

ALBERTA GYMNASTICS FEDERATION

WAG JUDGE'S

TECHNICAL HANDBOOK

2022-2023

Acronyms

The following acronyms will be used in this document.

AGF – Alberta Gymnastics Federation
GymCan – Gymnastics Canada Gymnastique
USAG – USA Gymnastics
FIG – Federation Internationale de Gymnastique
WPC – Women’s Program Committee
WJC – Women’s Judges’ Committee

WDP – Women’s Development Program
CCP – Canadian Competitive Program
HP – High Performance
AP – Aspire Program
CPE – Continued Professional Education
JDWG – Judging Development Working Group

General Information

Purpose

The Purpose of the Women's Judges Handbook is to ensure consistency in the Women's Program, by establishing rules, regulations and program guidelines.

The Alberta Gymnastics Federation Women's Judges Handbook is reviewed and updated annually. This handbook is intended as a guide for ALL Alberta judges whether Provincial, National or Brevet level.

National and Brevet judges are also responsible for information / rules regarding the National and Brevet Systems in the Gymnastics Canada Gymnastique (GymCan) Women's Program Manual. The judging sections of this manual are available on the GymCan website www.gymcan.org.

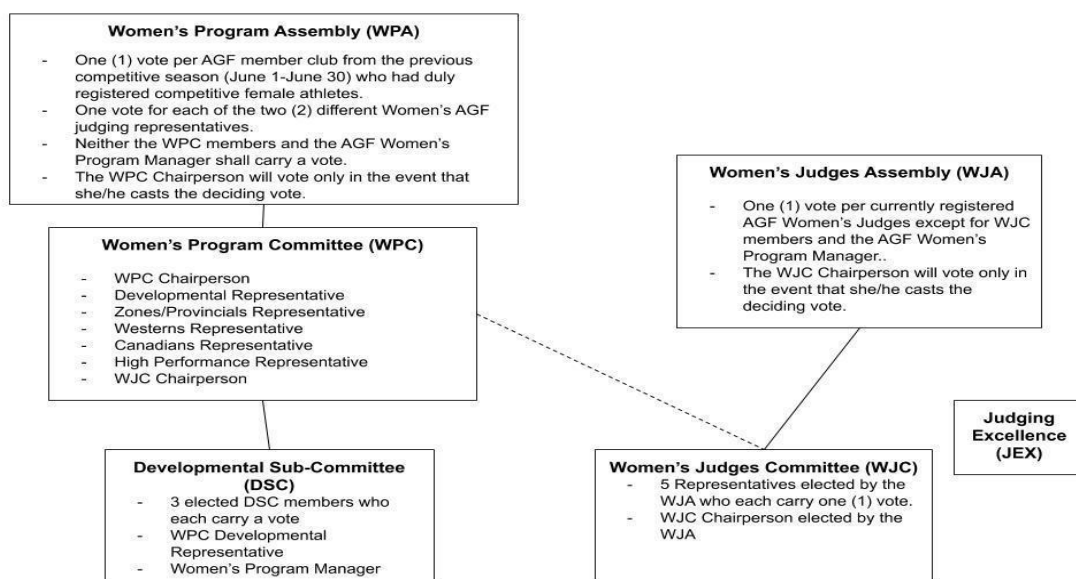
Women's Program Mission Statement

We are dedicated to fostering competitive gymnastics and its values by encouraging participation and growth, and by supporting personal success for everyone.

Women's Program Goal Statements

To encourage more people participating in competitive gymnastics
To inspire athletes, coaches and judges to achieve personal success
To attain a high level of provincial, national and international success
To foster an athlete centered, collaborative and positive program and competitive environment

Program Structure



Although the WJA appears to operate independently of the WPA, the WJC works closely with the WPC and functions according to the technical rules and regulations imposed by the WPA, of which they are also members. All committees consist of elected members. The Women's Program Manager assists all committees.

Current Women's Judging Committee and Sub-Committees

Women's Judges Committee (WJC)

WJC Chairperson	Sarah Shaver	Agf.wjc@gmail.com
Organizational Representative	Rebecca Wareham	rhornig@ualberta.ca
Developmental Representative	Courtney Ewaschuk	cewaschuk@hotmail.com
Communications Representative	Stephanie Sebastian	slfs12@gmail.com
Information and Resources Representative	Kenda London	kenda.london@gmail.com
Administrative Representative	Jillian Scambler	jillscambler@gmail.com
AGF Women's Program Manager	Carolyn Foster	wag@abgym.ab.ca

Judging Excellence Working Group (JEX)

JEX Chairperson	Judy Howard-Holmes	zipperpen@shaw.ca
JEX Member	Brady Spencer	brady.l.spencer@gmail.com
JEX Member	Kryssie Barry	kryssiebarry@hotmail.com
AGF Representative	Chosen on a case by case basis.	

Clarifications Working Group

Chairperson	Cynthia Bringas-Soriano	cbringas@shaw.ca
Member	Nancy Luttrell	gymnancy@gmail.com
Member	Samantha Ward	snward95@gmail.com
WJC Representative	Sarah Shaver	agf.wjc@gmail.com

Mentorship/CPE Working Group

Chair	Renee Hall	Ren314@shaw.ca
Member	Lorinda Stuber	stuberlori@gmail.com
Member	Amber McCalmon	amccalmon@telus.net
WJC Representative	Courtney Ewaschuk	cewaschuk@hotmail.com

Women's Judging Assembly (WJA)

Role

- To elect at the WJA on every even year 1 WJC Chairperson, 1 Developmental Representative, and 1 Information and Resources Representative
- To elect at the WJA on the odd year 1 Organizational Representative, 1 Communications Representative, and 1 Administrative Representative
- To form the six (6) member Women's Judging Committee to work, on the WJA behalf, with the AGF Women's Program Manager throughout the competitive season (November 1 – WJA Meeting Date),
- To establish specific goals and objectives for the Alberta Judges, concurrent with the goals and objectives of the Women's Program established by the WPA.
- To establish judging requirements and funding opportunities for the Alberta Judges, concurrent with the goals and objectives of the Women's Program established by the WPA.
- To abide by the technical rules and regulations set by the WPA.

Composition and Voting Privileges

a) The composition of the WJA is:

- All registered AGF Women's Judges, and any interested AGF Members.
- All those in attendance shall be eligible to participate in the discussion.

b) The voting privileges are the following:

- Each currently registered AGF Women's Judge will have one (1) vote.
- All judges vote for all representatives on the WJC.
- Neither the WJC members nor the AGF Women's Program Manager will carry a vote.
- The WJC Chairperson will vote only in the event that he/she will be casting the deciding vote.
- Proxy votes shall not be permitted at meetings of the WJA.
- Majority rules will be followed on all voting issues.

Meetings and Quorum

- All voting individuals shall be identified at the commencement of each assembly meeting.
- Quorum for the WJA shall be comprised of one-tenth of the voting members of the assembly. If, however, at the time appointed for the holding of any WJA meeting there is not the required quorum present, such 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 quorum and shall be competent to transact the business for which the said meeting was convened.
- The WJA shall meet once each season (in conjunction with the scheduled AGF AGM).
- The WJC chairperson and/or the AGF Women's Program Manager shall chair all WJA meetings.

Women's Judging Committee (WJC)

Role

a) The role of all WJC members is to:

- Establish and maintain communication amongst Alberta judges.
- Develop and monitor all appropriate programs that affect judges, under the direction given to them by the WJA.
- Select up to two (2) judging representatives to vote at the WPA meetings.
- Promote the CPE and professional development of all Alberta judges.
- Appoint three (3) members to the JEX working group, appoint three (3) members to the CPE working group, and appoint three (3) members to the Clarifications working group.
- Vote on any funding.
- Be accountable to the Chairperson and WJA.
- To be knowledgeable in all areas and provide input on all levels of judging in the province.

*Please note that the below responsibilities and duties may be changed from time to time to adhere to member strengths.

b) The role of the WJC Chairperson:

Experience Criteria = Minimum of a 2nd year National Judge and have judged at a Canadian Championships

Key Responsibilities

- Help coordinate judges and all judging activity in Alberta.
- Oversee
 - The WJC, working groups and WJA as per GymCan requirements.
 - Lead appointment discussion for working groups and finalize appointments.
 - Specifically work with JEX as outlined in handbook.
 - Work with Clarifications working group and GymCan on attaining information regarding clarifications and ensure its distribution as needed.
 - Work with the WP Manager to recognize our Alberta Judges (retiring judges, judges who are moving, outgoing members of the committee and working groups, special awards and etc.).
 - Maintain centralized incoming emails through agf.wic@gmail.com
 - Respond, forward, or connect inquiring emails to the proper personal
- Consult, Report and Represent
 - WJA
 - Consult and report to the WJA as needed.
 - Create Agenda and Chair Annual WJA.
 - Help provide guidance and planning with judges navigating through the system with assistance from the WJC and other experienced judges.
 - WJC
 - Prepare updates on an as-needed basis, ensure deadlines are being met, issues are being voted on and decided on, tasks are being delegated and information is being distributed.
 - Set, create agenda and chair all meetings.
 - WPC
 - Act as a member of the WPC representing the WJA.
 - Report to WPC as needed.
 - Attend all WPC meetings or appoint another WJC member to attend the meeting.
 - GymCan/Inter-provincial WJC
 - Submit all necessary information to GymCan regarding Alberta and Brevet Judges.
 - Attend annual GymCan P/T Chair Meeting (or appoint another WJC member as needed).
 - Carry through with all inter-provincial and GymCan communications.
 - WPA
 - Set-up two voting delegates for the WPA meetings.
- Travel Assignments

- Liaise with other PT Chairs to coordinate out of province judging opportunities.
- Distribute travel list.
- Send out professional development form.
- Confirm judges for travel assignments.
- Budget Responsibilities
 - Work with the WP Manager to ensure the judges budget is adhered to.
- Document Control
 - Finalize all National Records and Points Chart with Organizational Representative.
 - Maintain WJC folder on Google drive.
 - Lead editing of handbook at season's end with WP Manager.

c) The role of the Organizational Representative:

Experience Criteria = Must be a minimum National Level Judge

Key Responsibilities

- Attend all WJC meetings and contribute to all items on the agenda.
- Create sanctioned event panels and inquiries.
- Ensure distribution of assignments and balance on panels (maintain spreadsheet).
- Organize all assessments (work with WJC in setting up appropriate assessors to assesses).
- Review invitational panels and keep a copy of invitational panels in WJC folder.
- Assist Chair as needed and act for Chair when needed.
- Assist in updating National Records and verifying points chart with the Chair.
- Create a year at a glance and maintain calendar deadlines.
- Represent the needs of Alberta Brevet and Brevet Candidate judges in the judging community and report to Chair.
- Contact with National and Brevet judges prior to WJC meetings.

d) The role of the Developmental Representative:

Experience Criteria = 5 years minimum judging experience and must be compulsory certified

Key Responsibilities

- Attend all WJC meetings and contribute to all items on the agenda.
- Manage CPE and Mentorship groups (assist in setting up offerings and course content).
- Lead recruiter for new judges with help from the WJC.
- Main contact for judges wanting to petition to a higher level.
- Set courses for year and help find conductors with help from the WP Manager.
- Get feedback from courses.
- Work with Mentorship Working group on Mentor/Mentee assignments.
- Maintain contact with new and existing judges to ensure they understand the system and are getting needed help (in conjunction with the Mentorship Working Group).
- Contact with Provincial (Optional and Compulsory) Judges prior to WJC meetings.

e) The role of the Communications Representative:

Experience Criteria = 2 years minimum judging experience

Key Responsibilities

- Attend all WJC meetings and contribute to all items on the agenda.
- Work with a variety of sources (WP Manager, WJC, individuals, working groups, etc.) to attain information and material to share and post.
- Take meeting minutes, have them approved and distributed.
- Help prepare judge-to-coach information updates as needed with distribution assistance from WP Manager.
- Create and distribute the Quarterly Newsletter.
- Communicate courses, clinics, etc. in conjunction with the WP Manager.
- Use social media to provide updates and due date reminders as a secondary means of communication.
- Maintain online resources and social media platform.
- All shared information will be approved by the WJC and WP Manager before being posted.

f) The role of the Information and Resources Representative:

Experience Criteria = 5 years minimum judging experience

Key Responsibilities

- Attend all WJC meetings and contribute to all items on the agenda.
- Work with Clarifications working group to ensure question to the codes are being answered and the information is distributed to judges and coaches as needed.
- Work on resource development and content updates.
 - Work with other WJC members and working groups to provide online resources and social media content.
 - Work on development of online resources.
- Complete all records for optional and compulsory judges at year end (with Administrative Representative).
- Assist all roles in progressing documentation and resources into new online formatting
- Help bring ideas of how-to best set-up resources for judging membership to use and be connected.
- Help work towards creating an Alberta judge's website

g) The role of the Administrative Representative:

Experience Criteria = 2 years minimum judging experience

Key Responsibilities

- Attend all WJC meetings and contribute to all items on the agenda
- Assist any roles as needed
- Help complete all records for optional and compulsory judges

Composition and Voting Privileges

a) The composition of the WJC is:

- WJC Chairperson
- One Organizational Representative
- One Developmental Representative
- One Communications Representative
- One Information and Resources Representative
- One Administrative Representative
- AGF Women's Program Manager

b) The voting privileges are the following:

- Each member of the WJC shall be entitled to one (1) vote with the WJC Chair voting only in the event that he/she is casting a deciding vote.
- The AGF Women's Program Manager shall not carry a vote.
- Proxy votes shall not be permitted at WJC meetings.
- Majority rules will be followed on all voting issues.

Profile of WJC Members

Characteristics/abilities:

- Integrity, good judgment, and ethical decision making.
- Willingness to commit time and energy.
- Willingness to share opinions and ask questions.
- Willingness to work with judges, coaches and athletes at all levels of the program.

Knowledge/skills:

- Knowledge of the Alberta judging system.
- Knowledge of women's artistic gymnastics and the Alberta women's program.
- Knowledge, understanding and acceptance of the goals and objectives of the AGF Women's Program Assembly (WPA) and the Women's Judges Assembly (WJA).
- Strong communication skills.
- Ability and comfort using digital technology to communicate with judges.

Term of Office

- Two (2) years, commencing immediately following the October WJA meeting.
- One (1) year terms may be created to fill positions where a WJC member has had to step down.

Meetings and Quorum

- The WJC will meet quarterly (ideally August/November/February/May). Additional meetings may be scheduled on an as needed basis.
- Quorum for the WJC shall be composed of three (3) voting members.

Working Groups**CPE/Mentorship****Terms**

Each member will be appointed by the WJC for a three-year term. The chair will be appointed from within the group with consultation from the WJC.

Roles*Chair:*

- 1) Inform and communicate with WJC as needed throughout the year.
 - a) Provide report prior to each WJC meeting.
- 2) Take lead on duties and delegate tasks to other members.
- 3) Respond to emails (with inclusion of applicable WJC members) on WJA members requests for approved CPE activities
- 4) Lead edit (including addition and subtraction) of CPE activities and CPE section of handbook each fall prior to September 15.
- 5) Communicate to WJA of upcoming CPE activities

Members:

- 1) Help create and update mentorship worksheets and documents for distribution.
- 2) Help create and develop mentorship mini activities throughout the year.
- 3) Ask for feedback at year end for improvement of next year's mentorship program.
- 4) Help organize, set-up and provide CPE Activities throughout the year.
 - a) This includes:
 - i) Sourcing out presenters.
 - ii) Organizing dates and times.
 - iii) Sending out interest and feedback forms.
 - iv) Setting up location and presentation methods
 - v) Gathering information and creating resources to share with Albertan Judges.

Expectations

- 1) Communicate, report and work with the Developmental Representative.

- 2) Create, edit, update and send out Mentor/Mentee request form.
- 3) Pair Mentors with Mentee groups with approval from WJC and instruct groups on expectations for the year (with consultation from WJC).
- 4) Engage membership for assistance and use other resources (i.e. GymCan or NAWGJ) to help in providing CPE activities throughout the year(can be in—person or virtual sessions, or self-instructed modules). Some examples can include:
 - a. Mentorship judging sessions
 - b. Practicing scripting.
 - c. Level 3-5 text errors.
 - d. Recognizing angles.
 - e. Working as a panel.
 - f. Dealing with Coach Inquiries
 - g. Importance of overall deductions.
 - h. Composition.
 - i. Skill Recognition
- 5) Organize yearly CPE clinics for:
 - a. Head Judges course
 - b. Updates on non-obligatory course years. (Can be virtual session, or self-instructed module with mini quiz)
- 6) Provide any updates or tidbits of helpful judging information to Communications Representative to Post and share with community.

Clarifications Working Group

Terms

Each member will be appointed by the WJC for a three-year term. The chair will be appointed from within the group with consultation from the WJC.

Roles

Chair:

- 1) Inform and communicate with WJC as needed throughout the year.
 - a) Provide report prior to each WJC meeting.
- 2) Take lead on duties and delegate tasks to other members.
- 3) Respond to emails on WJA members and WPA member requests for clarifications after discussion with Working Group Members.
- 4) Requests that need to go to GymCan for clarification, send to the WJC Chair.
- 5) Maintain and Update Clarifications Document and ensure it is sent out to all Judges (and coaches when applicable).

Members:

- 1) Come to agreement on clarifications and rules.
- 2) Help provide clarity and respond to clarification questions as requested by Chair.
- 3) Be available to both coaches and judges for questions as requested by Chair.
- 4) Help maintain clarification documents and create communications to judges and coaches.
- 5) Bring up issues presented at judges meetings to the Clarifications Working Group as they come about, and send information to the WJC Chair..
- 6) Create an information bulletin to be distributed to judges with questions that have come up from coaches and information from discussions from judges debriefs at competitions.

Expectations

- 1) Communicate, report and work with the Information and Resources Representative

- 2) Research needed clarifications.
- 3) Provide clarifications on rules maintained in the clarification document.
- 4) Be accessible to coaches and judges' email inquiries regarding rules, composition, requirement fulfillment, etc.
- 5) Provide needed updates throughout the year to coaches on issues that are being seen as repetitive.
- 6) Post to Judge's facebook group and to WPC instagram with useful updates or tidbits of helpful judging information for Coaches and Judges.
- 7) Send out information bulletin to judges as topics arise on an as needed basis.

Generalities

Responsibilities of a Judge

- Judges must follow the GymCan Women's Program (WP) Manual & Code Supplement; the AGF Women's Program Technical Handbook (WPTH); the Canadian Women's Development Program (CWDP) Program; the Women's Development Program (WDP) Code of Points; and the AGF Code of Ethics / Code of Conduct Manual.
- In addition, Brevet judges must follow the FIG Code of Points.
- 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 the competition other than what is related to the judging assignments.
- Judges and coaches are encouraged to communicate informally prior to and / or after competitions regarding any technical concerns.
- Judges are required to arrive on time and attend the judges meeting prior to and after competition or may be removed from their assignment.
- Judges are required to use the correct forms when judging and have all updated judging material available for each competition.
- **Judges are personally responsible for ensuring that they meet the requirements for each level of Judging, including filling out a PIPA form once per year, and having a valid police record check every three (3) years.**

Uniform

Judges, as a group, must project a professional appearance.

The judging uniform for all **Level 8-10 competitions** is:

- Dark blue (solid color, no stripes, no logos) suit jacket with matching dress pants or skirt, skirt should be approximately knee length.
- White top
- Solid dark coloured footwear, no sandals.
- Plain, neutral or navy tone blue non-decorative hosiery.
- A navy or white cardigan.

The judging uniform for all **Level 1-7 competitions** is:

- Dark blue (solid color, no stripes, no logos) dress pants or skirt, skirt should be approximately knee length.
- White top, AGF Provincial Micro-fleece is acceptable for all provincial level competitions. If there are national athletes, the prescribed FIG uniform is required.
- Solid dark coloured footwear, no sandals.

- Plain, neutral or navy tone blue non-decorative hosiery.
- A navy or white cardigan.

A Level 1-7 Judge can wear a matching blue suit, but this uniform is not required at this level.

Record Keeping

- It is the responsibility of each Provincial Judge to maintain their own Record Keeping Form and CPE Hours Form and submit them to the AGF Women's Program Manager and the Information and Resources Representative.
- It is the responsibility of each Level 10 and National Eligible Judge to maintain their own Provincial Record Keeping Form, CPE Hours Form, and National Points Chart and submit them to the AGF Women's Program Manager and the Information and Resources Representative.
- It is the responsibility of each National Judge to maintain their own Record Keeping Form, CPE Hours Form, National Points Chart, and Professional Development Form and submit them to the AGF Women's Program Manager and the WJC Chair.
- Failure to submit the Record Keeping and the CPE Hours Form will result in the judge not meeting their requirements and their judging level status will be reviewed by the WJC.
- Please see Document Submission Dates for deadlines on submitting records.
- Judges will be fined \$25.00 for the late submission of the Record Keeping Form.

Document Submission Dates

Form/Action	Document Location	Deadline
AGF Judges Registration	www.abgym.ab.ca	November 15 th
Course Registration	www.abgym.ab.ca	Varies yearly
Availability and Commitment Sanctioned Event Form	Emailed to Judges	Varies yearly
Judges Records	Appendix 9a and 9b	June 15 th
CPE Record Form	Appendix 9a and 9b	June 15 th
National Judges Points Chart	Appendix 5a	June 15 th
National/Brevet Judges Professional Development Form	Appendix 12	June 15 th

National Eligible/Level 10 Provincial Application	Appendix 20	June 15 th
Brevet Candidate Application	See GymCan Manual	June 15 th

AGF Judges List

- The purpose of this list is to make public on a yearly basis the names of certified active judges who are eligible to officiate AGF sanctioned competitions and invitational competitions held in Alberta.
- When a Provincial Judge moves to Alberta from another Province, the judge must send her record of experience to the AGF office.
- A copy of any Alberta Provincial judges' record can be obtained from the AGF office by contacting the Women's Program Manager or a member of the WJC.

Definitions

Continuing Professional Education (CPE): Sessions attended as appointed by CPE working group or PD/Mentor working group. *Approved list of CPE activities in CPE section of the manual.*

Guided Observation Hours: Observing athletes in a gym club where athletes of your current judging level or one level higher train along with a higher level judge.

Mentor Hours: Time spent working with a judge of a higher level doing video judging, guided observation hours or shadow judging.

Observation Hours: Observing athletes in a gym club where athletes of your current judging level or one level higher train. If you are a coach or athlete, the hours must be done in another gym. If there are no other clubs, within a reasonable traveling distance of your club, with athletes at your current level, your hours need to be separate from your own paid coaching hours or training hours if you are an athlete.

Shadow Judging: Sitting on a panel where your scores don't count at your current judging level or one level higher. All shadow judging of AGF sanctioned events must be approved by the WJC.

Video Judging: Observing video routines of your current judging level along with other judges for the purposes of practice scripting and discussion regarding scores and deductions.

Alberta Head Judge: A member of the WJC assigned to an AGF sanctioned competition who will coordinate any required changes to the judging panels onsite and will inform the necessary judges. This judge will also report any changes made to the panels to the WJC Chairperson. This judge will be either a Panel judge, an Event Head Judge, the competition Chief Judge or the Assistant Chief Judge. (The assignment as AHJ is in addition to other assignments). The assigned Alberta Head Judge for a competition can be shared between two people if required.

Assistant Chief Judge: Assists the Competition Chief Judge in any matters that need attending to. This person will assist with equipment measurement, inquiries, and any other duties as deemed necessary by the Competition Chief Judge. This person is often an Event Head Judge or a Panel Judge in addition to being the Assistant Chief Judge.

Competition Chief Judge: Judge assigned to supervise all aspects of judging during a competition. This person will chair the judge's meetings, supervise event judges, coordinate with competition directors, and handle all inquiries that are not resolved between coaches and the Event Head Judge.

Event Head Judge: Judge assigned to lead an event judging panel. This person will decide on competition order, greet athletes, and address coach's inquiries for their event. This person is the head judge for an event, and in consultation with judge 2, determines the start value for each routine. This person also submits a final score for each routine.

Line Judge: Judge assigned to determine boundary infractions for Floor. If an infraction occurs, it is recorded, and the Event Head Judge is informed. This position is usually only filled for National level competitions, by Provincial or National level judges.

Panel Judge: Judge assigned to an event panel. This person scores each routine and submits a score to the Event Head Judge. This person may also take part in panel discussions, if deemed necessary by the Event Head Judge.

Provincial Judging System

Introduction

Below are the Provincial levels in Alberta.

Xcel

Levels 1-5

Level 6

Level 7

Level 8

Level 9

Provincial Level 10

National Eligible

Active Provincial Judge

The definition of an active Provincial judge includes within one (1) year:

- Registered with AGF as a Women's Judge by the **November 15th deadline** or by the completion of course.
- Complete all the listed requirements for their respective level. See Provincial Judging System and National Judging System sections in the Judges Handbook for specific requirements.

Provincial Judging Requirements

Xcel Panel Judge

An Xcel panel judge at this level would be expected to be a panel member and submit a full score. A judge would be expected to be able to justify their execution deductions if asked by the event head judge. All judges are expected to use judging scripting for all routines.

Requirements for Entry:

- Must be a minimum of 16 years of age as of January 1st of the competitive year.
- Must be a minimum Level 6 judge or judged a minimum of 2 years at the Compulsory level.

Eligible to judge all Xcel levels. Cannot head judge on an event unless the Event Head Judge course has been completed.

Level 1-5 Panel Judge

A Compulsory panel judge at this level would be expected to be a panel member and submit a full score. A judge would be expected to be able to justify their execution deductions if asked by the event head judge. All judges are expected to use judging scripting for all routines.

Requirements for Entry:

- Must be a minimum of 16 years of age as of January 1st of the competitive year. No judging experience required.

Requirements to Stay at This Level:

- Must take a compulsory judging course and pass a compulsory judging exam (min. 70%) every four (4) years or at the start of a new code.
- Must judge at least fifty (50) routines from two (2) different competitions. These routines can be any level from Level 1-5.
- Must complete at least five (5) CPE hours. **One of these hours must be course hours** and the remaining requirements may be fulfilled by using the list of CPE activities listed in the manual.
- Must complete at least two (2) observation hours, unless qualified for an exemption.
- Must be assessed at least once in a quad (4 years).

Eligible to judge Levels 1-5. Cannot head judge on an event unless the Compulsory Event Head Judge course has been completed.

Level 6 Panel Judge

An Optional panel judge at this level would be expected to be a panel member and submit a start value and score.

Requirements for Entry:

- Must be a minimum of 16 years of age as of January 1st of the competitive year.
- Must have successfully completed a minimum 2 years judging as an active Levels 1-5 judge.
- Complete a successful assessment as a Compulsory Judge.

OR

- Must have submitted the Judging Level Petition Form and supporting documents to the WJC or the AGF Women's Program Manager three weeks before the course registration deadline, requesting to take the optional course based on appropriate experience and be approved.

Requirements for a Successful Year:

- Must take an Optional judging course and pass a Level 6 judging exam (min. 70%) every four (4) years or at the start of a new code.
- Must judge at least fifty (50) routines from 3 different competitions (one must be a sanctioned competition). A minimum of 30 routines must be at a Level 6 level.
- Must complete at least six (6) CPE hours. **Two of these hours must be course hours** and the remaining requirements may be fulfilled by using the list of CPE activities listed in the manual.
- Must complete at least two (2) observation hours, unless qualifies for an exemption.
- Must be assessed at least once in a quad (4 years).

Eligible to judge Level 6. Only eligible to judge Levels 1-5 if successfully completed the Compulsory course.

Level 7 Panel Judge

An Optional panel judge at this level would be expected to be a panel member and submit a start value and score.

Requirements for Entry:

- Must be a minimum of 16 years of age as of January 1st of the competitive year.
- Must have judged two (2) years as a Compulsory judge and/or one successful year as an active Level 6 judge.
- Complete a successful assessment as a Level 6 judge.

OR

- Must have submitted the Judging Level Petition Form and supporting documents to the WJC or the AGF Women's Program Manager three weeks before the course registration deadline, requesting to take the optional course based on appropriate experience and be approved.

Requirements for a Successful Year:

- Must take an Optional judging course and pass (70%) a Level 7 judging exam every four (4) years or at the start of a new code.
- Must judge at least fifty (50) routines from 3 different competitions (one must be a sanctioned competition). These routines can be any level from 6-7. A minimum of 30 routines must be at a Level 7 level.
- Must complete at least seven (7) CPE hours. **Two of these hours must be course hours** and the remaining requirements may be fulfilled by using the list of CPE activities listed in the manual.
- Must complete at least two (2) observation hours, unless you qualify for an exemption.
- Must be assessed at least once in a quad (4 years).

Eligible to judge Levels 6 and 7. Only eligible to judge Levels 1-5 if successfully completed the Compulsory course.

Level 8 Panel Judge

An Optional panel judge at this level would be expected to be a panel member and submit a start value and score.

Requirements for Entry:

- Must be a minimum of 16 years of age as of January 1st of the competitive year.
- Must have successfully completed a minimum of 1 year as an active Level 7 judge.
- Complete a successful assessment as a Level 7 judge.

OR

- Must have submitted the Judging Level Petition Form and supporting documents to the WJC or the AGF Women's Program Manager three weeks before the course registration deadline, requesting to take the optional course based on appropriate experience and be approved.

Requirements for a Successful Year:

- Must take an optional judging course and pass a Level 8 judging exam (min. 70%) every four (4) years or at the start of a new code.
- Must take the Optional Head Judge Course.
- Must judge at least fifty (50) routines from 3 different competitions (one must be a sanctioned competition). These routines can be any level from 6-8. A minimum of 30 routines must be at a Level 8 level.
- Must complete at least eight (8) CPE hours. **Two of these hours must be course hours** and the remaining requirements may be fulfilled by using the list of CPE activities listed in the manual.
- Must complete at least two (2) observation hours, unless you qualify for an exemption.
- Must be assessed at least once in a quad (4 years).

Eligible to judge Levels 6, 7,8 and Aspire. Only eligible to judge Level 1-5 if successfully completed the Compulsory course.

Level 9 Judge

An Optional panel judge at this level would be expected to be a panel member and submit a start value and score.

Requirements for Entry:

- Must be a minimum of 18 years of age as of January 1st of the competitive year.
- Must have successfully completed a minimum of 1 year as an active Level 8 judge.
- Complete a successful assessment as a Level 8 judge.

Requirements for a Successful Year:

- Must take an Optional judging course and pass a Level 9 judging exam (min. 70%) every four (4) years or at the start of a new code.
- Must judge at least fifty (50) routines from 3 different competitions (one must be a sanctioned competition). These routines can be any level from 6-9. A minimum of 30 routines must be at a Level 9 level.
- Must complete at least ten (10) CPE hours. **Two of these hours must be course hours** and the remaining requirements may be fulfilled by using the list of CPE activities listed in the manual.
- Must complete at least two (2) observation hours, unless you qualify for an exemption.
- Must be assessed at least once in a quad (4 years).

Eligible to judge Levels 6,7,8,9 and Aspire. Expected to be in head judge position for Levels 6-8. Only eligible to judge Levels 1-5 if successfully completed the Compulsory course.

Provincial Level 10 Judge

An optional judge at this level would be expected to be an E panel judge on any Alberta invitational competition (this judge may be used at a sanctioned event only in extraordinary circumstances).

Requirements for Entry:

- Must be a minimum of 18 years of age as of January 1st of the competitive year.
- Must have successfully completed a successful year at Level 9.
- Must have completed a successful assessment as a head judge for Level 9.

OR

- Must have submitted the Judging Level Petition Form and supporting documents to the WJC or the AGF Women's Program Manager three (3) weeks before the course registration deadline, requesting to take the optional course based on appropriate experience and be approved.

Requirements for a Successful Year:

- Must take the Level 10 course and pass a Level 10 judging exam (min. 75%) every four (4) years or at the start of a new code.
- Must take the Optional Head Judge Course.
- Must judge at least fifty (50) routines from 3 different competitions (one must be a sanctioned competition). These routines can be any level from 6-10. A minimum of 30 routines must be at a Level 9/10 level.
- Must complete at least twelve (12) CPE hours. **Two of these hours must be course hours** and the remaining requirements may be fulfilled by using the list of CPE activities listed in the manual.
- Must be assessed at least once in a quad (4 years).

Eligible to judge Level 6-10 and Aspire (can only be used as an E panel judge for Level 10 sessions). Only eligible to judge Levels 1-5 if successfully completed the Compulsory course.

National Eligible

A National Eligible judge has the intention to enter the National judges' system after completion of this two-year program. This judge is expected to be a head judge or a panel judge on any Albertan Level 10 panel. Upon successful completion, this judge will be registered as a national judge and be eligible for travel assignments.

Requirements for Entry:

- Must be at least 19 years of age.
- Must have judged at least 3-4 years as an Optional panel judge.
- Must have completed a successful year at Level 9 or 10 as well as an assessment immediately prior to the year of application.
- Must complete the National Eligible entry forms and have all documents submitted by June 15th.

Requirements for a Successful Year 1:

- Must enroll in the CPE head judging course (may fall in the second year of the program).
- Must take the Level 10 course and pass the Level 10 exam as outlined by GymCan.
- Must judge at least fifty (50) routines over three (3) different competitions. These routines can be from any level with a minimum of 30 routines being Level 10.
- Must complete at least sixteen (16) CPE hours. Must take the CPE update course for all National judges, and the remaining requirements may be fulfilled by using the list of CPE activities listed in the manual.
- Must complete an off-panel assessment at an invitational or sanctioned event.

Requirements for a Successful Year 2:

- Must judge at least fifty (50) routines over three (3) different competitions. These routines can be from any level with a minimum of 30 routines being Level 10.
- Must complete at least sixteen (16) CPE hours. Must take the CPE update course for all National judges, and the remaining requirements may be fulfilled by using the list of CPE activities listed in the manual.
- Must complete an on-panel assessment as a panel judge at an invitational or a sanctioned event (minimum 3 judges on a panel).

Eligible to judge Levels 6,7,8,9,10 and Aspire. Only eligible to judge Level 1-5 if successfully completed the Compulsory course.

Event Head Judge

Requirements to become an Event Head Judge:

Compulsory Head Judge

- Must be a minimum of 18 years of age as of January 1st of the competitive year.
- Must have judged at least two (2) successful years as a Compulsory judge.
- Must take the Head Judge course.

Optional Head Judge

- Must be a minimum of 18 years of age as of January 1st of the competitive year.
- Must have judged at least two (2) successful years as an Optional judge.
- Must take the Head Judge course

A judge in this position can be an event head judge for their level and below. They are responsible for the final score for each gymnast. They would also be responsible to ensure that the panel works together to rank the athletes correctly, be the main spokesperson on the panel for coaches' inquiries and coordinate the volunteers for the table.

Judging Outside of the Province for Provincial Judges

Requirements of all judges wanting to judge outside of Alberta:

If any Alberta judge wishes to travel outside of the Province of Alberta and officiate at a competition, they must seek permission first from the WJC Chair, as per GymCan policy. The WJC Chair will seek permission from the other PT Chair. Only after the Provincial judge has received permission from both the WJC Chair and the PT Chair of the other Province can they judge at a competition outside of Alberta.

Approved Year of Absence

To support our judging community and an individual's life endeavours, an approved year of absence is allowable. This can be used for circumstances in which a judge may not be able to meet their requirements due to scenarios such as parental leave, studying abroad, health issues, etc.

Judges may submit a request in writing to take an approved year of absence without effect on their judging status. With approval from the WJC, this year will not be deemed unsuccessful and will be recorded as an approved year of absence on the individual's record form.

This year will not accumulate any seniority on the Judge's roster and therefore will not increase honorarium. If the absence extends beyond one year, the judge returning will need to take a course of the same level prior to the absence.

National Judging System

National Judges Entrance into National Judges System

See Section 3 in the GymCan Women's Program Manual. This section is available online at www.gymcan.org in the documents section of the website.

Alberta Requirements to be a National Judge

- Must take the Level 10 course and pass the Level 10 exam as outlined by GymCan.
- Must be in good standing with AGF.
- Must judge a minimum of 40 routines at the Level 10 level in a minimum of 2 competitions.
- Must judge a minimum of 1 sanctioned competition.
- Must complete all CPE requirements.
- **Must submit Judging Records, CPE Form, Judges Points Form and Professional Development Form by June 15th.**

Assessment Coordinator

The Alberta Assessment Coordinator will be assigned to a member(s) of the WJC.

Responsibilities:

- Communicate with the WJC Chairperson to confirm the list of judges requiring assessments and the level of those assessments.
- Set dates of assessments in coordination with the WJC.
- Communicate with each of the judges and outline the level of assessment and their options.
- If assessments must be done on a panel, work to meet the panel standards as outlined by GymCan.
- Arrange to have a WJC approved assessor do the assessments and communicate this assignment with the assessor.

Once the assessment is complete and signed by the assessor and the assessed, the assessor is responsible to send a copy to the WJC chair and the assessment coordinator, who will then forward the assessments to AGF. The Women's Program Manager will forward a copy of the assessment to the assessed.

Provincial Involvement of National Judges

Each National level judge is encouraged to:

- Head Judge a Levels 1-5, 6, 7, 8 or Aspire session at an AGF sanctioned competition.
- Judge all Provincial competitions for National stream categories.
- Participate in Provincial judging clinics if requested/needed.

Criteria for Out of Province Assignments for National Judges

The selection of any judge traveling to a competition outside the Province on behalf of AGF will be the responsibility of the WJC and the Women's Program Manager. The WJC will consider the following criteria when assigning out of Province travel assignments:

- Meets the minimum exam score to travel (as outlined by GymCan).
- National Judges Points Chart.
- The competition will benefit the professional development of the judge.
- The judge has the necessary courses required.
- The judge has the necessary judging experience/prerequisites required.
- The competitions a judge available to attend.
- The total hours from CPE Activities in the Province or the previous season.

Due to the limited amount of travel opportunities and the limited number of judges allowed to attend competitions, the National judges points chart will be a factor when deciding between two (2) judges that are tied.

Travel Assignments with Team Selection

When accepting an assignment to attend an event that has a team selection (i.e., Canadian Championships, Canada Winter Games, Western Canadian Championships, Western Canada Summer Games, Elite Canada etc.), the judges selected for the travel opportunity are encouraged to attend both the trial selection competition and the Team Training Camp in Alberta. **At minimum**, judges assigned to the Team event will be REQUIRED to attend either the Trial Selection OR the Team Training Camp (in its entirety).

Judges unable to meet the minimum requirements will not be allowed to attend the event and an alternate judge will be selected to attend. Judges will be paid an honorarium of \$20/hour for their attendance at the Training Camp. Accommodation, gas receipts, and per diem will be paid if it is necessary for judges to travel to attend the training camp.

Team Excel: Judges eligible to travel with Alberta Team Excel must have a minimum of Brevet level. Judges are required to travel with the team for the entire trip. Funding available for the trip may not cover the full trip expenses. **(please note that this is on hold for 2020/2021)*

Continuing Professional Education (CPE) Requirements

CPE clinic or judging course attendance is required to complete the minimum hours of CPE at each level and in every year of active judging.

CPE Required Hours Chart

CPE hours are required by GymCan to ensure that judges are active members in the judging community and are increasing their judging knowledge in ways outside of simply attending competitions.

Please note that these are **minimums** only. All judges should do as many activities as possible in different categories to ensure confidence at their current level and to prepare to move up levels.

Level	Minimum Different Categories Needed	Hours Needed	Required Clinic/Course Hours per year
Levels 1-5	2	5	1 - from clinic/Judging Course
Level 6	3	6	2 - from clinic/ Judging Course
Level 7	3	7	2 - from clinic/ Judging Course
Level 8	3	8	2 - from clinic/ Judging Course
Level 9	3	10	2 - from clinic/ Judging Course
Level 10	3	12	2 - from clinic/ Judging Course
National Eligible/National	3	16	8 - from clinic/ Judging Course
Brevet	3	16	8 - from clinic/ Judging Course

Meeting CPE Requirements

A judge must complete the minimum CPE hours to successfully meet the requirements for their level. If CPE hours are not complete a judge will not have successfully met their requirements for their level.

Examples:

Judge #1 (Level 7) - Needs a total of 7 hours from 3 different categories
 - Level 7 Judging Course - 15 hours
 - Shadow judging - 2 Hours

Did not meet CPE requirements as the judge did not meet the requirement of 3 different categories.

Judge #2 (Level 8) - Needs a total of 8 Hours from 3 different categories
 - Level 8 Judging Course- 15 hours
 - WJA - 2hours
 - Gym Observation - 2 hours

Meets the CPE Requirements for this level as judge completed activities from 3 different categories.

CPE Activities Chart

CPE Activities	Description
Attending/instructing a CPE clinic, a coaching or a judging course	Clinics put on as per WJC.
Coaching	Coaching at any competitive level within the WDP system. *Note: If judging above the level you coach, it is recommended to supplement your CPE hours with activities that involve athletes that are at or one level above your current level.
Congress hours	This can be from judging sessions at a Canadian or American congress. *Note: one coaching course may count for hours, the rest should be from judging sessions.
Shadow judging or Mentor Shadow judging (with an assigned mentor)	Sitting on a panel where your scores don't count at or one level above your current judging level. *Note: all shadow judging of AGF sanctioned events must be approved by the WJC.
Observation hours	Observing athletes in a gym club where athletes of your current judging level or one level higher train. This must be alongside at least one other judge. *Note: If you are a coach or athlete the hours must be done in another gym. These hours should not be paid, nor be your regular training hours.
Attending WJA Meetings	
Line judging/Minor official	
Video study	Observing video routines of athletes at or above your current level with a minimum of 2 judges with the purpose of practicing script and having discussion regarding scores and deductions.
WJC and assigned working groups	
Mock meets	

Mentor in Mentor Program	Includes both mentor and mentee
Mentor Sessions	Online or in-person sessions as provided by CPE working group.
Self-learning Modules	Successfully completed self-learning modules as set out by CPE working group.
CPE Mini Sessions or Webinars	Attending applicable CPE mini sessions or Webinars pertaining to judging.
Other	Please contact the WJC to have any other relatable activities approved for hours.

Judging Courses

General Information

- Xcel, Levels 1-5, 6, 7, and 8 courses will be offered every year in-person or virtually depending on registration numbers.
- Level 9 and 10 courses will be added as needed.
- Hosting of ALL courses is decided by the WJC in conjunction with the AGF Women's Program Manager and will be based on course need.
- Judging courses are generally scheduled between September and December of each year, to ensure judge certification prior to the start of most sanctioned competitions. For a complete list of courses offered, please see the AGF website at www.abgym.ab.ca.
- The Course Conductors (CC) are appointed by the WJC based on an application process and will be involved in the ongoing planning of the course along with the WJC and the AGF Women's Program Manager.

Re-Writing Judging Exams

- Judges who choose to re-write the exams must make the request through their Course Conductor.
- The CC will then contact the WJC Chair to set up the most appropriate re-write date.
- Judges who do not successfully pass the first exam, or choose not to re-write the exam, or do not pass the re-write exam, will remain at their previous level if they successfully write the exam for that level.
- Judges who DO NOT successfully attend the entire course cannot upgrade to the next level until they have successfully completed another course.

Challenging Certifications

Those judges who are level 10 or above are able to challenge Compulsory and Xcel exams to become certified. The exams will be take-home, un-timed open book exams done at the individual's own time. Passing grades will be the same as expected for the respected course.

Exams will be released to challenge at the conclusion of the season's respective course. Judge's must notify the WJC in writing about their intent to challenge.

Rewrites are subject to the same rewrite policy as stated in the handbook.

Judging Course and Course Conductor (CC) Information

Ratios:

AGF will work towards maintaining a 1:10 conductor to participant ratio. All courses with 10 or more registered participants will attempt to have two or more scheduled CC. Courses with fewer than 10 registered participants will have 1 scheduled CC.

Course Minimum:

Course cancellation due to low registration numbers will be decided on a case by case basis by the WJC and AGF Women's Program Manager.

Schedule:

To be determined on a course by course basis.

Per Diem:

All Course Conductors will receive two lunches (\$14.00/day), unless otherwise discussed and approved by the AGF Women's Program Manager.

Conductor Rate:

Level (s)	1 Course Conductor	2 Course Conductors
(One Level Only) Levels 6-10	\$500*	\$375 each**
(Two or more levels combined) Levels 1-9	\$750*	\$500 each **
CPE Clinic Conductor***	Judges Honorarium/hour	

*This includes 15 hours of course conducting, as well as all course preparation time, and exam marking.

**This includes 15 hours of shared course conducting, as well as all shared course preparation time, and exam marking.

***CPE courses are generally 1 hour in length. If preparation of course material is needed prior to the course, compensation can be discussed with the WJC.

AGF Sanctioned Competitions

List of AGF Sanctioned Competitions

Please note: Some events do not occur annually. Some of the events below may be combined into one session, and therefore would only count as one sanctioned event.

- Trials to Western Canadian Championships (Levels 8-10, Aspire)
- Northern Zones (Levels 6-7) if applicable
- Southern Zones (Levels 6-7) if applicable
- Alberta Xcel Championships (All Xcel levels)
- Alberta Compulsory Championships (Levels 3-5)
- Provincial Championships (Levels 6-10)
- Trials to Canadian Championships (Levels 9-10)

- Trials to Alberta Winter Games (two-year cycle)
- Alberta Winter Games (two-year cycle)
- Trials to Arctic Winter Games (two-year cycle)
- Arctic Winter Games (two-year cycle)
- Trials to Canada Winter Games (four-year cycle)

Eligibility

- All active and registered Provincial, National and Brevet Judges will be considered for panel assignments at sanctioned events.
- For Northern and Southern Zones (if applicable) and Provincials, only judges who are in their 2nd year of judging and have judged at least 2 competitions prior to the event will be eligible for panel assignment. Please note exceptions will be made if necessary.
- For Levels 8-10 Provincials / Trials to Canadians only judges who are in their 2nd year of judging and have judged at least 2 competitions prior to the event will be eligible for panel assignments.
- To be assigned as an Event Head Judge at a sanctioned event, a judge must be a National level judge or have taken the Head Judge course.

Judging Restrictions

If a judge is also a coach or assists at a competitive level within a competitive club, they may not be the Chief Judge or Event Head Judge in the session when the club(s) they are affiliated with is (are) competing.

Active Coach:

An active coach is defined as someone who, on a regular basis, takes an active part in the technical training process of a gymnast. A judge's contribution to the training process is occasional, advisory and oriented to the interpretation and application of the WDP Code of Points, WPD Rules and Policies Manual and the AGF Women's Technical Handbook.

Attendance Commitment

All judges assigned to Provincial activities must be on time and present for all indicated judging meetings, both before and after a competition, as well as the competition sessions where their presence is required.

No Show or Late Arrival

- All changes to the panels will be done by the Alberta Head Judge on site following the guidelines below.
- If the Competition Chief Judge has not arrived prior to General Warm-up, the Assistant Competition Chief Judge or the next highest ranked judge will assume the job.
- If an Event Head Judge has not arrived at the commencement of the judge's meeting, the 2nd Panel judge will assume the Event HJ and the named Head Judge will become a panel judge on the same apparatus.
- Any judge who has not arrived at the judges meeting twenty (20) minutes prior to the commencement of the competition, will be replaced given a suitable replacement is readily available.
- If a judge is late for the judge's meeting, they will not be able to claim this time on the expense claim form.
- Late/No Show Policy is to be enforced by the Alberta Head Judge present.
- A judge who is consistently late for meetings or on the floor at the competition may have their name submitted to JEX.

Inappropriate Behaviour and/or Incorrect Evaluation of Exercises

- In consultation with the Competition Chief Judge, the Event Head Judge may request a warning to be issued to the judge in question. Should their evaluations continue to be flawed; the Competition Chief Judge will then withdraw the judge from the competition.
- The Competition Chief Judge will report the incident on the Chief Judge Report Form and to the WJC and/or the Alberta JEX working group.
- All judges are expected to give their full attention to the judging task. Use of personal cell phones and/or other electronic devices during the competition is not allowed.

Panels

The WJC is responsible for organizing the judging panels for all sanctioned competitions in the Province. If possible, the judging panels should meet the following minimum requirements. An Event Head judge must have taken the Alberta Head judge course.

Level	Event Head Judge
Level 10	Minimum Level 10 National/ National Eligible
Level 9	Min Level 9
Level 8	Min Level 8
Level 7	Min Level 7
Level 6	Min Level 6
Level 5	Min Level 6

*If you are interested in developing panels for Invitational events, please contact the AGF Women's Program Manager and your name and contact information will be forwarded on to all registered competitive clubs. To reduce confusion and frustration, anyone who is doing the panels for an invitational competition must provide the following information as clearly as possible in their query to other judges.

- Name of the competition
- Date of the competition
- Club hosting the competition
- Levels of the competition
- Your name

We also ask that queries be sent to all eligible judges on the AGF list of judges as some judges may choose to self-fund to a competition.

All invitational panels must be sent to the WJC Chair to maintain panel standards.

If you are selected as a Chief Judge for any AGF sanctioned event, you are required to submit a Chief Judges Report Form to AGF (Appendix 18). For a complete list of Chief Judge Roles please refer to Appendix 13.

Travel, Mileage, Accommodation, and Meals for Sanctioned Events

- Travel and meals will be compensated for by AGF in accordance with the AGF Expense Claim Policy (see Appendix 3).
- The AGF Women's Program Manager will make all hotel arrangements and the information will be sent out to all registered judges once the competition schedule and panels have been determined.
- All travel arrangements must be approved by the AGF Women's Program Manager and panel coordinator prior to the competition, failure to do so may result in no travel compensation.
- If panel judges, choose to travel with their affiliated clubs they may be eligible for partial compensation for mileage and accommodation if discussed with the Women's Program Manager prior to the competition. At no time is a judge permitted to seek additional compensation from the host club.
- Expenses for Invitational's must be pre-approved by the judge completing the panels in conjunction with the Host Club.

Honorarium

- Judges will be paid an honorarium according to the AGF Honorarium Scale, which is listed on the judges' roster and set by the AGF Board of Directors (Appendix 4).
- Judges will be paid from the start of the judges meeting to the end of the debriefing meeting following the competition to the nearest ½ hour.
- All expense claim forms are distributed to the panel judges by the Competition Head Judge at the judges meeting prior to each session and are to be returned to the Competition Head Judge at the end of the debriefing meeting of each session. The Competition Head Judge, of the last scheduled session, will then forward the forms on the AGF Women's Program Manager. All expense claim forms must be authorized by the Chief Judge of each session prior to their submission to the office.

Funding for Judges

Judge's Enhancement Funding

The Judge's Enhancement Fund is based on the number of registered judges in the Province. The amount in the fund is determined in the following way:

Provincial	\$100.00 per registered judge
National	\$200.00 per registered judge
Brevet Candidate	\$250.00 per registered judge
Brevet	\$300.00 per registered judge

The total money received from AGF for the Judges Enhancement Fund is dependent on the number and level of judges registered the previous year. This allowance goes primarily towards funding judges based on their needs for that year. Judges course registration fees cannot be included into funding applications.

Provincial Enhancement Funding

OBJECTIVE: To provide support to all Alberta judges to maintain and upgrade their qualifications.

- Funding applications must be submitted to the WJC prior to the event. The WJC upon approval reimburse receipts for gas, accommodation and meals up to **a maximum of \$300** paid per person. Please note that there is a limit of **\$2500** available each year for these opportunities.
- Judges must apply to the WJC using the Funding Application Form (Appendix 8) for financial assistance to attend clinics or competitions that will enhance and assist in their judging development.
- Applications must be received by the WJC Chair and the AGF Women's Program Manager at **least 3 weeks prior to the event**, the funding request is for, and will be considered on an individual basis.
- The post event report and receipts are to be received by the WJC Chairperson or the AGF Women's Program Manager within three weeks of the completion of the event for which funding was requested.

National Judges Travel Funds

OBJECTIVE: To provide support for Alberta's National, Brevet Candidates, and Brevet judges.

- One of the primary criteria for judges to upgrade their qualifications is to judge at higher levels of competitions and pass the qualifying courses and exams offered Nationally and Internationally. Alberta's judging community has been developing very well during the past few years, but it is getting increasingly more difficult for Judges to complete their required number of competitions and every effort will be made to assist Judges in a fair manner. In doing so, the WJC will create a preliminary "Travel List" by assigning National Level judges to various out of province competitions to assist judges with meeting their requirements. Please note the WJC works within the budget parameters set by AGF.

Brevet Judges Professional Development Funding

OBJECTIVE: To provide funds to Brevet Judges so they can attend quality educational and practical experiences, assisting with developing judges Provincially, Nationally and Internationally.

- Funding is available to all Brevet level judges to support their maintaining and upgrading qualifications. Notice of funding use must be submitted to the WJC and AGF Women's Program Coordinator prior to the event (see applicable appendix for more information). Each Brevet judge is allocated \$2000 each year for these opportunities. If there is any unused funding amongst individual Brevet judges at the end of the fiscal year, the excess amount can be proportionally divided amongst those Brevets who incurred additional expenses beyond their allocated amount.

Alberta Judging Excellence Working Group (JEX)

Excellence in judging is a goal shared by all officials. The purpose of the Alberta Judging Excellence Working Group (Alberta JEX) is to deal with the judging concerns/issues between judges and between judges and coaches. The Alberta JEX mandate, overall, is to improve relations among and between these groups so that a positive working relationship can be established. Through positive working relationships, the athletes will reap benefits and their performance will hopefully be enhanced. Through performance, national recognition should improve.

Jurisdiction

Alberta JEX deals with inquiries, concerns or behaviors of Provincial, National or Brevet judges at AGF events. When a National or Brevet judge is involved, the concern and a summary of the Province's action may be forwarded to the GymCan JEX for their information.

Role/Mandate

The role of the Alberta JEX Working Group is to:

- Address the judging concerns/issues between judges.
- Enhance relations between coaches and judges, so that a positive working relationship can be established. Through positive working relationships, the athletes will reap benefits and their performance will hopefully be enhanced. Through enhanced performances, National recognition should improve.
- Deal with inquiries, concerns or behaviors of Provincial, National or Brevet judges at AGF events. When a National or Brevet judge is involved the concern and a summary of the Province's action may be forwarded to the GymCan JEX for their information.

The Alberta JEX Working Group members may be called upon to address any of the following:

- To address all matters, which relate to a concern involving a judge's conduct or performance.
- A general inquiry/concern (verbal or written), by coaches or judges, regarding judging performance or by judges regarding coaching performance.
- A specific concern (verbal or written) with respect to individual judges by fellow judges or by coaches, re judging performance or behavior. Example: This could be related to a concern/issue dealing with behavior, preparedness or performance of a judging assignment.
- To initiate or collaborate on education projects and the mentorship program which are designed to foster interaction and cooperation between judges.
- To identify, promote and assist in provision of the AGF training projects regarding improvements in judging performance. Example: Excellence in meeting judging responsibilities, and an excellent level of preparedness.
- To receive and generate suggestions for ideas to promote better working relationships within judging ranks and between judges and coaches.

- To promote and facilitate events that are designed to enhance the profile of judges within the coaching community.

For matters which relate to a concern involving a coach's conduct as reported by a judge, a Code of Conduct / Violation Report Form should be sent to the AGF Executive Director and will be dealt with via that route. <https://www.abgym.ab.ca/Safe-Sport/Report-a-Concern-or-Violation>

Composition and Term of Office

The JEX committee should be composed of a Brevet/High Performance level Judge, a National Judge and a Provincial judge.

One (1) Chairperson (member of the WJA appointed by the WJC); the JEX members will decide their chair with consultation from the WJC.

Two (2) WJA members (members of the WJA appointed by the WJC).

One (1) member to be an AGF staff member, confirmed by the AGF Executive Director, and to be selected by the three (3) appointed members.

Neither WJC nor WPC members can be a part of the JEX working group.

Term of Office: Three (3) years commencing November 1st of appointment year. One new member per year.

Meeting: JEX Working Group members will arrange to meet within 3 days from any verbal or written inquiries or concerns.

Types of Concerns

The following list, while not exhaustive, provides some examples of the types of concerns/issues, which may be dealt with under the Alberta JEX mandate:

- Error in judgment
- Improper application of technical rules
- Improper application of the WPD Code of Points and WPD Rules and Policies Manual
- Inappropriate conduct in working with or responding to judges, coaches, or athletes

Generally, all concerns related to judging performance or conduct by a judge, while carrying out the duties of a judge, may be addressed by the AGF JEX mandate.

Format for Raising a Concern

Concerns may be presented to any current member of the AGF JEX working group or to the WJC Chair, AGF Women's Program Manager or designate. Concerns can be submitted in two ways, either verbally or in writing and if written should be signed by the complainant.

Where possible in the first instance, presentation of a concern should be via the verbal informal route. A serious concern, where deemed necessary by the complainant, may be registered directly through the formal (written) process.

Verbal warnings and first-time faults will be documented and filed at the AGF office in a secure location.

Concern related to judging performance, or conduct by a judge, while carrying out the duties of a judge		
INFORMAL PROCESS – VERBAL (minor offense)		FORMAL PROCESS
Judge to Judge	Judge to WJC Chair/JEX Chair/AGF WPC	
Step 1: Judge will share concerns with other judge regarding behaviour or performance verbally at an appropriate time during the event.	On Site: Step 1: Judge will present concerns verbally to JEX Chair, WJC Chair, or AGFs WPC.	Step 1: Written notification within 3 weeks of the concern to WJC Chair, JEX Chair, or AGF WP Manager Step 2: JEX meets within 3 days.

	<p>Step 2: Intervention by above individuals in consult with JEX members on site, to judge in question.</p> <p>Step 3: Recorded and passed on to the JEX Chair and WJC Chair.</p>	<p>Step 3: JEX notifies judge within 1 week of receiving letter that a concern has been presented.</p> <p>Step 4: Research and discuss concern and decide via consensus on consequences within 3 weeks.</p> <p>Step 5" A written copy of decision/recommendation to all parties.</p>
<p>Step 2: Documented at judges meeting with head judge. Recorded and passed on to the JEX Chair and WJC Chair.</p>	<p>After the Fact:</p> <p>Step 1: Concern is raised after the competition to JEX Chair, WJC Chair, AGF WPC.</p> <p>Step 2: Discussion between JEX members, WJC Chair within 3 days of receiving concern.</p> <p>Step 3: Intervention by JEX Chair, WJC Chair within 1 week verbally to affected judge.</p> <p>Step 4: Recorded by WJC Chair and JEX Chair.</p> <p>Step 5: A written summary of the concerns and resolutions will be filed at the AGF office.</p>	
<p>WJC members will be informed in writing of the resolution of a concern/issue. This may form part of an educational program at council meeting or workshops.</p>		

Desired Outcome

The desired result is to address the concern in a positive, proactive and civil manner such that an effective resolution is achieved. The resolution should result in awareness and improvement in the judging performance or conduct of the judge.

Moreover, where appropriate, members of the WJC will be informed in writing of the resolution of a concern / issue. A review of the concern / issue and its resolution may form part of an educational program at council meetings and / or workshops.

Sanctions for Judging Concerns

The Alberta JEX working group has the authority, after review and deliberation of a concern, to recommend to the WJC that a judge be sanctioned.

The range of sanctions includes, but is not limited to:

- Verbal warning
- Written warning
- Remedial or restorative sanctions
- Reprimand

- Sanctions with attached conditions
- Suspension
- Expulsion

No fault by the judge will result in the concern being dismissed and the situation resolved.

Fault by the judge will result in the following:

1. First Time Fault: The concern will be pointed out to the judge and a warning issued along with directions / suggestions for improvement.
2. Second Time Fault: The concern will be pointed out to the judge, and depending on the severity of the situation, the judge will be censured, or penalties will be imposed (as noted below in #3). A written summary of the concern and resolution will be filed at the AGF office.
3. Repeated Faults: Judges who repeatedly show major errors in performance and / or behavior will be liable for suspensions for various time periods depending on the situation. Continued errors by the judge may result in temporary or permanent removal of certification. A written summary of the concerns and the resolutions will be filed at the AGF office.

Appeals Process

If a judge disagrees with a JEX response to a judging sanction, they can ask the JEX committee to revisit the decision. If the judge does not agree with this decision, the following process will occur:

- National judge: case will be passed to GymCan JEX committee, their decision is final.
- Provincial judge: case will be passed to the WJC Chair, the JEX Chair and either the AGF ED or AGF representative, their decision is final.

Appendices

ALBERTA COMPULSORY JUDGES' ASSESSMENT FORM

Purpose of the Assessment

The assessment is designed to be an important and essential tool for both the Assessed Judge and the Assessor who acts on behalf of the Women's Judging Committee. The assessment process provides:

- An evaluation tool and a learning tool and a practical learning experience for further improvement.
- A standardized system to ensure the Judges meet the requirements and the objectives of the Alberta Women's Judges' Program, which in turn provide an opportunity for the program to make appropriate changes.
- An opportunity for the Judges to evaluate their judging skills and knowledge.
- An opportunity to give objective information about each Assessed Judge's judging abilities and areas of excellence, as well as areas for growth.
- An opportunity to incorporate the entire assessment experience and set realistic personal goals within the Alberta and Canadian judging program.

ASSESSMENT PROCEDURES FOR BOTH ASSESSED JUDGES AND ASSESSORS

1. The assessment is an educational tool and should accurately evaluate the judge's abilities to perform his / her judging task.
2. The head judges as well as the assessors must help to keep a relaxed atmosphere at all times in order to ensure that additional stress factors are kept to a minimum.
3. Judges will be assessed as panel judges at an approved AGF competition. These judges can also be assessed at competitions with 3 or more judges on a panel. These competitions MUST be approved by the WJC prior to the competition.
4. Assessed judges are responsible for providing their own assessment form. The form is available in the Women's Judges' Handbook and online at www.abgym.ab.ca.
5. The assessed judge must complete the self-evaluation portion of the assessment form prior to the judges' meeting for the assessment session.
6. The assessor MUST meet with the assessed judges prior to the judges' meeting to review the assessment form and clarify any additional concerns. The assessed judge is responsible to review the form and to ask questions if needed to the assessor, to insure all information is clear and fully understood before the assessment takes place.
7. The routines will be drawn randomly by the Competition Chief Judge and given to the Assessor at the end of the competition. At no time will the Assessed Judge know what routines will be marked.
8. The assessed panel judge should have a minor official seated between them and the rest of the panel.
9. "Written Breakdown" is defined as the appropriate deduction listed beside the breakdown on the judging sheets. The Assessor must be able to add up all deductions on the judging sheets and match the total deductions the Assessed Judge has indicated. A Judge being assessed is not expected to write out the words for each deduction.
10. The Assessor will mark each section with a ✓ or an x and provide written comments for any areas marked with an x.
11. Each assessor must meet with the assessed judge at the conclusion of the competition to complete the assessment form. The assessed judge must be informed of the result, sign the assessment form, and obtain their judging sheets before leaving the competition venue.
12. The completed assessment form will be submitted to the head judge's binder and sent to the Provincial Assessment Coordinator or AGF Women's Program Coordinator who will forward the form to the assessed judge within the week following the competition.
13. At the end of the assessment, the Assessor will make a judgement as to the result of the assessment based on all of the areas assessed and the discussion with the assessed Judge.
 - a. If the assessment is successful, the judge is recommended to upgrade.

- b. If the assessment is not successful, but the assessor and the assessed judge are in agreement with the result, the judge is not recommended to upgrade.
- c. If the assessment is not successful, and the assessor and the assessed judge do not agree with the result, the assessor will forward all of the judging sheets (those of the assessed judge and those of the assessor) as well as the assessment form to the Provincial Assessment Coordinator who will determine the final result of the assessment.

ALBERTA COMPULSORY JUDGES' ASSESSMENT FORM**Assessed Judge:** _____**Assessor** _____**Competition:** _____ **Date:** _____**Circle event:** Bars Beam Floor**SELF-EVALUATION**

To be completed by the Assessed Judge prior to start of the judges meeting for the assessment session.

Highlight or circle all that apply:

I feel I have the skills and knowledge required to successfully perform as a judge at my current level.	I feel there are things that I need to learn or improve upon in order to successfully perform as a judge at my current level.	I feel I am ready to move up to the next level.	I would prefer to stay at my current level and not upgrade at this time.
---	---	---	--

My strengths as a judge are:

The things that I would like to improve on as a judge are:

The evaluation will take into consideration the work, the knowledge and the behaviour of the judge before, during and after the competition.

PROFESSIONALISM

Uniform	√ or x	Conduct/Behaviour faults	√ or x
- Meets requirements		Leaving event without permission	
- Appropriate		Engaging in inappropriate conversation with coaches	
Preparation		Engaging in inappropriate or excessive discussion with other judges	
In possession of all current judging material		Seeking evaluation of own score with any panel member prior to submitting own score (indicate frequency)	
Current WDP Compulsory Code of Points		Using improper terminology (during the session and during the assessment afterward)	
CWDP Manual		Submitting scores promptly (always prompt, prompt most of the time, slow with the panel)	
Clarifications		Comments:	
Punctuality			

For judges meeting, panel meeting and on the gym floor								
V Eyes on gymnast (2 routines)								
Number of eyes down on two randomly selected routines								
Presentation of judge's work – look through the judging sheets as a whole and specifically at 5-10 sheets to find the required items.								
- Gymnast's name or number clearly marked		- Own score well indicated						
- Order of rotation easily presented		- Final score well indicated						
- Start Value clearly indicated								
Working knowledge of the Code								
Symbols (draw the correct symbol for any wrong, imprecise or absent symbols in the space provided)								
Wrong symbol	Imprecise symbol				Missing symbol			
Routines – Randomly selected	#1	#2	#3	#4	#5	#6	#7	#8
- Use of proper terminology when discussing the routine								
- Indicating Chief Judge deductions								
Application of code in line with panel								
Breakdown/justification of <u>execution</u> faults								
Appropriate execution deduction for the errors								
Breakdown/justification of specific execution deductions with rationale								
Appropriate specific execution deductions for the routine								
Breakdown/justification of <u>artistry</u> with rationale (BB/FX)								
Appropriate artistry deduction for the routine (BB/FX)								
Breakdown/justification for text error deductions								
Appropriate text error deductions								
The difference between the assessed judge's original deductions and the average score.	Ave	Ave	Ave	Ave	Ave	Ave	Ave	Ave
<u>Guideline:</u> Ave Score Range Difference	Own	Own	Own	Own	Own	Own	Own	Own
9.5-10.0 0.2 (0.10)								
9.0- <9.5 0.5 (0.25)								
8.0- <9.0 0.7 (0.35)								
<8.0 1.0 (0.50)								
Comments:								

SUMMARY OF ASSESSMENT	Excellent	Proficient	Limited
Professionalism <ul style="list-style-type: none"> - Communicates effectively and appropriately - Uniform is appropriate - Is punctual - Behaviour is professional on the floor and in the judges' meetings - Evaluates in a unbiased and objective manner - Maintains eyes on the gymnast for the entire routine 	<ul style="list-style-type: none"> - Communicates clearly and effectively. - Uniform is appropriate - Judge is punctual at all times. - Judge exemplifies professional and unbiased behaviour. - Judge maintains eyes on gymnast throughout the routine. 	<ul style="list-style-type: none"> - Communicates adequately. - Uniform is mostly appropriate. - Judge is punctual most of the time. - Judge is generally professional and unbiased. - Judge looks down 1-4 times in two routines. 	<ul style="list-style-type: none"> - Does not communicate adequately. - Uniform is not appropriate. - Judge was late for the judges meeting or the panel meeting or in between rotations and this had an impact on the competition. - Professionalism requires improvement. - Judge looks down more than 4 times in two routines.
Preparation and Organization <ul style="list-style-type: none"> - Is prepared for the assignment - Materials are organized and readily available - Records are organized and legible 	<ul style="list-style-type: none"> - Is very prepared and organized. - Records and materials are legible, precise and organized. 	<ul style="list-style-type: none"> - Is sufficiently prepared and organized. - Records and materials are sufficiently legible and organized. 	<ul style="list-style-type: none"> - Lacks sufficient preparation and organization. - Records and materials lack sufficient organization and clarity.
Skill identification and values <ul style="list-style-type: none"> - Can identify all skills relevant to their level - Uses appropriate terminology when discussing skills and routines 	<ul style="list-style-type: none"> - Able to identify all relevant skills - Uses appropriate terminology. 	<ul style="list-style-type: none"> - Able to identify most relevant skills. - Uses mostly appropriate terminology. 	<ul style="list-style-type: none"> - Able to identify some relevant skills. - Does not consistently use appropriate terminology.
Symbols <ul style="list-style-type: none"> - Symbol notation is accurate - Symbol notation is legible 	<ul style="list-style-type: none"> - There are no incorrect, imprecise and/or missing symbols 	<ul style="list-style-type: none"> - There are a few incorrect, imprecise and/or missing symbols 	<ul style="list-style-type: none"> - There are several or many incorrect, imprecise and/or missing symbols
Application of deductions <ul style="list-style-type: none"> - Execution deductions are appropriate for the magnitude of the errors observed. - Execution deductions are appropriate for the specific errors observed. - Artistry deductions are applied appropriately for the routines. 	<ul style="list-style-type: none"> - Execution deductions are appropriate and precise for the magnitude of the errors observed - Execution deductions are appropriate and precise for the type of errors observed. - Artistry and composition deductions are applied precisely for the routines. 	<ul style="list-style-type: none"> - Execution deductions are mostly appropriate for the magnitude of the errors observed - Execution deductions are mostly appropriate for the type of errors observed. - Artistry and composition deductions are applied mostly appropriately for the routines. 	<ul style="list-style-type: none"> - Execution deductions are often not appropriate for the magnitude of the errors observed or are inconsistent. - Execution deductions are often inconsistent for the type of errors observed. - Artistry and composition deductions are often not applied appropriately for the routines.

Comments from Assessor (if necessary or desired, but not required since the above form is very detailed)

Comments from Assessed Judge

Result

<input type="checkbox"/>	Successful Assessment: Based on this assessment, this judge is ready to upgrade their level and should be eligible to do so at the next course.
<input type="checkbox"/>	Unsuccessful Assessment: Based on this assessment, the assessor and the assessed judge agree that the assessed judge is not ready to upgrade their level and should remain at their current level and concentrate on improving on the areas identified above.
<input type="checkbox"/>	Unsuccessful Assessment: Based on this assessment, the assessor has determined that the assessed judge is not ready to upgrade their level and should remain at their current level and concentrate on improving on the areas identified above. <i>*** This assessment will be reviewed by the Provincial Assessment Coordinator and the WJC, a final result will be communicated to the Assessed Judge within two weeks.</i>

Date: _____

Assessor's Signature

Assessed Judge's Signature

ALBERTA OPTIONAL JUDGES' ASSESSMENT FORM

Purpose of the Assessment

The assessment is designed to be an important and essential tool for both the Assessed Judge and the Assessor who acts on behalf of the Women's Judging Committee. The assessment process provides:

- An evaluation and a learning tool, as well as a practical learning experience for further improvement.
- A standardized system to ensure the judges meet the requirements and objectives of the Alberta Women's Judges' Program, which in turn provides an opportunity for the program to make appropriate changes.
- An opportunity for the judges to evaluate their judging skills and knowledge.
- An opportunity to give objective feedback about each assessed judge's judging abilities, areas of excellence, and areas for growth.
- An opportunity to incorporate the entire assessment experience and set realistic personal goals within the Alberta and Canadian judging program.

ASSESSMENT PROCEDURES FOR BOTH ASSESSED JUDGES AND ASSESSORS

1. The assessment is an educational tool and should accurately evaluate the judge's abilities to perform his / her judging task.
2. Assessed judges are responsible for providing their own assessment form. The form is available in the Women's Judges' Handbook or online at www.abgym.ab.ca
3. The assessed judge must complete the self-evaluation portion of the assessment form prior to the judges' meeting for the assessment session
4. The Provincial Assessment Coordinator or a designated person will give the information regarding assessments at the conclusion of the judges' meeting. The general information and instructions for assessed judges and assessors will be reviewed at this time to avoid any misunderstandings.
5. The routines will be drawn randomly by the Competition Chief Judge and given to the assessor prior to the start of the competition. At no time will the assessed judge know what routines will be marked
6. The head judges as well as the assessor must help to keep a relaxed atmosphere at all times in order to ensure that additional stress factors are kept to a minimum.
7. Level 6 and 7 judges will be assessed as panel judges at an approved AGF competition. These judges can also be assessed at competitions with 3 or more judges on a panel, however, these competitions MUST be approved by the WJC prior to the competition.
8. Level 8 and 9 judges will be assessed as an event head judge (given they have taken the head judge course) at Provincials or Trials to Westerns. These judges can also be assessed at competitions with 3 or more judges on a panel, however, these competitions MUST be approved by the WJC prior to the competition.
9. An assessed panel judge should have a minor official seated between them and the panel. An assessed head judge will remain seated next to the rest of the panel.
10. The assessor MUST meet with the assessed judge prior to the judges' meeting to review the assessment form and clarify any additional concerns. The assessed judge is responsible to review the form and to ask questions to ensure all information is clear and fully understood before the assessment takes place.
11. "Written Breakdown" is defined as the appropriate deduction listed beside the breakdown on the judging sheets. The assessor must be able to add up all deductions on the judging sheet to match the total deductions the assessed judge has indicated. A judge being assessed is not expected to write out the words for each deduction.
12. The assessor will mark each section with a $\sqrt{}$ or an x and provide written comments on areas of strength or areas for growth.

13. Each assessor must meet with the assessed judge at the conclusion of the competition to complete the assessment form. The assessed judge must be informed of the result, sign the assessment form, and obtain their judging sheets before leaving the competition venue.
14. The completed assessment form will be submitted to the head judge's binder and sent to the Provincial Assessment Coordinator or AGF Women's Program Coordinator who will forward the form to the assessed judge within the week following the competition.
15. At the end of the assessment, the assessor will make a judgement as to the result of the assessment based on all of the areas assessed and the discussion with the assessed judge.
 - a. If the assessment is successful, the judge is recommended to upgrade.
 - b. If the assessment is not successful, but the assessor and the assessed judge are in agreement with the result, the judge is not recommended to upgrade.
 - c. If the assessment is not successful, and the assessor and the assessed judge do not agree with the result, the assessor will forward all of the judging sheets (those of the assessed judge and those of the assessor) as well as the assessment form to the Provincial Assessment Coordinator who will determine the final result of the assessment.

ALBERTA OPTIONAL JUDGES' ASSESSMENT FORM

Assessed Judge: _____ Assessor _____

Competition: _____ Date: _____

Circle event: Bars Beam Floor Circle role: Head Judge Panel Judge

SELF-EVALUATION

To be completed by the Assessed Judge prior to start of the judges meeting for the assessment session.

Highlight or circle all that apply:

I feel I have the skills and knowledge required to successfully perform as a judge at my current level.	I feel there are things that I need to learn or improve upon in order to successfully perform as a judge at my current level.	I feel I am ready to move up to the next level.	I would prefer to stay at my current level and not upgrade at this time.
---	---	---	--

My strengths as a judge are:

The things that I would like to improve on as a judge are:

The evaluation will take into consideration the work, the knowledge and the behaviour of the judge before, during, and after the competition.

PROFESSIONALISM

Uniform	√ or x	Conduct/Behaviour faults	√ or x
- Meets requirements		Leaving event without permission	
- Appropriate		Engaging in inappropriate conversation with coaches	
Preparation		Engaging in inappropriate or excessive discussion with other judges	
In possession of all current judging material (paper or digital copies readily available)		Seeking evaluation of own score with any panel member prior to submitting own score (indicate frequency)	
2018-2022 WDP Optional Code of Points		Using improper terminology (during the session and during the assessment afterward)	
CWDP Manual		Submitting scores promptly (always prompt, prompt most of the time, slow with the panel)	
Clarifications		Comments:	
Punctuality			
For judges meeting, panel meeting, and on the gym floor			

Eyes on gymnast (2 routines)								
Number of eyes down on two randomly selected routines								
Presentation of judge's work – look through the judging sheets as a whole and specifically at 5-10 sheets to find the required items.								
- Gymnast's name or number clearly marked				- Own score well indicated				
- Order of rotation easily presented				- Final score well indicated				
- Start Value clearly indicated								
Working knowledge of the Code								
Symbols (draw the correct symbol for any wrong, imprecise or absent symbols in the space provided)								
Wrong symbol		Imprecise symbol			Missing symbol			
Values (indicate the skills which had no value indicated or which were credited the wrong value)								
No value				Wrong values				
Routines – Randomly selected	#1	#2	#3	#4	#5	#6	#7	#8
- Use of proper terminology when discussing the routine								
- Indicating VP and SR								
- Indicating bonus (L8 & L9 only)								
- Indicating Chief Judge deductions								
Application of code in line with panel								
Breakdown/justification of <u>execution</u> faults								
Appropriate execution deduction for the errors								
Breakdown/justification of <u>composition</u> with rationale (L8 & L9 only)								
Appropriate composition deduction for the routine (L8 & L9 only)								
Breakdown/justification of <u>specific execution</u> deductions with rationale								
Appropriate specific execution deduction for the routine								
Breakdown/justification of <u>artistry</u> with rationale (BB/FX)								
Appropriate artistry deduction for the routine (BB/FX)								
The difference between the assessed judge's original deductions and the average score.	Ave	Ave	Ave	Ave	Ave	Ave	Ave	Ave
<u>Guideline:</u> Ave Score Range Difference	Own	Own	Own	Own	Own	Own	Own	Own
9.5-10.0 0.2 (0.10)								
9.0- <9.5 0.5 (0.25)								
8.0- <9.0 0.7 (0.35)								
<8.0 1.0 (0.50)								

Comments:

SUMMARY OF ASSESSMENT	Excellent	Proficient	Limited
Professionalism <ul style="list-style-type: none"> - Communicates effectively and appropriately - Uniform is appropriate - Is punctual - Behaviour is professional on the floor and in the judges' meetings - Evaluates in a unbiased and objective manner - Maintains eyes on the gymnast for the entire routine 	<ul style="list-style-type: none"> - Communicates clearly and effectively. - Uniform is appropriate - Judge is punctual at all times. - Judge exemplifies professional and unbiased behaviour. - Judge maintains eyes on gymnast throughout the routine. 	<ul style="list-style-type: none"> - Communicates adequately. - Uniform is mostly appropriate. - Judge is punctual most of the time. - Judge is generally professional and unbiased. - Judge looks down 1-4 times in two routines. 	<ul style="list-style-type: none"> - Does not communicate adequately. - Uniform is not appropriate. - Judge was late for the judges meeting or the panel meeting or in between rotations and this had an impact on the competition. - Professionalism requires improvement. - Judge looks down more than 4 times in two routines.
Preparation and Organization <ul style="list-style-type: none"> - Is prepared for the assignment - Materials are organized and readily available - Records are organized and legible 	<ul style="list-style-type: none"> - Is very prepared and organized. - Records and materials are legible, precise and organized. 	<ul style="list-style-type: none"> - Is sufficiently prepared and organized. - Records and materials are sufficiently legible and organized. 	<ul style="list-style-type: none"> - Lacks sufficient preparation and organization. - Records and materials lack sufficient organization and clarity.
Skill identification and values <ul style="list-style-type: none"> - Can identify all skills relevant to their level - Credits appropriate value for the skills - Can explain why a skill is not credited a specific value and the technical requirements of skills. - Uses appropriate terminology when discussing skills and routines 	<ul style="list-style-type: none"> - Able to identify all relevant skills - Credits appropriate values. - Is able to clearly articulate why a skill was not credited - Uses appropriate terminology. 	<ul style="list-style-type: none"> - Able to identify most relevant skills. - Almost always credits appropriate values. - Is able to explain why a skill was not credited - Uses mostly appropriate terminology. 	<ul style="list-style-type: none"> - Able to identify some relevant skills. - Sometimes credits appropriate values. - Is not able to accurately articulate why a skill was not credited. - Does not consistently use appropriate terminology.
Symbols <ul style="list-style-type: none"> - Symbol notation is accurate - Symbol notation is legible 	<ul style="list-style-type: none"> - There are no incorrect, imprecise and/or missing symbols 	<ul style="list-style-type: none"> - There are a few incorrect, imprecise and/or missing symbols 	<ul style="list-style-type: none"> - There are several or many incorrect, imprecise and/or missing symbols
Application of deductions <ul style="list-style-type: none"> - Execution deductions are appropriate for the magnitude of the errors observed. - Execution deductions are appropriate for the specific errors observed. - Artistry deductions are applied appropriately for the routines. 	<ul style="list-style-type: none"> - Execution deductions are appropriate and precise for the magnitude of the errors observed - Execution deductions are appropriate and precise for the type of errors observed. - Artistry and composition deductions are applied precisely for the routines. 	<ul style="list-style-type: none"> - Execution deductions are mostly appropriate for the magnitude of the errors observed - Execution deductions are mostly appropriate for the type of errors observed. - Artistry and composition deductions are applied mostly appropriately for the routines. 	<ul style="list-style-type: none"> - Execution deductions are often not appropriate for the magnitude of the errors observed or are inconsistent. - Execution deductions are often inconsistent for the type of errors observed. - Artistry and composition deductions are often not applied appropriately for the routines.
Head Judge abilities (L8 & L9 only) <ul style="list-style-type: none"> - Deals with inquiries effectively (listens to the inquirer, easiness, precise in transmitting pertinent information to inquirer) - Communicates with panel members (listening, leadership, effectiveness) 	<ul style="list-style-type: none"> - Is a strong and effective leader. - Demonstrates excellent listening skills. - Is calm and effective when dealing with inquiries. - Deals effectively and appropriately with differences within the panel. 	<ul style="list-style-type: none"> - Is a mostly effective leader. - Demonstrates good listening skills. - Is mostly calm and effective when dealing with inquiries. - Deals mostly appropriately with differences within the panel. 	<ul style="list-style-type: none"> - Requires more practice and experience to develop leadership abilities. - Does not listen effectively. - Is unsure, stressed and/or flustered when dealing with inquiries.

<ul style="list-style-type: none"> - Communicates with minor officials (listening, leadership, effectiveness) - Deals with differences within the panel - Implements decisions 	- Effectively implements decisions.	- Appropriately implements decisions.	<ul style="list-style-type: none"> - Has difficulty dealing appropriately with differences within the panel. - Has difficulty implementing decisions.
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Comments from Assessor (if necessary or desired, but not required since the above form is very detailed)

Comments from Assessed Judge

Result

<input type="checkbox"/>	Successful Assessment: Based on this assessment, this judge is ready to upgrade their level and should be eligible to do so at the next course.
<input type="checkbox"/>	Unsuccessful Assessment: Based on this assessment, the assessor and the assessed judge agree that the assessed judge is not ready to upgrade their level and should remain at their current level and concentrate on improving on the areas identified above.
<input type="checkbox"/>	Unsuccessful Assessment: Based on this assessment, the assessor has determined that the assessed judge is not ready to upgrade their level and should remain at their current level and concentrate on improving on the areas identified above. <i>*** This assessment will be reviewed by the Provincial Assessment Coordinator and the WJC, a final result will be communicated to the Assessed Judge within one week.</i>

Date: _____

Assessor's Signature

Assessed Judge's Signature

NAME OF CLAIMANT: _____ PHONE: _____

ADDRESS: _____ CITY: _____

POSTAL CODE: _____ E-MAIL: _____

HOLD CHEQUE FOR PICK-UP: ☐

PLEASE MAIL CHEQUE: ☐

RETURN CHEQUE TO ME: ☐

PLEASE REFER TO NEXT TWO PAGES FOR THE AGF EXPENSE POLICY AND ALLOWABLE MILEAGE

NAME/TYPE OF EVENT/ACTIVITY: _____

DATE(S): _____ LOCATION: _____

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

PERSONAL VEHICLE

of kms _____ @ \$ 0.55/km \$ _____

**To be claimed by the driver only; (see AGF Mileage Chart)*

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

ACCOMMODATION: (attach receipts) \$ _____

MEALS: (Maximum of \$75.00 / day)

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

LUNCH (es) _____ @ \$ 18.00 \$ _____

DINNER (s) _____ @ \$ 40.00 \$ _____

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

HONORARIUM:

of sessions/hours/days _____ @ \$ _____ \$ _____

ADMINISTRATION: TELEPHONE/MAILING/OTHER

*Receipts must be attached

SUB TOTAL: \$ _____

Less Donation: \$ _____

Signature of Claimant

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 _____ \$ _____

Chart # _____ Class _____ \$ _____

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 AGF: including meetings, clinics, workshops, judging assignments and other similar events. Allowable expenses for major events are considered case-by-case in relation to AGF's annual budget and approved by Program Managers.

GENERAL

1. Expense claims must be submitted within 30 days following the completion date of the activity. Expense claims after this deadline will not be reimbursed.
2. Expense claims that are not substantiated by receipts will not be reimbursed (with the exception of meal and personal vehicle mileage allowances).
3. Expense claims that are beyond the stated maximum will be reimbursed only to the maximum allowable claim.
4. Expense claims for judging must be authorized by the Head Judge who will then submit them to the AGF Program Manager for processing.

ALLOWABLE EXPENSES

1. Air Travel
 - Air Travel may be pre-paid by the Federation. Personal payments must include the confirmation and/or ticket.
 - Seat and meal upgrades will NOT be reimbursed.
2. Ground Transportation
 - If you live further than 50 km from the location of the activity you may claim mileage using the rate found on the accompanying chart. This mileage may also be claimed if you reside further than 50 km from the airport from which you are departing.
 - Mileage for travel within a city will NOT be reimbursed.
 - Fares for airport shuttle or the equivalent (if you choose to take a taxi or ride-share) will be paid when this is available. Taxi fares, which exceed the airport shuttle, will only be reimbursed to the value of the equivalent shuttle.
 - Parking will be reimbursed for members, including residents of the city in which the event is occurring. However, you are encouraged to seek free parking whenever possible.
 - Receipts for all ground transportation (except mileage) **MUST** be attached.
3. Meals
 - Out-of-town participants are allowed \$75.00 per day. Partial days are broken down as follows:
Breakfast - \$17.00 Lunch - \$18.00 Dinner - \$40.00
 - In-town residents may only claim lunch and/or dinner if the activity is in-progress before and after the mealtime. Otherwise, meals claims are disallowed.
 - Breakfast claims from local residents are not allowed.
4. Accommodation
 - In most instances, arrangements will be made with hotels to bill AGF for room fees & taxes. You may be required to pay any restaurant, telephone or miscellaneous fees on your own.
 - If you must pay for your hotel room, folios must be attached to your claim to be reimbursed.
 - 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.
 - This may mean that the entire accommodation costs will be borne by the individual. For example, if there are ten participants requiring accommodation, AGF will pay for five double rooms. If an individual demands a single room, they will have to pay for it themselves.
5. Honorarium
 - Honorariums for judges may only be claimed according to the rates listed in their respective Technical Handbooks.
 - Honorariums for course facilitators may only be claimed according to the rates in your NCCP contracts and the Guidelines for Coaching and Judging Courses.
6. Administration
 - Telephone, postage, supplies and shipping expenses may only be claimed for approved activities. Letters and parcels should be shipped by the most economical means. Receipts or copies of all bills must be submitted with such claims.
7. Extraordinary Expenses
 - Occasionally AGF representatives may incur expenses that are not otherwise provided for in this policy. In such cases the Executive Director shall have discretionary authority over those claims. Normally, approval for such claims must be requested in advance.

Note: Car pooling is expected. AGF reserves the right to decline any mileage claims if reasonable efforts are not made to share transportation.

Alberta Judges Honarium Chart

LEVEL							YEARS					
Provincial		1 to 2	3 to 4	5 to 6	7 to 8	9 to 10+						
Levels 1-5		13.5	14	14.5	15	15.5						
6		14	14.50/15	15/15.5	15/16	15.5/16.5						
7		15.5	16	16.5	17	17.5	11 to 12	13 to 14	15 to 16	17 to 18	19 to 20+	
8		16.5	17	17.5	18	18.5	19	19.5	20	20.5	21	
9			18	18.5	19	19.5	20	20.5	21	21.5	22	
10				19.5	20	20.5	21	21.5	22	22.5	23	
National		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+	YEARS
Eligible				20.5	21	21.5	22	22.5	23	23.5	24	
JO National			21*	21	22	23	24	25	26	27	28	
Brevet Candidate/ Master Judge			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+	YEARS
						26.5	27.5	28	29	29.5	31	
Brevet/ 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+	YEARS
			23**	26**	28**	28**	29.5	30	30.5	31	32	

* only possible if former national team member

** applicable to Foreign Brevets Only

If a judge is also certified in Xcel, their honorarium rate is 0.50 cents higher.

If a level 6 judge is also certified Compusory judge the honorarium rate is higher

National Judges Points Submission Form

Name: _____ Date Received: _____

A. Level 1-7 meets – 0.5 per session max 10

Date	Competition	# Sessions	# Points

B. Level 8-10, Aspire and FIG Meets – 0.5 per session max 10

Date	Competition	# Sessions	# Points

C. Training Camps D. Clinics Attended E. Assessments F. Club Visits G. Video Study

Date	Description	Location	Witness	# Points

H. COURSE CONDUCTOR I. AGF/GymCan COMMITTEE J. WORKING GROUP		
Date	Description	# Points
K. ORGANIZING COMMITTEE/MINOR OFFICIAL		
Description	Event	# Points
OTHER ACTIVITIES		
Description	#Points	
L. Team Manager (event: _____)		
M. Competitive Coach Levels 8 and up		
N. Mentor Program participant		
O. AWG judge		

TOTAL POINTS: _____

All forms are to be completed and returned to AGF no later than June 15th
If the form is not returned by the deadline, a judge will be subject to the late fee.

Guidelines for Claiming Activities

- A. Level 1-7 Meets: 0.5 per session for Level 4-7 AGF sanctioned events such as Zones, Provincials or Invitationals. If there is more than 1 level per session it is still only 0.5. Maximum points in this section is 10.0
- B. Level 8-10 and FIG Meets: 0.5 per session for Level 8, Aspire, National Stream (Levels 9 and 10) sanctioned meets and Invitationals. If there is more than 1 level per session, it is still only 0.5. Maximum points in this section is 10.0
- C. Training Camp Attendance: 0.5 per day attended. This usually refers to Team Training Camps for Canada Games and Canadians but also includes other Provincial camps such as Aspire.
- D. Clinics: 1.0 each. This is for attending a judging or coaching clinic that would have benefit to your skills as a Judge **that you are not required to attend**. For example, Alberta Judges Bootcamp.
- E. Assessments: 0.50 each time you assess a judge (provincial or national) **to a maximum of 1.5**. The National Assessment Coordinator also receives 2.0 points. An additional 1.0 point is available to the National Assessment Coordinator if they send out 5 practice routines per event, 3 times per year and act as a study resource (see WJA minutes Oct. 2014)
- F. Club Visits: 0.5 per visit (guideline minimum 2 hours). Many times, during the year judges visit clubs during training to practice their skills. This includes visits with Provincial judges as part of the Mentor program. Maximum points in this section is 2.5
- G. Video Study: 0.5 per occurrence. This is a group of not less than 2 judges getting together to practice their skills. It may not be claimed for activity you do on your own. A minimum of 10 routines/vaults must be judged **that are national level routines or higher**. Name the judges present on the line after the date. Maximum points in this section is 1.5
- H. Course Conductor:
 - 2.0 points per course taught alone
 - 1.0 point per course co-teaching
 - 0.5 points for shorter clinics taught (i.e. Fall Conference)
 - 1.0 points for Intro to Judging
- I. Committee Work:
 - 2.0 points per GymCan or AGF Committee members (JDWG, WPC)
 - 4.0 points Alberta Women's Judging Committee members or WPC Chair
 - 6.0 points Women's Judging Committee Chairperson
- J. GymCan or AGF Working Group: 1.0 each for: Petition, Coaching, Aspiration, JEX working group, New Elements, AGF Board of Directors, Harassment Officer
- K. Member of the Organizing Committee of a major event such as Canadians or Westerns. **1.5 each**. Minor Official at a major event such as Elite Canada, Gymnix, Pan Ams, etc. **1.0 point per competition** if not already assigned as a judge at that event.
- L. Manager: 1.0 for being the Official Team Manager to Westerns or Canada Games, 2.0 for being the Official Team Manager to Canadians or Canada Games
- M. Coach: 2.0 points for being a Level 8 or higher Competitive Coach
- N. Mentor Program: 1.0 for participating as a mentor.
- O. Alberta Winter Games: 1.0 for attending the games

A letter requesting consideration must be submitted to the WJC for any activities not listed here. Points for the activity will be awarded by the WJC based on similarity of responsibility to other tasks used in the current points chart, and ability for other judges to take part in the activity. Work performed over and above duties on a committee or working group can also be claimed here.

SafeSport Guidelines for Alberta's WAG Judges

Judging is a great opportunity for athletes, coaches, parents and other interested parties to be involved and stay involved in the sport of gymnastics. Knowing that Gymnastics Canada, the Alberta Gymnastics Federation is committed to promoting a safe environment for our members, these guidelines have been developed to set forth efforts to promote a safe environment for our officials. Given the many different roles a judge may fulfill (coach/athlete/judge) it is important to note potential power imbalances and keep our members out of potentially vulnerable situations. These guidelines will be adhered to for sanctioned events and they are highly recommended for invitationals.

General Policies:

- a. All judges must do a criminal record check once every three years (yearly for those attending Elite Canada and Canadians)
- b. All judges must complete Respect in Sport (Activity Leaders) Course
- c. Unrelated judges of age should not be alone with a minor judge in a private setting (ie. Closed door setting where it is difficult for others to join)
- d. WAG judges must be at least 16 years old to judge in Alberta
- e. If you are already at the competition as an athlete, coach, or parent, travel compensation varies between each program. Please coordinate with the Judge Chair for further clarification

Judges Rooming Guidelines:

- a. Only judges of the same gender should be roomed together (unless both judges are related)
- b. A minor aged judge should not be roomed with a judge over the age of 18+ (unless judges are related)
- c. Underage judges will need parental consent to room by themselves, or with anyone else other than family
- d. Judges who are still athletes, should not be roomed with their coach or a (potential) team coach
- e. If a judge stays with family, they will be reimbursed for half of the amount of the room

Judges Travel Guidelines:

- a. Judges under the age of 18 should not be traveling alone to a competition with a Judge who is 18+. If this is the case, special permission is needed in advance from the minor judge's guardian.
- b. Underage judges should establish a "buddy" system when away from the venue
- c. All judges must do their best to carpool whenever possible, if you do not drive you will not be reimbursed
- d. Judges should follow the "rule of two" as outlined in the AGF guidelines (<https://abgym.ab.ca/Safe-Sport/AGF-Resources>).

Underage Judges traveling:

Any judge under the age 18 must fill out the “Judging Travel Permission Form for Underage Judges” at the start of the season. This permission form is located below and must be sent to the WAG Judging Chair (agf.wjc@gmail.com)

Contacts:

AGF safe sport Information:

<https://www.abgym.ab.ca/Safe-Sport>

AGF Contact:

safesport@abgym.ab.ca

WAG Judging Chair

Agf.wjc@gmail.com

WAG Program Manager

Carolyn Foster

wag@abgym.ab.ca

JUDGING TRAVEL PERMISSION FORM FOR UNDERAGE JUDGES for 2020/2021

The permission of a parent or guardian is required before an underage judge can travel and stay overnight at any competition in the 2020/2021 season. The signing of this form indicates the parent is aware that the judge will travel by a private vehicle not owned by or insured through Alberta Gymnastics Federation, and will be operated by another judge driver - if not themselves nor a family member.

Signing this document as the parent/guardian, you are giving consent to allow your child in the specific unsupervised rooming situation listed below (please check the boxes you are okay with):

- ☐ Only prefer by themselves (only half of the room will be reimbursed)
- ☐ Only prefer with another minor
- ☐ Only prefer either by themselves or with another minor
- ☐ Okay by themselves or with either a minor or adult

While away judging at competitions throughout the 2020/2021 season, the parent/guardian is aware that their child will be independent and without supervision throughout the duration of the stay.

All of the listed information below must be provided in order for the underage judge to be allowed to travel and stay overnight at competitions for the 2020/2021 season:

Date: _____

Judges Name: _____

Emergency Contact: _____

Cell Phone: _____

Home Phone: _____

My child has permission to travel and stay overnight at any competition in the 2020/2021 season. I fully understand the information stated in this permission form.

Printed Guardian/Parent Name

Signature

Date

*please note that you will need to provide your son/daughter with a credit card information for a damage deposit for hotel rooms. Please organize this with them or the hotel before they depart



Brevet Judges' Enhancement Funding

Objective:

- To provide funds to Brevet judges so they can attend quality educational and practical experiences, assisting with developing judges provincially, nationally and internationally.
- To provide funds to assist with the preparation of Alberta judges for future success on the international scene.
- To provide funds that would assist Brevet Judges to attain international performance goals.

Criteria for Funding:

- Active AGF registered Member Judge, in good standing with the Federation
- GymCan listed Brevet
- The event must be sanctioned by GymCan
- Be proven to be an educational pursuit or an experience that will support the Judges' development

Process for Funding:

1. Submission of **Notification of Funding Use** form
 - The Brevet Judge will submit their **Notification of Funding Use** form to the AGF Women's Program Coordinator and the WJC Chair at least one week prior to the opportunity which the Brevet Judge plans to attend.
 - It is understood that opportunities may become available to a Brevet Judge with very little advance notification. Exceptions to the one week timeline will be made in these cases.
 - The WJC Chair and the Brevet Judge may discuss the opportunity for which the Brevet Judge will use their funding.
 - A Brevet Judge may use their Brevet Enhancement Funding for several opportunities over the course of the season. A new section of the **Notification of Funding Use** form will be completed for each separate opportunity.
2. Approval/Denial Process
 - After an opportunity is complete, the Brevet Judge will complete the **Brevet Enhancement Funding Post Opportunity Report** and submit it within three weeks of their return. Exceptions to the three week timeline may be made provided the Brevet judge requests additional time.
 - For funding to be allocated, this report will be accompanied by:
 - a completed AGF expense claim form and receipts to support reimbursement request.
 - the Brevet Judge's GymCan Competition Report, if applicable.
 - a brief summary of the experience, if the opportunity is not a competition.
 - Incomplete reports will not be accepted and funding will not be allocated until a complete report is received.
3. Allocation of Funds
 - The WP Manager and the WJC Chair will predict the number of eligible judges for funding within the province and budget for **\$1,500.00/ # of Brevet Judges in the province**.
 - Each Alberta Brevet Judge will receive up to a **maximum of \$1,500.00 per season**.
 - The Women's Judging Committee will approve the use of Brevet Enhancement Funding, based on the submitted **Post Opportunity Report** and supportive documentation.
 - In the event that there are residual funding dollars available, after June 15th, the WJC will review all Post Opportunity Reports and determine which Brevet Judges have outstanding out of pocket expenses that have not been covered. Residual funding dollars will be dispersed evenly to those Brevet Judges who qualify for additional funding dollars.

Brevet Enhancement Funding Notification of Funding Use	
<ul style="list-style-type: none"> Brevet Judges will submit this form as soon as possible in advance of an opportunity for which they intend to access their Brevet Enhancement Funding. Whenever possible, this form will be submitted one week prior to departure. Exceptions will be made for opportunities where the Brevet Judge is provided less than one week notice of an opportunity. This form may be submitted several times throughout the season depending on how the Brevet wishes to utilize their funding for the season. 	
Judge's name:	GymCan Profile:
Year:	FIG Category:
Opportunity 1	
Event:	Location:
Event dates:	Date of submission:
Arrival date:	Departure date:
Nature of the Experience: <input type="checkbox"/> Competition <input type="checkbox"/> Camp <input type="checkbox"/> Conference <input type="checkbox"/> Other, please specify:	
Estimated amount of Funding to be allocated to this opportunity:	
Additional Notes:	
For WJC/AGF use only:	Notification of Funding Use – Date received: _____ Post Opportunity Report – Date received: _____ Funding Allocated: \$_____ Funding remaining for this season: \$_____
Opportunity 2	
Event:	Location:
Event dates:	Date of submission:
Arrival date:	Departure date:
Nature of the Experience: <input type="checkbox"/> Competition <input type="checkbox"/> Camp <input type="checkbox"/> Conference <input type="checkbox"/> Other, please specify:	
Estimated amount of Funding to be allocated to this opportunity:	
Additional Notes:	
For WJC/AGF use only:	Notification of Funding Use – Date received: _____ Post Opportunity Report – Date received: _____ Funding Allocated: \$_____ Funding remaining for this season: \$_____
Opportunity 3	
Event:	Location:
Event dates:	Date of submission:
Arrival date:	Departure date:
Nature of the Experience: <input type="checkbox"/> Competition <input type="checkbox"/> Camp <input type="checkbox"/> Conference <input type="checkbox"/> Other, please specify:	
Estimated amount of Funding to be allocated to this opportunity:	
Additional Notes:	
For WJC/AGF use only:	Notification of Funding Use – Date received: _____ Post Opportunity Report – Date received: _____ Funding Allocated: \$_____ Funding remaining for this season: \$_____

Brevet Enhancement Funding Post Opportunity Report

- This form is to be completed for each opportunity for which Brevet Enhancement Funding is used.
- The AGF expense form and receipts must accompany this report in order for funding to be allocated.
- The judge's GymCan Competition Report must be attached to this report, if applicable.
- If the opportunity is not a competition, a brief summary of the experience must be included with this report.
- **Deadline: This report must be received by the WJC Chair or WP Manager within three weeks of your return from the experience or arrangements made to extend this deadline must be made. No funds will be paid until the complete report is received.**

Judge's name:

Date:

Opportunity Information

Opportunity # (circle): #1 #2 #3

Event:

Location:

Event dates:

Arrival date:

Departure date:

Total Amount of Funding Utilized:

Check list:

- ☐ Completed AGF Expense form included
- ☐ Receipts included
- ☐ GymCan Competition Report included, if applicable. If the opportunity was not a competition, a summary of the experience is included.

For WJC/AGF Office use only:

Date received: _____ Meeting date of discussion: _____

☐ **Approved** Amount: \$ _____

☐ **Denied** Rationale: _____



Provincial Enhancement Funding (Provincial and National Level, WAG Judges)

Objective:

To provide support to **all** Alberta judges, through offsetting the costs of gas, accommodations, and meals, associated with attending courses, clinics and competitions that will enhance and assist with judging development and the maintaining and upgrading of judging qualifications.

Criteria for Funding:

- Active AGF registered Member Judge, in good standing with the federation
- Must show validity of the course/ competition/clinic as it relates to the development of the judge.

Priority Order for Funding:

1. **Courses** - Judges who need to attend a judging course to remain active or to upgrade within the year and live outside of the city where the course will be held.
2. **Competitions** - Judges who would like to attend an invitational competition, where the host club is unable to provide for extenuating travel (i.e. A judge from Ft McMurray who would like to attend UCIC). This would be a good competition for experience, but one in which the host club would be unable to accommodate the travel distance. The judge must be on panels where experience will be gained. For example: A level 7 judge should judge level 7 sessions or be a chief judge in a level 6 session, not judge level 5 sessions only.
3. **Clinic** – Judges who would like to gain experience through attending a provincial (possibly national) level weekend clinic. Their attendance is not mandatory, but they would be using the clinic to gain more knowledge and experience.

Process for Funding:

1. Submission of Application:
 - The AGF Women's Program Manager must receive all applications **three weeks prior** to the course or competition or event for which the applicant is applying. Supportive documentation on the judges' status and the event must be included with the application i.e., registration confirmation, competition panels, receipts, etc.
2. Application Approval/Denial Process:
 - Applications that exceed the application deadline will not be accepted.
 - The Women's Judging Committee (WJC) will review the submitted applications, and applications that meet the above criteria will be prioritized in the above priority order.
 - Applications that do not meet the above criteria will be removed and the AGF Program Manager will inform the applicant in writing of the application denial.
 - Applicants, who have been approved by the WJC for funding, will receive a written letter indicating their application has been successful and the amount of funding for which they will receive.
 - All approved applicants will be required to submit a post event report to the AGF Women's Program Manager, immediately after conclusion of the event.
3. Allocation of Funds:
 - Each applicant who qualifies for funding will receive up to a **maximum of \$300.00**.
 - The Women's Judging Committee will determine the amount of funding for which each applicant will receive, based on the submitted application and supportive documentation.
 - In the event that there is residual funding dollars available, after June 15th, the WJC will review all approved applications and determine which of those applicants qualify for additional funding. Residual funding dollars will be dispersed evenly to those applicants who qualify for additional funding dollars.
 - Please note that there is a limit of **\$2500.00** available each year for these opportunities.

Provincial Enhancement Funding Application Form:

Applicant Information		
Applicant's Name:		Judging level:
Date:		
Event Information		
Event:		Location:
Date:		
Arrival Date:		Departure Date:
Nature of the Experience		
<input type="checkbox"/> Conference/Camp	<input type="checkbox"/> Competition	<input type="checkbox"/> Other, please specify
Explain why this funding would be beneficial to your development as a Judge:		
How do you plan to share this experience with the province?		
Explanation of expenses for which you are requesting funding		
Expense	Amount (\$)	
<input type="checkbox"/> Gas		
<input type="checkbox"/> Car rental		
<input type="checkbox"/> Airfare		
<input type="checkbox"/> Accommodation		
<input type="checkbox"/> Registration fee		
<input type="checkbox"/> Meals		
<input type="checkbox"/> Other (please specify)		

Please attach additional supportive information, i.e., Registration confirmation, travel receipts, etc.

For WJC/AGF use only:

Date received: _____

Meeting date of discussion: _____

☐ **Approved**

☐ **Denied**

Amount: \$ _____

Rationale:

Provincial Enhancement Funding Post Event Report

This form is used to help the WJC understand the validity of funded experiences - were they worth your while, should they be encouraged for other judges to attend and should we be sponsoring more judges to go. When filling out this form, the more information you can provide us the more helpful it is in shaping experiences we can offer to Alberta Judges.

***This form does not need to be filled out for mandatory courses, Westerns, Canadians or Elite Canada. Please only answer relevant questions to your event.**

Deadline: This report must be received by the WJC chair or by the Women's Program Manager within three weeks of your return from this experience.

Judge's Name:		Judging level:	
Date:			
Event Information:			
Event:		Location:	
Date:			
Arrival Date:		Departure Date:	
Nature of the Experience:			
<input type="checkbox"/> Conference/Camp	<input type="checkbox"/> Competition	<input type="checkbox"/> Other, please specify	
Please give a brief description of the event:			
Was this beneficial to your development as a judge? In what way?			
For competitions, was there enough routines at your level to warrant attending this event in the future? Please list the number of routines gained and levels judged.			

If AGF sorted your travel, was the length appropriate in terms of departing to the event and returning home?		
If AGF or the host club arranged your accommodations, were they adequate and was travel to and from the venue easy and accessible?		
Any changes or recommendations?		
Do you think this experience would be beneficial to other judges in the future?		
YES	NO	(circle one)
Any other feedback?		

Alberta Provincial Judges Record Keeping Form

Name: _____

Current judging level and year at this level: _____

[illegible]

Alberta Continuing Professional Education (CPE) Records Chart

Date	Activity/Description	Hours	Level	Location	Signature (coach/judge)

Total CPE hours required for your level: _____

Total CPE hours you've complete: _____

Appropriate Course/clinic hours completed for your level please circle yes / no

Level 5-8 Judges: 2 hours of observation complete, please circle yes / no



Alberta National Judges Record Keeping Form

Name: _____

[illegible]

Alberta Continuing Professional Education (CPE) Records Chart

Date	Activity/Description	Hours	Level	Location	Signature (coach/judge)

Total CPE hours required for your level: _____

Total CPE hours you've complete: _____

Appropriate Course/clinic hours completed for your level please circle yes / no

Level 5-8 Judges: 2 hours of observation complete, please circle yes / no

Judging Level Petition Form for currently registered AB Judges				
Name: _____ Date: _____				
Address: _____				
E-mail Address: : _____ Phone # _____				
Birth date: _____ Age: _____ Level that you are petitioning for: _____				
*Please note that you must meet the minimum age requirements for each level.				
Submission Deadline: 3 weeks before course registration deadline				
***For Judges who have been inactive or who are new to Judging in Alberta, please use the Petition Form for New Judges				
Athlete				
Were you or are you a competitive athlete? (If no move to next box) Yes _____ No _____				
What was the highest level that you competed at: _____ Year that you retired: _____				
Coach				
Were you or are you a coach? (If no move to next box) Yes _____ No _____				
NCCP level: _____				
Please fill in the month and year that you became certified at each level				
Level	Theory	Technical	Practical	Certified
1				
2				
3				
4				
Level that you coach: _____ Club where you coach: _____				
Judge				
Have you petitioned before? Yes _____ No _____				
If yes, please state for what level, what year, and if the petition was successful				
Where you were last certified as a judge? _____ Last judging level: _____				
What season were you last an active judge: _____				
Date of your last judging course: _____				
Last assessment year _____ Last assessment mark _____				
<i>During the last judging season:</i>				
What is the total number of routines you judged (including all levels): _____				
What is the total number of routines you judged at your current level?: _____				
What is the total number of SJ/MH/OH you completed? _____				
What is the number of competitions you attended? _____				
Letter of Commitment				
Please include a personally written letter detailing your experience with gymnastics, and why you are capable of achieving success at a higher level of judging. Please include any additional information you feel could impact the WJC's decision.				
Support				
(You need to have a club head coach or a national level judge support your petition by way of letter. It is required that a letter be written by a club head coach or national level judge to support your petition. The letter must highlight what attributes make the petitionee an				
Name of Petitioner: _____ Position: _____				
Signature: _____ Date: _____				

Judging Level Petition Form for New Judges				
Name: _____ Date: _____				
Address: _____				
E-mail Address: : _____ Phone # _____				
Birth date: _____ Age: _____ Level that you are petitioning for: _____				
*Please note that you must meet the minimum age requirements for each level.				
Submission Deadline: For Judges who are new to Judging in Alberta, this Form must be submitted to the AGF office prior to the Registration Deadline for the course you are planning to register in.				
Athlete				
Were you or are you a competitive athlete? (If no move to next box) Yes _____ No _____				
What was the highest level that you competed at: _____ Year that you retired: _____				
Coach				
Were you or are you a coach? (If no move to next box) Yes _____ No _____				
NCCP level: _____				
Please fill in the month and year that you became certified at each level				
Level	Theory	Technical	Practical	Certified
1				
2				
3				
4				
Level that you coach: _____ Club where you coach: _____				
Letter of Commitment				
Please include a personally written letter detailing your experience with gymnastics, and why you are capable of achieving success at a higher level of judging. Please include any additional information you feel could impact the WJC's decision.				
Support				
(You need to have a club head coach or a national level judge support your petition by way of letter)				
It is required that a letter be written by a club head coach or national level judge to support your petition. The letter must highlight what attributes make the petitionee an exceptional candidate.				
Name of Petitioner: _____ Position: _____				
Signature: _____ Date: _____				



GUIDELINES FOR COACHES AND OFFICIALS

The GymCan Women's Program Committee has approved the following guidelines to facilitate the relationships between the Coach and the Judge. They should be used at every competition, regardless of the level. (Taken from the GymCan Women's Program "Summary of Practices, Guidelines & Procedures" - April 1994 Manual.)

The Key word here is:

W - A - T - C - H

W

is for wait until the rotation is over before approaching the Chief-Judge with your clarification questions; complaints should be addressed to the competition Head-Judge (Coach)
is for wait until the gymnast has finished her routine before cheering or signaling or shouting (Coach)
is wait until the coach has stated his/her case or question before answering (Judge)

A

is for ask questions pertinent to your gymnast only (Coach)
is for ask in a calm manner (Coach)
is for answer questions completely, knowledgeably and in a calm manner (Judge)

T

is for taking care not to obstruct the view of the judges while moving the board or while spotting (Coach)
is for taking advice from judges on execution and combination (Coach)
is for taking advice from coaches on technique and combination (Judge)

C

is for the Codes: know them well

- The GymCan Code of Ethics
- The FIG Code of Points
- The GymCan Code Supplement

is for checking your information before making a statement, a request, or a complaint.
is for compromise if necessary so that a solution to a problem can be developed and everyone will benefit in the long term.

H

is for honor: honor the Code of Ethics
is for having faith and knowing if the rules are not working you know the procedure to change these rules for the betterment of the sport.



PROFESSIONAL DEVELOPMENT INFORMATION FORM NATIONAL LEVEL JUDGES

**** Please complete and return this form to the AGF Women's Program Manager, at the AGF Office, by June 15th.**

Name:		Level for 2021-2022:	Level for 2022-2023:
<i>(Please circle the appropriate box below)</i>			
Are you planning to upgrade this year?	Yes	No, I plan to maintain my level	
Goals for judging next year:			
Meets you feel will benefit your development as a judge		Why do you feel this meet is beneficial?	
Meets you would prefer not to be assigned		Reason? (i.e., cannot get time off work, other commitments, etc)	
If you are a coach, please indicate the Competitions/sessions that will conflict with your coaching requirements			
Are there any other opportunities you feel would be beneficial to you as a judge, but are not currently available in Alberta?			

NOTE: The intent of this form is to help the WJC with the assigning of travel assignments and to assist with supporting the goals of all National level Judges.

ROLE OF THE COMPETITION CHIEF JUDGE

1. At all Alberta competitions, you must be at the competition site at least fifteen minutes before general warm-up begins to measure all equipment and ensure the equipment meets specifications.
2. As the Competition Chief Judge, you will be responsible for running the pre and post competition judges' meetings. Listed below are a few items to be reviewed at the meeting:
 - a) Review the panels and ensure all judges are present
 - b) Ensure that each event has their score sheets, and rotation schedule. You may have to find the meet coordinator to get these.
 - c) Review the applicable documents in effect for the competition:
 - Provincial - WDP Manual, Clarifications, WDP Main Charts, WDP List of Elements & Symbols
 - National – CWDP Code of Points, Aspire Program
 - Brevet – FIG Code of Points, Canadian Models, Current list of new elements/Canadian Elements
 - d) Review requirements for the level being judged, including Competition Requirements, developmental skills, bonus skills and specific apparatus deductions.
 - e) Discuss any relevant topics regarding the competition (any code update /clarifications, current newsletter, etc.), discuss any newly submitted elements not yet on the WDP list, and review requirements for trial competitions.
 - f) Ensure all judges fill out an expense claim form and that these forms are returned to you. You will be responsible for checking these forms and ensuring that all information is complete on them including their address, the name of competition and date of competition. It is a good idea to clarify with any travelling judges what meals are being claimed and the driver of each vehicle, so that there is consistency.
 - g) You are responsible for keeping track of the hours judged (including the meetings) and marking this on the expense claim forms. For AGF sanctioned competitions, send them into the office as soon as possible, if the Women's Program Manager is not in attendance.
3. Go out to the competition floor prior to the start of the competition to be available to answer any questions and to be present for the coach's meeting.
4. As the Competition Chief Judge, you may need to be a panel judge or an event head judge as well. You may have to delegate some of your event head judging responsibilities (if you have inquiries or appeals to deal with on another event) to the D2 judge, in order to keep the competition moving, i.e., greeting the next group of gymnasts, organizing the competitive order and starting the warm-up.
5. The Competition Chief Judge will review all Appeals prior to them being given to the appropriate event Head Judge. The meet director will be responsible for bringing these Appeals to you and then distributing them. If a coach submits a formal Appeal (Level 8 and up only), review the routine with the Event Head Judge and the entire panel. An appeal must be submitted within 15 minutes of the end of the rotation. Please see Section 6.6 of the WAG Technical Handbook for further clarification.
6. The Competition Chief Judge may be very busy during a competition or have no problems arise at all. Ensure that you are dealing with all situations that arise. If you are unclear about anything, don't hesitate to take a minute and look it up in the documentation such as the Code of Points or Women's Technical Handbook in order to clarify the rule.
7. Refer to the Women's Technical Handbook for Guidelines for Coaches and Officials.
8. Report any problems, concerns or questions to the Women's Judging Chairperson and the Women's Program Manager by completing the Competition report form (for Sanctioned events). Forward any submitted elements to the Women's Judging Committee for evaluation.



ROLE OF AN EVENT HEAD JUDGE

1. Ensure all panel members are present at the judges' meeting prior to the competition. During this judges' meeting, discuss within the event panel any issues/trends regarding the competition for your event.

 - a) Review requirements for the level being judged including Competition Requirements, developmental skills, bonus skills and specific apparatus deductions.
 - b) Ensure that the counting scores stay within the acceptable range (WDP Code of Points: Chapter 2).
If the average score is between:

9.50 – 10.00	0.20 pt.
9.00 – 9.475	0.50 pt.
8.00 – 8.975	0.70 pt.
Below 8.00	1.00 pt.

The two counting scores must be within a range of:
 - c) c)Discuss any questionable elements, i.e., Handstands on bars, and what the various deductions are for these elements.
2. Go to the event table at least ten minutes prior to the competition starting to ensure that the scorers, timers, line judges and flashers know how to perform their duties correctly. Assign the D2 judge to ensure that the timer knows how to time: 1) warm-up, 2) falls, and 3) the routine. Explain the averaging procedure to the scorer based on the number of judges (for four judges or more, drop the high and the low score and average the rest; go to three decimal places without rounding). Ensure that the volunteers are comfortable asking questions if they don't understand something. This will make the head judge's job go more smoothly. Ensure that all the materials you need are at your judging table (ie. Stopwatches, bells, calculators etc.).
3. Review the appropriate documents for the level of competition:
Provincial – WDP Code of Points
National – WDP Code of Points, CWDP Manual
4. You must be organized and alert. You will have to deal with many things at once. You are responsible for every score. Make sure the panel judges feel comfortable questioning your Start value/D-score if they disagree with it.

Priorities once the competition gets started:

- a) Greet the athletes, review the competitive order and the warm-up procedure.
 - b) Begin the warm up.
 - c) Once the warm-up is over, ensure the judges are ready and call your first athlete.
 - d) Call out the Start Value/D-Score to the panel, and then have the scorer record it and the D-2 judge or scorer flash it when possible.
 - e) When the E -Scores come in, make sure they are within range and relay them to the scorer. If a score is not within range, state whether it is too high or too low. Include the whole panel in the **brief** discussion. Inform the scorer if a score is changed and
record it on your judging sheets. Once the rotation is over, further discussion can occur, but try to keep the meet moving. The head judge must pay attention to ranking, and make sure that the best routine ranks number 1, as high or low scores can really affect the ranking.
 - f) Attempt to calculate the average score if possible and call it out before you call the next gymnast.
 - g) You must be able to justify your Start Value/D- Score. Coaches may inquire about the Start Value/D- Score only but may ask questions about execution deductions. They must make their inquiry at the end of each rotation. You must be confident with your scripting and calculating and be able to produce a judging sheet. Try to keep these discussions as brief as possible. Once you have explained how you determined the D- Score, there should be no further discussion.
- Panel judges will not answer inquiries unless asked their opinion by the event head judge.**

- h) Keep in mind the following when speaking to a coach: Finish scoring the last competitor and get the E-scores to the scorer. If the next group has approached the judges table, get the next group organized for their warm-up and then address any inquiries. It is important to remember that you have the authority to ask someone not to approach the judges table until you are ready to speak to them. If a coach disagrees over a D-Score and your explanation does not satisfy them, you can ask them to speak to the Competition Chief Judge.
 - i) If a coach submits a formal Appeal (Level 8 - 10 only), review the routine with the entire panel and the Competition Chief Judge. An appeal must be submitted within 15 minutes of the end of the rotation. Always keep in mind that changing a score could affect an All-Around placement. Always give the benefit of doubt to the gymnast. This is a learning process for coaches and gymnasts and often the coaches just want clarification on a routine or want to know where they can make improvements. Be courteous and pleasant and answer their questions to the best of your ability. Be constructive in your comments.
 - j) Have all panel judges sign the score sheet and send it to the scoring room. Be sure to check to scores each time and record the Final Score of every routine on your judging sheet.
 - k) Refer to the Women's Technical Handbook for Guidelines for Coaches and Officials.
5. Even if your event is complete before the others, all judges should remain in their places until all routines are completed, unless you have differing instructions from the Competition Chief Judge. After the competition is complete, stay near your event for approximately five minutes in the event that any inquiries arrive, then reconvene for the post competition judges meeting (don't get started on your meal until after the debriefing unless otherwise directed by the Competition Chief Judge). Be sure to thank your volunteers and answer any questions they may have.

HOW TO BE AN EFFECTIVE PANEL JUDGE WHEN A LOWER LEVEL JUDGE IS EVENT HEAD JUDGE

1. Make him/her feel as relaxed and in charge as possible.
 - Encourage him/her to tell you where he/she wants you to sit.
 - Find out his/her comfort level by asking if this is his/her first time as HJ at this level, and if they are nervous.
 - Offer to help him/her in any way you can and answer any questions he/she has regarding his/her responsibilities as D1.
 - Tell him/her you know how he/she is feeling as you have been in their position before and that you are there to help him/her learn.
 - Discuss how he/she will do the D score prior to the start of the competition so that you are on the same page (i.e. briefly go through and agree upon the difficulties awarded before figuring out the D score if this is his/her way)
2. Observe while he/she educates the assistants (timer/scorer/flasher). If you notice any errors, advise him/her discreetly and allow him/her to correct the information prior to starting the competition, referring to any documentation if applicable.
3. Allow him/her to respond to coaches inquires without interruption unless he/she is struggling and/or the coach is getting angry or abusive.
 - Ask "can I help?" before jumping in and taking over the inquiry. Help only if asked.
 - If the next group of athletes is waiting, hold your suggestions about how the inquiry was handled until the warm-up has started to give time for discussion, and keep the competition moving.
 - Ask him/her to evaluate the way he/she handled the inquiry and how he/she could improve for next time.
4. Take notes of your observations and debrief with him/her after the session with helpful and constructive feedback.
 - Always start with the positive.
 - Comment about how he/she handled the panel or any discrepancies in E score.
 - Comment about overall competency and confidence level.
5. Ask him/her to evaluate your effectiveness as D2 at the end of the competition in order to improve your skills.
 - Getting feedback on how you did will open up communication and improve the confidence level of your D1.
6. Resist the temptation to speak to other panel members about the D score or whether or not they credited something. Remember that's not your responsibility so hold back and let the D1 do his/her job.
7. Discuss required feedback for the Competition Head Judge (AGF Sanctioned events)
 - What information about the competition should be shared with the other judges?
 - Any notable elements; any coaching issues or clarification needed?

HOW TO BE AN EFFECTIVE MENTOR

A mentor is: accessible, responsive, open-minded, dedicated to the development of others, self-confident and people oriented. Mentors need to be good listeners, able to offer honest and constructive criticism, willing to compliment the mentee's accomplishments. An effective mentor will: initiate contact with the mentee, devote time to the mentoring relationship, assist the mentee in developing a professional network, help set his or her priorities and establish both short- and long-term goals. A mentor will follow up on the mentee's progress, listen to his/her concerns and questions and offer advice. He or she will do all of this in a confidential manner.¹

1. Introduce yourself at the beginning of the season
 - Tell them about you and your family, what you do for work and how long you've been judging as well as your gymnastics history.
 - Find out more about your mentee and his/her judging goals (short and long term).
2. Provide your contact information
 - Give out your email address and contact numbers and be sure to respond to any communication in a timely fashion.
 - Ask how he/she prefers to communicate and let him/her know the best way to reach you.
 - If you don't connect after the first attempt, keep trying.
3. Discuss the expectations between mentor and mentee
 - The number one cause for disappointment is a lack of understanding of his/her and your expectations of the relationship.
 - Your purpose is to help him/her achieve his/her personal goals AND progress through the judging system.
 - Ensure that he/she understands your role and what is required of him/her. Find out if there is something specific you can help him/her with. (i.e. Lack of confidence judging a specific event)
 - Review the requirements for his/her judging level.
 - Ask him/her how you can support him/her in meeting his/her goals.
 - Determine the frequency of communication and stick to it.
4. Plan to meet face to face
 - If possible, schedule a face to face meeting; this will help the mentee put a face to your name and he/she will be more likely to approach you if needed.
 - Set up a one on one mentoring session if both your schedules allow. This could be at a competition (get him/her assigned to your panel or take some time during a session you are not judging), a local gymnastics club or at a private residence with some videos.
5. Follow-up and monitor the mentee's progress
 - Check to see how things are going part way through and at the end of the season.
 - Encourage him/her to submit his/her records.
 - Answer any questions regarding judging and/or the Alberta judging system.
6. Remember that every judging assignment is a mentoring opportunity
 - As a National judge, you are a role model to other judges
 - Make the most of it; have fun with your panel.
 - Treat others with respect and appreciate their efforts.

Tips for being an Effective Mentor <http://bing.search.sympatico.ca/?q=how%20to%20be%20an%20effective%20mentor%3F&mkt=en-ca&setLang=en-CA>



Judges' Meeting Agenda for Competition Chief judges

1. Record attendance on the master copy of panels inside Judges Binder
2. Provide levels for the session and general level information
3. Review documents in effect (with dates)
4. Review recent official clarifications
5. Go over any issues from this level that need clarification
6. Warm Up rules for this session
7. Equipment rules specific to this session
8. Any Assessments occurring – special instructions
9. Any Shadow Judges on panels – special instructions
10. Instructions to Event head judges to have a panel meeting to go through all requirements
11. Process for Start value/execution inquiries or official protests
12. Professionalism or Professional development issue chosen by the CCJ
13. Expense forms to be filled out and returned to Judges Binder

Please ensure Judges Binder is kept neat and orderly, and ensure it gets delivered to next session's CCJ or else Women's Program Manager.

CHIEF JUDGE REPORT FORM

Date: _____

Location: _____

Competition: _____

Host Club: _____

Level: _____

Age Category: _____

Competition Organization:

Did the host club provide the necessary volunteers and supplies? If not, what was missing?

Were there any issues with equipment specifications? If so, please explain.

Please comment on the overall organization of the competition. Is there anything that could be improved?

Application of the CPP and/or FIG Code:

Please list notable moves and combinations performed and any questions or concerns raised by coaches and/or other judges during the competition on each event:

Vault

Bars

Beam

Floor

Video Review

Please list information regarding inquiries and protests here. Please indicate whether or not video review was performed and if not, why.

Behavior during the Competition:

Please list any areas of concern with coaches' or judges' behavior on the floor.

Competition Chief Judge: _____

Signature: _____

This report form must either be given to the WJC Chair or the Women's Program Manager upon completion of the competition. Failure to complete this report may result in not being assigned as a Chief Judge at future competitions.

Please be specific in your comments as the original report will be kept on file at AGF. Information on this form will be shared with the Women's Judging Committee who will determine if further action needs to be taken and whether or not the information needs to be shared with judges not in attendance.

Alberta Distance Chart	Airdrie	Athabasca	Banff	Brooks	Calgary	Camrose	Canmore	Cardston	Claresholm	Cold lake	Coutts	Drumheller	Edmonton	Edson	Fort Macleod	Fort McMurray	Grand Prairie	High Level	Hinton	Jasper	Lac La Biche	Lake Louise	Leduc	Lethbridge	Lloydminster	Medicine Hat	Okotoks	Oyen	Peace River	Pincher Creek	Tawatinaw	Red Deer	Rocky Mtn. Hse	Sherwood Park	Slave Lake	Spruce Grove	Stettler	St.Albert	Strathmore	Vegreville	Vermilion	Wainwright	Waterton Park	Wetaskiwin	Whitecourt
Airdrie		418	154	210	36	258	131	263	160	626	345	106	267	464	201	838	721	1046	549	440	508	208	234	240	514	315	74	293	751	246	369	115	182	276	523	291	198	287	73	368	456	397	292	218	443
Athabasca	418		548	565	441	244	546	668	566	244	754	426	147	324	606	305	447	615	411	491	95	599	186	656	391	673	489	544	373	652	56	295	366	165	131	159	328	132	489	246	330	353	706	215	228
Banff	154	548		312	128	381	27	354	252	695	447	263	401	452	292	840	682	1104	364	287	621	55	382	342	626	419	169	452	809	323	517	253	259	424	652	439	338	435	176	504	568	532	378	340	502
Brooks	210	565	312		185	321	291	239	253	543	208	139	418	612	213	623	874	1153	673	596	532	363	444	162	463	110	187	225	903	264	578	302	381	485	669	500	237	496	141	353	405	368	292	363	595
Calgary	36	441	128	185		274	105	227	125	588	320	138	294	447	165	733	720	1029	489	412	514	180	266	216	519	293	46	327	749	211	401	145	198	308	545	323	230	319	53	397	461	425	266	233	441
Camrose	258	244	381	321	274		381	501	399	326	510	182	97	296	439	521	553	832	384	463	302	433	71	453	245	429	325	302	582	485	194	129	202	80	348	122	85	118	258	136	187	151	540	41	274
Canmore	131	546	27	291	105	381		335	232	748	417	230	394	476	273	966	709	1174	392	313	614	82	361	312	640	394	145	417	879	317	494	242	237	402	650	418	325	414	152	491	583	624	363	344	571
Cardston	263	668	354	239	227	501	335		102	763	141	351	521	674	60	960	946	1256	716	638	741	407	494	77	682	245	194	432	975	92	628	373	425	535	772	550	474	546	243	573	714	588	56	460	668
Claresholm	160	566	252	253	125	399	232	102		713	196	262	419	572	40	858	844	1154	613	536	639	303	391	91	645	259	91	446	873	86	525	271	323	432	670	447	356	443	164	523	587	550	140	358	566
Cold Lake	626	244	695	543	588	326	748	763	713		732	496	294	488	737	440	690	859	576	656	148	746	353	686	225	598	695	411	617	788	286	442	513	297	374	324	399	302	695	229	164	225	816	362	428
Coutts	345	754	447	208	320	510	417	141	196	732		328	607	767	156	1012	1039	1342	808	731	720	498	576	105	651	214	276	401	1068	207	710	465	518	617	858	632	425	628	283	542	593	557	194	551	760
Drumheller	106	426	263	139	138	182	230	351	262	496	328		279	472	292	703	735	1014	560	547	484	315	259	282	416	247	166	189	764	343	376	165	244	268	530	316	97	312	93	307	358	321	398	223	456
Edmonton	267	147	401	418	294	97	394	521	419	294	607	279		199	459	439	456	735	287	366	220	452	35	509	251	526	337	397	484	505	97	148	220	17	251	32	182	15	337	105	193	207	560	68	177
Edson	464	324	452	612	447	296	476	674	572	488	767	472	199		612	629	382	705	88	167	414	398	233	662	446	719	536	596	411	648	279	313	249	220	296	174	375	196	535	300	388	406	703	261	103
Fort MacLeod	201	606	292	213	165	439	273	60	40	737	156	292	459	612		898	884	1194	656	576	679	347	432	51	656	219	133	406	913	51	567	311	363	473	710	488	414	485	184	547	654	862	406	398	603
Fort McMurray	838	305	840	823	733	521	966	960	856	440	1012	703	439	629	898		752	920	716	796	291	891	478	948	587	931	910	773	678	944	361	587	658	435	436	464	605	437	909	492	526	587	999	507	533
Grand Prairie	721	447	682	874	720	553	709	946	844	690	1039	735	456	382	884	752		453	332	398	542	628	491	935	701	982	794	853	197	920	456	586	522	478	318	432	637	442	793	556	643	663	975	519	279
High Level	1046	615	1104	1153	1029	832	1174	1256	1154	859	1342	1014	735	705	1194	920	453		785	850	710	1080	814	1244	980	1261	1117	1132	294	1240	662	883	845	801	489	755	917	765	1116	835	922	942	1295	803	602
Hinton	549	411	364	673	489	384	392	716	613	576	808	560	287	88	656	716	332	785		80	502	313	318	703	533	780	534	684	498	684	363	401	337	304	384	258	587	281	620	388	480	493	739	349	191
Jasper	440	491	287	596	412	463	313	638	536	656	731	547	366	167	576	796	397	850	80		582	233	396	626	613	703	455	720	578	607	442	413	332	383	464	337	507	359	461	468	555	573	662	429	271
Lac La Biche	508	95	621	532	514	302	614	741	639	148	720	484	220	414	679	291	542	710	502	582		672	255	674	295	639	557	481	468	725	145	368	439	212	226	238	386	212	557	218	235	295	780	288	324
Lake Louise	208	599	55	363	180	433	82	407	303	746	498	315	452	398	347	891	628	1080	313	233	672		437	394	678	471	224	504	799	374	571	304	256	478	685	493	410	489	230	556	641	583	429	391	492
Leduc	234	186	382	444	266	71	361	494	391	353	576	259	35	233	432	478	491	814	318	396	255	437		471	281	547	304	376	520	476	137	122	186	42	288	59	165	55	305	132	224	219	522	36	211
Lethbridge	240	656	342	162	216	453	312	77	91	686	105	282	509	662	51	948	935	1244	703	626	674	394	471		605	168	171	355	963	103	605	360	413	512	760	527	379	523	178	496	547	511	130	448	656
Lloydminster	514	391	626	463	519	245	640	682	645	225	651	416	251	446	656	587	701	980	533	613	295	678	281	605		480	583	292	729	707	344	374	447	239	496	276	318	260	583	148	61	106	735	288	422
Medicine Hat	315	673	419	110	293	429	394	245	259	598	214	247	526	719	219	931	982	1261	780	703	639	471	547	168	480		291	187	1010	270	681	409	488	588	777	603	344	599	244	461	434	377	298	470	703
Okotoks	74	489	169	187	46	325	145	194	91	695	276	166	337	536	133	910	794	1117	534	455	557	224	304	171	583	291		353	822	177	439	185	252	345	594	360	268	357	77	434	526	567	223	288	514
Oyen	293	544	452	225	327	302	417	432	446	411	401	189	397	596	406	773	853	1132	684	720	481	504	376	355	292	187	353		881	457	715	310	389	396	648	637	234	633	280	320	247	190	485	344	574
Peace River	751	373	809	903	749	582	879	975	873	617	1067	764	484	411	913	678	197	294	498	578	468	799	520	963	729	1010	822	881		949	428	615	550	506	244	460	666	470	822	584	672	691	1004	548	307
Pincher Creek	246	652	323	264	211	485	317	92	86	788	207	343	505	648	51	944	920	1240	684	607	725	347	476	103	707	270	177	457	949		611	357	399	518	756	533	440	529	241	598	650	613	55	444	642
Tawatinaw	369	56	517	578	401	194	494	628	525	286	710	376	97	279	567	361	456	662	363	442	145	571	137	605	344	681	439	715	428	611		257	307	115	179	109	278	83	439	194	286	308	655	173	176
Red Deer	115	295	253	302	145	129	242	373	271	442	465	165	148	313	311	587	586	883	401	413	368	304	122	360	374	409	185	310	615	357	257		81	163	399	178	101	175	185	252	316	279	411	87	307
Rocky Mtn. Hse	182	366	259	381	198	202	237	425	323	513	518	244	220	249	363	658	522	845	337	332	439																								

ALBERTA GYMNASTICS FEDERATION WOMEN'S JUDGES COMMITTEE

APPLICATION AND SELECTION PROCESS IN WOMEN'S ARTISTIC GYMNASTICS

FOR NATIONAL JUDGE



Expectations:

- Commitment to and available for National level programs and events within the province
- Excellent understanding of rules (GymCan and the WDP) governing National level gymnasts
- Available for assignment to National competitions both inside and outside their province (club, inter-provincial, and invitational competitions)
- Participate in Provincial programs; officiate at Provincial level competitions within the province
- Attend clinics and courses pertaining to National level gymnastics, when offered within province
- Meet the requirements as stated in the handbook for a National Eligible Judge

Eligibility Criteria:

- a) Must be at least 19 years of age
- b) Must complete a NJ Application Form and submit it to the AGF women's program director and the WJC Chair no later than June 15. *Applications will only be accepted in the year in which a National Course is scheduled, i.e. the first and third years of the quadrennial.*
- c) Must have completed a successful year at Level 9 or 10 with a successful assessment in the year **immediately preceding the year of application**

Characteristics of a National Judge:

- Strong commitment to the success of the National programs
- Competent application of the Code at the Provincial and National levels
- Commitment to improving the judging of gymnastics in the province and in Canada
- Excellent understanding of the technique of the elements performed
- Excellent understanding of the gymnastics environment in the province and at the National level
- Ability to relate to coaches and other judges in and outside of competition
- Available and willing to work with the Judges Program as a leader in the province
- Instrumental in ensuring standardization of application of WDP Code, and the CWDP manual in the province and in Canada
- Ability to exhibit judging competency through performance on judges' examinations and excellent judging performance at competitions
- A national judge is not eligible for inter-nations international competitions where all participants are representing their national Federations

Ability to Handle Stress

Judging and its associated activities can be sources of substantial stress. All judges, particularly National judges, must be able to identify stressors and have the ability to manage stress in a positive manner. It is critical to effective judging, effective relationships with others, effective responses to crises and overall an effective persona as a judge. As the profile of a competition increases, the amount of stress associated with the competition is also likely to escalate and one cannot know when and where additional stressors will develop.

APPLICATION FOR NATIONAL WOMEN'S JUDGE**MAY CHANGE IF GYMCAAN MODIFIES ANY RULES OR REQUIREMENTS****Part One – Personal Information**

Applicant's Name: _____

Email address: _____ Phone: _____

Current Judging Level: _____ Number of years at this level: _____

Total number of years judging: _____

Current Personal Judging Goals, including timelines: _____

Are you participating in any committee activities related to judging? Yes/ No

If the answer is yes, please explain: _____

Are you participating in any other committee activities related to Gymnastics in general? Yes/ No

If the answer is yes, please explain: _____

- Give marks achieved on your last 2 Judging Exams
- Note your last two assessments dates, level and position on the panel

Judging Level	Year	Provincial Course Marks	Assessments

Describe your volunteer activities, attendance at sanctioned competitions, and any other AGF activities attended (provide dates and location, etc.) for the past two years.

DRAFT

Part Two-Letters of Reference

1. Please provide a letter of reference from one of the following people.
 - a) A fellow Women's judge that is minimum National or above, or
 - b) A women's National Stream coach

2. Please provide a letter of reference from a WAG Provincial level judge who is a minimum provincial level Level 8 or above from Alberta.

Part Three-Letter of Intent

The application must be accompanied by a letter of intent, which includes:

- An explanation as to why you wish to enter the National Eligible program
- Your goals
- Your qualities that would help you to become a good national judge
- A commitment to remain active as a National Judge for the next two years

I acknowledge that all information provided on the above application to be true.

Signature of applicant

Date



ALBERTA GYMNASTICS FEDERATION WOMEN'S JUDGES COMMITTEE
SELECTION PROCESS IN WOMEN'S ARTISTIC GYMNASTICS
FOR NATIONAL JUDGE

RATIONALE

The WAG program of the AGF requires the expertise of national level Judges to assist in the development of all levels of athletes in the province, most specifically, of national level gymnasts. It is important for the WPC and the WJC to maintain an appropriate number of national Judges in the province as well as provide opportunities for those judges to increase their knowledge, skills and thus maintain and upgrade their qualifications.

Part of that mandate is the recruitment of new national level Judges from our provincial level Judges. The AGF and the WJC needs to ensure that Judges put forward to GymCan's JDWG as National Judges meet the requirements set out by GymCan and are also the best possible candidates for the National Judges' System.

For the following reasons, the WJC feels may need to set maximums of National Eligible candidates in a given year (this will be communicated for each cycle):

- Allow for more regular movement through the national judges' system for Alberta's new National Eligible Judges as well as for other National Judges.
- Maintain services provided to all National Judges (required assessments, travel assignments, professional development and movement through the judges' system)
- Our budget will only allow us to support a certain number of judges in the national system.

SELECTION PROCESS

The selection process will be implemented regardless of how many applications are received.

Ranking from National Eligible selection will be used if judges need to be selected for opportunities, activities or assignments.

In the event that more applications are received than can be accepted, ranking will occur and candidates that are unable to enter the process, will be asked to resubmit their names in the next cycle.

COMPONENTS FOR SELECTION AND RANKING

Component	Explanation
Exams	Most recent judging exam
	Second most recent judging exam
Previous Assessments and Application	We will take into consideration the comments and results of previous assessments as well as the letters and information provided on the application.
Interview***	The interview will take place the first two weeks of July, likely over an online platform. The interview panel will be appointed by the WJC and will consist of National and/or Brevet Judges.

**All judges will be assessed by the same group of National/Brevet Judges' who will meet together to ensure a consistent application of the assessment procedure for all candidates.

***A more detailed list of areas to be covered in the interview will be provided to the applicants after the application deadline. However, the interview will focus on the following areas:

- Knowledge of national level athletes in the province.
- Technical knowledge
- Professional development
- Response to scenarios presented
- Personal level of involvement in the province
- Accountability, commitment, and punctuality of records and other required paperwork

**Applications must be submitted by June 15th to the AGF office and to the WJC Chair
Attention: National Eligible Application**

AGF use ONLY: **Date Received:** _____

All candidates will be informed of the results of the selection process at on or before August 1st.

