



Procedure For Requesting Judges

Request judges by sending an email Sarah Nelson.....sarah@madtowntwisters.com

Deadline for Requests: August 1 for fall meets
 October 1 for winter meets

Include:

- 1) Name of Meet
- 2) Date of Meet
- 3) Meet Site
- 4) Number of judges needed
- 5) Any specific judging requests

Finalize:

Follow up with Sarah ASAP (minimum of 3 weeks) before meet to verify final detailed schedule before publishing

Changes after contracts are out – YOU must notify Sarah AND all assigned judges

Reserve hotel rooms for judges

2 judges/room, 2 beds/room (not sofa sleeper)

Forward **Confirmation Numbers** to Sarah

Pre-arrange payment with hotel

Terms:

Judges' compensation according to *USA Gymnastics R&P*, Chapter 5.

Judges' Assigning Fee (\$3/judge) is paid by USAGym-WI