

## Meet Referee Information

Because everyone may be a Meet Referee at some point, this is for all judges.

If you are selected to be the Official Meet Referee, it is expected that you will fulfill the following duties:

### **Pre-Meet:**

- \* Assign judges to their respective events – for State Meets only – with approval from USAG State Committee.
- \* Contact judges if you believe they will need a hotel room.

### **On-Site:**

- \* Have a current copy of Rules & Policies with you either printed or electronic and know where to find pertinent information.
- \* Check with the Meet Director and relay specific information about the meet site such as session format, scoring system, location of the bathrooms, where and when meals will be provided, etc.
- \* Make sure there is a place for Practice Judges to sit if they are present at the meet.
- \* Have judges review routines and requirements with their panel. Make sure everyone has the latest updates and clarifications from USAG.
- \* Attend all Coaches' Meetings throughout the meet. *Ask the Meet Director for the exact times he/she plans to hold Coaches' Meetings.*
- \* Mark all scratches in the session on the Judge's Rotation Sheets and distribute them to the judges.
- \* Remind Judges to silence cell phones.
- \* Remind Judges to refrain from conversations at the judges table.
- \* Review the basis for Inquiries:
  - \* *Compulsories:* Major elements, falls, neutral deductions, or unusual occurrences.
  - \* *Optionals:* Start Values, falls, neutral deductions, or unusual occurrences.
- Remind judges that it is best not to entertain specific questions from the coaches during the meet except through the Inquiry process.*
- \* All inquiries must go through the Official Meet Referee before being presented to the Chief Judge. *He/She should be involved in every conference called for an Inquiry and be available to answer questions when requested to do so. Return the Inquiry to the Coach and be very careful with expressing your own opinions about the situation since you did not judge all the routines for the event.*
- \* Keep accurate record of March In, Judging Time, and Break Times along with the Assistant Meet Referee if one is appointed.
- \* Collect information from the Judges regarding their reimbursable expenses and record them on the Voucher Form. Verify that expenses and mileage charges are allowed and verified.

\* *MapQuest printout is required for all mileage requests (even for meeting a carpool) & should include mileage from home to the meet site & hotel if needed. Ask each judge if they carpoled and with whom. Note it on the Voucher Form. Remind solo drivers to deduct 30 miles. Solo drivers may not receive mileage if they drive with a spouse, child, family, friends, coaches, or anyone that is not judging the competition. Those not following these guidelines and attempting to get mileage when it is not pre-approved will be warned & disciplined according to NAWGJ disciplinary guidelines.*

\* *Meals not provided that are due to the judge will be compensated with as per R&P.*

\* Implement a \$5.00 fine from the check of any judge who does not report a minimum of within 15 minutes of the scheduled report time (30 minutes before scheduled March-In time).

\* Give one completed Voucher Form to the Meet Director.

\* Wait for the checks to be written.

\* Have all judges sign the Sanction Form.

\* Distribute checks to the judges.

\* Thank you for accepting this responsibility. Notify the SJD following the meet of any problems or unusual situations that may have occurred.