



MEMORANDUM

March 19, 2024

VIA EMAIL

TO: Selected Head Women's Gymnastics Coaches from Institutions that Sponsor National Collegiate Women's Gymnastics.

FROM: Jennifer Mervar
Assistant Director, Championships and Alliances

Guard Young
National Collegiate Women's Gymnastics Committee Chair.

SUBJECT: 2024 Scoring Guidelines.

Please see below for scoring guidelines that will be used for the upcoming National Collegiate Women's Gymnastics Championships (regionals and nationals). This is not new information, just a cleaner version of what used to be the Scoring Coordinator manual.

Scoring System Requirements.

Open Scoring and Score Flashing. All Scores will be flashed and rotated, but only the average score will be raised and rotated (or displayed digitally). Both the start value and the score will be flashed simultaneously. First judge shall give final score to flasher. Judges shall then simultaneously flash their Start Value while final scores and average score are being displayed. **Judges should NOT see other judges scores prior to entering or writing down their own score.** In the post-season, it is the responsibility of the host to display the name of the competing athlete. This can either be done on digital score trees or host-provided printed name signs.

Ability to Print Scoring Support Forms. The NCAA women's gymnastics score sheet displays a list of participating teams with rotations and a list of their competitors. The rotation schedule report is broken down by each rotation.

A lineup verification form is provided to every coach to verify their lineup with gymnast's name.

The judge's score verification form (per event and per rotation) lists the session, rotation, and event including columns for the start value, multiple judges scores, neutral deduction, and final score. That for will also have an area for judges to initial and sign for verification purposes.

The NCAA final results are printed for the teams by each event, all-around, and listed for all teams with their scores, individual all-around gymnasts and their scores, and individual event specialists with their score(s).

Execute a Hard Copy Score Verification System Simultaneously. The scoring procedures below describe a verification system predicated on each judge placing the correct score for each gymnast on the appropriate judge's verification form before entering it digitally into a tablet or computer. The scoring system should always be capable of handling lineup changes and score changes during the meet.

1. At the completion of a gymnast's routine each judge writes the score and start value on the judges' verification form in the column associated with their judging number.
2. At the conclusion of the judging, the event runner picks up all judges' score verification forms and takes them to that event's scoring verification person at the head table (Scoring Verifiers).
3. When all scores have been entered for an event during each rotation, the head scorer prints the score verification event sheets for each team and gives them to the scoring verifiers.
4. When the score verification person receives the individual judges' score verification forms from the event runner, they compare the judge's forms against the computer-generated score verification form printed by head scorer for any errors.
5. If an error is discovered, the scoring director and meet referee are notified to review and make necessary corrections.
6. If no errors are found, the score verification person places their initials next to the event on that team's score sheet.
7. The event runner then takes the computer printed score verification sheet back to each judge to verify accuracy as compared to their personal notes and initial next to each score and sign their name and judge number.
8. The event runner returns the judge-signed score verification to the head table score verifier to staple all judges' score verification forms to the computer printed verification form as the verification record.
9. All rotation verifications should occur during the 2-minute transition/4-minute touch warm-up (if possible) after every rotation. That way, there is only one event left to verify at the end of the meet, ensuring faster final meet results for awards.

Lineup Verification Process.

1. Obtain a preliminary lineup from each team's coach at the administrative meeting the day before competition.
2. The head scorer enters preliminary lineups for each team.
3. Using the lineup verification form, verify each team's lineup and/or obtain lineup changes from head coaches 1.5 hours prior to each competition session.
4. Once team lineups have been verified and the pre-competition warm-ups are complete, the head scorer prints the judges' score verification forms.
5. The head scorer should also print all teams' lineups using the lineup verification form. Score verifiers should distribute the lineup verification forms to every judge at each event.
6. At the start of each 4-minute touch warm-up period, the head coach of each team competing will verify their official lineup using the lineup verification form and give it to the chief judge or chief judge's scoring assistant. If there are no changes to their lineup, the coach should initial

the lineup. If there are changes to the lineup, the coach will utilize the six lines below the incorrect lineup to clearly print out their new lineup.

7. The chief judge's scoring assistant will verbally call in the lineup to the scoring verifiers at the head table. If there are no changes to the lineup, then the actual lineup is verbally called in by the last name of the athlete.
8. The lineup will be updated electronically by the head scorer and shared with the TV spotter at the event and distributed across the head table.

Lineup Changes or Substitutions.

1. Before the start of an event, changes in the lineup may be made by notifying the NCAA scoring director, who will notify the scoring table personnel, head scorer, meet referee and chief judge at the event (via the chief judge's scoring assistant on headset).
2. After the event starts, the head coach must notify the chief judge on the event. The chief judge's headset person will notify the scoring table.
3. Once a team begins an event (chief judge raises the flag for the first student-athlete), a substitute may replace a gymnast in that same position in the lineup; the order of competition may not be changed. A gymnast who is removed from one event lineup may compete in other events.

Tie Breaks. The scoring system must be able to use additional scores when necessary to break ties.

1. Team Ties. During the two semifinal team competition sessions, a tie for second place will be broken by counting six scores per event. If the tie still exists, the team score will be determined by using six scores per event, dropping the high and low score, and adding the four middle scores.
2. Individual All-Around Ties. Ties for the advancing all-arounder will be broken by evaluating the highest event score, then the next highest, and will continue until the tie is broken. If not broken, all four judges' scores will be counted for all four events.
3. Individual Event Specialists Ties. Ties for advancing event specialists will be broken by counting all four scores on the event. If not broken, the head judge score will be the tiebreaker. If a tie still exists, the advancing individual will be the one with the higher NQS.

Score Inquiry. Score inquiry will be handed directly by the meet referee for review. If the inquiry results in a score change, the scoring verifiers should note the change on the already verified score sheet and note the time the change was made. The head scorer should enter the change into the computer scoring system and reprint the score sheet. The new score sheet and inquiry are filed with the other verified scores. A copy of the inquiry is given to the coach by the meet referee.

Miscellaneous or Secondary Scoring System Guidelines.

- Interfaces with and sends results to the facility's videoboard and LED scoreboards.
- Provides internet access and interfaces with a web page for live meet results (stat broadcast).
- Includes a separate program that can be used by the media (including the television crew) that provides instant, detailed results to assure timely and accurate reporting.

- Provides output to apply competitor's name and scores to digital score trees.
- Recommended that every electronic device at every apparatus be hardwired to internet and always plugged into power.
- Have electronic scoring data back-up in a location that can be quickly accessed in the event of a power failure or software crash.

Recommended Scoring Personnel. Must behave in a "neutral" fashion: no clapping, cheering, etc., no cell phones or gum chewing, and only NCAA logos visible.

- Head Scorer. Computer programmer who has knowledge of scoring systems. Master score changer (due to inquiries) or line-up changer.
- Scoring Director. Train and oversee all scoring personnel, judges and meet procedures.
- Score Verifiers (two). Seated on either side of head scorer, to assist with meet flow and organization, relay lineup changes to head scorer, TV, PA announcer, media, and arena videoboard. Score verifiers each verify two events - 1 person verifies vault and beam, the other verifies bars and floor. Headset communication to each event's chief judge scoring assistant to keep a pulse on each event.
- Chief Judges Scoring Assistants (four). One at each event next to chief judge on headset. Flash scores and verify line-ups. Lineup changes – given to the chief judge by the coach and must be immediately communicated to head scorer. Test the headset/computer connection to the head scorer/main computer before competition. Call-in any problems to head table. Check for correct name of gymnast to be displayed at event.
- Runners (four). One per event (four total). May have dual role as score flasher. Will run score verification papers at the end of each rotation. It is important to get the rotation lineup verification forms and the score verification forms to and from the head table score verifiers as quickly as possible. Pick-up score verification sheets from each judge and take to head table scoring verifiers. Take verified forms back to event judges for verification and signing.
- Score Flashers. One per judge unless judge prefers to flash their own score and start value. Will help judge feel more confident and relaxed to focus on judging and will allow to meet to move more quickly. *(Personnel not necessary if all scores and start values are being flashed digitally.)* Get the score(s) and start value(s) from the judge verbally or written on score verification form. Flip both flashers (score and start value) to the correct scores, when both are ready, put hand on top of flash pole with thumb up (flasher is facing you, not shown yet). Watch chief judge: when you receive visual approval, turn the flasher around to flash the score – circle the digit panel SLOWLY two times for all spectators, competitors, coaches, and judges to see. *(do not raise)*
- Chief Judge Flasher. Only the average score is raised and/or shown digitally in clearly larger font and should stay up for minimum of 20 seconds.
- Line Judges (two) Floor. Use volunteer judges, if possible. Line judges need a yellow flag and out-of-bounds note pad notes to provide information to the head judge to attach to the head judges' score verification sheet. On the note, draw a square floor and with head judge table, then indicate the location of where the out-of-bounds deduction took place.
- Timers (four). To track timing for bar falls, beam falls, beam length of routine, beam salute to mount, and floor length of routine. Provide written instructions *(refer to latest rules*

modifications document). Ensure that the timer knows what to do if the gymnast exceeds the allotted time on falls and length of routine. Any problems or questions—ask head judge.

Recommended Supplies.

- Scoring system.
- Headset communication (six headsets) - two for score verifiers and four for chief judge scoring assistants at events to communicate with head scorer and scoring director at head table.
- Handheld score flashers units – one for every judge on every event (*unless displaying digitally*).
- Start value flip charts – one for every judge on every event (*unless displaying digitally*).
- Vault value score tree (floor standing) and vault value chart.
- Up to Level (UTL) cards – An ORANGE card inside an acrylic stand, 4" x 6" with “UTL” in large letters. One for every judge on bars, beam, and floor.
- Green flags (four) - one for each chief judge.
- Yellow flags (two) - one for each line judge on floor.
- Stop watches (four) - one for Bars and one for Floor, two for Beam.
- Digital score trees at each event (*optional*).

Please contact us (jdmervar@ncaa.org or guard_young@byu.edu) with any questions.

JM/GY:LMG

cc: National Collegiate Women's Gymnastics Committee
National Collegiate Women's Gymnastics Meet Referees
National Collegiate Women's Gymnastics Regional Hosts
National Collegiate Women's Gymnastics Scoring Coordinators