

Hello Meet Directors,

Welcome to another great 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/files/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 **BARBARA TEBBEN** BarbRat13@gmail.com. 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) A minimum of 7 days notice is required for amendments or cancellation of officials. If cancellation of officials occurs less than seven days prior to the meet and the officials are not re-assigned to another competition, the Meet Director is responsible for payment of 2 hours honorarium per judge and any non-refundable expenses incurred. R&P pg 73 part VIII

6) When a meet scheduled for two-days 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 any conditions on the contract are altered, it is the responsibility of the Meet Director to contact the individual judge(s) and the CONTRACTING OFFICIAL and provide that information to BOTH. Additional Days or sessions are considered "non-contractual" and could result in the judge voiding the contract. Additional assigning fees of \$1.00 per judge may be charged by the contracting official if called upon to notify the judges of any changes. R&P pg 72 part VII

8) 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.

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.

10) Judges are asked to carpool if possible but it is not required. If you have concerns about paying for mileage or overnight stays, please indicate that on your request for judge's form. Again, we will try and accommodate your request. This could limit your access to judges. If we have concerns about securing judges for your event, we will let you know and offer options and give you information for out of state judges (Region 4) so that you can contact them on your own.

11) For levels 4 you can use 1 judge per panel **except for the level 4 State Invite. All other sanctioned events must use a two-judge panel per the MN State Board guidelines.** Please indicate if this is your preference.

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
MN SJD