

2010-2011

ALBERTA GYMNASTICS FEDERATION

TRAMPOLINE & TUMBLING PROGRAM

Technical Handbook



TABLE OF CONTENTS

1.	GENERAL INFORMATION	4
1.1	INTRODUCTION	4
2.1	TRAMPOLINE & TUMBLING TECHNICAL COMMITTEE (TTTC)	4
A.	Composition	4
B.	Current Technical Committee Members.....	4
C.	TTTC Mission Statement and Goals.....	5
D.	Responsibilities.....	5
E.	Meetings & Quorum	5
F.	Voting Privileges.....	5
G.	Elections	6
3.1	TRAMPOLINE AND TUMBLING TECHNICAL HANDBOOK	6
A.	Purpose	6
B.	Technical Regulations.....	6
C.	Validity	6
D.	Modification	6
4.1	ELIGIBILITY	6
2.	TRAMPOLINE & TUMBLING PROGRAMS	7
1.1	CANJUMP PROGRAM (Non-Competitive)	7
2.1	PRE-COMPETITIVE – F.A.S.T. (Foundational Acrobatic & Strength Testing).....	7
3.1	COMPETITIVE PROGRAMS	7
4.1	COMPETITIVE STRUCTURE	8
3.	GENERAL COMPETITIVE REQUIREMENTS	8
1.1	EQUIPMENT REQUIREMENTS.....	8
2.1	CHANGE OF COMPETITIVE CATEGORIES	8
3.1	GENERAL COMPETITION PROCEDURE.....	9
4.1	Judging of competitions	9
A.	Preliminary Round.....	9
B.	Finals Round.....	9
C.	Start of a Pass.....	9
D.	Winners	9
E.	Team Competition.....	9
F.	Competition Cards (DD Sheets).....	9
G.	Dress for Competitors	9
H.	Safety.....	10

I.	Tie Breaking Rule.....	10
J.	Method of Scoring.....	10
4.	AGF SANCTIONED COMPETITIONS AND EVENTS.....	10
1.1	PROVINCIAL CHAMPIONSHIPS	10
A.	Qualifying standards to compete at Provincial Championships.....	10
B.	Provincial Champions	10
2.1	Selection Event for Western Canada Cup	11
A.	PROVINCIAL ONLY SELCTION EVENT FOR WESTERN CANADA CUP	11
B.	Qualifying Trials to Canadian Championships	11
C.	Medical Petitions & Qualifying Scores	11
3.1	ALBERTA TEAM – PROVINCIAL LEVEL.....	11
A.	Team Selection and Commitments	11
4.1	ALBERTA TEAM – NATIONAL LEVEL.....	11
A.	Team SELECTION AND COMMITMENTS	11
B.	Financial commitments	12
5.1	QUALIFYING SCORES	12
6.1	EVENTS AND AGF SANCTIONING PROTOCOL.....	17
A.	Awards for Provincial Championships.....	17
B.	Video-taping.....	17
C.	Competition Warm-Up Format	17
D.	Competitive Order.....	18
E.	Petition Procedure	18
F.	Meet Entry Fees	19
G.	Competitive Registration	19
H.	Event Results	19
I.	Medical Personnel.....	19
5.	JUDGING	19
1.1	Duties	19
2.1	JUDGING QUALIFICATIONS/UPGRADING.....	19
A.	Pre-Competitive/Provincial LEVEL.....	19
B.	National LEVEL.....	20
C.	F.I.G.	20
D.	GENERAL JUDGING REQUIREMENTS.....	20
E.	AGF Judges REGISTRATION	21
F.	HONORARIA	21
G.	INVITATIONAL COMPETITIONS.....	21
6.	COACHING	22
1.1	COACHING PROGRAMS AVAILABLE IN ALBERTA.....	22
A.	NCCP Certification	22

B.	AGF CERTIFICATION REQUIREMENTS.....	22
2.1	COACHING QUALIFICATIONS FOR AGF SANCTIONED EVENTS	22
A.	F.A.S.T Level Coaches	22
B.	Provincial Level Coaches	22
C.	National Level Coaches	22
D.	SELECTION OF TEAM COACHES.....	22
E.	Requirements/Guidelines	23
F.	Roles and Responsibilities of Alberta Team Coaches.....	24
7.	STANDING GUIDELINES & PROCEDURES	24
1.1	GENERAL.....	24
A.	AGF Code of Ethics/Code of Conduct.....	24
B.	Regulations for Alberta Team Representatives.....	24
2.1	AGF EXPENSE POLICY	25
A.	Summary	25
B.	Travel.....	26
C.	Cancellation.....	26
D.	Accommodation	26
E.	Meals.....	26
F.	Exceptions to the Policy	26
3.1	AGF Enhancement funding.....	26
4.1	ATHLETE OF THE YEAR.....	27
5.1	ATHLETE ACHIEVEMENT AWARDS	27

Members-at-Large

Matt Wheele

bokl@hotmail.com

Jamie Atkin

jamie.atkin@airdrieedge.com

All TTTC members' phone numbers can be obtained through the AGF office.

C. TTTC MISSION STATEMENT AND GOALS

The TTTC will promote and thereby increase public awareness of our sport, promote (and assist with achieving) the highest standards of excellence from our coaches, judges and athletes (in training and in competition) and continually expand our program in both numbers and expertise.

D. RESPONSIBILITIES

The TTTC has the overall responsibility for all actions taken in the Trampoline and Tumbling competitive program. More specifically:

- a) Ensures the development and maintenance of programs that are specific to the Trampoline and Tumbling Program including:
 - i. The provision of competitive opportunities for the athletes of member clubs;
 - ii. The development and implementation of processes by which athletes can be selected to represent Alberta at major competitive events;
 - iii. The development and implementation of rules and regulations governing participation in the competitive program;
 - iv. The provision of leadership development opportunities for coaches of competitive athletes and judges;
 - v. To provide input to GCG with regard to technical matters relevant to their respective discipline;
 - vi. To perform any other functions necessary to the provision of programs specific to the individual disciplines.
- b) Formulates an annual plan and a corresponding budget for consideration by the Board of Directors and shall operate its programs in a manner consistent with the budgetary directives of the Board of Directors.

E. MEETINGS & QUORUM

- a) The Technical Committee shall meet at least once every two (2) months between September and May.
- b) The Trampoline & Tumbling Program Assembly shall meet once (1) every June. This meeting will be considered the Annual General Meeting.
- c) Quorum for Technical Committee meetings shall be comprised of half the voting members of the Committee.
- d) Quorum for Technical Assembly meetings shall be comprised of at least one-third (1/3) of the total competitive T&T clubs in good standing registered with AGF. However, if at the time appointed for the holding of the given TTTA meeting the required quorum cannot be achieved, the meeting shall then stand adjourned for twenty (20) minutes at the same date and place. The members then present and entitled to vote shall be deemed as meeting the required quorum and shall be competent to transact the particular business for which the meeting was convened.
- e) All meetings will be chaired by the Technical Chairperson with the AGF representative recording the meeting minutes.

F. VOTING PRIVILEGES

- a) During meetings of the Technical Committee, the Coaching Coordinator, Judging Coordinator and each Member-at-Large shall be entitled to one (1) vote with the Chairperson voting only in the event that they are casting the deciding vote.
- b) Proxy votes shall not be permitted at meetings of the Technical Committee.

G. ELECTIONS

- a) Each position of the Technical Committee shall be elected by the voting delegates present at the respective Technical Assembly for a two-year term, according to an alternating schedule as follows:
 - i. Even-numbered years: Coaching Coordinator and one (1) Member-at-Large
 - ii. Odd-numbered years: Chairperson, Judging Coordinator and one (1) Member-at-Large
- b) Each member club that offers a Trampoline and Tumbling competitive program and is registered as such with AGF shall be entitled to one vote at the Trampoline and Tumbling Technical Assembly.

3.1 TRAMPOLINE AND TUMBLING TECHNICAL HANDBOOK

A. PURPOSE

The purpose of the Trampoline and Tumbling Technical Handbook is to ensure consistency in the Trampoline and Tumbling Program.

B. TECHNICAL REGULATIONS

Technical regulations governing all sanctioned events within the Province of Alberta will be the most current revision of the Canadian Competition Rules published by GCG. In case of dispute or absence of guidelines in the GCG Canadian Competition Rules, the current FIG Code of Points will be used as the reference, or for competitions involving Provincial level athletes, this handbook shall be used as the reference.

C. VALIDITY

These rules are valid for one year from one Trampoline and Tumbling Technical Assembly Meeting to the next. These rules shall govern all sanctioned events and act as a guideline for all invitational events.

D. MODIFICATION

At the conclusion of each season, the Technical Committee shall conduct a review of the rules and regulations and shall prepare any recommendations for presentation at the Annual Technical Assembly. Decisions of the Assembly shall be made in accordance with the provisions of the AGF bylaws. All member clubs eligible to vote at the preceding assembly meeting must unanimously approve modifications to rules or regulations that are presented or recommended at any time other than the Annual Technical Assembly.

4.1 ELIGIBILITY

- a) All athletes, coaches and judges representing Alberta must be registered AGF members and comply with AGF's regulations for Alberta Team members.
- b) For registering athletes in age categories; age is determined by the participant's age as of December 31 of the competition year.
- c) All coaches participating in a provincially sanctioned event within the province must be registered AGF members and must comply with the current Technical Committee requirements for NCCP certification.
- d) Athletes will be allowed to compete at AGF sanctioned events only if they are represented by a registered, qualified coach as described in the AGF regulations.
- e) Participants may not simultaneously act as both athlete and coach during the same session of an AGF sanctioned competition.
- f) A coach of a provincial level athlete may compete at the national level at the same meet, as long as the national level and provincial level competitions are occurring at different times.

2. TRAMPOLINE & TUMBLING PROGRAMS

1.1 CANJUMP PROGRAM (NON-COMPETITIVE)

This program is Alberta's Skill Development Program for Trampoline and Tumbling. CanJump is designed to focus on the individual. This "learn to" program will allow participants to progress step-by-step focusing on skill progressions and continuous learning through encouragement, positive feedback, and recognition awards.

Included in the program are skill posters for the participants on which they can track their progress. Instructors can use stickers on the skill posters to continuously display skill development. Once an individual has completed a step, they will receive a crest to acknowledge their achievement. Clubs have the option of working on the events that best suits their needs; this may include all three or only certain ones. For more information, please contact the AGF office.

2.1 PRE-COMPETITIVE – F.A.S.T. (FOUNDATIONAL ACROBATIC & STRENGTH TESTING)

The three F.A.S.T. Levels have been designed to provide progressive skills for the beginner. F.A.S.T. consists of three levels, Level 1 being the beginner level and Level 3 being the most advanced. The program is designed to focus on both physical and technical preparation.

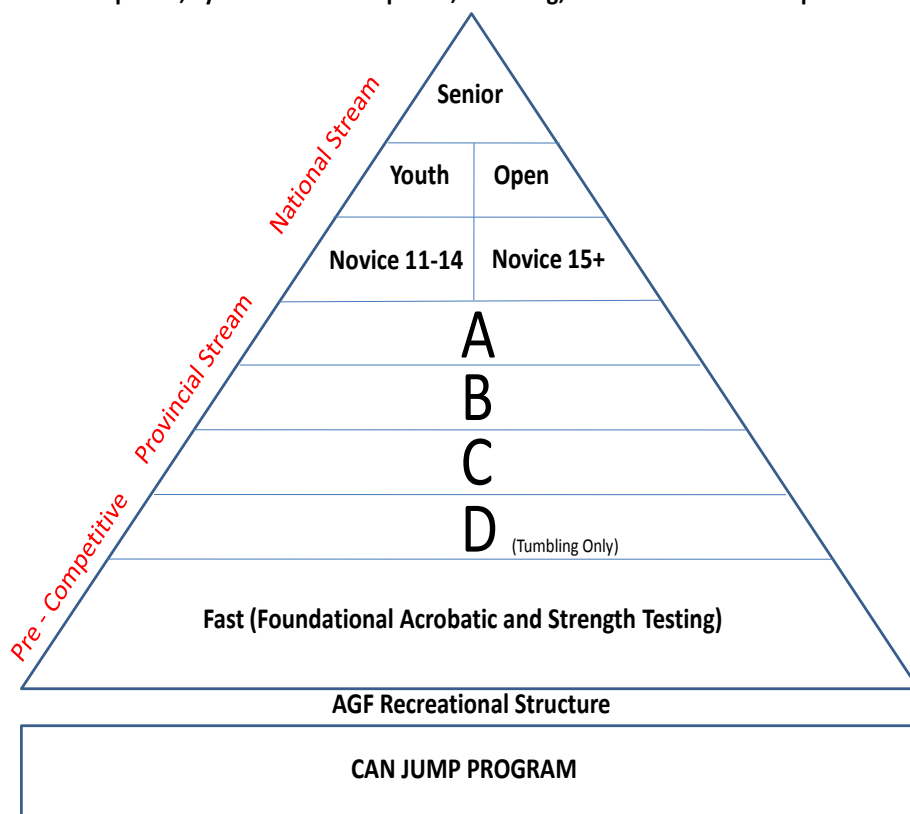
3.1 COMPETITIVE PROGRAMS

The Competitive Programs consist of four provincial levels (five for tumbling) and four national levels. The competitive program has four events:

- Tumbling
- Double Mini Trampoline
- Individual Trampoline
- Synchronized Trampoline

4.1 COMPETITIVE STRUCTURE

AGF Competitive Structure for Trampoline, Synchronized Trampoline, Tumbling, and Double Mini Trampoline



3. GENERAL COMPETITIVE REQUIREMENTS

1.1 EQUIPMENT REQUIREMENTS

- Refer to Appendix 1 Alberta Trampoline and Tumbling Equipment Requirements for Provincial and F.A.S.T. Levels.
- Refer to Appendix 2 Alberta Trampoline and Tumbling Equipment Requirements for Provincials and Trials to Nationals.
- Refer to the current FIG Code of Points for National Level Rules and Regulations.

2.1 CHANGE OF COMPETITIVE CATEGORIES

- All athletes must be registered with AGF as competitive athletes prior to participating in any sanctioned event.
- Provincial level athletes are able to compete at any level subject to coach's discretion.
- National level athletes initially register in the appropriate category (subject to age and skill requirements) and are allowed to move to the next higher category (e.g. Novice 11-14 to Youth) at the coach's discretion. However once they compete at Canadian Championships at that level, they may not change to a lower category without having their coach petition, in writing, to the Technical Committee. Final decision regarding the petition for change will be made by the Technical Committee.
- A recreational athlete may be deemed a competitive athlete by registering for an AGF sanctioned competition by the deadline indicated on the meet entry form. An upgrade form (See Appendix 2) must be submitted to the AGF office along with applicable fees. (e.g.: registration fees for the competition, upgrading fee for the athlete as well as upgrading fee for the club if it is not already registered as a competitive club.)

3.1 GENERAL COMPETITION PROCEDURE

Competitions can be comprised of a preliminary round and a finals round. With the exception of Provincial Championships, a finals round is the decision of the host of the event and must be made prior to the start of the event. On Double-Mini Trampoline at all AGF sanctioned Trials to Nationals, finals are required. See Qualifying Scores for minimum standards to compete in finals.

4.1 JUDGING OF COMPETITIONS

Judging at all competitions will follow the Canadian Competition Rules published by GCG and the current FIG Code of Points.

A. PRELIMINARY ROUND

- a) The preliminary round consists of a set number of optional and/or compulsory passes.
- b) The start order will be randomly drawn and will be in effect for all preliminary routines/passes.

B. FINALS ROUND

- a) At Provincial Championships the top ten scores from preliminaries compete in the finals round. See Qualifying Scores for minimum standards to compete in finals on all events.
- b) The start order for the finals round is determined from the results in the preliminary round; the athlete with the lowest score competes first.

C. START OF A PASS

- a) Each competitor will start on the signal from the head judge.

D. WINNERS

- a) The winner is the competitor with the highest overall score.

E. TEAM COMPETITION

*** UNDER CONSTRUCTION ***

F. COMPETITION CARDS (DD SHEETS)

- a) Competition cards are to be handed in for both preliminaries and finals.
- b) The cards must be handed in to the difficulty judge at the time and place specified by the organizing committee.

G. DRESS FOR COMPETITORS

- a) Dress for gymnasts and spotters will follow the Canadian Competition Rules published by GCG and the current FIG Code of Points (See 6.1 to 6.7 in the FIG Code of Points). Alberta exceptions to these rules are:
 - i. Female gymnasts must wear a leotard with 3/4 length sleeves or full length sleeves.
 - ii. Athletes must have hair tied back if it is long enough to get in an athlete's eyes or touch the track.

H. SAFETY

The Chair of the Judges Panel shall control the actions of the spotter. The spotter may not interfere with the view of the judges. The spotters must meet the approval of the Chair of the Judges Panel (i.e., be of the recommended height of shoulders above the trampoline and be appropriately dressed as per the FIG Code of Points (See 6.7 in the FIG Code of Points).

I. TIE BREAKING RULE

- a) If there is a tie in any placing at the end of the preliminary round, the ranking will be determined by the following criteria:
 - i. The athlete with the higher final score in the 2nd routine (TRA) or the 2nd pass (DMT / TUM).
 - ii. The athlete with the highest execution score in the 2nd routine or the 2nd pass.
 - iii. The total of all the execution judges' scores (5) of the 2nd routine or pass, without eliminating the highest and the lowest score.
 - iv. The total of the 4 highest execution judges' scores of the 2nd routine or pass.
 - v. The total of the 3 highest execution judges' scores of the 2nd routine or pass and so on until the tie is broken.
- b) If there is a tie at the end of the finals round, then the same methods will be applied except:
 - i. For trampoline and the tumbling levels that have only one pass for finals, then the criteria will apply to the final routine or pass only.
 - ii. For double-mini and tumbling levels that have two passes for finals, then the criteria will apply to the 2nd finals pass only.
- c) If there is a tie at the end of the team competition, the ranking will be determined by the following criteria:
 - i. 1. The team with the highest sum of the 3 (three) highest total scores of the 2nd routine or 2nd pass.
 - ii. The team with the highest sum of the 2 (two) highest total scores of the 2nd routine or 2nd pass.
 - iii. The team with the highest total score of one of the 2nd routine or 2nd pass.

J. METHOD OF SCORING

The evaluation of execution, i.e. form, consistency, height, control, rhythm, etc., and difficulty will be done in accordance with the Canadian Competition Rules published by GCG and the current FIG Code of Points.

4. AGF SANCTIONED COMPETITIONS AND EVENTS

1.1 PROVINCIAL CHAMPIONSHIPS

A. QUALIFYING STANDARDS TO COMPETE AT PROVINCIAL CHAMPIONSHIPS

Provincial & National Level – at any competition in the current season before Provincial Championships, the athlete must complete both routines on the applicable event(s) and level while meeting all minimum requirements (min DD etc).

B. PROVINCIAL CHAMPIONS

Alberta provincial Individual champions will be declared at each level and all around team awards. Individual event team awards will also be determined.

2.1 SELECTION EVENT FOR WESTERN CANADA CUP

A. PROVINCIAL ONLY SELECTION EVENT FOR WESTERN CANADA CUP

There will be one trial for selection to Westerns. Up to nine athletes will be selected from Provincial Levels B & A (3 from each discipline, male or female). The three athletes from each discipline with the highest total score after finals will be selected to Team Alberta. All athletes that are intending to compete on the Alberta Team to Westerns must declare their intent on the registration form for the selection event.

B. QUALIFYING TRIALS TO CANADIAN CHAMPIONSHIPS

- a) Four trials for selection to Canadian Championships will be held.
- b) Final ranking for funding purposes will be based on the two highest preliminary scores from any trial for tumbling and trampoline. In DMT, final ranking is based on best four (4) pass total, plus best preliminary score from any trial.
- c) The athlete must compete at the last trial (usually Provincial Championships).

C. MEDICAL PETITIONS & QUALIFYING SCORES

In the event where an athlete is unable to compete for medical reasons at all of the first three trials they may submit a medical petition, and if successful their score from the fourth trial would be used to create a ranking score for team selection using only the 1 score.

3.1 ALBERTA TEAM – PROVINCIAL LEVEL

A. TEAM SELECTION AND COMMITMENTS

- a) The Alberta Provincial Team to Western Canada Cup consists of up to nine athletes, comprised from the three (B and/or A) provincial levels and two coaches and one team manager.
 - i. AGF will designate each year the event for Team selection to determine athletes who will represent Alberta at Western Canada Cup (Westerns).
 - ii. The top 3 athletes at these levels who compete at the designated event on each discipline regardless of level or gender make up the team.
 - iii. All team members are required to purchase the Alberta Team tracksuit and competitive attire.
- b) The financial commitment for this event is as follows:
 - i. Western Canada Cup is a cost-shared event between the athlete and AGF. The costs shared include, but may not be limited to, the athlete's cost, the cost of coaches, managers and judges.
- c) In the case of a tie:
 - i. The FIG tie-breaking rule will be used.

4.1 ALBERTA TEAM – NATIONAL LEVEL

A. TEAM SELECTION AND COMMITMENTS

- a) The athlete must obtain the required National qualifying score from their specific category once (1).
- b) The 'athlete' will be responsible for all financial commitments (Registration fees, coaches', judges' and manager's costs, accommodations, meals, etc.) AGF will invoice the athletes club upon completion of the event for the total amount.
- c) AGF will be responsible for registering the athlete and will attend to arranging accommodations, meals, etc.

- d) Travel to and from the event will be the responsibility of the athlete/club (unless otherwise indicated by AGF)
- e) AGF will invoice the athletes club upon completion of the event.
- f) Athletes must compete in Team Alberta attire (tracksuit/leotard/singlet).
- g) Athlete must submit all required medical and waiver forms by stated deadlines.
- h) Athlete must comply with the AGF Team Manual.

B. FINANCIAL COMMITMENTS

- a) The TTTC's goal is to provide funding for those athletes who achieve outstanding performance at their individual level. Placing below must be for the athlete's event and category.
 - i. Gold Standard – athlete cost-share of approximately 35%
 - o This is the highest possible achievement in ranking. The athlete must obtain the required Gold national qualifying score from their specific category twice (2). The athlete must also be ranked in the top 4 of their specific category.
 - ii. 1st and 2nd placed - athlete cost-share of approximately 55%
 - iii. 3rd and 4th placed – athlete cost-share of approximately 60%
 - iv. 5th and below – athlete responsible for 100% of their expenses

5.1 QUALIFYING SCORES

- a) If athletes have tied scores for team selection, the athlete with the highest score from any one of the trials would be selected first. If a tie still occurs, the athlete with the highest optional score at a trial will be selected first.
- b) The athlete with the highest qualification (preliminary) round score in any of the trials of the current ranking period shall be ranked higher.
- c) If there is still a tie, then the athlete with the highest optional routine (TRA) or highest single pass (TUM or DMT) in either qualification or finals in any of the trials of the current ranking period shall be ranked higher.
- d) See table below for qualifying scores.

2011 QUALIFYING STANDARDS**TRAMPOLINE****BASED ON QUALIFICATION ROUND SCORES**

INDIVIDUAL TRAMPOLINE WOMEN	Eligibility to attend Nationals	Eligibility to participate in Finals	Qualify for National Team (2 first years)	Qualify for National or Age Group * Team	Qualify for Team funding	Merit Score
Indos 11-12				43.00		
Indos 13-14				44.30		
Indos 15-16				45.20		
Indos 17+				46.10		
WAGC 11-12				43.80		
WAGC 13-14 (13yo)				44.85		
WAGC 13-14 (14yo)				45.90		
WAGC 15-16 (15yo)				46.35		
WAGC 15-16 (16yo)				46.80		
WAGC 17-18 (17yo)				46.95		
WAGC 17-18 (18yo)				47.20		
Novice 15+	78.80	62.40				
Open	81.50	64.30		87.60	91.10	94.90
Novice 11-14	78.80	62.40		82.90	86.60	
Youth	82.20	64.80	85.50	87.60	91.10	94.90
Senior	85.40	67.20	89.30	92.00	95.00	98.40

* Age Group scores are based on optional or final routine

SYNCHRONIZED TRAMPOLINE**BASED ON QUALIFICATION ROUND SCORES**

SYNCHRONIZED TRAMPOLINE WOMEN	Eligibility to attend Nationals	Eligibility to participate in Finals	Qualify for National Team (2 first years)	Qualify for National Team	Qualify for Team funding	Merit Score
Novice	72.4	50.0				
Youth	75.2	52.2	76.9	78.3	80.3	82.3
Senior	77.3	53.7	78.9	80.7	83.1	86.0

2011 QUALIFYING STANDARDS

TRAMPOLINE

BASED ON QUALIFICATION ROUND SCORES

INDIVIDUAL TRAMPOLINE MEN	Eligibility to attend Nationals	Eligibility to participate in Finals	Qualify for National Team (2 first years)	Qualify for National or Age Group * Team	Qualify for Team funding	Merit Score
Indos 11-12				43.50		
Indos 13-14				45.60		
Indos 15-16				47.80		
Indos 17+				49.70		
WAGC 11-12				45.60		
WAGC 13-14 (13yo)				46.25		
WAGC 13-14 (14yo)				47.00		
WAGC 15-16 (15yo)				48.65		
WAGC 15-16 (16yo)				50.30		
WAGC 17-18 (17yo)				50.70		
WAGC 17-18 (18yo)				51.10		
Novice 15+	79.80	62.90				
Open	84.60	66.70		92.50	95.80	100.00
Novice 11-14	78.80	62.40		84.90	88.60	
Youth	85.20	67.20	89.60	92.50	95.80	100.00
Senior	90.10	70.60	95.40	98.20	101.10	104.30

* Age Group scores are based on optional or final routine

SYNCHRONIZED TRAMPOLINE

BASED ON QUALIFICATION ROUND SCORES

SYNCHRONIZED TRAMPOLINE MEN	Eligibility to attend Nationals	Eligibility to participate in Finals	Qualify for National Team (2 first years)	Qualify for National Team	Qualify for Team funding	Merit Score
Novice	72.4	50.0				
Youth	76.3	53.0	79.2	80.8	83.0	85.1
Senior	80.0	55.5	81.6	83.5	86.3	89.1

2011 QUALIFYING STANDARDS

TUMBLING

BASED ON QUALIFICATION ROUND SCORES

TUMBLING WOMEN	Eligibility to attend Nationals	Eligibility to participate in Finals	Qualify for National Team (2 first years)	Qualify for National or Age Group * Team	Qualify for Team funding	Merit Score
Indos 11-12, 13-14				55.6		
Indos 15-16				56.0		
Indos 17+				56.6		
WAGC 11-12, 13-14				56.4		
WAGC 15-16 (15yo)				57.0		
WAGC 15-16 (16yo)				57.7		
WAGC 17-18 (17yo)				58.5		
WAGC 17-18 (18yo)				59.5		
Novice 15+	52.5	49.9				
Open	54.4	50.9		57.7	59.7	
Novice 11-14	52.5	49.9		56.4	58.2	
Youth	54.4	50.9	56.9	57.7	59.7	
Senior	57.4	53.9	58.8	59.5	61.9	65.1

TUMBLING MEN	Eligibility to attend Nationals	Eligibility to participate in Finals	Qualify for National Team (2 first years)	Qualify for National or Age Group * Team	Qualify for Team funding	Merit Score
Indos 11-12, 13-14				55.6		
Indos 15-16				57.1		
Indos 17+				57.5		
WAGC 11-12, 13-14				56.4		
WAGC 15-16 (15yo)				57.9		
WAGC 15-16 (16yo)				59.5		
WAGC 17-18 (17yo)				60.3		
WAGC 17-18 (18yo)				61.1		
Novice 15+	52.5	49.9				
Open	54.6	50.9		59.5	63.2	
Novice 11-14	52.5	49.9		56.4	58.2	
Youth	54.6	50.9	57.1	59.5	63.2	
Senior	59.6	55.7	62.2	63.7	66.5	70.5

* Age Group scores are based on preliminary or final routines

2011 QUALIFYING STANDARDS

DOUBLE MINI-TRAMPOLINE

BASED ON QUALIFICATION OR FINAL ROUND SCORES

DOUBLE MINI WOMEN	Eligibility to attend Nationals	Eligibility to participate in Finals *	Qualify for National Team (2 first years)	Qualify for National or Age Group Team	Qualify for Team funding	Merit Score
Indos 11-12, 13-14				60.8		
Indos 15-16				61.5		
Indos 17+				62.3		
WAGC 11-12, 13-14				62.9		
WAGC 15-16 (15yo)				63.3		
WAGC 15-16 (16yo)				63.8		
WAGC 17-18 (17yo)				64.2		
WAGC 17-18 (18yo)				64.6		
Novice 15+	60.9	50.4				
Open	62.5	51.6		64.8	66.2	
Novice 11-14	60.9	50.4		62.3	63.5	
Youth	62.5	51.6	64.0	64.8	66.2	
Senior	65.2	54.3	65.6	66.8	67.8	68.8

DOUBLE MINI MEN	Eligibility to attend Nationals	Eligibility to participate in Finals *	Qualify for National Team (2 first years)	Qualify for National or Age Group Team	Qualify for Team funding	Merit Score
Indos 11-12, 13-14				61.7		
Indos 15-16				64.0		
Indos 17+				65.6		
WAGC 11-12, 13-14				63.9		
WAGC 15-16 (15yo)				65.4		
WAGC 15-16 (16yo)				66.2		
WAGC 17-18 (17yo)				67.4		
WAGC 17-18 (18yo)				68.2		
Novice 15+	60.9	50.4				
Open	63.6	52.7		68.4	69.8	
Novice 11-14	60.9	50.4		63.3	65.0	
Youth	63.6	52.7	67.6	68.4	69.8	
Senior	67.6	55.9	69.2	70.8	71.9	72.9

* Eligibility to participate in Finals score is based on preliminary

6.1 EVENTS AND AGF SANCTIONING PROTOCOL

A. AWARDS FOR PROVINCIAL CHAMPIONSHIPS

- a) Individual (Men's & Women's Categories)
 - i. 1st - 3rd place- AGF medals
 - ii. 4th - 8th place - ribbons
 - iii. All Around Team - 1st - 3rd place plaques
- b) Team Award:
 - i. After equalizing provincial and national athletes, the team awards will be based on an average score from the top three members on each event from prelims. The average scores from each event will then be added together to determine a team's total score.
 - ii. Each team must have a minimum of three athletes compete on each event in each discipline to be eligible for that team award.
 - iii. The team awards will be presented to the top three clubs, after the final calculation.

B. VIDEO-TAPING

- a) All sanctioned competitions must provide official video-taping of each event.
- b) It will be the superior judge's responsibility to confer with the difficulty judges to determine if it is a legitimate concern requiring review, or if it is unfounded and a video review is not required.

C. COMPETITION WARM-UP FORMAT

- a) Warm up for AGF sanctioned competitions should be as follows:
 - i. Provincial and National
 - o General Warm-up – approximately 30 minutes (no equipment)
 - ii. Provincial D-C Levels Event Warm-up
 - o 30 second (minimum 2-touch) warm-up per competitor on all events. There will be no warm-ups between events.
 - iii. Provincial B Level Event Warm-up
 - o 45 second (minimum 2-touch) warm-up per competitor on all events. There will be no warm-ups between events.
 - iv. Provincial A Level Event Warm-up
 - o 1 minute (minimum 3-touch) warm-up per competitor on all events. There will be no warm-ups between events.
 - v. Novice Level Event Warm-up
 - o 1.5 minute (minimum 4-touch) warm-up per competitor on all events. There will be no warm-ups between events.
 - vi. Youth, Open and Senior Elite Levels Event Warm-up
 - o 2 minute (minimum 5-touch) warm-up per competitor on all events. There will be no warm-ups between events.
 - o For Trampoline only OY will receive 2.5 minute per competitor (minimum 5-touch) and Senior will receive 3 minute per competitor (minimum 5 – touch).

NOTE. In any event where finals are required e.g. Provincial A tumbling appropriate warm-up times must be adjusted in length

- b) This competition warm-up format will be used at all AGF sanctioned meets and is recommended to all clubs hosting invitational events.

D. COMPETITIVE ORDER

Draw for competitive order and starting events for all AGF sanctioned competitions will be completed by random draw using Swescore or I.S.S. immediately following the competition registration deadline.

E. PETITION PROCEDURE

A petition is a formal request presented to the appropriate committee or assembly for the 'relaxation' of an established rule(s), regulation(s) or procedure. The mechanism of petitions is intended to provide an opportunity to account for extraordinary circumstances to ensure that established rules, regulations and procedures do not compromise AGF's efforts in achieving specific goals and objectives. However by their nature, approved petitions have the potential to erode the credibility of AGF and its programs. Therefore, petitions are generally approved only when there is compelling evidence that the Federation's mandate will be best served by allowing a relaxation of the rules, regulations or procedures.

There are two basic types of petitions as indicated below.

- a) Medical Petitions
 - i. A petition may be submitted for an athlete who has a health or injury related condition and is under the care of a certified medical practitioner (i.e. M.D.). A medical petition must be completed on the proper AGF form (Appendix 6) and submitted to AGF office a minimum of 48 hours prior to any event in which the athlete is required to participate. In situations where an illness or injury occurs within the 48 hours prior to a required event, the athlete's designated coach must verbally inform both the Trampoline and Tumbling Technical Committee Chairperson and the event director and submit the completed petition form to the AGF office no later than the first business day following the required event. Fax copies of petitions are permitted on the condition that the original is received by AGF within one week.
- b) General Petition
 - ii. A petition may be submitted by or on behalf of any individual who feels that the strict application of a specific rule(s), regulation(s) and procedure(s) will significantly compromise the stated objective of the Federation. General petitions often involve matters of opinion and discretion and therefore, the applicant must provide very compelling evidence to justify a relaxation of the rules. General petitions must be submitted in writing to the Trampoline and Tumbling Technical Committee a minimum of three business days prior to a scheduled Trampoline and Tumbling Technical Committee Meeting.

F. MEET ENTRY FEES

- a) For sanctioned meets the following entry fees must be paid by all competitors at the time of meet entry and can be located in the AGF Communications Binder.
 - i. An additional \$20.00 per athlete will be charged for late registrations

G. COMPETITIVE REGISTRATION

- a) Each competitive gymnast, coach and judge must be registered in the appropriate level with AGF for each year.
- b) Any gymnast not registered by the deadline will not be allowed to compete in any AGF sanctioned meets during that competitive season.

H. EVENT RESULTS

- a) It is the responsibility of the event host to send a copy of the event results to AGF and all competing clubs immediately following the event.
- b) All original copies of the event score sheets and final results must be sent to the appropriate Judging Coordinator immediately following the event.

I. MEDICAL PERSONNEL

AGF requires acceptable Medical personnel to be present at all training and competitive times during the AGF sanctioned competitions. AGF will incur costs for medical personnel up to \$250.00 per day. It is the responsibility of the host club to submit a receipt for the costs incurred within 1 week after the completion of the event.

5. JUDGING

1.1 DUTIES

- a) Judges are to officiate with complete impartiality, respecting and abiding the rules which govern them in true spirit of sportsmanship. Sporting justice, ethics and honesty are the basis of a fair judgment.
- b) Judges will adhere to the most current revision of the Canadian Competition Rules published by GCG. In case of dispute or absence of guidelines in the GCG Canadian Competition Rules, the current FIG Code of Points will be used as the reference.

2.1 JUDGING QUALIFICATIONS/UPGRADING

A. PRE-COMPETITIVE/PROVINCIAL LEVEL

At this level judges become eligible to judge at AGF meets including Provincial Championships, Trial to Westerns and Trial to Nationals.

- a) QUALIFICATIONS
 - i. To qualify for this level, participants must be at least 14 years of age and have been a National Level athlete or must be at least 16 years of age. They must have passed the Alberta Judging

course and any recertification or upgrading requirements as required by the judging coordinator

- b) UPGRADING
 - i. At the Provincial Level a judge must be active in judging to maintain their certification as a provincial level judge. The decision will be made by the Judging Chair upon review of the individual's judging ability if they would need to re-sit the provincial exam the following year.
- c) JUDGING OBSERVATION HOURS
 - i. First and Second Year Reg./Prov.
 - o The Judging Chair will advise of the recommended hours needed of gym observation and panel shadowing (Prov. level or higher), under the supervision of a Level II coach or a senior judge.

B. NATIONAL LEVEL

- a) QUALIFICATIONS
 - i. To become a national level judge one must be ranked at the Provincial Level for a minimum of two years. The provincial Trampoline and Tumbling Technical Committee will select the individuals or individuals that will be eligible to take the National course.

C. F.I.G.

- a) QUALIFICATIONS
 - i. To be eligible to attend this course one must be ranked at the national level for a minimum of one year. The provincial TTTC will put forward names of eligible judges to the National Trampoline and Tumbling Program Committee who will then select the judges to attend the F.I.G. course.
 - ii. This course is offered in conjunction with a GCG Event every four years.

D. GENERAL JUDGING REQUIREMENTS

- a) Responsibilities
 - i. Judges must make every effort to uphold high professional ethics as they relate to judging at a competition. Judges must refrain from communicating with spectators, coaches and other officials during competition other than as related to their judging assignments.
 - ii. Judges and coaches are encouraged to communicate informally prior to and/or after competitions regarding any technical concerns.
- b) Uniform
 - i. The uniform for judges at all AGF sanction meets for National, Provincial and Pre-Competitive categories in Alberta shall be a dark blue suit for both men and women. Men are also required to wear a white shirt and dark tie and women are required to wear a white blouse.
- c) Travel
 - i. Travel, accommodation and meals will be compensated for under the general rules as set out annually by the AGF Board of Directors. The Judging Coordinator must approve all travel arrangements. Failure to do so may result in no travel compensation. If judges choose to travel with their affiliated clubs to AGF sanctioned competitions where they are actively judging, they may be eligible for partial compensation for mileage and accommodation.

E. AGF JUDGES REGISTRATION

The purpose of this registration is to ensure that all competitions are judged by qualified officials, independent of any club. Judges must pay the registration fee and register by the deadline each year to be considered an AGF Registered Judge.

F. HONORARIA

Judges will be paid an honorarium for judging at sanction meets according to the scale below, providing they are registered with the AGF/GCG. The honorarium is based on the total amount of years you have been a judge and the level of certification. Please note: judges do not receive a judging honorarium when judging at the following events: Western Canada Cup, Elite Canada, Canadian Championships and Canada Cup.

PROV	1 to 2	3 to 4	5 to 6	7 to 8	9 to 10+	YEARS				
1	12	12.5	13.5	14	14.5					
2	14	14.5	15.5	16	16.5					
NOV	1 to 2	3 to 4	5 to 6	7 to 8	9 to 10	11 to 12	13 to 14	15 to 16	17 to 18	19 to 20+
1	19	19.5	20.5	21	21.5	22.5	23	24	24.5	25
2	20	20.5	21.5	22	22.5	23.5	24	25	25.5	26
3	21	21.5	22.5	23	23.5	24.5	25	26	26.5	27
OYS	1 to 2	3 to 4	5 to 6	7 to 8	9 to 10	11 to 12	13 to 14	15 to 16	17 to 18	19 to 20+
1	20	20.5	21.5	22	22.5	23.5	24	25	25.5	26
2	21	21.5	22.5	23	23.5	24.5	25	26	26.5	27
3	22	22.5	23.5	24	24.5	25.5	26	27	27.5	28
FIG		3 to 4	5 to 6	7 to 8	9 to 10	11 to 12	13 to 14	15 to 16	17 to 18	19 to 20+
		21.5	24.5	27.5	27.5	28.5	29	30	30.5	31

a) Notes:

- i. Provincial Level 1 - Provincial judges judging at the provincial level
- ii. Provincial Level 2 - Provincial judges judging at national level
- iii. Novice Level 1 - Novice level judge certified in one event
- iv. Novice Level 2 - Novice level judge certified in two events
- v. Novice Level 3 - Novice level judge certified in three events
- vi. OYS Level 1 - Open/Youth/Senior level judge certified in one event
- vii. OYS Level 2 - Open/Youth/Senior level judge certified in two events
- viii. OYS Level 3 - Open/Youth/Senior level judge certified in three events
- ix. Levels paid upon request by Judging Coordinator for that event

G. INVITATIONAL COMPETITIONS

- a) For invitational competitions all trampoline and tumbling clubs are encouraged to utilize the current AGF Judges Honoraria schedule and AGF expense claim policy (see appendix 8) subsidizing for expenses incurred.

- b) All judges who wish to attend Provincials, Western Canada Cup or Canadian Championships as part of Team Alberta MUST have completed the Respect in Sport Abuse Prevention Program.

6. COACHING

1.1 COACHING PROGRAMS AVAILABLE IN ALBERTA

A. NCCP CERTIFICATION

Please refer to the AGF website for the most up-to-date information and certification process for the National Coaching Certification Program (NCCP).

B. AGF CERTIFICATION REQUIREMENTS

- a) AGF requires all active coaches to meet the minimum requirements of NCCP Level I certification.
- b) Head coaches or program directors of the competitive trampoline program must be fully certified NCCP level II Trampoline.
- c) Please refer to the AGF Communication binder for further details.

2.1 COACHING QUALIFICATIONS FOR AGF SANCTIONED EVENTS

A. F.A.S.T LEVEL COACHES

Only coaches that have their full Level 1 Certification in trampoline and/or Foundations Trampoline Gymnastics Certification are allowed to coach athletes on trampoline and double-mini trampoline. Coaches must have at least their Level 1 Certification in Artistic Gymnastics and or Foundations Artistic Gymnastics Certification to coach athletes in tumbling. A coach must be present when an athlete is warming up or competing.

B. PROVINCIAL LEVEL COACHES

In addition to the above F.A.S.T requirements, provincial coaches must have completed NCCP Level 2 Trampoline in order to coach athletes on trampoline and DMT. Coaches must also have NCCP Level 2 technical in Artistic Gymnastics and/or Trampoline to coach athletes in tumbling.

C. NATIONAL LEVEL COACHES

All coaches must be fully certified in Level 3 Trampoline to coach athletes on Trampoline and DMT and be either fully certified in Level 3 Artistic Gymnastics or Trampoline to coach athletes on tumbling. A coach must be present when an athlete is warming up or competing.

Coaches who have recently undertaken the level 3 technical in trampoline and/or artistic gymnastics may apply for an exemption to be on the floor at sanctioned events.

D. SELECTION OF TEAM COACHES

- a) Team Coaches are selected based on a coach ranking system. The system generally works by:

- i. Each qualified athlete receives an initial 5 points
 - ii. They receive 1 additional point if they are Open or Youth and 2 additional points for Senior
 - iii. Add 1 point if mid third of those qualified in their level & 2 points if top third.
 - iv. They get full points for their highest pointing event
 - v. They get 1/2 of the points for any additional qualified events
 - vi. Total points for Club are summed.
 - vii. Percentage that Club holds of Total points for Province is determined.
- b) Alberta almost always sends 9 coaches but it is based on an 8 to 1 ratio per event.
- c) The percentage of total points determines the number of coaches (or part coaches) out of the total 9 coaches that Alberta will send to Canadians.
- d) Clubs are ranked by that percentage.
- e) Coaches are ranked by whole numbers followed by parts.
- f) It is the responsibility of the Coaching Coordinator to assign appropriate duties to each selected team coach to ensure each athletes needs are met. The duty areas and roles are as follows:
 - i. Coaching Coordinator
 - o Ensures that all athletes are being provided with the technical support they need. Coordinates the work of the coaching staff. Supports and supervises the actions of the event staff.
 - ii. Lead Event Coach
 - o Oversees the technical support for all athletes all levels on that event. Performance focused. In conjunction with personal coaches and athletes leads all performance-based decisions. i.e. skills in/skills out. Reviews all athletes' goal sheets.
 - iii. Event Floor Manager
 - o Ensures that the right athletes are in the right place at the right time for the designated event. Oversees the non equipment based warm-ups. Provides technical support for event. Ensures spotters are in place. Ensures the DD flashed matches the DD 's submitted.
 - iv. Event Support
 - o Ensures all DD cards are completed and turned in on time for the event. Expected to ensure that both competitive gym and training gym are covered from a coaching point of view all events. In the case of an injury provide the support that is needed or fill needed roles.
- g) The appointed team coach is responsible for all provincial team athletes for the duration of the entire competition including all events the athletes will compete in. The appointed coach also has the authority to allow any personal coach on the competition floor or training gym, in accordance to the rules of the competition. The personal coach may not go on the competition floor unless requested by the appointed team coach.

E. REQUIREMENTS/GUIDELINES

- a) Coaches of provincial teams shall be at least 19 years of age.
- b) The coach should have coached for a minimum of 3 years at a competitive level
- c) The coach selected should be working directly with the club athletes who have been selected to the provincial team.
- d) All Provincial team coaches for National Championships are required to be fully NCCP Level 3 Trampoline certified.

- e) The coach must agree to work with all provincial team athletes equally and fairly and must be prepared, if necessary, to be responsible for the team members throughout the entire trip (not just on the competition floor).
- f) The coach must stay in the same residence or hotel as the team unless otherwise assigned by the organizing committee or AGF.
- g) Team coaches are responsible for the overall supervision and management of the team's activities from the moment they depart, during and after the competition till the moment they return from the event. Those duties are performed in close collaboration with the AGF assigned staff and the Alberta delegation personnel.
- h) All team coaches must attend the Opening and Closing Ceremonies, unless otherwise exempted.
- i) The schedule of onsite team meetings is the responsibility of the team coaches. In competitions where there is a multi-level representation, the meetings may be called by the various delegation managers, according to the authority conferred to them by AGF.
- j) The on-site application of the team rules and regulations for team members is the responsibility of the team coaches, unless specified otherwise. Those duties are performed in close collaboration with AGF assigned staff and the Alberta delegation personnel. It is the responsibility of any official delegation member to report incidents which may require further attention to the appropriate Head of the Delegation (manager, Chef de Mission or other).
- k) Independent coaches attending Canadian Championships will be required to wear an official AGF tracksuit and will be responsible for 100% of the costs to attend.
- l) Any coach that is registered by AGF as part of any Alberta contingent must be certified in the *Respect in Sport* Abuse Prevention Program and have current Standard First Aid and CPR certification.

F. ROLES AND RESPONSIBILITIES OF ALBERTA TEAM COACHES

- a) Team coaches' act as ambassadors/advocates on behalf of the athletes in terms of ensuring that the technical elements are being executed in accordance with the prescribed rules and regulations in effect.
- b) Team coaches are expected to represent Albert at all technical meetings and to communicate all the information arising from those meetings to the rest of the delegation.
- c) It may be necessary for the team coaches to assist the team managers. In extreme cases (i.e. injury) all of the team coaches may be required to provide assistance in managing the team's activities.

7. STANDING GUIDELINES & PROCEDURES

1.1 GENERAL

A. AGF CODE OF ETHICS/CODE OF CONDUCT

It is the responsibility of all AGF members to review the Code of Ethics / Code of Conduct of the AGF Policies and Procedures. Copies may be obtained either through the club or by contacting the AGF office.

B. REGULATIONS FOR ALBERTA TEAM REPRESENTATIVES

- a) ATHLETES
 - i. Please refer to the Code of Ethics and Code of Conduct of the AGF Policies and Procedures for regulations pertaining to athletes.

- b) OFFICIALS
 - ii. Please refer to the Code of Ethics and Code of Conduct of the AGF Policies and Procedures for regulations pertaining to officials.
 - iii. All officials are responsible to support and enforce these above regulations as well as to report any violations. Officials contributing to, or having knowledge of violations will be subject to disciplinary action with the athlete(s).
 - iv. All officials are responsible to attend meetings and functions as assigned.
 - v. Must be certified in the *Respect In Sport* program
- c) COACHES
 - i. Please refer to the Code of Ethics and Code of Conduct of the AGF Policies and Procedures for regulations pertaining to coaches.
 - ii. All coaches are responsible for their specific team for the duration of the tour, on and off the floor.
 - iii. Responsible for setting competitive dress for the team. All team coaches must wear AGF apparel.
 - iv. The coach is the agent for their athlete(s).
 - v. Responsible to set and enforce curfew for team in co-operation with the team manager (refer to Team "Leaders" Manual).
 - vi. It is the responsibility of all AGF members to review the Code of Ethics / Code of Conduct of the AGF Policies and Procedures. Copies maybe obtained either through the club or by contacting the AGF office.
- D) ALL TEAM COACHES, MANAGERS AND CHEF DE MISSION:
 - i. Any team coach, manager, and Chef de Mission that is registered by AGF as part of any Alberta contingent must be certified in the *Respect In Sport* Program, possess current Standard First Aid and CPR certification and submit a Criminal Record/Child Welfare Check.

2.1 AGF EXPENSE POLICY

A. SUMMARY

AGF's Expense Claim Policy applies to expenses that may be incurred by individuals while carrying out duties on behalf of the AGF including meetings, clinics workshops, judging assignments and the like. This policy does not apply to expenses for events such as major competitions; allowable expenses for major competitions are considered on a project-by-project basis in relation to AGF's annual budget.

- a) Expense claims MUST be submitted within 30 days following the completion date of the activity on the official form (See Appendix 8).
- b) Expenses incurred in a given fiscal year must be claimed before June 30th, of the current year, unless an extension is granted by the AGF President/CEO.
- c) AGF Expense claim forms submitted after this deadline will not be reimbursed unless an extension is granted by the AGF President/CEO.
- d) Expenses will only be reimbursed for the approved time period of the event (individuals are responsible for any additional time that may occur prior to or after an event).
- e) Expenses that are not substantiated by receipts will not be reimbursed, (with the exception of meal and personal vehicle allowances).
- f) Expenses that are beyond the stated maximum will be reimbursed only to the maximum allowable claim.

- g) Expense claims for courses, meets, etc. must be authorized by the main Course Conductor or Head Judge prior to their submission to the office.

B. TRAVEL

- a) Travel reservations are usually prepaid by the AGF where applicable. The most economical method of transportation, meals, and accommodations will be used.
- b) Travel to and from an AGF / GCG sanctioned competition is the responsibility of the athlete.
- c) Private motor vehicle travel is allowed where applicable and will be reimbursed according to the AGF Expense Policy (see Appendix 8 for current rates)
- d) Parking expenses will be reimbursed when submitted for the duration of the event. In all cases, parking reimbursement is at the discretion of AGF (wherever possible, the most economical option available must be used)

C. CANCELLATION

Cancellation costs incurred to AGF due to notification from an individual less than 4 weeks prior to departure will be assumed by the individual, unless medical or extenuating circumstances apply. The individual has the responsibility of providing adequate proof to the Program Coordinator.

D. ACCOMMODATION

- a) All accommodation arrangements for provincially sanctioned events will be made by AGF. AGF will be responsible for room charges only. You will be requested to pay any restaurant, bar, movie, telephone or miscellaneous charges. If you pay your own room charges, receipts must be attached to your Expense Claim Form that is submitted.
- b) AGF's policy is to provide "double occupancy" accommodation. Anyone requesting "single occupancy" or wishing to bring their spouse must be prepared to pay any additional costs. If you're at a sanctioned event as both a coach on the floor and in a judging role at the same event AGF will only pay half of the room cost, the other half is the responsibility of the individual.

E. MEALS

- a) Meal reimbursement will be made at a predetermined daily rate. Please see Appendix 8 for current rates.
- b) Meal reimbursement at a competition where an appropriate meal was provided is not permitted.

F. EXCEPTIONS TO THE POLICY

The President/CEO must approve exceptions to this policy in advance of the event.

3.1 AGF ENHANCEMENT FUNDING

*** UNDER CONSTRUCTION ***

4.1 ATHLETE OF THE YEAR

*** UNDER CONSTRUCTION ***

5.1 ATHLETE ACHIEVEMENT AWARDS

*** UNDER CONSTRUCTION ***

APPENDIX 1



ALBERTA TRAMPOLINE & TUMBLING EQUIPMENT REQUIREMENTS FOR PROVINCIAL LEVEL

- Video Equipment:** None required.
- Sound System:** There must be a sound system with a microphone to give announcements and for awards.
- Score Flashers:** Have the option to be able to show the pass score and the competition numbers.
- Seating:** Spectator seating must be far enough away that it does not interfere with the competition. There must be adequate supervision to ensure that spectators stay off of the equipment area. An area must be available for non-competing athletes to rest in. There must be seating for at least 50 spectators (ideally 150).
- Hospitality:** Refreshments must be available for the judges. There must be at least water available for the athletes.
- Safety:** A Paramedic, Certified Emergency Medical Technician, or qualified Athletic Therapist must be present at all times during the warm-up and the competition. Ice must also be available for the athletes.
- Stretch Time:** The gym must be open at least 30 minutes before the general warm-up time to allow the athletes the opportunity to run around and stretch. The competition equipment does not have to be open at this time.
- Certified Coaches:** **Provincial Level Coaches**
All coaches must be fully certified in Level 1 Trampoline, Artistic Gymnastics and have their Level 2 Technical Trampoline certification to coach athletes on trampoline, double-mini trampoline and tumbling. Full certification means Theory, Practical and Technical.
- Other Extras:** Pens and pencils must be available for the judges and score keepers. Judging slips are also required for the judges. Score sheets need to be prepared by the host club using AGF'S sample lists in this Technical Manual.
- Results:** If a computer program is being used, it must be tested to ensure that it can calculate if there is 3, 4, or 5 Execution Judges. Calculators should be available for all scores. Results need to be available to coaches within 30 minutes of the completion of each group. These results do not need to include ranking. Please ensure that a copy of the results are given to each club in attendance, one to the Provincial T & T Representative, one to the Head Judge and one to the AGF office. Adequate time must be taken prior to the meet to thoroughly train all scoring personal.

Tumbling and Trampoline Equipment Requirements Provincial Level

Please review the equipment requirements for Trampoline and Tumbling. If the equipment in your club meets the minimum or ideal requirements, tick the box to the right.

Tumbling Floor

	Minimum Requirement	Ideal	√
Length of Spring Floor	Required Length must be	26 m (-1.0 m)	
Type of Sprung Surface	Sprung surface that must be padded. If constructed of several units these must be firmly fixed together so as not to separate in use and showing no space between them.	Same Floor as will be used at Nationals that year	
Approach run up	There must be a run up area the same level as the tumbling track. 11 m (+ 1.0 m)	Same	
Sprung width of tumbling strip	1.7 m (+0.3 m)	1.7 m (+0.3 m)	
Location of tumbling strip and landing	At least 3' from walls or obstructions	10' (3m) from walls or obstructions	
Lines on tumbling strip	Two outer edge lines 50mm wide in contrasting color. Outer edges width 1.5 m +/- 0.01 m. A center line 50 mm wide	Same	
Landing Area	Same height as the tumbling strip, must be held together so there are no cracks. Width- 3 m Length- 6 m Thickness- 4 (10.16 cm) – 8 (20.32cm) inches. Must be sufficient enough to absorb shock.	Same	
Landing Zones	Lines 50 mm wide in contrasting color. Outer edges of landing zone mark the boundary. Outer edges: Length- 4 m +/- 5 mm Width- 2 m +/- 5 mm	Same	
Ceiling height	5 m above entire tumbling track and approach run.	Same	
Spring board	Must have a valid FIG certificate.	Same	
Camera Location	None required	Same	
Judges Table	Seating for 4 people, at least 5 m from the tumbling strip. Judges table positioned starting from meter 16 of the tumbling track.	Seating for 6 people, at least 5 m from the tumbling strip. Judges table positioned starting from meter 16 of the tumbling track.	

Trampoline

	Minimum Requirement	Ideal	√
Number of Trampolines	One for regional, one for provincial.	Two identical trampolines for regional and provincial.	
Interior frame size	Length – 5050 mm +/- 60 mm Width – 2910 mm +/- 50 mm	Same	
Height of bed from floor	1155 mm +/- 5 mm	Same	
Trampoline bed	Length – 4280 mm +/- 60 mm Width – 2140 mm +/- 50 mm	Same	
Type of trampoline bed	Web- 5.5 mm wide and not more than 16 mm apart. String- 3mm wide and not more than 10 mm apart.	Same	
Jumping zone in red in the middle	Length- 2150 mm +/- 40 mm Width- 1080 mm +/- 40 mm	Same	
Center red cross	700 mm +/- 30 mm	Same	
Safety padding	The frame and springs must be entirely covered by a shock absorbing padding. The maximum thickness must not be greater than 55 mm. They must not protrude onto the trampoline. The padding should be firmly fixed to the trampoline.	Same	
Safety Platforms	At both ends of the trampoline and firmly attached to the trampoline to ensure that on landing it supports the weight of the competitor without collapsing.	Same	
Mats on safety platform	The platform must be covered with a shock absorbing mat, firmly fixed to the platform. Length- 3025 mm +/-25mm Width- 2025 mm +/- 25mm Thickness at the bedside – 75mm +/- 05 mm Thickness at the end- 210 mm +/- 10 mm	Same	
Spotter mats	Not required	Must have 2 handles on one side Length- 1700 mm +/- 300 mm Width- 1000 mm +/- 100mm Thickness- 100 mm +/- 30 mm	
Matting on floor around tramp & end decks	There must be mats at least 4' (1.2m) wide and 1"(2.54cm) thick surrounding the trampoline & end deck.	Same mats but 2" (5.08cm) thick plus also an 8" (20.32cm) mat on the floor at both ends of the end deck.	
Ceiling Height	8 meters high	8 meters high	
Camera Location	None required	None required	
Judges Table	Seating for 4 people, at least 5 –7 m from the trampoline. Elevated at least 1 m off of the floor so that the judges can see the entire top of the trampoline bed.	Seating for 4 people, at least 5 –7 m from the trampoline. Elevated at least 1 m off of the floor so that the judges can see the entire top of the trampoline bed.	
Walls & protruding equipment	No protruding equipment within 6' (1.83cm) of the sides of the trampoline & the end decks.	No protruding equipment within 10' (3m) of the sides of the trampoline & the end decks.	
Spotting	4 experienced spotters must be positioned around the trampoline while it is in use. At least one must be a certified coach.	4 experienced spotters must be positioned around the trampoline while it is in use. At least 2 must be a certified coach.	

Double Mini-Trampoline

	Minimum Requirement	Ideal	√
Frame	No metal bars or other firm fixings are allowed across the ends of the DMT other than at floor level. Frame must have rounded edges.	Same	
Bed	Light colored webs, or strings, held together so they are not displaced during use. Length- 2850 mm +/- 50 mm Width- 920 mm +/- 10 mm	Same	
Height of the bed from the floor	Mounting end- 450 mm +/- 100 mm Dismount end- 700 mm +/- 100 mm	Same	
Webs under tension	Width of webs- 4 mm – 13 mm (max) Width of strings- 3 mm +/- 1 mm Distance between any two strands: Web- 16 mm String- 10 mm		
Penalty zones in red	End markers- 130 mm +/- 20 mm Centre zone- 390 mm +/- 10 mm Distance of the center zone from the mounting zone- 900 mm +/- 1mm		
Safety padding	The frame and springs must be entirely covered by a shock absorbing padding. The maximum thickness must not be greater than 55 mm. They must not protrude onto the bed. The padding should be firmly fixed to the frame.	Same	
Landing area	A shock absorbent mat. Same height and density if two or more are joined ad they must be held together so there are no cracks. The whole landing area must be covered with a single covering mat. Length- 6 m Width- 3 m Thickness- 300 mm +/- 20 mm	Same	
Landing zone	Lines 50 mm wide in contrasting color. Outer edges of landing zone mark the boundary. Outer edges: Length- 4 m +/- 5 mm Width- 2 m +/- 5 mm	Same	
Run-up	Floor mats must be used. Thickness 25 mm +/- 5 mm Length 20 meters	Same	
Ceiling height	6 meters	8 meters	
Camera location	10' (3m) away perpendicular to the DMT	Same	
Judges table	Seating for 8 people, at least 5 m from the DMT.	Seating for 10 people, at least 5 m from the DMT.	
Spotting	At least one certified coach at the end of the DMT at all times.	Same	
Extra Mats	2" (5.08cm) thick mats 4" (10.16cm) wide around DMT & landing area	Same	
Walls	There must be no protruding equipment within 6' of the sides of the mini-tramp and landing mat.	Same	

APPENDIX 2



ALBERTA TRAMPOLINE & TUMBLING EQUIPMENT REQUIREMENTS FOR PROVINCIAL CHAMPIONSHIPS AND TRIALS TO NATIONALS

- Video Equipment:** All routines must be taped with the capability to replay them in slow motion. If three events are competing at the same time you would need three video cameras and three operators.
- Sound System:** There must be a sound system with a microphone to give announcements and for awards.
- Score Flashers:** Have the option to be able to show the pass and difficulty score and the competition numbers.
- Seating:** Spectator seating must be far enough away that it does not interfere with the competition. There must be adequate supervision to ensure that spectators stay off of the equipment area. An area must be available for non-competing athletes to rest in. There must be seating for at least 150 spectators at Provincials (ideally 300) and 50 spectators at Trials to Nationals (ideally 200).
- Hospitality:** Refreshments must be available for the judges. There must be at least water available for the athletes.
- Safety:** A Paramedic, Certified Emergency Medical Technician, or qualified Athletic Therapist must be present at all times during the warm-up and the competition. Ice must also be available for the athletes.
- Stretch Time:** The gym must be open at least 30 minutes before the general warm-up time to allow the athletes the opportunity to run around and stretch. The competition equipment does not have to be open at this time.
- Certified Coaches:** Only coaches that have their technical certification in Level 3 Trampoline are allowed to coach athletes on Trampoline and DMT. Coaches must also have their technical certification in Level 3 Trampoline and/or Artistic Gymnastics to coach athletes in tumbling.
- Other Extras:** Pens and pencils must be available for the judges and score keepers. Judging slips are also required for the judges. Score sheets need to be prepared by the host club using AGF'S sample lists in this Technical Manual.
- Results:** If a computer program is being used, it must be tested to ensure that it can calculate if there is 3, 4, or 5 Execution Judges. Calculators should be available for all scores. Results need to be available for coaches within 30 minutes of the completion of each group. These results do not need to include ranking. Please ensure that a copy of the results are given to each club in attendance, one to the Provincial T & T Representative, one to the Head Judge and one to the AGF office. Adequate time must be taken prior to the meet to thoroughly train all scoring personnel. At provincials there is a lot of scores to calculate. These scores include event ranking, list of athletes in finals, all around scores, team scores, final event scores and placing. Trials to Nationals and Trials to Westerns scores and placing.

Tumbling and Trampoline Equipment Requirements Provincials and Trials to Nationals

Please review the equipment requirements for Trampoline and Tumbling. If the equipment in your club meets the minimum or ideal requirements, tick the box to the right.

Tumbling Floor

	Minimum Requirement	Ideal	√
Length of Spring Floor	Required Length must be	26 m (-1.0 m)	
Type of Sprung Surface	Sprung surface that must be padded. If constructed of several units these must be firmly fixed together so as not to separate in use and showing no space between them.	Same Floor as will be used at Nationals that year.	
Approach run up	There must be a run up area the same level as the tumbling track. 11 m (+ 1.0 m)	Same	
Sprung width of tumbling strip	1.7 m (+0.3 m)	1.7 m (+0.3 m)	
Location of tumbling strip and landing	At least 3' from walls or obstructions	10' (3m) from walls or obstructions	
Lines on tumbling strip	Two outer edge lines 50mm wide in contrasting color. Outer edges width 1.5 m +/- 0.01 m. A center line 50 mm wide	Same	
Landing Area	Same height as the tumbling strip, must be held together so there are no cracks. Width- 3 m Length- 6 m Thickness- 8 inches (20.32cm) Must be sufficient enough to absorb shock.	Same	
Landing Zones	Lines 50 mm wide in contrasting color. Outer edges of landing zone mark the boundary. Outer edges: Length- 4 m +/- 5 mm Width- 2 m +/- 5 mm	Same	
Ceiling height	5 m above entire tumbling track and approach run.	7 m above entire tumbling track and approach run.	
Spring board	Must have a valid FIG certificate.	Same	
Camera Location	Clear view of tumbling strip, at least 10' (3m) from side in middle.	Same	
Judges Table	Seating for 8 people, at least 5m from the tumbling strip. Judges table positioned starting from meter 16 of the tumbling track.	Seating for 10 people, at least 5 m from the tumbling strip. Judges table positioned starting from meter 16 of the tumbling track.	

Trampoline

	Minimum Requirement	Ideal	√
Number of Trampolines	One for trials, two identical trampolines & beds for provincials.	Two identical trampolines & beds for trials and provincials.	
Interior frame size	Length – 5050 mm +/- 60 mm Width – 2910 mm +/- 50 mm	Same	
Height of bed from floor	1155 mm +/- 5 mm	Same	
Trampoline bed	Length – 4280 mm +/- 60 mm Width – 2140 mm +/- 50 mm	Same	
Type of trampoline bed	Web- 5.5 mm wide and not more than 16 mm apart. String- 3mm wide and not more than 10 mm apart.	Same	
Jumping zone in red in the middle	Length- 2150 mm +/- 40 mm Width- 2140 mm +/- 50 mm	Same	
Center red cross	700 mm +/- 30 mm	Same	
Safety padding	The frame and springs must be entirely covered by a shock absorbing padding. The maximum thickness must not be greater than 55 mm. They must not protrude onto the trampoline. The padding should be firmly fixed to the trampoline.	Same	
Safety Platforms	At both ends of the trampoline and firmly attached to the trampoline to ensure that on landing it supports the weight of the competitor without collapsing.	Same	
Mats on safety platform	The platform must be covered with a shock absorbing mat, firmly fixed to the platform. Length- 3025 mm +/-25mm Width- 2025 mm +/- 25mm Thickness at the bedside – 75mm +/- 05 mm Thickness at the end- 210 mm +/- 10 mm	Same	
Spotter mats	Not required	Must have 2 handles on one side Length- 1700 mm +/- 300 mm Width- 1000 mm +/- 100mm Thickness- 100 mm +/- 30 mm	
Matting on floor around tramp & end decks	There must be mats at least 4' (1.2m) wide and 1" (2.54cm) thick surrounding the trampoline & end deck.	Same mats but 2" (5.08cm) thick plus also an 8" (20.32cm) mat on the floor at both ends of the end deck.	
Ceiling Height	8 meters high	10 meters high	
Camera Location	Clear view of the trampoline bed. At least 10' from the side of the trampoline.	Clear view of the trampoline bed. At least 10' from the side of the trampoline.	
Judges Table	Seating for 8 people, at least 5 –7 m from the trampoline. Elevated at least 1 m off of the floor so that the judges can see the entire top of the trampoline bed.	Seating for 10 people, at least 5 –7 m from the trampoline. Elevated at least 1 m off of the floor so that the judges can see the entire top of the trampoline bed.	
Walls & protruding equipment	No protruding equipment within 6' of the sides of the trampoline & the end decks.	No protruding equipment within 10' (3m) of the sides of the trampoline & the end decks.	
Spotting	4 experienced spotters must be positioned around the trampoline while it is in use. At least one must be a certified coach.	4 experienced spotters must be positioned around the trampoline while it is in use. At least 2 must be a certified coach.	

Double Mini-Trampoline

	Minimum Requirement	Ideal	√
Frame	No metal bars or other firm fixings are allowed across the ends of the DMT other than at floor level. Frame must have rounded edges.	Same	
Bed	Light colored webs, or strings, held together so they are not displaced during use. Length- 2850 mm +/- 50 mm Width- 920 mm +/- 10 mm	Same	
Height of the bed from the floor	Mounting end- 450 mm +/- 100 mm Dismount end- 700 mm +/- 100 mm	Same	
Webs under tension	Width of webs- 4 mm – 13 mm (max) Width of strings- 3 mm +/- 1 mm Distance between any two strands: Web- 16 mm String- 10 mm		
Penalty zones in red	End markers- 130 mm +/- 20 mm Centre zone- 390 mm +/- 10 mm Distance of the center zone from the mounting zone- 900 mm +/- 1mm		
Safety padding	The frame and springs must be entirely covered by a shock absorbing padding. The maximum thickness must not be greater than 55 mm. They must not protrude onto the bed. The padding should be firmly fixed to the frame.	Same	
Landing area	A shock absorbent mat. Same height and density if two or more are joined ad they must be held together so there are no cracks. The whole landing area must be covered with a single covering mat. Length- 6 m Width- 3 m Thickness- 300 mm +/- 20 mm	Same	
Landing zone	Lines 50 mm wide in contrasting color. Outer edges of landing zone mark the boundary. Outer edges: Length- 4 m +/- 5 mm Width- 2 m +/- 5 mm	Same	
Run-up	Floor mats must be used. Thickness 25 mm +/- 5 mm Length 20 meters	Same	
Ceiling height	6 meters	8 meters	
Camera location	10' away perpendicular to the DMT	Same	
Judges table	Seating for 8 people, at least 5m from the DMT.	Seating for 10 people, at least 5m from the DMT.	
Spotting	At least one certified coach at the end of the DMT at all times.	Same	
Extra Mats	2" (5.08cm) thick mats 4" (10.16cm) wide around DMT & landing area	Same	
Walls	There must be no protruding equipment within 6' (1.84m) of the sides of the mini-tramp and landing mat.	Same	



APPENDIX 3

Double-Mini Trampoline

Provincial C	
Provincial B	
Provincial A	
Novice 10-14	
Novice 15+	
Open	
Youth	
Senior	
MEN	
WOMEN	

NAME: _____

CLUB / PROVINCE: _____

COACH: _____

1st Prelim Pass

	FIG	Diff.		Judge
Mount				
Spotter				
Dismount				
Difficulty Total		0.00		

2nd Prelim Pass

	FIG	Diff.		Judge
Mount				
Spotter				
Dismount				
Difficulty Total		0.00		

1st Finals Pass

	FIG	Diff.		Judge
Mount				
Spotter				
Dismount				
Difficulty Total		0.00		

2nd Finals Pass

	FIG	Diff.		Judge
Mount				
Spotter				
Dismount				
Difficulty Total		0.00		



Synchronized Trampoline

APPENDIX 3

CLUB / PROVINCE: _____

COACH: _____

Provincial C	
Provincial B	
Provincial A	
Novice	
Youth	
Senior	
MEN	
WOMEN	

Compulsory / 1st Voluntary

	FIG	☆		Judge
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Optional / 2nd Voluntary

	FIG	Diff.		Judge
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Difficulty Total		0.00		

Finals Routine

	FIG	Diff.		Judge
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
Difficulty Total		0.00		



APPENDIX 3

Individual Trampoline

NAME: _____

CLUB / PROVINCE: _____

COACH: _____

Provincial C	
Provincial B	
Provincial A	
Novice 10-14	
Novice 15+	
Open	
Youth	
Senior	
MEN	
WOMEN	

Compulsory / 1st Voluntary

	FIG	☆		Judge
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Optional / 2nd Voluntary

	FIG	Diff.		Judge
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
	Difficulty Total	0.00		

Finals Routine

	FIG	Diff.		Judge
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
	Difficulty Total	0.00		



APPENDIX 3

TUMBLING

NAME: _____

CLUB / PROVINCE: _____

COACH: _____

Provincial C	
Provincial B	
Provincial A	
Novice 10-14	
Novice 15+	
Open	
Youth	
Senior	
MEN	
WOMEN	

1st Prelim Pass

	FIG	Diff.		Judge
1				
2				
3				
4				
5				
6				
7				
8				
Difficulty Total		0.00		

2nd Prelim Pass

	FIG	Diff.		Judge
1				
2				
3				
4				
5				
6				
7				
8				
Difficulty Total		0.00		

1st Finals Pass

	FIG	Diff.		Judge
1				
2				
3				
4				
5				
6				
7				
8				
Difficulty Total		0.00		

2nd Finals Pass

	FIG	Diff.		Judge
1				
2				
3				
4				
5				
6				
7				
8				
Difficulty Total		0.00		

ENTRY FEE REFUND FORM

Entry fee refund requests must be completed on this form and submitted to the AGF T&T Program Coordinator c/o the AGF office a minimum of 48 hours prior to the event in which the participant is registered. If the rationale for request occurs within the 48 hours prior to the event, the athlete's Coach must verbally inform the AGF T&T Program Coordinator. This form must then be submitted to AGF no later than 4:30 p.m. on the first business day following the event, including a medical doctor's certificate (if applicable).

Requests for refunds not following this procedure and/or not complete in full, will not be granted.

DATE SUBMITTED TO AGF: _____

NAME OF ATHLETE: _____

CLUB: _____

COACH: _____

NAME AND DATE OF THE EVENT IN QUESTION: _____

COMPETITIVE CATEGORY REGISTERED FOR: _____

REASON FOR REFUND REQUEST (✓): MEDICAL OTHER

IF OTHER, PLEASE EXPLAIN: _____

IF MEDICAL, THIS FORM MUST BE ACCOMPANIED BY A MEDICAL DOCTORS CERTIFICATE

SIGNATURE OF COACH: _____

Alberta Gymnastics Federation
#207, 5800 – 2nd Street S.W.
Calgary, AB
T2H 0H2

Phone : 403-259-5500 or 1-800-665-1010

Fax:403 259-5588

ALBERTA GYMNASTICS FEDERATION
 #207, 5800 2ND STREET SW
 CALGARY, ALBERTA
 T2H 0H2



Expense Claim Form

NAME OF CLAIMANT: _____ PHONE: _____

ADDRESS: _____

POSTAL CODE: _____

HOLD CHEQUE FOR PICK-UP:

PLEASE MAIL CHEQUE:

RETURN CHEQUE TO ME:

SPECIFICS OF EVENT OR ACTIVITY: (please refer to reverse for AGF Expense Policy)

TYPE OF EVENT: _____ DATE: _____

LOCATION: _____

EXPENSES INCURRED: TRAVEL: AIR/BUS/ (attach receipts) \$ _____

Please List Passengers:

PERSONAL VEHICLE (# of km _____ @ \$ 0.40) \$ _____
 (to be claimed by (# of km _____ @ \$ 0.31) \$ _____
 the driver only) (# of km _____ @ \$ 0.23) \$ _____

CAR RENTAL/TAXI: (attach receipts) \$ _____

ACCOMMODATION: (attach receipts) \$ _____

MEALS: (Maximum of \$40.00 / day)
 BREAKFAST (s) _____ @ \$9.00 \$ _____

LUNCH (es) _____ @ \$14.00 \$ _____

DINNER (s) _____ @ \$17.00 \$ _____

Session 1 _____

Session 2 _____

Session 3 _____

Session 4 _____

Session 5 _____

Session 6 _____

Session 7 _____

Session 8 _____

NOTE: A meal cannot be claimed if the organizer or host provides a meal.

HONORARIUM:
 # of sessions/hours/days _____ @ \$ _____ \$ _____

ADMINISTRATION: TELEPHONE/MAILING/OTHER \$ _____
 (attach receipts)

SUB TOTAL: \$ _____

 Signature of Claimant

Less Donation: \$ _____

Total Payable to Claimant: \$ _____

IF YOU WOULD LIKE TO MAKE A DONATION TO AN AGF PROGRAM PLEASE INDICATE YOUR CHOICE AND AMOUNT:

Men: _____ Women: _____ T&T: _____ Rec: _____ Athlete: _____ Coach: _____ Judge: _____ Amount: _____

OFFICE USE ONLY

Chart # _____ Class _____ \$ _____

Chart # _____ Class _____ \$ _____

Chart # _____ Class _____ \$ _____

Chart # _____ Class _____ \$ _____

Chart # _____ Class _____ \$ _____

Date: _____

Cheque # _____

2320 GST \$ _____

 AGF Authorization

EXPENSE CLAIM POLICY

The guidelines contained in this policy apply to expenses that may be incurred by individuals while carrying out duties on behalf of the AGF including meetings, clinics, workshops, judging assignments and the like. This policy does not apply to expenses for events such as major competitions; allowable expenses for major events are considered on a project by project basis in relation to the AGF's annual budget.

GENERAL

- Expense claims must be submitted within 30 days following the completion date of the activity. Expense claims after this deadline will not be reimbursed.
- Expenses, which are not substantiated by receipts, will not be reimbursed, (with the exception of meal and personal vehicle allowances).
- Expenses, which are beyond the stated maximum, will be reimbursed only to the maximum allowable claim.
- Expense claims for courses, etc. must be authorized by the AGF Program Coordinator.
- Expense claims for judging must be authorized by the Head Judge who will submit them to the AGF Program Coordinator for processing.

ALLOWABLE EXPENSES

- Air Travel
Air Travel is usually prepaid by the Federation. However, the ticket stub should be attached to your expense claim.
- Ground Transportation
 - If you live further than 35 km from the site of the activity you can claim mileage at the corresponding rate according to the chart on the right. This mileage may also be claimed if you reside further than 35 km from the airport from which you are departing. Parking will also be paid for individuals driving to the meeting/event. Mileage claims for inter-city driving will be calculated according to the mileage chart. Mileage for travel within a city will not be reimbursed.
 - Fares for airport bus or the equivalent of that fare (if you choose to take a taxi) will be paid where this is available. Taxi fares, which exceed the airport bus fare, will only be reimbursed to the value of the equivalent airport bus fare.
 - Parking will be paid for residents of the city in which the event is taking place but you are encouraged to seek free parking whenever possible.
 - Receipts for ground transportation (except mileage) must be attached.

NOTE: Car Pooling is expected. AGF reserves the right to decline mileage claims if reasonable efforts are not made to car pool.

AGF Mileage Chart		# of people in vehicle including driver		
		1	2	3
# of people driving to the event along the same route	1	\$.40km	N/A	N/A
	2	\$.31 km	\$.40 km	N/A
	3+	\$ 23km	\$ 31 km	\$ 40km

- Meals
 - Out-of-town participants are allowed \$40.00 per day. Partial days are broken down as follows:
Breakfast.....\$ 9.00 Lunch.....\$ 14.00 Dinner.....\$17.00
 - In town residents may claim lunch or dinner if the activity is in progress before and after the mealtime. Otherwise claims for meals will not be allowed. Breakfast claims from local residents are not allowed.
- Accommodation
In most instances arrangements will be made for the hotel to bill the Federation for room charges only. You will normally be requested to pay any restaurant, bar, movie, telephone or miscellaneous charges. If you pay your room charges, receipts must be attached to your claim. The Federation's policy is to provide 'double occupancy' accommodation. Anyone requesting 'single occupancy' or wishing to bring their spouse must be prepared to pay any additional costs. In some instances this may mean that the entire accommodation costs will be borne by the individual. For example, if there are ten participants requiring accommodation the AGF will pay for five double rooms; if an individual demands a single room they will have to pay for it themselves.
- Honorarium
Honorarium for judges may be claimed according to the rates listed in their respective Technical Handbooks. Honorarium for clinicians and course conductors may be claimed according to the Guidelines for Coaching and Judging Courses.
- Administration
Telephone, postage and shipping expenses may be claimed for approved activities only. Whenever possible, calls should be made during the most economical time period. Letters and parcels should be shipped by the most economical means. Receipts or copies of telephone bills must be submitted with such claims.
- Extraordinary Expenses
Occasionally, AGF representatives may incur expenses that are not otherwise provided for in this policy. In such cases the Executive Director/Chief Executive Officer shall have discretionary authority to allow such expenses to be claimed. Normally, approval for such claims must be requested in advance.



APPENDIX 9

**Alberta Gymnastics Federation
Report of Violation
Code of Ethics/Code of Conduct**

As a member of the Alberta Gymnastics Federation not only are you encouraged to report instances of abuse and/or harassment directed at yourself and/or other members, but you have a duty to report offences witnessed at any time.

Guidelines:

- If abusive or harassing behavior towards a minor or another member is noted during the competition, officials should document their observations, including dates, times, location, and individuals involved.
- Depending on who is available the AGF President/CEO or Board Member, AGF staff, or Event Organizers should be informed and given the documentation. If the report is being made after the event contact the AGF Harassment officer.
- Event Organizers have the responsibility of informing the AGF administrators or Harassment officers.

Please note that under Provincial Legislation **if you have reasonable grounds to suspect that a participant is or may be suffering from emotional, physical abuse, and/or sexual abuse, you should immediately report the suspicion and the information on which it is based to the local child protection agency and/or the local police department. In Alberta you may call the Child Abuse hotline 1-800-387-KIDS (5437).**

Name of Program/Event/Competition where the Violation(s) took place: _____

Date: _____

Location: _____

Name of individual(s) involved: 1) _____

(and function i.e. coach, judge 2) _____

athlete, etc.) 3) _____

Violation (Describe the specific violation, circumstances leading up, and any response made):

Description of Reasonable Evidence: _____

If Law Authorities have been contacted indicate Date, Time, Department contacted (name of person), and if a report was filed: _____

Witnesses (Indicate name, function and contact information):
