

## NORTH CAROLINA MEET DIRECTOR PACKET

**Enclosed is information you will need to run your meet.**

**Judging List.** This serves as your contract from the assigned judges. The assignors will send the list to you no later than 3 weeks prior to your meet. This is usually done via e-mail. Please note on your Request form an e-mail address that is checked once per week. If you do not have access to e-mail please note a mailing address on your Request Form. Judges will bring to the meet site any updated professional information as well as their Social Security number. If needed, the assignors will notify you of replacements.

**Changes.** The Request-For-Judge Form serves as your contract with NAWGJ. You should make changes or cancellations of officials as soon as possible and no later than **7 days prior to your meet date.** Please notify all contracted judges and Mary Hoagland of any changes **in writing** or with a personal phone call. See R & P 68-69.

**Meet Schedules & Maps.** Send maps and schedules to all assigned judges, Jennie Adams, and Mary Hoagland. This should be done at the same time schedules are sent to participating clubs. Please include the Hotel information, Gym name, meet address, Meet Director's name and a number where someone can be reached on the day of the Meet. A hard copy of meet information should be available as well as electronic notification to assigned judges.

**Hotel/Travel.** Please contact judges to determine their hotel needs. (Anyone that would have to leave their house prior to 6:30 AM to arrive 30 minutes prior to March-In is eligible for a room the night before). Judges that drive back and forth for a two-day meet are not eligible for mileage both days (R & P pg.68) if lodging is provided. If you are not willing to provide housing for judges please note this information on your Request Form.

**Meals.** Any meal provided by you should be nutritious and at least one meal per day should be hot. (IE casserole or lasagna). Include information about meals to the judges with meet information. Judges with dietary restrictions should bring their own food. Judges that travel over 100 miles may be eligible for per diem in addition to a meal provided on site.

### Meet Needs :

**Equipment:** Specs in Rules and Policies part 6. Meet set up part 2. In addition:

Writing pads, pencils, staplers, flag, etc. should be placed at each chief judge's table.

1. Vault (Optional only) Post a list of Vault Numbers and values. Also, provide an extra flasher for vault numbers (Required at Optional State Meet)
2. Bars (1) Stopwatch for timing warm ups and fall time.
3. Beam (2) stopwatches for timing warm ups, routines, and fall times. A bell for warning and overtime.
4. Floor (1) stopwatch for timing warm ups and routines (optional only)
5. Judges may sit apart or together. It is better if there is at least one person separating the judges.

**At State Meets, 8-10, must have start value and score flashers for each judge.**

### Volunteers

1. Adults should be used for timers (see above) At State Meets it is recommended to have a local judge serve as beam timer.
2. Runners and flashers are needed at each event. If electronic flashers are used it is recommended to have a judge's assistant
3. At large meets you may need an event coordinator to help everything run smoothly.
4. Please announce that flashed scores are NOT official.

### Forms

1. \*Score Talley sheets -Place one at each event (4/ session)
2. \*Score slips-color coded by event/or judge. One slip per gymnast, placed at each event. State Meets require four slips per gymnast.
3. \*Judging Analysis Forms (Base Score) there should be one per event/level. At State Meets a video base score is required. NCNAWGJ has a TV/VCR/DVD if needed.
4. \*Inquiry Forms, you may place one in each coaches packet or have them at the score table.
5. \*Judge's Evaluation form (included) Completed forms should be returned to Mary Hoagland

Please contact me if you have any questions concerning the judging aspect of the meet. Have a Great Season!

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\*Forms are available at NC Web page [www.nc-usag.org](http://www.nc-usag.org). Or ^USAG Web [www.usa-gymnastics.org](http://www.usa-gymnastics.org)