



## USA Gymnastics Judges' Meeting Agenda

All sanctioned meets must include a Judges' Meeting prior to competition. The Meet Referee assigned to the competition has duties to perform before the meeting begins. Bring a list of all judges assigned with rating information, if possible. Bring all pertinent references (*Code of Points, Rules & Policies*) to the meeting.

- Upon arrival, introduce yourself to the meet host and personnel
- Check equipment, judges seating and tables
- Confirm the meet format and how warm-ups and competition work
- Meet with the score table personnel to determine the entering of scores/paper trail and draw
- If this is an "In gym" meet, check the landing of vaulting to see if it's a loose-foam covered pit and approve
- Confirm with the MD the march-in times, break times and ending times and review any fee structure questions
- Review the inquiry process – Inquiries come to the MR for approval before going to the panel
- Meet with timers/line judges/input personnel when they arrive
- Attend the coaches meeting when possible
- Check to see if vault numbers are being announced or flashed and the appropriate chart is posted
- Review with medical personnel the correct procedure for evaluating an athlete to return to competition

Have a roll call of judges at the designated report time (within 5 minutes). Those who are late will not be considered "on the clock" until march-in.

- \_\_\_\_\_ Convey any of the above information to the panels
- \_\_\_\_\_ Review the meet format, warm-ups, and break times. Remind judges' all break time will now be compensated; therefore, the judge MUST remain on the grounds of the venue.
- \_\_\_\_\_ Talk about inquiries, conferences, and communication on the field of play
- \_\_\_\_\_ Remind judges that electronic devices are to be in airplane mode and only used for digital judging and for references such as the digital COP and R & P
- \_\_\_\_\_ Discuss the level/division(s) that are being judged that day and have each panel discuss the event for that session, including SR, unusual skills, composition, and general procedures
- \_\_\_\_\_ Go over any element evaluations, music approval forms, or equipment needs
- \_\_\_\_\_ Remind CJ's to check with their helpers on time/line/score input
- \_\_\_\_\_ Remind judges to be at their event for march-in, unless directly otherwise by Meet Director or Meet Referee. Judges need to notify the CJ if they need to leave for the restroom.
- \_\_\_\_\_ Have everyone sign the sanction report form and, as MR, indicate any violations (See specifics below)
- \_\_\_\_\_ Remind all judges to stay at their event until the last score has gone in for the session
- \_\_\_\_\_ Collect pay vouchers from judges, check mileage, per diem (if needed), and approve miscellaneous expenses. Submit pay forms to Meet Director to have checks ready (if possible) by the end of the competition.
- \_\_\_\_\_ Remind CJs of procedures for incorrect attire deduction: warning occurs on first event. Notify CJs at remaining events that warning has been given. Next event, deduction is taken by CJ: -0.20; applies to Development & Xcel programs.
- \_\_\_\_\_ Remain 5 minutes after the meet to check for missing scores or questions with MD

## **SANCTION VIOLATIONS TO BE REPORTED BY MEET REFEREE ON SANCTON REPORT FORM**

It is the Meet Referee's responsibility to indicate any of the following sanction violations on the Sanction Report form. If the Meet Referee fails to report such violations, they are subject to a \$100.00 fine.

1. Report if Meet Director starts warm-ups before 8:00 AM.
2. Report if athletes are in the gym longer than 5 hours.
3. Report if competition ends after 10:00 PM.
  - Indicate actual time competition ended and reason for finishing after 10:00 pm.
4. Report if the number of gymnasts competing per session exceeds the allowable number for the designated format.
  - Refer to *Rules & Policies* Reference Chart for Development & Xcel program types of formats, warm-up times, and maximum number of competitors
5. Report any equipment issues or unusual situations that do not completely conform to specifications listed in the *Rules & Policies*

Note: It is the Meet Director's responsibility (not the Meet Referee) to check that all coaches, judges, and athletes are current with memberships and/or educational and background check certifications.