

Michigan NAWGJ

Georgette Dupke, State Judging Director

Welcome to the 2002-2003 competitive season. Once again we are asking for your help in making our job of assigning officials more manageable.

Please follow these guidelines in requesting judges:

- 1) Meet requests should be sent to Georgette no later than Nov. 1, 2002.
- 2) YOUR MEET REQUESTS MUST BE ON THE OFFICIAL FORM. A form is included on the next page. Please make copies as needed. Requests will be handled on a "first come, first serve" basis.
- 3) All meets will be assigned by the NAWGJ assignor for a fee of \$3.00 per judge. Requests made less than 30 days prior to competition will be assessed \$5.00 per judge. Even if the meet is canceled, this fee will be assessed.
- 4) A one level meet will be assigned for one day only. It is easier to add judges for a second day if entries warrant it.
- 5) Judges for combined meets (various levels) will be assigned based upon the highest rating needed.
- 6) IT IS THE RESPONSIBILITY OF THE HOST CLUB to send notice of times, maps, and meet information a minimum of **five days** prior to the meet. It would be helpful if a list of the judges could be included so appropriate carpools can be arranged.
- 7) Judges who are canceled less than seven days prior to a meet will be paid three full hours according to their rating.
- 8) When a scheduled two-day meet drops to a one-day meet, the contract has been altered and is no longer in effect. It is the Meet Director's responsibility to contact all the judges and the assignor.
- 9) Please do not change the level of the meet less than **10 days** prior to the meet. We cannot guarantee to meet your requests for judges under these circumstances.
- 10) You will receive pay sheets in the mail prior to the meets. The designated meet referee will prepare the sheets for you. The Meet Director keeps the top white copy of the pay sheet and mails the other two copies to Georgette the day following the meet. A self addressed-stamped envelope will be provided for this purpose. Also, the assigning fee can be paid and mailed in the same envelope following each meet. Please indicate with a "C" if judges returned contracts to you.

Thank you for your help and support. Good luck with the 2002-2003 season.

Sincerely,

Georgette Dupke, SJD
36151 Waltham
Sterling Heights MI 48310
810-268-1483

JUDGES REQUEST FORM

CLUB _____ DATE _____

ADDRESS _____

CITY _____ ZIP _____

PHONE (____) _____

DATE OF MEET _____
(only list 1 day unless it will definitely be a 2 day meet)

LEVEL OF COMPETITION _____

MEET FORMAT _____
(if more than 1 level)

NUMBER OF JUDGES REQUESTED _____

MEET DIRECTOR/CONTACT PERSON _____

ADDRESS _____

CITY & ZIP _____

PHONE (____) _____

BEST TIME TO CALL _____

FILL OUT ONE FORM FOR EACH MEET YOU ARE PLANNING TO HOST

Send form to: GEORGETTE DUPKE
36151 Waltham Dr.
Sterling Heights MI 48310

TO BE FILLED OUT BY N.A.W.G.J.

DATE REQUEST WAS RECEIVED _____

DATE JUDGES WERE ASSIGNED _____

NUMBER ASSIGNED _____ at rate of _____ \$3.00

_____ \$5.00