



MEET REFEREE REVIEW

REMINDERS GEARED TOWARDS LOCAL MEETS



RESOURCES



1. USA Gymnastics Judges Meeting Agenda: Found at USAgym.org → Disciplines (right under top banner) → Women's Artistic (drop down) → Development (boxed) → Forms (side column) → Meet Forms → Meet Referee Meeting Agenda (next to last item)
2. Meet Referee Duties and Responsibilities: Dev CoP, Section I General Information, Pages 4 & 5. (Same found in Xcel CoP, Section I General Information, chapter 5, Pages 14 & 15.)
3. USA Women's Artistic RULES and POLICIES: Found at USAgym.org, same as above, Rules & Policies found in side column.

JUDGES' MEETING AGENDA



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 C.J.'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

PRE-MEET

- Contact Meet Director for meet details: number of sessions, competition times (so can determine judges' report time), hotel information, and meal information if available (in case any judge wants to bring their own meal).
- Email judges with information provided, if not done by Meet Director.
- Assist in coordination of hotel room needs with Meet Director.
- You will be a resource to the Meet Director for assistance.
- Understand the needs and responsibilities for the level meet to which you are assigned.

IN MY JUDGING BAG

- Code of Points (Dev, Xcel or both) and/or Compulsory book (digital copies available)
- USAG Rules and Policies (can be downloaded as a PDF to your iPad or phone)
- Charger and/or battery pack for your iPad.
- USAG Flip Book
- LIST of all judges assigned with rating and contact information (plus any affiliation info)
- Forms: Meet Referee Report Form (found on USAG website immediately after Judges Meeting Agenda)
- Extra Forms: Score Inquiry Form, Warm-up Times Chart and Competition, Routine and Fall Timing Chart (NAWGJ website), Judging Assistant Procedures (NAWGJ website)
- Judges' Expense Voucher Form
- Kleenex, chapstick, hand sanitizer & lotion, eyeglasses, water bottle, knitting for breaktime.

WARM-UP TIMES CHART

Warm Up Times											
											Updated for 8/1/2024
Levels 1-2 & Xcel Bronze		Level 3 & Xcel Silver		Levels 4-5 & Xcel Gold		Levels 6-7 & Xcel Platinum		Levels 8-10 & Xcel Diamond - Sapphire		Levels 9 & 10 Bars Only Includes Bar Sets	
30 sec each		45 sec each		1:00 min each		1:30 min each		2:00 min each		2:30 min each	
#	Time	#	Time	#	Time	#	Time	#	Time	#	Time
1	30 sec	1	45 sec	1	1:00 min	1	1:30 min	1	2:00 min	1	2:30 min
2	1:00 min	2	1:30 min	2	2:00 min	2	3:00 min	2	4:00 min	2	5:00 min
3	1:30 min	3	2:15 min	3	3:00 min	3	4:30 min	3	6:00 min	3	7:30 min
4	2:00 min	4	3:00 min	4	4:00 min	4	6:00 min	4	8:00 min	4	10:00 min
5	2:30 min	5	3:45 min	5	5:00 min	5	7:30 min	5	10:00 min	5	12:30 min
6	3:00 min	6	4:30 min	6	6:00 min	6	9:00 min	6	12:00 min	6	15:00 min
7	3:30 min	7	5:15 min	7	7:00 min	7	10:30 min	7	14:00 min	7	17:30 min
8	4:00 min	8	6:00 min	8	8:00 min	8	12:00 min	8	16:00 min	8	20:00 min
9	4:30 min	9	6:45 min	9	9:00 min	9	13:30 min	9	18:00 min	9	22:30 min
10	5:00 min	10	7:30 min	10	10:00 min	10	15:00 min	10	20:00 min	10	25:00 min
11	5:30 min	11	8:15 min	11	11:00 min	11	16:30 min	11	22:00 min	11	27:30 min
12	6:00 min	12	9:00 min	12	12:00 min	12	18:00 min	12	24:00 min	12	30:00 min

Timed Warm-ups: If a squad has more than one level competing, the timed warm-up will be determined by the combined total number of minutes allowed for each level.

Vault & Floor: The entire squad warms up together. Block time is NOT allowed for Vault & Floor.

Bars & Beam: Athletes can block time either with their own or other teams. The clock will NOT stop within the BLOCK time. Each BLOCK is allowed to set the equipment ONE INITIAL TIME before the warm-up time begins. The clock WILL STOP between EACH block. Separate blocks of ANY SIZE can occur within a squad.

Bars ONLY: If a Lev 9 &/or 10 squad has 4 or less athletes due to onsite scratches or unforeseen circumstances, an additional 2 ½ min warm-ups may be provided. This WILL include the bar settings (2024 R&P)

Beam: Coaches with more than one gymnast from the same team are allowed to block all of their gymnasts together on Beam, but is NOT required. Individual time per gymnast is allowed with the time stopping between gymnasts.

Delay of Competition: Any situation regarding additional warm-up time due to a delay of competition on the field of play, the MD, in conjunction with the MR, will assess the situation to make the appropriate call regarding additional warm-up time. (2024 R&P)

TIMING CHART

Competition, Routine, & Fall Timing <small>A/C/Coach</small>					
Vault			Uneven Bars		
<ul style="list-style-type: none"> Following a fall on the 1st Vault & an injury is being assessed, once the gymnast is standing up on her feet, she has 45 sec before the judge will advise for the 2nd Vault. After 24 seconds have passed, the CJ will announce "20 sec remaining". After 30 sec have passed, "10 sec remaining" will be announced. Time is called at 45 sec. If the allotted fall time is exceeded, a 2nd Vault is not allowed. The Chief Judge is responsible for monitoring the fall time. 			<ul style="list-style-type: none"> When the gymnast falls to the floor, the 45 sec fall time begins when she is standing up on her feet. The gymnast has 45 sec to remount & resume her exercise. The Timer will give a verbal notification of 20sec remaining & 10 sec remaining for remounting after a fall. When the gymnast remounts the bars (leaves the floor), the 45 sec fall time stops. If a 2nd fall occurs, an additional deduction of 0.50 is applied. If the 45 sec fall time is exceeded, the exercise is terminated. 		
Balance Beam					
Level	Warning	Max Time	Division	Warning	Max Time
1	25 sec	35 sec	Bronze	35 sec	45 sec
2	30 sec	40 sec	Silver	40 sec	50 sec
3	4 sec	55 sec	Gold	50 sec	1:00 min
4	55 sec	1:05 min	Platinum	1:05 min	1:15 min
5	1:00 min	1:10 min	Diamond	1:05 min	1:15 min
6	1:05 min	1:15 min	Sapphire	1:20 min	1:30 min
7	1:10 min	1:20 min			
8-10	1:20 min	1:30 min			
Beam Routine Timing			Beam Fall Timing		
<ul style="list-style-type: none"> The watch starts when the gymnast leaves the floor. The watch stops when the gymnast lands on the mat after a fall. The watch re-starts with the 1st movement to continue the routine. The watch stops when the gymnast arrives on the mat with the dismount. Timer signals with bell or verbally, indicating a warning of 10 sec remaining and a 2nd signal indicating final time. Inform the Chief Judge if there is a time violation & show the watch to the Chief Judge before clearing it if time was exceeded. 			<ul style="list-style-type: none"> The 45 sec fall time begins when the gymnast is standing on her feet after a fall. Timer stops when the gymnast leaves the floor to re-mount. After 25 sec have passed, announce "20 sec remaining". After 35 sec have passed, announce "10 sec remaining". At 45 sec, announce "time". Inform the Chief Judge if there is a time violation & show the watch to the Chief Judge before clearing it if time was exceeded. 		
Floor Exercise					
Level	Max Time	Floor Routine Timing			
Bronze	45 sec	<ul style="list-style-type: none"> The watch starts with the first movement of the gymnast. The watch stops with the final movement of the gymnast. Inform the Chief Judge if there is a time violation. Show the watch to the Chief Judge BEFORE clearing it if time was exceeded or did not meet the minimum requirements. NOTE: Min time: Lev 6-10 < 30 Sec, Xcal < 3 attempted or spotted VP No Warning is given. 			
Silver	1:00 min				
Gold	1:00 min				
Platinum	1:30 min				
Diamond	1:30 min				
Sapphire	1:30 min				
Level 6	1:15 min				
Levels 7-10	1:30 min				

JUDGING ASSISTANT PROCEDURES

USAG – Judging Assistant Procedures – P Hickey, Editor

Updated February 10, 2022

Timing FLOOR ROUTINE

Timer (With stopwatch #1):

Start: with the gymnast's first movement with the music.

Stop: with the gymnast's final movement.

Report the Time: to the Chief Judge; for example: 1:15

OVERTIME 1:30+ show Chief Judge, before clearing the stopwatch.

OVERTIME 1:15+ (LEVEL 6)

Line Judges for FLOOR ROUTINE

2 Line Judges:

- Yellow Flag
- Post-it Notes
- Pencil / Pen
- Seated in Opposite corners
- Responsible to 2 Lines and 2 Corners

Landing Mat: Mat must be clearly marked with chalk/tape line.
If the mat covers the line, the line must be marked.
If needed, ask coach to re-mark the mat for clarity.
Inform Chief Judge, if the mat was not marked.

Out of Bounds: (White Line Border) gymnast touches area outside the line.
(Two Color Carpet) gymnast touches outside colored carpet.
It is possible to step backward out of bounds in the corner.

Raise the Flag: When gymnast is "Out of Bounds".
Judges will also raise their hands to confirm "out of bounds".

Post-it Notes: Draw a Square and Mark the location of Chief Judge Table.

Record OB: Record "Out of Bounds" with an "X" at the location.
Take Post-it note to the Chief Judge.

Timer / Line Judge: Line Judge can also serve as Floor Timer.

USAG – Judging Assistant Procedures – P Hickey, Editor

Updated February 10, 2022

Timing BEAM ROUTINE

Timer #1 (With stopwatch #1):

Start: when the gymnast's feet leave the board or mat.

Stop with fall: each fall off the BEAM onto the mat.

Restart: with first movement to continue the exercise.

"WARNING": called or signaled at **1:20** (Lv 8,9,10) – **1:10** (Lv7) – **1:05** (Lv 6).

Stop at end: when the gymnast dismounts and arrives on the mat.

"TIME": called or signaled at **1:30** (Lv 8,9,10) – **1:20** (Lv7) – **1:15** (Lv 6).

Timing BEAM FALLS - 45 second period

Timer #2 (With stopwatch #2)

Start: after a fall and the gymnast stands up on her feet. (NEW 2022)

Warning: say "20 SECONDS REMAINING" at 25 seconds

"10 SECONDS REMAINING" at 35 seconds

"TIME" at 45 seconds

Stop: when the gymnast leaves the mat to remount the beam

(time lapse between fall time and restart of the exercise time)

Timing BAR FALLS - 45 second period

Timer (with one stopwatch)

Start: after a fall and the gymnast stands up on her feet. (NEW 2022)

Warning: say "20 SECONDS REMAINING" at 25 seconds

"10 SECONDS REMAINING" at 35 seconds

"TIME" at 45 seconds

Stop: when the gymnast leaves the mat to remount the BARS.

UPON ARRIVAL

1. Introduce yourself to Meet Director / Meet Host, and any personnel (ex: score table, equipment reps, medical).
2. Meet Logistics – Confirm with MD the meet format, warm-ups, march-in, competition structure. Break & ending times.
3. Meet Mechanics - confirm with score table personnel method of entering scores / paper trail.
4. Review Inquiry process – they should come directly to Meet Ref who will take to panel.
5. If vault numbers are being *flashed* make sure posted vault chart is up-to-date for each level.
6. Do a walk through to check equipment, vault landing (and approve if necessary), judges seating & tables.
7. Attend coaches' meeting if possible, at least to be introduced and answer any questions or concerns.
8. Meet with timers/line judges/input personnel when they arrive or assure that the Chief Judges review instructions with them.
9. Obtain rotation sheets if available for judges' meeting.

COACHES MEETING TOPICS

- Go over attire and verbal coaching regulations
- Ask coaches to keep conversations with judges to a minimum during the meet
- Equipment specs: Removing springboards after mounts, mark borders on floor mats with chalk (& remove),
- Announce vault name/number (strongly suggest writing vault # on competitor card), no tape or chalk on vault table, only tape on runway (remove when done), only chalk on hand placement mat.
- Where to find inquiry forms, fill out completely and bring them directly to Meet Ref; may only inquire on the 5 items listed on form.

JUDGES MEETING

1. Begin judges' meeting within 5 minutes of report time.
2. Hand out rotation sheets if available, update with any scratches/changes/additions.
3. Review pre-meet information – meet logistics and mechanics - including meet format, warm-ups including touch, march-in, break time, scoring input/paper trail, any “heads up” from MD.
4. Sign judges form; compile and check info re judges' fees/expenses on pay forms.
5. Review inquiry process, conference occurrences, video review process and communication with Meet Ref.
6. Review any rule changes, element evaluations, music approvals or equipment issues at this time.
7. REMINDERS to all: electronic devices, when to be at event, when to leave event, when may leave event, where to pick up payment (professional protocol!) Another good reminder is to be conscious of any discussions within hearing of assistants.
8. Remind Chief Judges to instruct timers, line judges, scoring assistants. Also remind of procedure for incorrect attire deduction and to keep paper trail.
9. Have panels discuss level/division/event for that session (SR, common & unusual skills, composition, general procedure).

DURING MEET

**Follow
The
Rules**

**Athlete Welfare
&
Fairness to All**

Put Out

Fires



Use Your

Best

Judgement

DURING MEET

- YOU MAY BE EITHER A WALKING MEET REF OR AN ACTIVE JUDGE.
 - You may be an affiliated judge.
 - Serves as president of any Jury of Appeals.
 - SERVE AS A LIAISON between coaches and judges.
 - DELIVERS INQUIRIES to panel; notifies score table of any change; returns results to coach.
-
- May observe and/or give opinion during conferences; may be available for counsel upon request of CJ.
 - May counsel Chief Judge; may recommend but never force a change of any score.

DURING MEET

- Communicates technical or judging information relative to meet to MD; is final authority in all technical matters involving judges, timers, assistants.
- Issues unsportsmanlike conduct warning to coach, applied also to excessive cheers and/or behavior of teammates (upon notification of CJ). See Rules & Policies – coaches' behavior policy, and USA Gymnastics' Safe Sport policy.
- Notates any warning given by CJ regarding incorrect attire or signaling with verbal cues; notifies CJ on other events that warning has been given so that appropriate deduction may be applied.
- Issues warning to coach and notifies Meet Director if more than one gymnast on UB at same time during any warm-up including touch.
- In conjunction with MD, makes the judgement regarding additional warm-up time due to a delay of competition (equipment failure, injury, unforeseen circumstance, etc.)

POST-MEET

- Complete judges' pay form (times, amounts, totals), have judges check, turn in to MD for payment. Pay Form should be sent to assigner following meet.
- Check with score table to verify that scores for all gymnasts are entered and all inquiries resolved.
- Be available for 5 minutes (minimum) following last competitor to deal with questions or concerns with technical decisions and/or judges' scores.
- Indicate any violations of *Rules and Policies* on the Sanction Report Form (or notify USA Gymnastics Member Services directly in writing by email. Failure to report is subject to a fine.
- Remember to sign and return Meet Referee Report Form to USAG within 72 hrs following event. May be submitted with, or separate from, the Sanction Report Form

MEET REFEREE REPORT FORM



2023/2024 USA GYMNASTICS MEET REFEREE REPORT FORM

All fields are REQUIRED

EVENT DETAILS

Sanction Name: _____ Sanction Number: _____

Site Name: _____

Event Location: _____

Meet Director: _____ No. of Participants: _____

Submission of the Meet Referee Report is required before the sanction can be closed. Please submit your report within 72 business hours after the event's completion. This form can be submitted with, or separate from, the sanction report form.

MEET REFEREE

Please complete the required information below. Report any violation of the USA Gymnastics rules and policies to USA Gymnastics and state/regional chairman.

Meet Referee Name (printed): _____

USA Gymnastics Member Number: _____

EVENT COMMENTS

Please complete the required information below. Report any violations of the USA Gymnastics rules and policies to USA Gymnastics and state/regional chairman.

I do not have any incidents to report.

Please record any relevant reporting information here: _____

Meet Referee Signature: _____ Date: _____



Return completed report form to: USA Gymnastics Member Services Department
1099 N. Meridian St., Ste. 800 - Indianapolis, IN 46204 - Fax: 317.732.1791 - Email: sanctions@usagym.org

SANCTION VIOLATIONS

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.

HELPFUL TIPS

- Carry a positive response and attitude when looking at and fixing mistakes.
- Be positive and approachable.
- You are there as a bridge between coaches and judges, to benefit the athletes.
- Be a problem solver, not a problem!

NCAA MEET REFEREE

- Must “sign up” to be an NCAA Meet Ref and should watch the Meet Referee Training Video on the NAWGJ website.
- There is an NCAA Meet Referee Checklist that you are to sign and turn in to the Meet Director.
- Again you may be a working or walking Meet Ref but the duties may be a bit more involved if there are Video Inquiries or a Video Review. And the coaches are a bit more needy.

IN CLOSING

1. Q & A
2. Discussion
3. Story telling / What If Scenarios

THANK YOU

Thanks to Chrystal Chollet Norton, NJ Brevet, whose fall slide show I referenced for inclusions.
And to Jeannie Lippert, whose Meet Ref Duties from a few years ago I also referenced.