

1/8/2008

Dear Meet Directors,

We have another very busy season ahead with many meets on the same weekend.

ASSIGNING: The USAG Board has set up recommendations for assigning judges based on numbers collected from the Meet Intent forms. In some cases you will be assigned fewer than 8 judges, judges for only one day, or some judges that are not rated Level 10. The assignors will do everything possible to make sure you have enough properly rated judges to accommodate your meet. However, to cover all meets you may have to use creative scheduling such as two events at a time or have two level 10 judges follow the optional gymnasts while the lower rated judges cover the Prep Op gymnasts.

It is important that judges and the assignor know when a schedule will result in a judge needed to judge more events than they have been assigned by the assignor. Your athletes train and prepare for their meets - the judges do too. Please make sure they know what you expect them to do so they can be prepared.

MEET INFORMATION: Make sure the judges receive a complete schedule with directions to your meet site. This should be someone's job to make sure the judges receive this information or at least know the Web address to find this information. Information should include report time, all levels of athletes competing and complete information about the meals you are planning for the judges.

MEALS & LODGING-Please contact judges if your meet will require overnight travel. Rule of thumb is if the judges must leave their house before 6:00 AM or arrive home after 11 PM you should offer them a room.

For Judges that live more than 50 miles one way from the meet site they should be offered a room for overnight meets. If they choose to go back and forth they should only charge mileage for one day. If you prefer for them to travel back and forth and not offer hotel rooms you should state that clearly in the meet information you send to them and understand they will charge round trip mileage for every day of the meet.

Rules and Policies have very basic guidelines for providing meals to judges. Meals should be provided as close to regular meal time as possible. Food should be healthy and varied (we love fresh fruit and veggie trays) it should not be concession style food and at least one meal should be hot. (Casseroles, soups, salads, deli style sandwiches, some form of protein for breakfasts, etc) If the schedule of your meet is such that meals cannot reasonably be provided at meal time a healthy snack may be in order to tide them over. It is acceptable to take it to their judging stations during the meet if that is necessary. It is also acceptable to pack meals to go home with the judges. Communication prior to meet day is essential to avoid misunderstandings. Judges with special dietary requirements will provide their own meals.

Mary Hoagland
NC NAWGJ Director

MEET NEEDS

Equipment Follow equipment specs in Rules and Policies in addition:

Writing pads, pencils, staplers, flags, etc. should be placed at each Chief Judge' table.

1. **Vault** (optional only) Post a list of Vault numbers and Values. Also, an extra flasher for vault numbers (Required at Optional State Meets).
 2. ***Bars 1 stop watch for timing warm ups and fall time**
 3. ***Beam 2 stop watches for warm up, routine time, and fall time. A bell for warnings**
 4. ***Floor 1 stop watch for timing warm ups and routines (Optional only)**
- An extra watch should be available in case of malfunction.
 - Start Values are required to be flashed or recorded at all optional meets.

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 an electronic system is used it is recommended to have a judge's assistant.
3. In addition at large meets you may need event coordinators to help everything run smoothly.

Forms

1. **Score tally sheets** - Place one at each event (4 total) every session (These are used at State Meets and large invitationals).
2. **Score slips** - color coded by event or by judge (4 judge panels). One slip per gymnast, placed at each event (small sticky pads or small slips of paper)
3. **Base score sheets**. WTC Judging Analysis Forms (<http://www.usa-gymnastics.org/forms/>) there should be one per event/ level.
4. **Inquiry Forms** (<http://www.usa-gymnastics.org/forms/2003/inquiry.pdf>). These should be placed in the coach's packets or in a central location, or the score table.