

## **Summary of Motions Updated - July 23, 2021**

Based on the hundreds of hours of work completed by the eight teams established under the Future of the NGJA Project (the “Project”), extensive Governing Board meetings and the review of hundreds of pages of documentation, the motions that follow incorporate the consensus reached by the NGJA Governing Board. These motions are made to finalize the next phase of the Project. It is anticipated the motions will be voted on by the NGJA Governing Board either as a group or individually which, if passed, will allow for each of the Project’s team’s work to move forward. Other NGJA members will then be tasked to implement these decisions and work through the specific details required to implement them.

### **Motion 1 - APPROVED**

**Strategic Objectives** – It is hereby moved:

- To establish and publish a series of strategic objectives (included as Attachment 1) in NGJA materials (email, website, etc.) that will serve to provide long-term aspirational guidance to the entire NGJA.
- This guidance will provide direction to our membership and the gymnastics community serving as a framework for establishing leadership alignment, organizational expectations, cultural norms, and making future decisions. Communication of and achieving these strategic objectives will be the responsibility of all Governing Board members. These changes will be in effect immediately upon approval by the Governing Board.

### **Motion 2 - APPROVED**

**Learning & Education** –It is hereby moved:

- To establish an Education Director position to drive an education and training strategy with programs at all levels of membership using various means to deliver these programs both in-person and on-line. The Education Director will be a part of the NGJA Executive Committee and, minimally, be responsible for: (a) managing and training others in the use of and development of course material using a Learning Management System for both current and long-term NGJA use; (b). acquiring and using various training tools such as the Sports Training System (STS) for use by all NGJA members; (c) establishing a formal mentoring program to help judges develop their skills to enhance their careers and move to higher levels of judging through periodic engagement with a more experienced judge; and (d) establish a continuing education program to provide judges focused development (e.g. specific events) and non-gymnastics subjects such as conflict management, diversity, and leadership.
- The formal addition of an Education Director will require a change to Division I of the NGJA By-Laws, which requires a vote of the NGJA membership. By approving this motion, the Governing Board is approving that such vote will occur as soon as practicable. In anticipation of the approval by the NGJA membership of the addition an Education Director position, the NGJA President will immediately appoint a Director of Education to lead an Education ad hoc committee, in accordance with the current NGJA By-Laws, who will serve until the next NGJA election cycle when a new Education Director will be chosen as per the NGJA By-Laws in the same fashion as are other NGJA Executive Committee members. If the NGJA membership does not vote in favor of creating an Education Director position, then the NGJA President may at his discretion continue to keep the Education Director position as the leader of the Education ad-hoc committee. Recommended By-Law language and the form to be submitted to the NGJA membership for a vote will be provided to the Governing Board as a separate document.

### **Motion 3**

#### **Judge Performance** – It is hereby moved:

- To adopt the characteristics of a quality judge (Attachment 2) and use these characteristics to provide feedback to judges on their performance and skills through practical examinations, mentoring, and competition feedback interchanges. The objective of this feedback is to identify areas of excellence, for improvement and development to not only improve the individual judge but to also improve the quality and consistency of judging across the country.
- These characteristics will be published to the entire membership (e.g. Judge's Mission Statement) and standard forms created to provide feedback to judges. Mentors (as referenced in Motion 2) will use these characteristics when discussing goals and performance with mentees. Mentor-mentee feedback, and a mentee's progression toward achieving and maintaining these characteristics will be considered when making assignments at the state, national, regional, and conference level. Feedback based on these characteristics will also provide increased transparency when making selections for higher level JDP, NCAA, USA, and international assignments.
- The assignment selection process (at all levels) will strive to inform those in the selection pool who was selected, and if a person was not selected, why and how to better position themselves for selection in the future. Such information should be provided at the regional level and be done at least twice a competitive year if not after each selection process. The National, International and Junior Development Technical Vice Presidents will be responsible for ensuring these actions are taken. The Vice Presidents will work with the Futures Team on Judges Performance to refine these characteristics to then define the scope and process for a pilot program using feedback based on the Characteristics of a Quality Judge to enhance judge performance and skill. These changes will be in effect no later than September 2022. Initial pilot programs should begin immediately with the 2021-2022 competitive season. A draft pilot program can be found in Attachment 3.

### **Motion 4**

#### **Judge Development & Certification** – It is hereby moved:

- To create: (a) an Entry Level Judge Certification Program; (b) a Compulsory Judge Certification Program; (c) an Optional Judge Certification Program; and (d) create a Championship Judge Certification Program. The NGJA Vice Presidents will work with the Futures Judge Certification Team) to ensure these actions are taken and to refine requirements for each certification level. When completed, these individuals will provide this information to the Governing Board for a final vote on adoption and implementation of their recommendations. In Division II of NGJA By-Laws there is a table that explains the current certification levels and requirements – Attachment 4 hereto is a sample of what the table may be replaced with should we move forward with these four certification levels.
- Practical exams will be part of all judge certification programs to the extent practicable.
- Moreover, all Senior and Junior National Apparatus Leaders will collaborate and participate in each group's conference calls to share rule interpretations to improve the consistent application of rules across the country.
- Regional leadership should identify developmental opportunities to enhance judge performance and development. Examples of such opportunities include using additional judges as a technical assistant, shadow judging, exchange and other developmental opportunities, with financial assistance, as may be necessary, from the NGJA.
- The changes in this Motion 4 will take effect by September 2022.

## **Motion 5**

**Organization and Operations** – It is hereby moved:

- Establish an Executive Committee (comprised of the NGJA President, the three NGJA Vice Presidents (International, National, Junior Development) along with the following Director positions, which will be added or renamed: Education (to be added); Finance (current Treasurer position renamed); Legal (current Legal Committee Chairman position renamed); and Operations (current General Secretary and Technical positions combined and renamed)) and a Governing Board (comprised of the Executive Committee members and all Regional Directors).
- Specify the Director of Operations (assuming this position will be created) as the Designated Election Official.
- Eliminate the two current At-large Directors.
- The regional structure of the NGJA will be expanded from the current four regions to nine regions (to overlay the current USA Gymnastics Junior regions), with each region having a Regional Director and a Regional Education and Administration Director and a Junior Development Director both of which will report to the Regional Director. Job descriptions for these three regional positions are provided in the Sample Ballot in Attachment 5 hereto and by approving this Motion 5 I the Governing Board will be approving these descriptions.
- To make the recommendations in this Motion 5, amendments to Division I of the NGJA By-Laws will be necessary, which requires a vote of the NGJA membership. By approving this Motion 5 the Governing Board is approving that such vote will occur as soon as practicable.
- If approved by the NGJA membership, the new regional structure and change in national and regional leadership positions will occur with: (a) appointment of a NGJA Education Director and a NGJA Operations Director during the summer of 2022 (appointments to be made by the President, two At-Large Directors, and the current four Regional Directors); (b) elimination of the two At-Large Director positions following the appointments made in (a) above; (c) elections to be held in the summer of 2022 (process to begin in the spring of 2022) to elect the officers for the nine new NGJA regions, with the new regional structure and officer positions to take effect immediately thereafter.
- The initial term for the new national officers and the new officers in each of the nine regions will be two years (instead of four) and will expire with upon the regularly scheduled NGJA elections to be held in 2024.
- A sample ballot to be provided to NGJA national cardholders to vote to approve or disapprove these changes is included below as Attachment 5.

## **Motion 6- APPROVED**

**Diversity and Inclusion** – It is hereby moved:

- To include diversity, inclusion, and anti-harassment practices as key principles of the NGJA. Training material will be created and presented regarding each of these areas in all annual courses.
- Division II of the NGJA By-Laws will be amended with both an organizational position statement (Attachment 6) that the NGJA favors diversity and that the NJGA will not discriminate or tolerate harassment based on race, national origin, religion, ethnicity, gender, sexual orientation, age, or any other characteristic protected by state, federal, or local law and a written policy to include a grievance process.
- As part of the annual registration process the NGJA will begin collecting demographic information on all NGJA members on an opt-in basis. A plan will be established to ensure all sensitive

information about a judge or groups of judges remains confidential and private. Moreover, no gathered demographic information would be used or considered for selection or rejection of a member for a judging assignment.

- If approved by the Governing Board, the NGJA Legal Director will be responsible for ensuring these actions are taken by September 2021.
- Changes to Division II of the NGJA By-Laws require a majority vote to approve by the NGJA Governing Board and a such a vote approving this Motion 6 will be a vote to make the recommended amendments. Recommended Bylaw language is on Attachment.

#### **Motion 7 - APPROVED**

**Judge Compensation** – It is hereby moved:

- To continue movement towards a regional fee structure for Junior Development competitions that recognizes each level of judge certification.
- The Junior Development Vice President shall research and propose a fee structure that reflects the option for a two-judge panel in order to encourages more frequent use of two judge panels with the goal of not doubling the cost to meet directors but rather to aid in the development of judges.
- The Vice President - Junior Development will work with the Futures Project Compensation Team to develop these recommendations.
- The Vice President - Junior Development will be responsible for ensuring these actions are taken as soon as practicable. No By-law changes are required.

#### **Motion 8 - APPROVED**

**Finance** – It is hereby moved:

- There will be no increase in NGJA dues for the 2021-2022 season.
- As is currently the case, local associations will have the ability to levy additional fees to cover the cost of training courses and other activities that support the development of judges in their region.
- Generally, NGJA special activities or projects approved by the Governing Board may result in one-time or permanent increases in NGJA dues.
- The Governing Board may consider an increased dues for higher levels of certification (defined in Motion 4) that require greater support from the NGJA. Any increases in fees will require Governing Board approval when they are proposed.
- The National Treasurer (Finance Director) will be responsible for ensuring these actions are taken. No By-Law changes are required.

#### **Motion 9- APPROVED**

**Information Technology** – It is hereby moved:

- To continue to enhance the NGJA website as a platform for communicating, educating, and developing the NGJA membership and fully utilize the current NGJA learning management system.
- The NGJA will further invest as necessary in information technology to support various training, education, mentoring, and communication processes across the entire NGJA membership.
- The Operations Director (if approved), Education Director (if approved), and Finance Director will be responsible for ensuring these actions are taken. No By-law changes are required.

**Attachment 1 - APPROVED**  
**Recommended NGJA Strategic Objectives**

1. The NGJA will continue to lead the world with world-class gymnastics judges.
2. The NGJA will establish a streamlined, transparent, accountable organizational structure to meet the future needs of the organization.
3. The NGJA will develop and deliver a multi-faceted education and training program to serve the development of judges at all levels so they can achieve their potential.
4. The NGJA will develop a standardized judge's performance and feedback process to drive nationwide uniformity and higher levels of performance for each individual judge.
5. The NGJA will provide an open communication system to reach every judge at every level with timely information.
6. The NGJA will provide a fair, unbiased performance-based assignment process aligned to the needs of the judging and gymnastics community writ large.
7. The NGJA will strive to increase the number of judges and diversity of the judging ranks across the country.
8. The NGJA will provide qualified and trained judges for every competition at every level in every program.
9. The NGJA will recognize the various ways judges demonstrate excellence in our sport and profession.
10. The NGJA will make smart investments to improve leadership, quality and opportunity.
11. The NGJA favors diversity in its membership and pledges not to discriminate against its members based on race, ethnicity, gender, sexual orientation, or age.
12. The NGJA will not tolerate harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, gender identity or expression, sex, age, physical or mental disability or any other characteristic protected by state, federal or local employment discrimination laws.

**Attachment 2**  
**Characteristics of a Quality Judge**

1. Judge is consistently prepared for assignments.
2. Judge is professional in their approach before, during and after competitions and gymnastics events.
3. Judge is courteous to gymnasts, judges, coaches, administrators, and family members.
4. Judge shows the ability to form positive relationships with gymnasts, judges, coaches, administrators, and family members.
5. Judge displays common sense and has a high gymnastics IQ.
6. Judge has shown growth and has gained experience in a variety of competition and training settings.
7. Judge displays a high level of leadership attributes in various ways.
8. Judge can determine D and E scores with relative accuracy and competence.
9. Judge can determine D and E scores with speed relative to peers.
10. Judge displays consistency throughout competitions and from competition to competition without bias.
11. Judge maintains a high level of composure on the competition floor.
12. Judge displays a high level of integrity.
13. Judge shows willingness to provide service to the gymnastics community in multiple ways.

## Attachment 3

### DRAFT Judge Performance Feedback Pilot Program

**Goal:** To get reliable performance feedback for judges through:

1. Practical Testing
2. Mentoring Program
3. Competition Feedback

#### **Practical Testing**

This is one of the most reliable forms of feedback.

- Must be held during an in-person course or controlled environment such as a Testing Center
- Education Director (or other appointee, someone like Butch Zunich) travels and delivers practical at Regional Courses and provides performance feedback.
- Or access code is given to course director at Regional Courses for all to take test during a pre-arranged time window
- **All of these options require a practical testing platform to be built (Doug Hills can do this)**

#### **Mentoring Program**

Use the Characteristics of a Quality Judge to guide the development of judges through a mentoring program. Judges will opt-in to the mentoring program. Pairing judges with specific mentors will focus and enrich the dialogues between judges, help create an environment for more honest feedback and manage expectations for interaction. We need our best judges assessing and identifying who the next best judges are going to be.

- **Local Mentoring** (early years (0-5 years)) - New judges, basics of judging
  - Pairing with local “mentors” at judge’s courses.
  - Shadow judging program - required to shadow judge at 2 meets before receiving an assignment (either volunteer or association can provide a small stipend).
  - Judges Cup type meet - For use as an association fund raiser, but also an opportunity to pair up new and/or inexperienced judges with local mentors.
  - 2 judge panel meets - as much as possible.
  - Occasional zoom calls with state leader (or appointee).
  - After 2 years, judge either moves on to Regional Mentoring or exits mentoring programs altogether and simply judges within own state.
- **Regional Mentoring** (mid years (3-10 years)) - for judges that have been deemed ready for NCAA meets and JO Regionals / Nationals.
  - NCAA Challenge - purposeful pairing of judges with regional “mentors” / leaders (identified within regions).
  - Regional Course - purposeful pairing of judges with regional leadership so that mentees can get face time with the most experienced judges.

- Regional Exchange Program - System set up so that each state in a region gets judges traveling to other states in the region to get exposure (hopefully in front of the other state leaders).
  - Assigning within region needs to be done very purposefully for these mentees to get them face time with the leadership within the region.
  - After a few years a judge either moves on to National Mentoring or exits the mentoring program and possibly judges up to JO Regionals, Nationals and all types of NCAA meets (some judges will probably NOT move on).
- **National Mentoring** (5+ years) - for judges who are excelling and that regional leaders feel could be candidates for USA Championships and International assignments and other competitions of this caliber.
- 2 assigned mentors per region (E, ME, MW, W) that mentees must get facetime with. Must NOT only have contact with mentors from own region.
    - Mentors must be selected among our top judges.
    - Mentors need to provide honest and objective feedback using the Characteristics of a Quality Judge.
  - Shadow Judge at USA Qualifier, USAs and Winter Cup (mentee or association pays for expenses).
  - Develop Exchange opportunities that involve mentees traveling to JO locations where mentors will be judging (or vice versa and mentor travels to location of mentee).
  - Yearly Conference Call with JOVP, NAT VP and necessary regional leadership to review progress (or lack thereof) with mentee.
- **Competition Feedback**
- At the conclusion of each competition, judges should meet briefly to provide each other feedback and reflect on the competition that just concluded. This session should last approximately 10-15 minutes and discuss pertinent areas from the Characteristics of a Quality Judge. The discussion should include all judges assigned to the competition.

\*ALL PHASES OF THE MENTORING PROGRAM WOULD USE THE CHARACTERISTICS OF A QUALITY JUDGE (AND GOOGLE FORM IF NECESSARY) TO PROVIDE FEEDBACK THROUGHOUT EVALUATIVE PROCESS.



**Attachment 4**  
**Certification Levels and Requirements**

<b>Requirements</b>	<b>Championship</b>	<b>Optional</b>	<b>Compulsory</b>	<b>Initial/Entry</b>
Minimum Age:	21	18	16	15
Experience (e.g., competitor, coach, or judge)	Five Years	Three Years	Zero Years	Zero Years
NGJA Certification Course	Annually	Annually	Annually	Annually
Minimum Grade on Written Exam(s) (when given)	To be determined by annually by the NGJA Vice Presidents, but no lower than 80%	To be determined by annually by the NGJA Vice Presidents, but no lower than 75%	To be determined by annually by the NGJA Vice Presidents, but no lower than 70%	To be determined by annually by the NGJA Vice Presidents, but no lower than 70%
Minimum Grade on Practical Exam(s) (when given)	To be determined by annually by the NGJA Vice Presidents	To be determined by annually by the NGJA Vice Presidents	To be determined by annually by the NGJA Vice Presidents	To be determined by annually by the NGJA Vice Presidents
Competitions Eligible to Judge	Any national and below competition	Any regional and below competition	Any Junior Development compulsory competition	Any compulsory competition outside of Junior Development (e.g., AAU, High School, Middle School, JD shadow judging)
Other:	Successful completion of additional requirements is necessary to become certified at the Championship level. These additional requirements will be provided annually by the NGJA Governing Board			
Required Annual Certifications	Championship and Compulsory	Optional and Compulsory	Compulsory	Initial/Entry Level

## Attachment 5

**NOTE: We recommend all of the below changes be on one ballot with one YES or NO vote, but if the Governing Board would like to split the vote – we recommend 1- 6 be grouped as a separate vote and 7-9 be grouped as a separate vote.**

### SAMPLE BALLOT TO THE NGJA MEMBERSHIP

#### NGJA STRUCTURE AND ORGANIZATION

As an NGJA national cardholder in good standing you are being asked to vote YES or NO to revising Division I of the NGJA Constitution and By-Laws to reflect the following changes which will be put in place immediately (unless stated otherwise below) should a simple majority of voting national cardholders vote YES:

#### Part I – Governing Board Positions and Revised Position Descriptions

1. Create or rename the following NGJA positions which, upon a majority vote of the membership, will occur immediately thereafter:
  - a. **Vice President – Development Program** (formerly Vice President – Junior Olympic Program with the following job description: Coordinate annual Development judge compulsory and optional training courses for each NGJA region ((including content, certification requirements, and presentation recommendations), work with USA gymnastics governing body to interpret Development rules, coordinate selection and assignment of judges to Development national and region championships, provide leadership to Region Development Directors);
  - b. **Education Director** (new position to have an initial term that will expire in 2024 when the current Vice Presidents terms expire, with the following job description: Plan, coordinate, and lead all education, training and development efforts for the NGJA, including certification courses, online education modules, special judges training, etc., utilizing the Region Directors and the Operations Directors in each Region to create education materials and to deliver such materials to the membership through certification courses (in person and online, as necessary), and to provide the NGJA with a cohesive education, training and development plan.);
  - c. **Finance Director** (formerly Treasurer position with the following job description: Oversee the collection and dissemination of NGJA funds, serve as the chairman of the NGJA Finance Committee, present a financial report regarding NGJA funds at the Governing Board meeting held at the annual championship meet for the USA, provide NGJA financial information to other Vice Presidents and Region Directors upon request, prepare and file any necessary NGJA tax returns, advise and guide the NGJA Local Associations in proper accounting and use of an Local Association’s funds in compliance with NGJA guidelines and the Local Association’s by-laws, be an accounting professional (CPA or equivalent preferred));
  - d. **Operations Director** (restructured position combining the General Secretary and Technical Secretary positions to have an initial term that will expire in 2024 when the current Vice Presidents terms expire with the following job description: Manage the content on the NGJA.org website, take and distribute notes as appropriate from NGJA Governing Board and other official NGJA meetings, compile as necessary and distribute information to NGJA members (through email or the NGJA website, as may be appropriate) from other Vice Presidents (such as rules interpretations, competition assignments, course information, etc.), coordinate sign-up for “national” and “JO” judge training courses, provide information to

- NGJA members regarding FIG course sign-up. Responsible for ensuring project progress, successful completion, and status reporting, setting up Executive Committee meetings and with stakeholders as appropriate, establishing association business rhythm (reports and meetings) and working with the President and Vice Presidents on communications in various forms of media.); and
- e. **Legal Director** (formerly Legal Committee Chairman position with the following job description: Serve as the chairman of the NGJA Legal Committee, provide legal advice as necessary to the NGJA leadership regarding the affairs of the NGJA, provide a report annually to the Governing Board regarding by-law and legal issues facing the NGJA, be a licensed attorney in one of the fifty states or the District of Columbia.);
2. **Revise the job descriptions** for the President, Vice President – National Program, and the Vice President – International Program as follows, which upon a majority vote of the membership, will occur immediately thereafter:
    - a. **President:** Lead the NGJA in its mission, supervise and direct Vice Presidents, liaison with US gymnastics governing body as necessary, represent the NGJA in interactions with other gymnastics organizations, be the NGJA chief executive officer.
    - b. **Vice President – National Program:** Coordinate annual “national” judge training courses for each NGJA region (including content, certification requirements, and presentation recommendations), work with universities, the USA gymnastics governing body, and NGJA Region Directors to select and assign officials to collegiate and national events, provide collegiate rules interpretations in coordination with NCAA gymnastics leadership, provide leadership to NGJA Region Directors.
    - c. **Vice President – International Program:** Represent the NGJA in interactions with the FIG, be responsible for information regarding the Code of Points and related interpretations, lead the development of NGJA Brevet members to be international officials, work with the USA gymnastics governing body to have an FIG judging course in the USA each Olympic cycle, work with other gymnastics organizations (including universities, the FIG, and the USA gymnastics governing body) to assign NGJA members to international competitions.
  3. **Establish an NGJA Executive Committee** to be comprised of the following NGJA officers: President, Vice President – National Program, Vice President – International Program, Vice President – Development Program, Operations Director, Legal Director, Finance Director, and Education Director.
  4. **Establish an NGJA Governing Board** to be comprised of the NGJA Executive Committee and all Region Directors.
  5. **Eliminate** the NGJA At-Large Director positions.
  6. **The Governing Board** will revise the NGJA Constitution and By-Laws in all respects to reflect the changes stated in paragraphs 1-5 above.

## Part II – Regional Realignment

7. **Expand the regional structure of the NGJA from the current four regions to nine regions** (to overlay the current USA Gymnastics Development regions), with each region having a Regional Director, a Regional Education and Administration Director, and a Junior Development Director with the later two positions reporting to the Regional Director. The job descriptions for these three Regional positions will be as follows: **Region Director** – Responsible for the general administrative (elections, nominations for awards, etc.) and technical requirements in his/her region (such as providing leadership in the development of officials, assignment of officials to collegiate competitions in the

region, nominations of officials to national and international events, coordinating NGJA judge training/certification courses in the region, etc.), and working with the Education Director regarding website and course content; **Region Operations & Education Director** – In conjunction with the NGJA Education Director and their respective Region Director, is responsible for: (a) organizing and delivering all required education and training for their region; (b) coordinating with the Regional Director and assisting in the identification and selection of judges to be recommended or assigned to various invitational, state, regional and national competitions; (c) communicating with the NGJA members and clubs in their region on matters affecting the region; and (d) coordinating with the NGJA national Operations Director; and **Region Development Director** – will responsible for the “Development” program technical requirements in his/her region (such as providing leadership in the development of new judges, coordinating with the respective Region Director in providing training/certification courses in the region, nominating and assigning officials to state and region championship competitions, coordinate NGJA member associations in the region regarding judge exchanges within and without the region, etc.).

8. **The restructure of the NGJA regions from four to nine (as provided in paragraph 6 above) will occur as follows:** (a) elections for each of the nine region officer positions to be held in the summer of 2022 (process to begin in the spring of 2022) to elect the officers for the nine new NGJA regions, with the new regional structure and officer positions to take effect immediately thereafter; and (b) the initial term for each of the elected officers in each of nine regions will be two years (instead of four) and will expire upon the regularly scheduled NGJA elections to be held in 2024.
9. **The Governing Board** will revise the NGJA Constitution and By-Laws in all respects to reflect the changes stated in paragraphs 1-3 above.

**Attachment 6 - APPROVED**  
**NGJA Position on Harassment and Discrimination**

The NGJA favors diversity in its membership and pledges not to discriminate against its members based on race, ethnicity, gender, sexual orientation, or age. The NGJA will not tolerate harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, gender identity or expression, sex, age, physical or mental disability or any other characteristic protected by state, federal or local employment discrimination laws.

**NGJA Harassment and Discrimination Prevention Policy (hereinafter, “Policy”)**

The National Gymnastics Judges Association, Inc. (NGJA) is committed to creating and maintaining an environment in which all individuals are treated with respect and dignity. Each individual has the right to participate as a judge or competitor in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment. Therefore, the NGJA expects: (a) that all relationships among NGJA members generally, at all NGJA functions, competitions, or training sessions where NGJA members are present, will be business-like and free of bias, prejudice, discrimination, and harassment; and (b) all activities of the NGJA, including, but not limited to, competition assignments, committee assignments and participation, and judge certification course participation be free of unlawful discrimination.

In order to keep its commitment to the prevention of harassment and discrimination, the NGJA maintains a strict policy of prohibiting unlawful harassment or discrimination of any kind, including sexual harassment and harassment or discrimination based on race, color, religion, national origin, sexual orientation, gender identity or expression, sex, age, physical or mental disability or any other characteristic protected by state, federal or local employment discrimination laws. This policy applies to all NGJA members, including officers and to non NGJA members who engage in unlawful harassment or discrimination related in any way to an NGJA function (e.g., training or education sessions, gatherings sponsored by the NGJA, etc.)

NGJA members who violate any part of this policy are subject to discipline up to, and including, the immediate and permanent discharge as an NGJA member.

Specific to sexual harassment, examples include, but are not limited to, making unwanted sexual advances and requests for sexual favors where:

- Submission to such conduct is made an explicit or implicit term or condition of gaining a judging assignment or other preferred activity or advancement in the NGJA;
- Submission to or rejection of such conduct by an individual is used as the basis for decisions related to judging assignments or other preferred activity or advancement in the NGJA; or
- Such conduct has the purpose or effect of substantially interfering with an individual’s work/judging/testing performance or creating an intimidating, hostile, or offensive working/judging/testing environment.

Examples of unlawful harassment include, but are not limited to:

- Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations, or comments;
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, e-mail and faxes, or gestures;

- Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with a member's NGJA activities directed at that NGJA member because of their sex or other protected characteristic;
- Threats and demands to submit to sexual requests in order to keep or obtain judging assignments, avoid some other loss, or offers of preferential benefits in return for sexual favors; and
- Retaliation for having reported or threatened to report unlawful harassment.

Any NGJA member or other person who believes he or she has been harassed by an NGJA member, NGJA officer, an agent of the NGJA, or by a non NGJA member in violation of this Policy while a member is performing judging or other activities as representative of the NGJA or who has been discriminated against in violation of this Policy by an NGJA member or NGJA officer should promptly report the facts of the incident or incidents and the names of the individual(s) involved to his or her NGJA Region Director, or in the alternative, to a national officer of the NGJA. The person receiving such a complaint on behalf of the NGJA will immediately refer the complaint to the NGJA Legal Director who thereafter in a timely manner will undertake a thorough, objective, and good faith investigation of the harassment allegations. The NGJA Legal Director may engage any other officers of the NGJA or outside resources to complete an investigation of a reported complaint.

Once the required investigation is completed, the NGJA Legal Director will make a confidential report to a sub-committee of the NGJA made up of up to five Governing Board members selected by the NGJA Legal Director. If the convened NGJA sub-committee determines that harassment or discrimination has occurred in violation of this Policy, effective remedial action will be taken in accordance with the circumstances involved. Any NGJA member determined by the NGJA to be responsible for harassment or discrimination in violation of this Policy will be subject to appropriate disciplinary action up to, and including, immediate and permanent discharge as an NGJA member.

NGJA members will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation process. Further, the NGJA will not tolerate or permit retaliation by officers or other NGJA members against any complainant or anyone assisting in a harassment investigation.

Further, the Federal Equal Employment Opportunity Commission and/or an official agency in the state where an NGJA member resides may investigate and prosecute complaints of prohibited harassment against members of organizations such as the NGJA. If an NGJA member believes they have been harassed or discriminated against, or have been retaliated against for resisting or complaining, that member is free to file a complaint with the appropriate agency in addition to exhausting the NGJA complaint procedure described above.

#### **NGJA Member Acknowledgement**

By accepting membership in the NGJA, each NGJA member acknowledges that they have received, seen, or have access (through [www.NGJA.org](http://www.NGJA.org)) to a copy of this Policy to prevent harassment and discrimination. Each NGJA member is expected to read, understand, and adhere to this Policy.

If an NGJA member has questions regarding the contents of this policy, they should seek answers from their Region Director or the NGJA Legal Director.