

Hello Coaches,

Welcome to the 2008-2009 competitive season. We are asking for your help in making our job of assigning officials more manageable for us and more effective for you.

Please follow these guidelines in requesting judges:

- 1) Meet requests should be sent to Amy Blee-Dilley (16351 Havelock Way Lakeville MN 55044) **no later than 30 days prior to the event**. Make the check payable to MN NAWGJ.
- 2) YOUR MEET REQUESTS MUST BE ON THE OFFICIAL FORM. Please make copies as needed. **Requests will be handled on a “first come, first serve” basis.**
<http://www.mnusag.com/pdf/%20files/w-requestjudgesform.pdf> Please *specify which days you need which levels*, the number of judges needed each day, and how many judges per event. You may also request NOT to have certain judges.
- 3) All meets will be assigned by the MN NAWGJ assignor for a fee of **\$3.00 per judge per day**. Requests made **less than 30 days prior to competition will be assessed \$5.00 per judge per day**. The fee is non-refundable should the meet be canceled. The reason for this is that we have already put in the time required to assign the officials.
- 4) IT IS THE RESPONSIBILITY OF THE HOST CLUB to send notice of times, maps, and meet information a minimum of **14 days prior to the meet** to Amy Blee-Dilley. Once received, the information will be placed on the MN NAWGJ website for all assigned judges to access. It is no longer necessary to send meet info to each judge.
- 5) **Judges who are canceled less than seven days prior to a meet will be paid three full hours according to their rating.** Assigned judges have committed their time to you and have forgone other meet assignments and activities, respectable notice of cancellation should be given.
- 6) When a scheduled two-day meet drops to a one-day meet, it is the Meet Director’s responsibility to contact all the judges and the assignor. **Guideline #5 applies to the judges affected by the dropped day.**
- 7) If at all possible, please do not change the level of the meet **less than two weeks** prior to the event. We cannot guarantee to meet your requests under these circumstances. We will however, work with you to see what arrangements can be made for your new needs.
- 8) Also, please be sure that if a booster club is responsible for the meet, they are aware of this process as this is a direct reflection of your organization. Many of your booster club members may be new and not aware of all of the communication that needs to take place with those participating in your meets. Please make it your job to educate them.
- 9) **No information, as to which judges are assigned to your meet, will be released to you until the “Request for Judges” document is received with payment.** Please keep in mind that the “Request for Judges” form is a contract that protects all of us, we cannot judge a sanctioned meet without it.

Thank you for your help and support. We hope this additional information will keep us all on track toward a great competitive season. Please do not hesitate to contact me should you have any questions. We look forward to seeing you at the meets!

Sincerely,

Amy Blee-Dilley