

NCAA WOMEN'S GYMNASTICS MEET REFEREE CHECKLIST AND DUTIES

Meet Referee Pre-Meet Procedures

- Communicate with Chief Judges to ensure on site review videos have been selected from non-competing institutions. This task may be done **by the Chief Judge or by the Meet Referee**, but it is the responsibility of the Meet Referee to ensure the on site reviews occur. Routines are posted on the NAWGJ website and in the Google Drive. Download instructions are on the NAWGJ.org website

- Arrive at meet early and introduce yourself to the Head Coach of all competing teams
 - Inform coaches where you will be located during the meet.
 - Ask coaches if their team has any unusual or frequently missed elements.
 - Spend the same amount of time with each team.

- Introduce yourself to Meet Host, Scorer, Announcer
 - Clarify who goes first when starting a routine: announcer or green flag
 - Clarify the meet format: alternating events or continuous
 - Clarify television procedures/TV holds if applicable
 - Obtain the number of exhibitions per team/event if applicable
 - Ask about scoring devices; arrange practice if judges are unfamiliar with the device
 - Ask how you will be informed when coaches have signed score sheet at the end of meet

- If an 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. During the regular season, meet referees are not directed to or asked to measure each apparatus prior to the competition.

Meet Referee Pre-Meet Checklist

The following activities are the responsibility 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 all meet procedures (even if it is assumed all judges are experienced). Discuss the logistics of the meet including but not restricted to the scoring system, seating of the judges, warm-up procedures, and the location for signing score sheets at the end of meet.
- Discuss any information provided by the Meet Director.
- Review collegiate rules modifications including:
 - Open scoring procedures
 - Rules and procedures for substitution of athletes
 - When conferences may occur
 - Inquiry process, including procedures for a video inquiry. Remind judges that the skill or connection under review is subject to additional deductions for incompleteness or rhythm if an inquiry results in change in SV.
 - Routine summary process and purpose: both judges must complete independently; remind judges they should describe why deductions were taken.
 - Video review process: remind judges that there is no deduction for a video review.
 - Yellow card procedures for coach, student-athlete, and staff behavior. NOTE:
 - *The **FIRST** yellow card is the warning. If they receive a **SECOND** yellow card, it will result in a .10 deduction.
 - Remind judges that warnings and deductions for the leotard are not given in collegiate gymnastics (e.g., size of straps, underwear showing, backless leotard, high cut leotard with hip bone showing, other).
- Ask judges if they are familiar with the scoring input device; provide practice if needed.
- Remind judges of relevant items in the *NAWGJ Code of Professional Responsibility*, e.g., be thoroughly prepared for the assignment; always look and act professionally; quickly and accurately produce a score; be prepared to explain and support scores in conferences, inquiries, and routine summaries; be completely unbiased; render a fair, honest, and impartial judgment; emphasize the importance of non-reputational judging:
 - Remind judges to judge what they see not what was on social media or television.
 - Emphasize the importance of judging consistently across all teams, divisions, and conferences.
 - Remind judges that every .05 counts for NQS (team & individuals from any division), All-American status, and other honors/awards.
- Remind judges to refrain from commenting on the meet **or their judging assignment** on social media.
- Ask auxiliary judges to introduce themselves to judging panels. Meet Referee should review duties with auxiliary judges, if applicable.

Meet Referee Pre-Meet Checklist - cont'd

- Provide time for judging panels to practice judge videos to review collegiate rule differences. The focus is not on the score but on the SR, VP, Bonus, UTL, & Composition deductions, particularly those unique to collegiate gymnastics.
- Distribute team lineups and score sheets to judges. Ask judges to check for correct spelling of names, rating, and event assignments. Inform judges of the number of exhibition gymnasts.
- Remind judges they are expected to stay at meet site in uniform until all summary forms are completed.
- Remind judges they are not allowed to leave the location of the competition until head coaches have signed the official score sheet and judges are dismissed by the Meet Referee.
- Give Meet Referee checklist to Meet Director.

Signature - Meet Referee

Date

Meet Referee During Meet Duties

Meet Referees who are also judging may not be able to complete all the activities on this list due to their judging responsibilities. However, they should try to conduct as many of these duties as time permits. These activities are noted by an asterisk (*).

- Monitor Open Scoring protocol; unobtrusively remind judge if it appears protocol is not being followed. *
- Observe/give opinion during conferences; ensure conferences are conducted in a timely manner. *
- Try to judge at least 50% of routines per event as time permits. *
- Review and deliver all inquiries during competition.
- Consult with coaches considering an inquiry, review inquiry form for completion. If time permits, obtain SV and scores from scoring table, and enter on form.
- Prior to taking an inquiry form to the panel, the Meet Referee should **independently** review a video of the routine if it was not previously observed by the Meet Referee. For this replay, the MR may view the video only one time and at regular speed. The Meet Referee should refrain from commenting to the coach after watching the replay to preserve the integrity of the panel's input.
- **Follow procedures for the Video Inquiry if applicable (see procedural guidelines).**
 - Conduct the inquiry meeting with panel if time permits. * The meeting should be conducted in a collegial, not an officious, manner.
 - Ensure SV, scores, UTL, composition are noted.
 - Meet Referee may ask questions, counsel panel, and give personal opinion.
 - **Meet Referee may require a score change for questions related to SV, VP, UTL, Composition (flat deductions), skill combinations, or neutral deductions under the following conditions:**
 - **After the inquiry (or video inquiry) process has been completed (this allows the judges to correct their own error first).**
 - **If there is a split decision by the judging panel, the Meet Referee will make the final decision.**
 - **Meet Referee may require a score change for questions related to execution only in cases where there is a clear yes-no decision, e.g., feet hitting the bar, grabbing the beam, release move not touching the bar. The Meet Referee may not require a score change related to execution judgement calls such as amplitude, degree of split, degree of completion, or similar deductions.**
 - Meet Referee: ensure score change is made at scorer's table if applicable.
 - Meet Referee: ensure inquiry form is returned to the coach.
- **When an equipment failure occurs, the Meet Referee may use the video (both real time or slow motion) to determine if and when the failure occurred and how to proceed.**
- Act as final authority in all technical matters.
- Gather any routine summary forms to be completed by the judges following the competition.
- Note any warnings given by chief judges concerning non-performance neutral deductions. The Meet Referee should then notify the chief judges on the other events and coaches that a warning has been given.
- Handle all team neutral deductions with the scorer's table.
- Step in as an acting judge in an emergency, or in the case that a judge does not report for duty.

Meet Referee Post Meet Duties

- 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.
- While waiting for scoresheets, ask judges if there are any areas of uncertainty to communicate to coaches (e.g., possibly missing a front/back/side choreography on beam) and communicate a friendly alert to coach; do not suggest judges may have made a mistake—let the coach know you are providing feedback in an area of uncertainty.
- Remind judges they need to stay until coaches have signed official scoresheets; the Meet Referee may text or call one judge in the meeting room after coaches sign so the judges can leave (the Meet Referee needs to remain available to coaches for a minimum of 5 minutes after score sheet signed).
- Do not distribute Routine Summary Forms until the official score sheet has been signed by judges.
- When returning Routine Summary Forms to the coach, Meet Referees may provide their own observations about the routine but must clearly state this is their personal observation, not that of the judging panel. Comments should be made as a suggestion to review the routine, e.g., “you may want to make sure they all have choreography going in at least two of the three directions.”
- Record all yellow cards given during the competition. Send a detailed report of any yellow card/team deduction incident to the National Assigner.
 - Obtain specific information from the judge who issued yellow card.
 - Describe behavior in sufficient detail so it is clear what happened and why the yellow card was given.
- Return Meet Referee Checklist to Meet Director.
- Submit evaluations of all judges in RTN/JAS.