**MEET REFEREE RESPONSIBILITIES**

***PRE-MEET PLANNING***

**Work with the assigning officials to:**

* Verify judges’ affiliation and make event assignments (send to Kerma and Jeana for approval)
* Determine judges’ arrival time (30 minutes prior to march-in, one hour for state meets)
* Verify travel arrangements – driving/hotel
* Assign roommates and send information to judges on that meet

**In conjunction with Meet Director:**

* Send a list of judges, event assignments, room assignments, travel needs etc. to Meet Director
* Verify airport pickups
* Verify directions/maps sent to judges
* Verify hotel arrangements for judges
* Confirm judges’ room needs – chairs, tables, etc.
* Ascertain meal arrangements – obtain a list of nearby restaurants – try to have food brought in when there is a time constraint or inclement weather – dietary restrictions
* Make arrangements for auxiliary personnel – timers, line judges, flashers, secretaries
* Make arrangements for a television, DVD player with remote control (if applicable)

**Supplies:**

* Forms – expense vouchers for judges
* Base score DVD and script (if necessary)
* NAWGJ fee schedule
* Phone number of Meet Director
* Phone number of regional or state officials
* Information relating to qualifying procedures
* *Rules and Policies, Code of Points, Compulsory Book –* whatever is applicable

***ON-SITE (PRE-MEET):***

* Verify hotel check-in arrangements
* Verify arrival of all judges
* Introduce yourself to Meet Director and head scorer/computer person
* Verify that the sanction certificate is displayed and obtain sanction form from Meet Director
* Check that the TV, DVD and remote are in working order and cue
* Determine guidelines for march-in – Do judges march in or stand at their assigned event?
* Attend coaches meeting
* Get scratches
* Give official warning for incorrect attire (jewelry, sports bra, hair)
* Advise coaches as to how inquiries will be handled

***JUDGES’ MEETING:***

* Introduce the judges
* Hand out rotation sheets
* Give scratches or additions
* Review procedures for all technical matters involving timers, linesmen, scorers, flashers and equipment issues
* Give instructions for march-in
* Professional protocol reminders
* Review meal arrangements
* Review basis for inquiries
	+ **COMPULSORIES:** Discuss routines with each event panel – advise of any rule changes
	+ **OPTIONALS:** Review base score or discuss as a group or by panel

Special requirements

 Connection bonus

 Newly submitted elements

 Unusual past judging situations

***DURING MEET:***

* Gives any technical or judging information pertinent to the competition to the Meet Director or Organizing Committee for distribution
* Keep accurate record of judging time
* Judge routines periodically
* Monitor time flow of competition
* Observe conferences and may give opinion
* May counsel the Chief Judge when, in her/his opinion, the average score and/or the score of the Chief Judge seems out of line with the scoring of the competition
* May recommend, but never force, a change of any score
* Handles inquiries
* Calls Jury of Appeals if warranted
* Acts as final authority in all technical matters
* Notates warning given by Chief Judges concerning incorrect attire and signaling. She then will notify other Chief Judges that a warning has been given
* Upon notification from Chief Judge, issues a warning to the coach for unsportsmanlike conduct. Follow USAG coaches’ behavior policy in the R & P.
* Distributes and collects judging expense vouchers
* Verify expense vouchers

***POST MEET:***

* Have all judges sign the sanction form
* Indicates any violation of R&P on the sanction report form
* Will be available for 15 minutes following the last competitors’ exercises to deal with question or concerns with the technical decisions and/or judges’ scores
* Distribute checks to judges
* Return to Meet Director:

Signed sanction form

Copies of judging expense vouchers with receipts if required

* Verify judges’ departure and transportation with Meet Director