

NCAA WOMEN'S GYMNASTICS MEET REFEREE CHECKLIST AND DUTIES

Meet Referee Pre-Meet Procedures

- Communicate with Chief Judges to ensure onsite 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 onsite reviews occur. Routines are posted on the NAWGJ website and in the Google Drive. Download instructions are on the [NAWGJ 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 Women's 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 a change in SV.
- Routine summary process and purpose: both judges must complete independently; remind judges that they need to be able to 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 yellow card is the warning. The second occurrence results 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 professional; 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) and All-American status.

Remind judges to refrain from commenting on the meet or their judging assignment on social media. Non-compliance may result in loss of assignment.

Ask auxiliary judges to introduce themselves to judging panels. Meet Referee should review duties with auxiliary judges, if applicable.

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 scoresheets 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. (Note: The proposal to change this procedure was not approved. Hence, judges must stay until all coaches have signed the official scoresheet.)

Give Meet Referee checklist to Meet Director.