

# Instructions for the NCAA Women's Gymnastics Inquiry and Routine Summary (IRS) Form

**This page of instructions must accompany the form on the previous page. Two-sided printing is recommended.**

This form is to be used for inquiries, video inquiries, or routine summaries. Coaches should complete all of the information requested before submitting the form to the Meet Referee.

## INQUIRIES

Inquiries must be made in writing before the beginning of the next event and must pertain strictly to (a) Start Value (difficulty, special requirements, and bonus values); (b) Compositional Requirements; and (c) Clarification of Neutral Deductions or Unusual Performance Occurrences/Falls. When all Start Values are 10.0, only inquiries about items b and c are permissible.

**ROUTINE SUMMARY FORMS:** to be used for Regular Season and Conference Championships

The Routine Summary Form is a method for a coach to obtain information from the judge(s) in order to clearly understand the deductions applied. It is intended as an educational tool for the student-athlete and coaching staff. Regardless of the comments written by the judge, no scores will change as a result of the Routine Summary Form.

If this form has already been used for an inquiry, the coach must check the box indicating a Routine Summary is being requested and re-submit the form to the Meet Referee (who will have already returned the Inquiry Form to the coach).

Each institution is permitted to submit up to a total of six (6) Routine Summary Forms per competition, not apparatus. The Routine Summary Forms are to be given to the Meet Referee, who will distribute and complete with the event officials following score verification and return them to the respective coach. The Meet Referee may provide verbal feedback to the coaches as well as clarify and/or provide additional feedback.

It is the responsibility of the head coach to provide the element information and two copies of this form (4 copies when four-judge panels are used) to assist in the timely completion of this process.

Judges should complete the Routine Summary Form independently. **Judges should sit apart to complete the form.** Judge shorthand should not be used. Write your deductions/comments in the line that corresponds to the description of the element/combination in the Inquiry Form section of the form. Additional comments may be made below.

## Comments by Judge for Routine Summary Form

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