

**2023 2024 Supplemental Procedures and
Forms to the NCAA Rules Modification
Document**

Developed by the Women's Collegiate Gymnastics
Association (WCGA) JAS Committee

October 23, 2023

NCAA Women's Gymnastics Inquiry and Routine Summary (IRS) Form

Inquiry

 Video Inquiry

 Routine Summary

Check event:
 Vault
 Bars
 Beam
 Floor

Gymnast Number: _____ Gymnast Name: _____ Score: _____

Head Coach Name: _____ Team: _____

INQUIRY

Purpose of Inquiry	Coach Question (check box)	Judge Response and Rationale
Start Value		
Flat Composition/UTL		
Neutral Deduction or Unusual Occurrences		

Coach completes first two columns

Judge Reply: Awarded yes or no

	Value Part & Bonus	Description of Element and/or Number in USAG Code	Yes No	If no, list reason
1				
2				
3				
4				
5				
6				
7				
8				

	Judge 1	Judge 2	Judge 3	Judge 4	Average
Start Value (SV)					
Score					
SV Adjusted					
Score Adjusted					

If SV/score was changed due to incompleteness of higher value skill or rhythm of combination, describe on back of form.

Signature of Chief Judge/Meet Referee: _____

FOR ROUTINE SUMMARIES ONLY

Judge # _____

Your Start Value _____ Your Score: _____

	Write reason for deduction for elements/combinations (use description above and corresponding numbers below)	Deduction
1		
2		
3		
4		
5		
6		
7		
8		
Total Deductions should correspond to score you gave this routine, not the average score:		

Additional comments may be made by the judge on the other side of this form.

Instructions for the NCAA Women's Gymnastics Inquiry and Routine Summary (IRS) Form

This page of instructions must accompany the form on the previous page. Two-sided printing is recommended.

This form is to be used for inquiries, video inquiries, or routine summaries. Coaches should complete all of the information requested before submitting the form to the Meet Referee.

INQUIRIES

Inquiries must be made in writing before the beginning of the next event and must pertain strictly to (a) Start Value (difficulty, special requirements, and bonus values); (b) Compositional Requirements; and (c) Clarification of Neutral Deductions or Unusual Performance Occurrences/Falls. When all Start Values are 10.0, only inquiries about items b and c are permissible.

ROUTINE SUMMARY FORMS: to be used for Regular Season and Conference Championships

The Routine Summary Form is a method for a coach to obtain information from the judge(s) in order to clearly understand the deductions applied. It is intended as an educational tool for the student-athlete and coaching staff. Regardless of the comments written by the judge, no scores will change as a result of the Routine Summary Form.

If this form has already been used for an inquiry, the coach must check the box indicating a Routine Summary is being requested and re-submit the form to the Meet Referee (who will have already returned the Inquiry Form to the coach).

Each institution is permitted to submit up to a total of six (6) Routine Summary Forms per competition, not apparatus. The Routine Summary Forms are to be given to the Meet Referee, who will distribute and complete with the event officials following score verification and return them to the respective coach. The Meet Referee may provide verbal feedback to the coaches as well as clarify and/or provide additional feedback.

It is the responsibility of the head coach to provide the element information and two copies of this form (4 copies when four-judge panels are used) to assist in the timely completion of this process.

Judges should complete the Routine Summary Form independently. **Judges should sit apart to complete the form.** Judge shorthand should not be used. Write your deductions/comments in the line that corresponds to the description of the element/combination in the Inquiry Form section of the form. Additional comments may be made below.

Comments by Judge for Routine Summary Form

NCAA VIDEO REVIEW FORM

Name of Institution: _____

Event: _____ Competitor's #: _____

Signature of Head Coach: _____

Special Requirement: Describe the special requirement in question:

-

UTL: Describe the up to level deduction in question:

Neutral Deduction (Out of bounds, Over/Under Time on BB and FX): Describe the neutral deduction in question:

Individual Skill: Describe the individual skill in question:

Connection or Combination: Describe the connection or combination in question:

Additional Comments:

Judges Response:

Head Judge: _____ Signature: _____
Print Name

2nd Judge: _____ Signature: _____
Print Name

Meet Referee: _____ Signature: _____
Print Name

Score Adjusted to: _____

NCAA WOMEN'S GYMNASTICS MEET REFEREE CHECKLIST AND DUTIES

Meet Referee Pre-Meet Procedures

- Communicate with Chief Judges to ensure onsite review videos have been selected from non-competing institutions. This task may be done **by the Chief Judge or by the Meet Referee**, but it is the responsibility of the Meet Referee to ensure the onsite reviews occur. Routines are posted on the NAWGJ website and in the Google Drive. Download instructions are on the [NAWGJ website](#).

- Arrive at meet early and introduce yourself to the Head Coach of all competing teams.
 - Inform coaches where you will be located during the meet.
 - Ask coaches if their team has any unusual or frequently missed elements.
 - Spend the same amount of time with each team.

- Introduce yourself to Meet Host, Scorer, Announcer
 - Clarify who goes first when starting a routine: announcer or green flag
 - Clarify the meet format: alternating events or continuous
 - Clarify television procedures/TV holds if applicable
 - Obtain the number of exhibitions per team/event if applicable
 - Ask about scoring devices; arrange practice if judges are unfamiliar with the device
 - Ask how you will be informed when coaches have signed score sheet at the end of meet

- If an equipment issue is raised by the competing institutions prior to or during the competition, the Meet Referee will work with the meet director and host to rectify the issue. During the regular season, meet referees are not directed to or asked to measure each apparatus prior to the competition.

Meet Referee Pre-Meet Checklist

The following activities are the responsibility of all Meet Referees prior to the beginning of competition at NCAA Women's gymnastics meets:

- Conduct an Officials' Meeting 45 minutes prior to competition and review all meet procedures (even if it is assumed all judges are experienced). Discuss the logistics of the meet including but not restricted to the scoring system, seating of the judges, warm-up procedures, and the location for signing score sheets at the end of meet.

- Discuss any information provided by the Meet Director.

- Review collegiate rules modifications including:
 - Open scoring procedures
 - Rules and procedures for substitution of athletes
 - When conferences may occur

- Inquiry process, including procedures for a video inquiry. Remind judges that the skill or connection under review is subject to additional deductions for incompleteness or rhythm if an inquiry results in change in SV.
- Routine summary process and purpose: both judges must complete independently; remind judges that they need to be able to describe why deductions were taken.
- Video review process: remind judges that there is no deduction for a video review.
- Yellow card procedures for coach, student-athlete, and staff behavior Note: The yellow card is the warning. The second occurrence results in a .10 deduction.
- Remind judges that warnings and deductions for the leotard are not given in collegiate gymnastics (e.g., size of straps, underwear showing, backless leotard, high cut leotard with hip bone showing, other).

Ask judges if they are familiar with the scoring input device; provide practice if needed.

Remind judges of relevant items in the *NAWGJ Code of Professional Responsibility*, e.g., be thoroughly prepared for the assignment; always look and act professional; quickly and accurately produce a score; be prepared to explain and support scores in conferences, inquiries, and routine summaries; be completely unbiased; render a fair, honest, and impartial judgment; emphasize the importance of non-reputational judging:

- Remind judges to judge what they see not what was on social media or television.
- Emphasize the importance of judging consistently across all teams, divisions, and conferences.
- Remind judges that every .05 counts for NQS (team & individuals from any division) and All-American status.

Remind judges to refrain from commenting on the meet or their judging assignment on social media. Non-compliance may result in loss of assignment.

Ask auxiliary judges to introduce themselves to judging panels. Meet Referee should review duties with auxiliary judges, if applicable.

Provide time for judging panels to practice judge videos to review collegiate rule differences. The focus is not on the score but on the SR, VP, Bonus, UTL, & Composition deductions, particularly those unique to collegiate gymnastics.

Distribute team lineups and scoresheets to judges. Ask judges to check for correct spelling of names, rating, and event assignments.

Inform judges of the number of exhibition gymnasts.

Remind judges they are expected to stay at meet site **in uniform** until all summary forms are completed.

Remind judges they are not allowed to leave the location of the competition until head coaches have signed the official score sheet and judges are dismissed by the Meet Referee. (Note: The proposal to change this procedure was not approved. Hence, judges must stay until all coaches have signed the official scoresheet.)

Give Meet Referee checklist to Meet Director.

Meet Referee During Meet Duties

Meet Referees who are also judging may not be able to complete all the activities on this list due to their judging responsibilities. However, they should try to conduct as many of these duties as time permits. These activities are noted by an asterisk (*).

- Monitor Open Scoring protocol; unobtrusively remind judge if it appears protocol is not being followed. *
- Observe/give opinion during conferences; ensure conferences are conducted in a timely manner. *
- Try to judge at least 50% of routines per event as time permits. *
- Review and deliver all inquiries during competition.
- Consult with coaches considering an inquiry, review inquiry form for completion. If time permits, obtain SV and scores from scoring table, and enter on form.
- Prior to taking an inquiry form to the panel, the Meet Referee should **independently** review a video of the routine if it was not previously observed by the Meet Referee. For this replay, the MR may view the video only one time and at regular speed. The Meet Referee should refrain from commenting to the coach after watching the replay to preserve the integrity of the panel's input.
- **Follow procedures for the Video Inquiry if applicable (see procedural guidelines).**
 - Conduct the inquiry meeting with panel if time permits. * The meeting should be conducted in a collegial, not an officious, manner.
 - Ensure SV, scores, UTL, composition are noted.
 - Meet Referee may ask questions, counsel panel, and give personal opinion.
 - Meet Referee may require a score change for questions related to SV, VP, UTL, Composition (flat deductions), skill combinations, or neutral deductions under the following conditions:
 - After the inquiry (or video inquiry) process has been completed (this allows the judges to correct their own error first).
 - If there is a split decision by the judging panel, the Meet Referee will make the final decision.
 - Meet Referee may require a score change for questions related to execution only in cases where there is a clear yes-no decision, e.g., feet hitting the bar, grabbing the beam, release move not touching the bar. The Meet Referee may not require a score change related to execution judgement calls such as amplitude, degree of split, degree of completion, or similar deductions.
 - Meet Referee: ensure score change is made at scorer's table if applicable.
 - Meet Referee: ensure inquiry form is returned to the coach.
- When an equipment failure occurs, the Meet Referee may use the video (both real time or slow motion) to determine if and when the failure occurred and how to proceed.
- Act as final authority in all technical matters.
- Gather any routine summary forms to be completed by the judges following the competition.
- Note any warnings given by chief judges concerning non-performance neutral deductions. The Meet Referee should then notify the chief judges on the other events and coaches that a warning has been given.
- Handle all team neutral deductions with the scorer's table.
- Step in as an acting judge in an emergency or in the case that a judge does not report for duty.

Meet Referee Post Meet Duties

- Ensure routine summaries are independently completed and submitted.
- Be available to head coaches for a minimum of 5 minutes following the signing of the official score sheet.
- While waiting for scoresheets, ask judges if there are any areas of uncertainty to communicate to coaches (e.g., possibly missing a front/back/side choreography on beam) and communicate a friendly alert to coach; do not suggest judges may have made a mistake—let the coach know you are providing feedback in an area of uncertainty.
- Remind judges they need to stay until coaches have signed official scoresheets; the Meet Referee may text or call one judge in the meeting room after coaches sign so the judges can leave (the Meet Referee needs to remain available to coaches for a minimum of 5 minutes after score sheet signed).
- Do not distribute Routine Summary Forms until the official score sheet has been signed by judges.
- When returning Routine Summary Forms to the coach, Meet Referees may provide their own observations about the routine but must clearly state this is their personal observation, not that of the judging panel. Comments should be made as a suggestion to review the routine, e.g., “you may want to check the choreography requirement on beam for your gymnasts to make sure they all have side choreography.”
- Complete the Yellow Card Incident Report Form and submit it to the National Assignor and the Chairperson of the WCGA Ethics Committee. The report is required even if no deduction was taken.
- Return Meet Referee Checklist to Meet Director.
- Submit evaluations of all judges in RTN/JAS

Yellow Card Incident Report

Name of Institution: _____

Name of Coach: _____

Date of Competition: _____

Issuing Judge: _____ Meet Referee: _____

Select Yellow Card Issued:

First Yellow Card Issued

Second Yellow Card Issued (team deduction)

Description of Incident:

The Meet Referee assigned to the competition will submit the yellow card incident report, via email, to the National Assigner and the Chairperson of the WCGA Ethics Committee.

Lois Colburn, National Assigner

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Margie Foster-Cunningham, WCGA Ethics Committee Chair

mfcgym@gwu.edu

Dual Meet Protocol When Missing a Judge Proposal 2023.III.26

When a dual meet does not have enough judges due to flight delays or last-minute emergencies, the following format will be used:

1. The walking meet referee will become an acting judge in the vacant position.
2. If the meet does not have a walking meet referee, the following format can be used.
The meet format when two teams are competing will be adjusted to allow one official to be a “traveling” judge (to be designated by the Meet Referee) to judge in place of the absent judge as follows:
 - Two judges will judge all vaults for team #1. Team #2 begins one-touch on bars at their discretion, keeping in mind the timing of the meet. When the traveling judge is finished judging team #1 on vault, the judge will move to bars, judging team #2 on bars. The judge will stay on bars while team #1 completes their one-touch and competes. Team #2 can begin one-touch on vault at their discretion keeping in mind the timing of the meet. The traveling judge will go back to vault to judge team #2. This process will be repeated for beam and floor.