

IL Meet Referee Checklist:

This checklist is a guideline to Meet Referee Duties in IL. Duties are not limited to this list.

Before the meet weekend:

- ☐ Contact your meet director and introduce yourself via email. You can find their contact information in your judging contract. Let them know that you will be helping them with information such as which judges need hotel rooms and you will be the go-between for the judges for any information that they need. Find out if the meet director has an idea of the start and end times for the meet and confirm the meet location.
- ☐ Email your judges and let them know that you will be the meet referee. Let the judges know the meet location and ask if they will need a hotel room for the meet. Also ask if they have a roommate preference or prefer to room alone. The meet director does not have to provide a private room so if the judge is insistent, they may need to pay the difference between the room cost and the CONUS room rate per Rules and Policies <https://static.usagym.org/PDFs/Women/Rules/Rules%20and%20Policies/2023/rulespolicies.pdf> (page 41 near the top).
- ☐ You will need to find out if any of the judges are affiliated and you will need to know the level of each of the judges for assigning events. If a new judge is on the meet, you may want to contact them and find out what event they are most comfortable with or wish to judge.
- ☐ Once you have received information back from your judges, contact the Meet Director again and let them know who is needing a hotel room and ask them to contact you with hotel information and confirmation numbers ASAP. Contact the Meet Director to get session times and levels for the competition. It is helpful to include this information in your judges email as well.
- ☐ Assign the judges to their events and take note to try to move the judges around each day to keep them alert and excited to be at the competition. Also be aware of personal situations of judges that may affect what event you should assign them to. (For example, a judge is 8 months pregnant. The judge most likely should not be placed on floor the entire meet where she cannot get up to move. Sitting for 3 hours is contraindicated for pregnancy.) Additionally, assign new judges with seasoned judges for mentoring purposes. Here is a link to the template for event assignments: <https://www.ilnawgj.com/assigning-system/> Make sure to let the judges know report time for each day. (30 minutes before march in of the first session) Make sure to let the judges know when to be in seats for each session. Contact the Meet Referee if you are delayed, car problems, overslept, etc.
- ☐ Meet Referee must send a copy of the schedule and assignments to the assignor in charge of that weekend.
- ☐ It is helpful to give your cell phone number for "day of meet" emergencies.
- ☐ If a judge calls in sick, you need to contact the assignor for a replacement. Know who your assigner is for that particular weekend.

- ☐ The Meet Referee should come to the meet prepared with a complete set of materials including the most up to date Rules and Policies.
- ☐ Discuss the meet specifics with the Meet Director prior to the judges meeting. (Rotations, Scoring Devices, Special Awards, Etc). This information should be shared at the morning judges meeting.
- ☐ Ensure that all judges report 30 minutes prior to march-in for local and invitational meets, unless otherwise specified by the Meet Referee prior to the date. Refer to the Rules and Policies of USA Gymnastics regarding a judge who is late to report time.
- ☐ Conduct a judges meeting just after the 30 minute report time. Print and refer to the USA Gymnastics Judges' Meeting Agenda:
<https://static.usagym.org/PDFs/Forms/Women/refmeeting.pdf>
- ☐ Remind the Chief Judges to take note that sometimes host club cheat sheets are wrong, the chief judge should make sure they review all procedures even if the volunteer insists they know what they are doing. Look over the sheets provided and make sure the volunteers know what is expected of them in a kind and encouraging way.
- ☐ Remind Chief Judges to review recent changes, new deductions, and encourage bar judges to review angles before each rotation if judging multiple levels in one session.
- ☐ Make sure to have all judges sign the sanction forms.
- ☐ Know the number of judgements allotted for different levels. If over judgements on any sessions, this must be noted on the sanction as a sanction violation. (R&P page 52)
- ☐ Attend the Coaches Meeting and be available for questions. Make sure that the coaches know the inquiry procedure.
- ☐ Handle any inquiries. Review the basis for inquiries. You may even do a video review to know if the inquiry is warranted. Please see Rules and Policies for further clarification.
<https://static.usagym.org/PDFs/Women/Rules/Rules%20and%20Policies/2023/rulespolicies.pdf> (Page 62-63)
- ☐ Make sure to know matting specifications for events. (R&P page 102-104)
- ☐ Give official warnings for chief judge deductions that require a warning.
- ☐ Ensure that all judges remain on the competition floor until the last competitor is finished per R&P.
- ☐ Fill out the two different pages of sanction forms for the meet referees. One form is filled out partially by the meet director. You will need to ask the meet director before the last session how many gymnasts will have competed and fill in that number at the top of the sanction.
- ☐ Have head judges sign (not initial) all of the scoresheets for each session and meet ref signs off as well. (This is an IL rule)
- ☐ Record the Report Time and End Time for each day of the meet to help figure out pay for all judges.
- ☐ Check the Judges Pay Sheet prior to submitting it to the Meet Director for payment.

Checklist designed by Christi Kearns and Sue Brosnan Sept 2023 (Updated Aug 2025)