

## Meet Referee Checklist

A Meet Referee must be designated at all Collegiate Competitions. Some schools may select the option to have a Meet Referee assigned as an extra non-officiating judge while others may have one of the event judges be designated as the MR.

The following are the responsibilities of all Meet Referees:

- Conduct an Officials' Meeting 30 minutes prior to competition and review the following procedures (even if it is assumed all judges are experienced).
  - \_\_\_ Logistics of the meet - To include (but not restricted to) the scoring system, seating of the judges, warm-ups, guidelines, introduction of auxiliary judges, and site for signing scoresheets at the end of the meet.
  - \_\_\_ Collegiate modifications
  - \_\_\_ Equipment issues
  - \_\_\_ Information from the Meet Director.
  - \_\_\_ Professional protocol reminders
  - \_\_\_ Remind judges to judge what you see, not what was on YouTube, etc.
  - \_\_\_ Remind judges to refrain from commenting on Facebook, etc. concerning the meet/skills/score, etc.
  - \_\_\_ Review open scoring procedures.
  - \_\_\_ Review when conferences may occur.
  - \_\_\_ Review the inquiry process (know why you took the deductions you did),
  - \_\_\_ Review the routine summary process and purpose (both judges must contribute. This is not just a chief judge duty.
  - \_\_\_ Review the video review process.
  - \_\_\_ Review duties with auxiliary judges.
  - \_\_\_ Distribute team lineups and scoresheets to judges - judges must check for correct spelling of names, correct ratings, and correct event assignments.
  - \_\_\_ Remind judges that scoresheets will be signed in the judges' room after the meet and no one should leave until being excused and all signatures have been obtained.
- Act as the final authority in all technical matters
- Be available for counsel upon request of the Chief Judge
- Notate a warning given by the Chief Judge concerning incorrect attire or signaling. She will then notify the Chief Judges on the other events that a warning has been given so that appropriate deductions may be applied
- Counsel the Chief Judge when, in her opinion, the average score and / or the score of the Chief Judge seems out of line with the scoring in the competition
- Review routine summary forms and ensure they are written in long hand and filled out with the appropriate deductions
- Be available for 5 minutes following the signing of the official scoresheet to deal with questions or concerns with the technical decisions
- Record all yellow card instances on the official scoresheet

The following are additional duties of the non-officiating Meet Referee:

Judge as many of the routines competed in a competition as possible

- Observe and/or give opinions during judges conferences
- Review and deliver all inquiries during the competition
- Work with the scorer's table on score changes resulting from inquiries including delivering the inquiry back to the Head Coach
- Handle all team neutral deductions with the scorer's table
- Step in as an acting judge in an emergency or in the case that an official does not report for duty

Meet Referee Signature \_\_\_\_\_ Date \_\_\_\_\_

This signed form is to be turned into Official Scorer prior to beginning of meet.