Meet Referee Checklist

Thank you for accepting the assignment of Meet Referee. This is a guideline to help you, but duties may not be limited to this list.

Before the season begins—pack in your judging bag and/or have an electronic copy via laptop or tablet:

____ 2022-26 Optional Code of Points, your Compulsory book, your Xcel Code of Points
____ Download a current copy of Rules and Policies. https://static.usagym.org/PDFs/Women/Rules/rp/rulespolicies.pdf
____ Download updates to Developmental and Xcel programs https://usagym.org/women/rules/
____ Download an Inquiry Form: https://static.usagym.org/PDFs/Forms/Women/inquiry.pdf
____ Download a copy of the USAG Judges Meeting Agenda: https://static.usagym.org/PDFs/Forms/Women/refmeeting.pdf
____ **Be familiar with R&P Chapter 6—Officials, and Chapter 10 Matting and equipment specifications for events**

Upon accepting assignment as Meet Referee:

____ **Contact your meet director and introduce yourself via emai**l. Their contact information is in your judging contract. Let them know you are the go-between for the judges and any information or needs they have. You will help determine which judges need hotel rooms. Check with the meet director to see if he/she has an idea of start and end times of the meet, confirm the meet location, what levels will be competing, and what gyms will be participating (if known at this time) to determine any gym affiliation for judges. It is a good idea to stay in touch with the meet director to see how the meet is shaping up, so plan on contacting him/her for updates often.

____ **Contact your judges via email**. Let them know you will be the meet referee.
1. **Confirm the dates and location** of the meet.
2. It should be listed in GYMJAS judges profile, but verify if a judge is **affiliated**. See R&P p 33 for complete details.
3. Ask **if he/she needs a hotel** room, if he/she has a roommate preference or if they prefer a single room. The meet director doesn't have to provide a private room, so if the judge is insistent, he/she will pay the difference between the room cost and the CONUS room rate (2024 is $107).
4. Ask if there are any **personal situations** you and the meet director should be aware (food allergies, limited mobility). Accommodation is not required: Judges should be prepared to bring own food.

____ When all the judges have responded, contact the Meet director again and let him/her know housing needs and ask them to **make hotel reservations** ASAP, and contact you with confirmation numbers. Also let them know any special situations (Dietary, mobility) for judges so these can be accommodated as best as possible.

One Month Out (or as soon as possible):

____ When the meet details are firm, (no later than 2 weeks out) contact meet director again for session **details—competing teams, levels, start times, etc.** The meet director may want your input on rotations and session levels to make the meet run more smoothly. See your Rules and Policies page 51-54 for formulas to determine length of sessions, squad divisions, warmup times, etc. The goal is to have the meet move along, without rushing, and without lots of down time between events, with enough time (but not too much time) for awards and to clear parking lots. Ask about how scoring input will be done—paper, computer, with judges input own scores etc.?

____ **Assign judges to events.** Take into consideration judge's strengths and weaknesses, double check affiliation, assign new judges with seasoned judges for mentoring purposes, take note to try to move judges around to provide variety in judging. But make sure if there is more than one session of a level that the same judges do that same event. When you have a schedule worked out, you can use GymJAS to assign events—there is a button to click on your meet assignment notification. You can assign each day different events. GymJAS will send an email notification to judges. Or if you are more comfortable, you may use a worksheet to determine event assignments and then notify the judges in a blanket email. Contact Cathy Horein AssignNYNorth@gmail.com for support if you have questions.

____ **Contact the judges again** via email (and copy the meet director).
1. With **event assignments**. And other details known—scoring input etc.
2. With **rooming arrangements**, and meals provided and location.
3. With **report times (at least 30 minutes before march in** of the first session-longer if judges with be eating breakfast at the site).

4. Give your cell phone for "day of the meet" emergencies. If a judge calls in sick or other emergency, you will contact the assigner for a replacement. Put your judges in your phone so you won't miss a call from them.

At the meet:

___ MR **arrives early** to the venue on the first day. Introduce yourself to the meet host and personnel. Ask if there are any unusual or noteworthy details that should be passed on to the judges. Stay in contact through the meet for unusual circumstances that may arise later.

____ **Check equipment**, matting and judges tables placement—suggest rearrangement to meet personnel if needed.

____ Have **a judges meeting within 5 minutes of** 30 minutes prior to the first session. See R&P p 41 A-1 about judges arriving after report time. Use the USAG Judges Meeting Agenda checklist to conduct your meeting plus additional.
https://static.usagym.org/PDFs/Forms/Women/refmeeting.pdf

In Particular address the following:

1. Remind Chief Judges to double check and **review all procedures with volunteer auxiliaries**, even if they insist they know what they are doing.
2. Remind CJ to give official warnings for **chief judge deductions** *(jewelry, attire, hair, behavior-- see R&P p 16-17),* and to notify you as the MR. You will then pass the warning along to the subsequent event head judges so appropriate deductions can be taken if the situation is not remedied. (Reminder—shorts can be under of over leotards now).
3. If **conferences** need to be held, it may help to stand while conferring, so it doesn't look like you are just chatting.
4. All **electronics are to be put in airplane mode** and only used for digital judging and for references such as digital COP and R&P. IF a judge needs to use the phone for an emergency, this should be done off the floor and discreetly.
4. **Inquiries** will come first to the Meet Referee (you), then will be passed to the event in question for resolution, then back to the MR, who will return to inquiring coach and notify the scoring table as needed. You may even do a video review to know if the inquiry is warranted. See R&P for further clarification (P 62-63)
5. Remind all judges to **stay on the competition floor** until the last competitor is finished.
6. Remind secondary judges that chief judges should do all of the communicating, so stay out of the discussion unless you are invited into it. And remember you are there to judge, and not offer coaching advice.

____ **Attend the coaches meeting** and be available for questions. Make sure the coaches know the inquiry procedure.

____ **MR remains on the floor after the end** of the meet to check for missing scores or questions.

____ Make sure all judges **sign the sanction form**. **You, as meet referee will sign two forms.** At the conclusion of each sanctioned event, Meet Referees are required to sign the Sanction Report Form located in the Event Director's sanction forms packet. Note any sanction violations (i.e. start warm ups before 8 AM, athletes in gym more than 5 hours, ends after 10 PM, number of gymnasts exceeds allowable number for session, any equipment issues or unusual circumstances).

_____ New this year: ***complete the Meet Referee Report online to USAG, if you have an incident to be reported to USAG (violation of start time, end time, number of judgements per session etc). This is optional.***
https://static.usagym.org/PDFs/Member%20Services/Sanction/meetrefereehowto.pdf
Click here for **Meet Referee How-To Guide**, or view **Meet Referee webinar** for instructions to access this reporting tool.

____ **Keep a Judges Payment Sheet.** Record the report time and end time for each day to help figure pay for all judges. Check mileage, per diem and approve miscellaneous expenses. Double check the Judges Pay Sheet prior to submitting it to the meet director. If possible, have each judge verify their own payment, and give them an individual pay voucher. Refer to R&P P 41-45 for judge's compensation package, per diem, mileage, lodging. See R&P p 43 A-6 about rounding up/down to the half hour.
Meet Referee is entitled to $10.day if you are also a CJ. See R&P p 43 C-1. Please pay yourself.

____ **Submit the Pay Form** to the meet director, if possible "guestimating" the end time during the last rotation, so checks can be written or VENMO transfers made by the end of the meet.

After the Competition:

____ Email judges—thanks, and solicit any constructive feedback for the meet host. Email the meet director-- thanks and include any comments or constructive feedback.