



Title: **NGJA JO Vice President**

Reports to: **President, NGJA**

Date: **May 2019**

Position Attainment

This position is elected by the President, 4 Regional directors, and 2 At-Large Directors

Job Description

This position requires an extensive involvement with both the JO program and the NGJA. The person in this position should have technical expertise with both the JO program and the national program that relates to the JO program and its rules and policies as well as the NGJA technical matters. Therefore, it is highly recommended that the person has served in an NGJA technical position such as JO technical director (JOTD) and/or JO national apparatus leader (JONAL).

Essential Duties

The JOVP is charged with the following duties:

- Solicit nominations/manage assignment process for:
 - JO National championships
 - Junior international competitions
 - JONAL positions
- JO Course Materials: With the help of the appropriate people, provide leadership in creating and disseminating all course materials (test, videos, etc.)
- JONAL and JOTD positions: Inform the JONALs and JOTDs of their respective duties (see Specific Details below).
- Serve as technical director for JO Nationals and Future Stars National Evaluation

Experience/previous positions

- Minimum National Card
- Brevet judge (preferred)
- Served as a JOTD and/or JONAL (preferred)
- Worked as a coach and/or judge in the junior JO program at all levels (preferred)

Skills

- Organized and detail oriented
- An ability to deal with all levels of junior program as well as knowledgeable about national and international judging rules.
- Able to work with coaches (especially junior coaches), judges and USAG staff.
- Provide responses to all questions in a timely and respectful manner.
- Able to handle immature and irate coaches in stressful situations.
- Ability to delegate various responsibilities relevant to above.

Specific Details:

National Course Materials:

- By late summer or early fall create or find two people to assist with 1) JO test materials, and 2) JO video materials for both compulsory and optional routines/rules.
- Provide this information to all the NGJA technical directors (JO and Regional) in time for JO courses in the fall.



- As needed help answer questions, complete tasks, give direction, and push for completion of these endeavors.

NGJA Junior Olympic Regional Technical Directors (JOTDs):

- As soon as the 9 JORTDs are elected inform them of their duties and responsibilities as follows:
- Be familiar with the current USAG Program Rules and Policies concerning all aspects of the JO program.
- Act as a liaison between the NGJA and the JO chairmen (state and regional) of your respective region. This involves (among other things) coordinating the input of both these chairmen and your member NGJA judging associations in the selection of judges for state, regional and national championships.
- Act as the meet referee, and/or be involved in the selection of a surrogate, for regional championships. Help the meet director and JO regional director in following the guidelines set forth by the JOVC and USAG R&P. A checklist of meet referee functions will be sent to you by the JOVP.
- Be aware of and use the proper chain of command (along with the Document Precedent in both USAG R&P and NGJA website) for questions and answers to JO technical matters/issues. You (or anyone else) should NOT provide your own interpretations as the final word on such questions. Questions should be directed to the JOVP and the JO Program Coordinator who will determine if it needs to be submitted to the Age Group Competition Committee or NGJA TC for action. No interpretation is official until it has gone through this procedure, and is subsequently published in an official JO update.
- Submit judge-candidate names (e.g. for JO Nationals, JONALs, junior international meets, etc.) when requested by the JOVP in a timely fashion with the latest, updated versions of their judges activity vita. When doing so it is imperative to seek input from both member judges associations as well as the regional JO chairman.
- Play a leadership role in arranging and/or conducting JO judging courses working with state and regional chairmen for scheduling efficiency. These course need to emphasize the JO rules rather than FIG and NCAA.
- Be willing to assist state and regional chairmen with various activities such as clinics, workshops, team camps, etc.
- Provide a report (or see that the appropriate meet referee does so) on JO regional championships which should be sent as soon as possible to the JOVP, JO regional chair, and JO Program Coordinator. Sample reports can be obtained from the JOVP.

Junior Olympic (JO) National Championships:

- Sometime in December send an email to all the JOTDs requesting them to send in the names of two judges plus an alternate. This should include a directive about seeking input from their respective JO Regional Directors as well as their NGJA member associations. In addition, all these names need to be accompanied by an up to date USAG activity vita. Follow up emails will be necessary.
- Forward all names to the USAG Men's JO Program Coordinator and copy the USAG Men's Program Director.
- Sometime around late January or early February set up a conference call with the above to finalize the candidates. At the same time create tentative judging assignments for JO Nationals with concern for the following: judges' preferences and experience, and regional representation. With regard to the latter the regions from which the JONALs come is irrelevant.
- Upon acceptance of the candidate judges' names by the USAG Independent Selection Committee and the NGJA Executive Committee inform the JOTDs (as well as JORDs) of this and direct them to inform their candidates. As soon as possible thereafter finalize the event assignments. The JONALs will be automatically selected to be the head judges of their respective events. At the same time, try to find out who will be the meet referees for each JO Regional Championships (JORCs).
- At least a week before the JORCs set up a conference call with each meet referee and the USAG Men's Program Coordinator. This meeting is to remind them of the required/mandated meet format, and resolve any issues that have come up during the competitive season. Said format is appended/attached. A follow up email/memo should be sent to all meet referees as to their responsibilities and reports.
- Send an email to all the judges informing of them of their assignments and any preparatory comments deemed appropriate.
- Serve as the technical director and render a report to all involved (USAG, NGJA, meet director, JONALs, etc.)



USAG JONAL Positions:

- Sometime in the summer after the tenure (usually two years) of the JONALs has expired, begin to solicit input for the selection of the JONAL positions. Request that the JOTDs provide one to two names; and as with the selection of judges for JO Nationals direct the JOTDs to get input from their respective JORD and member judging associations. Forward said names to the JO Men's Program Coordinator and MPD.
- Set up a conference call with the above to finalize the selection
- As soon as the JONAL selection is complete and after USAG has formally informed them, send each JONAL an email explaining what their responsibilities are (this will be further explained at their first official function: National Future Stars Evaluation).
- Inform the JORDs who the JONALs are and encourage them to use them for state and regional Future Stars evaluations when and where feasible.
- Have a meeting with the JONALs at the National Future Stars Evaluation (NSFE).
- Serve as the technical director for the NSFE and render a report.

NGJA Liaison to the JOPC: (if elected/selected by the JOPC)

Caveat: Although the JOVP is usually selected to fulfill this role; it is not an automatic process so that these duties do not necessarily apply (and could further affect the JOVP role re JONAL positions above).

- Attend all JOPC meetings and conference calls. There are usually two major meetings: one during the JO National Championships and the other in conjunction with a special state and regional chairmen workshop in the early fall.
- Provide reports as necessary to the JOPC and NGJA (e.g. results of regional championships reports; NFSE; JO Nationals; etc. along with the official NGJA Liaison report).
- Keep informed about and participate, if possible, in the following: Future Stars state and regional evaluations; state and regional JO clinics/workshops/functions; major junior invitationals (e.g. Windy City, Blackjack, Pacific Coast Classic, etc.).
- Respond to technical questions from both USAG and NGJA members (coaches and judges) with said questions referred to the appropriate people for confirmation and/or discussion (USAG Men's Program Coordinator; JONALs; NGJA/TC; AGCC; etc.).
- Try to proactively represent the points of view of the judging community.

Member, Age Group Competition Committee (AGCC): (if selected by USAG)

Caveat: Again, similar to the NGJA Liaison position, this is a position that follows from being on the JOPC as well as being the JOVP. However, it is a position that is selected by the JO Program Coordinator rather than the JOPC.

- Participate in the formation of the junior rules and policies. This will include working on JO updates that will be an ongoing process.
- Attend and participate in all meetings and conference calls related to this committee's activities (which can be very time consuming).
- Participate in workshops that communicate and disseminate the new JO rules at the beginning of each quadrennium.

Try to proactively represent the points of view of the judging community.