

## APPENDIX VII – MEET REFEREE CHECKLIST

### Pre-Meet Checklist

*The following are the responsibilities of all Meet Referees prior to the beginning of competition at NCAA Gymnastics Meets:*

- Conduct an Officials' Meeting 30 minutes prior to competition and review the following procedures (even if it is assumed all judges are experience)
- Logistics of the meet - To include (but not restricted to) the scoring system, seating of the judges, warm-ups, guidelines, introductions of auxiliary judges and site for signing scores sheets at the end of meet.
- Collegiate modifications.
- Information from the Meet Director.
- Remind judges to follow the "Code of Professional Responsibility."
- Review open scoring procedures.
- Review when conferences may occur.
- Review the inquiry process.
- Review the routine summary process and purpose (both judges must contribute, not just the chief judge's duty.)
- Remind judges to refrain from commenting on Facebook or any other social media platform concerning the meet/skills/scores etc.
- Remind the judges to judge what you see not what was on YouTube, etc.
- Review the video review process.
- Remind duties with auxiliary judges.
- Remind judges that score sheets will be signed in the judges' room after the meet.

**Meet Referee**  
**During Meet Checklist**

<b>Non-Officiating Meet Referee</b>	<b>Officiating Meet Referee</b>
<input type="checkbox"/> Judge as many routines as possible. <input type="checkbox"/> Judge video of inquiry Routine (if you did not judge the routine). <input type="checkbox"/> In case of video review, judge the routine in question independently. <input type="checkbox"/> Act as final authority in all technical matters. <input type="checkbox"/> Review and deliver all inquires during competition. <input type="checkbox"/> Gather any routine summary forms to be completed by the judges following competition. <input type="checkbox"/> Be available for consultation with meet officials. <input type="checkbox"/> Note any warnings given by chief judges concerning non-performance neutral deduction. He or she will then notify the chief judges on the other events and coaches that a warning has been given. <input type="checkbox"/> Work with scorer's table on score changes resulting from inquiries, including delivery to inquiry back to the head coach. <input type="checkbox"/> Handle all team-neutral deductions with the scorer's table. <input type="checkbox"/> Step in as an acting judge in an emergency or in the case that a judge does not report for duty. <input type="checkbox"/> Reinforce open score protocol.	<input type="checkbox"/> Judge video of inquiry Routine (if you did not judge the routine). <input type="checkbox"/> In case of video review, judge the routine in question independently. <input type="checkbox"/> Act as final authority in all technical matters. <input type="checkbox"/> Review and deliver all inquires during competition. <input type="checkbox"/> Gather any routine summary forms to be completed by the judges following competition. <input type="checkbox"/> Be available for consultation with meet officials. <input type="checkbox"/> Note any warnings given by chief judges concerning non-performance neutral deduction. He or she will then notify the chief judges on the other events and coaches that a warning has been given. <input type="checkbox"/> Reinforce open score protocol.

**Post-Meet Checklist**

- Record all warnings and or yellow cards given during the competition on the official score sheet.
- Send a detailed report of the yellow card/team deduction incident to the regional and national assignor.
- Ensure routine summaries are independently completed and submitted.
- Be available to head coaches for a minimum of 5 minutes following the signing of the official score sheet.

Notes: