

Meet Referee Checklist

Determining Judging Time

- Keep track of the following to determine paid hours per day:
 - Report time and time at the end of the competition per day to determine time in the gym
 - Round up or down to the nearest half hour when determining total hours in the gym
 - Make note of any judge that does not report within 5 minutes of report time.
 - Make note of when a meal break begins and ends – meal break time begins when the final event finishes and all scores have been submitted to include any time for inquiries –meal break time ends when the judges are required by Meet Director to be out on the competition floor
 - If either the lunch or dinner break is **less than 30 minutes**, judges will be paid for the full day **with no** time subtracted for break time. (*Meet Referees must inform Meet Director if a meal break will be less than 30 minutes*)
 - If both lunch and dinner break times **are 30 minutes or longer**, then subtract 60 minutes from the total number of hours in the gym.
 - **END OF REQUIRED LUNCH AND DINNER BREAK TIME:** the Meet Referee will work with the MD to determine when the break will end.
 - The Meet Referee should determine the time that the break time begins
 - The Meet Referee should inform the Meet Director what time the 30 minute break will end and let the MD know that the judges will leave the Break room at that time and it may take the judges a few minutes to get to their tables, organize and start their events
 - If the Meet Director requests the judges leave the break room before the 30 minute break is over the Meet Referee should remind the MD that the judges will be paid for the full day and the MD will then make the final decision.
 - This only applies to the lunch and dinner break – breaks between non meal sessions do not matter how long or short that they are and will not affect hours paid
 - Meet Referee will remind judges that they may leave the judging room during the breaks, however they may not leave the meet site. If a judge leaves the break room the judge should:
 - The Meet Referee should inform judges when to report back to the judges room to get scratches and or any last minute instructions
 - All judges must inform Meet Director if they leave the judging room and provide a phone number to contact the judge(s) if they are not present when judges are to report to the competition floor.
- JUDGES MAY NOT LEAVE THE MEET SITE DURING BREAKS.**
- Final session of the competition: End of meet time will be based on projected finish time on meet information.
 - If the competition is running late/early according to the schedule the Meet Referee should consult with the Meet Director when the competition is realistically anticipated to end.

Determining Pay

Brevet	National	10	9	6-7-8+ 4-5	6-7-8	4-5
\$36/hr	\$33/hr	\$30hr	\$26/hr	\$22/hr	\$20/hr	\$18/hr

Mileage: \$0.54/mile

Sanctions

- Sign the sanction and ensure all other judges sign the sanction.
- Document any sanction violations.
- Report any sanction violations on the Sanction form. Meet Referee may receive a \$100 fine for failure to report a sanction violation:
 - Violations of any regulation within the Rules and Policies.
 - Improper timing of the competition:
 - Athletes in the gym too long (over 5 hours).
 - Starting the warm-ups before 8:00 A.M.
 - Finishing after 10:00 P.M. due to poor scheduling.
 - Exceeding the maximum allowable number of gymnasts in a session (see separate page)

During the competition

- Attend the coach's meeting:
 - Obtain scratches
 - Remind coaches of any neutral deductions (earrings, moving board, matting and apparatus deductions)
 - Remind coaches about no active cell phones on the competition floor
 - Ensure all equipment and matting meets USAG Specifications
 - Participate in the Jury of Appeals (Meet Director, Meet Referee, Chief Judge)
- Obtain vouchers from judges and provide to meet director prior to the last session

Inquires

- Receive inquiry from the Meet Director.
- Ensure the inquiry is completed correctly:
 - Start Value
 - Composition
 - Neutral Deduction
 - Take the inquiry to the Chief Judge of the identified event.
 - Upon return of the inquiry from the Chief Judge return the inquiry to the coach.

After the competition:

- Ensure all scores are in computer system before excusing judges.
- Distribute checks to all judges

Alternate Meet Referee:

- Assist the Meet Referee with keeping track of times
- Assist with verifying calculations on vouchers
- Other duties as requested by the Meet Referee