

# MEET REFEREE MANUAL REGIONALS and NATIONALS

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#### **SECTION 1 – INTRODUCTION**

Congratulations on being selected as a Meet Referee for the 2025 National Collegiate Women's Gymnastics Championships!

Regional competition will be held April 2/3 – April 5/6, at four predetermined sites. See the women's gymnastics <u>landing page</u> for a list of regional sites and schedule of events.

This manual shall serve as a helpful guide to the policies and procedures governing the administration and conduct of this championship event. This outstanding championship opportunity is only superseded by the amazing talents and accomplishments of each of the student-athletes who have qualified.

It is imperative to the dignity and growth of women's gymnastics that judges be well educated in the details of gymnastics and the current rules, thoroughly prepared for each assignment and able to cover all possible circumstances.

# **SECTION 2 – NCAA STAFF/COMMITTEE**

# NCAA WOMEN'S GYMNASTICS COMMITTEE

Region 1 (Central) Shaun Richard, chair Executive Associate Athletics Director for Sport Administration The Ohio State University Email: Richard.149@osu.edu	Region 2 (North Central) Melissa Kutcher-Rinehart Head Women's Gymnastics Coach University of Denver Email: melissa.kutcher@du.edu
Region 2 (North Central) George Nelson Senior Associate Athletics Director United States Air Force Academy Email: George.Nelson@afacademy.af.edu	Region 3 (Northeast) Colleen Kelly Senior Associate Director of Athletics Brown University Email: colleen_kelly@brown.edu
Region 4 (South Central) Lisa Bowerman Head Women's Gymnastics Coach Texas Woman's University Email: Ibowerman@twu.edu	Region 4 (South Central) Cindy Harris Executive Associate Athletics Director Illinois State University Email: caharri@ilstu.edu
Region 5 (Southeast) Danna Durante, vice chair Head Women's Gymnastics Coach University of North Carolina, Chapel Hill Email: ddurante@unc.edu	

NCAA STAFF	
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Matt White Director, Inclusion, Education and Community Engagement Phone: 317- 917- 6097 Cell: 317- 907- 4342 Email: mwhite@ncaa.org	

# **SECTION 3 – CHAMPIONSHIPS HOST CONTACTS**

ALABAMA REGIONAL	NAME	EMAIL	CELL PHONE
Tournament Director	Cam Lazar	clazar@ia.ua.edu	203-892-2380
Site Representative	Kasey Crawford	kcrawford@uwlax.edu	952-201-6013

PENNSYLVANIA REGIONAL	NAME	EMAIL	CELL PHONE
Tournament Director	Mary Bolich	Meb13@psu.edu	814-777-8650
Site Representative	Terri Howes	Howes.terri@gmail.com	304-288-1703

UTAH REGIONAL	NAME	EMAIL	CELL
Tournament Director	Alan Hansing	ahansing@huntsman.utah.edu	801-678-4987
Site Representative	Carolyn Simon	Carolyn.simon@afacademy.af.edu	719-271-5759

WASHINGTON REGIONAL	NAME	EMAIL	CELL PHONE
Tournament Directors	Lily King	Lking11@uw.edu	206-574-8501
Site Representative	Angel Field	Angel.field@du.edu	720-840-5797

NATIONALS Fort Worth, TX Dickies Arena	NAME	EMAIL	CELL PHONE
Tournament Director	Daniel Smith	daniel@knighteady.com	205-616-2285

#### **SECTION 4 – VIDEOCONFERENCES and MEETINGS**

#### ALL AGENDAS WILL BE SENT PRIOR TO THE VIDEOCONFERENCES

 Monday, March 31 (Penn State and Utah) and Tuesday, April 1 (Alabama and Washington) at Noon Eastern – Regional Administrative Participant Videoconferences.

The tournament director and site representative for each regional will conduct a teleconference with the participating head coaches and administrators [for the teams, all-arounders (AA) and individual event specialists (IES)], and the site representative to discuss pertinent information regarding their regional and to answer questions. The Meet Referee shall be on this call. The regional Meet Referees will all use the same agenda as set forth in **Appendix D**.

2. Tuesday, April 1/Wednesday, April 2 - Times TBD - Regional Host Staff Videoconference.

Morning videoconference (host staff meeting) day prior to competition to include tournament director, site representative, Meet Referee, SID, promotions and facility manager and other host personnel to review meet procedures.

3. Tuesday, April 1/Wednesday, April 2 at 6:30 p.m. (local time) - Regional Staff Walkthrough.

The NCAA site representative, the Meet Referee and the tournament director conduct a walkthrough of the facility and equipment/matting check. Measurements are in the 2024-2025 USAG Women's Rules & Policies available for review at <a href="https://usagym.org/pages/women/pages/rules\_policies.html">https://usagym.org/pages/women/pages/rules\_policies.html</a> under Rules & Policies, plus any collegiate modifications that are listed in the NCAA Rules Modifications. After completing the equipment check, the Meet Referee, tournament director and the NCAA site representative will review other judging logistics (score slips, check location of judging tables, score verification etc.).

(Equipment list Appendix A)

4. Wednesday, April 2/Thursday, April 3 at 11 a.m. and 7 p.m. (local time) – Regional Participant Walkthroughs.

During the walk-throughs, athletes may not mount the equipment.

5. Wednesday, April 2/Thursday, April 3 at 9am – Judges Meeting at Host Hotel.

There will be a judges meeting at the host hotel the morning of the first competition.

Depending on the host, this may include breakfast. Judges are not required to be in uniform for this meeting. The alternate judge should be in attendance.

- 6. Wednesday, April 2/Thursday, April 3 at Noon On-Site Judges Meeting and Lunch. The NCAA site representative who will be staffing the regional and the tournament director will be in attendance briefly at the beginning of the judges meeting to answer any questions.
  - a. Please ensure that the alternate judge, assigned by the women's gymnastics committee and whose name was given to you along with the full judges' panel, will attend the judges' meeting.
  - b. The Meet Referee should attend the open stretch and warm-up for each session. The tournament director and Meet Referee should agree on a time for the Meet Referee to give instructions to flashers, runners, line judges, timers etc.

### 7. Tuesday, April 8 at Noon Eastern Time – National Participant Teleconference.

A mandatory teleconference to discuss items relevant to the championships. This call will include the tournament director, NCAA staff, participating head coaches and administrators (teams, AA and IES), NCAA Women's Gymnastics Committee chair and meet referee (optional). The committee chair will lead this call along with the tournament director and NCAA staff. The purpose of the teleconference is to discuss pertinent information about traveling to the championships.

#### 8. Monday, April 14 at Noon Eastern Time - National Administrative Teleconference.

A mandatory meeting of the head coaches and institutional administrators of the competing teams, all head coaches of individual competitors, the championship administrator, gymnastics committee and meet referee will be held virtually.

At this meeting the women's gymnastics committee chair, championship director, meet referee and ESPN representatives will review meet format, march-ins, meet procedures, etc. Also, at this time, each team will be required to submit tentative lineups. Teams competing at the national championships must be represented at meetings, practices and throughout the competition by a designated administrator, other than a coach or sports information director. Institutions of all-around or individual-event qualifiers are not required to have an administrator present. The Meet Referee will use the Coaches Meeting Agenda set forth in **Appendix D**.

### 9. Thursday April 17 at 9 a.m. Central – Judges Meeting at Host Hotel.

There will be a judges meeting at the host hotel the morning of the first competition. This meeting will include breakfast. Judges are not required to be in uniform for this meeting. The alternate judge should be in attendance.

### 10. Thursday April 17 at 1:30 p.m. Central - On-site Judges Meeting and Lunch

- a. The NCAA championship manager, the NCAA committee and the tournament director will be there briefly at the beginning of the judges' meeting to answer any questions.
- b. Please ensure that the alternate judge, assigned by the women's gymnastics committee and whose name was given to you along with the full judges' panel, will attend the judges' meeting.
- c. The Meet Referee should attend the open stretch and warm-up for each session. The tournament director and Meet Referee should agree on a time for the Meet Referee to give instructions to flashers, runners, line judges, timers etc.

#### 11. Thursday-Saturday, April 17 - 19 - National Championship.

National Collegiate Women's Gymnastics Championships at Dickies Arena in Fort Worth, Texas.

#### **SECTION 5A - REGIONAL SCHEDULE OF EVENTS**

#### ALL TIMES LOCAL AND SUBJECT TO CHANGE

#### TUESDAY, APRIL 1/WEDNESDAY, APRIL 2 – EQUIPMENT CHECK

Upon arrival Equipment check with Meet Referee, tournament director and site

(but no later than rep.

7pm local time)

#### WEDNESDAY, APRIL 2/THURSDAY APRIL 3 - REGIONAL ROUND #1

10 to 11 a.m. Look-through for teams participating in first round.

9:00 a.m. Judges meeting at host hotel. Noon Judges lunch meeting onsite.

2 p.m. Competition starts for Round 1 (Team #8 vs Team #9).

5 to 9 p.m. Assigned Look-throughs (20-min) for teams/individuals participating in

second round.

#### THURSDAY, APRIL 4/FRIDAY, APRIL 5 – REGIONAL ROUND #2

TBD per site Equipment check with Meet Referee, tournament director and site

representative.

TBD per site
1 p.m.
Judges lunch meeting onsite.
Competition starts for Session 1.
Competition starts for Session 2.

#### FRIDAY, APRIL 4/SATURDAY, APRIL 5 - REGIONAL DAY OF REST

Teams #1 & #2 from ROUND #1

10 to 11:30 a.m. Open stretch, visualization, athletic training available.

Teams #1 & #2 from ROUND #2

11 a.m. to 12:30 p.m. Open stretch, visualization, athletic training available.

#### SATURDAY, APRIL 6/SUNDAY, APRIL 6- REGIONAL FINALS

TBD per site Equipment check with Meet Referee, tournament director and site

representative.

3 p.m. Judges meeting and dinner onsite.5 p.m. Competition starts for regional finals.

<sup>\*</sup>Time on clock may <u>not</u> reflect actual time on each warm-up rotation due to individuals competing with teams.

#### **SECTION 5B – NATIONAL SCHEDULE OF EVENTS**

#### **ALL TIMES LOCAL**

#### **TUESDAY, APRIL 15 - EQUIPMENT CHECK**

Afternoon Meet referee, tournament director and NCAA staff. Evening Coaches walk-through, equipment check & meeting.

#### WEDNESDAY, APRIL 16 - PRACTICE DAY

11:30 a.m. – 1:18 p.m. Practice SEMI FINAL #1 competitors. 2:30 – 4:18 p.m. Practice SEMI FINAL #2 competitors.

#### THURSDAY, APRIL 17 - NATIONAL - SEMI FINALS

TBD per site Equipment check with Meet Referee, tournament director and site

representative.

9:00 a.m. Judges meeting and breakfast at host hotel.

1:30 p.m.
3:30 p.m.
5 p.m.
6 competition starts for SEMI FINAL #1.
7 competition starts for SEMI FINAL #2.
8 p.m.
8 p.m.
9 competition starts for SEMI FINAL #2.

#### FRIDAY, APRIL 18 - NATIONAL - DAY OF REST

Teams #1 and #2 from SEMI FINAL #1

10 to 10:45 a.m. Open stretch, visualization, athletic training available.

Teams #1 and #2 from SEMI FINAL #2

11 a.m. – 11:45 a.m. Open stretch, visualization, athletic training available.

#### SATURDAY, APRIL 19 - NATIONAL - FINALS

TBD per site Equipment check with Meet Referee, tournament director and site

representative.

1 p.m. Judges meeting and lunch onsite.3 p.m. Competition starts for national finals.

<sup>\*</sup>Time on clock may <u>not</u> reflect actual time on each warm-up rotation due to individuals competing with teams.

#### **SECTION 6 – GUIDELINES and EXPECTATIONS**

#### **CODE OF ETHICS FOR JUDGES**

Judges should strive for consistency in scoring for all collegiate meets, regardless of division, location, or type of meet (i.e., dual, triangular, or quadrangular). USA Gymnastics Women's Code of Points (Level 10 Rules) as of Nov. 1 each year, and the NCAA Rules Modifications, including all clarifications set forth in the official Rules Newsletters from the Rules Interpreter, shall be followed to the letter for all collegiate competitions.

#### **SPORTSMANSHIP**

The primary goal of the rules is to maximize the safety and enjoyment of the student-athlete. Sportsmanship is a key part of that goal. Sportsmanship should be a core value in the behavior of players and bench personnel, in crowd control by game management and in the officials' proper enforcement of the rules governing related actions.

#### **QUALIFICATIONS AND AFFILIATIONS**

**Qualifications**. It is the duty of all judges to prepare themselves thoroughly and constantly update their preparation by being appropriately recertified. They should <u>not</u> accept any collegiate assignment for which they are <u>not</u> well qualified. NCAA regional and national championships require a Level 10 or higher rating and a minimum of eight years of collegiate judging experience. In addition, judges assigned to the regional and national championships competitions should <u>not</u> accept such assignments unless they have judged a minimum of four regular-season collegiate meets during that year.

<u>Affiliation</u>. No judge with an affiliation with an NCAA institution that sponsors women's gymnastics will be assigned to the national championships; however, a judge may be assigned to a regional competition where they are <u>not</u> affiliated.\* The NCAA Affiliation Policy is as follows:

#### Affiliated, but Eligible to Judge\*:

- A judge is affiliated to an institution and their conference if the judge was a part of an NCAA team in the last five years.
- A judge is affiliated to an institution and their conference if the judge was a former coach, or an immediate family member of a former coach of an NCAA team in the last five years.
- A judge is affiliated if the judge receives any financial remuneration, as an employee, vender or independent contractor of college or university for work or business other than officiating.
- A judge is affiliated to an institution and their conference if the judge is an NCAA athletics-related booster club member.
- You are affiliated if you coach or work for a club gymnastics program that is under the auspices of a university or college program.
- A judge is affiliated to an institution if the judge was a club coach or gym owner of an athlete on a collegiate team. The judge's affiliation remains in effect for five years from the last time the judge coached that athlete.

#### Not Affiliated, Eligible to Judge:

- A judge is NOT affiliated to a school that judge attended or graduated from unless the judge was a member of the gymnastics program in the last five years.
- A judge is NOT affiliated to an institution if the judge is a Graduate Assistant who is NOT associated with the athletic department.
- A judge is NOT affiliated if the judge's son or daughter is a student and not a part of the gymnastics program at an NCAA institution.

#### Affiliated. Not Eligible to Judge:

- A judge is not eligible to serve as a judge if the judge is currently a part of any NCAA gymnastics program (athlete, coach, volunteer coach, manager, trainer etc.).
- A judge is not eligible to serve as a judge if the judge is in a relationship with (i.e., married) or related to (i.e., a sister of) a coach of an NCAA women's gymnastics program.
- A judge is not eligible to serve as a judge if the judge is an individual with a daughter who is a current gymnast on the roster of an NCAA program. Once the judge's daughter has completed her eligibility, the judge will be affiliated with her alma-mater and their conference for five years.
- A judge is not eligible to serve as a judge in **any** collegiate competition if the judge is currently a S.C.O.R.E. Board member or the Supervisor of Officials.

<u>Appearance</u>. Each judge should enter the competition site in uniform at the appointed time for each judges meeting. Each judge will receive and wear an NCAA patch at the judges meeting and during all sessions of the competition.

#### **MEET REFEREE CHECKLIST**

A Meet Referee will be selected and assigned to each of the four regional sites. This individual will serve as a non-officiating judge, with the following duties and responsibilities:

- 1. Attend the coaches meeting at the appointed times and follow the Coaches Meeting Agenda (**Appendix D**).
- 2. Conduct the judges meeting at the appointed times and follow the Meet Referee checklist (Appendix E).
- 3. Confirm accuracy of scoresheet with the NCAA site representative and tournament director. Conduct score verification meeting, if necessary. Sign scoresheet.

#### **JUDGES AND EVENT ASSIGNMENTS**

- 1. Each Meet Referee is responsible for making the event assignments and notifying the judges of these assignments. The Meet Referee will receive a CONFIDENTIAL list of judges for their regional championship from the NCAA office in mid-March. The list is confidential to the NCAA, National Collegiate Assigner, Meet Director, Meet Referee and judges assigned to your site. All correspondence with these officials is to remain confidential until the administrative meeting at regionals.
- 2. When making event assignments, consider the strengths of your judges to the best advantage of the entire meet. The NCAA provided ratings for each judge (Brevet, National, Level 10). Also, judges should be assigned to different events for each round. At regionals, panels in Round #1 and Round #2 should be the same. Then, the judges should be changed and the panels for the regional final should be different.
- 3. Make every effort to assign event Panel Judges from different regions and different states. Only one judge per state may be assigned to a panel.
- 4. All regional judges were assigned at random. Assignments attempted to have no more than two judges will be assigned from the same state to a regional, except for California, which is treated as two different states, Southern California and Northern California, and therefore may have a maximum of three.
- 5. Prior to informing your judging panels, email a copy of your event assignments to the NCAA championship manager and the National Assigner as soon as you have completed them so regions and states can be double-checked (applies to regionals and nationals).
- 6. At nationals, judges will judge different events on Thursday and on Saturday.
- 7. The national Meet Referee will make national event assignments first and share that information with regional Meet Referees.
- 8. Regional Meet Referees will assign the national judges to different events at regionals.
- 9. The four regional Meet Referees will be the four event Chief Judges at nationals.

#### **JUDGES DUTIES AND RESPONSIBLITIES**

- Judges may be greeted by a host institution representative before the competition starts. In addition, coaches are permitted to formally acknowledge and greet judges in a cordial manner before the start of the competition. Conversations with a Chief Judge for purposes of changing a lineup or reporting an equipment issue remain permissible.
- Discussion with student-athletes, parents, alumni and/or recruits should <u>not</u> occur at the competition site. Judges should avoid any appearance of friendship or fraternization with any coaches or competitors.
- Judges are <u>not</u> permitted on the competition floor until the floor is cleared after warm-ups.
   Judge are <u>not</u> allowed to watch warm-ups but may watch march-in and four-minute touches.
- Judges will judge with their panel at least two practice routines at either of the judges' meetings on the first day of the competition.
- Event standards should be strictly enforced in all competitions, and if required (e.g., overtime routines, boundary deductions, team neutral deductions), be noted on the official score sheet.
- Judges must be seated separately on the competition floor.
- Individual judges' scores, start value and UTL (if applicable) must be flashed simultaneously in some manner (e.g., using a flashing device, digital or otherwise, is acceptable).
  - ✓ The Meet Referee will inform judges of the method that will be used to ensure scores, start values, and UTL (if appliable) are flashed simultaneously.
  - ✓ Judges will follow the Open Scoring protocols in the NCAA Rules Modification Section 1.9 and the NCAA Post Season Open Scoring Procedures.
  - ✓ Judges will be responsible for flashing the UTL card, if applicable.
- If paper judges' slips are used, when the runner brings the Panel Judges' slips to the Chief Judges' table, the runner will give the scores to the Chief Judge's assistant, who will hold them along with the Chief Judges' slip until all scores have been submitted and flashed. The Chief Judges should submit their scores to their assistant before they may review the score slips of the Panel Judges.
- The NCAA Post Season allowable range of scores is to be followed for collegiate meets.
- Routine summary forms may not be submitted at the regional or national championships.
- Judges must process all inquiries before the start of the next rotation. For the last rotation, inquires must be submitted within six minutes of the end of the competition (from the posting of the score of the last competitor on the last competing event).
- Judges are to report any infractions to the respective Meet Referee.
  - All judges must check the score sheets (during the competition or at the end) and verify the accuracy of their respective scores by signing the official score sheet.

#### **SPORTS WAGERING**

The NCAA defines sports wagering as putting something at risk – such as an entry fee or a wager – with the opportunity to win something in return. The NCAA opposes all forms of legal and illegal sports wagering on college sports. Athletics administrators, officials and student-athletes cannot place a sports wager for any NCAA-sanctioned sport. This includes wagering on the intercollegiate, amateur, or professional level.

A student-athlete involved in sports wagering on the student-athlete's institution permanently loses all remaining regular-season and postseason eligibility in all sports. A student-athlete who is involved in any sports wagering activity that involves college sports or professional athletics, through Internet gambling, a bookmaker, a parlay card, or any other method employed by organized gambling, will be ineligible for all regular-season and postseason competition for at least one year.

In championships in which a bracket format is used, administrators, coaches, officials, and student-athletes may <u>not</u> participate in bracket competitions where there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules, in bracket contests where there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

#### **TOBACCO POLICY**

The use of tobacco products is prohibited by all game personnel (e.g., coaches, trainers, managers, and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

#### ETHICAL OR UNSPORTSMANLIKE BEHAVIOR BY COACHES, ATHLETES AND TEAMS

Members of the coaching profession have certain inherent obligations and responsibilities to the profession, to the student-athletes and to all those with whom they come into contact. Coaches are expected to be role models who conduct themselves with integrity and high ethical standards always.

The words and actions of a coach carry tremendous influence, particularly on the young people under their direction. It is, thus, imperative that they demonstrate and demand high principles of sportsmanship and ethical behavior.

The following procedures may be executed by any Panel Judge, Chief Judge or the Meet Referee and will appear as a neutral deduction on the score sheet. After issuing a warning, please notify the site representative (for regionals) or committee member assigned to the event (at nationals) so they are aware and can address the issue further with a team administrator.

While deductions may be issued, the institution may also be subject to further disciplinary action and/or a financial penalty of up to \$600 per offense by the NCAA Women's Gymnastics Committee.

- 1. The yellow card is a warning that can be issued to any coach, student-athlete or staff member, and the team's Head Coach will be informed of the issuance of the yellow card.
- 2. If a second yellow card is issued to the same or different member of the team, this will result in a 0.1 deduction from the team score as a neutral deduction. For example, if two different staff members receive a first yellow card, the 0.1 team neutral deduction is incurred.
- 3. A coach that receives a first and second yellow card may remain on the competition floor for safety purposes only (i.e. spotting, equipment adjustment).
- 4. The Meet Referee will submit a Yellow Card Incident Report to document all yellow card warnings/infractions to the National Assigner and the Chairperson of the WCGA Ethics Committee (refer to the "Supplemental Procedures and Forms" document for the reporting form).

#### **SECTION 7 - CHAMPIONSHIP OPERATIONS**

#### **CHAMPIONSHIP OPERATIONS**

Please refer to the <u>NCAA website</u> where all Participant manuals for both Regionals and Nationals are posted with all of the most up-to-date operational information.

#### **SECTION 8 – LOGOS and UNIFORMS**

#### LOGO POLICY

[Reference: Bylaw 12.5.4 in the NCAA Division I Manual.]

The provisions of Bylaw 12.5.4 indicate that an institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, <u>not</u> to exceed 2 1/4-square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

In addition, an institution's official uniform cannot bear a design element like the manufacturer's that is in addition to another logo or that is contrary to the size restrictions.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2 1/4-square inches) of an apparel manufacturer or distributor. The student-athlete may <u>not</u> wear any apparel that identifies any other entity, other than the student-athlete's institution.

These restrictions apply to all apparel worn by student-athletes, and all credentialed personnel in the bench area during the conduct of competition, which includes any practices and pregame or postgame activities.

This Bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are <u>not</u> in compliance with this bylaw shall be forwarded to the NCAA enforcement staff. Non-compliance with this legislation could result in loss of eligibility, forfeiture of points earned by those ineligible student-athletes and adjustment of team standings.

#### **JEWELRY AND UNIFORMS**

An institution's official uniform and all other items of apparel (i.e., tights, T-shirts, warm-ups, tennis shoes) must be identical if worn for both practice and competition days – for competition days, that means from the period when the training room opens through the conclusion of the competition. During the march-in and awards ceremony, team members must be in identical warm-up apparel – even those not competing. Please refer to the USA Gymnastics rules manuals and the NCAA Rules Modifications for additional uniform Rules information. Additionally, team members may wear a small prop (i.e., sun glasses, necklace, crown) during the march-out – no large or handheld props are allowed.

- 1. Student-athletes are only permitted to wear <u>stud piercings</u>. No other jewelry is permitted. After a warning, a <u>0.20</u> deduction will be taken from the student-athlete's score for each occurrence.
- 2. Student-athletes must wear a <u>one-piece leotard</u> (long sleeve or a sleeveless tank leotard), and are allowed to wear any undergarments that are the same color of the leotard or are skintone in color. No bathing suits are permitted.
- 3. Athletes are permitted to wear spandex shorts or long leggings/tights during competition. Any combination of shorts, tights and leotard are acceptable under this ruling, as long as it conforms to the school's official uniform. If more than one athlete is wearing spandex shorts or tights, they must match. For example, the following is acceptable: 2 athletes wearing the same spandex shorts, 3 athletes wearing the same long leggings and 12 athletes wearing the same leotards only without shorts or leggings.
- 4. The Meet Referee will give a "warning" and instruct a student-athlete who does <u>not</u> conform to the uniform policies that she is "<u>out of uniform</u>."
- 5. Student-athletes will be required to comply with the uniform Rules or a <u>0.30</u> team neutral deduction will be taken during team competition or a <u>0.30</u> neutral deduction off the individual's score for individual competitors.

#### **SECTION 9 – TRAVEL AND FEES**

<u>Reimbursement</u>: Fees, per diem, mileage reimbursement and baggage fees, if applicable, will be paid by the NCAA after the competition. Judges will receive reimbursement information from the NCAA within 10 business days of the event's completion.

<u>Fees</u>. Judges for the regional competition will receive \$900. The Meet Referees shall receive \$1,100 for arriving at the site one day before the competition to inspect equipment and attend any required meetings. The selected alternate official will receive a \$450 fee.

Judges for the national championships will receive \$900. The Meet Referee shall receive \$1,100 for arriving at the site one day before the competition to inspect equipment and attend any required meetings and the practice sessions. The selected alternate official will receive a \$450 fee.

<u>Travel</u>. Judges who live within 400 miles of the competition site must use ground transportation. Judges traveling via ground transportation will be reimbursed at the current NCAA rate round trip from their home to the site (but not including local mileage while at the site).

Judges who fly to a championships site must make travel arrangements through the NCAA travel

service, Short's Travel Management (866-821-8547). If a judge must fly to the meet, they must arrive the evening before competition to allow flexibility should a flight be delayed.

**Regional Meet Referees (only):** Please plan on arriving at the regional meet site the day before competition to measure equipment and be present for the walk-through. Regional Meet Referees are approved to rent a vehicle on arrival at the site, and reservations are to be made by contacting Short's Travel, as necessary.

**National Meet Referee:** Please plan on arriving at the national meet site the day before the scheduled equipment measurment and be present for the walk-through and practice day. The national Meet Referee is approved to rent a vehicle on arrival at the site, and reservations are to be made by contacting Short's Travel, as necessary.

<u>Hotel/Per Diem</u>. Hotel expenses (excluding incidentals) for judges required to stay overnight at the championships sites shall be paid by the host institution and later reimbursed by the NCAA.

Judges will receive a \$45 per diem for meals and incidentals for each day of the competition, beginning with the day of arrival and ending with the day of departure. Judges <u>not</u> required to remain overnight at the site also shall receive a \$45 per diem.

#### **SECTION 10- ADDITIONAL MATERIALS**

The following additional reference materials, which are useful for Meet Referees, will be available on the women's gymnastics pages on NCAA.org.

#### **Championship Information**

2024-25 Scoring Guidelines

# **Manuals**

- 2024-25 Host Operations Manual
- 2024-25 Pre-Championships Manual
- 2024-25 National Participant Manual Fort Worth, Texas
- 2024-25 Participant Manual Alabama Regional
- 2024-25 Participant Manual Pennsylvania Regional
- 2024-25 Participant Manual Utah Regional
- 2024-25 Participant Manual Washington Regional
- 2024-25 Meet Referee Manual (Regionals and Nationals)

#### **Rules of the Game**

- 2024-25 NCAA Women's Gymnastics Rules Modifications
- NCAA Women's Gymnastics Rules Newsletter Archive

# Exhibit A

# **Women's Gymnastics Equipment List:**

# VAULT

# Items provided by Equipment Supplier

1	TAC/10 Vault Table (with hanging safety pad)
1	TAC/10 Round-off-Pad, 36" x 54" x 13/8
1	Padded Vaulting Runway (1 3/8" x 3' x 84') – Demo Preferred
2	TAC/10 Board
1	Contoured Vault Safety Zone
1	Monopod Anchor Mat 20 cm or Vaulting Anchor Mat
1	FIG 8 ' x 15.5' x 20 cm V2 - Firm
1	FIG 4' x 8' x 20 cm V2 - Slab
1	Throw Mat 7' x 10' x 10 cm (anti-slip with Dual Density Foam) – demo preferred
1	Throw Mat 8' x 15' x 4" folding – demo preferred (NCAA lines required)
1	8" Skill Cushion 5' x 10' non-slip
1	8" Skill Cushion 5' x 10' "Softy" or AAI Skill Pillow 4'x6'x8"
2	Sting Mat 6'.6" x 8" x 2"
1	TAC 10/Towel (minimum 12 towels)
2	Spray Bottle – Labeled Cleaner
2	Step-in Chalk Holder w/ chalk
1	Score Flasher - 5 digit (chief judge) (4 digit for regionals)
1	100 ft. US Metal Tape Measure
1-Reg	12' Panel Mat for stretching/warm-up
2-Ntl	

# BARS

	Floor Plates or Free standing (Elite Uneven Bars Adapters if floor plates are not
	available)
1	UTB 844 Elite Uneven (with assist step; assist step optional at regionals)
2	Extra Graphite X Bar
2	FIG 8' X 15.5' x 20 cm V2 - Firm
2	FIG 8' x 12' x 20 cm V2 - Firm
1	FIG 5' x 7.5' x 20 cm V2 - Slab
1	Throw Mat 7' x 10' x 10 cm (anti-slip with Dual Density Foam) – demo preferred
1	Sting Mat 6'.6" x 8" x 2"
1	8" Skill Cushion 5' x 10' "Softy" or AAI Skill Pillow 4'x6'x8"
1	Throw Mat 8' x 15' x 4" folding – demo preferred
1	TAC/10 Board
3	High Chalk Holder
Case	Block Chalk
1	Score Flasher – 5-digit (chief judge) (4 digit for regionals)
1	Scotch bright pad for scraping bars
2	Wire brushes
3	Spray water bottles – Label UTB Only
1-Reg	12' Panel Mat for stretching/warm-up
2-Ntl	
1	Spotting Block 30"x30"x30"

# BEAM

1	Elite Reflex Nonadj Beam
1 set	Elite Beam Leg Pads
1 set	Elite Beam Leg Filler Mat System
4	FIG 8' x 15.5' x 20 cm V4 – Firm (2 under and 1 on each end)
1	FIG 8' x 12' x 20 cm V2 - Firm
1	Throw Mat 7' x 10' x 10 cm (anti-slip with Dual Density Foam or standard foam mesh

	bottom) – demo preferred
1	8" Skill Cushion 5' x 10' nonslip (nonslip backing optional at regionals)
1	Sting Mat 6'.6" x 8" x 2"
2	Throw Mat 8' x 15' x 4" folding – demo preferred
1	TAC/10 Board
1	Suede Beam Pad
1	Score Flasher – 5-digit (for finals) Extra Flasher Inserts
2	Step-in Chalk Holder w/ chalk with carpet
1-Reg	12' panel mat for stretching/warm-up
2-Ntl	

# FLOOR

1	46'x46' Power Elite Floor System
	Includes: 46x46 Power Elite Deck
	All Blue Carpet with White lines 12M x 12M
	2 1/4" Puzzle Cut Foam
	18" Wide Corner Mat System
2	Sting Mat 6'.6" x 8" x 2"
2	Throw Mat 7' x 10' x 10 cm (anti-slip with Dual Density Foam or standard foam mesh
	bottom) – demo preferred
2	Step-in Chalk Holder w/ chalk
1	Score Flasher - 5 digit (chief judge) (4 digit at regionals)
Case	Block Chalk
1	Score Flasher – 5-digit (for finals) Extra Flasher Inserts
	60" x 60" Vinyl Floor Sheets (for gymnasts to apply chalk to their feet - versus crushing
	chalk on competitive mats) or carpet squares for chalk trays
1-Reg	12' Panel Mat for stretching/warm-up
2-Ntl	

# NATIONAL COLLEGIATE WOMEN'S GYMNASTICS CHAMPIONSHIPS PODIUM/POST-SEASON PROTOCOL

#### PODIUM CONDUCT

The intent of the podium is to showcase the competing student-athletes. All participants must conduct themselves in a fair and sportsmanlike manner at all times during the competition, in particular:

- at the apparatus and in the corral.
- · during the march in.
- during the march to and from the apparatus.
- during the mandatory participation in the applicable award ceremony.

# **COMPETITION – GENERAL GUIDELINES**

- Only NCAA-approved equipment is allowed on the podium.
- Foreign substances may NOT be placed on the hands and/or feet of the gymnasts or any piece of equipment (e.g., honey and sugar, tuff skin, etc.).
- No trash on the podium.
- To maintain a clean and professional appearance, items necessary to participants (water bottles, slides, etc.) are allowed on the podium during warm-up and touch only, taking care to avoid excess and clutter. All items must be removed once touch warm-up is over.
- After the touch warm-up, the first competitor should remain on the podium to begin competition immediately. Remaining competitors and individuals without duties must exit the podium and return to the designated team corral.

#### DURING A STUDENT ATHLETE'S PERFORMANCE

- Individuals may be on the podium to remove a springboard, move mats, mark mats, or stabilize mats. These individuals should leave the podium if able, when their duties are complete, being careful not to block the view of a judge or line judge.
- Cheering and celebrating with the competitor on the podium by countable coaches is allowed
  after the routine is complete; however, other individuals and teams <u>may not enter</u> the podium
  to celebrate or congratulate anyone. Individuals not on the podium can cheer during routines
  and celebrations from the corral.
- On uneven bars, the chalk station on the podium is for the current competitor to use. Next up competitors shall use the chalk station on the floor.

#### NCAA Sports Wagering Policy

The NCAA opposes all forms of legal and illegal sports wagering, which has the potential to undermine the integrity of sports contests and jeopardizes the welfare of student-athletes and the intercollegiate athletics community.

NCAA Bylaw 10.3 prohibits athletics administrators, coaches, and student-athletes from knowingly participating in sports wagering activities or providing information to individuals involved in or associated with any type of sports wagering activities concerning intercollegiate, amateur, or professional athletics competition. As such, it is our hope and expectation that officials working NCAA championships abide by the spirit and intent of this legislation by not participating in sports wagering of any kind.

The NCAA national office will continue to devote resources to monitoring the sports wagering activity of officials. Officials found to have engaged in sports wagering risk not being selected to work NCAA championships.

Officials play a critical role in helping ensure the integrity and fairness of NCAA championships. The NCAA expects that prospective NCAA championships officials support the NCAA's position in this regard and simply "Don't Bet On It." For more information and resources on sports wagering, please visit our website at <a href="http://www.ncaa.org/enforcement/sports-wagering?division=d1">http://www.ncaa.org/enforcement/sports-wagering?division=d1</a>. If you have any additional questions, feel free to contact Anthony Holman (aholman@ncaa.org; 317-917-6929).

# Coaches Meeting - Agenda

- 1. Welcome
  - a. Meet Referee & Head Coach Introductions
  - b. Meet Referee Purpose
- 2. Meet Logistics
  - a. Line-Up Changes & Substitutions
- 3. NCAA Rules Modifications & Meet Reminders
  - a. Equipment Check
  - b. Equipment Failure
  - c. Chalk, Tape
  - d. Matting
  - e. Uniforms
  - f. Jewelry
  - g. Allowable Score Range
  - h. Finish Position
    - i. For Vault, Bars and Beam
    - ii. For Floor
  - i. Team Neutral Deductions
- 4. Coach Conduct/Meet Etiquette
  - a. Yellow Card
- 5. Judging Reminders
  - a. Score Calculation
  - b. Conferences
  - c. Chief Judge/Meet Ref
- 6. Inquiries
- 7. Video Review
- 8. Skills
- 9. Open Floor/Questions
- 10. Final Reminders

Thank You for your cooperation and professionalism - we hope everyone has successful competition!

#### Meet Referee Checklist

A Meet Referee will be selected and assigned to each of the four regional sites. This individual will serve as a non-officiating judge, with the following duties and responsibilities:

- 1. Conduct the judges meeting at least two hours before competition and review the following procedures, even if it is assumed all judges are experienced:
  - a. Logistics of the meet to include, but not limited to, scoring system, seating of judges, which auxiliary judges are present, and site for signing scoresheets at the end of the meet.
  - b. Review NCAA Rules Modifications, as needed.
  - c. Review and rectify any equipment issues.
  - d. Provide information from the Meet Director.
  - e. Provide professional protocol reminders.
  - f. Review of Open Scoring Procedures and protocols.
  - g. Review when conferences may occur.
  - h. Ensure score inquiries are processed before the next event begins. Review video review process for regionals.
  - i. Review duties with auxiliary judges.
  - j. Distribute team lineups and scoresheets to judges.
- 2. Act as the final authority in all technical matters.
- 3. Be available for counsel on request of the Chief Judge.
- 4. Note any warning given by the Chief Judges concerning incorrect uniforms, jewelry or technical verbale cues. The Meet Referee will then notify the Chief Judges on the other events that a warning has been given so that the appropriate deductions may be applied.
- 5. Be available for five minutes after the official scoresheet signing to address questions or concerns about technical decisions.
- 6. Record all yellow-card instances on the official scoresheet.
- 7. Judge most routines competed in a competition.
- 8. Observe and/or give opinion during judging conferences.
- 9. Review and deliver all inquiries during the competition.
- 10. Work with the scorer's table on score changes resulting from inquiries, including the delivery back and reporting of the decision on the inquiry to the head coach.
- 11. Handle all team-neutral deductions with the scorer's table.
- 12. Assign the alternate judge an event in an emergency or if a judge is not available for duty.
- 13. Confirm accuracy of scoresheet with the NCAA site representative and tournament director. Conduct score verification meeting, if necessary. Sign scoresheet.

#### Judges Meeting – Regionals and Nationals

1. Welcome and introductions.

Alternate judge must be included in the meeting.

- 2. Site representative and/or tournament director updates/questions.
- 3. Rules clarifications for championships.

All rules and guidelines for execution, as applied to the USAG-DP Program (Level 10), will be used with the collegiate modifications outlined in the 2024-25 NCAA Women's Gymnastics Rules Modifications. This document is located on NCAA.org.

4. Landings.

Gymnasts must make sure they do not begin celebrating until they have completed their landings. Review landing deductions with a "show and tell," i.e. 0.10 landing = arm swings on landing to maintain balance; 0.05 = lands with feet hip-width apart or closer, but never joins heels; etc.

5. Uniforms, jewelry.

Refer to the Rules Modifications:

- 6.3 UNIFORMS. a. An institution's official uniform and all other items of apparel (i.e., tights, t-shirts, warm-ups, tennis shoes) must be identical if worn on either practice or competition day. During the march-in and awards ceremony, team members must be in identical warm-up apparel. In addition, for the NCAA competition, a gymnast will be considered "in uniform" if she has a name and/or number on her warm-up apparel and leotard if all team members use a similar font type and color. Names will include only the first initial of the first name and the full last name. Nicknames are not permitted. If two or more gymnasts have the same first initials and last names, the first name may be spelled out.
- **1.** A student-athlete must wear a one-piece leotard and is allowed to wear any undergarments that are the same color of the leotard or are skin tone in color.
- 2. The Meet Referee will instruct a gymnast who does not meet the uniform policies that she is "out of uniform." The gymnast must comply with the uniform rules, or a .30 team deduction will be taken during team competition or a .30 deduction off the individual's score during individual competition.
- **6.4 JEWELRY.** Gymnasts are only permitted to wear stud piercings. No other jewelry is permitted. After a warning, a .20 deduction will be taken from the gymnast's score for each occurrence.
- 7. Improper use of equipment.

As stated in 6.1 under NCAA Rules Modifications, chalk marks are not permitted on the vault runway or on the floor exercise mat except for a small arch in the corners.

- 8. Start value, open scoring, and conferences.
  - Open scoring system is to be used at regionals and nationals: judge gives their score to the flasher; keeping the score flasher facing away from the other judges, the flasher will put their hand on top of the unit to indicate the score is ready; when all judges ready, the scores are flashed and rotated.
    - > Judges are to sit apart.
    - > All scores will be flashed and rotated.
    - Both the start value and the score will be flashed simultaneously. First, the judge shall give the final score to the flasher. Judges shall then simultaneously flash their start value while the average score is being displayed.
    - Score verification procedures will be in place at for each session at regionals and nationals.
    - > The range of scores is determined by the two counting scores. If the average score is between those listed below, then the two counting scores must be within the range of the following:

9.5–10.0 .20 9.0–9.475 .30 8.0–8.975 .50 Below 8.0 1.0

- Conferences should only occur when the two counting scores are out of range, if there is an impossible start value or an UTL that can have an impact on the average score, OR if an inquiry is submitted.
  - Example: Judge 1 score is 9.5 and Judge 2 score is 9.8, the average is 9.65. Since the average (9.65) falls in the top range, the two scores must be no more than .20 apart. Since they are .30 apart a conference between the judges is warranted. All judges will return to their seats and reflash their SV and score.
- 9. Professionalism and interaction with coaches/participants.
  - In accordance with NCAA policy in all sports, judges shall not attend the championships social functions or any press conferences and shall not receive any commemorative gifts from the host institution.
  - Politely remind judges they must keep their verbal interaction with coaches and gymnasts to a cordial greeting/acknowledgement before competition starts. All questions should go through the Meet Referee or NCAA site representatives.
  - Each judge will receive an NCAA patch that must be worn on their uniform. No other patches or emblems should be visible on the uniform. The tournament director will hand out the patches.
  - Judges are permitted to watch march-in and 4:00 touches but not warm-ups.

### 10. Difficulty evaluation forms and inquires.

- Any difficulty evaluation forms turned in by coaches should be distributed and discussed.
- Inquiries must be submitted and completed before the beginning of the next rotation and within 6 minutes of the last competitor for the last rotation. The Chief Judges designate a meeting place for any conferences.

#### 11. Post-meet score verification and tie-breaking procedures.

At the conclusion of the meets, the judges will meet in the judges' meeting room to verify
the scores according to the procedure outlined in the Scoring Guidelines and as directed
by the Meet Director, if needed. Judges should therefore be present to review and verify
the score for each gymnast they judged.

• In regional team competition, ties for second place will be broken by counting six scores per event. If a tie still exists, the team score will be determined by using six scores per event, dropping the high and the low scores and adding the four middle scores. 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. Ties for advancing event specialists will be broken by counting all four scores on the event. If not broken, the Chief Judge score will be the tiebreaker. If a tie still exists, the advancing individual will be the one with the higher NQS.

#### 12. Video review.

• For regionals and nationals, the video review process will mimic the review process used in the regular season. Please refer to Section 7 of the 2024-25 NCAA Women's Gymnastics Rules Modifications and Meet Procedures at <a href="NCAA.org">NCAA.org</a> for more details.

#### 13. NCAA score sheet.

 A blank copy of the NCAA score sheet will be given to each judge at the start of the competition so the judge will know the correct order of competition. All judges and coaches of teams and AA/IES should sign score sheet.

#### 14. Substitution/lineup changes.

- <u>Before the start of an event</u>, changes in the lineup may be made by notifying the NCAA scoring coordinator, who will notify the scoring table personnel, Meet Referee and Chief Judge at the event (via the Chief Judge's headset person).
- <u>After the event starts</u>, the head coach must notify the Chief Judge on the event. The Chief Judge's headset person will notify the scoring table.
- 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.
- A substitute may replace a gymnast in that same position in the lineup, but the order of competition may not be changed.
- Once a student-athlete signals the Chief Judge to begin her routine on any event, she MAY NOT be substituted with another student-athlete regardless of what occurs after the signal.
- Given the above, the .10 deduction (taken from the team total) for competing out of order would be taken in the following situations at regionals and nationals:
  - The coach does not change the original event lineup, but the gymnasts compete out of order. In other words, the gymnast who was originally listed as fourth in the lineup competes third.
  - Coach makes a lineup change prior to the start of the event but does not communicate that change to the Chief Judge at the event or to the scoring coordinator. In this instance, proper notification was not given, and the gymnasts competed out of order

#### 15. Misconduct.

- The following procedures may be executed by any Panel Judge, Chief Judge or the Meet Referee and will appear as a neutral deduction on the score sheet. After issuing a warning, please notify the site representative (for regionals) or committee member assigned to the event (at nationals) so they are aware and can address the issue further with a team administrator.
  - The yellow card is a warning that can be issued to any coach, student-athlete or staff member, and the team's Head Coach will be informed of the issuance of the yellow card.

#### APPENDIX F

- If a second yellow card is issued to the same or different member of the team, this will result in a 0.1 deduction from the team score as a neutral deduction. For example, if two different staff members receive a first yellow card, the 0.1 team neutral deduction is incurred.
- A coach that receives a first and second yellow card may remain on the competition floor for safety purposes only (i.e. spotting, equipment adjustment).
- The Meet Referee will submit a Yellow Card Incident Report to document all yellow card warnings/infractions to the National Assigner and the Chairperson of the WCGA Ethics Committee (refer to the "Supplemental Procedures and Forms" document for the reporting form).
- 16. Collegiate modifications and technical issues.

  In addition to the topics above, please direct judges to review: the 2024-25 NCAA Women's Gymnastics Rules Modifications at NCAA.org.
- 17. Other business/questions.
- 18. Adjournment.

