



Women's Artistic
Technical Handbook
2024-2025

Acronyms

The following acronyms will be used in this document.

AGF – Alberta Gymnastics Federation

GymCan – Gymnastics Canada

USAG – USA Gymnastics

FIG – Federation Internationale de Gymnastique

WPTH – Women’s Program Technical Handbook

WPC – Women’s Program Committee

WJC – Women’s Judges’ Committee

DSC – Developmental Sub-Committee

PSC – Petition Sub-Committee

CCP – Canadian Competitive Program

WDP – Women’s Development Program

HP – High Performance

AP – Aspire Program

LTAD – Long Term Athlete Development

Purpose

The Purpose of the WPTH is to ensure consistency in the Women's Program, by establishing Rules, Regulations and Program Guidelines.

The AGF WPTH is reviewed and updated annually. It presents the standards by which the Women's Gymnastics Program of AGF is governed. The WPTH is a supplement to the FIG Code of Points, the CCP, the Canadian HP Manual, the Canadian WP Manual and GymCan Technical Regulations and must be used by Alberta Judges and Coaches for all AGF Sanctioned Competitions. Invitational Events must also adhere to the above-mentioned guidelines.

All coaches and judges should be familiar with the entire WPTH as well as the above-mentioned materials to ensure that the gymnasts are getting the most enjoyable and meaningful experience possible throughout their involvement in gymnastics.

Technical Regulations

Unless otherwise specified in this WPTH, the FIG Code of Points, the CCP, the Canadian HP Manual, the Canadian WP Manual and GymCan Technical Regulations shall apply.

CCP

The current CCP Manual including all updates from USGA shall be used during all Compulsory and Optional CCP competitions under the jurisdiction of the WPC, unless otherwise stated in this WPTH.

HP

The current FIG Code of Points and the Canadian HP Manual shall be used during all HP competitions under the jurisdiction of the WPC, unless otherwise stated in this WPTH.

Regardless of distribution/effective date, the rules to be used at a given event will be used for the trials of that event; meaning that Trials to Canadians will use the same rules in effect at Canadian Championships.

Modification to the Women's Program Technical Handbook

At the end of each season, the AGF WP Manager, Technical Director and the WPC will conduct a review of the Rules and Regulations and will prepare recommendations for changes for presentation to the WPA.

All proposed changes to the WPTH must be sent to the AGF WP Manager (c/o the AGF office) a minimum of thirty (30) days prior to a WPA Meeting. A minimum of Twenty-one (21) days prior to a WPA Meeting, all proposed changes to the WPTH, the agenda for the WPA meeting and the minutes from the previous WPA meeting will be circulated to all clubs, the WPC and the WJC.

Decisions of the WPA shall be made in accordance with the provisions of the AGF By-laws and within the policies and procedures of the AGF Board of Directors.

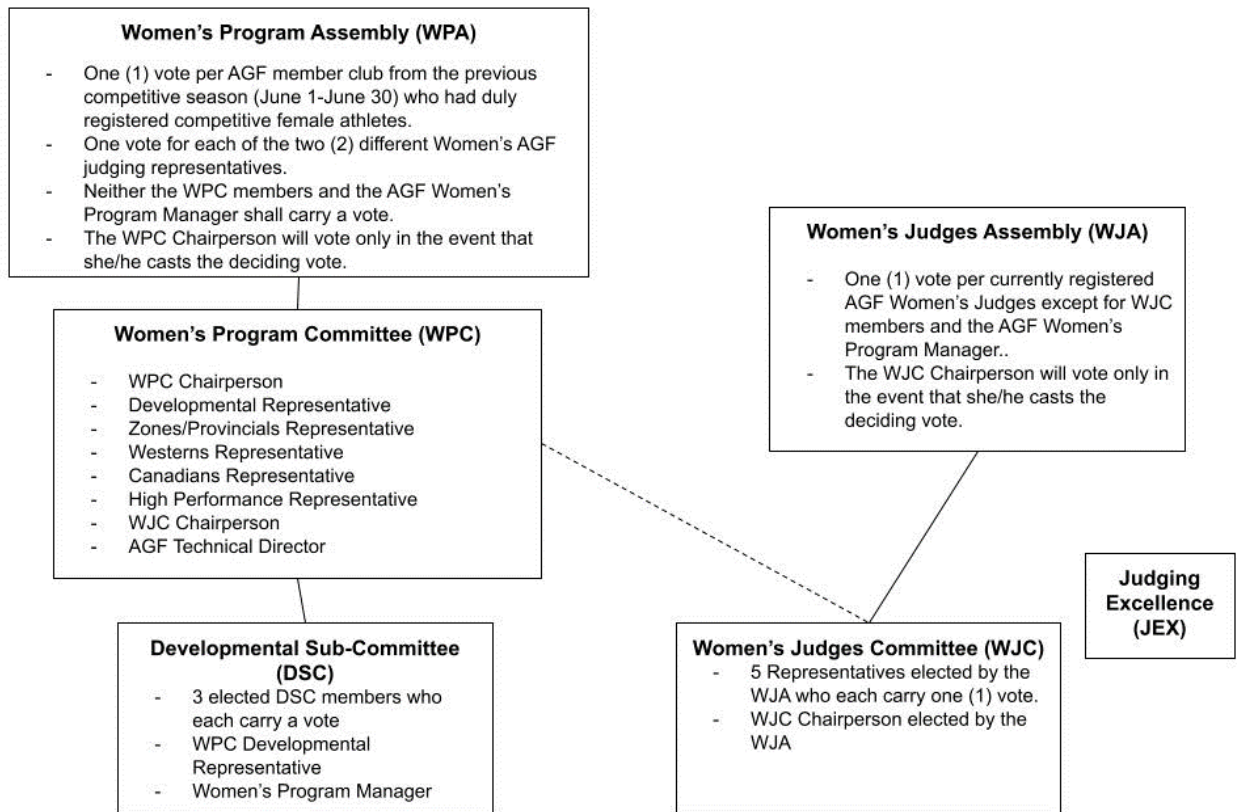
Women's Program Mission Statement

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

Women's Program Goal Statements

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

Program Structure



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

Current Women's Program Committee and Sub-Committees

WPC

WPC Co-Chairperson	Barb Bilsborrow	wagchair@abgym.ab.ca
WPC Co-Chairperson	Katrina Brandt	wagchair2@abgym.ab.ca
WJC Chairperson	Heather Luttrell/Brady Spencer	agf.wjc@gmail.com
Developmental Representative	Amy Miller	amy.altadore@gmail.com
Zones/Provincials Representative	Kiera Schrader-Balson	wag@gymtastics.ca
Westerns Representative	Jeremy Mosier	admin@pegasusgym.ca
Canadians Representative	Berrie Onishenko	berrie@yeggymnastics.com
High Performance Representative	Lisa Pattison	lisa.pattison@calgarygymcentre.com
AGF Technical Director	Darren Webster	wagtechnical@abgym.ab.ca

Developmental Sub-Committee

Jayne Robillard	wagasst.dgc@shaw.ca
Karen MacDonald	nerak9111@gmail.com
Gordon Lam	gordon.lam@calgarygymcentre.com
WPC Developmental Representative	amy.altadore@gmail.com
AGF Women's Program Coordinator	wag@abgym.ab.ca

Women's Judges Committee

WJC Chairperson	Heather Luttrell/Brady Spencer	agf.wjc@gmail.com
Organizational Representative	Rebecca Vaughan	3vaughanrebecca@gmail.com
Developmental Representative	Renee Hall Courtney Ewaschuk	rhallrx@gmail.com cewaschuk@gmail.com
Communications Representative	Stephanie Sebastian Aislinn McVittie	ssebastian.judge@gmail.com aislinn_mcvittie@gmail.com
Information and Resources Representative	Melissa Rimney Katy Younger	mrिमney@gmail.com kdyounger@gmail.com
Administrative Representative	Jillian Scambler Deanna Critchley	jillscambler@gmail.com deannacritchley@hotmail.com
AGF Women's Program Coordinator	Carolyn Foster Carolyn Foster	wag@abgym.ab.ca wag@abgym.ab.ca

Judging Excellence Working Group

JEX Chairperson	Judy Howard-Holmes	zipperpen@shaw.ca
JEX Member	TBD	TBD
JEX Member	Kryssie Barry	kryssiebarry@hotmail.com
AGF Representative	Chosen on a case by case basis.	

Women's Program Assembly (WPA)

Role

- To provide general direction to the WPC.
- To ratify the WPTH (technical regulations) for Alberta in accordance with the technical rules of GymCan.
- To ratify the Women's Program goals and objectives.
- To consider and adopt program guidelines, rules and regulations that will define the conditions of participation within the Women's Program.
- To facilitate communication with the AGF member clubs.

Elections:

- To elect in Spring (or thereabouts) every year, all Developmental Sub-Committee members.
- To elect in Spring (or thereabouts) every even year, one (1) WPC Chairperson, one (1) Developmental Representative and one (1) Zones/Provincials Representative to the WPC.
- To elect in Spring (or thereabouts) every odd year, one (1) High Performance Representative, one (1) Canadians Representative and one (1) Westerns Representative to the WPC.

Composition and Voting Privileges

- The WPA is composed of Program Representatives of AGF member clubs, any interested persons affiliated with an AGF member club or any associated member.
- All those in attendance will be eligible to participate in the discussion.
- Each member club from the previous competitive season (July 1- June 30) who had duly registered competitive female athletes will carry one (1) vote.
- The WAG Judges will carry two (2) votes provided two eligible judges have been assigned by the WJC and are present at the meeting to carry those votes.
- Neither the WPC members, the AGF Technical Director nor the AGF WP Manager shall carry a vote.
- The WPC Chairperson will vote only in the event that he/she will be casting the deciding vote.
- Proxy votes and telephone participation shall not be permitted at WPA meetings.
- Majority rules (50% + 1) will be followed on all voting.
- For additional clarification on voting procedures, please see article 5, subsection 9 in the AGF bylaws.

Meetings and Quorum

- The WPA shall meet once every spring (April/May/June) and once every fall (October/November). Additional WPA meetings may be scheduled depending on the Women's Program's needs.
- Notice – A printed written or typewritten notice stating the day, hour and place of meeting and if special business is to be transacted will be provided to all member clubs and the WJC not less than 21 days and not more than 50 days (exclusive of the day of mailing and of the day for which notice is given).
- The WPC Chairperson and/or the AGF WP Manager shall chair all WPA meetings.
- All voting delegates shall register with AGF prior to the meeting and shall be identified at the commencement of each WPA meeting.
- Quorum for the WPA shall be comprised of one-third (1/3) of the voting members of the WPA. However, if at the time appointed for the holding of a given WPA meeting the required quorum cannot be achieved, such a 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 said meeting was convened.

Women's Program Committee (WPC)

Role

- To establish and set the terms of reference for Sub-Committees and Ad-hoc committees.
- To advise and assist the AGF Technical Director and AGF WP Manager in providing the leadership for the Women's Program.
- To develop annual goals and objectives and implement long range plans.
- To develop and propose to the WPA technical regulations (and any modifications) for Alberta, in accordance with the technical rules of GymCan and FIG.
- To enforce technical regulations, selection processes, rules and practices and procedures.
- To facilitate communication, both internal and external.
- Make decisions throughout the year regarding the application of technical regulations ratified by the WPA.
- Coordinate and supervise all technical aspects of all Women's Provincial and National activities of the AGF.
- Provide advice and guidance in the planning of competitions, clinics, and other events to train and upgrade gymnasts, coaches, judges and other officials.
- Formulate an annual plan and a corresponding budget for consideration by the AGF Board of Directors.
- Operate its programs in a manner consistent with the budgetary directives set by the AGF Board of Directors.

Composition and Voting Privileges

The WPC is composed of:

- One (1) non-voting elected WPC Chairperson
- Five (5) voting elected WPC Portfolio Representatives (as described below)
- One (1) voting WJC Representative
- One (1) non-voting AGF Technical Director
- One (1) non-voting AGF WP Manager

The WPC shall be empowered to strike one (1) working Sub-Committee, a Developmental Sub-Committee (DSC). The WPC can strike Working Groups or Task Forces to address identified needs with the support of the WPA.

Desired Profile of WPC Members

- Elected members should come from various regions of the province.
- Integrity and good judgement.
- Willingness to commit time and energy.
- Willingness to share opinions and ask questions.
- Ability to assist, challenge and support AGF staff.
- Ability to accept the honor as well as the criticism of leadership.
- Ability to subjugate self-interest or constituent interest for the good of AGF.
- Knowledge of athletes, coaches and judges' development programs in planning and budgeting and in developing rules, systems and processes.
- Knowledge of women's artistic gymnastics and of the AGF Women's Program.
- Knowledge, understanding and acceptance of the Goals and Objectives of AGF.

Eligibility

All members must be members in good standing of AGF.

Term of Office

- Two years, starting immediately following the elections at the WPA meeting in June (or thereabouts), but in such a manner that at every WPA only three (3) of the six (6) members are new to the committee.
- The WPC Chairperson cannot exceed two (2) consecutive terms.

Meetings and Quorum

- The WPC Chairperson, in consultation with the WP Manager and Technical Director, will determine the frequency and process for all WPC meetings.
- Quorum for the WPC shall be comprised of the majority of voting members of the committee.

Roles and Responsibilities

WPC Chairperson

- Chair all WPC and WPA meetings with the assistance of the AGF WP Manager and Technical Director.
- Assist the AGF WP Manager and Technical Director with the setting of the agendas for the WPA and WPC meetings.
- Act as the Women's Technical Representative at the GymCan Annual Meeting if the AGF Technical Director is unable to attend in June (or thereabouts).
- Act as the AGF Women's Program Representative to the AGF Board of Directors and assume the responsibilities of a Director of the Board. If the WPC Chairperson is unable to attend a Board meeting, the WPC Chairperson will be responsible to appoint another WPC member to attend in their absence.
- Liaise with the AGF WP Manager and Technical Director regarding the Coaching Mentorship Program.
- Coordinate all committee members' activities; request reports if necessary.
- Determine frequency and process for all WPC meetings.
- Follow rules and regulations established by the WPC other appointed AGF bodies.
- When necessary, ensure any disciplinary action regarding members of the AGF Women's Program is handled as per normal AGF procedures in effect at the time.

All Representatives will keep the WPC Chairperson informed of all activities.

All decisions will be made by a quorum of WPC members.

Developmental Representative

- WPC member to liaise with DSC, providing them leadership and a framework to guide their planning and execution of events throughout the year.
- Work with the DSC in ascertaining the educational needs of developmental coaches, including the broad demographic of developmental coaches (those who are using CCP 1-5 as a steppingstone toward Aspire/National levels and those who are using other developmental programs).
- Work with AGF in sourcing out educational opportunities for Fall Congress and other similar symposiums (clinic topics and presenter ideas).
- Work with AGF in hosting CCP compulsory clinics (choreography, updates, etc.).
- Ideal candidate will have experience coaching developmental gymnastics, typically ages 5-9, including a knowledge of CCP compulsory rules.

Zones/Provincials Representative

- Work to solicit hosts for AGF Sanctioned Competitions, evaluate equipment specifications and the hosts' ability to meet requirements and make recommendations to the WPC on selection of hosts.
- Work with host clubs to ensure equipment specifications can be met or that adequate modifications can be made where required (with WPC approval). Ensure communication to clubs of equipment modifications if required (via AGF).
- Work with the Technical Director, WP Manager and the WPC Chair to establish the schedules for Zones and Provincials.
- Act as the WPC representative on site at Zones and Provincials or ensure that another WPC member is assigned and present, to work in conjunction with AGF in ratifying scores and resolving any disputes or concerns.
- Work with AGF and host LOC for coordinating adequate awards ceremonies.
- WPC representative for Alberta Winter Games (site visits, ensuring Trials are operated correctly, assisting with Post-Trials team meetings, etc.).

Westerns Representative

- In conjunctions with the judges and AGF, ensure the Trials to Westerns are operated correctly (including but not limited to ensuring equipment specifications meet GymCan standards, confirming with AGF the appropriate competitive draw, etc.).
- WPC representative responsible to ensure ratification of Trials to Westerns results, Team composition, Team coaches and Personal coaches, in conjunction with AGF and all available WPC members.
- Assist AGF with Post-Trials team meetings (including but not limited to assisting with team uniform fitting, collecting forms, parent information, etc.).
- Assist AGF with finding appropriate managers for Western Canadian Championships.
- Provide consultation to AGF with regard to travel and accommodation plans for Western Canadian Championships.
- Recommend an individual to the WPC as the Team Technical Leader for Western Canadian Championships.
- Assist team coaches with Team Preparation Plans.
- Act as the main WPC representative for Western Provinces' discussions and votes on technical regulations.
- Coordinate Alberta's official recommendations going to the Westerns meeting.
- Ideal candidate will have experience being a team coach at Western Championships.

Canadians Representative

- In conjunctions with the judges and AGF, ensure the Trials to Canadians are operated correctly (including but not limited to ensuring equipment specifications meet GymCan standards, confirming with AGF the appropriate competitive draw, etc.).
- WPC representative responsible to ensure ratification of Trials to Canadians results, Team composition, Team coaches and Personal coaches, in conjunction with AGF and all available WPC members (quorum is required).
- Assist AGF with Post-Trials team meetings (including but not limited to assisting with team uniform fitting, collecting forms, parent information, etc.).
- Assist AGF with finding appropriate managers for Canadian Championships.
- Provide consultation to AGF with regard to travel and accommodation plans for Canadian Championships.
- Recommend an individual to the WPC as the Team Technical Leader for Canadian Championships.
- Assist team coaches with Team Preparation.
- Ideal candidate will have experience being a team coach at Canadian Championships.

High Performance Representative

- In conjunction with the judges and AGF, ensure that Elite Canada Screening is operated correctly (including but not limited to ensuring equipment specifications meet GymCan standards, confirming with AGF the appropriate competitive draw, the structure of the competition, reporting to GymCan, etc.).
- Act as the WPC representative for any national training camps that may occur in Alberta for HP athletes.
- Act as the main WPC representative responsible for Canada Winter Games.
- In conjunction with AGF, source out educational opportunities for Alberta's HP coaches.
- Ensure that any official communication from GymCan to HP coaches is shared with the AGF Technical Director and WP Manager for distribution.
- Assist AGF with celebrating the successes of Alberta's HP athletes as they compete nationally and internationally (developing adequate recognition and appropriate funding opportunities).
- In conjunction with AGF, review the applications for Team Excel, and report recommendations to the WPC.
- Liaise with the WJC to ensure collaboration between Brevet Judges and HP athletes and coaches.

AGF Technical Director

- In conjunction with AGF, prepare the WAG program's quadrennial plan.
- Develop Coach and Athlete education opportunities to meet WAG Program performance objectives.
- In conjunction with AGF, prepare and coordinate with Team Alberta members for interprovincial and national events, Support High Performance programs and objectives.
- Provide coach education opportunities throughout Alberta at AGF training camps and club visits.
- Act as Team Technical Leader at Western Canadian Championships and Canadian Championships.
- Liaise with WPC and WJC to ensure collaboration between athletes, coaches, and judges.
- When necessary, has final decision making authority at all Team Alberta events
- Act as the Women's Technical Representative at the GymCan Annual Meeting in June (or thereabouts).

Women's Program Sub-Committee

- To advise and assist the WPC in program development planning, including setting priorities, implementation, monitoring and evaluation.
- To advise and assist the WPC in developing rules, regulations, systems, processes, practices and procedures.
- To facilitate communication with their respective stakeholder(s).

Developmental Sub-Committee

Roles and Areas of Responsibility

- Plan, review and implement all Developmental Programs and consult/report to the WPC on all topics that relate to its support programs.
- Provide direction to and carry out, in a joint relationship with the AGF Technical Director, WP Manager and the WPC, all CCP 1-5 and Xcel activities including training camps and coaching clinics.

Composition and Voting Privileges

- The DSC is composed of the WPC Developmental Representative as the Chair, three (3) elected DSC members, the AGF WP Manager and AGF Technical Director.
- Each member of the DSC shall be entitled to one (1) vote.
- Neither the WPC Developmental Representative, AGF Technical Director nor the AGF WP Manager shall carry a vote.
- Majority rules (50% + 1) will be followed on all voting issues.
- Proxy votes shall not be permitted at the meetings of the DSC.

Meetings and Quorum

- Quorum of the DSC shall be two (2) voting members.
- The AGF WP Manager and the WPC Developmental Representative will coordinate and manage all DSC meetings.

Term of Office

The term of office for all DSC members shall be one (1) year.

Judging Program

The Judging Program in Alberta is managed and led by the Women's Judges' Committee which reports to the WPC. Any questions or concerns regarding the judging program in Alberta should be directed to the WJC Chairperson, the AGF WP Manager or the WPC Chairperson. For more detailed information regarding the judging program, please refer to the Alberta Judges' Handbook available on the AGF Website www.abgym.ab.ca.

All judges must register as a Women's Artistic Gymnastics Judge with the AGF by the November 15th deadline or immediately upon completion of their first certification course if it occurs after November 15th. A list of AGF registered and active Judges will be available to all registered competitive clubs in December of each season (or after most courses have been completed) to assist clubs with the development of judging panels for invitational competitions and for contacts for club visitations and mock meets.

The WJC will ensure the development of qualified panels for all AGF Sanctioned competitions throughout the province. For invitationals, clubs are strongly encouraged to follow the minimum requirements set out in the Judges' Handbook for judging panel composition. Clubs are encouraged to use a registered and experienced judge to create their panels. All panels can be sent to the WJC Chairperson prior to invitational competition for additional verification, guidance and feedback.

WJC

Role:

- To establish and maintain excellent communication amongst Alberta Judges.
- To develop and monitor all appropriate programs that affect judges, under the direction given to them by the WJA.
- To consult and report to the WPC.
- To select up to two (2) judging representatives to vote at the WPA meeting.
- To promote the professional development of all Alberta judges.
- To appoint three (3) members to the JEX Working Group (a High-Performance judge, a National judge, and a provincial judge).

JEX

Role:

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

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

Athlete Programs and Structure					
AGF Registration Categories	Canadian Competitive Program	Canadian Aspire Program	FIG HP Canadian Models	LTAD	
National Stream Optional			HP Senior 2009 and older	Train to Win	
			HP Junior 2010 - 2011		
			HP Novice 2011 – 2014		
	Level 10 2013 and older				
	Level 9 2014 and older				
Provincial Stream*	Optional	Level 8 2017 and older	Youth 2013-2016	Train to Train Learn to Compete	
		Level 7 2018 and older			
		Level 6 2018 and older			
	Compulsory	Level 5 2018 and older	GEMS 2015-2018		
		Level 4 2018 and older			
		Level 3 2019 and older			
	Xcel	Silver – Platinum			
Developmental Stream	<u>Women's Development Levels 1-2 * and Xcel Bronze</u> CCP 1/Bronze (4 yr. +) CCP 2 (5 yr. +) <u>Developmental / Pre-Competitive Training Groups</u> Club directed (4+ years)			Learn to Train	
General Gymnastics	CANGYM Club directed Recreational Program under the General Gymnastics Program of the AGF			Active Start Fundamentals Active for Life	

* Note: These age groups are references from the USGA Manual: CCP Age / Entry requirements. There are special rules governing these Age Groups to enter into Canadian competitions. It is the coach's responsibility to check with the Provincial and GymCan regulations to determine the correct Age Group for each athlete for each competition.

Documents in Use

The documents in effect for the 2024-2025 season are:

- Alberta Women's Program Technical Handbook
- Alberta Women's Judges Handbook
- Current Canadian Competitive Program (CCP) (*takes precedence over the USAG WDP Program*)
- USAG Women's Development Compulsory Program 2021-2029
- USAG Women's Development Optional Code of Points 2022-2026
- USAG Xcel Code of Points 2022-2026
- Current GymCan Aspire Program (GEMS, Youth, Novice)
- Current GymCan list of new elements
- Current GymCan High Performance Manual
- 2022-2024 FIG Code of Points
- FIG Judges Help Desk
- Current FIG list of new elements
- Current GymCan Women's Program Manual

Developmental Stream

This support program currently has three (3) major components. The Canadian Provincial Levels 1-3, Xcel Bronze, and the Developmental/Pre-Competitive Training Groups. To support this program Developmental Coaching Clinics will be offered at various times. AGF is currently creating an annual event for these categories to support athlete and coach development. If your club is interested in hosting one of these clinics, please contact the Developmental Representative on the WPC.

**Even though CCP 3 is considered a competitive category due to their participation at the Alberta Compulsory Championships, this level will still be serviced by the developmental activities in the province due to the skill level involved.*

CCP 1-3

Women's Development Levels 1-3 are compulsory routines with set choreography and music. They allow gymnasts to develop good and strong basics and can be used as a club non-competitive achievement-oriented program or as an introduction to competition in part of the Developmental program. Clubs that prefer to use the CCP levels 1-3 as an introduction to competition will be able to register their athletes in Developmental categories and can participate in invitational meets. For the CCP 1-3 guidelines, please refer to Appendix 14.

Developmental/Pre-Competitive Training Groups

These training groups are Club directed programs designed for younger athletes introducing and preparing them for competitive gymnastics. Certification requirement depends on the level and the skill requirement of the program. Please refer to Appendix 2 for coaching certification requirements.

Xcel Bronze

The USAG Gymnastics Xcel program was developed as an alternative competitive program. The goal of Xcel is to provide gymnasts of varying abilities and commitment levels the opportunity of a competitive gymnastics program.

Competitive Categories

Provincial Stream: Xcel Silver+, Compulsory CCP 3-5, Optional CCP 6-8, and Aspire Program

National Stream: CCP 9, CCP 10 and High Performance

As of July 1, 2015, Canada has adopted the Women's Development (CCP) Program from the USA. The Canadian Women's Provincial Program (CCP) has some modifications that are not in use in the USA. Alberta follows the CCP modifications. The competitive levels are regulated by the USA WDP Manual for Compulsories and the WDP Manual for Optional Levels, the Aspire Handbook and the current GymCan WAG HP Manual. For coaching certification requirements, please refer to Appendix 2.

Eligibility for Sanctioning

All athletes, coaches and judges representing Alberta at a Team event, must be registered members of AGF and comply with AGF Regulations for Alberta Team Representatives.

All athletes and coaches participating in an AGF Sanctioned Event and all judges assigned to an AGF Sanctioned Event must be a registered member in good standing with AGF.

All coaches must comply with the current WPA NCCP requirement (please refer to Appendix 2 for NCCP Requirements).

All athletes, coaches and judges must be registered with AGF. Athletes from out-of-province will require a letter of support from their registered PTOs.

In order to respect the FIG Statutes (Article 34) and Technical Regulations (Regulations 3.4 & 3.5), clubs who register to compete out of Canada, must complete a GymCan Sanction Request for international events, as well as for every type of participation to an event and/or activity outside of Canada. The forms and list of sanctioned events can be found on the GymCan website.

Hosting Guidelines

Please refer to the AGF Communications Binder Section 5 (“Guidelines to Host Sanctioned Competitive Events and Leadership Courses”). Clubs are strongly encouraged to follow these guidelines and the WPTH when hosting Invitational Events.

Details regarding hosting WAG AGF Sanctioned events are included in Appendix 15, “Application for Hosting a Competitive Sanction” form. If you are interested in hosting an upcoming sanctioned event, please complete the application form (Appendix 15) and return it to the WP Manager.

AGF WP Competitive Calendar

Please see the most up to date calendar of events available at www.abgym.ab.ca

<u>Date</u>	<u>Competition / Activity</u>	<u>Location</u>
February 28 – March 2, 2025	1 st Trials to Canadians	Red Deer, AB
March 29-30, 2025	Trials to Westerns (2 nd Trials to Canadians)	Airdrie, AB
April 3-6, 2025	Xcel and Compulsory Championships	Lethbridge, AB
April 10-13, 2025	Artistic Provincials (3 rd Trials to Canadians)	Fort McMurray, AB
April 24-26, 2025	Western Canadian Championships	Saskatoon, AB
May 20-25, 2025	Canadian Championships	Calgary, AB

Elite Canada	ENTRY FEE AND DEADLINE	Fee and Deadline to be determined by GymCan. All clubs are responsible for registering their individual athletes.
	COACHING CERTIFICATION REQUIREMENTS	C3 Certified – Coaching independently C3 Trained – Coaching under indirect supervision of C3/L3 Certified Coach As per GymCan regulations.
	ELIGIBILITY	Further information can be found in section 2 of the GymCan WP Manual, which is available online at www.gymcan.org

Trials to Canadians Trials Event #1 – February 28 – March 2, 2025 (Exleta Cup) Trials Event #2 – March 29-30, 2025 (Airdrie) Trials Event #3 – April 10-13, 2025 (Provincials)	ENTRY FEE AND DEADLINE	Deadline: As per selected competition registration deadlines As per invitational or Provincials fee. \$35.00/athlete late fee will apply after the registration deadline. AGF will not accept any registration or registration changes five (5) days prior to the event without extraordinary circumstances.	
	ELIGIBILITY	All AGF registered athletes in the Levels 9 - 10 are eligible to compete at all 3 trials events.	
	COACHING CERTIFICATION REQUIREMENTS	Levels 9 & 10	C3 Certified – Coaching independently C3 Trained – Coaching under indirect supervision of C3 Certified Coach
	TRIALS to CANADIANS QUALIFICATION	<p>All Alberta HP athletes in the Novice, Junior and Senior categories will automatically be eligible to attend Canadian Championships. All athletes in Levels 9 and 10 must qualify to attend Canadian Championships.</p> <p>Athletes must attend at least 2 out of 3 of the Trials competitions. The team will be decided based on the best 2 out of 3 all-around results.</p> <p>All athletes, including independent athletes, are required to compete on all four (4) apparatus to be eligible to attend Canadian Championships and have a minimum All-Around score of 30.00.</p> <p>No petitions will be accepted.</p> <p><u>Qualification</u></p> <p>There will be four (4) team competitions at Canadian Championships in the CCP Program. Below, the number of athletes in each category who will qualify to be Team Alberta Members for Canadian Championships is summarized:</p> <p>Level 10 (12-15 years) Level 10 (16+ years) Level 9 (11-14 years) Level 9 (15+ years) Top six (6) athletes Top six (6) athletes Top six (6) athletes Top six (6) athletes</p> <p>The Team Competition and Format at Canadian Championships is determined by GymCan. Please review the GymCan Women’s Program Manual for further information.</p>	

	AWARDS	<p>Medals and ribbons as per individual competition</p> <p>Alberta Team Member Qualified for Canadians Plaques</p>
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Trials to Western Canadian Championships/ 2nd Trials to Canadians March 29-30, 2025 Airdrie, AB	ENTRY FEE AND DEADLINE	Deadline: TBC \$150/athlete \$35.00/athlete late fee will apply after the registration deadline. AGF will not accept any registration or registration changes five (5) days prior to the event without extraordinary circumstances.			
	ELIGIBILITY	CCP levels 8-10 Trials to Westerns is a declaration meet. Athletes who compete at this sanctioned competition (regardless of whether or not they make the team) may move up one level within their competitive program at subsequent sanctioned competitions but cannot move down or laterally for the remainder of the competitive season. The minimum age requirement to travel with Team Alberta is nine (9) years of age as of December 31 st of a given year. Each team member must be currently registered with AGF as a competitive athlete. All athletes must try out if vying for a spot on the Alberta Team to the Western Canadian Championships. Athletes not wishing to be considered for a Team to Westerns are eligible for awards but must inform the WP Manager upon registration for the event.			
	COACHING CERTIFICATION REQUIREMENTS	Level 8	C2 Certified – Coaching independently C2 Trained – Coaching under indirect supervision of C2 Certified Coach		
	COACHING CERTIFICATION REQUIREMENTS	Level 9 & 10	C3 Certified – Coaching independently C3 Trained – Coaching under indirect supervision of C3 Certified Coach		
QUALIFICATION	All athletes are required to compete on all four (4) apparatus to be eligible to attend Western Canadian Championships and have a minimum All-Around score of 30.00. No petitions will be accepted. <u>Qualification</u> There will be eight (8) team competitions at Western Canadian Championships. Below, the number of athletes in each category who will qualify to be Team Alberta Members for Western Canadian Championships is summarized: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> Level 10 - Top seven (7) 12-15 years - Top seven (7) 16+ years Level 9 - Top seven (7) 11-14 years - Top seven (7) 15+ years </td> <td style="width: 50%; vertical-align: top;"> Level 8 - Top seven (7) 14 and younger - Top seven (7) 15+ years </td> </tr> </table>			Level 10 - Top seven (7) 12-15 years - Top seven (7) 16+ years Level 9 - Top seven (7) 11-14 years - Top seven (7) 15+ years	Level 8 - Top seven (7) 14 and younger - Top seven (7) 15+ years
Level 10 - Top seven (7) 12-15 years - Top seven (7) 16+ years Level 9 - Top seven (7) 11-14 years - Top seven (7) 15+ years	Level 8 - Top seven (7) 14 and younger - Top seven (7) 15+ years				

		Alberta will send a maximum of 2 wild cards per category. Wild card athletes and coaches are not funded by AGF.												
	AWARDS	<table border="0"> <tr> <td>All Around</td> <td>1st – 3rd Place</td> <td>Large AGF medals</td> </tr> <tr> <td>Events</td> <td>1st – 3rd Place</td> <td>Small AGF medals</td> </tr> <tr> <td>All Around and Events</td> <td>4th – 8th Place</td> <td>AGF Ribbons</td> </tr> <tr> <td>Team Alberta Members</td> <td>Qualified for Westerns</td> <td>Plaques</td> </tr> </table>	All Around	1 st – 3 rd Place	Large AGF medals	Events	1 st – 3 rd Place	Small AGF medals	All Around and Events	4 th – 8 th Place	AGF Ribbons	Team Alberta Members	Qualified for Westerns	Plaques
All Around	1 st – 3 rd Place	Large AGF medals												
Events	1 st – 3 rd Place	Small AGF medals												
All Around and Events	4 th – 8 th Place	AGF Ribbons												
Team Alberta Members	Qualified for Westerns	Plaques												

Alberta Xcel Championships April 3-6, 2025 Lethbridge, AB	ENTRY FEE AND DEADLINE	Deadline: TBC \$150.00/athlete \$35.00/athlete late fee will apply after the registration deadline. AGF will not accept any registration or registration changes five (5) days prior to the event without extraordinary circumstances.			
	ELIGIBILITY	Xcel (Silver+). Must be registered as Provincial Stream with AGF.			
	COACHING CERTIFICATION REQUIREMENTS	C1 Certified – Coaching independently (Silver – Platinum) C1 Trained – Coaching under indirect supervision of C1 Certified Coach (Silver – Platinum) C2 Certified – Coaching independently (Diamond and up) C2 Trained - Coaching under indirect supervision of C2 Certified (Diamond and up)			
	AWARDS	All Around	1 st – 3 rd Place	Large AGF medals	
		Events	1 st – 3 rd Place	Small AGF medals	
All Around and Events		4 th – 8 th Place	AGF Ribbons		
Teams		1 st – 3 rd Place	Plaques		
	Team awards will be determined by adding a team's highest three (3) All Around scores.				

Alberta Compulsory Championships

April 3-6, 2025

Lethbridge, AB

<p>ENTRY FEE AND DEADLINE</p>	<p>Deadline: TBC \$150.00/athlete \$35.00/athlete late fee will apply after the registration deadline. AGF will not accept any registration or registration changes five (5) days prior to the event without extraordinary circumstances.</p>					
	<p>ELIGIBILITY</p> <p>CCP Levels 3-5 (all age categories). Must be registered as Provincial Stream with AGF.</p>					
	<p>COACHING CERTIFICATION REQUIREMENTS</p>		<p>CCP 3-5</p>	<p>C1 Certified – Coaching independently C1 Trained – Coaching under indirect supervision of C1 Certified Coach</p>		
	<p>AWARDS</p>			<p>All Around</p>	<p>1st – 3rd Place</p>	<p>Large AGF medals</p>
				<p>Events</p>	<p>1st – 3rd Place</p>	<p>Small AGF medals</p>
<p>All Around and Events</p>				<p>4th – 8th Place</p>	<p>AGF Ribbons</p>	
<p>Teams CCP 3-5</p>				<p>1st – 3rd Place</p>	<p>Plaques</p>	
<p>Team awards will be determined by adding a team's highest three (3) All Around scores.</p>						

Provincial Championships/3rd Trials to Canadians

April 10-13, 2025

TBC

<p>ENTRY FEE AND DEADLINE</p>	<p>Deadline: TBC</p> <p>\$150.00 per athlete for Provincial Championships</p> <p>\$35.00/athlete late fee will apply after the registration deadline. AGF will not accept any registration or registration changes five (5) days prior to the event without extraordinary circumstances.</p>																	
<p>ELIGIBILITY</p>	<p><u>CCP 6-10 and Youth</u></p> <p>All AGF registered athletes in the Levels 6 - 10 and Youth categories are eligible to compete at the Alberta Provincial Championships.</p> <p><u>HP Athletes</u></p> <p>All Novice, Junior and Senior HP athletes are eligible to compete in a separate HP category at Provincial Championships for awards and points towards athlete of the year. These athletes are not required to compete at the said event as a prerequisite for the Canadian Championships.</p>																	
<p>COACHING CERTIFICATION REQUIREMENTS</p>	<p>Level 6</p>	<p>C1 Certified – Coaching independently</p> <p>C1 Trained – Coaching under indirect supervision of C1 Certified Coach</p>																
	<p>Youth & Levels 7-8</p>	<p>C2 Certified – Coaching independently</p> <p>C2 Trained – Coaching under indirect supervision of C2 Certified Coach</p>																
	<p>Levels 9 & 10 HP</p>	<p>C3 Certified – Coaching independently</p> <p>C3 Trained – Coaching under indirect supervision of C3 Certified Coach</p>																
<p>AWARDS</p>	<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">All Around</td> <td style="width: 33%;">1st – 3rd Place</td> <td style="width: 33%;">Large AGF medals</td> </tr> <tr> <td>Events</td> <td>1st – 3rd Place</td> <td>Small AGF medals</td> </tr> <tr> <td>All Around and Events</td> <td>4th – 8th Place</td> <td>AGF Ribbons</td> </tr> <tr> <td>Teams Levels 8-10</td> <td>1st – 3rd Place</td> <td>Plaques</td> </tr> <tr> <td>Alberta Team Member</td> <td>Qualified for Canadians</td> <td>Plaques</td> </tr> </table> <p>Team awards will be determined by adding a team's highest three (3) All Around scores. There will be a team award for each of the Levels 6-10 awarded at Provincials.</p> <p>Special awards will be presented for Levels 6-10 and Aspire. Most Dynamic Vault, Most Dynamic Bars, Best Artistry on Beam, Best Artistry on Floor.</p>			All Around	1 st – 3 rd Place	Large AGF medals	Events	1 st – 3 rd Place	Small AGF medals	All Around and Events	4 th – 8 th Place	AGF Ribbons	Teams Levels 8-10	1 st – 3 rd Place	Plaques	Alberta Team Member	Qualified for Canadians	Plaques
All Around	1 st – 3 rd Place	Large AGF medals																
Events	1 st – 3 rd Place	Small AGF medals																
All Around and Events	4 th – 8 th Place	AGF Ribbons																
Teams Levels 8-10	1 st – 3 rd Place	Plaques																
Alberta Team Member	Qualified for Canadians	Plaques																

Canadian Championships May 20-25, 2025 Calgary, AB	ENTRY FEE AND DEADLINE	All Alberta Teams and athletes will be registered through the AGF office. Deadlines are set by GymCan and will be communicated to the involved parties by the AGF office. Registration fees will be part of the cost share. Please see page 25-26 for more information.
	COMPETITION INFORMATION	For additional information on Canadian Championships, please refer to section 2 of the GymCan Women's Program Manual available online at www.gymcan.org
	COACHING CERTIFICATION REQUIREMENTS	C3 Certified – Pre-requisite to access floor at Canadian Championships

Competitions

Competitive Registration

Each competitive gymnast and their club must be registered as Provincial Stream (CCP Levels 3-8, Xcel Silver+, and Aspire Stream) or National Stream (Levels 9, 10 and HP Levels) with the AGF by the registration deadline of the competition they wish to attend. To upgrade to competitive status, please fill out the Upgrade Forms (www.abgym.ab.ca/membership/Registration).

Declaration and Competitive Level

Entering the CCP competitive categories and transitioning between the levels are defined in the USA WDP Manual. Alberta is not currently implementing Mobility Scores as outlined in the USA WDP Manual. However, coaches are encouraged to use the Mobility Scores as a guideline to determine the competitive levels for their athletes.

In years when Alberta Winter Games takes place, it may impact some athlete's declaration. Trials to Alberta Winter Games is not a declaration competition and have no impact on an athlete's competitive level for the remainder of the season unless the athlete qualifies to their Zone team to attend Alberta Winter Games. Athletes who qualify to their Zone team will have declared their level for the competitive season (they cannot move to Xcel).

Exception: In the situation where a Zone does not meet the composition requirements for the level 7 team, a Zone may fill their level 7 team with athletes from level 6. Those athletes may then return to level 6 for the remainder of the season, as long as this is declared to the WP Manager at the time of registration for Trials to AWG.

Once an athlete's level is declared, following the process outlined above, she may move up one level within the competitive season. She may not move up more than one level and she may not move down or laterally. Athletes are only able to compete in one Alberta Championships per season.

Levels 6-7 athletes will declare their competitive level through registration at Provincials if or by being named to an Alberta Winter Games Zone team.

Levels 8 athletes will declare their competitive level through registration at Trials to Western Canadian Championships (or Provincial Championships)

Levels 9-10 athletes will declare their competitive level through registration to their first Trials to Canadian Championships

Registration and participation in National Stream Training Camps does not commit athletes to declare to the National Stream.

Meet Entry Fee Refund Policy

- 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 Coordinator may request additional information up to and including a medical doctor's certificate).
- Payment for a competition must be received no later than 7 days prior (prior to the final draws) to the start of the AGF event or clubs will automatically be removed from the event.

Competition Format

		Option 1 – One set of equipment	Option 2 – Two sets of equipment, two panels of judges per event.
Maximum number of competitors per session:	Compulsory/Xcel Br/Sil/Go	56	96
	Levels 6 and 7/Xcel PI	48	80
	Levels 8 – 10/Xcel Di+	40	64

Competition Schedule

The competition schedule for all AGF Sanctioned events will be determined by the AGF Technical Director, WP Manager, the WPC and the host based on registrations.

There will be a mandatory 30-minute break between sessions for the judges at all sanctioned events.

Equipment Specifications for CCP 1-10

Alberta will follow the GymCan document "Equipment Specification and Measurements Procedures", and will follow the Canadian Women's Provincial Program directives, and the WDP Rules and Policies Document regarding equipment.

Alberta allows an extra 20cm mat for uneven bar dismounts in the province. This will not be allowed at Trials to Westerns or Trials to Canadians.

Competitive order

The competitive order is distributed to all registered clubs at least seven (7) days prior to the competition. Changes can be made up to 5 days prior to the competition. The final draw will be distributed to all registered clubs 5 days prior to the competition.

The draw for competitions and rotation order for all AGF Sanctioned Competitions will be completed at the AGF office after the competition registration deadline. The draw will follow the guidelines in the WPTH. For Trials and qualification events, the draw will try to follow the main event draw guidelines if possible.

To complete the draw, the clubs with the highest number of athletes will be randomly placed in events first. Clubs with smaller teams will be placed in events until all the teams have been placed. If a club must be split into two different rotations because they have more athletes than the maximum number to evenly split the groups or they have athletes in more than one competitive level, they will be placed on Vault and Beam or Bars and Floor.

Groups of 8 or more athletes will be split for warm-up and will rotate as sub-groups.

The order of passage of the athletes will drop one athlete on each event within the sub-group.

Warm-up

Warm-up will follow the CCP Manual recommendations, or the HP Manual recommendations based on the level of competition. For detailed information please refer to the 2024-2025 manuals.

Inquiries

Coaches wishing to inquire about their gymnast's start value and neutral deductions may do so by approaching the event head judge at the conclusion of the event rotation. Please refer to Appendix 6 for guidelines and expectations for coach/judge interaction.

Appeals

Levels 1 – 7:

No appeals will be allowed at levels 1 – 7.

Levels 8 – 10:

A coach wishing to appeal the start value must do so in writing within fifteen (15) minutes of the conclusion of the event rotation. The appeal with a fee of \$60.00 must be presented to the Competition Head Judge (see Appendix 10 - Appeal Form). If the appeal is granted, the fee is returned to the coach. If the appeal is denied, the fee is remitted to the AGF.

The jury of appeal will be composed of the Competition Head Judge, the Event Head Judge, and, if requested by the Competition Head Judge or the Event Head Judge, the panel judges. If judges receive an appeal, they must include a written explanation of their decision with regards to the content on the enclosed appeal form. Only the issues described on the appeal form will be addressed in the appeal process.

Tie breaking

All-Around

The tie breaking procedure will only be applied when athletes are vying for a spot on the Team or where a Games rules and regulations do not allow ties (i.e. Alberta Winter Games).

The following procedure to break All-Around ties shall be followed:

- The gymnast with the highest event score receives the award for the tied place.
- If the gymnasts are still tied, then the gymnast with the second highest individual event score receives the award for the tied place.
- If the gymnasts are still tied, then the gymnast with the third highest individual event score receives the award for the tied place.
- If the gymnasts are still tied, then the flip of a coin (in the presence of both coaches) will break the tie for the award.

Apparatus Final

In the event where two or more athletes are tied for a spot to compete in the Apparatus Final session, all tied athletes will proceed to the Apparatus final competition.

If two athletes are tied in the final results of the Apparatus Final, the athlete with the highest start value or D-Score will be placed ahead of the other tied athlete. If the gymnasts are still tied, then the flip of a coin (in the presence of both coaches) will break the tie for the award.

Meet Results

There will be a results verification period between the conclusion of the competition and commencement of Awards. Coaches will have the chance to verify results and address any discrepancies at that time. Judges must remain in the competition venue during this Verification Period. After the verification period has ended, no changes can be made to results.

Coaching Programs Available in Alberta

Numerous programs, teaching and coaching aids are available to all clubs and coaches who are members of the AGF. These programs are widely accepted in the gymnastics community throughout Alberta, as well as in 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 Certificate Program (NCCP)

The NCCP is a program designed to train and upgrade coaches in a high-quality educational format. Please refer to the AGF website at www.abgym.ab.ca for more information or contact the NCCP Coordinator at the AGF office at education@abgym.ab.ca

AGF Coaching Certification Requirements

AGF requires all Head Coaches or Program Directors of competitive clubs to be NCCP C2 Certified or higher in Artistic Gymnastics.

For a full list of certifications and to know what level you are certified to coach, please see the NCCP Coaching Summary in Appendix 2.

For information pertaining to the Coach in Training Program (CIT), please contact the AGF office by emailing education@abgym.ab.ca. Alberta labour laws for adolescent minors must also be followed.

Additional Insurance Requirements

Recreational trampoline use is permitted if a minimum Gymnastics Foundations Trampoline certified coach who is at least 18 years old is supervising. Coaches must coach within the scope of what they have been formally trained. (ie. A coach must be C1 Artistic/Level 2 Trampoline certified to independently coach inversions on the trampoline).

Respect-in-Sport

All AGF member coaches must be certified in the “Respect-in-Sport” Program within sixty (60) days of their employment. There will be no “grand-fathering” of this course. All coaches, managers, and Chef-de-Missions named to the Alberta Team must be “Respect-in-Sport” certified and possess Standard First Aid and CPR. Please see Section 20.1.3 AGF Policies and Procedures Manual.

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.

Coaching Requirements for Sanctioned Competitions

Please refer to the competition list for specific coaching certification requirements for AGF sanctioned events (pages 14-19).

Selected Alberta Delegation Members

For AGF Funded travels the most economical method of transportation, including en route meals and accommodation will be used.

All Alberta coaches (team and independent) must stay in the same residence or hotel as the Alberta delegation (coaches, athletes, managers and chefs) unless otherwise assigned by AGF regardless if the competition is in our home province/city. Team coaches must travel with the gymnasts whom he or she is assigned to coach, unless the AGF Board of Directors or their designate approves alternate arrangements.

Since judges are not responsible for athletes, if the competition is in the judge's home city, a judge may choose to stay with the delegation or at home (food and parking costs will be reimbursed). All out of town judges, must stay with the Alberta Delegation or in the Officials accommodation.

AGF policies take precedence over GymCan/LOC, etc. policies.

AGF Team Uniform Policy applies to all AGF funded Team Alberta events.

The individual will assume cancellation costs incurred to the AGF due to notification from an individual less than four (4) weeks prior to departure unless medical or extenuating circumstances apply. The individual has the responsibility of providing adequate proof to their AGF Program Manager.

Cancellations after the event registration deadline will not be accepted.

Please refer to the AGF "Team Leaders Manual" for information pertaining to officials, athletes, coaches and managers.

Coaches

For additional detailed information pertaining to Team Coaches, refer to Appendix 5 "WAG Team Coaches Roles and Responsibilities" and to the "Team Leaders Manual".

The Team Coach(es):

- may only represent one discipline (eg WAG, MAG, Trampoline) at any given event.
- shall be at least 19 years of age.
- should have coached for a minimum of three (3) years at a competitive level.
- should be actively working with the club athletes who have been selected to the provincial delegation/team.
- to be named as a team coach it is highly recommended that they attend the Trial(s) event(s) involved in the team selection process.
- must agree to work with their assigned team athletes equally and fairly.
- are responsible for the overall supervision and management of the team's activities before, during and after the competition.
- are responsible for creating the competition order in the best interest of Team Alberta.
- are responsible for all provincial team athletes for the duration of the entire competition including all events the athletes will compete in.
- also has the authority to allow any personal coach on the competition floor or training gym, in accordance with the rules of the competition.

Required Certification

- Westerns – must be certified as per the current recommendations in the Western Canadian Championships' Policy Manual
- Canadian Championships and Canada Winter Games – must be C3 Certified
- Western Canadian Summer Games – Head Coach must be C3, Second Coach must be C2 certified

AGF through the Technical Director reserves the right to appoint a coach other than the club's recommended appointment in the interest of athlete safety. The WPC and the Technical Director must approve the selected Team Coaches within 10 days of Trials to Westerns for Westerns and by the end of the Canadians training camp for Canadian Championships.

Any club that has athletes representing Team Alberta at Westerns and/or Canadians, that does not have a team or HP coaching position, must send at least one coach at the correct level to the athlete to the training camp and competition. If the club does not already have a team coaching position or HP coaching position, the coach will attend as an individual coach on a cost share basis to the competition. All HP, team, and individual coaches must attend the entirety of the event. Any exceptions to this must be approved by the WPC.

For Team Alberta events, only Team coaches and the Technical Director will be allowed on the floor for the Team Competition. For warm-up, personal coaches are permitted floor access. A Team Coach may invite a personal coach to assist by tagging out at the coral under the supervision of the Technical Director. The number permitted coaches on the floor to follow the rules of the competition.

If an athlete is placed in a separate group from that of the provincial team athletes (i.e. Wild Card competitors at Western Championships) the athlete's personal coach will be allowed access to the floor for this competition in accordance with the rules of the competition.

For matters which relate to a concern involving a coach's or athlete's conduct as observed or reported by another coach, judge, manager, or athlete, the first point of contact should be the Technical Director. The Technical Director reserves the right to remove or replace the coach or athlete if they deem it necessary in the best interest of Team Alberta. In the instance that a Code of Conduct Violation Report Form is necessary, it should be sent to the AGF Executive Director and will be addressed accordingly.

<https://www.abgym.ab.ca/Safe-Sport/Report-a-Concern-or-Violation>

Any coach that has received a yellow card in a sanctioned event, shall not be eligible for any Team Coaching position for a period of one calendar year from that sanctioned event date (this does not exclude them from being an individual or HP coach). Any coach that has received a red card in a sanctioned event, shall not be eligible for any Team Alberta coaching position (Team, Individual, or HP) for two calendar years from that sanctioned event date.

Team Coach Selection Process

One (1) coach will be selected for teams of four (4) or less athletes.

Two (2) coaches will be selected for teams of five (5) or more athletes.

Team Coaches are selected based on a points system. Points allotted to clubs will correspond to the number of athletes that make up the official Alberta Team and will not include alternates, petitioned or invited athletes. The club/coach with the most points will qualify to name the Team Coach. Officially, a Team Coach is not named, until ratified by the WPC.

<u>Team Size: 7</u>	<u>Team Size: 6</u>	<u>Team Size: 5</u>	<u>Team Size: 4</u>
1 st Place – 7 points	1 st Place – 6 points	1 st Place – 5 points	1 st Place – 4 points
2 nd Place – 6 points	2 nd Place – 5 points	2 nd Place – 4 points	2 nd Place – 3 points
3 rd Place – 5 points	3 rd Place – 4 points	3 rd Place – 3 points	3 rd Place – 2 points
4 th Place – 4 points	4 th Place – 3 points	4 th Place – 2 points	4 th Place – 1 point
5 th Place – 3 points	5 th Place – 2 points	5 th Place – 1 point	
6 th Place – 2 points	6 th Place – 1 point		
7 th Place – 1 point			

If a gymnast withdraws from a provincial team before the competition and a replacement is a competitive member of another club, there is not a change of point allotment for the selection of the team coach from the original assignment of points. However, if as a result of a gymnast withdrawing, the Team Coach is left without a personal athlete on that team, the club with the next highest points would assign a new Team Coach.

Tie Breaking Procedure

If there is a tie in the number of points allotted to two clubs, the club/coach with the highest number of athletes on the team in question will qualify to select the Team Coach. In the event of a tie for points and athlete numbers, the club/coach with the athlete who received the highest all-around score will qualify to select the Team Coach.

HP Coaches

All HP Novice, Junior and Senior athletes attending Canadian Championships will each be allotted one (1) personal coach, to a maximum of two (2) coaches per club. The coach named as a High Performance (HP) coach attending Canadians must be named on the GymCan HP list.

Team Technical Leader

The AGF Technical Director will be assigned as the Team Technical Leader for Western Canadian Championships as well as Canadian Championships. The role of the person in this position is to provide leadership for the team coaches and managers. To facilitate communication and collaborative decision making. The Technical Director will have final say on decision making at these events.

Canadians Training Camp

All Alberta team athletes must verify routines on all four (4) events equal to or above the level of their qualifying routines at the Canadians Training Camp. If an athlete does verify a routine on all four (4) events successfully, they may be removed and replaced with the alternate at the discretion of the Alberta coaching delegation and the Technical Director. The Technical Director has final say on removing/replacing an athlete if the Alberta coaching delegation cannot come to a consensus.

Alcohol, Tobacco, and Cannabis

All Team AGF members will refrain from consuming alcohol, tobacco, or cannabis except for alcohol purchased and consumed in accordance with a license that permits consumption in a public place (i.e. open aired patio), a person must not, in a public place, consume alcohol or possess alcohol in an open container.

All Team AGF members who are of legal age (provincial legislation) will not consume alcohol, tobacco or cannabis in the presence or vicinity of minors. All AGF members are encouraged to take reasonable steps to manage the responsible consumption of alcoholic beverages in social situations associated with events and should make every attempt not to consume alcohol, tobacco, or cannabis in the presence of athletes.

Expense Claim Policy

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

Expense claims will be done on the appropriate form (Appendix 11) and signed by the individual making the claim. Requiring the staff to sign a claim on behalf of another person is undesirable. Original receipts are required when claiming an expense. The AGF Executive Director must approve all claims.

Expense claims must be submitted within 20 days following the completion date of the activity. Expense claims after this deadline will not be reimbursed. Expenses incurred within a given fiscal year must be claimed before June 30th of that year unless the AGF Executive Director grants an extension.

Expenses, which are not substantiated by receipts, will not be reimbursed, (with the exception of personal vehicle allowances). Expenses, which are beyond the stated maximum, will be reimbursed only to the maximum allowable claim.

Expense claims for courses, etc. must be authorized by the AGF WP Manager. Expense claims for judging must be authorized by the Assigned Alberta Head Judge who will submit them to the AGF WP Manager for authorization and processing.

Expense Claim Policy guidelines and details are listed on the back of the expense claim form (Appendix 11).

Funding for Athletes

Athlete Cost-Share

The AGF athlete cost-share for Western Canadian Championships and Canadian Championships will offset the following expenses:

- Travel and meal expenses for Alberta Team Coaches, Alberta assigned Judges and Mission Staff
- Team Alberta special attire (swag items)
- Accommodations
- Contingency
- On-site Transportation
- Registration fees

Travel and food expenses for athletes are not included in the cost-share.

AGF athlete cost-share does not include the Alberta team bodysuit or tracksuit for Western Canadian Championships or Canadian Championships.

Example Cost Share Chart:

WAG Teams	#s	Registration Fee \$	Accommodation \$	Meals \$	Contingency \$	SWAG \$	Van Rental \$	Mileage/Flight \$
Athletes								
Coaches								
Judges								
Chefs								
Managers								
Totals								

Athlete Cost-Share – Western Canadian Championships

AGF will be funding the level 8 athletes on a cost-share basis. The amount of funding available is determined by the AGF Budget.

Levels 9 and 10 athletes do not receive cost-share funding for Westerns as they are funded for Canadians.

After all expenses have been submitted, an invoice for the cost-share will be sent to each club.

Athlete Cost Share – Canadian Championships

All athletes attending Canadian Championships will receive partial funding determined by AGF Budget allocation. After all expenses have been submitted, an invoice for the cost-share will be sent to each club.

Aspire Program Funding

The Aspire funding will support the Youth and GEMS level athletes to attend a GymCan organized Aspire Camp which is held outside of the Province. Aspire athletes must apply for the funding before January 1st and June 1st. For application see Appendix 17. The funding available will be appropriately distributed between the qualified applicants.

HP Athlete Development Funding

Alberta Ambition exists to support the goals of the Strategic Plan as it pertains to the development of HP Programs and International Excellence in Women's Gymnastics. The purpose of this funding is to provide funds for quality educational and practical experiences that would assist the HP athletes to attain national Team status and foster a team building environment. Refer to Appendix 16 for full funding eligibility, criteria and requirements.

HP athletes (Novice, Junior, and Senior) can apply for funding (Appendix 16) to travel to an International event. Deadline for applications are January 1st and June 1st.

Athlete Enhancement Funding

The AGF enhancement funding rewards athletes in both the Olympic and Non-Olympic route for their exemplary accomplishments at the National and HP levels. Funds are divided between Performance and Core. For a detailed copy of the AGF enhancement funding document, please contact the AGF office.

Funding for Coaches

Coach Cost Share – Western Canadian Championships & Canadian Championships

All named Team Coaches will receive 100% funding for Western Canadian Championships and Canadian Championships. Each High Performance athlete is entitled to one fully funded coach at Canadian Championships, to a maximum of two coaches per club.

Any club that has athletes representing Team Alberta at Westerns and/or Canadians must send at least one coach to the training camp and competition. If the club does not already have a team coaching position or HP coaching position, the coach will attend as an individual coach on a cost share basis. All HP, team, and individual coaches must attend the entirety of the event. Any exceptions to this must be approved by the WPC.

Individual Coaches, registered by AGF and issued an accreditation, are still part of Team Alberta and have access to all services provided by AGF. These coaches are bound by the rules in the Team Coaching Manual, Team Leaders Manual and the WP Handbook.

For Western Canadian Championships, a coach of wild card athletes will be self funded to attend the event as calculated by AGF (not the cost share amount).

For Canadian Championships, a club can send an Individual Coach self-funded as calculated by AGF (not the cost share amount). Individual Coaches, registered by AGF and issued an accreditation, are still part of Team Alberta and have access to all services provided by AGF. These coaches are bound by the rules in the Team Coaching Manual, Team Leaders Manual and the WP Handbook.

Alberta Coaching Excellence (A.C.E.) Mentorship Program

To provide funds to assist potentially talent identified WAG coaches to attend quality educational and practical experiences, assisting with their development as it pertains to the development of Alberta coaching excellence, under the direct guidance of the WAG Technical Director within the A.C.E program. Please refer to Appendix 18 for full funding criteria and requirements. Applications for A.C.E. are due to the AGF office by January 1st and June 1st of each year and all applications will be reviewed by the WPC at the same time.

Coach Professional Development Funding

The purpose of this is to provide funds to HP and National coaches so they can attend quality educational and practical experiences, assist with their development as it pertains to the development of HP Programs and international excellence. Provincial level coaches are also encouraged to apply for funding and may be allocated funding depending on other applications. Please refer to Appendix 19 for full funding criteria and requirements. Applications for the Coach Professional Development Funding are due to the AGF office by January 1st and June 1st of each year and all applications will be reviewed by the WPC at the same time. The available funding will be distributed amongst the qualified applicants based on their expenses and the activities undertaken.

Coach Enhancement Funding

The AGF enhancement funding is a process which rewards athletes in both the Olympic and Non-Olympic route for their exemplary accomplishment at the National and HP level. Coaches obtain enhancement funding based on the performance of their athletes. For a detailed copy of the AGF enhancement funding document, please contact the AGF office.

Funding for Judges

The funding opportunities for judges are outlined in the Alberta Judges' Handbook. For a copy of the Alberta Judges' Handbook please contact the AGF office or view it online at www.abgym.ab.ca

Alberta Ranking list

An AGF WAG "Provincial Ranking List" will be compiled each year by July 30th (unless there is a competition that takes place in August, in which case, the rest of the list will be completed by July 30th and the remaining pieces will be added at the conclusion of the competition). This list will rank Alberta HP and National Stream athletes who competed nationally and internationally throughout the competitive season. The list will be based on the September 1st – August 31st competitive season.

Athletes will be ranked according to the number of points attained, based on Appendix 13. The list will be compiled by the AGF WP Manager and verified by the WPC. It will then be circulated to all personal coaches of the athletes included on the list to verify accuracy. Authority to make changes to the "Provincial Ranking List" will be done at the WPC level.

Annual Achievement and 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.

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.

Judges Recognition

The top three National and the top three Provincial WAG judges will be recognized by the WJC. They will not be recognized at the banquet.

AGF Service Recognition

AGF recognizes years of service in 5-year increments. Years of service are counted for: committee members, active judges, 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 and Elite Canada

- 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 in the top three (3) on an Apparatus Final at the Western Canadian Championships
- Athlete earned a Team Gold, Silver, or Bronze 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 (Appendix 13)
- Athlete attended Canada Winter Games for Team Alberta
- Athlete placed in the top three (3) on an event or in the All-Around at Elite Canada

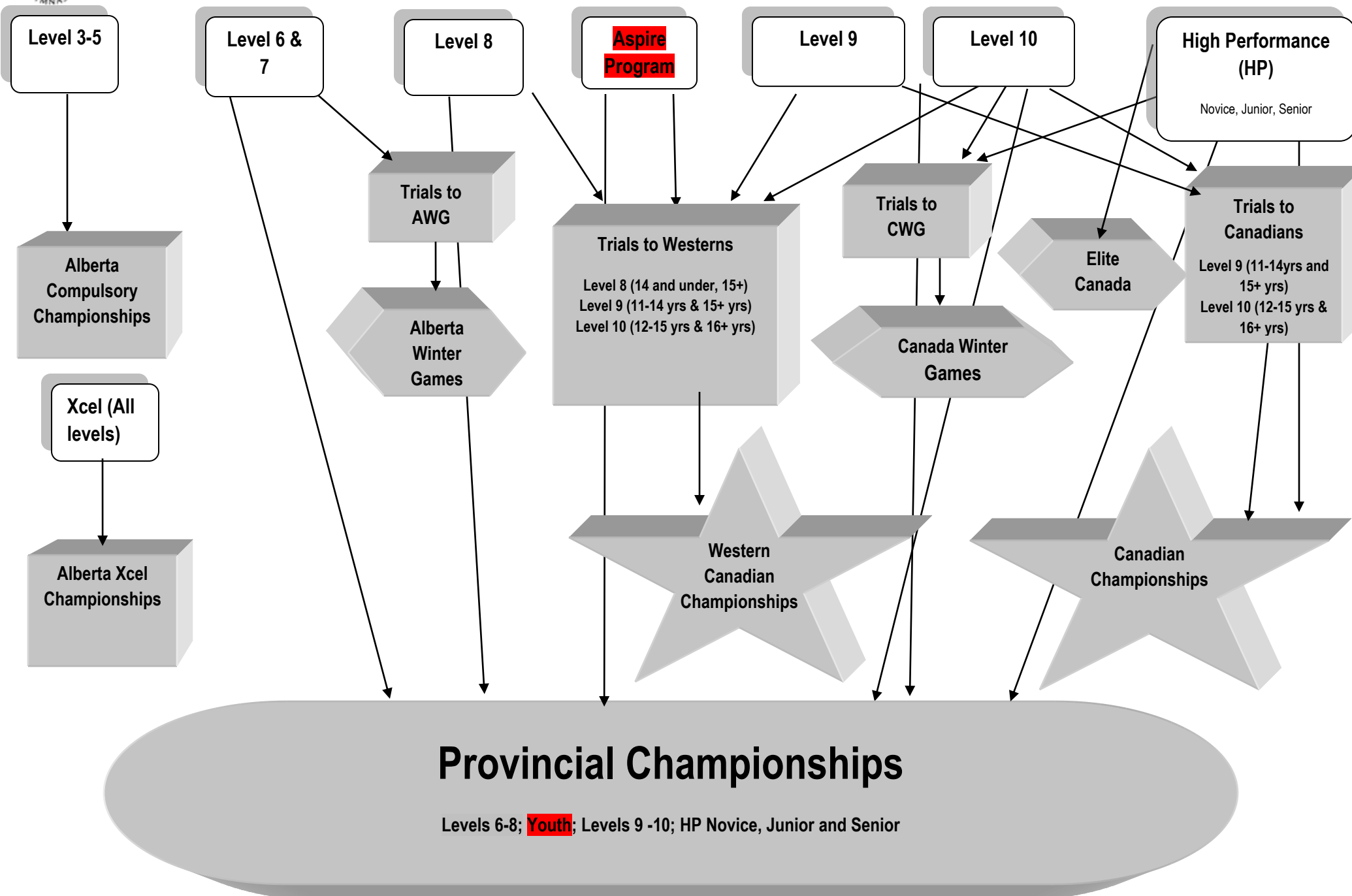
Provincial Achievement – For athletes whose category is eligible for Western Canadian Championships

- Athlete placed in the top three (3) All-Around at the Western Canadian Championships
- Athlete placed in the top three (3) on an Apparatus Final at the Western Canadian Championships
- Athlete earned a Team Gold medal at the Western Canadian Championships
- Athlete placed in the top three (3) All-Around at Arctic Winter Games
- Athlete placed in the top three (3) on an Apparatus Final at Arctic Winter Games
- Athlete earned a Team Gold medal at the Arctic Winter Games

Athlete Recognition

- All athletes who placed first All-Around at Provincial Championships, Compulsory Championships, and Xcel Championships in their respective level and age group will be sent a certificate for their achievement. These athletes would not be invited to the gala.

Appendices



Minimum coaching requirements for **Artistic Gymnastics** (applicable for all training and competitive environments)

- **Pre-Coach-in-Training: Pre-CIT, Gymnastics Foundations: GF, Competition Introduction: C1, Competition Introduction Advanced: C2, Competition Developmental: C3, Competition Developmental: C4, Making Ethical Decisions: MED**
- **Gymnastics for All: GFA, Women’s Artistic Gymnastics: WAG, Men’s Artistic Gymnastics: MAG**
- **All coaches must be Respect in Sport Certified and are encouraged to obtain Police and Child Welfare Checks.**

Coaching Status	PRE-CIT	GF Coach IN TRAINING	GF Artistic TRAINED	GF Artistic CERTIFIED	C1 Artistic TRAINED	C1 Artistic CERTIFIED	C2 Artistic TRAINED	C2 Artistic CERTIFIED	C3 Artistic TRAINED	C3 Artistic CERTIFIED	C4 Artistic CERTIFIED
Minimum Training Requirements	<ul style="list-style-type: none"> • 13 – 15 yrs. • Club directed program using the GymCan Pre-CIT Mentorship Manual and Workbook as a program guide. CLICK HERE • Mentorship program can take 1-2 yrs. 	<ul style="list-style-type: none"> • 15 yrs. + • Refers to coaches that have only completed GF Introduction and/or Theory course(s). 	<ul style="list-style-type: none"> • 15 yrs. + • Coaches who have COMPLETED: GF Theory + MED + GF Introduction + GF Sport Specific (Artistic and/or Active Start) 	<ul style="list-style-type: none"> • 16 yrs. + • Coaches who have COMPLETED: GF Theory + MED + GF Introduction + GF Sport Specific + GF Sport Specific Evaluation = CERTIFIED 	<ul style="list-style-type: none"> • 16 yrs. + • C1 Theory + MED + C1 Technical 	<ul style="list-style-type: none"> • 16 yrs. + • C1 Theory + MED + C1 Technical + Evaluation = CERTIFIED 	<ul style="list-style-type: none"> • 16 yrs. + • C2 Theory + MED + C2 Technical 	<ul style="list-style-type: none"> • 16 yrs. + • C2 Theory + MED + C2 Technical + Evaluation = CERTIFIED 	<ul style="list-style-type: none"> • 16 yrs. + • Competition Developmental Multi-Sport Theory + MED + C3 Technical 	<ul style="list-style-type: none"> • 16 yrs. + • Competition Developmental Multi-Sport Theory + MED + C3 Technical + Evaluation = CERTIFIED 	<ul style="list-style-type: none"> • 16 yrs. + • Advanced Coaching Diploma + C4 Technical + ACD Evaluation + Technical Evaluation = CERTIFIED
Roles and Responsibilities	<ul style="list-style-type: none"> • May act as an assistant coach under one-on-one direct supervision of a certified coach. • Supervisor must be 18 yrs. +, be GF Certified in the appropriate age and level of class; C1 technical is highly recommended • NO spotting of any skill or supervise a group 	<ul style="list-style-type: none"> • May act as an assistant coach under direct supervision of a certified coach. • Supervisor must be 18 yrs. +, be GF Certified. • NO spotting of any skill or supervise a group • MUST follow direction provided by their supervising coach. 	<ul style="list-style-type: none"> • May act as a coach or assistant under indirect supervision (within reasonable proximity – within eyesight of certified coach) • Supervisor must be 18 yrs. +, be GF Certified in the appropriate age and level of class; C1 technical is highly recommended 	<ul style="list-style-type: none"> • May supervise their own group • May act as a supervising coach to Pre-CIT or GF coach in training/trained. • CANNOT teach C1 skills or inverted skills with flight (flipping) 	<ul style="list-style-type: none"> • May act as a coach or assistant under indirect supervision (within reasonable proximity – within eyesight of C1 Certified coach and is 18 yrs. +) • May spot athletes performing NCCP C1 skills • NO spotting or teaching C2 and/or C3 NCCP skills • NO coaching beyond scope of training • CANNOT supervise GF Trained coaches unless is GF Certified. 	<ul style="list-style-type: none"> • May act as a supervising coach to C1 coaches in training/trained. 	<ul style="list-style-type: none"> • May act as a coach or assistant under indirect supervision (within reasonable proximity – within eyesight of C2 Certified coach) • May spot athletes performing NCCP C2 skills 	<ul style="list-style-type: none"> • May act as a supervising coach to C1 & C2 coaches in training/trained. 	<ul style="list-style-type: none"> • May act as a coach or assistant under indirect supervision (within reasonable proximity – within eyesight of C3 Certified coach) • May spot athletes performing NCCP C3 skills 	<ul style="list-style-type: none"> • May act as a supervising coach to C1 – C3 coaches in training/trained. 	<ul style="list-style-type: none"> • May act as a supervising coach to C1 – C4 coaches in training/trained • Requirement for International Competitions • May spot athletes performing NCCP C4 skills
Athlete Levels	<ul style="list-style-type: none"> • GFA programming • Athletes 3 – 10 yrs. 	<ul style="list-style-type: none"> • GFA programming • Athletes 3 yrs. + 	<ul style="list-style-type: none"> • GFA: <ul style="list-style-type: none"> ○ CANGYM Burgundy – Purple ○ Only Active Start Trained coaches can work with athletes 0 – 5 yrs. • Pre-Competitive: <ul style="list-style-type: none"> ○ WAG CCP 1-2 ○ MAG P1 	<ul style="list-style-type: none"> • GFA: <ul style="list-style-type: none"> ○ CANGYM Burgundy – Purple ○ Only Active Start Trained coaches can work with athletes 0 – 5 yrs. • Pre-Competitive: <ul style="list-style-type: none"> ○ WAG CCP 1-2 ○ MAG P1 	<ul style="list-style-type: none"> • GFA: <ul style="list-style-type: none"> ○ CANGYM Burgundy – Yellow ○ Only Active Start Trained coaches can work with athletes 0 – 5 yrs. • Pre-Competitive: <ul style="list-style-type: none"> ○ WAG CCP 1-2 ○ MAG P1 • Competitive: <ul style="list-style-type: none"> ○ WAG CCP 3-6 ○ MAG P2, P3 	<ul style="list-style-type: none"> • GFA: <ul style="list-style-type: none"> ○ CANGYM Burgundy – Yellow ○ Only Active Start Trained coaches can work with athletes 0 – 5 yrs. • Pre-Competitive: <ul style="list-style-type: none"> ○ WAG CCP 1-2 ○ MAG P1 • Competitive: <ul style="list-style-type: none"> ○ WAG CCP 3-6 ○ MAG P2, P3, 	<ul style="list-style-type: none"> • GFA: <ul style="list-style-type: none"> ○ CANGYM Burgundy – Gold ○ Only Active Start Trained coaches can work with athletes 0 – 5 yrs. • Pre-Competitive: <ul style="list-style-type: none"> ○ WAG CCP 1-2 ○ MAG P1 • Competitive: <ul style="list-style-type: none"> ○ WAG CCP 3-8 & Aspire ○ MAG P2-P5, Aspire, Senior, Senior Next Gen & Open 	<ul style="list-style-type: none"> • GFA: <ul style="list-style-type: none"> ○ CANGYM Burgundy – Gold ○ Only Active Start Trained coaches can work with athletes 0 – 5 yrs. • Pre-Competitive: <ul style="list-style-type: none"> ○ WAG CCP 1-2 ○ MAG P1 • Competitive: <ul style="list-style-type: none"> ○ WAG CCP 3-8 & Aspire ○ MAG P2-P5, Aspire, Senior, Senior Next Gen & Open 	<ul style="list-style-type: none"> • GFA: <ul style="list-style-type: none"> ○ CANGYM Burgundy – Gold ○ Only Active Start Trained coaches can work with athletes 0 – 5 yrs. • Pre-Competitive: <ul style="list-style-type: none"> ○ WAG CCP 1-2 ○ MAG P1 • Competitive: <ul style="list-style-type: none"> ○ WAG CCP 3-8 & Aspire ○ MAG P2-P5, Aspire, Senior, Senior Next Gen & Open 	<ul style="list-style-type: none"> • All Levels 	<ul style="list-style-type: none"> • All Levels



ALBERTA GYMNASTICS FEDERATION (AGF) TEAM UNIFORM POLICY

COMPETITIONS – TEAM ALBERTA

While representing Team Alberta at; Western Canadian Championships, Western Canada Cup, 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, also the Alberta team body suit/singlet is part of the official uniform and must be worn at training and competitions.

WAG Athletes:

Alberta athletes named to a current GCG National Team may wear official GCG competition attire (track suit/body suit/singlet) at Western Canadian Championships, Western Canada Cup and Canadian Championships. National Team Members must wear the Alberta Team uniform on day 1 of competition at the Canadian Championships. National Team uniforms must be worn on day 2 of competition at the Canadian Championships.

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 colors; white, navy blue or grey. They must be plain in design and free of any club identification (designs, logos or sayings). Excluded items include: hats, shorts, jean, midriff tank tops, ripped or torn clothing.

OFF COMPETITION SITE:

For safety and security reasons when using transportation to/from Western Canadian Championships, Western Canada Cup, 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 GCG 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.

NOTE

Religious attire

See AGF Policies and Procedures for clarification in regard to religious attire in gymnastics settings.

Current FIG Code of Points and applicable human rights legislation, shall preside over all competitive activities in Canada. Please refer to the appropriate FIG/GCG policy and procedures for all competitive related scenarios.



ALBERTA GYMNASTICS FEDERATION ELECTIONS

WOMEN'S PROGRAM COORDINATOR SHALL BE RESPONSIBLE:

- To advertise vacant and /or positions on the committees that are up for election at the next Women's Program Assembly meeting;
- To ensure as full a slate as possible is presented to the Women's 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 WAG ASSEMBLY:

- At least thirty (30) days in advance of the Assembly meeting, the WP Coordinator shall forward a request for nominations to the members.
- Members shall forward their nominations to the WP 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 seven (7) days in advance of the Assembly meeting. This will include the nominee's resume if applicable.

ELECTION PROCEDURES

The Elections will be held at the end of the business portions of the Assembly Meeting (or when applicable).

Nominations

- Nominations will NOT be accepted from the floor at the time of the AGM/Assemblies. If there are sufficient nominees received prior to the deadline, the nominees will be acclaimed. However, if there are more nominees than positions, an election will occur. As such, regardless of the number of positions available, nominations received by the deadline will automatically be acclaimed unless there are more nominees than positions which would then require an election. 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 Assembly 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

- Voting will be by closed ballot.
- Shall be conducted in accordance with Bylaw 6 Meetings of Members, section 9 Votes
- For Technical Committee positions and/or vacancies, the candidates receiving the highest number of votes shall be elected. If a tie occurs, additional ballots shall be cast until one candidate receives 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 Women’s Program Committee from the floor of the Assembly meeting.”**

The Women's Program Coordinator 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 WP Coordinator will read the results.

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

MOTION: **“To destroy all ballots.”**



ALBERTA GYMNASTICS FEDERATION

Women's Program Committee

Nomination Form

Position – High Performance Representative

Nominee _____

Nominator _____

Nominator's Signature

Date

Statement of Agreement

I HEREBY AGREE TO ALLOW MY NAME TO STAND FOR THE POSITION OF HIGH PERFORMANCE REPRESENTATIVE

Nominee's Signature

Date



ALBERTA GYMNASTICS FEDERATION

Women's Program Committee

Nomination Form

Position – Canadians Representative

Nominee _____

Nominator _____

Nominator's Signature Date

Statement of Agreement

I HEREBY AGREE TO ALLOW MY NAME TO STAND FOR THE POSITION OF CANADIANS REPRESENTATIVE

Nominee's Signature

Date



ALBERTA GYMNASTICS FEDERATION

Women's Program Committee

Nomination Form

Position – Westerns Representative

Nominee

Nominator

Nominator's Signature

Date

Statement of Agreement

I HEREBY AGREE TO ALLOW MY NAME TO STAND FOR THE POSITION OF WESTERNS REPRESENTATIVE

Nominee's Signature

Date



ALBERTA GYMNASTICS FEDERATION

Women's Program Committee

Nomination Form

Position – Zones/Provincials Representative

Nominee _____

Nominator _____

Nominator's Signature Date

Statement of Agreement

I HEREBY AGREE TO ALLOW MY NAME TO STAND FOR THE POSITION OF ZONES/PROVINCIALS REPRESENTATIVE

Nominee's Signature

Date



ALBERTA GYMNASTICS FEDERATION

Women's Program Committee

Nomination Form

Position – Chairperson

Nominee

Nominator

Nominator's Signature

Date

Statement of Agreement

I HEREBY AGREE TO ALLOW MY NAME TO STAND FOR THE POSITION OF WAG PROGRAM COMMITTEE
CHAIRPERSON

Nominee's Signature

Date

ROLES AND RESPONSIBILITIES FOR ALBERTA WAG DELEGATION COACHES AT AGF ASSIGNED EVENTS

This document is a WAG Appendix to addition to the AGF's All Disciplines Team Coach Manual. It is presented in the form of an Agreement. Each Personal and Team Coach must read and agree prior to attending the event for which they were selected. The Roles and Responsibilities outlined in this document are meant to be followed by **all** Coaches who are going to be part of the Alberta WAG Delegation Personnel.

DEFINITIONS:

First-Ranked Team Coach:

Refers to the AGF ratified individual who has been named as first Coach for a particular Alberta Team.

Team Coach(es):

Refers to all of the AGF ratified individuals who have been named as Coaches for a sanctioned Alberta Team.

Personal Coach(es):

Refers to any other coach who has a ratified athlete on the Alberta Delegation (competing as a member of the team or as an individual) and who is not one of the Team Coaches.

Delegation Personnel:

Refers to any individual who has been assigned duties to be performed on behalf of the Alberta Delegation at the event in question (All Team Coaches, Personal Coaches, Managers, Chaperones, Medical staff, Chef de Mission or other Head of Delegation, AGF Staff or designate).

Alberta Gymnastics Federation Staff:

Refers to any employee of the Alberta Gymnastics Federation who has been assigned to the event in question, either in person or by authority.

Individual Athlete:

Refers to a ratified athlete on the Alberta Delegation, who is representing Alberta as an individual and whose performances/scores will not count towards the Team Alberta standings at the event in question. *(Note: This athlete was often MISTAKENLY called "Independent" in past years. It is also understood that the status of an athlete can change prior to the event if there is an athlete substitution under the allowed rules).*

Team Athlete:

Refers to a ratified athlete on the Alberta Delegation, who is representing Alberta as a Team Alberta member and whose performances/scores will count towards the Team Alberta standings at the event in question. *(Note: It is also understood that the status of an athlete can change prior to the event if there is an athlete substitution under the allowed rules).*

A) Role of Team Coaches

- Team Coaches act as advocates for the athletes they represent and for whom they are responsible.
- The primary function of the assigned Team Coaches is to prepare the athletes technically, mentally and physically for competition and to provide guidance and technical support to the athletes during training and competition.
- The Team Coaches are responsible for the Creation, Implementation, and Evaluation (report) of the **Team Preparation Plan**, which must be provided to AGF before the required deadlines (as established each year by the Women's Program Coordinator).
- Team Coaches are expected to represent the Alberta team at all Technical Meetings, and to communicate all the information arising from those meetings to the rest of the delegation, or as is required. They are required to behave in accordance with the AGF Team Coach Manual.
- Team Coaches also assist the Team Managers and Chaperones in the planning of all activities and timetables at the event.

Note: A formal meeting between Team Coaches, Personal Coaches, and the assigned Managers should happen before the large Delegation Meeting usually held on site at large events.

B) Team Management Procedures and Guidelines

- The Team Coaches, Managers, and Chaperones must travel with the Team to and from the event, unless otherwise specified or authorized by the Alberta Gymnastics Federation.
- The Team Coaches are responsible for the overall Planning and Implementation of the Team's activities before, during (*) and after the competition. Those duties are performed in close collaboration with the Alberta Gymnastics Federation's assigned staff and the Alberta Delegation personnel.
() This refers to the moment of departure to the event, until the moment of return from the event, unless specified otherwise*
- The on-site application of the Team Rules and Regulations is the responsibility of the Team Coaches, unless specified otherwise by AGF. Those duties are performed in close collaboration with the A.G.F. assigned staff and the Alberta delegation personnel.
NOTE: It is the responsibility of any delegation member to report incidents (which may require further attention) to the appropriate Head of Delegation (Manager, Chef de Mission or other), in accordance to the Authority Flow Chart in effect at the time of the event.
- The Team Coaches are responsible for scheduling all Team Meetings, and must advise the Chef de mission and Team Managers. At competitions where there is a multi-level representation, meetings may be called by the Delegation Managers, according to the authority conferred to them by the Alberta Gymnastics Federation.
- Team Coaches must attend the Opening and Closing Ceremonies, unless otherwise exempted.

C) Decision-making Process (for all Technical Team Issues)

- For Athlete-specific and Team-specific decisions (see list below), the Team Coaches will first attempt (when possible) to consult with the concerned athlete's Personal Coach(es). After this consultation, the Team Coaches will then discuss the matter further (when possible) in order to come to a decision. In the event where a discussion is impossible or an agreement is not reached between the Team Coaches, the final decision will rest with the First-Ranked Team Coach.

Areas of Athlete and Team related decisions:

- Athlete substitution prior to the event (team line-up);
 - Athlete Routine Content & A-score;
 - Competition Order;
 - Inquiries, protests and appeals;
 - Medical treatment and health management issues;
 - Personal Coach presence and roles, before and during the event;
 - Other on-site contingencies;
- The Team Coaches must give priority to their assigned Team coaching responsibilities/duties over coaching their own personal athlete(s) on the Team. Conversely, Personal Coaches must give priority to the Team over their personal athlete(s).

D) Task Checklist

Prior to the Departure for an Event

- The first-ranked Team Coach will consult with the other Team Coach about the Team Preparation Plan, to include:
 - Specific training & competitive goals and strategies;
 - Team training schedules (for all camps and for on-site trainings);
 - Technical content of all training sessions and competition warm-ups (expected workloads);
 - Team meeting agendas;
 - Tentative competition orders (for use at training sessions and competition);
 - Specific team rules (curfew, accommodation arrangements, attire, etc.);

Note: The Preparation Plan must be submitted to the Women's Program Coordinator, and distributed to the Personal Coaches within two (2) weeks after the Trials. The Plan is not intended to cover all possible contingencies and it can be modified by the Team Coaches (using the above-mentioned process) to best deal with circumstances, which arise prior or during competitions.

- The first-ranked Team Coach prepares the final version of the Team Preparation Plan for distribution to all the Personal Coaches.
- In order to draft up the Team Preparation Plan, the first-ranked Team Coach must collect the following information from each Team Member's Personal Coach:
 - Planned routine content & projected D-score (for all apparatus) and projected changes (if any);
 - Health-related information and general preparation status;
 - Current state of physical and psychological preparation;
 - Any other athlete-specific information (for example, spotting needs);
 - Floor routine music

Note: It is the mutual obligation of the Team Coaches to freely and duly exchange all the athlete-related technical information prior and during an event (for example, athlete health-related matters). It is also the obligation of all Personal Coaches to freely and duly provide the

Team Coaches with any piece of information on their athlete(s) which may affect their preparation and performance (health, psychological and technical preparedness).

- If and when possible, the Team Coaches must consult with judges in regard to the Team Members' technical content on each event.

Note: This consultation is strictly for the purposes of accessing judging-specific information on the Team members expected routine content. Under no circumstances will Team Coaches advocate anything else but a fair assessment of their athletes' routines.

On-site: prior to the Event

- The Team Coaches implement the Team Preparation Plan.

Note: The Competition Order for any event will take all of the following into consideration:

- Most recent competitive performances
- Most recent health status of each athlete
- Trials Results
- Recent psychological pre-dispositions
- Technical preparedness on each event
- Overall quality of recent preparation
- Team strategies established in order to achieve Team and individual goals

The final decision rests with the first-ranked Team Coach, after due consultation with the other Team Coach.

- The Team Coaches must attend all official Technical Coaches meetings.
- The Team Coaches are to obtain all the latest Technical Information distributed by either A.G.F., GCG, or the Organizing Committee.

After an Event

- The first-ranked Team Coach will submit a written report to the Alberta Gymnastics Federation office and to the Women's Program Committee within thirty (30) days of the end of the competition. This Post Event Report template is found at the back of this document

Note: This report shall review all the items of the Preparation Plan and include recommendations to be reviewed by the process in place at the time.

ALBERTA WAG PREPARATION PLAN

Team Rules (according in part to the AGF Team Coaches Manual & AGF Uniform Policy):

1. Meals will be scheduled and as much as possible eaten together.
2. In order to project a proper Alberta Team Image, the following dress code must be respected:

Training:

- Official Alberta tracksuit and leotard, sweatpants and individual bodysuit or any other official Alberta gear specified. Tights will be allowed on a case-by-case basis.
- Coaches: any official Alberta Team Clothing, unless specifically determined for a particular event.

Competition:

- Official Alberta tracksuit and leotard. No t-shirts for general or event warm-up. Tights will be allowed on a case-by-case basis decided by primary team coach
- Coaches: official Alberta tracksuit or other specifically approved Team Alberta clothing.

Other:

- Official Alberta gear at all Official functions, unless specified otherwise.
 - No improper training/competition items such as ripped t-shirts/boxer shorts/two-piece bodysuits/visible undergarments. All clothing items must be worn in a neat and tidy fashion at all times
3. An overall Daily Team schedule will be posted every day, indicating the meal schedule/training schedule/social activities/competition schedule/other pertinent information.
 4. All the official Team information will be communicated to the athletes by the Team Coaches, as it is obtained.
 5. All special requests **MUST** be directed to the Team Coaches and to the Managers/Chaperones.
 6. Emphasis will be put on being on time as it is important when moving around as a group.
 7. All team members are expected to behave as mature individuals.
 8. All team Members **MUST** stay with the rest of the team at all times (with a Team Coach), unless pre-approved.
 9. Curfews for the athletes are as per the AGF policies in place and in effect at the time of the event. These curfews may be extended, due to special events and circumstances, following approval from the Team Coaches and/or Managers and Chaperones.

Curfew for the 11-12 yr. old athletes:

9:15PM in rooms, 9:30PM lights out, 9:45PM silence.

Curfew for the 13 + yr. old athletes:

9:45PM in rooms, 10:00PM lights out, 10:15PM silence.

PREPARATION WAG PLAN

Prepared by: _____

Last Update on: _____

Selected Athletes:

Alternate Athletes:

Selected Coaches:

A) Primary Team Goal:

To finish in the top _____ teams.

Will require an average of _____ from each of the best athletes on each event.

B) Secondary Goals:

To qualify _____ athletes in the top _____ of the final Team standings.

Will require an all-around total of at least/approximately _____ points (approximately _____ pts average.)

To qualify at least _____ different gymnasts for the Event Finals.

Will require an event score of over _____ on vault/ _____ on bars/ _____ on beam and _____ on floor,

To medal on _____ event in Event Finals.

Will require an event score of over _____ on vault/ _____ on bars/ _____ on beam/ _____ on floor.

C) Other Goals:

ALBERTA WAG PREPARATION PLAN

Team Objectives (To be reviewed after the Training camp by the Coaches/ These objectives do not necessarily need to be shared with the athletes):

To score _____ on **vault**. Requires an average of _____ from the top _____ athletes.

To score _____ on **bars**. Requires an average of _____ from the top _____ athletes.

To score _____ on **beam**. Requires an average of _____ from the top _____ athletes.

To score _____ on **floor**. Requires an average of _____ from the top _____ athletes.

To score a TEAM TOTAL of _____ Requires contributing scores averaging _____

Team Strategies (To be reviewed after the Training camp by the Coaches/ These objectives do not necessarily need to be shared with the athletes):

To strategically position/support the athletes most likely to contribute on each event.

This will require on-site analysis of athlete preparedness/performance at training and of most recent competitive results, as well as judges' assessment (if available).

To include elements/connections which have a high success rate on each apparatus.

This will require on-site analysis of athlete preparedness/performance at training and of most recent competitive results, as well as judges' assessment (if available).

To focus on quality of execution, rather than on high risk (low success rate) elements.

This will require a strategic focus on stuck landings on all events (potential for _____ full points on team total if all landings by top athletes are stuck. Will also require the following strategic focus:

1. _____

2. _____

3. _____

4. _____

5. _____

ALBERTA WAG PREPARATION PLAN

Activity #1: **Training Camp**

Location: _____

Date: _____

Attending Athletes:

Attending Coaches:

Attending Judges:

SAMPLE

DATE:	Presented by	Location
--------------	--------------	----------

7:30 PM - 9:00 PM:	Team Preparation Plan Meeting - (Camp #1 content & expectations) <i>Review with Coaches</i>
--------------------	---------------------------------------------------------------------------------------------------

DATE:

8:00am - 10:00 am:	Training session #1 -Physical Preparation Program <i>Conducted by</i>
--------------------	---------------------------------------------------------------------------------

10:30 am - 11:30am:	Team Meeting-Review of Preparation Plan With Athletes & Coaches (Camp)
---------------------	---------------------------------------------------------------------------

11:30am - 13:30PM:	Lunch (Athletes/Coaches)
--------------------	--------------------------

2:00PM - 5:30PM:	Open Training session <i>Conducted by Team and Personal Coaches</i>
------------------	-------------------------------------------------------------------------------

5:45PM:	Return to billets
---------	-------------------

6:00PM - 6:30PM:	Review of training (Wrap-up with Coaches)
------------------	----------------------------------------------

DATE:

8:00 am - 8:45am:	Team Preparation Plan Review (if necessary) With Coaches
-------------------	-------------------------------------------------------------

9:00 am - 1:00PM:	Team Mock Meet / Training session Conducted by Team Coaches and Personal coaches
-------------------	--------------------------------------------------------------------------------------------

1:15PM	Team Meeting-Review of Preparation Plan (if necessary) With Athletes & Coaches
--------	-----------------------------------------------------------------------------------

2:00PM	<i>End of Camp/ Departure</i>
--------	-------------------------------

ALBERTA WAG PREPARATION PLAN

Meeting Details:

Date: _____
 Time: _____
 Location: _____

Meeting Agenda:

1. Review of the Training Camp Schedule

2. Review of the Training Camp Objectives

ACTION: To identify the level of current preparedness of the team; by identifying the state of health, physical conditioning, psychological pre-dispositions, team spirit (the notion of team captain/team cheer or leader for Team warm-up), and individual issues.

ACTION: To identify the areas where improvements in quality/difficulty are possible between now and Competition, through the analysis of each athlete's D-score on each apparatus.

ACTION: To discuss the needs of all athletes (psychological, technical). i.e., Spotting on any event, key words, personality aspects to take into consideration/activation required, issue of length of time before competition and the individual training needs onsite.

3. Review of the Training Camp format/content/expectations

a. Team Warm-up

ACTION: To identify the Alberta Team Warm-up/Leader: _____

b. Saturday Training Format:

Open training (in one group; approx. 45 min/event)

c. Sunday Team Mock Meet:

_____min. warm-up/event; 3 beams/ 2 floors/ 3 vaults/ 3 bars (Judged if possible/scores not flashed)

d. Adapted Environment and Equipment set-up, and spotting for both days

Vault: On somewhat hard landing over pit; Bars: 8-inch crash mats OK; spotting OK
 Beam: 8-inch crash mats OK & beam pads OK; Floor: Sting mats OK; spotting OK

4. Review of the Competition Schedule and Details

ACTION: To review the following:

- e. Travel schedule and expectations
- f. Training schedule
- g. Competition schedule "draw"
- h. Rooming list
- i. Expectations and outlined procedures for the use of the Alternate; Injury or acute incapacity to perform competition routines, due to lack of preparation and or illness.
 Max. deadline for allowable athlete changes: _____
- j. Team rules (Please refer to the attached document)
- k. Floor Music Procedures; all athletes should provide three (3) copies of their floor music. Two copies will be provided to the Team Coach/Team Manager; one of which will be kept separately and the third copy will be kept by the gymnast. The Coach/Manager's copy will be the one used as the official competition copy.
- l. Bar Grip Procedures; those athletes wearing grips will be required to have one pair for competition AND one "ready-to-use/broken in" pair in a grip bag w/ name of gymnast to be given to the Team Coach PRIOR to the Team competition.

5. Review of the Organizational details potentially affecting our Team:

ACTION: To review the following:

- a. Arrival time
- b. Training times
- c. Communication



GUIDELINES FOR COACHES AND OFFICIALS

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

The Key word here is: **W - A - T - C - H**

W

is for wait until the rotation is over before approaching the Chief-Judge with your clarification questions; complaints should be addressed to the competition Head-Judge (Coach)

is for wait until the gymnast has finished her routine before cheering or signaling or shouting (Coach)

is wait until the coach has stated his/her case or question before answering (Judge)

A

is for ask questions pertinent to your gymnast only (Coach)

is for ask in a calm manner (Coach)

is for answer questions completely, knowledgeably and in a calm manner (Judge)

T

is for taking care not to obstruct the view of the judges while moving the board or while spotting (Coach)

is for taking advice from judges on execution and combination (Coach)

is for taking advice from coaches on technique and combination (Judge)

C

is for the Codes: know them well

- The GCG Code of Ethics
- The FIG Code of Points, JO Code of Points and the CJO Manual
- The GCG Code Supplement

is for checking your information before making a statement, a request, or a complaint.

is for compromise if necessary so that a solution to a problem can be developed and everyone will benefit in the long term.

H

is for honor: honor the Code of Ethics

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

Coach Certification Exemption Request Form	
Name:	Date:
Address:	
Phone:	Email:
Birthdate:	Level that you are asking for exemption:
Age:	
Submission Deadline: One (1) month before competition date	
To what competition are you applying for exemption? Provincials <input type="checkbox"/> Westerns <input type="checkbox"/> Canadians	
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:	

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 Coordinator 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
 #170, 550 71 Ave SE
 Calgary, AB T2H 0S6
 Phone: 403-259-5500 or 1-800-665-1010
 Fax: 403-259-5588
 EMAIL: wag@abgym.ab.ca



WOMEN'S APPEAL FORM – FORMULAIRE D'APPEL - FEMMES

Judging / Jugement

Technical / Technique

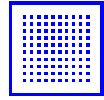
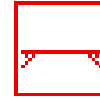
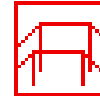
Athlete #: _____

Name / Nom: _____

Category / ie:

8 9 10 N J S

Competition Date / Date de Competition: _____



Initial SV / Note de depart initiale: _____

Initial Score / Note Initiale: _____

Revised SV / ND revisee: _____

Revised Score / Note revisee: _____

Coach's rationale MUST include new information or which part of the rules or process was not abided by.
La justification de l'entraîneur DOIT mentionner les nouvelles informations ou la section des reglements ou du processus qui ne fut pas suivie.

Signature: _____

Time / Temps: _____

Received by / Recu par: _____

Time / Temps: _____

\$60.00 _____

Appeal Accepted / Appel accepte

Appeal Denied / Appel refuse

Comments including rationale for decision / Commentaires incluant la justification de la decision:

Signature, Function / Fonction

Time / Temps

\$ ret.

THE AGF WOMEN'S PROGRAM MANAGER MUST RECEIVE A COPY OF THE COMPLETED FORM BEFORE IT IS RETURNED TO THE PERSON WHO SIGNED THE APPEAL.

NAME OF CLAIMANT: _____ PHONE: _____

ADDRESS: _____ CITY: _____

POSTAL CODE: _____ E-MAIL: _____

HOLD CHEQUE FOR PICK-UP: PLEASE MAIL CHEQUE: RETURN CHEQUE TO ME:

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

NAME/TYPE OF EVENT/ACTIVITY: _____

DATE(S): _____ LOCATION: _____

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

Pease List Passengers:

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

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

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

ACCOMMODATION: (attach receipts) \$ _____

Hours

Session 1 _____

Session 2 _____

Session 3 _____

Session 4 _____

Session 5 _____

Session 6 _____

Session 7 _____

Session 8 _____

MEALS: (Maximum of \$75.00 / day)
BREAKFAST (s) _____ @ \$ 17.00 \$ _____

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

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

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

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

ADMINISTRATION: TELEPHONE/MAILING/OTHER \$ _____
*Receipts must be attached

SUB TOTAL: \$ _____

Less Donation: \$ _____

Signature of Claimant

Total Payable to Claimant: \$ _____

IF YOU WOULD LIKE TO MAKE A DONATION TO AN AGF PROGRAM PLEASE INDICATE YOUR CHOICE AND AMOUNT:
Men: _____ Women: _____ T&T: _____ Rec: _____ Athlete: _____ Coach: _____ Judge: _____ Amount: _____

OFFICE USE ONLY

Chart # _____ Class _____ \$ _____

Chart # _____ Class _____ \$ _____

Chart # _____ Class _____ \$ _____

Chart # _____ Class _____ \$ _____

Chart # _____ Class _____ \$ _____

Chart # _____ Class _____ \$ _____

GST \$ _____

AGF Authorization

EXPENSE CLAIM POLICY

The guidelines contained in this policy apply to expenses that may be incurred by individuals while carrying out duties on behalf of AGF: including meetings, clinics, workshops, judging assignments and other similar events. Allowable expenses for major events are considered case-by-case in relation to AGF's annual budget and approved by Program Managers.

GENERAL

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

ALLOWABLE EXPENSES

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

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

Alberta Judges Honorarium

Certifications	Course Examples	Years 1	2	3	4	5	6+														
1 Course	Xcel B/S/G	15	16	17	18	19	20														
2 Courses	Both XSBG and 123 or XBSG and 6/7/P	17	18	19	20	21	22	Years 7	8+												
3 Courses	Both XB/S/G, 6/7/P and 8/D or XBSG, 1/2/3 and 4/5 or XBSG, 1/2/3 and 6/7/P	18	19	20	21	22	23	24	25	Years 9	10+										
4 Courses	XB/S/G, 6/7/P, 8/D and 9/S or XBSG, 1/2/3, 4/5 and 6/7/P or XBSG, 1/2/3, 6/7/P and 8/D	20	21	22	23	24	25	26	27	28	29										
5 Courses	XB/S/G, 123, 6/7/P, 8/D and 9/S or XBSG, 1/2/3, 4/5, 6/7/P and 8/D	21	22	23	24	25	26	27	28	29	30	Years 11	12	13	14	15					
6 Courses	XBSG, 1/2/3, 4/5, 6/7/P, 8/D and 9/S	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	Years 16	17+			
National Prep	Add 0.50\$					26.5	27.5	28.5	29.5	30.5	32	32.5	34	35	36	37	37.5	38.5			
National							29	30	31	32	33	34	35	36	37	38	39	40			
HP	Add \$1.00						30	31	32	33	34	35	36	37	38	39	40	41			
Brevet		26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42			

All judges certified AHJ = +\$0.50

All judges certified CHJ = +\$0.50

RULES AND PRINCIPLES OF THE POINTS CHART

PURPOSE

This Chart is designed to rank individual Alberta female gymnasts at the end of each competitive season (August 31th) of each calendar year) for the purpose of Support Identification.

DEFINITIONS

* **SANCTIONED EVENT:** A competition is defined as being “sanctioned” when it is organized under the direct leadership of a PSO, NSO, Continental Union or the FIG.

* **INVITATIONAL EVENT:** A competition is defined as being an “invitational” when it is organized under the direct leadership of a club or “other” recognized organizational entity (*such as a private for-profit Organizing Committee*).

A) Senior International “A” Games:

Multi-sport, multi-nation International level SENIOR-age Games event (sanctioned by the FIG AND operated under FIG rules).

Examples (but not limited to): *Olympic Games, Olympic Qualification (if separate event required), etc.*

B-1) Senior International “B” Games:

Multi-sport, multi-nation International level SENIOR-age Games event (sanctioned by the FIG AND operated under FIG rules).

Examples (but not limited to): *Pan-American Games, Commonwealth Games, etc.*

B-2) Senior International “C” Games:

Multi-sport, multi-nation International level SENIOR-age Games event (sanctioned by the FIG AND operated under FIG rules), with additional/special admission criteria.

Examples (but not limited to): *World University Games, Maccabiah Games, etc.*

C) Senior International “A” Championships:

Single-sport, multi-nation International level SENIOR-age Championships (sanctioned by the FIG AND operated under FIG rules).

Examples (but not limited to): *World Championships, etc.*

D) Senior International “B” Championships:

Single-sport, multi-nation International level SENIOR-age Championships (sanctioned by the FIG AND operated under FIG rules).

Examples (but not limited to): *Pacific Alliance Championships, Senior Pan-American Championships, etc.*

E) Senior International “A” Competitions:

Single-sport, multi-nation International level SENIOR-age competitions held in Canada or abroad (sanctioned by a recognized N.S.O. and by the FIG AND operated under FIG rules), at which countries are represented by duly-recognized National Team athletes (These international events can ONLY be attended by Senior Canadian National Team members).

Examples (but not limited to): *World Cup Events, etc.*

F) Senior International “B” Competitions:

Single-sport, multi-nation International level SENIOR-age competitions held in Canada or abroad (sanctioned by a recognized N.S.O. and by the FIG AND operated under FIG rules), that can be attended by both club athletes who are not National Team members (*) and duly-recognized National Team athletes.

Examples (but not limited to): *International Gymnix, WOGA, Nadia Comaneci Invitational, Massilia, etc.*

** Note: If a gymnast competes for Canada at such an event (on or off the counting team), she gets all eligible points. In other words, there is no distinction made between the fact that a gymnast is a member of the competing team or competing as an individual, so long as she officially represents Canada as a result of an actual assignment (as a National Team member).*

G) Senior Domestic “A” Competitions:

Single or multi-sport competitions held in Canada (sanctioned by a P.S.O., G.C.G. or other national entity) and attended by SENIOR-age individual gymnasts, representing their club and/or provincial federation.

Examples (but not limited to): *Canadian National Championships, etc.*

H) Senior Domestic “B” Competitions:

Single-sport competitions held in Canada (sanctioned by a P.S.O. and G.C.G.) and attended by SENIOR-age individual gymnasts, representing their club and/or provincial federation.

Examples (but not limited to): *Alberta Provincial Championships, Western Canadian Championships, etc.*

I) Junior International “A” Games:

Multi-sport, multi-nation International level JUNIOR-age Games event (sanctioned by the FIG AND operated under FIG rules).

Examples (but not limited to): *Junior Olympic Games, etc.*

J) Junior International “B” Games:

Multi-sport, multi-nation International level pre-JUNIOR-age (*) Games event (sanctioned by the FIG AND operated under FIG rules or modified FIG rules), where athletes represent either their club, city, province/state/region or their country.

(*): Exact age restrictions determined by Organizing Committee or Governing body.

Examples (but not limited to): *International Children's Games*

K) Junior International Championships:

Single-sport, multi-nation International level JUNIOR-age Championships (sanctioned by the FIG AND operated under FIG rules).

Examples (but not limited to): *Junior Pan-American Championships, Junior Pacific Alliance, etc.*

L) Junior International Competitions:

Single-sport, multi-nation International level JUNIOR-age competitions held in Canada or abroad (sanctioned by a recognized N.S.O. and by the FIG AND operated under FIG rules), that can be attended by both club athletes who are not National Team members (*) and duly-recognized National Team athletes.

Examples (but not limited to): *International Gymnix, WOGA, Nadia Comaneci Invitational, Massilia*

** Note: If a gymnast competes for Canada at such an event (on or off the counting team), she gets all eligible points. In other words, there is no distinction made between the fact that a gymnast is a member of the competing team or competing as an individual, so long as she officially represents Canada as a result of an actual assignment (as a National Team member).*

M) Junior & Novice Domestic “A” Competitions:

Single or multi-sport competitions held in Canada (sanctioned by a P.S.O. and G.C.G.) and attended by JUNIOR-age individual gymnasts, representing their club and/or provincial federation.

Examples (but not limited to): *Canadian National Championships, etc.*

N) Junior & Novice Domestic “B” Competitions:

Single-sport competitions held in Canada (sanctioned by a P.S.O. and G.C.G.) and attended by JUNIOR-age individual gymnasts, representing their club and/or provincial federation. **Examples (but not limited to):** *Alberta Provincial Championships, Western Canadian Championships, etc.*

O-2) Level 9 Domestic “A” Competitions:

Single or multi-sport competitions held in Canada (sanctioned by a P.S.O. and G.C.G.) and attended by JO 9 (11-13 years) individual gymnasts, representing their club and/or provincial federation. **Examples (but not limited to):** *Elite Canada, Canadian National Championships, etc.*

P) Level 9 Domestic “B” Competitions:

Single-sport competitions held in Canada (sanctioned by a P.S.O. and G.C.G.) and attended by JO 9 (11-13 years) and HP NOVICE-age individual gymnasts, representing their club and/or provincial federation. **Examples (but not limited to):** *Alberta Provincial Championships, Western Canadian Championships, etc.*

Q) Level 10 Domestic “A” Competitions:

Single or multi-sport competitions held in Canada (sanctioned by a P.S.O. and G.C.G.) and attended by JO 10 individual gymnasts, representing either their club and/or provincial federation. **Examples (but not limited to):** *Canadian National Championships, etc.*

R) Level 10 Domestic “B” Competitions:

Single-sport competitions held in Canada (sanctioned by a P.S.O. and G.C.G.) and attended by JO 10 individual gymnasts, representing their club and/or provincial federation. **Examples (but not limited to):** *Alberta Provincial Championships, Western Canadian Championships, etc.*

S) Canada Winter Games

Multi-sport competition held in Canada (sanctioned by G.C.G. & The Canada Games Council) and attended by “open-age” gymnasts (some other restrictions apply), representing their provincial federations.

T-1) Elite Canada- Novice

Single-sport competition held in Canada (sanctioned by G.C.G.) and attended by novice-age gymnasts, representing their clubs.

T-2) Elite Canada- Junior

Single-sport competition held in Canada (sanctioned by G.C.G.) and attended by junior-age gymnasts, representing their clubs.

T-3) Elite Canada- Senior

Single-sport competition held in Canada (sanctioned by G.C.G.) and attended by senior-age gymnasts, representing their clubs.

U) Other Team Alberta competitions

Other competitions held in Canada or abroad (sanctioned by a duly-recognized governing body) where officially-selected Team Alberta athletes represent A.G.F.

POINTS CHART

Meet	1 AA	2 AA	3 AA	4-6 AA	7-15 AA	16-25 AA	26-35 AA	36-50 AA	51 + AA	Apparatus Finals	Qualifications, Trials and Selections
A	5000	4500	4000	3800	3650	3400	2900	1900	1200	The Apparatus Ranking Points equal 80% of the corresponding AA Ranking Points.	Qualifications, Trials and Selections equal 50% of the corresponding competition Ranking Points.
C / I	4500	4200	3700	3500	3450	3200	2700	1600	900		
B-1 / D / E / J / K	2500	2300	2000	1800	1600	1000	600	400	200		
B-2	800	600	500	250	125	75					
F / L	1700	1500	1300	1100	700	400					
G / M	1500	1300	1100	900	500	300					
Q	1250	1000	850	650	400	200	100	75			
O2	1000	800	600	500	300	150	75	40			
J / P / R	500	400	300	125	75						
H / N / U	150	130	75	50	25						
S	1500	1300	1100	900	500	300					
T1	1250	1000	850	650	400	200	100	75			
T2	1500	1300	1100	900	500	300					
T3	1500	1300	1100	900	500	300					

PRINCIPLES & RULES

- 1) The Final Individual Ranking List of Alberta female gymnasts is produced by adding points from the Points Chart (see above) of the current gymnastics year.
- 2) The Points Chart recognizes **actual rankings stemming from actual participation in actual competitions**; in other words, it does NOT attribute points for rankings that DO NOT arise from having actually competed.
 - *If the selection/qualification to a competition is NOT based on an actual competition, there are NO points attributed.*
- 3) Points are given on a “**PURPOSE-BASIS**”. In other words, a competition carries points based on the purpose for which these scores were obtained by the gymnast in the first place.
- 4) Points are given ONLY to Level 9, 10, HP Novice, HP Junior and HP Senior gymnasts. Levels 1-8 and Youth gymnasts are NOT eligible to receive points under this Points Chart system.
- 5) Points are NOT awarded for qualifying to a Team. Points are NOT given for Team rankings, except for:
 - a. *World Championships and Olympic Games Competition IV (Team Finals).*
 - i. *If a gymnast competes on one (1) apparatus, she is awarded 25% of the corresponding AA ranking points (for the Team result at competition IV).*
 - ii. *If a gymnast competes on two (2) apparatus, she is awarded 50% of the corresponding AA ranking points (for the Team result at competition IV).*
 - iii. *If a gymnast competes on three (3) apparatus, she is awarded 75% of the corresponding AA ranking points (for the Team result at competition IV).*
 - iv. *If a gymnast competes on (4) apparatus, she is awarded 100% of the corresponding AA ranking points (for the Team result at competition IV).*
- 6) A gymnast gets points for her All-Around rankings, regardless if she competed on all apparatus or not.

7) In the Points Chart, **all Apparatus Final** rankings (for any eligible competition in this Point System) carry **80%** of the point value for the corresponding **All-Around rankings**.

Example #1: In the **HP Novice, HP Junior, and HP Senior** categories, the **Canadian National Championships and Elite Canada** feature two (2) days of competition. The first day serves as a qualification both for the All-Around competition AND Apparatus finals.

- Day #1 competition points are given as follows:
 - 50% of the corresponding point value (only for those gymnasts qualifying for Day #2 AA competition).
 - +
 - 50% of the corresponding point value of the Apparatus Finals ranking points.
- Day #2 competition points are given as follows:
 - 100% of the AA ranking points according to the Point Chart.
 - 80% of the corresponding point value according to the Points Chart (ONLY for the Top 8 gymnasts per apparatus).

Example #2: In both the **Levels 9 and 10** categories, the Canadian National Championships features two (2) days of competition. The first day serves as a qualification both for the All-Around competition AND for Apparatus finals (Day #2).

- Day #1 competition points are given as follows:
 - 50% of the corresponding point value (for the AA results).
- Day #2 competition points are given as follows:
 - 100% of the AA ranking points according to the Points Chart.
 - +
 - 80% of the corresponding point value according to the Point Chart (ONLY for the Top 8 gymnasts per apparatus).

Example #3: In the **Levels 9 and 10** categories, the **Alberta Provincial Championships/Trials to Canadians** features two (2) days of competition. Day #1 serves as 50% of the Combined qualification score/ranking for Canadian Championships. Day #2 serves as the second half of the Combined qualification score/ranking for Canadians Championships AND serves as Alberta Provincial Championships.

- Points are given on Day #2 of competition for **AA Provincials** ranking according to the Points Chart.
- +
- Points are given on Day #2 for **Provincials Apparatus rankings**, solely based on Day #2 results (ONLY for the Top 8 gymnasts per apparatus).

Example #5: In the **Levels 9 and 10** categories, **Westerns** features two (2) days of competition. The first day is an AA competition and serves as a qualification for the Apparatus Finals on Day #2.

- Day #1 competition points are given as follows:
 - 100% of the corresponding point value (for the AA results).
 - +
 - 50% of the corresponding point value (for the Apparatus rankings and ONLY for the Top 8 gymnasts per apparatus).
- Day #2 competition points are given as follows:
 - 80% of the corresponding point value according to the Points Chart (ONLY for the Top 8 gymnasts per apparatus).

8) Verification events that stem from any Petition Process DO NOT carry points.

9) Any special circumstances or unforeseen occurrences, not covered by these Rules, are to be referred to the A.G.F.'s W.P.C. for a decision.



Level 1-3 GUIDELINES

Objective:

To establish guidelines for level 1-3 events to align with the LTAD Learn to Train stage recommendations.

To provide quality educational and practical experiences, assisting the level 1-3 Developmental athletes to enjoy the performance oriented aspect of the sport in a less competitive but evaluated environment.

To provide an opportunity for parent education and promote gymnastics awareness.

To provide creative approaches for meaningful competition experiences.

Meaningful Competition:

In individual sport, the field of athletes can be large, so meaningful competition may not always need to be the chance to literally "win".

Feeling like you fit into the level of competition, seeing potential to move up through the rankings, being inspired and having close competitors challenging you are also very important factors.

Event Sanctioning:

The following pages were designed to assist clubs in hosting a Level 1-3 event. The emphasis of the event should be for participation, experience, and fun! The guidelines in this package are merely recommendations for an overall program plan. Organizing committees can choose to follow any of the recommendations or incorporate individual ideas to enhance the meet experience. Clubs are not required to sanction their events with AGF. AGF strongly encourages that all clubs follow the outlined guidelines to ensure that this event is an equitable and fun for all.

Athlete Eligibility:

Eligible athletes will be 5 years of age and older as of December 31st of the year that they are participating.

Level 1-3 level routines are performed. Age categories can be established depending on registration numbers.

Athletes must be registered AGF members in the Developmental category.

Coach Eligibility:

All coaches must be registered AGF members. Minimum certification for level 1-2 is Gymnastics Foundation certified. Minimum certification for level 3 is C1 certified.

Entry Fees:

Entry fees should be kept at a minimum and should range from \$45 to no more than \$90 per participant. Although clubs should try to keep fees at a reasonable amount, event hosting costs will depend on cities, zones and the amount of work a club puts into their event.

Event Registration:

The event invitation should include the following information:

- Format of event
- Events offered
- Entry Fees
- Athlete recognition system and special awards
- Registration form for the event

Hosting Guidelines:

The Host Club / Organizing Committee has the responsibility to ensure that a safe and adequate environment is provided for the participants including the equipment standards & specifications and safety guidelines.

Recommendation for implementing two major components:

- Introduction to competition: athlete's gymnastics routine performance
- Educational component.

Component One: Level 1-3 Routine Performance

This format is similar to the regular competition format, so the young athletes have a positive experience learning how competition works. Modification to make it fun and create a relaxed environment is encouraged (for example choosing themes Pajama, Hawaiian party etc.).

The general equipment and safety requirements applied. Equipment height and width can be modified as applicable to the athletes.

- Introduction to Competition Format
 - Rotation and competition order should priorities the clubs need by keeping athletes together by levels and/or age groups.
 - There should be no more than 50 participants in one flight or session.
 - Each flight or session should last no more than 3 hours.
 - General Warm-up 10-15 minutes.
 - March-in to introduce each Club.
 - Event warmup: 30 second per athlete, adding up the times and the groups warm up together. (For example :10 athletes 5 min warm up on each events).
 - Athletes rotate together as a group. Both Capitol Cup or Traditional (one apparatus) event rotation is suitable.
 - There are no limitations or restrictions on the use of safety mats.
 - Spotting during performances should be kept to a minimum.
- Judging
 - Level 1-2 judging rules are used to identify the ranges (Gold, Silver, Bronze).
 - Level 3 judging rules are used to rank athletes and give a final score after each event.
 - Athletes are judged at each event by WDP rules but scores are unpublished for level 1-2. They will be published for level 3. Level 1-2 Athletes will not be ranked by places but rather scores will be integrated into a comment/feedback system.
 - At the end of each rotation, athletes in level 1-2 will receive a Bronze/Silver/Gold ribbon with their evaluation certificate, which includes the Judges' comments/feedback.

- Scores between: Gold: 9.0 or above
Silver: 8.0 to 8.99
Bronze: below 8.0
- It is recommended to utilize two AGF registered judges per event to support the judges learning experience. If only one judge is available per event, it is still sufficient. The emphases are on the athletes' experience and not on the scores. Judges' comments/feedback are recommended on the certificate or separate sheet to support the learning environment.
- It is discouraged for coaches to check on the actual scores. It is permitted to ask on individual score after the rotation is finished but only if the ribbons, Gold /Silver/ Bronze are outside of the expected result. (Basically, just checking if a mistake occurred.)
- Awards for Level 1-2
 - Each athlete will receive a ribbon for their events, with their evaluation certificate (see example)
 - At the end of all rotations, at the awards, the athletes will be called up by clubs only. The coaches would hand out the certificates with the ribbons to their athletes.
 - **Top performance:** athletes who obtained **Overall Gold** (all the athletes who received a minimum 3 Gold and one other ribbon) will receive a special award and called by names to receive their Top performance award.
 - Special awards are encouraged to be presented (Most Dynamic Vault and Bars, Most Engaging Floor, Most Confident Beam.)
- Awards for Level 3
 - At the end of all rotations, at the awards, the athletes will be called up to receive any medals or ribbons for their placings on events.

Component Two: Athlete and Parent Education/Presentation

This component is important, to provide opportunity for parent education and gymnastic awareness. For a separate Level 1-3 event, it is easier to implement this part of the guidelines with the listed format below. If the Level 1-3 event is part of a regular competition, opportunities should be searched to add a valuable parent information session during the competition time. It can be targeted for all parents attending to the competition.

- Format for Level 1-3 Event
 - Two presentations can run simultaneously at the same time. Example: One for parents in the classroom while athletes are in the gym format
- Parent Workshop (Ideas):
 - How to support your kids to gain confidence and resilience through sport?
 - Winning Matters (Shawnee Harley)
 - Learn about gymnastics: Q&A with judges and coaches
 - Healthy eating for athletes
- Athlete Workshop (Ideas):
 - Reaching your dreams – motivational speak and goal setting
 - Fast and Female: Champ Chats
 - Live like a champion



APPLICATION FOR HOSTING A COMPETITIVE AGF SANCTION

AGF and the Women's Program Committee (WPC) are seeking hosts for the following WAG competitions to take place in the 2025/2026 competitive season. If your club is interested in hosting one or more of these events, please complete this form with as much detail as possible.

Club(s): _____

Location of Competition: _____

Name of Contact Person: _____

Phone Number and Email: _____

Please check the competition(s) you would like to host. The WPC will analyze the requests received and assign competitions.

	Competition	Date
	Trials to Westerns	TBC (March 2026)
	Alberta Xcel Championships	TBC (2026)
	Alberta Compulsory Championships	TBC (April/May 2026)
	Trials To Canadians Invitational	TBC (Feb/Mar 2026)
	Canadians Training Camp	TBC (May 2026)

Please see next page for hosting and equipment requirements.

By signing below, you indicate your intention to host a sanctioned event and agreement to the Hosting Requirements.

Signature, Club Representative

Date

Hosting Requirements:

- The host will assume responsibility for all expenses associated with the competition (including, but not limited to, honorarium, travel, accommodation, meal expenses for officials, equipment, facility rental, hospitality, expenses for the AGF staff members, etc).
- The WJC will coordinate the judging panels. The host will reserve hotel rooms based on the rooming list established by the WJC.
- The WPC and AGF office will work with the host to set a schedule.
- The host will be responsible for the administration of registration.
- The registration deadline will be set by the AGF office in accordance with the calendar of events and other relevant deadlines.
- The requirements for equipment will be adhered to and a WPC member will do a site visit to ensure requirements will be met (see below).
- As per AGF guidelines, a paramedic or EMT must be on-site during the competition.
- Sportzsoft will be used as a scoring program and the AGF staff will have access to the Sportzsoft account.
- The hosts will retain the registration fee (\$125/athlete) for all athletes for sanctioned competitions (training camps excluded).
- AGF will provide administrative support before and during the competition and will complete the draw.
- AGF awards will be used and purchased from the AGF office by the host.

For further information on hosting requirements, please refer to the AGF Hosting Document in your communications binder.

Requirements for Equipment

Depending on the level of competition, all CPP or HP equipment requirements must be met by the host. All equipment must be standard equipment and installed in a safe and standardized manner.

- Full size floor with no obstructions (no "air" floor)
- Adequate 20 cm mats underneath and around the apparatus
- Adequate number of 10cm and 20 cm landing mats in good repair
- 25m runway and hard landing for vault (not in a pit)
- Bars that may safely meet the requirements for the levels of the competition
- Beam and Vault that can adjust to all required heights for the levels of competition
- Adequate space for all equipment and judging tables



HIGH PERFORMANCE ATHLETE DEVELOPMENT FUNDING

HP funding will be reviewed yearly by the WPC.

Objective:

To support the goals of the Strategic Plan as it pertains to the development of High Performance (HP) Programs and International Excellence in Women's Gymnastics. To provide funds for quality educational and practical experiences that would assist the HP athletes to attain National Team status and foster team building environments.

Eligibility for Funding:

Must be an AGF member and possess HP status. Athletes will be identified to be part of the HP program and approved by the Women's Program Committee (WPC) based on the below Priority Order Funding.

Not Eligible for Funding:

Athletes who are fully funded by GymCan for the event.

Priority Order for Funding:

1. Non-Carded Junior National Team Members
2. Junior HP athletes
3. Non-carded, non-national team HP Junior Age Athletes from the HP Senior list
4. Junior Age Athletes from the HP Novice list
5. All non-carded HP Novice and Senior

Funding Selection Criteria:

The WPC will identify the eligible athletes outlined in the selection criteria.

Eligible Activities:

An international competition and or Training Camp of commensurable level, i.e., the Gymnix International, or another sanctioned competition, as approved by the WPC.

Process for Funding:

- Applications will be reviewed twice throughout the year. After the January 1st deadline and after the June 1st deadline.
- Athletes will be informed of the amount of funding they have been approved for.
- After the approved event is complete, athletes must send all receipts to be eligible for reimbursement.
- The activity will be based on a cost share model. The funding will reduce but not fully cover the costs of the event. Athletes will be required to pay the remaining portion.



**ALBERTA AMBITION
HIGH PERFORMANCE
ATHLETE DEVELOPMENT FUNDING**

(Application Deadline: January 1st and June 1st)

Athlete Information:

Name: _____

Address: _____

Club Affiliation: _____

DOB (yy/mm/dd): _____ / _____ / _____

Competition category: _____

Event Information:

Event(s): _____

Location(s): _____

Date(s): _____

Arrival Date(s): _____

Departure Date(s): _____

For WPC/AGF use only:

Date Received: _____

WPC Review Date: _____

Approved Amount: \$ _____

Total amount Paid Out: \$ _____



ASPIRE ATHLETE DEVELOPMENT FUNDING

Athlete funding is under review with AGF and the WPC. Application may be changing for the 2024/2025 season.

Objective:

To provide funds for quality educational and practical experiences that will assist Aspire level athletes.

Eligibility for Funding:

Must be an AGF member and possess Aspire status in the current competitive season. Attendance at GCG organized -out of Province -Aspire Camp. This funding will not be eligible for Alberta hosted Aspire Camps.

Funding Selection Criteria:

Athletes must be AGF members and Aspire status in the competitive season of the year of the application. Must provide proof of the GCG Aspire -out of Province- Camp attendance. Only one application per athlete.

Process for Funding:

- All funding applications must be submitted to the AGF Women's Program Coordinator by **June 1st** of the competitive year.
- Support documentation on the athlete's status and the event attendance must be included with the application i.e., registration confirmation, receipts, etc.
- All applications that meet the selection criteria and eligibility standards will be reviewed by the Women's Program Committee (WPC).
- After the approval of applications, the available funding will be appropriately distributed between applicants.
- Applicants, whose applications have been approved by the WPC for funding, will receive a written letter indicating their application has been successful and the amount of funding that their application has been approved for.
- Each approved applicant will be required to submit their completed AGF Expense Claim form for **Camp Registration fee** and are required to be supported by a submission of receipt.



ASPIRE ATHLETE DEVELOPMENT FUNDING Application Form

(Application Deadline: **January 1st** and **June 1st**)

Athlete Information

Name: _____

Address: _____

Check payable to
(Parent name) _____

Club Affiliation: _____

DOB (yy/mm/dd): / /

AGF #: _____

Aspire status at competition: _____

.....

Event Information

Camp/Event: _____

Location: _____

Date: _____

Support documents included

- Aspire status: proof of registration or result list from a minimum of one Aspire Competition.
- Attendance at GCG -out of Province- Camp registration receipt.



A.C.E. (ALBERTA COACHING EXCELLENCE) PROFESSIONAL DEVELOPMENT FUNDING

Objective:

To provide mentoring opportunities to assist potentially talent identified WAG coaches through attendance of quality educational and practical experiences, assisting with their development as it pertains to the development of Alberta coaching excellence, under the direct guidance of the WAG Technical Director within the A.C.E program.

"Quality Educational and Practical Experiences" is defined by the following...

Coach Centered:

- Personalised real time TD support across all aspects of programming and coaching
- Focused group sessions with mentoring from TD
- Practical pathway towards further coach certification towards C III & IV
- Regular TD access support

Eligibility for Funding:

- Active AGF registered Coach, in good standing with Alberta Gymnastics Federation.
- Fully certified C II (Theory, Practical, Technical) or enrolled in C II

Priority Order for Funding:

1. Provincial Stream Coaches (Levels 5 / Diamond Xcel)
2. National Stream Coaches (Levels 6+)



Funding Process:

1. Submission of Application

- All applications must be emailed to the AGF Women's Technical Director by **JAN 6th, 2025** for the 2025 season. Applications for the following season must be submitted in writing or email by **Dec 31st 2025** & subsequent years thereafter.
- Supporting documentation on the coaches' status & reasoning towards successful application must be supplied with application submission.

2. Application Approval/Denial Process

- Applications that exceed the application deadline will not be accepted.
- The Women's Program Committee (WPC) will review all the submitted applications in conjunction with the Technical Director.
- Applications that do not meet the above criteria will be denied and the AGF Technical Director will inform the applicant in writing.
- Applicants who have been approved by the WPC for funding, will receive a written reply from the Technical Director indicating their application has been successful & how to proceed for travel reimbursement.

3. Travel Reimbursement

- Successful applicants shall be eligible for associated travel reimbursement costs as per the travel reimbursement policy upon successful submitted process.
- The Technical Director in consultation with the WPC will align priorities of allocated spots within the Strategic Plan as it pertains to the development of all WAG Programs and Coaching Excellence in Women's Gymnastics and to foster a team building environment.

**A.C.E. PROGRAM
Application Form**

(Application deadline: JAN 6th 2025)

Applicants Name: _____

Date: _____



Coach Information

Club Affiliation: _____

Coaching Level/Certification: _____

AGF#: _____

Level of Athletes

Currently coaching: _____





A.C.E. PROGRAM Application Form

Explain why this opportunity would be beneficial to your development as a WAG Coach:

Expenses: *Please provide the approximate expenses that will be or have been incurred, by the coach, for the submitted activities.*

Travel: _____
Accommodations: _____
Meals: _____
Other: _____

Total Expenses: _____

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

For WPC/AGF use only:	
Date Received: _____	WPC Review Date: _____
Approved Amount: \$ _____	Total amount Paid Out: \$ _____



PROFESSIONAL DEVELOPMENT FUNDING

Objective:

To provide funds to High Performance (HP) coaches to attend quality educational and practical experiences, assisting with their development as it pertains to the development of High Performance Programs and International Excellence.

"Quality Educational and Practical Experiences" is defined by the following...

1. Athlete Centered:

- Alberta Ambition event
- Partly or Self-funded GymCan Assignment
- Partly or Self-funded GymCan Training Camp
- FIG Sanctioned International Competition
- Canadian Sanctioned International Competition

2. Coach Centered:

- Team Excel event
- International Congress
- Major International event
- Level IV Certification

Eligibility for Funding:

- Active AGF registered Coach, in good standing with the Alberta Federation.
- Fully certified Level III (Theory, Practical, Technical) or enrolled in Level III
- Must not be fully funded from GCG for the event
- Must show validity of the competition/training event as it relates to the development of the HP athlete and coach.

Priority Order for Funding:

1. Team Excel delegation member
2. HP Coaches
3. National Stream Coaches (Levels 9-10)
4. Provincial Stream Coaches (Levels 1-8)

Process for Funding:

1. Submission of Application

- All applications must be mailed to the AGF Women's Program Manager by **June 1st, 2023 (or at a date agreed upon by the WPC)** for the 2022/2023 season.
- Please note, the event for which the applicant is applying for funding must take place within that funding period. Support documentation on the coaches' status and the event must be included with the application i.e., registration confirmation, receipts, CC#, etc.

2. Application Approval/Denial Process

- Applications that exceed the application deadline will not be accepted.
- The Women's Program Committee (WPC) will review all the submitted applications at the same time and allocate funding accordingly. Applications that meet the above criteria will be prioritized in the order listed on page 1 of this appendix.
- Applications that do not meet the above criteria will be denied and the AGF Program Manager will inform the applicant in writing.
- Applicants, who have been approved by the WPC for funding, will receive a written letter indicating their application has been successful and the amount of funding that they will receive.
- All approved applicants will be required to submit a post event report or within three weeks of the conclusion of the event or may be required to provide a presentation by the WPC.

3. Allocation of Funds

- The Women's Program Committee (WPC) will determine the amount of funding each applicant will receive, based on the submitted application and supportive documentation.
- WPC will align priorities of the funding opportunity with the Strategic Plan as it pertains to the development of High-Performance Programs and International Excellence in Women's Gymnastics and to foster team building environment.



PROFESSIONAL DEVELOPMENT FUNDING Application Form

(Application deadline: January 1st and June 1st)

Applicants Name: _____

Date: _____

.....

Coach Information

Club Affiliation: _____

Coaching Level/Certification: _____

AGF#: _____

Level of Athletes
Coached: _____

.....

Event Information:

Event: _____

Location: _____

Arrival Date: _____

Departure Date: _____



PROFESSION DEVELOPMENT FUNDING Application Form

Nature of the Experience

- Conference/Camp
- Competition
- Other, please specify _____

Explain why this funding would be beneficial to your development as a HP Coach and how you plan to share this experience with the province:

Expenses: *Please provide the approximate expenses that will be or have been incurred, by the coach, for the submitted activities.*

Travel: _____

Accommodations: _____

Meals: _____

Registration: _____

Other: _____

Total Expenses: _____

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

For WPC/AGF use only:

Date Received: _____

Approved Amount: \$ _____

WPC Review Date: _____

Total amount Paid Out: \$ _____



PROFESSIONAL DEVELOPMENT FUNDING Post Event Report

Name of coach: _____

Name of the event: _____

Date of the event: _____

Duration of the event: _____

Nature of the
Experience: _____

.....

Did you achieve your goals for this event? (Please state how)

Please give a brief description of the event and how it has benefited you as a coach.

You may be asked to prepare a presentation -at an AGF sanctioned event- about your experience to foster knowledge sharing and leadership development.
The WPC will identify and indicate this request before the start of the event.



Women's Artistic

Technical Handbook

2024-2025