in violation, and the possible dimensions of the probation should the violation or appeal be upheld. The letter will also designate a date and time for a formal hearing should either party request such a hearing, at which time all parties may be heard.

C. Any of the above are entitled to represent themselves should they so desire. All parties attending hearings are entitled to be represented by counsel, provided they notify all other parties involved of the name, address, and telephone number of such counsel at least seven (7) working days in advance of such hearing.

D. The President or the appointed designee may, at the beginning of the hearing, ask for statements clarifying the issues involved.

The President or the appointed designee shall make available any additional information received since mailing the original notice of the violation.

The President or the appointed designee shall specifically inquire if anyone present has any other evidence to offer or witness to be heard. Upon receiving negative replies, the President or the appointed designee shall declare the hearing closed.

6. The hearing may be reopened by the President or the appointed designee on his own motion, or upon applications from any other involved party at any time before the decision is made. The decision of the State Executive Committee shall be final.

7. The decision will be made promptly by the members of the State Executive Committee present at the hearing, or, if no normal hearing is requested, the State Executive Committee after reviewing the written information presented shall make a final decision. The decision shall be in writing, signed by the State Executive committee members and shall state the findings of fact and conclusions and the probation to be administered. Copies should be sent to CHSGGJA, all local Executive Committee members and all others involved. The decision of the State Executive Committee shall be final.

SECTION III

Judges reporting late to previously assigned scheduled meets will not begin judging until an event and/or a level change (JV/V) has occurred. For all meets not utilizing a meet referee, a judge shall be considered late if he/she has not arrived at the gym at the scheduled time for the meet to begin, regardless of whether the meet is ready to begin. For all meets utilizing a meet referee, such as an invitational, leagues, districts, and state, a judge shall be considered late once the meet referee has begun the pre-meet conference with the judges. The judge will be fined \$10.00 by their local association for that meet, to be returned to the Officials' payer.

If an official fails to attend an assigned meet, the following steps will be taken:

- a. A letter of explanation regarding the instance must be written by the offending official to the local association president and the school involved within one (1) week of the offense.
- b. If the situation justifies, a \$20.00 fine will be levied against the judge, to be sent to that judges local association.
 1. The instance will be reported on the next season's information sheet.
 2. If a fine was levied and not paid, no meets will be assigned that judge the following season.

SECTION IV

All judges are bound by the CHSGGJA sexual harassment, intimidation and violence policy. All judges will receive a copy of the policy.

CHSGGJA POLICY ON SEXUAL HARASSMENT, INTIMIDATION AND VIOLENCE

The CHSGGJA believes that all its members should strive to provide a healthy, safe and appropriate environment for athletic competition. This philosophy dictates that each individual involved with interscholastic competition be treated with respect and dignity. An integral part of a contest official's role is awareness of what behaviors or practices are considered unacceptable. The following information identifies what is considered wrongful conduct, both on and off the contest arena and said conduct is hereby prohibited.

Definitions:

Sexual harassment is a form of sex discrimination, which violates federal law. Sexual harassment illegal.

Sexual harassment includes requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature.

Sexual intimidation is conduct, which subjects members of either gender to humiliation, embarrassment, or discomfort. Sexual intimidation can be verbal or non-verbal.

Sexual violence is an act of physical aggression that includes a sexual act or sexual intent. Sexual violence could include, but is not limited to, touching, grabbing, or patting another person's intimate body parts, coercive sexual touching, or coercive sexual intercourse. Using force or the threat of force to engage in sexual touching or sexual intercourse also constitutes sexual violence.

MISCONDUCT BY OFFICIALS

Charges of conduct unbecoming an official or of conduct contrary to the best interests of the organization may be brought before the Executive Committee by a member of the organization or school authority. Such charges must be submitted in writing and each case will be considered individually. The accused official must have an opportunity for a hearing before the Executive Committee and each case will be decided on its own merits.

Proven misconduct on the part of an official may result in one or more of the following penalties:

1. Permanent suspension; or
2. Suspension for a stated period of time not to exceed two years; or
3. The Executive Committee may impose suspension for an indefinite period of time and reinstatement contingent upon the suspended official meeting such conditions as.

An official is automatically reinstated at the expiration of the suspension imposed for a definite term. An official may apply to the Executive Committee for reinstatement following a suspension for good cause.

In the event that action is taken against a state officer, the remainder of the Executive Committee shall decide whether the member who is suspended, fined or put on probation shall retain his/her position.

Ruling: After the evidence, the Executive Committee and the person presiding at the hearing shall render a written decision within fourteen (14) days.

Right of Appeal: Following the decision of the Executive Committee, the official may appeal in writing within fourteen (14) days to the CHSAA whose decision shall be final. The CHSAA must render a decision on any appeal with fourteen (14) days.

Misconduct Can Be Charged for the Following:

1. Using abusive language.
2. Degrading fellow CHSGGJA members.
3. Providing unwarranted, derogatory news median releases and/or interview.
4. Using distasteful gestures.
5. Using mood-altering substances the day of the contest. The day of the contest is defined from 2:00 a.m. until all assigned contests for the day are completed.

CHSAA game officials are expected to abide by the code of ethics for their respective associations, including proper, accepted social conduct. Violations of this by-law will be investigated and, if substantiated, the official may be suspended from the officials association and CHSAA contests for a specific period.

Any official who has been suspended or expelled may appeal the action by an appearance before the CHSAA Executive Committee. The decision of the CHSAA Executive Committee shall be final.

This by-law allows the Association and officials' organizations to discipline officials who have been arrested or convicted of crimes. It allows the Association and officials' organizations to remove the offending official for conduct detrimental to interscholastic athletics and activities. All officials' organizations are required to place this by-law in their organization's constitution.

At the January 21, 1999, Board of Control meeting the board voted 54-0 to adopt Proposal S-1- Officials' Conduct. Athletic By-laws, Article 27, Rule 2760 to read:

OFFICIALS' CONDUCT

Any official who has been registered by his/her parent officials' group may be suspended and/or banned from the CHSAA registered list of officials for a specified amount of time (including a lifetime ban) by action of the officials' organizations' governing board, when:

- 1) It has been shown that the official is guilty of unethical conduct; or
- 2) The official refuses to promptly file reports requested by the Commissioner's office and such reports are deemed pertinent to the conduct of coach, contestant, official or school competing under the jurisdiction of the CHSAA; or
- 3) If the official, as an adult, has been convicted of or has pleaded "guilty" or "no contest" to any criminal charge due to conduct that adversely affects the ability or appropriateness of the official to perform officiating duties in interscholastic athletics or activities; or
- 4) If the official has engaged in any illegal, unethical, or immoral conduct that adversely affects the ability or appropriateness of the official to perform officiating duties in interscholastic athletics or activities; or
- 5) It is deemed that the official's conduct is detrimental to interscholastic athletic

Girls' Gymnastics Assigners

2018-2019

ADAMS 12 JERRY LETOFSKY
ASO
18713 E NAPA DR
AURORA 80013-3650
Web Site: www.aso.as\
Work Phone: (303) 680-2013
Fax: (720) 293-0038
Email aleto38676@aol.com

Schools: Thornton, Mountain Range, Ponderosa, Broomfield

DENVER DONNA WINGO
DPS ATHLETICS
2700 W. 7th AVE.
DENVER 80204
Work Phone: (720) 423-4240
Email: donna_wingo@dpsk12.org
Website: www.dpsk12.org

Schools: Kennedy, South, T. Jefferson and East

JEFFERSON COUNTY DALE VELICHKOFF
JEFFCO ATHLETICS
P O BOX 4001
GOLDEN 80401-4001
Work Phone: (303) 982-6636
Fax: (303) 982-6557
Email: dvelichk@jeffco.k12.co.us
Website: www.jeffco.k12.co.us/education

Schools: Bear Creek, Green Mountain, Standley Lake, Pomona, Arvada West, Lakewood, Columbine, Evergreen and Chatfield

CENTENNIAL LISA SPARROW
3460 S. Fairplay Way
Aurora, CO 80014
Cell Phone: 303-564-4914
Email: lisa@achievegymnastics.com

www.aigym.com, password: gymjudge (should be posted by April 30th)

Schools: Overland, Cherry Creek, Ponderosa, Rock Canyon, Palmer Ridge, Pine Creek, Heritage, Rampart, Elizabeth

National Federation of High School Associations Officials Coverage Summary 2018-2019

General Liability Insurance

Carrier: Everest National Insurance Company Aggregate Limit: \$5,000,000

Products-Completed Operations Aggregate Limit: \$5,000,000 Each Occurrence Limit: \$2,000,000

Personal and Advertising Injury Limit: \$2,000,000 Damage to Premises Rented to You: \$300,000 Premises Medical Payments: \$5,000

Sexual Abuse & Molestation – Each Occurrence: \$1,000,000 Sexual Abuse & Molestation – Aggregate: \$2,000,000

Participant Legal Liability: \$2,000,000

Crisis Response – Each Event/Aggregate: \$25,000

Accident Insurance

Carrier: Hartford Life and Accident Insurance Company

Accident Medical Expense Benefit Maximum Benefit: \$50,000 Deductible: \$250

Heart & Circulatory Maximum Benefit: \$2,500 Malfunction Benefit: 10%

Physical Therapy/Chiropractic – per Visit: \$50

Physical Therapy/Chiropractic – Maximum per Injury: \$2,000 Durable Medical Equipment – Maximum per Injury: \$1,000

Outpatient Prescriptions – Maximums per Injury: \$1,000

Dental Maximum Limit: Included In Medical Max

Accidental Death & Dismemberment Benefit: \$2,500

Covered Activities

Insured persons are covered during:

- Officiating duties during a regularly scheduled sports or activity competition
- Sport or activity must be recognized in that state by the member state high school association
- Officiating duties including chain crews and attending officiating camps, clinics and meetings
- Coverage is extended to youth, recreational and college officiating, however, the sport must be recognized by the state high school association
- Premises owned, leased or borrowed by the policyholder
- Direct travel to and from a covered activity

Claim, Certificate of Insurance and Detailed Coverage Information Contact:

Dissinger Reed

8700 Indian Creek Parkway, Suite 320

Overland Park, KS 66210

Phone: 800-386-9183 or 913-491-6385

Fax: 913-491-0527

email: info@dissingerreed.com

www.dissingerreed.com/nfhs

ADDRESS CHANGE FOR GYMNASTICS JUDGES

COLORADO HIGH SCHOOL GYMNASTICS JUDGES ASSOCIATION

14855 East Second Avenue

Aurora, CO 80011-8900

(Office) 303-364-1337 (Fax) 720-859-8792 (E-mail) mtillman@chsaa.org

NAME: _____

ADDRESS : _____

CITY: _____ ZIP _____ - _____

HM PHONE: (____) _____ CELL (____) _____

WK PHONE: (____) _____ FAX (____) _____

E-MAIL : _____

SOCIAL SECURITY NUMBER ____ - ____ - ____ (This is your ID#)

REMINDER:

PLEASE MAKE SURE THAT YOU REMEMBER THAT IT IS REQUIRED OF ALL OFFICIALS TO REGISTER ONLINE AT WWW.ARBITERSPORTS.COM. YOU WILL LOG IN, THEN CLICK THE “CLICK HERE TO RE-REGISTER” LINK THAT IS LOCATED IN THE MIDDLE OF THE PAGE, THEN FOLLOW THE INSTRUCTIONS UNTIL YOU REACH THE PAYMENT PAGE WHERE YOU WILL CLICK ON “MAIL IN CHECK” AND YOUR REGISTRATION WILL BE COMPLETE. THANKS 😊

GYMNASTICS OFFICIALS
2018 SPORTSMANSHIP CARD

****Association Copy****

I have...

- *Devoted many hours of time, thought and study to learn the rules and mechanics of gymnastics judging*
- Arrived at the meet site 30 minutes prior to the competition
- Dressed in a professional manner

I will...

- Avoid judging a meet when a prejudice for or against a team exists so as to maintain fairness
 - Work in a courteous and cooperative manner with coaches from all teams
 - Judge what I see, and not what I expect to see
 - Strive for consistent, quick and accurate judging throughout the meet
 - Use my position as an official only for the benefit of the student athlete
 - Accept my role in the meet in an unassuming manner
 - Exhibit little or no emotions when dealing with student athletes or coaches
 - Respond to spectators or parents only when appropriate before or after a meet
-

I will remember...

- To assist coaches & gymnasts in rules interpretations when requests are made at the proper time
- To leave the site of the meet as soon as responsibilities conclude
- To give my best effort in every meet judged
- To work with all fellow officials in a spirit of cooperation and mutual respect, in spite of any differences of opinion that may arise

My Officials Association...

- Pledges to be a partner with coaches, administrators, student-athletes, parents and spectators during every gymnastics season
- Has a written policy of good sportsmanship and ethics

Official's

Signature: _____

Date: _____

GYMNASTICS OFFICIALS
2018 SPORTSMANSHIP CARD

****Official's Copy****

I have...

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My Officials Association...

- Pledges to be a partner with coaches, administrators, student-athletes, parents and spectators during every gymnastics season
- Has a written policy of good sportsmanship and ethics

Official's

Signature: _____

Date: _____

NOTE: This card must be kept with rule book and reviewed prior to each competition.

Dealing with Fans

This memo provides guidelines for handling unruly spectator behavior. There have been situations where the officials have made a bad situation worse by engaging in conversation with these unruly spectators.

Officials assigned to officiate a contest are responsible for the conduct of the contest. Controlling crowds and crowd reactions are not within the officials' province. That responsibility falls to game administrators. If spectators begin to interfere with the conduct of a contest; cause an official to become distracted through continual and unrelenting verbal abuse; or berate players, coaches, or officials in an unacceptable or vulgar manner, officials should stop the action, report the spectator(s) to the home school administration or the nearest uniformed security officer and ask that they be restrained or removed from the facility. If the home school administration or uniformed security is unwilling or unable to comply and the official does not believe the contest can be safely continued, the official must declare the contest ended at that point. If no game administrator is present, as is often the case at sub-varsity contests, officials may have to call on coaches or other school personnel to remove an unruly spectator.

Officials should never engage directly with spectators. Under no circumstance should an official ever confront, challenge, rebuke, or threaten a spectator, or make gestures of any kind toward a spectator before, during, or after a contest.

Officials should respond to threats and vulgarity from spectators by using the same good judgment they utilize when ruling on a key play. Locate the game administrator, uniformed security personnel, coach, or other school personnel and request that the unruly spectator be removed. Addressing the spectator directly is a no-win situation and often serves to make a bad situation worse.

In summary, officials should not deal directly with spectators, but may ask game management to deal with disruptive spectators. The game may be temporarily halted until the situation is resolved, but terminating a game because of problems with spectators must be an absolute last resort. Following the ejection of a spectator, please file an incident report with CHSAA.

REPORTING PLAYER/COACH EJECTIONS

The CHSAA assesses penalties and maintains a five-year file on each school related to all aspects of conduct penalties and sportsmanship related incidents. This is done with a goal of supporting officials and maintaining the educational atmosphere of our activities.

Because of penalties involved, 100 percent reporting by officials is crucial. The following must be reported in writing:

- Player ejections
- Coach ejections
- Coach conduct penalties that do not lead to ejections; e.g., technical fouls, etc.
- Game management and facility problems that detract from the proper administration of the game.
- A noteworthy instance of outstanding positive sportsmanship by players, coaches, crowds.
- **Because of the severe penalties involved, be sure that the offense warrants the penalty. NEVER contact a coach or the CHSAA following the game to reverse your decision.**

PROCEDURES

In an effort to provide proper accountability with the administration of CHSAA member schools and their support for exemplary sportsmanship, officials are to follow these procedures when it becomes necessary to eject a participant or member of the coaching staff from a meet. Needless to say, we urge preventative measures in advance that these will be kept at a minimum.

PLAYER: (Please include ALL requested information)

If it becomes necessary for an official to eject a player from a high school meet, the following procedure is to be followed:

1. Indicate to the player he/she is being ejected from the meet.
2. Notify the official scorekeeper of the game of the ejection and have a notation placed in the record (scorebook) book.
3. Notify the coach of the ejection and the reason for the ejection.
4. Notify the school administrator at the site.
5. Notify the CHSAA immediately, in writing (include the following):
 - a. The name of the schools competing and level of competition
 - b. The site and date of the meet
 - c. The name of the player ejected
 - d. The school he/she represents
 - e. The reason for the ejection
 - f. Notify CHSAA office at 8 am the next business day: **303-344-5050** or e-mail **Whitney at wwebermeier@chsaa.org**.
6. Call the school Athletic Director on the next school day.

Do not attempt to interpret the CHSAA regulations to the coach or coaches involved.

COACH: (Please include ALL requested information)

If it becomes necessary for an official to eject a coach from a high school contest, the following procedure is to be followed:

1. Notify the coach of his/her ejection and ask that he/she remove themselves from the gym area immediately.
2. Notify the CHSAA immediately, in writing (include the following information):
 - a. The name of the schools competing and level of competition
 - b. The site and date of the game
 - c. The name of the coach ejected
 - d. The school he/she represents
 - e. The reason for the ejection
 - f. Notify CHSAA office at 8 am the next business day: **303-344-5050** or e-mail **Whitney at wwebermeier@chsaa.org**.
3. If the head coach is ejected, ask the administrator in charge to identify the coach who is now in charge. **A game shall be forfeited if there is not a certified person available to serve as coach.**

Do not attempt to interpret the CHSAA policy pertaining to the ejection of coaches.

Once your immediate information is received by the CHSAA, the office will work with school administration on the prescribed corrective active with player and/or member of the coaching staff.