



Women's Artistic Judges

Technical Handbook

2025-2026

Acronyms

The following acronyms will be used in this document.

AGF – Alberta Gymnastics Federation

GymCan – Gymnastics Canada Gymnastique

USAG – USA Gymnastics

FIG – Federation Internationale de Gymnastique

WPC – Women's Program Committee

WJC – Women's Judges' Committee

WDP – Women's Development Program

CCP – Canadian Competitive Program

HP – High Performance

AP – Aspire Program

CPE – Continued Professional Education

JDWG – Judging Development Working Group

General Information

Purpose

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

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

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

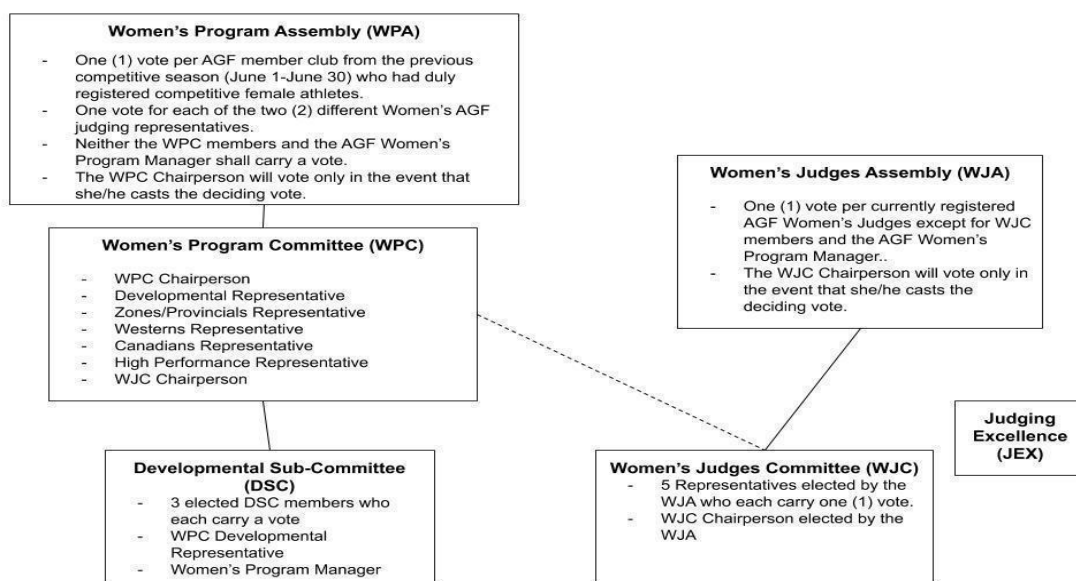
Women's Program Mission Statement

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

Women's Program Goal Statements

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

Program Structure



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

Current Women's Judging Committee and Sub-Committees

Women's Judges Committee (WJC)

WJC Co- Chairperson	Heather Luttrell and Brady Spencer	Agf.wjc@gmail.com (Term ends spring 2026)
Organizational Representative	Melanie Darroch	melaniedarroch@gmail.com (Term ends Spring 2027)
Developmental Representative	Renee Hall	rhallxox@gmail.com (Term ends Spring 2026)
Communications Representative	Nancy Luttrell	gymnancy@gmail.com (Term ends Spring 2027)
Information and Resources Representative	Melissa Rimney	mrimney@gmail.com (Term ends Spring 2026)
Administrative Representative	Michelle Jaffray	mkjaffray@gmail.com (Term ends Spring 2027)
AGF Women's Program Manager	Carolyn Foster	wag@abqym.ab.ca

Judging Excellence Working Group (JEX)

JEX Chairperson	TBD
JEX Member	
JEX Member	
AGF Representative	Chosen on a case by case basis.

Clarifications Working Group - TBC

Chairperson
Member
Member
WJC Representative

Women's Judging Assembly (WJA)

Role

- To elect at the WJA on every even year 1 WJC Chairperson (2 co-chairpersons), 1 Developmental Representative, and 1 Information and Resources Representative at the Spring WJA
- To elect at the WJA on the odd year 1 Organizational Representative, 1 Communications Representative, and 1 Administrative Representative at the Spring WJA
- To form the six (6) member Women's Judging Committee to work, on the WJA behalf, with the AGF Women's Program Manager throughout the competitive season,
- To establish specific goals and objectives for the Alberta Judges, concurrent with the goals and objectives of the Women's Program established by the WPA.
- To establish judging requirements and funding opportunities for the Alberta Judges, concurrent with the goals and objectives of the Women's Program established by the WPA.
- To abide by the technical rules and regulations set by the WPA.

Composition and Voting Privileges

a) The composition of the WJA is:

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

b) The voting privileges are the following:

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

Meetings and Quorum

- All voting individuals shall be identified at the commencement of each assembly meeting.
- Quorum for the WJA shall be comprised of one-tenth of the voting members of the assembly. If, however, at the time appointed for the holding of any WJA meeting there is not the required quorum present, such meeting shall then stand adjourned for ten (10) minutes at the same date and place. The members then present and entitled to vote shall be deemed quorum and shall be competent to transact the business for which the said meeting was convened.
- The WJA shall meet twice each season (Fall and Spring). The meetings can be hybrid or virtual.
- The WJC chairperson and/or the AGF Women's Program Manager shall chair all WJA meetings.

Women's Judging Committee (WJC)

Role

a) The role of all WJC members is to:

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

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

b) The role of the WJC Chairperson:

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

Key Responsibilities

- Help coordinate judges and all judging activity in Alberta.
- Oversee
 - The WJC, working groups and WJA as per GymCan requirements.
 - Lead appointment discussion for working groups and finalize appointments.
 - Specifically work with JEX as outlined in handbook.
 - Work with Clarifications working group and GymCan on attaining information regarding clarifications and ensure its distribution as needed.
 - Work with the WP Manager to recognize our Alberta Judges (retiring judges, judges who are moving, outgoing members of the committee and working groups, special awards and etc.).
 - Maintain centralized incoming emails through agf.wjc@gmail.com
 - Respond, forward, or connect inquiring emails to the proper personnel
- Consult, Report and Represent
 - WJA
 - Consult and report to the WJA as needed.
 - Create Agenda and Chair Annual WJA.
 - Help provide guidance and planning with judges navigating through the system with assistance from the WJC and other experienced judges.
 - WJC
 - Prepare updates on an as-needed basis, ensure deadlines are being met, issues are being voted on and decided on, tasks are being delegated and information is being distributed.
 - Set, create agenda and chair all meetings.
 - WPC
 - Act as a member of the WPC representing the WJA.
 - Report to WPC as needed.
 - Attend all WPC meetings or appoint another WJC member to attend the meeting.
 - GymCan/Inter-provincial WJC
 - Submit all necessary information to GymCan regarding Alberta and Brevet Judges.
 - Attend annual GymCan P/T Chair Meeting (or appoint another WJC member as needed).
 - Carry through with all inter-provincial and GymCan communications.
 - WPA
 - Set-up two voting delegates for the WPA meetings.
- Travel Assignments
 - Liaise with other PT Chairs to coordinate out of province judging opportunities.
 - Distribute travel list.
 - Send out professional development form.
 - Confirm judges for travel assignments.
- Budget Responsibilities
 - Work with the WP Manager to ensure the judges budget is adhered to.
- Document Control
 - Finalize all National Records and Points Chart with Organizational Representative.
 - Maintain WJC folder on Google drive.
 - Lead editing of handbook at season's end with WP Manager.

c) The role of the Organizational Representative:

Experience Criteria = Must be a minimum National Level Judge

Key Responsibilities

- Attend all WJC meetings and contribute to all items on the agenda.
- Create sanctioned event panels and inquiries.
- Ensure distribution of assignments and balance on panels (maintain spreadsheet).
- Organize all assessments (work with WJC in setting up appropriate assessors to assessed).
- Review invitational panels and keep a copy of invitational panels in WJC folder.
- Assist Chair as needed and act for Chair when needed.
- Assist in updating National Records and verifying points chart with the Chair.

- Create a year at a glance and maintain calendar deadlines.
- Represent the needs of Alberta Brevet and Brevet Candidate judges in the judging community and report to Chair.
- Contact with National and Brevet judges prior to WJC meetings.

d) The role of the Developmental Representative:

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

Key Responsibilities

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

e) The role of the Communications Representative:

Experience Criteria = 2 years minimum judging experience

Key Responsibilities

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

f) The role of the Information and Resources Representative:

Experience Criteria = 5 years minimum judging experience

Key Responsibilities

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

g) The role of the Administrative Representative:

Experience Criteria = 2 years minimum judging experience

Key Responsibilities

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

Composition and Voting Privileges

a) The composition of the WJC is:

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

b) The voting privileges are the following:

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

Profile of WJC Members

Characteristics/abilities:

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

Knowledge/skills:

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

Term of Office

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

Meetings and Quorum

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

Working Groups

CPE and Mentorship (now assigned by WJC)

The Women's Judging Committee (WJC) will pair mentors with mentee groups and provide guidance on expectations for the year. Mentors are expected to maintain ongoing communication and engagement with their mentee groups throughout the season. The WJC will collaborate with mentors to share updates, resources, and helpful judging insights to support mentees' development.

The WJC will also engage with the broader judging membership and utilize additional resources (e.g., GymCan, NAWGJ) to support the delivery of CPE activities throughout the year. These may include in-person sessions, virtual workshops, or self-directed modules. Sample CPE topics may include:

- a. Mentorship judging sessions
- b. Practicing scripting
- c. Identifying compulsory program text errors
- d. Recognizing body angles
- e. Panel collaboration and communication
- f. Managing coach inquiries
- g. Applying overall deductions
- h. Understanding composition requirements
- i. Skill recognition and evaluation

Additionally, the WJC will assist in organizing annual CPE clinics, including:

- j. Head Judge certification courses
- k. Rule updates during non-obligatory course years (may be delivered as virtual sessions or self-directed modules with a brief quiz)

Clarifications Working Group

Terms

Each member will be appointed by the WJC for a three-year term. The chair will be appointed from within the group with consultation from the WJC. This working group will focus on Xcel and CCP levels 1-5. GymCan has a clarifications committee for level 6-10.

Roles

Chair:

- 1) Inform and communicate with WJC as needed throughout the year.
 - a) Provide report prior to each WJC meeting.
- 2) Take lead on duties and delegate tasks to other members.
- 3) Respond to emails on WJA members and WPA member requests for clarifications after discussion with Working Group Members.

- 4) Requests that need to go to GymCan for clarification, send to the WJC Chair.
- 5) Maintain and Update Clarifications Document and ensure it is sent out to all Judges (and coaches when applicable).

Members:

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

Expectations

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

Generalities

Responsibilities of a Judge

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

Uniform

Judges, as a group, must project a professional appearance. The judging uniform for all **levels (CCP 1-10 and Xcel)** is:

- Dark blue dress pants or knee length skirt (solid colour, no stripes or logos)
- White top
- Classic shoes or sneakers (solid black, blue, or white colour)
- Plain, neutral or navy tone blue non-decorative hosiery (if wearing)
- A navy or white cardigan or navy suit jacket is allowable but not required. The AGF soft shell jacket is permitted.

Record Keeping

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

Document Submission Dates

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

Brevet Candidate Application	See GymCan Manual	As per GymCan
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AGF Judges List

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

Definitions

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

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

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

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

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

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

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

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

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

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

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

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

Provincial Judging System

Introduction

Below are the Provincial levels in Alberta.

Xcel Bronze/Silver/Gold

Levels 1-3

Level 4-5

Level 6-7 and Platinum

Level 8 and Diamond

Level 9 and Sapphire

Active Provincial Judge

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

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

Provincial Judging Levels Chart

<p>In their first year of judging, a judge could be active in all three programs, however, that would be exceptional, with a petition to level 6/7. It would be typical for a judge to do B/S/G and Level 1-3 for their first year, and subsequently add programs and levels as they choose and progress through the system. If they did, the WJC would need to decide which requirements of each level need to be met (ie which carries more weight and thus becomes their requirements over the other – the intent would not be that they would be required to do all of the requirements of both levels). Another judge may choose to only do one program in their first year of judging BSG and that would also be acceptable.</p>		
Xcel	Compulsory	Optional
Bronze/Silver/Gold ENTRY POINT (mandatory)	Levels 1-3 ENTRY POINT possible (add on to B/S/G)	Level 6/7 (and platinum) ENTRY POINT possible (with petition)
<p>An Xcel panel judge at this level would be expected to be a panel member and submit a full score. A judge would be expected to be able to justify their execution deductions if asked by the Apparatus Head Judge. All judges are expected to use judging scripting for all routines.</p>	<p>A Compulsory panel judge at this level would be expected to be a panel member and submit a full score. A judge would be expected to be able to justify their execution deductions if asked by the Apparatus Head Judge. All judges are expected to use judging scripting for all routines.</p>	<p>An Optional panel judge at this level would be expected to be a panel member and submit a start value and score. Requirements for Entry:</p>

<p>Required to shadow judge at least 1 session at their first competition prior to being on panel.</p> <p>Requirements for Entry:</p> <ul style="list-style-type: none"> • Must be a minimum of 15 years of age as of January 1st of the competitive year. • No judging experience required. • Must take a Bronze/Silver/Gold Xcel judging course and pass a judging exam (min 70%) <p>Requirements to Stay at This Level:</p> <ul style="list-style-type: none"> • Must take an Xcel judging course and pass an xcel judging exam (min. 70%) every four (4) years or at the start of a new code. • Must judge at least fifty (50) routines from three (3) different competitions. These routines can be any level from Bronze, Silver and Gold. • Must complete at least five (5) CPE hours. One of these hours must be course hours and the remaining requirements may be fulfilled by using the list of CPE activities listed in the manual. • Must complete at least two (2) observation hours, unless qualified for an exemption. • Must be assessed at least once in a quad (4 years). <p>Eligible to judge Bronze Silver and Gold in the Xcel program.</p> <p>Cannot head judge on an event unless the Apparatus Head Judge course has been completed.</p>	<p>Requirements for Entry:</p> <ul style="list-style-type: none"> • Must be a minimum of 15 years of age as of January 1st of the competitive year. • Must have successfully completed a Bronze/Silver/Gold course • Must take CCP 1-3 judging course and pass a CCP 1-3 judging exam (min 70%) <p>Requirements to Stay at This Level:</p> <ul style="list-style-type: none"> • Must take a compulsory judging course and pass a compulsory judging exam (min. 70%) every four (4) years or at the start of a new code. • Must judge at least fifty (50) routines from three (3) different competitions. These routines can be any level from Level 1-3. • Must complete at least five (5) CPE hours. One of these hours must be course hours and the remaining requirements may be fulfilled by using the list of CPE activities listed in the manual. • Must complete at least two (2) observation hours, unless qualified for an exemption. • Must be assessed at least once in a quad (4 years). <p>Eligible to judge CCP Levels 1-3 and Xcel Bronze/Silver/Gold.</p> <p>Cannot head judge on an event unless the Apparatus Head Judge course has been completed.</p>	<ul style="list-style-type: none"> • Must be a minimum of 15 years of age as of January 1st of the competitive year. • Must have successfully completed a minimum 2 years judging as an active Xcel BSG judge. • Complete a successful assessment as an Xcel Judge. <p>OR</p> <ul style="list-style-type: none"> • Must have submitted the Judging Level Petition Form and supporting documents to the WJC or the AGF Women's Program Manager three weeks before the course registration deadline, requesting to take the optional course based on appropriate experience and be approved. • Must have successfully completed a B/S/G course <p>Requirements for a Successful Year:</p> <ul style="list-style-type: none"> • Must take an Optional judging course and pass a Level 6/7 judging exam (min. 70%) every four (4) years or at the start of a new code. • Must judge at least fifty (50) routines from 3 different competitions (one should be a sanctioned competition) A minimum of 30 routines must be at a Level 6 or 7 level. • Must complete at least six (6) CPE hours. Two of these hours must be course hours and the remaining requirements may be fulfilled by using the list of CPE activities listed in the manual. • Must complete at least two (2) observation hours, unless qualified for an exemption. • Must be assessed at least once in a quad (4 years). Eligible to
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		<p>judge Level 6, 7, and Xcel B/S/G/PI</p> <p>Only eligible to judge Levels 1-5 if successfully completed the Compulsory courses and exam (minimum 70%)</p>
<p>Platinum certification combined with Level 6/7 certification</p> <p>Diamond certification combined with Level 8 certification</p> <p>Sapphire certification combined with Level 9 certification</p>	<p>Levels 4-5</p> <p>A Compulsory panel judge at this level would be expected to be a panel member and submit a full score. A judge would be expected to be able to justify their execution deductions if asked by the Apparatus Head Judge. All judges are expected to use judging scripting for all routines.</p> <p>Requirements for Entry:</p> <ul style="list-style-type: none"> • Must be a minimum of 16 years of age as of January 1st of the competitive year. • Minimum one year of experience at Level 1-3 and 60 routines at Level 1-3 • Must take CCP 4-5 judging course and pass a CCP 4-5 judging exam (min 70%) <p>Requirements to Stay at This Level:</p> <ul style="list-style-type: none"> • Must take a Level 4/5 judging course and pass a compulsory judging exam (min. 70%) every four (4) years or at the start of a new code. • Must judge at least fifty (50) routines from three (3) different competitions. A minimum of 30 routines must be from Levels 4-5. • Must complete at least five (5) CPE hours. One of these hours must be course hours and the remaining requirements may be fulfilled by using the list of CPE activities listed in the manual. 	<p>Level 8 (and Diamond)</p> <p>An Optional panel judge at this level would be expected to be a panel member and submit a start value and score.</p> <p>Requirements for Entry:</p> <ul style="list-style-type: none"> • Must be a minimum of 16 years of age as of January 1st of the competitive year. • Must have successfully completed a minimum of 2 years as an active Level 6/7 judge. • Complete a successful assessment as a Level 7 judge. <p>OR</p> <ul style="list-style-type: none"> • Must have submitted the Judging Level Petition Form and supporting documents to the WJC or the AGF Women's Program Manager three weeks before the course registration deadline, requesting to take the optional course based on appropriate experience and be approved. <p>Requirements for a Successful Year:</p> <ul style="list-style-type: none"> • Must take an optional judging course and pass a Level 8 judging exam (min. 70%) every four (4) years or at the start of a new code. • Must take the Apparatus Head Judge Course. • Must judge at least fifty (50) routines from 3 different competitions (one should be a sanctioned competition). These

	<ul style="list-style-type: none"> ● Must complete at least two (2) observation hours, unless qualified for an exemption. ● Must be assessed at least once in a quad (4 years). <p>Eligible to judge CCP Levels 1-5.</p> <p>Cannot head judge on an event unless the Apparatus Head Judge course has been completed.</p>	<p>routines can be any level from 6-8. A minimum of 30 routines must be at a Level 8 level.</p> <ul style="list-style-type: none"> ● Must complete at least eight (8) CPE hours. Two of these hours must be course hours and the remaining requirements may be fulfilled by using the list of CPE activities listed in the manual. ● Must complete at least two (2) observation hours, unless you qualify for an exemption. ● Must be assessed at least once in a quad (4 years). <p>Eligible to judge Levels 6, 7, 8, Xcel B/S/G/PI/D</p> <p>Only eligible to judge Levels 1-5 if successfully completed the required Compulsory courses and exam (minimum 70%).</p>
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		<p style="text-align: center;">Level 9 (and Sapphire)</p> <p>An Optional panel judge at this level would be expected to be a panel member and submit a start value and score.</p> <p>Requirements for Entry:</p> <ul style="list-style-type: none"> ● Must be a minimum of 18 years of age as of January 1st of the competitive year. ● Must have successfully completed a minimum of 2 years as an active Level 8 judge. ● Complete a successful assessment as a Level 8 judge in an Apparatus Head Judge position. <p>Requirements for a Successful Year:</p> <ul style="list-style-type: none"> ● Must take an Optional judging course and pass a Level 9 judging exam (min. 70%) every four (4) years or at the start of a new code. ● Must judge at least fifty (50) routines from 3 different competitions (one should be a sanctioned competition). These routines can be any level from 6-9. A minimum of 30 routines must be at a Level 9 level. ● Must complete at least ten (10) CPE hours. Two of these hours must be course hours and the remaining requirements may be fulfilled by using the list of CPE activities listed in the manual. ● Must complete at least two (2) observation hours, unless you qualify for an exemption. ● Must be assessed at least once in a quad (4 years). <p>Eligible to judge Levels 6, 7, 8, 9 and Xcel B/S/G/PI/D/Sa. Expected to be in head judge position for Levels 6-8 and Levels 1-5 and Xcel (if active in the programs)</p> <p>Only eligible to judge Levels 1-5 if successfully completed the required Compulsory courses and exam (minimum 70%).</p>
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Level 9 National Prep

Level 9 Judges in their second or subsequent year can enter to “National Prep” program.

Requirements for Entry:

- Must be a minimum of 20 years of age as of January 1st of the competitive year.
- Completed minimum 1 successful year at level 9.
- Have judged for a minimum of 4 years (2 of which would be in the optional levels).
- Must take an Optional judging course and pass a Level 9 judging exam (min. 75% in both practical and theory).
- Must complete National Prep forms (provided in appendix) and submit intent by Nov 15.

Requirements for a Successful Year:

- Complete all requirements for a successful year at level 9.
- Participate in the level 10 mentorship group.
- Shadow judge at least 1 level 10 competition.
- Complete an off panel assessment at the level 9 or 10 level (level can vary in order to allow judges to consistently judge level 9 competitions, ensure we can fill panels as needed, or enabling judges to judge all sessions they are eligible for. Decision of which level will be a combined decision between the individual and the WJC/Mentor).
- Complete six (6) additional CPE hours (16 total hours).
- Must judge at least fifty (50) routines from 3 different competitions (one should be a sanctioned competition). These routines can be any level from 6-9. A minimum of 30 routines must be at a Level 9 level.

This program will be 1 year in length, preceding the year of National Course offerings. As National courses are held in even years, National prep will be for odd year seasons. Intent to enter the program needs to be received by the WJC by November 15 (judging registration due date) of the odd year.

Eligible to judge Levels 6, 7, 8, 9 and Xcel B/S/G/PI/D/Sa. Expected to be in head judge position for Levels 6-8 and Levels 1-5 and Xcel (if active in the programs)

Only eligible to judge Levels 1-5 if successfully completed the required Compulsory courses and exam (minimum 70%).

Challenging Certifications

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

Exams will be released to challenge at the conclusion of the season's respective course.

Judges must notify the WJC in writing about their intent to challenge.

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

Apparatus Head Judge Courses

Requirements to become an Apparatus Head Judge:

- Must be a minimum of 18 years of age as of January 1st of the competitive year.

- Must have judged at least two (2) successful years at the program you are head judging.
- Must take the Head Judge course

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

Requirements to become a Competition Head Judge

- Must be a minimum of 18 years of age as of January 1st of the competitive year.
- Must have judged at least two (2) successful years at the program you are head judging.
- Must take the Competition Head Judge course

Assessments

An assessment will be needed at least once in the life of a code or every time a judge wants to move up to the next course set. If courses are combined (i.e. level 1/2/3), the assessment will be done at the highest level. If courses have combined codes, (i.e. DP levels and Xcel) the assessment will be done in the development program level. Head judge assessments will still be conducted for level 8 judges (or applicable/comparable course) and the national preparation off-panel assessment will remain as outlined in that program.

Judging Outside of the Province for Provincial Judges

Requirements of all judges wanting to judge outside of Alberta:

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

Approved Year of Absence

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

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

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

National Judging System

National Judges Entrance into National Judges System

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

Alberta Requirements to be a National Judge

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

Provincial Involvement of National Judges

Each National level judge is encouraged to:

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

Criteria for Out of Province Assignments for National Judges

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

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

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

Travel Assignments with Team Selection

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

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

Continuing Professional Education (CPE) Requirements

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

CPE Required Hours Chart

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

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

Level	Minimum Different Categories Needed	Hours Needed	Required Clinic/Course Hours per year
Xcel Br/Sil/Go	2	5	1 - from clinic/Judging Course
Level 1-5	2	5	1 - from clinic/ Judging Course
Level 6/7	2	6	2 - from clinic/ Judging Course
Level 8	3	8	2 - from clinic/ Judging Course
Level 9	3	10	2 - from clinic/ Judging Course
Level 9 Prep	3	16	8 from clinic/ Judging Course
National	3	16	8 - from clinic/ Judging Course
Brevet	3	16	8 - from clinic/ Judging Course

Meeting CPE Requirements

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

Examples:

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

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

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

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

CPE Activities Chart

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

Other	Please contact the WJC to have any other relatable activities approved for hours.
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Judging Courses

General Information

- Xcel, Levels 1-3, Levels 4-5, Level 6-7/Platinum, Level 8-9/Diamond/Sapphire courses will be offered every year in person or depending on registration numbers.
- National level 10 courses will be offered as per GymCan requirements.
- Hosting of ALL courses is decided by the WJC in conjunction with the AGF Women's Program Manager and will be based on course need.
- Judging courses are generally scheduled between September and December of each year, to ensure judge certification prior to the start of most sanctioned competitions. For a complete list of courses offered, please see the AGF website at www.abgym.ab.ca.
- The Course Conductors (CC) are appointed by the WJC based on an application process and will be involved in the ongoing planning of the course along with the WJC and the AGF Women's Program Manager.

Re-Writing Judging Exams

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

Judging Course and Course Conductor (CC) Information

Ratios:

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

Course Minimum:

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

Schedule:

To be determined on a course by course basis.

Per Diem:

For a single conductor:

\$50/ hour of scheduled course time.

For multiple conductors:

\$40/ hour of scheduled course time.

The rate is dropped for multiple course conductors as it is expected the workload to be split.

AGF Sanctioned Competitions

List of AGF Sanctioned Competitions

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

- Trials to Western Canadian Championships (Levels 8-10)
- Alberta Xcel Championships (Xcel Silver and Up)
- Alberta Compulsory Championships (Levels 3-5)
- Provincial Championships (Levels 6-10)
- Trials to Canadian Championships (Levels 9-10)
- Trials to Alberta Winter Games (two-year cycle)
- Alberta Winter Games (two-year cycle)
- Trials to Arctic Winter Games (two-year cycle)
- Arctic Winter Games (two-year cycle)
- Trials to Canada Winter Games (four-year cycle)

Eligibility

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

Judging Restrictions

Judges will be restricted from judging sessions that there are athletes that they have immediate relations to. Meaning that competitive parents, grandparents, siblings, and/or guardians should not be judging sessions in which their child/grandchild/sibling is competing in,

Any judge with club affiliation (owner, coach, administrator, parent, athlete) cannot be AHJ for a session that their club is competing in.

Active Coach:

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

Attendance Commitment

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

No Show or Late Arrival

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

Inappropriate Behaviour and/or Incorrect Evaluation of Exercises

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

Panels

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

*If you are interested in developing panels for Invitational events, please contact the AGF Women's Program Manager and your name and contact information will be forwarded on to all registered competitive clubs. Panel creators are to receive an honorarium of \$100/day of the competition. To reduce confusion and frustration, anyone who is doing the panels for an invitational competition must provide the following information as clearly as possible in their query to other judges.

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

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

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

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

Travel, Mileage, Accommodation, and Meals for Sanctioned Events

- Travel and meals will be compensated for by AGF in accordance with the AGF Expense Claim Policy (see Appendix 3).
- For judges attending in dual roles (ie. also as a coach and/or athlete):
 - If the judge is judging over 50% of the competition, AGF will make and cover the costs of all hotel arrangements. If the judge chooses to stay with their club, AGF will reimburse 50% of the hotel costs.
 - No mileage/flights will be covered by AGF
 - If the judge is judging less than 50% of the time, no hotel cost will be covered
- All travel arrangements must be approved by the AGF Women's Program Manager and panel coordinator prior to the competition, failure to do so may result in no travel compensation.
- Expenses for Invitational's must be pre-approved by the judge completing the panels in conjunction with the Host Club.

Honorarium

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

Funding for Judges

Judge's Enhancement Funding

The Judges' Enhancement Fund is based on the number of registered judges in the Province.

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

Provincial Enhancement Funding

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

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

National Judges' Travel Funds

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

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

Brevet Judges Professional Development Funding

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

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

Alberta Judging Excellence Working Group (JEX)

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

Jurisdiction

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

Role/Mandate

The role of the Alberta JEX Working Group is to:

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

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

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

For matters which relate to a concern involving a coach's conduct as reported by a judge, a Code of Conduct / Violation Report Form should be sent to the AGF Executive Director and will be dealt with via that route.

<https://abgym.ab.ca/safe-sport/report-a-concern/>

Composition and Term of Office

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

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

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

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

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

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

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

Types of Concerns

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

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

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

Format for Raising a Concern

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

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

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

Concern related to judging performance, or conduct by a judge, while carrying out the duties of a judge		
INFORMAL PROCESS – VERBAL (minor offense)		FORMAL PROCESS
Judge to Judge	Judge to WJC Chair/JEX Chair/AGF WPC	
Step 1: Judge will share concerns with other judge regarding behaviour or performance verbally at an appropriate time during the event.	On Site: Step 1: Judge will present concerns verbally to JEX Chair, WJC Chair, or AGFs WPC. Step 2: Intervention by above individuals in consult with JEX members on site, to judge in question. Step 3: Recorded and passed on to the JEX Chair and WJC Chair.	Step 1: Written notification within 3 weeks of the concern to WJC Chair, JEX Chair, or AGF WP Manager Step 2: JEX meets within 3 days. Step 3: JEX notifies judge within 1 week of receiving letter that a concern has been presented. Step 4: Research and discuss concern and decide via consensus on consequences within 3 weeks. Step 5: A written copy of decision/recommendation to all parties.
Step 2: Documented at judges' meeting with head judge. Recorded and passed on to the JEX Chair and WJC Chair.	After the Fact: Step 1: Concern is raised after the competition to JEX Chair, WJC Chair, AGF WPC. Step 2: Discussion between JEX members, WJC Chair within 3 days of receiving concern. Step 3: Intervention by JEX Chair, WJC Chair within 1 week verbally to affected judge. Step 4: Recorded by WJC Chair and JEX Chair. Step 5: A written summary of the concerns and resolutions will be filed at the AGF office.	

WJC members will be informed in writing of the resolution of a concern/issue. This may form part of an educational program at council meeting or workshops.

Desired Outcome

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

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

Sanctions for Judging Concerns

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

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

- Verbal warning
- Written warning
- Remedial or restorative sanctions
- Reprimand
- Sanctions with attached conditions
- Suspension
- Expulsion

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

Fault by the judge will result in the following:

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

Appeals Process

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

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



Women's Artistic Judges

Technical Handbook

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