

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 45 minutes prior to competition and review the following the following procedures (even if it is assumed all judges are experienced)
- 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.
- Confirm measurements for all equipment and address any equipment issues per NCAA Rules Modification 6.** “To clarify the third item regarding confirming measurements for all equipment and address any equipment issues per NCAA Rules Modification 6. The intent of this pre-meet checklist items is to confirm with the meet director and or host institution’s facility staff that all competition equipment has been set up in accordance with Rules Modification 6. During the regular season, meet referees are not directed or asked to measure each apparatus prior to the competition. If any equipment issue is raised by the competing institutions prior to or during the competition, the meet referee will work with the meet director and host to rectify the issue.”
- Information from the Meet Director.
- Remind judges to follow the “Code of Professional Responsibility.”
- Remind the judges to judge what you see not what was on YouTube, etc.
- Remind the judges to refrain from commenting on Facebook or any other social media platform.
- Review open scoring procedures.
- Review when conferences may occur.
- Review the inquiry process (know why you took the deductions you did.)
- Review the routine summary process and purpose (both judges must contribute. Not just the chief judge’s duty.)
- Review the video review process.
- Remind duties with auxiliary judges.
- Provide time for judging panels to practice judge videos during meetings as a refresher for reviewing collegiate rule differences. ~~Conduct pre-meet base scoring with all panels. (by another committee)~~

- Distribute team lineups and scoresheets to judges-judges must check for correct spelling of names, correct ratings, and correct event assignments.
- Remind the judges that the scores sheets will be signed in the judges' room after the meet.
- Remind the judges that they are not allowed to leave the location of the competition until head coaches have signed the officials score sheet and judges are release by the Meet Referee. ~~s-and no one should leave until begin excused all signatures have been obtained.~~
- Give Meet Referee checklist to Meet Director

Reminder of time it will take to do summary forms.