



# Acrobatic

## Technical Handbook

2023-2024



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## 1. GENERAL INFORMATION

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### 1.1 INTRODUCTION

#### **Purpose**

This handbook was written to provide a clear directive by setting criteria upon which the Acro Technical Assembly (ATA) will make decisions related to the sport of Acrobatic Gymnastics within the Province of Alberta. Also, to provide opportunities to develop and train athletes, coaches, judges and officials in the province.

#### **Handbook Review**

The Alberta Gymnastics Federation (AGF) Acro Technical Handbook is reviewed, revised and updated as required by the AGF Acro Program Manager and the ATA.

Notification of changes will be distributed to Acro members as required. All coaches and judges should be familiar with the entire handbook to ensure that all athletes are receiving the best experience possible throughout their involvement in Acrobatic Gymnastics.

All suggestions for additions, deletions and changes must be made in writing to the ATA. Changes will be ratified at any decision-making assembly meeting (See 1.2.6).

#### **Acknowledgement**

The Acro Technical Handbook is the result of dedicated work by several individuals who volunteered their time and energy. It is their hope that the information provided through this manual will help the development of Acro gymnastics in the Province of Alberta.

### 1.2 ACRO TECHNICAL ASSEMBLY (ATA)

#### **1.2.1 Mission**

The goal of the ATA is to promote and increase public awareness in the sport and assist with achieving the highest standards of excellence from our coaches, judges, and athletes in training and competition. As well as to continually expand our programs in the province in both numbers and expertise.

#### **1.2.2 Goals:**

- ♦ To provide the necessary tools to be successful in the sport.
- ♦ To be a leader in the growth of the sport in Canada.
- ♦ To support growth and development through competitive experience.
- ♦ To ensure consistency and fairness by defining an agreed-upon set of policies, rules, process and procedures to be followed by participants in the sport of Acrobatic Gymnastics in the Province of Alberta



### **1.2.3 Composition**

The ATA is composed of a person elected by the registered Acro Clubs to the position of ATA Chairperson, ATA Judging Coordinator, and ATA Coaching Coordinator and one voting representative from each club who (a) was in good standing and had duly registered competitive or developmental Acro units from the previous competitive season (July 1 – June 30) and (b) is in currently good standing and has duly registered competitive or developmental Acro units in the current competitive season. (1 vote per club). Working with the assembly is the AGF Acro Program Manager and any individuals requested by the Program Manager to fulfill specific or non-specific duties. Any interested persons affiliated with an AGF member club or any associated member is eligible to participate in ATA discussions. Neither the judging coordinator nor coaching coordinator shall carry a vote. The Chairperson shall only vote in the event that they will be casting the deciding vote.

### **1.2.4 Responsibilities:**

#### **The Acro Technical Assembly shall:**

- ♦ Establish specific program goals and objectives;
- ♦ Consider and adopt program guidelines, rules and regulations that will define the conditions of participation within their respective program area;
- ♦ Provide direction to the AGF Program Manager relative to the conduct of the program and activities;
- ♦ Elect a Chairperson who will also act as Program Representative to the AGF Board of Directors and Gymnastics Canada (GymCan) Program Assembly;
- ♦ Coordinate and supervise technical aspects of all provincial and national activities of the Alberta Gymnastics Federation (AGF) relating to Acrobatic;
- ♦ Establish technical regulations for Alberta in accordance with the technical rules of the GymCan and FIG;
- ♦ Support progressive competitive opportunities appropriate to all age and ability levels;
- ♦ Plan programs for competitions, clinics and other events to train and upgrade gymnasts, coaches, judges, and other officials;
- ♦ Monitor progress of coaches, judges, and officials;
- ♦ Formulate an annual plan and a corresponding budget for consideration by the Board of Directors and shall operate its programs in a manner consistent with the budgetary directives of the AGF Board of Directors.

The Acro Technical Assembly will also ensure the development and maintenance of programs including:

- a. The provision of competitive opportunities for the athletes of member clubs;
- b. The development and implementation of processes by which athletes can be selected to represent Alberta at major competitive events;
- c. The development and implementation of rules and regulations governing participation in the competitive program;
- d. The provision of leadership development opportunities for coaches of competitive athletes and judges;
- e. To provide input to GymCan through the appropriate representative with regard to technical matters relevant to their respective discipline;
- f. To perform other functions necessary for the provision of programs specific to the respective discipline.

### **1.2.5 Voting Privileges:**

- ♦ At the commencement of each assembly meeting, one voting delegate from each member club represented shall be identified. Each voting delegate shall have one vote.
- ♦ Proxy votes are not permitted at an annual general meeting or special meeting of members (AGF Bylaw 5.11).
- ♦ Quorum for Technical Assembly meetings shall be comprised of at least one-third of the total members in good standing (AGF Bylaw 5.14).
- ♦ If at the appointed time of a given meeting that requires a quorum and it cannot be achieved, the meeting shall then stand adjourned for thirty (30) minutes at the same date and place. The members then present and entitled to vote shall be deemed as meeting the required quorum and shall be competent to transact the particular business for which the meeting was convened.
- ♦ Voting decisions will be based on majority rules and in the event of a tie, the Acro Chairperson will cast the deciding vote.
- ♦ Assembly meetings shall be convened a minimum of two times a year, one of which shall be convened in conjunction with the Federation's Annual General Meeting (AGM).
- ♦ All assembly meetings will be chaired by the ATA Chairperson who will appoint a recording secretary (AGF Representative) for the purpose of taking minutes of the meeting.
- ♦ Each club who (a) was in good standing and had duly registered competitive or developmental Acro units from the previous competitive season (July 1 – June 30) and (b) is in currently good standing and has duly registered competitive or developmental Acro units in the current competitive season will receive one vote at Assembly Meetings.
- ♦ An individual with dual roles as a chairperson and club voting representative shall be entitled to cast their vote as club representative. In the event of a tie, they may cast an additional vote as the ATA Chairperson.
- ♦ For conflict of interests please refer to AGF Bylaw Article 12 for guidelines and AGF Policy II-02 for specifics.
- ♦ Participation by phone or virtual is acceptable at ATA committee meetings and the Annual Assembly meeting held in conjunction with the Federation's AGM.

### **1.2.6 Decision-Making Meetings:**

1. Decision-Making meetings will be held at the following events:
  - The Annual Technical Assembly Meeting held if applicable in conjunction with the AGF Annual General Meeting (AGM).
  - A scheduled meeting prior to the Gymnastics Canada (GymCan) Annual General Meeting (June).
2. Decision-Making meetings are the only meetings where changes to the Acro Technical Handbook can be made.
3. Decision making meetings for special business may be scheduled with a printed or electronic notice stating the day, hour and place of the meeting not less than 21 days and not more than 50 days circulated to all clubs registered with the Federation as having a competitive Acro program (AGF Bylaw 5.4).
4. Any ATA Member who wishes to have new business placed on the agenda of a Decision-Making

Meeting shall give written notice to the ATA at least 10 calendar days prior to the date of the Decision Making Meeting.

5. Notice with respect to any proposed amendment or alteration to the Technical Handbook shall be circulated to all ATA Members a minimum of 21 days prior to the meeting. ATA Member Clubs proposing such changes shall deliver those as motions in writing, to the Acro Program Manager at least 30 days prior to the meeting (i.e. one week prior to when they will be circulated to ATA Members). Proposed changes must include the complete wording of the proposed change. The template provided in Appendix 12 must be used.
  6. Proposed amendments or alterations to the Technical Handbook may be accepted if they are submitted in writing to the Acro Program Manager. The Program Manager will review the amendment in accordance with AGF Bylaws and policies, and other relevant guidance such as the currently approved Technical Handbook including (5) above. If the change meets the format and criteria outlined therein, it shall be distributed to the current ATA voting membership via email or other electronic means. A special decision-making meeting or an electronic or email vote deadline shall be scheduled no less than 21 days and no more than 30 days from distribution to the ATA membership. If approved by email vote, the proposed change shall be updated in the current handbook.
- ♦ The Annual Technical Assembly Meeting will be considered the foremost meeting for the program and will be conducted in accordance with the AGF Bylaws.
    - Proxies           AGF Bylaw 5.11 Proxy
    - Elections       AGF Bylaw 6.8 Term of Office
    - Voting           AGF Bylaw 5.9 Votes

#### **1.2.7 Non-Decision-Making Meetings**

1. The ATA shall meet from time to time to discuss technical issues, event planning and other items affecting the respective disciplines.
2. The Acro Chairperson shall work with the AGF Acro Program Manager to schedule these meetings.
3. The ATA shall be provided 1 week to vote on a date and time to hold the meeting allowing for at least 1 week from the voting deadline.
4. The meeting shall be scheduled based on the availability of the most attendees.
5. Motions are encouraged to be submitted in writing to the Program Manager and shared with the ATA a minimum of 2 business days prior to the meeting to be included in the Agenda.
6. Motions on the floor will be accepted, but any two or more ATA members may request that the vote on the motion be deferred to the following non-decision making meeting or to an email vote.

#### **1.2.8 Elections:**

The voting delegates present at the respective Annual Acro Technical Assembly Meeting shall elect the Acro Chairperson, the Judging Coordinator, and the Coaching Coordinator.

### **1.2.9 Current ATA Representatives**

Technical Chairperson – Jayson Johnson

Judging Coordinator – Michelle Johnson

Coaching Coordinator – Anna Zirk

### **1.2.10 ATA Representative Terms**

1. Acro Technical Chairperson shall be a term of two (2) years with elections being held on even-numbered years in conjunction with the ATA Annual Meeting.
2. Acro Judging Coordinator and Coaching Coordinator representatives shall be a term of two (2) years with elections being held on odd-numbered years in conjunction with the ATA Annual Meeting.
3. In the event that a representative resigns or becomes unable to fulfill their duties; the ATA must make the decision to leave the position vacant or vote in a replacement.
4. The ATA may, by a resolution passed by not less than 75% of the votes cast at a meeting of the ATA, remove any director or chair from the ATA before the expiration of their term, provided that the ATA shall have given the director written notice and the opportunity to appear before the ATA to be heard with respect to all matters offered or tendered in justification for such action by the ATA. Written notice of such a meeting must be given to the director or chair involved not less than 14 calendar days before the date of such meeting of the ATA, and this notice shall include a summary of the reasons for such proposed action. A director or chair who is facing removal shall not vote on any resolution on his removal. The director in question may, upon written notice to the ATA, appoint a designated representative to attend on the director's behalf. Any such designated representative will be afforded the same rights and privileges for that meeting as the ATA member he or she is replacing.

### **1.2.11 ATA Representative Job Descriptions:**

#### **Acro Chairperson**

- ♦ To Chair all ATA meetings with the assistance of the AGF Acro Program Manager.
- ♦ Assist the AGF Acro Program Manager with developing the agendas for the ATA meetings.
- ♦ To accompany the AGF Acro Program Manager and act as the Acro Technical Representative at the GymCan Annual General Meeting (Program Assembly) in June or thereabouts.
- ♦ Act as the Acro Chairperson to the AGF Board of Directors and assume the responsibilities involved with this role. If the Acro Chairperson is unable to attend, he/she may appoint another member of the ATA to attend in their absence. Any alternates appointed to attend AGF Board of Directors meetings will not be permitted to participate in any in-camera sessions of the BoD as they may not have been vetted through appropriate confidentiality agreements.
- ♦ Assume roles not established by the ATA but by other appointed AGF bodies.
- ♦ Any disciplinary actions regarding a member of the AGF Acro Program will be handled as per normal AGF procedures.
- ♦ To assist in developing and implementing budgetary items.



### **Acro Judging Coordinator**

- ♦ The Judging Coordinator is responsible for organizing the education programs and working with the Program Manager to certify judges at various levels within the Province.
- ♦ The Judging Coordinator will work with the AGF Program Manager to ensure all updates and information is distributed accordingly to the registered judge's province-wide.
- ♦ To act as the Acro Judging Coordinator at all ATA meetings. If the Judging Coordinator is unable to attend, he/she may appoint another judge to attend in their absence.
- ♦ This person will keep judges' lists and records for all competitions that are sanctioned by AGF.
- ♦ Compile an annual list of provincial judges and their ratings that will be submitted to GymCan and will be supplied to ATA members upon request.
- ♦ To establish panels for AGF sanctioned meets.
- ♦ May assist clubs to set panels for invitational meets.
- ♦ To assist in developing and implementing budgetary items specific to judges.

### **Acro Coaching Coordinator**

- ♦ The Coaching Coordinator is responsible for planning programs for the development of coaches and athletes at all levels (separate from the NCCP).
- ♦ This includes the organization and administration of clinics and training camps.
- ♦ The Coaching Coordinator is also responsible for implementing GymCan programs relating to coaches and athletes within the province.
- ♦ The Coaching Coordinator will be required to provide a progress report to the ATA at all scheduled meetings. The report will include information on programs, meets, and participation levels for activities within the Province.
- ♦ Responsible for utilizing the Team Alberta selection criteria to inform the AGF representative of athletes who have qualified for the team.
- ♦ To assist in developing and implementing budgetary items specific to coaches and training camps.

### **Working Groups**

- ♦ Working Groups may be created to help with specific upcoming events that will require more focus.
- ♦ These members can be voted in or volunteer to help participate.
- ♦ Workgroup members are to provide a progress report to the ATA at any applicable meeting.

## **1.3 ACRO AGF TECHNICAL HANDBOOK**

### **1.3.1 Purpose**

The purpose of the Acro technical handbook is to ensure fairness and consistency in the provincial Acro Program.

### **1.3.2 Technical Rules**

- ♦ The sanctioned competitions are governed by the following rules and policies which are available through the AGF Office and AGF Webpage:
  - FIG Acro Code of Points
  - US Development Program
  - US Development Program Rules and Policies
  - Youth Level (as established by MIAC [Maia International Acro Cup])
  - Any technical updates and clarifications made available by the respective bodies

\*\* US Development Program age qualifications are outlined in US Development Program Rules and Policies

\*\* Youth age qualifications are based on MIAC rules and summarized in Appendix 1

NOTE: Some additional age restrictions apply at Canadian Championships only. See Section 2.3.4 or Appendix 11

### **1.3.3 Validity**

These rules are valid from the posted revision date and will be updated and revised on an ongoing basis as rules and requirements are updated and changed. Upon any revisions being made and the updated Technical Handbook being posted on the AGF website, notifications will be sent to all affiliated Alberta clubs. These rules shall govern all sanctioned events and act as a guideline for all invitational events.

### **1.3.4 Modification**

At the conclusion of each season, the Technical Assembly shall conduct a review of the rules and regulations and shall prepare and recommendations for presentation at the Annual Technical Assembly Meeting.

## **1.4 ELIGIBILITY**

- ♦ All athletes, coaches, and judges representing Alberta must be registered members of AGF and comply with the AGF's Regulations for Alberta Team Representatives (see Section 6.1.2).
- ♦ All coaches participating in a sanctioned event must be registered members and in good standing with the AGF and must comply with the current AGF NCCP certification requirements and adhere to all Code of Conduct and Code of Ethics manuals.

All judges participating in a sanctioned event must be registered members and in good standing with the AGF and must comply with the current AGF requirements and adhere to all Code of Conduct and Code of Ethics manuals.

## 2.0 ACRO PROGRAMS

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### 2.1 AGF PROGRAM STRUCTURE

#### 2.1.1 Purpose

- ♦ The Acro Program structure is divided into 4 streams:
  - Gymnastics For All
    - DP levels 2-4
  - Developmental (Allows for participation in interclub meets)
    - DP levels 5 (Participate in Gymfest, Gymnaestrada, Demo, Interclub)
  - Provincial (All Non-FIG levels; Levels not eligible for Team Canada to represent the Country at the at FIG sanctioned events)
    - DP levels 6-10
    - Youth
    - Age Group 1 (11-16)
  - National (All FIG levels)
    - Age Group 2 (12-18)
    - Junior (13-19)
    - Senior

#### 2.1.2 Athlete Competitive Age Determination

An athlete's age on December 31<sup>st</sup> of a calendar year determines their competitive age at a competition. For example: If an athlete turns 12 on November 15, they are considered age 12 for any competitions falling within the entire calendar year from January 1 to December 31.

#### 2.1.3 Competitive Categories

- The following competitive categories apply within each level:
  - Women's Pair (WP) – 2 Women in a unit
  - Men's Pair (MP) – 2 Men in a unit
  - Mixed Pair (MxP) – Man and Women in a unit
  - Women's Group (WG) – 3 Women in a unit
  - Men's Group (MG) – 4 Men in a unit
- Inclusive categories have been added in the groups of 3 and 4 allowing:\*\*
  - Mixed group 3 (MG3) – Any mix of men and women in a group of 3 – competing skills and rules defined in Women's Group Tables of Difficulty and CoP.
  - Mixed Group 4 (MG4) – Any mix of men and women in a group of 4 – competing skills and rules defined in Men's Group Tables of Difficulty and CoP.

\*\* Check with event organizers for event specifics to confirm if inclusive categories are available in the event. Alberta Provincial Championships will include these inclusive categories if units are registered.

## **2.2 PROVINCIAL PROGRAM**

### **2.2.1 Introduction**

The purpose of the Provincial Program is to provide competitive opportunities to a wide variety of ages and progressing athletic abilities. These athletes may or may not fit into the national level defined age categories.

### **2.2.2 Eligibility**

Any Acro gymnast who is registered with AGF as a competitive Acro athlete.

### **2.2.3 Age Category Determination**

#### **i. Development Program Levels**

Age categories for Development Program Levels at competitions may be separated into age categories only if there are more than 15 units registered in a single level/event. Age categories for Development Program Levels at competitions are determined by the event organizers if they are to be used.

When age categories are separated, the age of the oldest athlete at the time of the competition identifies the age category they will compete in, regardless of the ages of the younger athletes.

All Levels must adhere to US DP Levels 2- 10 Rules and Policies.

DP Levels 5&6 divided into 2 age categories and only separated further if there are more that 8 units registered in a single level below.

- Level 5 age 11 and under
- Level 5 age 12 and over
- Level 6 age 12 and under
- Level 6 age 13 and over

#### **ii. Youth Level**

Only a single age category applies. Athletes must be within the ages defined by Youth rules. Currently ages 8 to 16.



## **2.3 NATIONAL PROGRAM**

### **2.3.1 Introduction**

The purpose of the National Program is to provide a high-level competitive Acro gymnastics program for athletes in the province, with the goal of being named to a national team and the privilege of representing Canada internationally.

### **2.3.2 Eligibility**

Any competitive Acro gymnast who is an AGF member and has the necessary skills to compete at the AGF National Stream Level.

### **2.3.3 Levels/Age Groups**

Level	FIG Age Rules	Ages Permitted
Age Group 2	12-18	10-18 yrs
Junior	13-19	11-19 yrs
Senior	15+	13+ yrs

All athletes in a unit must be within the ages specified. Two years younger than FIG age criteria are permitted within the province and at most invitationals for developmental purposes. For FIG sanctioned events, FIG Age rules must be followed. Clarify rules for each event prior to registering.

### **2.3.4 GymCan National Levels/Age Groups**

GymCan has age eligibilities that are different than outlined in the DP & FIG systems. Please refer to Appendix 11 or the GymCan Acro Regulations for more information regarding national championships and eligibility.

### **2.3.5 Qualifying to Canadians on Team AB**

Refer to the [Team Alberta selection document](#) for information regarding qualifying to nationals on team AB

## 3.0 EVENTS

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### 3.1 AGF SANCTIONED EVENTS

#### 3.1.1 Provincial Championships

There will be Provincial Championships for the following categories:

- ♦ DP Levels 6 – 10
- ♦ Youth (Ages 8-16)
- ♦ FIG Levels
  - ♦ Age Group 11-16
  - ♦ Age Group 12-18
  - ♦ Junior 13-19
  - ♦ Senior

#### 3.1.2 Competitive Format

- ♦ Please refer to the DP Code of Points and “rules and regulations” applicable to the current season.
- ♦ Age categories may be separated for DP levels only if there are more than 8 units registered in a single level/event. Age separations will be determined by the ATA at a planning meeting leading to Provincial Championships if applicable as outlined in section 2.2.3.
- ♦ For FIG levels, ages must be within the guidelines in this handbook. No Out-Of-Age registration permitted for FIG levels.

#### 3.1.3 Awards for Sanctioned Competitions; Number of Awards Presented

• 1-3groups	All-Around	Top 3 Medals
• 4-5groups	All-Around	Top 3 Medals 4-5 Ribbons
• 6-9groups	All-Around	Top 3 Medals 4-8 Ribbons
• 10groups or more	All-Around	Top 3 Medals 4-8 Ribbons

\*Please note – Pairs need 2 sets of awards, Trios need 3 sets of awards, Men’s Group needs 4 sets of awards, etc.

### **3.2 See Appendix 14 for Provincial Championships Format and Hosting Guidelines**

### **3.3 COMPETITIVE REGISTRATION**

Each competitive gymnast, coach, and judge must be registered with the Alberta Gymnastics Federation in the appropriate competitive category. (Recreational registered gymnasts and coaches are not allowed) Any gymnast not registered will not be allowed to compete in any AGF sanctioned meets during that competitive season.

To upgrade to competitive status, please fill out the Upgrade Forms (<https://abgym.ab.ca/Membership/Registration>)  
**AGF HOSTING MANUAL**

All rules, regulations, and guidelines when hosting an AGF sanctioned event and/or clinic (coaching, judging, or Respect in Sport) must be adhered to by the host club and Director. All inquiries regarding hosting can be directed through the AGF office.

### **3.4 MEET RESULTS**

It is the responsibility of the event host to send a copy of the event and all-around results to the following, within one week of the meet:

- AGF office
- All competing clubs
- All original copies of the event score sheets and final results must be sent to the Judging Coordinator immediately following the event via the AGF office

### **3.5 AGF COMPETITIONS AND EVENTS**

See AGF's online calendar of events for current event schedules.

<https://www.abgym.ab.ca/Calendar-of-Events>

## 4.0 JUDGING

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### 4.1 JUDGING CERTIFICATION

#### 4.1.1 Certification

Until GymCan formalizes a National Judging Certification Program for Acro, the following criteria will be used for events in Alberta:

- Judges must be registered Acro judges through the AGF for the applicable season
- At a minimum, judges must have attended at least one provincially hosted judging course related to the levels they will be judging;
  - National Development Program Levels
  - FIG Levels
- The Judging Coordinator has the final say regarding the validity of equivalencies for judges' certifications or training

#### 4.1.2 Certification Pathway

- Provincial 1 Judge
  - Execution judging
  - DP Level 5 & 6
- Provincial 2 Judge
  - Artistry and Execution judging
  - DP Levels 7-10, Youth and FIG
- Provincial 3 Judge
  - Difficulty judging and Chair of Judge Panel
  - All levels of DP, Youth and FIG

#### 4.1.3 Judge Education

Judges are required to maintain their certification annually according to the requirements specified for their level of judging. If the certification is not maintained annually, the judge will be considered “inactive” and will be required to recomplete the certification requirements specified for the applicable level. The minimum age an individual must be to judge is 15 years old.

- **Provincial 1 Judge Course**

The P1 Judge course is delivered in-person over a span of 2 days. The training content is focused on providing judge candidates with an introduction and general overview of:

- The sport of acrobatic gymnastics
  - Technical regulations and Code of Points
  - Judge rules, roles and responsibilities
  - Specific requirements to determine the Execution (E) score using scripting for DP Level 5 and 6 routines.
- **Provincial 1 Certification Requirements**
    - Successfully complete the P1 judge training course (full attendance and active participation)
    - Successfully complete and submit an open book worksheet
    - Event experience as a shadow judge and complete a post-event debrief (signed by a certified P1 or higher judge mentor)



- **Provincial 1 Re-Certification Requirements**

In order to maintain the P1 certification on an annual basis, judges must:

- Meet all eligibility requirements outlined above
- Attend pre-event judge meetings and/or pre-season refresher course
- Annually remain active as a judge (competitions, mock meets and training camps).
- At the start of each new cycle (i.e. every 4 years), P1 judges are required to recertify by attending the full P1 course successfully

- **Provincial 2 Judge Course**

The P2 Judge course is delivered in-person over a span of 2 days. The training content is focused on providing judge candidates with a greater understanding of the:

- Technical rules and regulations
- DP and FIG Code of Points
- GymCan and FIG Judge rules, roles and responsibilities
- Specific requirements to determine the Execution (E) score using scripting and deductions chart.
- Specific requirements to determine the Artistry (A) score

- **Provincial 2 Certification Requirements**

- Be a certified P1 judge minimum OR be a trained P1 judge with experience as an acro coach/athlete
- Successfully complete the P2 judge training course (full attendance and active participation)
- Pass an exam
- Event experience as a shadow judge and complete a post-event debrief (signed by a certified P2 or higher judge mentor)

- **Provincial 2 Re-Certification Requirements**

In order to maintain the P2 certification on an annual basis, judges must:

- Meet all eligibility requirements outlined above
- Attend pre-event judge meetings and/or pre-season refresher course
- Actively judge a minimum of 2 events/activities per season with a minimum of 1 event as A judge and 1 event as E judge
- At the start of each new cycle (i.e. every 4 years), P2 judges are required to recertify by attending the full P2 course and successfully retaking the exam

- **Provincial 3 Judge Course**

The P3 Judge course is delivered in-person over the span of 2-3 days. The training content is focused on providing judge candidates with a greater understanding of the:

- CJP and DJ responsibilities
- Routine requirements and restrictions
- Tariff sheets (creating and reviewing)
- CJP and DJ Penalties
- Specific requirements to determine the Execution (E) score (review)
- Specific requirements to determine the Artistry (A) score (review)

- **Provincial 3 Certification Requirements**

- Be a certified P2 judge minimum
- Successfully complete the P3 judge training course (full attendance and active participation)
- Pass an exam
- Active judging in A, E and D2 roles and shadow CPJ (minimum of 1 event)
- **Provincial 3 Re-Certification Requirements**

In order to maintain the P3 certification on an annual basis, judges must:

  - Meet all eligibility requirements outlined above
  - Attend pre-event judge meetings and/or pre-season refresher course
  - Actively judge in leadership roles (DJ/CJP) on panel annually
  - Contribute to the development of P1 and P2 judges (co-facilitate courses, act as mentor judge, etc.)
  - At the start of each new cycle (i.e. every 4 years), P3 judges are required to recertify by attending the full P3 course successfully

## **4.2 GENERAL**

### **4.2.1 Responsibilities**

Judges must make every effort to uphold high professional ethics as they relate to judging at a competition. Judges and coaches are encouraged to communicate informally prior to, and/or after competitions regarding any technical concerns.

### **4.2.2 Judges' Oath**

"In the name of judges and officials, I promise that we will officiate in this competition with complete impartiality, respecting and abiding by the rules in the true spirit of sportsmanship"

"J'affirme sur mon honneur qu'en ma qualité de juge, je ne me laisserai guider que par l'esprit de loyauté et de dignité sportives et que je m'engage à juger consciencieusement le travail présent, sans égard ni à la personne ni à la nation."

### **4.2.3 Judges' Code of Ethics**

A judge:

- Will remain objective and abide by the code of points' rules relating to the application of rules, possession of documents, attendance and punctuality
- Will be correctly attired and behave in a professional manner
- Will not speak negatively about fellow judges, especially when in public
- Will not speak to other judges while in a judging capacity
- Will pass in her/his mark without consultation with other judges
- Will stay in her/his seat except to attend a judges' conference
- Will not speak to coaches/gymnasts/parents during the competition

#### **4.2.4 Rights and Obligations of Judges**

##### **Rights**

- All judges have the right to be respected for their knowledge and expertise as judges in the areas of responsibility adopted, provided they work according to the AFG, GymCan and FIG Codes of Ethics and Code of Discipline and other rules.

##### **Obligations of Judges Before Competition**

- Complete the necessary training and exams (written and practical) required to judge at the applicable level.
- Maintain and submit a record of all judging activities (competitions, courses and workshops) to the Judging Chairperson for certification maintenance and/or judging level upgrades.
- Prepare for competition through the study of the Code, Technical Regulations, Judges Rules and Codes of Ethics and Discipline.
- Assist their own club and/or provincial coaches with Tariff Sheet reviews and revisions prior to officially submitting the sheets for competition.
- Bring copies of the official execution and artistry forms to the competition for recording exercises.
- Attend all scheduled seminars, practical judging sessions and meetings before, during and after the competition. Failure to do so will result in disqualification from officiating unless extenuating circumstances have been agreed upon by the CJP.

##### **Obligations of Judges During Competition**

- Know the Judges' Oath, support its values and be present at its public declaration during the opening ceremony.
- Strictly observe the Technical Regulations, Code of Points, Judges Rules' and Judges' Oath. Failure to do so will result in a verbal warning from the CJP.
- Wear the official uniform as defined in the handbook, 4.2.5
- Hold no other outside responsibility during the competition.
- Do not make contact with any coach or athlete by any method during warm-up or competition sessions. Contact will result in immediate dismissal from judging the particular competition session and will be accompanied by a formal warning.
- Follow all directives of the CJP and official organizing committee.
- Be in place for judging on time and do not leave their places, nor speak or signal in any way to other judges, spectators, coaches or competitors during competition. Any infringement will be challenged and result in an immediate warning or sanction.
- Keep a written record, including shorthand notation, of how each exercise was evaluated. It must be submitted to the CJP on request.
- Register all scores immediately after the end of an exercise.
  - Judges may not change their scores after they have been registered unless the CJP gives permission. (All changes are registered by the CJP and are considered during the competition analysis).
  - Permission or request to reconsider a score may be made if there was an error in the registration of a mark.
- Stay in judging places at the end of a round of competition and during award ceremonies until dismissed by the CJP.

#### 4.2.5 Uniform

Judges must wear the official uniform when officiating at a competition. For the current cycle, Acrobatic Gymnastic judges will wear:

- Black jacket.
- Black skirt or full-length trousers.
- White shirt or blouse.
- CJP can wear a light blue shirt, blouse, scarf.
- Black shoes (not sandals) or clean track shoes if required by organizers. Heels may damage gymnastic floor covering, therefore must be avoided.
- Hair must be neat and not inhibit vision.
- Jewelry, if worn, must be professional in appearance.

Judges will not be allowed to officiate if they are not in the correct uniform.

#### 4.2.6 Judge Panel Composition

The panel structure used to officiate at Alberta acro competitions will be a modified version of the FIG recommended panel:

- 1 Chair of Judges' Panel (CJP)
- 1 or 2 Difficulty Judges (D1 + D2)
- Recommended 3, Ideal 4 or 6 Execution (Technical) Judges (E)
- Recommended 3, Ideal 4 or 6 Artistry Judges (A)
- Line Judges

#### Official support roles

- Timer
- Runner
- Scorekeeper

#### Chair of Judges Panel (CJP) Role:

- There is one CJP per judging panel
- Should be unaffiliated whenever possible
- Should be a FIG Brevet Judge, if possible
- Work with the Difficulty Judges to review and evaluate tariff sheets submitted by the clubs prior to a competition and immediately inform the AGF representative of any deficiencies found in the tariff sheets.
- Be responsible for the organization and activity of the judges on the panel during the competition, and including their entry and exit from the competition
- Along will all CPJ duties and obligations as outlined in the Technical Regulations, Code of Points, Judges Rules'.
- Sign the master score sheet to verify that individual judges' marks are accurately entered.
- Sign judges record-keeping forms for judging activities



**Difficulty Judge Role:**

- There should be two DJs per judging panel (DJ1 and DJ2)
- At least one DJ should be a FIG Brevet judge, if possible (the other DJ may be nominated by the CPJ or Judging Chair as an experienced and knowledgeable provincial level judge)
- Work with the CJP to review and evaluate tariff sheets submitted by the clubs prior to a competition and immediately inform the AGF representative of any deficiencies found in the tariff sheets.
- Determine the difficulty value and D-score based on the exercise performed
- Record DJ penalties according to the applicable Code of Points
- Work with the DJ to complete the Difficulty Slip
- Along will all DJ duties and obligations as outlined in the Technical Regulations, Code of Points, Judges Rules’.

**Artistry and Execution Judge Role:**

- Artistry judges evaluate the choreographic structure and design, variety, relationship between partners, and musicality of the exercise.
- Execution judges evaluate the quality of the technical performance of the exercise
- Both judges need to keep written record, including shorthand notation, of how each exercise was evaluated, using the respective artistry and execution judging forms and submit forms to the CJP at the end of the competition.
- Along will all Artistry and Execution duties and obligations as outlined in the Technical Regulations, Code of Points, Judges Rules’.

**Technical Personal – Line Judge:**

- There are one or two Line Judges per panel
- This role may be filled by a judge, volunteer or staff member
- Positioned in opposite corners of the podium floor
- Records or signals by lifting a hand if there is a boundary fault

**4.2.7 Travel**

The Judging Coordinator and AGF’s Acro Program Manager will work in conjunction with AGF to compensate for travel, accommodation, and meals under the general rules as set out annually. Failure to do so may result in no travel compensation.

If judges choose to travel with their affiliated clubs to AGF sanctioned competitions where they are actively judging, they may be eligible for partial compensation for mileage and accommodations.

All compensation requests must be in the AGF office within 30 days after the event and must be accompanied, where applicable, by receipts.

**4.2.8 Judges’ Education Program**

GymCan is in the process of updating the current Judges Program with an education program for all levels of judges and all Provinces/Territories. AGF will review this program on an ongoing basis and will inform all members in a likewise fashion.

### **4.3 AGF JUDGES LIST**

- ♦ Each judge is responsible for maintaining an accurate record of annual judging activities to submit to the Judging Coordinator by September of the following season.
- ♦ The purpose of this list is to ensure that all gymnastics competitions in an AGF organized or sanctioned event are judged by qualified officials. The Acro Judging Coordinator will be responsible for maintaining an up-to-date list. The list will be forwarded to the Program Manager at the end of each season.
- ♦ The Judging Coordinator will submit to GymCan an annual list of judges and their ratings.

### **4.4 HONORARIA**

Judges will be paid honoraria for judging at sanctioned meets and CJP and DJ time spent on Tariff sheet evaluation according to the AGF scale, providing they are registered with the AGF/ GymCan.

### **4.5 JUDGING ASSIGNMENTS**

- ♦ At Provincial Championships the highest ranked judges in the province shall be assigned based on availability. There should be a National Judge as CJP on each panel.
- ♦ Preference will be given to judges holding current valid provincial, national or international certifications such as Provincial 1/2, Brevet or USAG National DP Judging Certification
- ♦ Seniority will be taken into account along with the judge's provincial involvement and history of ongoing professional development when judges are equally qualified to attend a competition.
- ♦ Missed assignments, tardiness in filling out meet reports, and improper dress will be considered when assignments are given out.
- ♦ Any official who feels he/she is receiving unfair treatment and/or assignments should write a letter to the Acro Program Manager concerning the grievance.

## 5.0 COACHING

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### 5.1 COACHING PROGRAMS AVAILABLE IN ALBERTA

Numerous programs, teaching and coaching aids are available to all clubs and coaches who are members of the Alberta Gymnastics Federation. These programs are widely accepted in the gymnastics community throughout Alberta, as well as the rest of Canada. Utilization of these programs will benefit coaches in the development of club programs and provide information on improved training programs for recreational and competitive gymnasts.

National Coaching Certification Program (NCCP). The NCCP is designed to train and upgrade coaches in a high-quality educational format.

#### 5.1.1 NCCP Technical Courses

For the most current information pertaining to NCCP courses and Coaching Certification, please call the AGF office or refer to the AGF website ([www.abgym.ab.ca](http://www.abgym.ab.ca)).

#### 5.1.2 AGF Certification Requirements

In competitive clubs, the gymnastics head coach or the gymnastics program director MUST be CERTIFIED NCCP Level 2 Gymnastics/Competition 1 (C1). If trampolines are used, the head coach MUST also be NCCP Level 2 Trampoline certified.

GymCan recommends that coaches coaching Acrobatic Gymnastics at the Gymnastics For All level must be either Level 1 trained or Gymnastics Foundations Artistic trained coaches.

In order to coach at Canadians, you must be either Level 2 certified or C1 certified.

\*Exemptions may be given by applying to GymCan with the appropriate forms.

#### 5.1.3 Additional Insurance Requirements

If a trampoline or double mini-trampoline is used anywhere in the program, trampoline certification is also required.

Only certified coaches may work independently with their own groups.

For information pertaining to the Coach in Training Program (CIT) please contact the AGF office.

*Please contact the AGF office if you have any questions with regard to specific situations.*

#### 5.1.4 AGF “Respect-in-Sport” Certification Requirements

All AGF member coaches must be certified in the “Respect-in-Sport” program within sixty (60) days of their employment. There will be no ‘grandfathering’ of this course. For more information on this course please contact the AGF office.

### **5.1.5 Police Record Check and Intervention Record Check**

By March 1 of each competition year, all AGF appointed coaches and volunteers who plan on holding positions with provincial teams for the current year must have submitted to the AGF office a document that proves that the coach or volunteer has applied for a current PRC and IRC. The completed PRC and IRC must be received by the AGF office prior to the event/competition registration deadline. This includes both Team and Individual coaches.

PRCs and IRCs are valid for a period of three years from the date of the completed form. Notwithstanding this, the Alberta Gymnastics Federation may at any time request that an individual in a designated category provide an updated PRC/IRC if the Alberta Gymnastics Federation has grounds to believe that the results of the PRC/IRC obtained previously are no longer accurate.

For coaches and volunteers who submitted a valid PRC and IRC in 2016, the provisions of the above paragraph will apply such that a new PRC and IRC will not be required until 2020 unless requested by the AGF in accordance with the Policies and Procedures section 21.3.

### **5.2 QUALIFICATIONS FOR AGF SANCTIONED EVENTS**

Minimum NCCP Requirements for Provincial or National Level Competitions all coaches who require access to the training, warm-up and competition floors must be C1 Acro trained under the indirect supervision of a coach that is C1 or Level 2 certified in Acro Gymnastics, Men's Artistic Gymnastics, Women's Artistic Gymnastics, or Trampoline. Exemptions may be given by applying through AGF using the appropriate form, Appendix 8.

NCCP Gymnastics Foundations Trained (Artistic Gymnastics) + gymnastics coaching certification from another country recognized by Gymnastics Canada. Gymnastics Canada must approve the foreign coaching certification, which will be done on a case by case basis. The foreign coaching certification may be in Acrobatic Gymnastics, Trampoline Gymnastics, or Artistic Gymnastics (MAG or WAG).

In order to coach at Canadians, you must be either Level 2 certified or C1 certified.

## 6.0 STANDING GUIDELINES & PROCEDURES

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### 6.1 GENERAL

#### 6.1.1 AGF Code of Ethics/Code of Conduct

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

#### 6.1.2 Regulations for Alberta Team Representatives

##### ATHLETES

- Please refer to the ALBERTA GYMNASTICS FEDERATION Code of Ethics and Code of Conduct Manual for regulations pertaining to athletes.
- Upon being named to a team, all athletes will receive the *AGF Team Manual: Parents and Athletes*, which also contains the *AGF Discipline Policy Manual*. Please familiarize yourself with this manual.

##### OFFICIALS

- Please refer to the ALBERTA GYMNASTICS FEDERATION Code of Ethics and Code of Conduct Manual for regulations pertaining to officials.
- All officials are responsible to support and enforce these above regulations as well as to report any violations. Officials contributing to, or having knowledge of, violations will be subject to disciplinary action with the athlete(s).
- All officials are responsible to attend meetings and functions as assigned.
- Officials should inform, when possible, the team manager when leaving residence or team.

##### COACHES

- Please refer to the ALBERTA GYMNASTICS FEDERATION Code of Ethics and Code of Conduct Manual for regulations pertaining to coaches.
- All coaches are responsible for their specific team for the duration of the tour, on and off the floor.
- Responsible for setting competitive dress for the team. All team coaches must wear AGF uniforms.
- The coach is the agent for their athlete(s).
- Responsible to set and enforce curfew for team in cooperation with the team manager (refer to Team Manager Manual).

All coaches should have possession of the *AGF Team Manual: Team Manager* and the *AGF Team Manual: Parents & Athletes*. These manuals contain the *AGF Discipline Policy Manual*.

### 6.2 AGF EXPENSE POLICY

Please See Appendix 3 for AGF Expense Forms and Policy.

## 7.0 AGF AWARDS

### 7.1 ACRO GROUP OF THE YEAR

Tier	Description of tier	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4-5 <sup>th</sup>	7-8 <sup>th</sup>	9 <sup>th</sup> +
1	Worlds Sr elite	10 000	9000	8000	7000	5000	3000
2	World Age groups 13-19	7000	3000	2500	1500	1000	700
	12-18	6000	2500	2000	1250	750	650
	11-16	5000	1500	1250	750	500	250
3	International event (awarded once in highest placement even if multiple are attended) <u>sr elite</u>	4000	3000	2000	1500	1000	
	13-19	2000	1500	1250	900	650	
	12-18	1500	1250	1000	800	550	
	11-16	1250	1050	750	700	450	
4	National championships SR elite	3000	2000	1000	Tiebreakers: 1. Awarded to the higher level. 2. Awarded to the highest execution score in their top tier. 3. Awarded to the highest difficulty score.		
	13-19	1000	800	700			
	12-18	800	700	600			
	11-16	700	600	500			
5	Provincial championships Sr elite	800	700	600			
	13-19	700	600	500			
	12-18	600	500	400			
	11-16	500	400	300			

## **7.2 ATHLETE ACHIEVEMENT AND/OR RECOGNITION AWARDS**

The annual AGF Awards Banquet is under the direction of the AGF Board of Directors.

### **Coach of the Year**

The Coach of the Year award is awarded to one coach from any discipline within the AGF. Nomination forms are circulated in the summer and the AGF selects the award recipient. One coach from each discipline will be invited to the banquet and the award recipient will be announced at the banquet.

### **Official of the Year**

The Official of the Year award is awarded to one official from any discipline within the AGF. Nomination forms are circulated in the summer and then AGF selects the award recipient.

### **AGF Service Recognition**

AGF recognizes years of service in 5-year increments. Years of service are counted for: committee members, active judges, active LEAP evaluators, coach developers, team managers, team coaches, and LOCs for major events.

### **Athlete Achievement Awards**

International Achievement – Athlete Represented Canada on a GymCan Sponsored team.

National Achievement – For athletes whose category is eligible for Canadian Championships

- ♦ Athlete placed in the top three (3) on an event or in the All-Around at the Canadian Championships.
- ♦ Athlete placed in the top three (3) All-Around at the Western Canadian Championships
- ♦ Athlete placed first in an Apparatus Final at the Western Canadian Championships
- ♦ Athlete earned a Team Gold medal at the Canadian Championships
- ♦ Athlete earned a Team Gold medal at the Western Canadian Championships
- ♦ Athlete placed in the top six (6) on the Alberta Ranking List (Page 30)

### **Athlete Recognition**

All athletes who placed first All-Around at Provincial Championships in their respective level and age group will be invited to the Banquet. Their names will be listed in the program and projected on the screen. They will be asked to stand as a group and be recognized for their achievement.

## Criteria

Provincial Champions will be invited to the Gala to be recognized but will NOT be presented an award provided that:

1. There are more than 3 groups (i.e. 4 groups or more) in the category
2. If there are less than 4 groups, the following scores must be achieved at Provincials:

Level	Minimum Score		Level	Minimum Score
DP 6	32.000		Youth	50.000
DP 7	47.000		11-16	50.000
DP 8	47.000		12-18	70.000
DP 9	49.000		13-19	75.000
DP 10	49.500		Sr	78.000

Provincial awards are presented to the highest-scoring unit in each discipline and level. They must hit the minimum score, as well as being the highest-scoring unit in their respective discipline to be recognized.

An AGF Athlete Achievement Award will be awarded to a group that achieves the following:

1. Is named to Team Canada
2. Medal at a World Cup Event
3. Medal at an approved international event.



# APPENDICES

## **APPENDIX 1**

### **Acrobatic Gymnastics in Alberta**

In conjunction with Gymnastics Canada and the other Canadian provinces, we have collectively decided to follow the American Development Program for the development of Acrobatic Gymnastics within Alberta. The current version of the DP program is the version currently used by USAG. From time to time, USAG provides technical updates, rule changes and clarifications published on their website. Active coaches and judges should monitor these updates and ensure they are well prepared and using the most recent rules and codes.

The DP competitive program consists of 9 levels, 2-10 and provides opportunities for athletes of various ages and abilities, including high levels where the athletes would otherwise be out of age for FIG levels.

A link to each Code of Points can be found at [www.abgym.ab.ca](http://www.abgym.ab.ca).

#### **Level explanations:**

##### **Development Program**

##### **Levels 2-5**

Compulsory levels consisting of compulsory skills, music and choreography.

Videos and music links may be found online at [www.abgym.ab.ca](http://www.abgym.ab.ca) under the “Acro” section.

Artistry is not included in scores.

##### **Level 6**

Compulsory level consisting of compulsory skills and skill order. Music and choreography are up to the coach.

Artistry is not included in scores.

##### **Level 7**

Compulsory level consisting of limited skill choice from a provided list of compulsory skills. Music and choreography are up to the coach.

Artistry scoring is introduced. (out of 10)

##### **Level 8**

Introduces the concept of separate balance and dynamic routines. Music and choreography are of athletes' and coaches' choice. Skills consist of choices from the compulsory list with some optional choices.

##### **Levels 9-10**

These levels follow FIG guidelines and consist of fully optional skills, music and choreography. Special requirements and restrictions. The difficulty value of skills is variable depending on the choice of skill(s) being performed. Refer to the DP Code of Points for specifics.

## **Youth**

The ages are 8 years to 16 years old. Skills and requirements are based on FIG Age Group 11-16. All athletes in a group must be within the age defined by the Youth rules. Out of age athletes are not permitted to compete at this level. Youth is practiced in various provinces in Canada and many European competitions. USAG is slowly introducing this level in some of their competitions.

### **Youth Routine Requirements:**

1 Combined exercise (Difficulty is calculated just like in FIG 11-16 Age Group). – maximum duration of 2 minutes – Lyrics permitted

### **General Rules:**

**Pairs:** choose 2 balance elements from 11-16 difficulty tables + 1 optional element from FIG tables and 2 dynamic elements from 11-16 difficulty tables + 1 optional element from FIG tables (OPTIONAL can be from 11-16 difficulty tables but not the same ROWS used on the compulsory elements).

**Groups:** choose 1 pyramid from 11-16 difficulty tables + 1 optional pyramid from FIG tables (only 2 static holds of 3'' are required in the routine) and 2 dynamic elements from 11-16 difficulty tables + 1 optional element from FIG tables (OPTIONAL can be from 11-16 difficulty tables but not the same ROWS used on the compulsory elements).

**Individual:** 3 individual elements must be executed – no matter if is cat1 or cat2 (NO SALTO REQUIRED).

## **Age Group 1 (A.K.A. 11-16)**

This is the first international FIG level. FIG Age Group (11-16) rules are used. This level has two routines separating balance and dynamic elements from each other. This level still has compulsory skills but it is the first level to allow coaches to select optional elements from the FIG Tables of Difficulty. Please refer to the FIG Acro Code of Points and Acro World Age Group Rules for more information.

## **Age Group 2 (A.K.A 12-18)**

This level follows FIG World Age Group 12-18 requirements\*. All skills must be selected from the Acro Code of Points. There are no compulsory skills, only special requirements used to help coaches select skills. This level introduces a third routine (combined routine).

Please refer to the FIG Acro Code of Points and Acro World Age Group Rules for more information.

## **Juniors (A.K.A. 13-19)**

Follows the FIG World Age Group 13-19 requirements. All skills must be selected from the Acro Code of Points. There are no compulsory skills, only special requirements used to help coaches select skills. This level also has a third routine (combined routine).

Please refer to the FIG Acro Code of Points and Acro World Age Group Rules for more information.

## **Seniors**

For this level, coaches must follow the FIG Acrobatics rules. Please refer to the FIG Acro Code of Points and Acro technical rules for more information.

## APPENDIX 2



# Report a Concern or Violation

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

## Guidelines

- Reporters must have reasonable grounds for believing the information disclosed does indeed indicate a violation. Knowingly submitting a false or malicious report will be viewed as a major infraction.
- If abusive or harassing behaviour towards a minor or another member is noted during a competition, officials should document their observations, including dates, times, location, and individuals involved.
- Depending on who is available the AGF President/CEO or Board Member, AGF staff, or Event Organizers should be informed and given the documentation. If the report is being made after the event contact the AGF Harassment Officer.
- Event Organizers have the responsibility of informing the AGF administrators or Harassment officers.

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

To submit a report anonymously, please visit [abgym.ab.ca/Safe-Sport/Report-a-Concern-or-Violation](http://abgym.ab.ca/Safe-Sport/Report-a-Concern-or-Violation)

If submitting this form to Alberta Gymnastics Federation (AGF), please select one Harassment Officer and one AGF delegate to receive the report. Every form received will be treated with the utmost confidentiality and the action taken will be reported back to you.

AGF Delegates
AGF Executive Director Robin McDougall 403-259-5500 <a href="mailto:operations@abgym.ab.ca">operations@abgym.ab.ca</a>
AGF Board of Directors Chair Brett MacAulay <a href="mailto:chair@abgym.ab.ca">chair@abgym.ab.ca</a>

## REPORT OF CONCERN OR VIOLATION

### Information Pertaining to the Violation(s) or Incident(s) of Concern

**Name of Program / Event / Competition where the violation(s) or incident(s) took place:**

**Date:**

**Location:**

**Who was involved?**

To the best of your ability, describe all parties involved. **For each person**, state their:

- First and last name
- Role (i.e. coach, judge, athlete)
- How they were involved, targeted or affected by the misconduct
- Club affiliation (if applicable)
- Whether they are a member of the Alberta Gymnastics Federation
- Full name of parent(s) or guardian(s) for anyone under 18 years of age

**Who witnessed the misconduct?**

To the best of your ability, describe all who witnesses the incident. **For each witness**, state their:

- First and last name
- Full name of parent(s) or guardian(s) for anyone under 18 years of age

**Describe the violation(s) or incident(s) of concern**

Provide any other information you may have, including information about the circumstances leading up to the incident and any response made.

**Description of Reasonable Evidence:**

**If you contacted the authorities, please provide the following:**

Date of contact:

Time of contact:

Department contacted (name of person) and if a report was filed:

Report ID or Number:

## Your Contact Information (Optional)

**First and Last Name:**

**Address:**

**Email Address:**

**Home Phone:**

**Mobile Phone:**

**Are you over 18 years of age?** ☐YES ☐NO

**How do you prefer to be contacted?** ☐Home Phone ☐Mobile Phone ☐Email

**Are you a member of the Alberta Gymnastics Federation?** ☐YES ☐NO

**Are you the parent or guardian of an Alberta Gymnastics Federation member?** ☐YES ☐NO



### APPENDIX 3

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

#### Expense Claim Form

NAME OF CLAIMANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

HOLD CHEQUE FOR PICK-UP

☐

PLEASE MAIL CHEQUE:

☐

RETURN CHEQUE TO ME:

☐

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

TYPE OF EVENT: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

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

Please list passengers:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

ACCOMMODATION: (attach receipts) \$ \_\_\_\_\_

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

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

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

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

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

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

SUB TOTAL: \$ \_\_\_\_\_

Signature of Claimant \_\_\_\_\_

Less Donation: \$ \_\_\_\_\_

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 \_\_\_\_\_ \$ \_\_\_\_\_

Date: \_\_\_\_\_

Cheque # \_\_\_\_\_

AGF Authorization

2320 GST \$ \_\_\_\_\_

## EXPENSE CLAIM POLICY

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

### GENERAL

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. Expenses, which are not substantiated by receipts, will not be reimbursed, (with the exception of meal and personal vehicle allowances).
3. Expenses, which are beyond the stated maximum, will be reimbursed only to the maximum allowable claim.
4. Expense claims for courses, etc. must be authorized by the AGF Program Manager.
5. Expense claims for judging must be authorized by the Head Judge who will submit them to the AGF Program Manager for processing.

### ALLOWABLE EXPENSES

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

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

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

3. Meals
  - Out-of-town participants are allowed \$40.00 per day. Partial days are broken down as follows:  
Breakfast.....\$ 9.00                      Lunch.....\$ 14.00                      Dinner.....\$17.00
  - In town residents may claim lunch or dinner if the activity is in progress before and after the mealtime. Otherwise claims for meals will not be allowed. Breakfast claims from local residents are not allowed.
4. Accommodation

In most instances arrangements will be made for the hotel to bill the Federation for room charges only. You will normally be requested to pay any restaurant, bar, movie, telephone or miscellaneous charges. If you pay your room charges, receipts must be attached to your claim. The Federation's policy is to provide 'double occupancy' accommodation. Anyone requesting 'single occupancy' or wishing to bring their spouse must be prepared to pay any additional costs. In some instances this may mean that the entire accommodation costs will be borne by the individual. For example, if there are ten participants requiring accommodation the AGF will pay for five double rooms; if an individual demands a single room they will have to pay for it themselves.
5. Honorarium

Honorarium for judges may be claimed according to the rates listed in their respective Technical Handbooks. Honorarium for clinicians and course conductors may be claimed according to the Guidelines for Coaching and Judging Courses.
6. Administration

Telephone, postage and shipping expenses may be claimed for approved activities only. Whenever possible, calls should be made during the most economical time period. Letters and parcels should be shipped by the most economical means. Receipts or copies of telephone bills must be submitted with such claims.
7. Extraordinary Expenses

Occasionally, AGF representatives may incur expenses that are not otherwise provided for in this policy. In such cases the Executive Director/Chief Executive Officer shall have discretionary authority to allow such expenses to be claimed. Normally, approval for such claims must be requested in advanced



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																																



## APPENDIX4

**ACRO AGF Honorarium Scale**

Dollar amount per hour

### 2022-2023 ACRO Judging Honorarium

	1 to 2 Years	3 to 4 Years	5 to 6 Years	7 to 8 Years	9 to 10+ Years
<b>Local</b>	14	14.5	15	15.5	16
<b>Regional</b>	16	16.5	17	17.5	18
<b>National</b>	20	21.5	23	24.5	26
<b>FIG</b>	31	31	31	31	31

## **APPENDIX 5**

### **ALBERTA GYMNASTICS FEDERATION ELECTIONS**

#### **ACRO PROGRAM MANAGER SHALL BE RESPONSIBLE:**

- To advertise vacant and /or positions on the committees that are up for election at the next Acro Program Assembly meeting;
- To ensure as full a slate as possible is presented to the ACRO Program Assembly for election at the Assembly meeting;
- To ensure each candidate running for a position has prepared a statement of relative experience and interest in the position. That these statements are available to the membership at the Assembly meeting and that each candidate has the opportunity to speak to the membership prior to the votes being cast;
- That the voting procedure is adhered to and two (2) scrutineers approved by the membership determine the results.

#### **NOTIFICATION TO ACRO ASSEMBLY:**

- At least thirty (30) days in advance of the Assembly meeting, the ACRO Coordinator shall forward a request for nominations to the members.
- Members shall forward their nominations to the ACRO Coordinator fifteen (15) days in advance of the Assembly meeting.
- The list of nominees is to be circulated to the members of the Assembly a minimum of five (5) days in advance of the Assembly meeting. This will include the nominee's resume if applicable.
- If sufficient nominations have been received to fill the vacant positions by the deadline, no nominations from the floor will be accepted.

#### **ELECTION PROCEDURES**

##### **Nominations**

Nominations will NOT be accepted from the floor at the time of the Assembly meeting. However, if there are sufficient nominees received prior to the deadline and an election is not required, the nominees will be acclaimed. If there are more nominees than positions, an election will occur. If sufficient nominees are not received prior to the deadline, a vote will be held for the vacant positions remaining, provided that two-thirds (2/3) of the eligible votes cast at the AGM agree."\* E.g. 4 positions are available, 3 nominations received by stated deadline (acclaimed), leaves one position open for election.

The nominee will be given the opportunity to speak for up to three (3) minutes. No more than one other individual may speak for the nominee up to a maximum of two (2) minutes.

##### **Voting**

- Shall be conducted in accordance with the ACRO Program Technical Handbook
- At the beginning of the Assembly meeting, two scrutineers will be chosen from amongst the non-voting participants.

- All candidates for the same position will be voted on during the same election segment. The candidates receiving the highest number of votes shall be elected. If a tie occurs additional ballots shall be cast until one candidate receives a majority.
- All ballots will be destroyed following the completion of the elections.

If there are an insufficient number of nominees to fill the required position(s) up for election prior to the deadline for nominations, and provided that 2/3's of the eligible voters agreed to accept nominations from the floor, then the motion will be worded as follows:

**MOTION:        "To open nominations for the position of \_\_\_\_\_ Representative, on the  
ACRO Program Committee from the floor of the Assembly meeting."**

The Acro Program Manager will read the list of nominees.

Each nominee will be given the opportunity to speak for up to three (3) minutes. No more than one other individual may speak for the nominee for up to a maximum of two (2) minutes.

Once the nominees have had the opportunity to speak the election will begin. All candidates running for the same position will be voted on during the same election segment.

The ACRO Coordinator will read the results.

"The following individuals were elected by secret ballot (listed in random order):"



**ALBERTA GYMNASTICS FEDERATION**

***ACRO Program Assembly***

*Nomination Form*

**Position** – *Judging Representative*

***Nominee***

\_\_\_\_\_

***Nominator***

\_\_\_\_\_

*Nominator's Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

**Statement of Agreement**

I hereby agree to allow my name to stand for the position of JUDGING REPRESENTATIVE

\_\_\_\_\_

*Nominee's Signature*

\_\_\_\_\_

*Date*



**ALBERTA GYMNASTICS FEDERATION**

***ACRO Program Assembly***

*Nomination Form*

**Position – *Coaching Representative***

***Nominee***

\_\_\_\_\_

***Nominator***

\_\_\_\_\_

*Nominator's Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

**Statement of Agreement**

I hereby agree to allow my name to stand for the position of COACHING REPRESENTATIVE

\_\_\_\_\_

*Nominee's Signature*

\_\_\_\_\_

*Date*



**ALBERTA GYMNASTICS FEDERATION**

***ACRO Program Assembly***

*Nomination Form*

**Position – *Acro Program Committee Chairperson***

***Nominee***

\_\_\_\_\_

***Nominator***

\_\_\_\_\_

*Nominator's Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

**Statement of Agreement**

I hereby agree to allow my name to stand for the position of ACRO PROGRAM COMMITTEE CHAIRPERSON

\_\_\_\_\_

*Nominee's Signature*

\_\_\_\_\_

*Date*

NOMINEES FOR CHAIRPERSON  
(Mark an x beside the name of choice)

NOMINEE: \_\_\_\_\_ ☐

NOMINEE: \_\_\_\_\_ ☐

NOMINEE: \_\_\_\_\_ ☐

NOMINEE: \_\_\_\_\_ ☐

NOMINEE: \_\_\_\_\_ ☐

NOMINEE: \_\_\_\_\_ ☐

NOMINEE: \_\_\_\_\_ ☐



## **APPENDIX 6**

### **ALBERTA GYMNASTICS FEDERATION (AGF) – TEAM UNIFORM POLICY**

#### **COMPETITIONS – TEAM ALBERTA**

While representing Team Alberta at Canadian Championships or any other officially sanctioned Team Alberta event, team members shall adhere to this dress code policy and any other regulations as stated.

#### **UNIFORMS**

The official competition uniform for athletes, coaches, managers, and others representing Alberta, is a Provincial team (AGF) track suit (jacket and/or pant) and any other official AGF issued garment (older pieces acceptable).

#### **ATHLETES**

For all athletes, including the Alberta team, body suit/singlet is part of the official uniform and must be worn at training.

#### **COACHES:**

The following Coaches attire is required during the competition, including any training sessions and warm-up period at any of the events listed above: appropriate training suit (long pants and AGF team jacket); top: appropriate T-shirt (AGF issued), polo shirt (AGF issued) and/or training jacket; appropriate indoor sport footwear. Coaches will also be permitted to wear tops in the following colours; white, navy blue, or grey. The must be plain in design and free of any club identification (designs, logos, or sayings). Excluded items include: hats, shorts, jeans, midriff tank tops, ripped or torn clothing.

#### **OFF COMPETITION SITE:**

For safety and security reasons when using transportation to/from Western Canadian Championships, Canadian Championships, or any other officially sanctioned Team Alberta event (to be determined by AGF) athletes, coaches and managers are required to wear official Team Alberta team attire. Other meets that are sanctioned by Team Alberta but participants are travelling as part of a club are encouraged but not obligated to wear official team attire.

When travelling to/from the venue to compete, athletes, coaches, managers will be required to wear their AGF track suit jacket and/or any other official Team garment, including GymCan National Team attire.

During 'downtime/personal time' occurring throughout the above-mentioned events athletes, coaches, managers, are encouraged but not obligated to wear their official team attire.

For safety and security reasons during all official off-site Team functions (i.e. site seeing/shopping, etc.) athletes, coaches, managers will be required to wear their AGF track suit jacket or any other official Team garment.

## **PENALTIES**

If the above policy is not adhered to, members of the AGF Mission staff will issue the following:

- Verbal warning to the offending individual requiring them to comply within 30 minutes.
- If the situation is not corrected in 30 minutes, the offending individual will be required to pay 50% of their applicable cost share or 50% of the actual cost share (i.e. fully funded AGF coach).
- If the situation is not corrected following an additional 30 minutes, the offending individual will be required to pay 100% of their applicable cost share or 100% of the actual cost share (i.e. fully funded AGF coach).
- All extenuating circumstances (i.e. socials/dances, etc.) will be reviewed by the Chef de Mission or other appointed Team Leader on a case by case occurrence.
- The Chef de Mission or other appointed Team Leader may at his/her discretion mandate when and where the official competition uniform for athletes, coaches, managers, and others representing Alberta as a Provincial team (AGF) must be worn.

## APPENDIX 7

### ENTRY FEE REFUND FORM

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

- If the Entry Fee refund form is submitted 9 business days prior to the event, a full refund will be issued minus a \$25 administration fee
- If the Entry Fee refund form is submitted between 5 and 8 business days prior to the event, a full refund will be issued minus a \$35 late administration fee
- If the Entry Fee refund form is submitted less than 5 business days prior to the event, no refund will be issued
- **Exception: Full Entry Fee will be refunded for medical reasons at any time prior to the start of the event (Program Manager may request additional information up to and including a medical doctor's certificate)**

DATE SUBMITTED TO AGF: \_\_\_\_\_

NAME OF ATHLETE: \_\_\_\_\_

CLUB: \_\_\_\_\_

COACH: \_\_\_\_\_

NAME AND DATE OF THE EVENT IN QUESTION: \_\_\_\_\_

COMPETITIVE CATEGORY REGISTERED FOR: \_\_\_\_\_

REASON FOR REFUND REQUEST ( ☐ ):

MEDICAL ☐

OTHER ☐

IF OTHER, PLEASE EXPLAIN: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE OF COACH: \_\_\_\_\_

Alberta Gymnastics Federation  
#207, 5800 – 2<sup>nd</sup> Street S.W.  
Calgary, AB T2H 0H2  
Phone: 403-259-5500 or 1-800-665-1010  
EMAIL: [acro@abgym.ab.ca](mailto:acro@abgym.ab.ca)



## APPENDIX 8

Coach Certification Exemption Request Form	
<i>Name:</i>	<i>Date:</i>
<i>Address:</i>	
<i>Phone:</i>	<i>Email:</i>
<i>Birthdate:</i>	Level that you are asking for exemption:
<i>Age:</i>	
<b>Submission Deadline: One (1) month before competition date</b>	
To what competition are you applying for exemption? <span style="float: right;"><input type="checkbox"/> Provincial Championships</span> <span style="float: right;"><input type="checkbox"/> Other _____</span>	
Why are you applying for this exemption?	
What current certifications do you have?	
What is the reason for the delay in obtaining the required certifications?	
What are you doing currently to obtain the required certifications?	
Name of Supervising Coach:	
Signature of Supervising Coach:	
For AGF Use Only:	
Date Received:	
AGF Staff Signature:	

## APPENDIX 9

### Acrobatic Gymnastics Judging Courses / Workshops

Name: \_\_\_\_\_

Season: \_\_\_\_\_



Date	Place	Instructor(s)	Course Level	Exam		Instructor(s) Signature
				Y / N	PASS	

Comments:

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## APPENDIX 10

## Acrobatic Gymnastics Judge's Record Keeping

Name: \_\_\_\_\_

Season: \_\_\_\_\_



Judging Level: \_\_\_\_\_

[illegible]**Comments:**

## APPENDIX 11

### GymCan Age regulations for Canadian Championships (2023)

Level	Age Requirements	Year of Birth (2023 competition year)	Maximum age discrepancy within the unit
Level 7	Age 9- no max*	2015 or earlier	Maximum of 8 years
Level 8	Age 9- no max*	2015 or earlier	If a member of the unit was born in: 2015, maximum of 8 years 2014, maximum of 9 years 2013 or earlier, maximum of 10 years
Level 9	Age 9- no max*	2015 or earlier	If a member of the unit was born in: 2015 or 2014, maximum of 9 years 2013 or earlier, maximum of 10 years
Level 10	Age 9- no max*	2015 or earlier	If a member of the unit was born in: 2015 or 2014, maximum of 9 years 2013 or earlier, maximum of 10 years 2011 or earlier, No maximum
Youth	Age 9-16	2015 or earlier	Maximum of 8 years
FIG 11-16 (AG1)	Age 9-16	2008-2015	NA
FIG 12-18 (AG2)	Aged 10-18	2006-2014	NA
FIG 13-19 (Junior)	Aged 11-19	2005-2013	NA
FIG Senior	Aged 13+	2011 or earlier	NA

\*This information is subject to change. Please refer to GymCan for any updates: <https://www.gymcan.org>

## APPENDIX 12

### Template to submit proposed changes to the Acro Technical Handbook

**Motions:**

All proposed changes are indicated with an underline (additions) or strikethrough (~~deletions~~).

**Motion X:** Motion wording. Eg. ABC Club motions to make the following change to section 1.1.1 of the Acro Technical Handbook

Section –eg. Section Heading
Subsection: NA
<b>Proposed Change</b> Proposed change including <del>strikethrough</del> for text to be removed and <u>underline</u> for text to be added.
<b>Rationale:</b> Rationale for the recommended change.
Notes:



## **APPENDIX 13**

### **Safesport Guidelines for Alberta's Acro 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. Acro judges must be at least 15 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 travelling 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 travelling:

Any judge under the age of 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 Acro Judge Chair ([acrojudgingchair@gmail.com](mailto:acrojudgingchair@gmail.com)).

**Contacts:**

*AGF safe sport Information:*

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

*AGF Contact:*

[safesport@abgym.ab.ca](mailto:safesport@abgym.ab.ca)

*GymCan Safe Sport:*

Ellen MacPherson

Director, Safe Sport

613.748.5637 x 229

[emacpherson@gymcan.org](mailto:emacpherson@gymcan.org)

*Alberta’s Acro Judging Chair:*

Kelsey Garez

[acrojudgingchair@gmail.com](mailto:acrojudgingchair@gmail.com)

## JUDGING TRAVEL PERMISSION FORM FOR UNDERAGE JUDGES for 2022/2023

The permission of a parent or guardian is required before an underage judge can travel and stay overnight at any competition in the 2022/2023 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 2022/2023 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 2022/2023 season:

*Date:* \_\_\_\_\_

*Judges Name:* \_\_\_\_\_

*Emergency Contact:* \_\_\_\_\_

*Cell Phone:* \_\_\_\_\_ *Home Phone:*

\_\_\_\_\_

*My child has permission to travel and stay overnight at any competition in the 2022/2023 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 credit card information for a damage deposit for hotel rooms. Please organize this with them or the hotel before they depart.

# Acro Provincial Championships Format and Hosting Guidelines

## Introduction

This section applies only to Alberta Provincial Championships/Western Alliance Acro Cup (WAAC) and team selection events are Acro gymnastics sanctioned events in the province. *Information contained here may be used as a guideline for Local/Club invitationals where event rules are adjusted and posted as required by the event coordinators.*

Alberta Provincial competitions showcase the talents of Alberta gymnasts in the following categories:

Category	Levels
Women's Pair (WP) 1 Unit = 2 female gymnasts	USDP Levels 6-10 Youth FIG 11-16 (AG1) FIG 12-18 (AG2) FIG 13-19 (Junior) Senior
Men's Pair (MP) 1 Unit = 2 male gymnasts	USDP Levels 6-10 Youth FIG 11-16 (AG1) FIG 12-18 (AG2) FIG 13-19 (Junior) Senior
Mixed Pair (MxP) 1 Unit = 1 male and 1 female gymnast	USDP Levels 6-10 Youth FIG 11-16 (AG1) FIG 12-18 (AG2) FIG 13-19 (Junior) Senior
Women's Group (WG) 1 Unit = 3 female gymnasts	USDP Levels 6-10 Youth FIG 11-16 (AG1) FIG 12-18 (AG2) FIG 13-19 (Junior) Senior
Men's Group (MG) 1 Unit = 4 male gymnasts	USDP Levels 6-10 Youth FIG 11-16 (AG1) FIG 12-18 (AG2) FIG 13-19 (Junior) Senior

## Age Categories

- USDP Levels 6-10: Age categories may be separated for DP levels only if there are more than 15 units registered in a single level/event. Age separations will be determined by the ATA at a planning meeting leading to Provincial Championships if applicable.
- FIG Levels: Ages must fall within the guidelines of the Alberta Acro Technical Handbook.

## Event Objectives

The main objectives of the Alberta Acro Provincial Championships and Team Selection Events are:

- a) To act as the mechanism for the declaration of Provincial Champions
- b) To promote and increase visibility of Acrobatic Gymnastics in Alberta
- c) To serve as a celebration of the Gymnastics Community
- d) To provide an athlete centered environment allowing competitors the opportunity to achieve their personal best.
- e) To serve as a mechanism for Provincial Team Selection

## Hosting a Provincial Event

Event location and venue selection will be made based on a bid format. Any club or organization wishing to place a bid to host a provincial competition must be a registered member in good standing and have the support of the AGF. Host selection will be made by the AGF.

## Event Format and Scheduling

The Alberta Acro Gymnastics Championships (or WAAC) may be hosted in conjunction with another invitational event (while ensuring separation between Championships and concurrent Invitational have a clear distinction).

Event format is typically:

- 0.5 day for set-up
- 2 days of competition
- 0.25 days for tear-down
- 0.5 to 1 day of Podium Training may be allocated

It is recommended that the competition does not start earlier than 0900 each day and does not go later than 2100 each evening. (Podium Training may begin earlier in the day and run later in the evening.)

With the 2-day format, for levels requiring 2 or more exercises, the first exercise must be performed on the first day of competition with maximum recovery time scheduled between competing the second exercise. If finals apply, the final exercise must be scheduled on the second day.

## Rights of Competitors

- a) To be provided with safe training facilities, in conditions comparable to those which will be used during the competition. At least one training session to be provided on the podium floor in the competition venue with exercise music.
- b) To be informed by the coach and Head of Delegation of the training schedule.
- c) To warm up before performance of each exercise, according to the schedule, on a regulation floor with comparable conditions to those of the podium floor, with no more than 8 units on the floor at one time.
- d) To restart an exercise when, due to reasons beyond their control, the exercise cannot be completed (e.g., the electricity shuts off during performance).

## Event Pair/Group Restrictions

- a) An athlete may compete in more than one pair/group; however, restrictions apply as indicated below.
  - i. An athlete CANNOT compete on both in USDP levels and FIG levels at the same time.
  - ii. In the FIG levels, an athlete may compete in more than one pair/group up to a *maximum of 2 levels different* if they are:
    - 1) different levels and different partnership or
    - 2) different events (e.g., WP, MP, MXP, WG, MG) or
    - 3) they are switching positions (e.g., top to middle/base and vice versa)
  - iii. Good judgment should be used in placing athletes at appropriate levels to create fair competition for all involved.

## Obligations of Competitors

- a) To know, observe and adhere to the prevailing policies, technical regulations, Anti-Doping Regulations, the applicable Codes of Points, and the Athletes' Oath.
- b) To meet the prevailing age regulations for the event, defined by the Technical Regulations.
- c) To be polite to officials, coaches, volunteers, other competitors, and the spectators, and to behave with dignity, integrity, and sportsmanship at all times.
- d) To know and adhere to the training and competition schedule.
- e) To be ready for the competition, in the correct attire, at least one hour before the time indicated in the program and to be ready for performance at the scheduled time. The event organizers, with the permission of the Jury of Appeals, has the right to bring a session forward in time if withdrawals occur.
- f) To follow all the instructions of the competition officials.
- g) To make no marks on the competition floor to assist performance.
- h) To present to the medal ceremony on time and in the correct attire.
- i) To present for size measurement at the designated time and place.

## Sanctions (Competitors)

- a) Failure of a competitor to adhere to any of the regulations will result in a warning or sanction from the Chair of the Jury of Appeals.
- b) Failure to present for a medal ceremony or to willfully disregard the rules for presentation on the podium will result in the following sanctions:
  - The unit will be withdrawn from the competition.
  - The competition ranking will be revised.
  - The medals will be awarded according to the new rankings.
- c) For exceptional circumstances, such as illness, the Chair of the Jury of Appeals may excuse absence from a medal ceremony without penalty.
- d) Competitors who do not appear for measuring at the requested time or who obstruct measuring (try to cheat) by not following instruction for measuring or try to obtain favorable measurement by any means, will be disqualified from the competition.

## Rights of Coaches

- a) To be informed of the order of performance for competitors as determined by random selection.
- b) To be provided with safe training facilities, with equipment comparable to that which will be used during the competition.
- c) To receive documentation concerning training and competition schedules and to have access to scores daily during competitions. The registered coach also has the right to a designated place, close to the podium, to observe the exercise of his/her competitor during competition.
- d) To be informed before the start of competition, at a designated time and place, of any problems with Tariff Sheets that could affect Special Requirements or difficulty value of an exercise.

## Obligations of Coaches

- a) To always act honestly, with integrity, and good sportsmanship, and in the best interest of the sport of Acrobatic Gymnastics.
- b) To behave towards all competitors, judges, coaches and officials in a respectful, courteous and polite way and to operate in accordance with Human Rights, Child Protection Laws, GymCan and CAC and AGF Codes of Ethics and Conduct.
- c) To ensure the safety of their own and other competitors.
- d) To know and strictly adhere to the prevailing policies, technical regulations, Anti-Doping Regulations, and the applicable Codes of Points.
- e) To make no verbal, electronic or other contact with any judges during the warm-up periods or competitions. Infringement may result in the immediate disqualification of the judge(s) concerned from officiating for the competition session, accompanied by formal warning to both the judge and the coach.
- f) It is the coach's responsibility to ensure that the Tariff Sheets and music are correct before submission.
- g) To inform the Difficulty Judges for the event category of any minor adjustments to the content of the exercise, through drawings, with values, at least 30 minutes before the start of the competition segment.

## Sanctions (Coaches)

- a) Coaches who do not abide by the rules either by cheating, influencing a judge's score, using abusive behavior or speech towards gymnasts, other coaches, judges or officials or distracting attention away from athletes' performances, will be banned immediately from the competition hall by the Chair of the Jury of Appeals. An official warning is issued to the coach. Return is at the discretion of the Jury of Appeals.
- b) A second offence may result in further sanctions.
- c) Sanctions are made to coaches in accordance with AGF Policy

## Competitive Attire, Accessories and Aids - Athletes

Competitive attire, accessories, and aids (on the field of play) as outlined by FIG Code of Points for the applicable competitive cycle.

## Competitive Attire – Judges and Coaches

All judges and coaches are to be dressed appropriately in the competition venue.

- a) **Judges:** as per FIG judge's regulations
- b) **Coaches:** t-shirt, golf shirt, track suit pants with or without track suit jacket. No prints other than club/team affiliation (e.g. No text or logos on t-shirts that do not identify club affiliation).
- c) **Penalties:** Coaches - not allowed on the floor; Judges - not permitted to judge

## Judge Panel Composition

The panel structure used to officiate at the provincial level acro competitions will be a modified version of the FIG recommended panel:

- 1 Chair of Judges' Panel (CJP) – enters CJP penalties and A score
- 2 Difficulty Judges (D1 + D2) – enters D score and E score
- 3-5 Execution (Technical) Judges (E) – enters E score (5 judges preferred)
- 3-5 Artistry Judges (A) – enters A score (5 judges preferred)

If a full panel of individual judges is not possible, the Chair of the Judges Panel (CJP) may assign experienced judges multiple roles. This format should be used as a last resort.

## Judge Panel Assignments

The judges assigned to officiate at any AGF Provincial level competition will be invited as follows:

- a) CJP – Invited by AGF in consultation with the event coordinator and Alberta Acro Judging Coordinator. Selection will be based on experience.
- b) Difficulty Judges (“D1”) – Selected by CJP directly based on AGF recommended judges list.
- c) Difficulty Judges (“D2”) – Selected by CJP directly based on AGF recommended judges list. Should have appropriate level of experience and training in relation to the DJ role.
- d) Execution Judges – Selected by CJP directly based on AGF recommended judges list.
- e) Artistry Judges – Selected by CJP directly based on AGF recommended judges list.

The Alberta Acro Technical Chair may assist the Judging Coordinator and AGF with the selection process when necessary.

## Athlete Measurement and Height Discrepancy Penalties

All competitors will be required to report for measurement according to the published schedule within the official competition documentation. The “Procedure for Athletic Measurement” is in accordance with the currently applicable FIG Code of Points and will be conducted by an individual selected by the event coordinator in consultation with the Chair of the Judging Panel and/or the Alberta Acro Judging Coordinator or Acro Technical Chairperson. Preference should be given to a medical doctor or physiotherapist if one is available.

The preferred process is to use an electronic laser device as described in the FIG Code of Points.

Alternate measuring methods may be used if an electronic laser device is not available.

The measurements will be recorded by a member of individual designated by the event coordinator.

The CJP will confirm the applicable penalty listed in the FIG or USDP Codes of Points for size intolerance from the final score of each exercise.



# Event Format

## Podium Training (Recommended)

At the discretion of the event organizers, optional, but recommended podium training session may be provided. If provided, at least one training session will be provided to all units in the competition venue (warm-up and podium floors) the day of, or one day prior to the start of the event. Training will include music on the podium floor. Every unit will be given the opportunity to train with their full music for each of their exercises on the podium floor. This may take place over two separate podium trainings for levels with 3 different exercises (balance, dynamic, combined) depending on the timing allocations/scheduling for the event.

## Warm-up Procedures

*A preferred warmup consists of a general warm-up, and specific warmup (Option 1 below). If a second, equivalent competition floor is not available, a modified warmup format may occur, along with a touch warm-up (Option 2 below).*

During competition, a maximum of 8 units at a time will be allowed on the warm-up or touch floor. Units cycle through the floors individually according to their competition time.

### **General Warm-up**

Units will be assigned 30 minutes in the general warm-up and stretching area prior to each training and competition segment.

### **Specific warm-up (option 1)**

- a) A period of minimum 30 minutes and maximum 60 minutes must be provided to competitors immediately prior to the beginning of competition.
  - Will be held on the competition floor unless a similar floor (similar in type, size and quality of apparatus, ceiling height, and lighting) is also available in the same or adjacent building.
  - Each session of competition must have its own general warm-up period. Generally, it is acceptable to have a 30-minute general warm-up period for each 90 to 120 minutes of competition time.

### **Touch warm-up (option 2)**

- a) An additional 3-5-minute warm-up on the competition floor may be provided before each rotation. This is considered a “touch” warm-up.
- b) If specific warm-up sessions take place on a second floor, which is equivalent to the competition floor, the touch warm-up may be used, but is not required because athletes have access to a warm-up area until their assigned competition time.
- c) A touch warm-up must be provided to athletes competing 60 minutes or more after the conclusion of the general warm-up period, if a second, similar floor is not available for continuous warm-up in the same or adjacent building.
- d) A maximum of eight (8) pair/groups, which constitutes one rotation, can be on the floor during the touch warm-up period.
- e) all attempts should be made to provide a separate warm-up area equivalent to the competition floor, which will be used for all warm-up sessions. In this case, a touch warm-up will not be given on the competition floor.

## Start Order

Start orders will be determined by random draw for each routine (B, D, C). The event coordinator will conduct the draw and publish the starting orders no later than 10 days preceding the start of the event. If there is a problem with the initial draw, a final start order may be adjusted by the event coordinator in accordance with the principal of ensuring fairness and equal opportunity for all.

If possible, competitors performing more than one exercise during the competition should be given time between competition routines (i.e., at least one rotation between routines). For example, if a participant is competing in more than one unit and the draw results in both routines in close proximity, the event coordinator may a) re-draw the full event until a reasonable separation occurs, or b) adjust an individual routine start order as necessary.

## Music

Music must be sent electronically to the event organizers in MP3 or wav format by the date specified in the event directives. Files must be clearly labelled with the following information:

Age Group\_Exercise (B,D,C)\_Category (W2,M2,Mx2,W3,M4)\_club\_last names.

(Example: Junior\_B\_W2\_AS\_Smith-Johnson)

Pairs/Groups must also bring a copy on-site as backup in case of a technical problem during competition or training. The supported format of backup copies should be included in event directives published by the event coordinator (e.g., CD, Mp3 Player, USB Drive, etc.)

## Competition Structure

Units will compete according to the following competition structure at AGF Provincial Championships/WAAC:

- a) USDP Levels 6-7 and Youth compete one Combined exercise. The winner in each category is determined by the highest score.
- b) Levels 8, 9, 10 compete one Balance exercise and one Dynamic exercise. The winner in each category is determined by the total score, which is the sum of the final scores from the Balance and Dynamic exercises (B + D).
- c) FIG 11-16, 12-18, 13-19 and Senior compete one Balance and one Dynamic exercise.
  - i. If there are more than 8 units in the category:
    - Total Score from Balance and Dynamic exercises (B + D) will be used to determine qualifications for finals. The top 6 units in each event will participate in Finals.
    - FIG 11-16 competes one Balance OR one Dynamic exercise in the final (the type of exercise, Balance/Dynamic, is in accordance with the FIG specifications for the applicable category and year).
    - FIG 12-18, 13-19, Senior competes one Combined exercise in the final.
  - ii. If there are less than 8 units in the category:
    - FIG 11-16 Final score and rank will be determined by total score of Balance and Dynamic Exercises (B + D)
    - FIG 12-18, 13-19, Senior Final Score and rank will be determined by total score of Balance, Dynamic and Combined Routines (B + D + C)

## Ties

- a) USDB Levels 6-10: As outlined by USAG Rules and Policies for the applicable competitive cycle.
- b) FIG 11-16, 12-18, 13-19, Senior: As outlined by FIG Code of Points for the applicable competitive cycle.

## Evaluation and Scoring

The process for determining the A/E score will depend on the number of judges assigned to the panel:

- If there are 3 judges on panel, the total A/E score is determined by calculating the average of all three scores submitted
- If there are 4 or 5 judges on panel, the total A/E score is determined by dropping the high and low scores and calculating the average of the middle scores remaining
- If there are 6 judges on panel, the total A/E score is determined by dropping the 2 highest and 2 lowest scores and calculating the average of the middle scores remaining.

## Appeals

- a) The objective of the appeals procedure is to ensure obvious errors in the difficulty score are corrected without causing significant delays in the competition.
- b) A coach may review the difficulty slip completed by the CJP and DJ without submitting an official appeal if there is a question about the difficulty score and/or penalties applied by the CJP/DJ. (The difficulty slips will be available in a designated area after judges' scores have been entered and posted.) There is no fee to request a difficult slip review.
- c) Only the coach who has been officially registered with the unit may initiate a difficulty slip review and/or appeal on behalf of their athletes. Requests for difficulty slip reviews and/or appeals related to the score posted for a unit from anyone other than the unit's registered coach will not be accepted.
- d) After reviewing the difficulty slip, a coach may file an official appeal if there is concern regarding an error that is eligible for appeal
- e) Appeals must meet the following requirements:
  - i. The appeal must be submitted in writing (in English) to the Meet Director using the Appeals Form.
  - ii. The appeal must be filed within 10 minutes of the posting of the score for the exercise in question.
  - iii. A coach may file an appeal concerning members of his/her own team or other teams. However, a coach may not view the difficulty slip for another team.
  - iv. Appeals may be made based on the difficulty score, special requirements, equipment failure, and/or mathematical error only. Other deductions (i.e., overtime, time faults in balance skills, fading of music, out of bounds, tariff sheet penalties, height deductions, elements out of order, or forbidden elements) may not be appealed. Execution and artistry scores cannot be appealed.
  - v. The appeal must clearly detail the elements or values that are in question.
  - vi. The coach of the athletes having an appeal lodged against them must be notified of the appeal.
  - vii. There is no cost to submit an appeal.

## Resolution of Appeals

The following process will be followed when resolving an appeal:

- a) Upon receiving the appeal, the designated member convenes the Jury of Appeals.
- b) The Jury of Appeals makes every effort to resolve the appeal immediately but may need to wait until a break in competition (i.e., the end of the rotation or session).
- c) The Jury of Appeals will review the appeal and decide about changing the original score.
- d) To resolve the appeal, the Jury may choose to consult the judging panel and/or use video review.
- e) There must be clear and conclusive evidence in the review to overturn the original decision of the panel.
- f) CJP and/or DJ penalties may be reconsidered (positively or negatively) if there is a change in the difficulty score after an appeal.
- g) The execution and/or artistry scores given by the panel cannot be changed based on an appeal.
- h) Should an appeal be sustained, an adjustment of the score will be made by the CJP, the designated member of the Jury of Appeals will inform the coach and the adjusted score is entered on the official score sheets and displayed to the public.
- i) If the appeal is denied, the designated member of the Jury of Appeals will notify the coach and there is no change to any score.
- j) The decision of the Jury of Appeals is final.

## Jury of Appeals

The Jury of Appeals is the ultimate decision-making body of the competition. The Jury acts on appeals and other competition controversies not resolved by the judging panel and/or event organizers.

The Jury may remove any judge for committing obvious errors in judging and/or bias.

All decisions made by the Jury are final. The Chair of the Jury may add members to the panel based on need if applicable.

The following individuals will make up the Jury of Appeals:

- CJP
- DJs from applicable panel
- AGF Program Manager – Acts as Chair of Jury

## Hosting Requirements

### Venue Requirements

Requests for alternate formats will be considered by the AGF when reviewing proposals from potential hosts.

- a) **Size of Competition Venue:** Must support 1 full competition spring floor, column free and additional warmup spaces. It is recommended that at least one additional full competition spring floor is available for specific and/or general warm-up.
  - Competition floor 12x12 meters with a minimum of 1 meter border clear of obstructions, AG sprung floor
  - Additional spacing 12x2 meters along one edge for a judges table
  - Specific Warm-up floor 12x12 meters, AG sprung floor (Recommended)

- General warm-up and stretching area 12x12 meters. *Alternate layout may be considered provided enough space is available for a safe general warm-up and stretch of 8 units at a time.*
- b) **Ceiling Height:**
- Minimum 19.6 feet or 6 meters from lowest hanging point
  - Recommended: 23 feet or 7 meters from lowest hanging point
- c) **Lighting:** Lighting should be indirect with approximately 100 foot-candle (1000 lux). A space without windows is preferable; if there are windows, they should be covered to prevent direct sunlight on the field of play.
- d) **Preferable Temperature:** Appropriate ventilation system to keep temperature between 21° and 23° C.
- e) **Seating:** preferred minimum 200
- f) **Rooms / ancillary facilities:**
- 1 meeting room (judges and AGF) for a minimum of 20 people
  - 1 protocol area (awards)
  - 1 volunteer room (*recommended*)
  - 1 hospitality room (*recommended*) – coaches and judges – can be same as meeting room
  - Vendor space at spectator entrance (*recommended*)
  - Additional meeting rooms may be required depending on schedule (*recommended*)
- g) **Electrical Power:** Multiple power sources will be needed for the event. The amount of power connections, extensions cords and power bars will depend on the floor plan. At a minimum power will be required at the judges table, scoring, music/announcer.
- h) **Internet Connection:** a dedicated internet line of at least 10Mbps may be required to run the scoring system.
- i) **Parking:** Recommended Minimum 75+ (free if possible)

# Technical Requirements

## **Event Host Responsibility:**

### **a) Scoring System**

The event host may use whichever scoring system they wish providing it meets the following minimum requirements:

- Accurate calculation of scoring with a variety of judge configurations
- Ability to project scores in view of spectators and athletes
- Automatic calculation of rankings
- Reporting of results at various stages of the competition including final results
- i. Projection screen(s) to project results to spectators (minimum 6'x10') and athletes, coaches and CJP (may be the same screen if positioned in a way that allows the athletes/coaches, judging panel and spectators to clearly view the scores)
- ii. Screen (tablet, laptop, tv) to display live scores in the training gym
- iii. Projector (rear projection preferred)
- iv. Printer/copier
- v. Power bars and extension cords (power required at the head technical, operations and scoring tables)

### **b) Floor Manager**

Main responsibilities are to ensure the competition runs on-time, as well as to ensure the competition is presented in the most professional way possible. This includes, but is not limited to, coordinating the rotations, ensuring only properly accredited individuals are on the field of play, coordination with AGF staff for competition related issues, ensuring the field of play is kept clean at all times, etc.

### **c) Minor Officials**

The following individuals are required throughout each competition session. Ideally these positions are filled by off-duty judges when possible but can also be filled by volunteers.

- Timer
- Line Judges (x2)

### **d) Technical Meetings**

There are numerous meetings that will take place throughout a Provincials event. The Event Host will work closely with AGF in the preparation and delivery of all meetings. Here is a list of the standard meetings that occur during a Provincials event. Note that additional meetings may be added.

#### **a. Technical Meeting for Coaches**

The Coaches' Technical Meeting usually takes place prior to the start of the first "General Warm-Up" and before the start of competition. A space within the competition venue that is big enough to accommodate all the registered coaches should be set aside for this meeting.

#### **b. Judges Meeting**

A meeting room should be dedicated to the judges throughout the entire event. The

assigned room is also where the judges' hospitality and meals should be served.

- c. Additional meetings and/or courses may occur throughout the event. The Alberta Acro Technical Chair or AGF Program Manager will coordinate any additional meetings with the Event Host

## Non-Technical Requirements

Table numbers based on 6 feet tables. All tables on the competition floor and in the view of the public must be covered. White tablecloth and black skirt are preferred.

All risers must meet the provincial safety regulations.

Numbers may vary depending on venue.

Area	Needed	Total Required
<b>Competition Floor</b> <ul style="list-style-type: none"> <li>1 meter border free of obstructions on all 4 sides</li> <li>Additional space on 1 side for judges tables</li> </ul>	<ul style="list-style-type: none"> <li>9-13 chairs for judges, depending on judge composition</li> <li>5-8 tables</li> <li>1 chair for timer</li> <li>1 chair for runner</li> <li>1 chair for scorekeeper</li> <li>2 chairs for line judges</li> <li>1 chair for announcer</li> </ul>	<ul style="list-style-type: none"> <li>14-18 chairs</li> <li>6-8 tables</li> </ul>
Location of Tables	Side by side, 1m from floor	
Kiss and Cry	Seating for 4 – 6 Recommended: pipe and drape backdrop Examples: couch, bench, chairs	4 chairs minimum Recommended: 1 section of pipe and drape 10' x 8'
Location of Kiss and Cry	Side from the audience, full view of scores (or smaller screen visible to athletes)	
Scoring Tables	2 chairs / 1-2 tables	2 chairs / 1-2 tables
Announcer and Music Tables	2 chairs / 2 tables	2 chairs / 2 tables
Judges Meeting Room	12 - 20 chairs / 5-7 tables	12 - 20 chairs / 5-7 tables
Miscellaneous (Medical, security, kiosk, volunteers, check-in)	Dependent on hosting configuration	Dependent on hosting configuration

### Other non-technical requirements:

- 1 good quality sound system that can play music from a CD, iPod and a computer. The system must be adapted for one music device and microphone to operate simultaneously.

- 1 microphone (wireless preferred)
- Awards podium to fit up to 4 athletes on each level
- Facility approved wire covers (tape, rubber channels, etc.)
- Big garbage cans for athlete waiting area, scoring and head table
- Trays for awards
- General office supplies: staplers, staples, scissors, markers, pens and pencils, scratch pads, glue sticks, three-hole punch, white-out, paper clips, elastics, scotch tape, pins for athletes' numbers
- 2 stop watches for official timers
- Chalk and 2 chalk buckets
- Areas to post results for public and for coaches on the competition floor.
- Cleaning supplies for equipment: vacuum, mop, etc.

## Awards

- Awards are presented as: Top 3 receive medals (Bronze, Silver, Gold), 4 thru 8 receive ribbons.
- Award ceremonies should take place immediately following the completion of each competition category.
- All athletes must be dressed in their competitive attire on the podium for award ceremonies.

*Please note that awards are awarded in sets. Pairs need 2 sets of awards, Trios need 3 sets of awards, Men's Group needs 4 sets of awards, etc.*



