

# Colorado High School Girls' Gymnastics Judges Association



**2020**  
**Handbook/Directory**  
Updated 07/20/2020

# 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, the gymnastics official shall not judge a team from a school or gym, he or she attended, worked or coached for three (3) years after graduation, resignation or termination as a coach, employee, or educator.** 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 a name tag
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.

\*Underline – Proposed changes, to be voted on during December 2020

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

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2020**

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*Colorado High School  
Girls' Gymnastics Judges Association*

**LIAISONS  
2020**

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## 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 2020

Two-team meet (judging 2 events)	\$45.90
Three-team meet (judging 2 events)	\$56.10
Four-team meet:	
Judging 1 event	\$45.90
Judging 2 events	* \$68.34
Five-team meet:	
Judging 1 event	* \$52.02
Judging 2 events	* \$80.58
Six-team meet:	
Judging 1 event	* \$57.12
Judging 2 events	* \$93.84
Seven-team meet (judging 1 event)	* \$64.26
Eight-team meet (judging 1 event)	* \$70.38
Invitational (5 or more teams)	
Judging 1 event	* \$14.00/team
Judging 2 events	*\$22.00/team
* <b>minimum</b>	
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 Champion); 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 \$6 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  
Updated and approved at 12-7-19 BOD Meeting**

**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.

**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 the By-Laws, and 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 two years, to return to the same level as he/she left. If the inactive official does not return after two years, the official must start over as an Inexperienced Certified official. Reduced fees will be required of all inactive members.
- C. Transfers - A person who has moved to the state of Colorado from another state that uses NFHS rule book. Proof of membership in the previous state association will be required of all transfer members before they can be listed as certified.

**ARTICLE IV – ORGANIZATION**

The Colorado High School Girls Gymnastics Judges Association “CHSGGJA” is a non-profit organization operating in the State of Colorado.



## ARTICLE V - OFFICERS

### SECTION I - OFFICERS

The officers of the State Association and Board of Directors shall be as follows:

- President
- Vice-President – Assigning
- Vice President – Information
- Vice President - Training
- Vice-President - Interpreter
- Secretary
- Treasurer

Immediate Past President is an advisor/liaison to the President and may attend meetings in a nonvoting capacity.

### SECTION II – JOB DESCRIPTIONS

**Positions approved at 12-7-19 BOD meeting. Updates to actual responsibilities will be voted on during Dec. 2020.**

The duties of the officers are as follows:

#### PRESIDENT

- The President is responsible to call/conduct all meetings of the Board of Directors (December and August).
- Prepare written agendas and handouts for Board meetings.
- Preside over all Board meetings.
- Attend all CHSAA meetings (State Tournament Committee, Partners Committee Meeting (November and June).
- Chair “Discipline Committee” (when formed) to handle discipline procedures and grievances as stated in the By-laws of the CHSGGJA constitution.
- Work as a liaison between CHSGGJA and CHSAA.
- Communicate with the Board of Directors with pertinent information.
- Write Welcome Letter for Coaches packet and judge’s packet (send to CHSAA by July 1).
- Submit award nominations (NFOA, IBM) to CHSAA.
- Arrange for set up the CHSAA conference room and refreshments for meetings.
- Solicit nominations for all Board of Director positions to the entire membership (even years).
- Compile all the nominations for Board positions and distribute to the Board of Directors one week prior to the December meeting (even years).
- Collaborate on directory production with Secretary.
- Member of the Assigning Committee.

#### VICE PRESIDENT – ASSIGNING

- Create and chair the Assigning Committee (Minimum of three members including the President, representing all parts of the State).
- Organize and schedule the statewide assigning meeting in collaboration with the committee.
- Organize and coordinate the post-season assigning meeting in collaboration with the committee.
- Contact representatives of the various leagues, geographic areas of the State, and Board of Directors regarding the yearly meeting.
- Obtain preliminary schedules from schools or assigned league representatives.
- Complete a preliminary schedule of all meets in the State to be used at the assigning meeting.
- Confirm that all schools are using the Arbiter website for ALL scheduling of meets.
- Receive and summarize judging evaluations to be used in assigning the post-season meets and communicate that information to the President.
- Forward evaluation information to CHSAA personnel, if needed, copying the President.

- Arrange for publication of State meet schedule to all members and post on CHSGGJA website, in collaboration with the Vice President-Media.

#### **VICE PRESIDENT - INTERPRETER**

- Member of the Training Committee to incorporate new rule information.
- Receive inquiries regarding rules, make judgment and distribute interpretations as appropriate.
- Inform all members of changes of judging procedures during the season.
- Attend the National Federation interpretation clinic in August and distribute information to members. In the event the State Interpreter cannot attend, the State President may attend.
- Send interpretation questions to National Federation.
- Summarize interpretations and rulebook changes for meeting.
- Make sure mid/late season interpretations are sent to judges and coaches and posted on the appropriate.
- Update the President and board with national federation information that could affect gymnastics at the state level with regard to committee meetings.

#### **VICE PRESIDENT – TRAINING**

- Create and Chair the Training Committee (Minimum of three members including the VP – Interpreter).
- Prepare the training plan for Statewide training each year.
- Confirm date, location, clinicians, videos, handouts.
- Set up on-line testing dates with National Federation by March each year.
- Work with Training Committee to make scoresheets and chief judge deduction sheet updates/corrections to original copies of scoresheets prior to early August.
- Utilize existing expertise to prepare materials, videos, and handouts.
- Communicate all plans with the Board of Directors.
- Update the existing written exam to be used at the yearly training.
- Inform President and board of any training updates.

#### **VICE PRESIDENT – INFORMATION (MEDIA)**

- Maintain and keep updated the CHSGGJA website.
- Post all gymnastics related information provided by Board of Directors for inclusion on the website.
- Solicit any help or funds needed to complete this role.
- Help with on-going recruitment efforts. (Postcards, other recruiting materials)
- Prepare and include-the Calendar of Events each year on the website.

#### **SECRETARY**

- Record the minutes at all Board of Director meetings.
- Distribute the minutes from Board of Director-meetings to all attendees.
- Be responsible for electronic distribution and all mailings to members.
- Maintain the master list of members. Distribute as needed.
- Assist CHSAA secretary with Directory updates and distributions (collaborating with President).
- Notify VP - Information/Media of updates to the CHSGGJA website membership and calendar issues.
- Run all elections held by the Board of Directors and include in the minutes.

#### **TREASURER**

- Create and Chair the Finance Committee. (Three members from the Board of Directors)
- Maintain all recorded funds of CHSGGJA and their disbursements.
- Deposit receipts into bank.
- Issue payments for State Association expenses as incurred (signed by Treasurer) - Reconcile bank statements.

- Produce a preliminary Treasurer’s report for the annual Board of Director 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.
- Provide Financial Statements for inclusion on the Website.
- Disburse reimbursements when established by the Board of Directors.
- Confirm ALL expenditures over \$200 with the Finance Committee before disbursement.

#### IMMEDIATE PAST PRESIDENT

- The Immediate Past-President shall serve as an advisor to the President and is invited to all Board meetings.
- Position is a non-voting participant.

#### SECTION III – ELECTION OF BOARD OF DIRECTORS

The Board of Directors (seven positions listed above) will be voted on and approved by the current and outgoing members of the existing Board of Directors. This election will take place every two years beginning with even years. The newly elected Board members will begin their term at the conclusion of the Board Meeting.

To provide continuity between new and old Boards, a minimum of three Board of Directors should be retained, even if not in the same elected capacity. Example: VP – Assigning could become President, thus retaining a member from prior board. It is encouraged that existing members of the Board of Directors apply for other member positions.

The Secretary will be responsible for running all elections, counting the votes, and posting the results in the minutes.

#### SECTION IV – SOLICITATION FOR BOARD OF DIRECTOR POSITIONS

Every even year, the President will request from the entire membership, nominations for all the BOD positions. **Beginning in 2020, there are no longer local associations**, but it is desired that nominations for positions come from all parts of the State. The Board of Directors will take into consideration selecting the new Board from all areas of the State.

A member can be nominated for more than one position during this process, but can only hold one position during each Board of Director cycle.

The President will complete the statewide request by October 15<sup>th</sup>. The request should be e-mailed to all members and posted on the website. The e-mail will include the job descriptions for all the positions.

Interested candidates will need to submit a one-page statement/resume to the President two weeks prior to the December meeting. The purpose is to show interest and qualifications for the open positions. The nominations will be formatted and distributed to the Board of Directors one week prior to the December meeting.

#### SECTION V - QUORUM AND REPLACEMENT

To establish a quorum, a two-thirds majority of Board members must be present for voting on all proposals or actions. The Board of Directors will elect all officer positions at the December meeting during even years. The Board of Directors shall have the power to fill a vacancy in any office except President between meetings. This appointment to fill the vacancy will remain in effect until the next Board of Directors meeting.

In case there is a vacancy in the office of President, the Vice President - Assigning shall become the President. Should the office of “Vice President - Assigning” 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 Board of Director meeting. Any proposal thus presented will be presented to the Board of Directors for discussion and final approval or rejection.

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 VI - OTHER**

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 meeting shall be devoted to rules interpretation and explanation of rules governing the upcoming season, regulations and policies of operation in the CHSGGJA Constitution.

Changes to the CHSGGJA Constitution or By-laws requires a 2/3 majority approval of a Board of Directors that have met the Quorum requirements. Changes will be proposed and voted on at a regularly scheduled Board of Director's meeting or any special Board of Director's meeting called by the President.

# CHSGGJA BY-LAWS

## SECTION I

The By-Laws of the Association shall embody Rules of Order and Standing Rules as necessary to provide proper organization and methods of transacting business for meetings of the Board of Directors, temporary 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.

## SECTION II – DUES

Each member shall be required to pay a membership fee as determined by the Board of Directors. This fee will pay the member's:

- State fees
- Official Rule Book,
- Test fees
- Training and Arbiter fees
- Insurance
- Other judging related fees as determined.

### Schedule of Dues:

Beginning in 2020, the following fee schedule will apply. These fees and their amounts may be changed annually by the Board without changing the By-Laws.

Active Certified Members	\$65.00	Due date: June 1st
Late Fee (if assessed)	\$20.00	Late fee starts on June 2 <sup>nd</sup>
Inactive Member fee	\$20.00	Prior to start of season

Dues paid after the due date are subject to the Late Fee. The Late Fee may be waived if requested by a member or a Board of Director to the Finance Committee. The Finance committee will make the final determination.

## SECTION II – TRAINING

**This training section may be revised and approved in upcoming discussions. General activity for Interim VP-Training was approved to prepare for the fall training.**

Experienced Certified judges will be required to obtain a minimum of five (5) hours of training each year.

List of Training Opportunities:

Attending the yearly rules or practice clinic.	3-4 hours
Attending the bi-yearly rule change clinic.	3-4 hours
Practice judge using the on-line routines	1 hour
Practice judge with an experienced official at a schedule meet.	2 hours/meet
Practice judge with other experienced officials at intra-squads or practice meets	2 hours/meet
Scheduled (approved by VP – Training) training meetings	1-2 hours
Closed book test (80% required to pass test)	1 hour
Any other training opportunity approved by the VP – Training. (CARA, etc.)	1-4 hours

Inexperienced Certified judges will be required to attend a minimum of eight (8) hours of training each year. This requirement can include any of the above training opportunities that will total 8 hours for each of the first two years. The Vice President – Training will determine the appropriate plan for obtaining necessary training and make sure that new officials have obtained the required training.

### **SECTION III ASSIGNING MEETS**

**This Assigning section may be revised and approved in upcoming discussions. General activity for Interim VP – Assigning was approved at 12-7-19 BOD meeting to prepare for the upcoming season.**

The responsibility for selecting officials is an important function that is held by the CHSGGJA. Coaches should not be involved in the assigning process, other than to provide recommendations.

All meet assigning will be conducted at a statewide assigning meeting. The Vice President – Assigning will be responsible for scheduling, communicating, running the yearly assigning meeting, and disseminating the information. All assignments, in particular post season assignments, are subject to approval by CHSAA.

Leagues who have designated assigners for their league will be invited to attend and participate in the process or provide their written recommendations for the various meets. Participants representing the non-Metro areas should also be represented.

The Vice President – Assigning should prepare a preliminary schedule of all meets in the State. This document should be made available for comments prior to the yearly assigning meeting to allow for comments. Final assignments will be made at the yearly assigning meeting.

All meets assigned in Colorado will go into and disseminated through Arbiter (or other electronic system as designated by CHSAA) once assignments have been made. [Approved]

The Assignments should take into consideration:

- The experience level of the officials.
- The specific event preferences (FX, UB, VLT, BB) of officials, especially inexperienced officials.
- Provide State-wide representation when reasonable and available.
- Provide a balance of high experienced and less experienced officials at all tournaments.
- Conflicts of interested.
- League preferences when reasonable.
- Final approval from CHSAA.

### **SECTION IV – DISCIPLINE [Approved at 12-7-19 BOD meeting]**

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

Any person charged with a violation of the CHSGGJA Constitution may undergo probation procedures. Probation is an official censure varying in time and degree in accordance with the violation of the CHSGGJA Constitution and the determination of the Violation Committee.

The following guidelines shall be adhered to:

1. If an issue arises that may require an individual to be placed on probation, a “Violation Committee”, consisting of three Board of Directors will be created by the Board of Directors to handle the violation. The President will chair this temporary committee.
2. Information regarding the violation will be gathered. Individuals involve in reporting the violation should provide a statement in writing to the Board of Directors.
3. 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. A member of the Violation Committee will draft the notice, and it will be reviewed by the other members of the Violation Committee before sending to the individual charged.
4. At this time, the party may request a hearing with the Violation Committee, in person or by phone conference.
5. The Board of Directors Violation Committee shall review the information presented and then make a decision. The decision shall be in writing, signed by the Violation Committee members, and shall state the findings of fact and conclusions and the probation to be administered. Copies shall be sent to the individual involved.

6. After completion of the investigation, the President or the designated appointee shall notify in Writing, if required, to the CHSAA Gymnastics representative.
7. Any individual certified judge placed on individual probation by the Violation Committee has the right to appeal to the full Board of Directors for review ten (10) working days following the mailing of the decision. The President will create a conference call to discuss the individual's appeal. After completion of the appeal, the full Board of Directors will make a final decision.

## **SECTION V – LATE OR “NO SHOW” OFFICIALS**

Showing up late or missing assignments severely affects the operation of the CHSGGJA.

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.

Judges who habitually are late to assignments, may be subject to the Discipline Procedures outlined in Section IV. This may include probation or removal from future meets as decided by the Violation Committee.

## **SECTION – VI SEXUAL HARASSMENT**

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 is 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 Violation 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 Violation 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 Violation 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 Violation Committee for reinstatement following a suspension for good cause.

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

Ruling: After the evidence, the Violation 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 Violation 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 within fourteen (14) days.

### Misconduct Can Be Charged for the Following:

1. Using abusive language.
2. Degrading fellow CHSGGJA members.
3. Providing unwarranted, derogatory news media 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 official's 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.

## **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 official's 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 athletics.

\*Underline – Proposed changes, to be voted on during December 2020

# Gymnastics Assignors 2020

**ADAMS 12**            JERRY LETOFSKY  
ASO  
18713 E NAPA DR  
AURORA 80013-3650  
*Web Site:* [www.aso.as](http://www.aso.as)\  
*Work Phone:* (303) 680-2013  
*Fax:* (720) 293-0038  
*Email* [alet038676@aol.com](mailto:alet038676@aol.com)  
Schools: Thornton, Mountain Range, Ponderosa, Broomfield

---

**DENVER**            DONNA WINGO  
DPS ATHLETICS  
2700 W. 7<sup>th</sup> AVE.  
DENVER 80204  
  
*Work Phone:* (720) 423-4240  
*Email:* [donna\\_wingo@dpsk12.org](mailto:donna_wingo@dpsk12.org)  
*Website:* [www.dpsk12.org](http://www.dpsk12.org)  
Schools: Kennedy, South, T. Jefferson and East

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**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](mailto:dvelichk@jeffco.k12.co.us)  
*Website:* [www.jeffco.k12.co.us/education](http://www.jeffco.k12.co.us/education)  
Schools: Bear Creek, Green Mountain, Standley Lake, Pomona, Arvada West, Lakewood, Columbine, Evergreen and Chatfield

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

[www.aigym.com](http://www.aigym.com), password: gymjudge (should be posted by April 30<sup>th</sup>)

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

## Gymnastics Assigning Committee

Vice President of Assigning- Amy Sobolik-Brown  
Trudy Listen  
Amy Macias  
Lisa Persons  
Kathy Randle

**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#)

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**REMINDER:**

**PLEASE MAKE SURE THAT YOU REMEMBER THAT IT IS REQUIRED OF ALL OFFICIALS TO REGISTER ONLINE AT [WWW.ARBITERSPORTS.COM](http://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

## 2020 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: \_\_\_\_\_

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# GYMNASTICS OFFICIALS

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- 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 Laikyn at lcooper@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 Laikyn at lcooper@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.