

Meet Referee Checklist

1. Arrive 30 minutes prior to the start of the meet.
2. Check the layout, including the location of each event, warm up areas, score tables, and which teams are present.
3. Speak with the home team coach or meet director about equipment, questions, issues, etc.
4. Measure and verify that the equipment meets the requirements in the rulebook.
 - a. If the equipment does not meet the requirements for any event, ask the coach or meet director to fix the problem. If it cannot be fixed then: a) do not allow competition on that apparatus; b) let the commissioner know about it promptly.
 - b. Upon request, provide the coach or meet director a "meet verification sheet."
5. Decide which judges are present and who is judging each event. If possible, put inexperienced judges together with experienced judges.
6. Decide which judges meet the dress code. Let judges know if they don't meet the dress code.
7. Note the start time of the meet. If the meet begins more than 15 minutes late, determine how late the meet started. (For each 15+ minutes late, there is an additional charge.)
8. Complete the last three columns of each judge's meet fee sheet.
 - a. Your signature.
 - b. Yes/no on whether the judge met the dress code.
 - c. If the meet is late, the estimated number of minutes late.
9. Answer questions and address issues as needed during the meet.
10. Stay to the end of the meet. Make sure that the Chief Judges verify the scores and sign the meet results before leaving. Sign the final meet results.
11. At the end of the meet, note if it takes more than 15 minutes between the time when the last score is sent to the score table and the time when the scoring team provides a hard copy version of the scores for the Chief Judge for verification. If it takes more than 15 minutes and the delay is unrelated to a score correction or inquiry, a late fee is due.
12. Send an email to the Treasurer. Provide the following information:
 - a. The meet date and location.
 - b. List of judges that met the dress code.
 - c. List of judges that did not meet the dress code.
 - d. Whether or not a late fee is due.
 - e. Optional:
 - i. Number of schools
 - ii. Which judges judged which event(s)

If all the judges that were on the weekly schedule were there and met the dress code, you may simply state that rather than listing the judges as shown in 11.b and 11.c.

On late fees: Do not indicate a late fee if you're not sure that the delay lasted at least 15 minutes. Also, delays at the beginning and end of the meet are not summed: if the meet starts 10 minutes late, and there's another 10 minute delay at the end, no late fee is due. No late fee is due if events outside of the control of administration caused the delay (fire alarm, gymnast injury, etc.).