

NTJC GUIDELINES



GUIDELINES

For

National Trampoline & Tumbling Judges Committee

Article I. Mission Statement

The National Trampoline & Tumbling Judges Committee is dedicated to the purpose of educating and developing a high caliber of competent judges, unifying interpretations of the sports' rules, and maintaining the ethical and professional standards necessary for promoting interest in high quality amateur competition. To meet these goals, the National Trampoline and Tumbling Judges Committee will provide clinics and certification programs for judges, disseminate rule interpretations deemed necessary for consistency of judging opinion (consistent with the United States Trampoline and Tumbling Association), and recommend judges for state and national competitions. The National Trampoline & Tumbling Judges Committee will promote high standards in tumbling, trampoline, and double-mini trampoline through the development of excellence in judging.

Article II. Name

The name of this organization is the National Trampoline & Tumbling Judges Committee or NTJC.

Article III. General Organization

A. Membership Structure

The United States Trampoline and Tumbling Association is the governing body of the NTJC. The NTJC will be overseen by the NTJC Board. The NTJC Board shall consist of the following members:

1. Judging Coordinator
2. Education Coordinator
3. Recertification Coordinator
4. Membership Coordinator
5. Secretary

B. NTJC Board Qualifications

1. Members of the NTJC Board must be approved by the United States Trampoline and Tumbling Association's Executive Board. On the even years the USTA Executive Board will accept resumes for the positions of Recertification Coordinator and the odd years for the Education and Judging Coordinator. The Executive Board will then select the Board from the resumes received. If a vacancy occurs prior to this time it will be decided by USTA and NTJC executive boards.
2. The members of the NTJC Board must have at least five years experience as a judge, must be a judge in good standing, and must be a judge in all three disciplines. The members must also have Internet access and e-mail, which must be maintained every day.

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3. The members of the NTJC Board may become an Associate Member of the USTA while serving on the NTJC Committee upon payment of NTJC dues by the September 1st deadline, and an Associate Member may have a vote at the USTA Congress.

C. Specific Duties of NTJC Board

All members of the NTJC Board must:

- *Attend all meetings.
- *Have access to a computer and e-mail and check their e-mail daily.
- *Have the time, desire, and determination necessary to perform their duties on time.

1. Judging Coordinator

The Judging Coordinator shall:

- a. Supervise and control all affairs of the judges.
- b. Preside at all meetings.
- c. Prepare agenda for meeting
- d. Oversee a current official list of all judges from the Membership Coordinator and make available to necessary parties.
- e. Oversee all committee members and committee charges.
- f. Monitor committee work. (Periodic phone calls, e-mails and correspondence.)
- g. Assure that all committee products are delivered to appropriate authority in a timely manner when needed.
- h. Work with the Technical Chair for clarifications.
- j. Act as initial contact with the USTA Executive Director for complaints concerning a judge's performance.
- k. Provide any information regarding NTJC for the web page in a timely manner (i.e. list of judging clinics, changes in guidelines, clarifications, etc.)
- l. Update NTJC Guidelines as necessary and provide changes to USTA National Office.

7. Education Coordinator

The Education Coordinator shall:

- a. Assume the duties of the Judging Coordinator when the Judging Coordinator is not able.
- b. Accept requests for and schedule New Judges Courses and Applied judging training seminars upon approval of the USTA Executive Board and the NTJC Board.
- c. Hire Course Administrators for New Judges Courses upon approval of USTA Executive Board and the NTJC Board.
- d. Coordinate with course host on facilities and directions to facilities.
- e. Coordinate with the test committee and send them all the old tests and detailed instructions on what's expected of them and the dates materials need to be ready by.
- f. Send copies of rules and directions to course site to registered participants.
- g. Go over and correct all tests submitted by the Test Committee.
- h. Copy all the new judges' tests and test materials and submit to all the course administrators in a timely manner (at least two weeks before each course).
- i. Receive all materials from courses back from the Course Administrators.
- j. Provide Membership Coordinator with the names of the newly certified judges.
- k. Submit all certification information, course fees and forms to the USTA National Office.
- l. Submit information regarding courses and names of newly certified judges to the USTA National Office for the current judges' list, newsletter, and the web page.
- m. Make and mail out flashers to all judges who purchase them within a timely manner of notification.

4. Recertification Coordinator

The Recertification Coordinator shall:

- a. Schedule the Recertification Clinics upon approval of the USTA Executive Board and the NTJC Board.
- b. Coordinate with clinic host on facilities and directions to facilities.
- c. Submit registration fees for the clinics to the USTA National Office in a timely manner.
- d. Receive, correct and copy all the recertification tests submitted by the test committee.
- e. Mail out all open-book tests to all “tenured” judges by November 1st.
- f. Receive and grade all open-book tests with the completion of this process by January 1st.
- g. Send open-book test results to each judge within two weeks of receiving test(s) from judge.
- h. Be responsible for setting up testing for all the “apprentice” judges.
- i. Send names of judges who have passed the re-certification process (attended 1 clinic and passed recertification test(s) to the Membership Coordinator as soon as process is completed.
- j. Submit all recertification information and forms to the USTA National office for the judges’ list, newsletter, and the web page.
- k. Receive the USTA Judges Reports from the meet directors and create and maintain a spreadsheet on events, levels and duties judged.

3. Membership Coordinator

The Membership Coordinator shall:

- a. Keep current an official list of all NTJC members and make available to all members of the NTJC Board, web page, and any other necessary parties.
- b. Receive dues from all members at Mini-Congress meeting and forward all monies to the USTA National Office.
- c. Supply ID badges to all judges and forward all monies to the USTA National Office.
- d. Receive money from judges and forward to the USTA National Office for flashers and forward unto the USTA National Office.

4. Committee Secretary

The Secretary shall:

- a. Keep track of meeting minutes and submit those minutes to the judging coordinator within a timely manner.
- b. Make necessary copies as needed by the board

D. NTJC Board Compensation

Each member of the NTJC Board will be compensated by the USTA as follows:

1. Judges’ dues will be paid.
2. Congress registration will be paid for.
3. All actual travel expenses, three night’s hotel and actual food expenses for Congress will be paid for with receipts turned in.
4. Any expenses incurred in connection with the Board member's duties will be reimbursed upon approval of the USTA Executive Board. An itemized list of expenses along with receipts must be submitted to USTA National office for approval and reimbursement.

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E. Open Meeting

1. There will be one open meeting at Nationals in June.
2. The Judging Coordinator shall preside over the meeting. In his/her absence, the Education Coordinator shall preside.
3. The meeting is open to all NTJC Judges.
4. The first fifteen minutes of the NTJC meeting at the USTA National Championships will be designated for membership payment only and listed as such on the agenda.
5. Discussions on amendments to the NTJC Guidelines will be held only at the USTA Fall Congress.

Article IV. Amendments to the Guidelines

- A. Any amendments to the NTJC Guidelines will be presented to the NTJC Executive Board at the Fall Congress meeting.
- B. Any amendments to the NTJC Guidelines deemed worthy after discussion will be taken to the USTA Executive Board and the NTJC Board for approval.
- C. Amendments that will affect the general USTA membership (i.e. increased rate of pay) and have been passed by vote of the USTA Executive Board and the NTJC Board, will then be brought to the floor at the USTA National Congress for a majority vote.

Article V. Fiscal Year

The fiscal year shall run from September 1st through August 31st.

Article VI. Committees

A. Committees

Committees shall be added as deemed necessary by the USTA-NTJC Board and/or the USTA Executive Board.

Article VII. Membership and Dues

A. Membership

1. Anyone may become a member of the NTJC.
2. Each member shall receive all publications of the USTA and NTJC which are available on the USTA website.
3. The NTJC Board must approve any “mass mailings” to judges concerning judging requirements before being mailed.
4. Judges shall be listed alphabetical by state and last name on the current judges’ list. The number of completed years in which the judge met requirements in the event shall be placed in the column for each event in which the individual is certified and a mark will be placed by those judges able to be superior/difficulty judge.
5. Illinois judges shall be listed as one large group rather than divided by north/south.

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B. Dues

1. The annual membership dues shall be \$35 per year for all regardless of the event(s) in which the judge is certified.
2. Memberships expire 8/31 each year. **ALL dues are payable by September 1st** (unless a new judge in which dues are payable the date of the course)
3. If dues are not paid (postmarked) by September 1st, the judge must re-certify the following judging season, his/her name will be removed from the judge's list, and number of years accrued will return to 0.
4. All members will be assigned a USTA-NTJC number upon payment of dues if the following is received-- AAU membership number (AB form) and receipt of picture to the membership coordinator.
5. Once all three items are received, an active NTJC badge will be issued and mailed to the judge.
6. If the judge leaves the space for the AAU/USTA-NTJC number blank on the Judge's Form, the Meet Director will be responsible for deducting the membership fee from the judge's payment and submit it to the AAU/USTA National Office.

Article VIII.

Judges' Code of Ethics

All Judges must:

- A. Update judging knowledge and experience on a planned regular basis. This means study current rules, practice judging, attend courses, and judge as much as possible.
- B. Prepare for every judging assignment.
- C. Always come to an assignment at least **30 minutes prior** to the start of competition.
- D. Come appropriately dressed for all levels of competition. This includes coaches and judges meeting prior to competitions.
- E. Bring all items necessary for judging, i.e., paper, pencils, clipboards, rulebooks, badges and flashers.
- F. Treat all competitors the same regardless of skill level. (There is nothing more insulting to a coach than to assume his/her athletes are not considered seriously just because they do not possess a high level of skill.)
- G. Be alert at all times. The last performer is just as important as the first.
- H. Be quick and efficient in resolving differences during conference.
- I. Give no appearance of lounging or relaxing at any time while on the floor of competition (this includes no laughing or joke telling, reading books, etc.).
- J. Show respect for all athletes and coaches. There is nothing to be gained by insulting an individual.
- K. Be willing to remain after a meet for possible questions from coaches, but avoid being overly zealous in initiating meet-related conversations. Check with Meet Director before leaving the meet.
- L. Be confined to judging responsibilities. Judging does not include coaching, spotting, demonstrating, or recruiting.
- M. Avoid judging a meet in which positive or negative bias towards any competition team or individual is realized.
- N. Keep area neat and clean during competition.
- O. Truthfully complete the Judge's Form at the completion of each meet judged and turn into the Meet Director for payment.
- P. Show up for all assignments.
- Q. Stay at the judges' table until permission to leave is granted.
- R. Display a professional behavior.

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- S. All parent judges must refrain from speaking and/or gesturing to their children during the time they are judging a meet.
- T. Avoid verbally soliciting judging assignments for yourself, family or others.

Article IX. Disciplinary Procedures

A. Reporting Rule/Ethics Infractions to the USTA-NTJC Executive Board

1. A written, signed statement must be sent to the Judging Coordinator **and** the USTA National Office. Included will be enough factual information (name, location, reason for complaint, phone number and address) for the NTJC and/or USTA Executive Board(s) to determine if further action will be needed. The complaint must be sent no later than one week after the infraction occurs to be considered.
2. The Judging Coordinator will contact the person who filed the complaint.

B. Notifying the Judge of a Complaint

The Judging Coordinator will notify the judge in writing of the complaint against him/her within a timely manner of receiving the complaint. The letter will outline the rule violated.

C. Protesting/Responding to a Complaint

1. The judge will have one week after notification to protest in writing to the Judging Coordinator.
2. After the USTA and the NTJC Boards gives the protest due consideration, the judge will be notified in writing of the outcome and disciplinary action, if any, that will be taken.
3. The complainant will then receive notification from the Judging Coordinator that the issue has been resolved, and whether or not the judge has responded.

D. Proposed Disciplinary Actions (may be changed/amended as deemed necessary by USTA-NTJC Executive Boards)

1. One legitimate complaint against a judge in a competition season will result in a written warning.
2. Two legitimate complaints against a judge in a competition season will result in a disciplinary action deemed necessary by the NTJC Board and the USTA Executive Boards. **Judges will be fined \$50 if they have more than 2 infractions in a year.**
3. Three legitimate complaints against a judge in a competition season will result in a fine and possible suspension for the remainder of the judging season.
4. If a judge is suspended, they must re-certify as a new judge if they want to judge the competition season. They will then be on a probationary period for the next competition season.
5. Any judge that has been suspended will lose their seniority years.
6. The Judging Coordinator shall notify the USTA Sanctioning Body of any suspensions. It will be the duty of the USTA Sanctioning Body to contact any meet director with a current sanction of the suspension. If said judge has been contracted for a meet already, the meet director will nullify the judging contract and notify the judge immediately.

Article X. Judges' Duties

A. Attendance

1. All judges are required to attend all judges' meetings related to competitions which they will judge, or arrive at least **30 minutes prior to the scheduled beginning of every competition.**

B. Attire for Judges

1. Men must wear dark dress pants (solid navy blue or black), a solid navy blue sport coat, all white shirt and a necktie. No pinstripes are allowed.
2. Women must wear a solid navy blue blazer with dark (navy blue or black) slacks or skirt (skirt no shorter than 2 inches above the knee) and a solid white shirt or blouse. No pinstripes or designs allowed. No colored undershirts allowed.
3. Dress shoes are to be a solid color (black, navy, or brown).
4. Dress Sandals, if worn, must have at least a ½” heel
4. Jeans, tennis shoes and/or flip-flop sandals are not acceptable attire.
5. Hose and/or tights, if worn, must be solid navy, black, or flesh color.
6. Any departure from this attire will be under unusual circumstances (i.e. very hot weather). This decision will be made by mutual agreement between the Meet Director and the NTJC Board.
7. Unless prior notification has been made, all judges shall arrive at all competitions in the above-mentioned attire.

C. Superior Judges

The Superior Judge shall:

1. Control the facilities.
2. Organize the judges’ conference and the trial scoring.
3. Place and supervise all judges and recorders.
4. Direct the competition.
5. Convene and preside over the Arbitration Jury.
6. Inform aesthetic judges of deductions for the passes.
7. Decide on the competitor’s attire.
8. Decide whether the spotter touched the competitor.
9. Decide when the competitor’s pass has begun.
10. Declare the maximum mark in case of an interrupted pass.
11. Must stand or is seated elevated during double-mini competitions.
12. Must note time last competitor of each flight on judge’s score sheet.

D. Score Flasher

All judges are required to have and use their own flasher at every competition. All flashers may be purchased through the Education Coordinator for \$15.00.

E. Badges

All NTJC members must have a current name badge with his/her picture and NTJC/AAU numbers. Members must wear these badges at all USTA/AAU sanctioned events. Badges will be issued by the Membership Coordinator upon receipt of dues, current AAU number and current picture.

Article XI. Compensation

A. Hourly Rate

Judges shall be paid an hourly fee of **\$14.00** per hour.

1. Fees will be paid from contracted time (including Coaches and Judges Meeting) until the last competitor has completed his/her routine or meet director approves leaving. Round up 15 minutes from when competition is completed.
2. A portion of the hourly rate may be broken into quarter hours, not less.
3. **No negotiations will be allowed.**

B. Meals

A separate dining area shall be provided (may be Coaches/Judges' Room), **except** at USTA National Meet. A separate room must be provided for dining for judges at the National Competition. Lunch and beverages will be provided at the competition site for all meets. On a one-day meet, or on the last day of a multiple day meet, if the meet lasts longer than 8 hours and no evening meal was provided, \$10 compensation will be given to the judges by the host team. If overnight stay is required for a one-day meet over 100 miles, the judge shall be reimbursed for a breakfast at \$5.00. For a multi-day meet the judge shall be reimbursed for a breakfast at \$5.00 per day and a dinner at \$10 per day (\$15 per day total).

If a judge has a day(s) off between their assignments, they get a food allowance for the day(s) off.

C. Travel

Round trip travel expenses from home to meet site of \$0.40 per mile shall be paid to all judges. For National Competition, State Competition and Team Trials, reimbursement for all NTJC Judges in good standing will be \$0.40 a mile up to \$350.00. If actual expenses are above the \$350.00, Judges can receive up to \$450.00 with actual expense receipts and a copy of plane tickets. **Example:** If flying to Nationals, the ticket could cost \$189.00, if driving it could cost \$296.00, you would charge \$296 regardless.

D. Lodging

1. For a two-day meet, if a judge must stay overnight prior to or following the meet, lodging must be provided and paid for by the meet director. If the judge prefers to make his/her own arrangements he/she shall accept half of the publicized rate for the Host Hotel as an allowance instead. For meets that are two days or more in length, motel accommodations are to be provided unless a judge prefers to make his/her own arrangements accepting reimbursement of ½ of the host hotel room rate/night allowance instead.
2. If the judge must travel more than 100 miles one way and the judge must report before 10:00 A.M., the judge must be offered a hotel room for the night prior to competition. If a judge refuses the hotel he/she forgoes the compensation for lodging. (If the round trip travel is less than the ½ host hotel room rate/night- the lesser amount is to be paid; if the round trip travel is more than the ½ host hotel room rate/night- the lesser amount is to be paid). A \$15/day stipend must also be paid-\$5 for breakfast & \$10 for dinner.
3. At Nationals, a judge should not have to change rooms (unless an emergency occurs). If a judge has a day(s) off between their assignments, they get their motel for those day(s) off.

E. Judging Assignments

The Meet Director will contact each judge with his/her specific judging assignment at least three days prior to the meet. If not received then the judge needs to call the meet director and request assignment. It is the judge's responsibility to study the rules prior to coming to the meet. **It is recommended that two first year judges should not be assigned to the same judging panel with the exception of advanced.**

F. Breaks

Breaks shall be provided within reason, but judges need to remain near the competition floor.

G. Cancellations

If either party, because of extenuating circumstances, does not fulfill the contract obligations, no mandatory penalties will be applied to either party. *Example:* Inclement weather (which prohibits traveling) or grave illness.

Failure to comply with the contractual agreement will result in the following:

- On the Meet Director's Part
A minimum of 14 days notice is required for cancellation of officials. If cancellation of officials occurs less than 14 days prior to the meet, the meet director will be responsible for payment of three hours (\$42) per judge and any non-refundable expenses incurred.
- On the Judge's Part
If a judge fails to appear without notifying the meet director 7 days in advance, a penalty of 3 hours pay (\$42) and any non-refundable expenses incurred by the meet director will be paid to the meet director by the judge.

Article XII. Certification Eligibility and Procedures

A. Eligibility

1. Certification Requirements:
 - a. Pass all test levels of that event (tumbling/trampoline/double-mini) with a minimum score of 80%.
 - b. Be at least 17 years old.
 - c. Pass the applied part of judging at the judge's course by 80%.
2. **State Meet Judging Requirements:**
 - a. Must have two years judging experience.
 - b. A list of judges that are to be hired for the State Meets must be submitted to the USTA and NTJC for approval 90 days before contracting a judge to judge the State Meet.
3. **National Meet and Team Trials Judging Requirements:**
 - a. Must have two years judging experience.
 - b. Must have judged two USTA sanctioned meets during the current year.
 - c. Must have completed the re-certification process.
 - d. A minimum of two members of the NTJC Board must be hired to judge the National Championships and/or Team Trials.
 - e. National judges will be selected and assigned by the USTA and NTJC Executive Boards. Board Members, equal state representation and seniority will be used in the selection process for Team Trials and National Championships. **Judges from Southern Illinois will be recognized as different state representation from Northern Illinois.**

B. Coaches as Judges

1. Any coach may obtain a certification card through the normal certification procedure. **However, he or she may only judge competitions in which there are no competitors from the associated gym.** (A coach, who has no students competing in trampoline, may judge trampoline.)
2. **Coaches and/or competitors shall not be allowed to judge a competition where they are also coaching and/or competing at that day's competition.** A coach, as defined by the USTA, is a

person who instructs, teaches, and/or coaches competitive athletes in the sports of trampoline, tumbling, or double-mini.

3. For these purposes, if you coach competitive athletes in tumbling, trampoline, or double-mini at any level you are considered a coach. Therefore, if “your” team has competitors at a competition from any of these three disciplines, you will not be allowed to judge at that day’s competition, and unless your school does not offer the discipline you are judging.
4. New states may use coach judges only in agreement with the USTA Executive Board and only during the initial development of the state.

C. Parents as Judges

1. Any parents may obtain a certification card through the normal certification procedures.
2. **At Invitational’s a parent must not judge any division where his/her child is a competitor when there are three or fewer aesthetic judges. They may be Superior Judge instead of aesthetics. Exception:** New states may use parent judges only in agreement with the USTA Executive Board.
3. At State, Team Trials, and Nationals no parent or relative is allowed to judge the level where his/her child is competing.

D. Certification Process

Certification shall consist of two parts: written tests given at a judge’s course and apprentice judging.

1. The Course

Courses will be held at the assigned certification clinics following the suggested policies and procedures outlined below. The certification involves testing all candidates in any or all of the three events: tumbling, trampoline and double-mini trampoline. All candidates are encouraged to be certified in all three events; however, testing in any single event is available. The Course Administrators will administer the course and tests for new judges.

- a. Once contracted and the particulars established, the Education Coordinator will be responsible for seeing that the policies of the NTJC are carried out.
- b. The Education Coordinator shall assign or contract a Course Administrator.
- c. Registration for the course and test will be:
 - 1) \$75.00 all levels, all 3 events.
 - 2) \$25.00 all levels, tumbling only.
 - 3) \$25.00 all levels, trampoline only.
 - 4) \$25.00 all levels, double-mini only.
- d. Registration deadline will be one month prior to the clinic. No late registrations or walk-ins accepted.
- e. The course and test will follow approximately a 6-1/2 hour course plan:
 - 1) ½ hour discussion of NTJC Guidelines
 - 2) ½ hour discussion of each test level
 - 3) ½ hour discussion of video of each level
 - 4) ½ hour testing time for each test
- f. Each level will be discussed as stated below. Once the discussion of a level is complete, the test for that level will be administered. This procedure shall be followed until all levels have been completed.
 - 1) **Tumbling levels**
 - a. Sub-beginner, Beginner, Advanced Beginner
 - b. Sub-novice, Novice, Intermediate

- c. Sub-advanced, Advanced, Elite
- 2) **Trampoline levels**
 - a. Beginner, Novice, Intermediate
 - b. Sub-advanced, Advanced, Elite
- 3) **Double-mini levels**
 - a. Beginner, Novice, Intermediate
 - b. Sub-advanced, Advanced, Elite
- g. The examination will consist of three separate examinations (tumbling, trampoline, and double-mini). This will be dependent on what the candidate registered for. The candidate's knowledge of the rules and competition procedures will be tested.
- h. The Course Administrators will score the written examinations and applied judging exams and forward them to the Education Coordinator.
- i. A **minimum score of 80%** must be achieved. Class participants will be informed of their score on the written examinations immediately so that they will know their status going in to the Applied Judging test.
- j. Candidates will be allowed to sit for the written portion of the test two times only. If the candidate does not pass on the second try, the candidate shall repay the fee and take the course over.
- k. There will be two versions of each test. Test A will be given for all first time testing and Test B will be used for re-takes.
- l. All courses must be completed between **October 15th and January 1st**.
- m. Applied judging will be conducted at the judges' course after the written course is completed and the candidate has passed the tests. A training video is used and the candidates will score as if at a meet. Their scores must be within range of what a panel of judges scored the passes. They must pass by 80%.
- n. New judges will only judge aesthetics for their first year of judging unless otherwise approved by the USTA and/or NTJC Executive Board(s).

3. **Continued Certification**

- A. Certification will be good for one year as long as the judge:
 - 1) Pays his/her annual NTJC Judges' dues by September 1st
 - 2) Obtain a current AAU number (AB form)
 - 2) Follows the requirements for recertification as follows:
 - a. 1st to 4th year to recertify - a closed book test for aesthetics and Superior/Difficulty must be taken and passed by 85%
 - b. 5th year and up to recertify (going into 5th year and up to judge) - an open book test in aesthetics and Superior/Difficulty must be taken and passed by 80%
 - 3) Judge at least one sanctioned USTA meet a year. In the event that the judge never gets asked to judge one meet, they may appeal to the USTA Executive Board.
 - 4) Must attend a NEW Judges Course or the USTA Fall Congress for the educational clinics on Saturday and the open meeting on Sunday when the technical proposals are passed at the USTA Congress.
 - 5) All certified judges must attend Congress at least 1 time within 4 years beginning in 2008. If they do not attend, then they will have to start the judging certification process all over.
 - 6) Aat the fall USTA Congress meeting all certified judges are encouraged to attend the educational sessions on Saturday and the USTA National Congress meeting on Sunday which will fulfill their recertification requirements.

- 7) Failure to pass the Recertification Test at 85% accuracy will result in the judge being required to pass all levels of the New Judges Tests (these will be closed book tests) in that discipline at 80% accuracy by January 1st. (There will be 1 retake of the Recertification Test for each discipline.)
- 8) Arrangements for taking tests beyond the Recertification Test will be done through the Recertification Coordinator. There will be a \$10 fee assessed to any judge who has to take ALL of the New Judges Tests in the discipline of the Recertification Test not passed.
- 9) Failure to pass all of the New Judges tests will result in the tenured judge's name being removed from the list of active judges immediately (as of date of failure). A judge who fails on the retakes will not receive their years back if they choose to retake the course the following year.
- 10) In order to be considered eligible to judge at a National Meet or Team Trials a judge must have: two years judging experience, have passed the re-certification test, have had attended an educational clinic, be current on both NTJC dues and AAU dues, and have judged a minimum of two times during the current season as verified by the completion of Judges Reports, which have been submitted to the Recertification Coordinator by the Meet Directors. All eligible certified judges in good standing must receive the letter of interest to judge Nationals every year.
- 11) Any judge who fails to complete and pass the re-certification test, when due, and/or pay the NTJC dues by the specified date and/or failed to attend an educational clinic, will no longer be certified and must retake and pass the New Judges Course (no apprenticing). Basically, they must start over except years of experience. If the course is not completed and the tests are not taken by January 1st of the following year, the judge will have to take the entire New Judges Course, including apprenticing and pay the course fees in order to become re-certified.

4. Course Administrators

- c. Requirements to become a Course Administrator:
 - 1) Must be at least 21 years of age.
 - 2) Must have a minimum of five years judging experience.
 - 3) Must be certified in all three disciplines.
- d. Each Course Administrator will be given a Course Guideline and video and a guideline to the video with the scores assigned by a panel of judges who scored the passes. They will receive a list of who has registered for the course and a copy of all the tests to be given and the answer sheets for each test.
- e. The Course Administrator shall be responsible for:
 - 1) Administering the tests.
 - 2) Grading tests at the course so participants know immediately how they did and whether they should stay for the Applied judging session...
 - 3) Returning all other test materials to the appropriate authority. If materials are not returned within one week from the course date, the administrator will be fined \$10 per day beginning with the eighth day following the course. (A postmark will serve as the date of return.)
- f. The Course Administrator will be compensated for his/her services as follows:
 - 1) Paid a judge's hourly rate of pay for each hour of teaching clinic.
 - 2) Reimbursed for actual travel expenses for conducting the clinic.

Article XIII. NTJC Scholarship

The NTJC shall give two \$500 Athlete Memorial scholarships at the USTA National Championships. The recipients will be voted on by the NTJC members from nominations submitted by the USTA/NTJC body prior to the publication of the May newsletter. Nominees can be any USTA member or NTJC Judge that is a high school senior or current undergraduate student. The NTJC Board will work with the USTA Executive Board in an effort to prevent duplication of awards. The scholarships awarded will be 1) Judges Memorial Scholarship and 2) Athletes Memorial Scholarship.

Article XIV. USTA Judge of the Year Award

The USTA-NTJC will recognize one of its members at the USTA National Competition as “Judge of the Year”. Nominations from coaches and USTA-NTJC current members will be submitted to the Judging Coordinator each year by the deadline set by the USTA, usually in May. Nominations should consider the person’s contributions to the USTA, years of service, judging demeanor (cooperative, diligent, conscientious, professional, knowledgeable, impartial), etc. Once nominated, the nominees will be contacted and asked to provide a “resume”, preferably with a photo, to be displayed at Summer USTA-NTJC Meeting. USTA coaches and judges will vote by secret ballot at this meeting. The winner will be announced during opening ceremonies of the USTA National Competition.

Article XV. USTA Technical Committee Representatives

The USTA-NTJC, in odd numbered years, will submit a list of four judges’ names to be considered by the Technical Committee Chairperson (subject to approval of the USTA Executive Board) for two positions on the USTA Technical Committee. The USTA-NTJC members must be certified in all three events at the time of approval. The four nominated must meet the following requirements:

- A. None of the four can be coaches.**
- B. One must be the Judging Coordinator.**
- C. All must have been certified for five years.**

October 15, 2009

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