

# Constitution of Northern Virginia Gymnastics Officials Association

## I. Name

The name of the organization shall be the Northern Virginia Gymnastics Officials Association (NVGOA) and is incorporated with the state of Virginia.

## II. Purpose

High school gymnastics competitions are for the purpose of developing the physical and mental skill of the student athlete involved. Therefore the purpose of the association shall be:

- A. To provide qualified judges for the high school league gymnastics competitions when called upon to do so.
- B. To ensure that competitions are run according to the rules, particularly the safety rules, provided by the National Federation of High School (NFHS) and the Virginia High School League (VHSL).
- C. To instruct potential judges in the techniques and ethics of judging.
- D. To ensure that standards of fair play are observed in the competitions.
- E. To conduct clinics for judges, coaches, and meet referees.
- F. To ensure that all judges associated with the NVGOA uphold the highest level of professionalism, as described in the VHSL Handbook.

## III. Membership and Dues

Membership shall be open to all interested persons who intend to judge high school gymnastics in the jurisdictions covered by NVGOA, and who meet VHSL requirements to officiate. The membership year will follow the VHSL membership calendar year.

Membership fees are paid annually and are deducted from the payments made to judges after the season ends. The amount is set to the minimum level needed to ensure that NVGOA has sufficient funds to meet expenses going forward. Membership fees are waived for judges that earn less than \$200 during the season.

## IV. Executive Board and Other Administrators

The Executive Board of this organization includes the following officers and guidelines:

1. President
  - a. Schedules a kick-off meeting before the season begins.
  - b. Arrangements for training. This typically includes some routine reviews at the kickoff meeting, and may include additional training sessions designed for new judges, training documents or other materials.
  - c. Manage election process.
  - d. Addresses issues or concerns that arise during the season. May call the Executive Board for a meeting to make recommendations or assist in addressing issues.
  - e. May call for a special meeting of the NVGOA if appropriate.
  - f. May incur NVGOA expenses as appropriate. Attempts to keep expenses modest.
  - g. May request help or delegate tasks to other NVGOA members.

# Constitution of Northern Virginia Gymnastics Officials Association

2. Commissioner of VHSL serves as Scheduling Coordinator
  - a. Negotiates contracts with the counties for judging fees, terms and related items as needed. Has the authority to sign the NVGOA contracts.
  - b. Works with county officials to develop schedules for regular, invitational, and postseason meets that are covered by NVGOA.
  - c. Compiles schedules for regular season meets and postseason meets to share with judges and solicit their input on availability, preferences, and conflicts of interest.
  - d. Coordinates with VHSL to determine which members meet the VHSL qualifications for regular-season, invitational, and post-season meets.
  - e. Selects judges for regular, invitational, and postseason meets. Shall attempt to:
    - i. Coordinate with the Webmaster to solicit judge preferences and availability.
    - ii. Ensure that only judges that meet VHSL requirements judge, especially at postseason meets.
    - iii. Consider the preferences of judges and travel distances.
    - iv. Avoid scheduling judges with an affiliation with any competing schools. An affiliation is assumed if a judge has been a former coach, parent or gymnast at a school in the past year, or if he/she eliminates him/herself for other reasons.
    - v. Schedule back-judging opportunities for new judges prior to scheduling them for meets.
    - vi. Schedule judges in a way that allows inexperienced judges to pair up with experienced judges.
  - f. Provides judging assignments to judges.
  - g. Informs judges when meets are cancelled or rescheduled (usually for weather).
  - h. Adjusts schedules as appropriate when meets are rescheduled or when judges become unavailable.
  - i. Works with Webmaster to remove any officials that are not in good standing from the Members only section of the website.
  - j. Serves as VHSL Commissioner for NVGOA:
    - i. Provide information from VHSL to NVGOA judges and others as appropriate.
    - ii. Supply judges for State Meet.
  - k. Coordinates with neighboring associations that share judges.
3. Treasurer
  - a. Manages the NVGOA funds. Attempts to manage funds in a way that ensures that adequate funds are available to meet expenses, but that also minimizes membership fees.
  - b. Has the authority to sign checks and open or close checking accounts. Does not have the authority to invest in riskier assets (stocks, bonds, options, real estate, etc.).

# Constitution of Northern Virginia Gymnastics Officials Association

- c. Tracks funds flowing into and out of the checking account(s). Keeps bank statements and receipts for expenses for at least three years, as required for tax purposes. Addresses any problems that arise.
- d. Files federal and state taxes as required. Pays taxes if required.
- e. Provides judges and the IRS with tax documents as required by law. Under current law, 1099-NEC forms are provided to all judges who earned \$600 or more in the previous year, and to the IRS, by January 31.
- f. Retains all tax-related documents for at least three years after filing taxes.
- g. Determines the annual judge membership fee based on the account balance, anticipated expenses over the next year, the current and anticipated future number of fee-paying judges, minimum balance requirements for the account, and other relevant information as appropriate.
- h. Works with county and school officials to determine invoicing procedures. Invoices are typically sent by email to either individual schools or counties. Post-season meets are typically invoiced separately by meet.
- i. Develops amounts to be collected for each meet and the amounts due to each judge.
  - i. Collects NVGOA Meet Sheets from each judge.
  - ii. Collects information from the scheduling chairman and meet referees.
  - iii. For State meet, collects information related to any expenses that are not paid directly by VHSL.
  - iv. Determines annual payments (net of penalties) due to each judge based on judging activities and other factors as described in the NVGOA contract and constitution.
  - v. Determines commissioner fees to collect from schools and counties, and the distribution of such fees to NVGOA officials as discussed below.
  - vi. Determines any expenses to be deducted from judge payments as appropriate. (This is typically the cost to mail rulebooks to judges that did not attend the kickoff meeting.)
  - vii. Aggregates and reconciles amounts as needed for invoices, reports to judges, validation, and other reasons.
- j. Prepares and sends invoices for all meets officiated by NVGOA.
- k. Collects payments from schools, counties, and VHSL. Tracks invoice due dates and follows up as needed.
- l. Payments to Officials
  - i. Pays judges once funds are received from the schools. Provides a list of meets and fees by meet. Payments are typically made by check and mailed.
  - ii. The commissioner's fee that is collected from schools or counties is split as follows:
    - 1. 40% to the Commissioner.
    - 2. 40% to the Treasurer.
    - 3. 20% to the Webmaster.
- m. Pays expenses as appropriate.

# Constitution of Northern Virginia Gymnastics Officials Association

4. Two At Large Members
  - a. Coordinates and manages the Outstanding Senior Gymnast Award:
    - i. Solicits nominations from coaches.
    - ii. Collects relevant information from coaches, using a standard form (see Appendix A for the current version).
    - iii. Provides a list of nominees and supporting information to judges, along with a deadline and process for voting.
    - iv. Tallies the vote.
    - v. Purchases an appropriate plaque for the winner.
    - vi. Presents the award at the appropriate Regional meet with other NVGOA representatives.
  - b. Assist with Scheduling under VHSL Commissioner's Duties.
5. Other Administrators (Not a part of the Executive Board and do not have to be a VHSL official.)
  - a. Webmaster:
    - i. Maintains the NVGOA website.
    - ii. Provides NVGOA judges with access to the members-only section. Responds to judges that need new passwords or have other access problems.
    - iii. Prepares and posts online forms to:
      1. Solicit information from judges regarding their availability for meets and preferences.
      2. Require judges to agree to responsibilities as described in the Constitution.
    - iv. Aggregates results and provides them to the Scheduling Chairman.
    - v. Makes changes to the web site as appropriate.
  - b. Accountant:
    - i. Prepares tax documents for NVGOA.
6. Indemnification
  - a. The officers of NVGOA shall be indemnified by NVGOA to the fullest extent permitted under law. NVGOA members are not, as such, personally liable for the debts, liabilities or obligations of the NVGOA.

## V. Election of Officers

1. Commissioner/Scheduling Coordinator and Treasurer are appointed officers by the Executive Board for a three year term, but can be re-appointed.
2. Election process:
  - a. President solicits nominations for a 2 week period. In the absence of the President, the Commissioner will solicit nominations.
  - b. May nominate self.
  - c. Check with judges who've been nominated to ensure willingness to serve.
  - d. The President presents the ballot electronically by web-based form.
  - e. Judges are allowed at least two weeks to vote.
3. The President and two At Large members will be elected bi-annually.

# Constitution of Northern Virginia Gymnastics Officials Association

4. To be eligible for an elected office, candidates must:
  - a. Have been a member of the NVGOA for at least one full year.
  - b. Have been an active judge for at least three years.
  - c. Be a member in good standing with the VHSL.
5. If a vacancy occurs on the Executive Board in the middle of the term, the Board shall appoint an eligible judge to fill that vacancy until the next otherwise scheduled election.

## VI. Meetings

1. The expected membership will be notified at least two weeks in advance of the meeting date.
2. There will be an in-service meeting held before the season begins to prepare judges for the NFHS exam.
3. Additional in-service meetings and Executive Board meetings will be held as needed.

## VII. Amendments

1. Amendment proposals may be submitted to any Executive Board member by any experienced NVGOA judge.
2. Amendments to the Constitution shall be presented to the Executive Board.
3. The Executive Board makes the decision whether to proceed. If voted to not proceed, the member who proposed the amendment will be notified about the reasons why the Executive Board voted not to proceed.
4. The voting process will be the same as Election of Officers (See Article V-2).
5. The proposed amendments shall be ratified by two-thirds of the members voting for ratification.
6. Amendments shall become effective for the next season unless specified in the amendment process.

## VIII. Committees

1. All Committees will have at least three members.
2. At the direction of the Executive Board, an At Large Member will chair an Outstanding Gymnast Awards Committee as needed. It will be responsible for recommending changes to the written criteria for choosing gymnasts. Only seniors competing in VHSL gymnastics will be eligible for awards.
3. The Commissioner will chair a Scheduling Committee, which is in charge of selecting judges for all regular meets and tournaments according to the criteria outlined in 'Commissioner Responsibilities.' Two Executive Board members will be a part of the committee. The Commissioner may select other NVGOA members.
4. Additional committees may be formed by any NVGOA member, and approved by the Executive Board.

## IX. By Laws

1. The association will be governed by parliamentary procedures stated in Robert's Rules of Order.

# Constitution of Northern Virginia Gymnastics Officials Association

2. An experienced judge is defined as one who:
  - a. Has had at least one season or five meets of previous judging experience,
  - b. Meets VHSL requirements, and
  - c. Who judges two or more events.
3. Training:
  - a. All NVGOA officials are required to attend at least one training event prior to judging any competitions each season.
  - b. All inexperienced judges are required to attend two training events.
  - c. Training events may include an in-service NVGOA meeting that includes training, a scrimmage, a regular season meet, or a video training session.
  - d. Judges will not be paid for any meets until this requirement is met.
4. Verification of attendance at scrimmages and meets:
  - a. Meets are verified when the Meet Referee completes the appropriate segments of the NVGOA Meet Sheet.
  - b. Judges are responsible for getting their NVGOA Meet Sheet signed at the event.
  - c. Any falsification of records will result in immediate cancellation of all remaining meets and expulsion from the NVGOA membership for one year following infringement.
5. In the event of dissolution of the association, all monies remaining in the Treasury and all property belonging to the association, shall be donated to a gymnastics association to be designated by the Executive Board at that time.
6. Dress Code
  - a. Business or business casual attire with the VHSL emblem is required for all meets. The NVGOA web site provides examples of acceptable and unacceptable attire.
  - b. Denim jeans, warm-up suits, sweatshirts, and tennis shoes do not meet the dress code.
  - c. Leggings meet the dress code only if they are a solid color and a tunic or dress that is at least mid-thigh length is worn over the leggings.
  - d. Solid color jackets are encouraged.
  - e. A dress code violation occurs when the Meet Referee does not indicate on the Meet Fee Sheet that the dress code requirement was met.

## **X. Fines and Penalties**

1. Failure to fulfill a judging contract without proper notification to the contact designated by the Commissioner, or in the case of emergency, will be fined the amount half of pay for that meet.
2. For regular season meets, tardiness (failure to arrive by the time the meet is scheduled to begin) will be fined \$10. If the judging has begun for the meet, the late judge will not be allowed to judge or be paid for the meet.
3. Failure to dress according to the dress code, and receive notification from the meet referee. Violations of the dress code will result in the following penalties.
  - a. 1st offense: \$0
  - b. 2nd offense: \$10

# Constitution of Northern Virginia Gymnastics Officials Association

- c. All other offenses: Fined equal to one half of the pay for the competition.