



**WOMEN'S ARTISTIC GYMNASTICS**

**JUDGES HANDBOOK**

**2017 – 2018**

**November 2017**

## 2017-2018 WAG General Information

### 2017-2018 Women's Technical Committee Members

WTC Chair	Barb Fraser	<a href="mailto:gymnut@telus.net">gymnut@telus.net</a>
Judging Chair	Crystal Gilhooly	<a href="mailto:crystalgilhooly@hotmail.com">crystalgilhooly@hotmail.com</a>
Members at large	Todd Sader	<a href="mailto:Todd66@hotmail.com">Todd66@hotmail.com</a>
	Jennifer Dober	<a href="mailto:Jdober@deltagymnastics.com">Jdober@deltagymnastics.com</a>
	Heather Ivanitz	<a href="mailto:heather@okanagangymnastics.com">heather@okanagangymnastics.com</a>
	Dorina Stan	<a href="mailto:dorinavali@hotmail.com">dorinavali@hotmail.com</a>
	Alana Jensen	<a href="mailto:ryanalanajensen@gmail.com">ryanalanajensen@gmail.com</a>
GBC Staff (non-voting)	Nancy Beyer Andrée Montreuil	<a href="mailto:nbeyer@gymbc.org">nbeyer@gymbc.org</a> <a href="mailto:amontreuil@gymbc.org">amontreuil@gymbc.org</a>

### Women's Judges Committee Members

Judging Chair	Crystal Gilhooly	<a href="mailto:crystalgilhooly@hotmail.com">crystalgilhooly@hotmail.com</a>
Past Judging Chair	Nicky Carroll	<a href="mailto:nickycarroll2k@gmail.com">nickycarroll2k@gmail.com</a>
Registrar (Judges Records and List)	Colleen Kaminski	<a href="mailto:wag-registrar@gymbc.org">wag-registrar@gymbc.org</a> <a href="mailto:coachcolleen56@hotmail.com">coachcolleen56@hotmail.com</a>
Members at Large	Momona Komagata	<a href="mailto:momk20@hotmail.com">momk20@hotmail.com</a>
	Cyndi Fairbrother	<a href="mailto:cyndi_fairbrother@hotmail.com">cyndi_fairbrother@hotmail.com</a>
	Laureen Kean	<a href="mailto:laureenkean@gmail.com">laureenkean@gmail.com</a>
	Carole Williamson	<a href="mailto:carolewill@telus.net">carolewill@telus.net</a>
Assignments Coordinator	Nicky Carroll	<a href="mailto:nickycarroll2k@gmail.com">nickycarroll2k@gmail.com</a>
GBC Staff	Andrée Montreuil	<a href="mailto:amontreuil@gymbc.org">amontreuil@gymbc.org</a>

### Zone Judging Chairs

Zone 1	Nicole Roy	<a href="mailto:nicole.keycity@gmail.com">nicole.keycity@gmail.com</a>
Zone 2	Kim Dennis	<a href="mailto:kimmydennis@yahoo.ca">kimmydennis@yahoo.ca</a>
Zone 3	Cyndi Fairbrother	<a href="mailto:cyndi_fairbrother@hotmail.com">cyndi_fairbrother@hotmail.com</a>
Zone 4	Momona Komagata	<a href="mailto:Momk20@hotmail.com">Momk20@hotmail.com</a>
Zone 5	Jennifer Dober	<a href="mailto:yawnifer@gmail.com">yawnifer@gmail.com</a>
Zone 6	Anna Mataganova	<a href="mailto:mataganova@shaw.ca">mataganova@shaw.ca</a>
Zone 7	Angela Pitzel	<a href="mailto:apitzel@hotmail.ca">apitzel@hotmail.ca</a>
Zone 8	Lisa Laundry	<a href="mailto:bcgymnast2@hotmail.com">bcgymnast2@hotmail.com</a>

### Table of contents

1. Canadian Judges System
2. Assignments
3. Honoraria, Travel, Accommodation and other expenses
4. Role and responsibility of the judge
5. Role and responsibility of the WJC
6. Judges Record Form
7. Competition Head Judge Form
8. Judges Honoraria Form

**Important Note**

This document is currently under review. Please consult the Gymnastics BC Technical Director with any questions regarding document accuracy or current status.

In the event that any policy contained in this document is contradicted by another policy of the Association, the latter shall prevail.

**Clarification of Decision Making Authority**

In an effort to provide greater clarity and transparency around the decision making process and level of authority related to the various rules, policies and procedures contained in this document, the following updates have been made.

Items will now be marked to indicate whether it is considered a rule, a policy or a procedure. They will also be marked with which body has authority over the decision making process. Generally, rules will be under the authority of a Technical Committee or an appropriate staff member, policies will be under the authority of the Board of Directors and procedures will be under the authority of staff. Additionally, any relevant supporting documents will be referenced to provide clarity.

Where an item does not indicate authority, it is assumed to be informational or under the authority of staff.

**Example:****2.1 Athlete Competition Attire for BC Competitions**

**Type:** *Rule*

**Decision by:** *Committee*

**Reference Document:** *None*

The Gymnastics BC Women's Judges Handbook is reviewed and updated every year. The handbook in its entirety guides all judges in BC.

## 1.0 Overview

**Type:** Rule

**Decision by:** GBC Women's Judges Committee (WJC) and GCG JDWG

**Reference Document:** GCG TR Section 8

Judging Rating	Eligible to Judge *		Course Responsibility	Continuing Professional Education (CPE)**
JO Level 5	JO 1-5	<ul style="list-style-type: none"> <li>Must meet PTO eligibility and maintenance requirements</li> </ul> <p>Judges must take the compulsory module to judge compulsory</p>	<ul style="list-style-type: none"> <li>Course material provided by GCG</li> <li>Courses delivered by PTOs</li> </ul>	Yearly CPE credits (12 hours or as required by PTO)
JO Level 6-8	JO 6-8 Aspire 1	<ul style="list-style-type: none"> <li>Must meet PTO eligibility and maintenance requirements</li> </ul>		Yearly CPE credits (12 hours or as required by PTO)
JO Level 9-10	JO 6-10 Aspire			Yearly CPE credits (16 hours or as required by PTO)
National JO 10***	JO 6-10 Aspire	<ul style="list-style-type: none"> <li>Must meet PTO eligibility and maintenance requirements</li> </ul>		<ul style="list-style-type: none"> <li>Course material provided by GCG</li> <li>Course delivered by GCG</li> </ul>
National HP	FIG	<ul style="list-style-type: none"> <li>Must meet GCG eligibility requirements and maintenance requirements</li> </ul>		
Brevet	FIG	<ul style="list-style-type: none"> <li>Must meet PTO and GCG eligibility and maintenance requirements</li> <li>Must meet FIG eligibility requirements</li> </ul>	<ul style="list-style-type: none"> <li>FIG</li> </ul>	

\* Eligible to judge: Judges are "certified" to judge at the level indicated above, meaning that they have successfully completed the evaluation process for that particular level. However, in reality, judges will most likely be asked to judge other levels at competitions. It is up to each PTO to impose restrictions as they see appropriate. In BC, priority should of course be given to a judge who is certified at that particular level. However, judges who are not yet certified (have not passed the exams) may judge a higher level as needed at invitational events, but not at Trials or Championships. They should not be placed in a Chief Judge position.

\*\* Continuing Professional Education credits (CPE) – All judges are required to take CPE credits every year, which must include a clinic. For more information about CPE (including the definition of "clinic"), see Section 4 in this document. The number of required CPE credits for each level is determined by the Province.

\*\*\* PTO must submit the names of the current and active National JO 10, National HP and Brevet judges (or update the GCG Judges database, once developed) by June 30<sup>th</sup>.

## 2.0 Generalities

**Type:** Rule

**Decision by :** GBC Women's Judges Committee (WJC) and GCG JDWG

**Reference Document:** GCG TR Section 8

1. One can earn a rating as a gymnastics official through a series of exams, both Theory (all levels). The course material is provided by Gymnastics Canada. For the Canadian JO Program, courses and exams are delivered and administered by each PTO. HP courses (FIG Code of Points) are delivered by GCG. Judges hold the rating of their highest successful exam. Exams will be held at the end of the clinic, on the same day.
2. In order to be certified, participants must attend the entire course (100% attendance) and successfully complete the evaluation process for that level.
3. Interested individuals must contact Gymnastics BC for information about upcoming clinics, exams dates, etc. The contact information is available on the GBC Website.
4. In order to officiate at Canadian Junior Olympic events, judges must have knowledge of the rules and regulations included in the following publications (and addendums):
  - o USA Gymnastics Junior Olympic Compulsory Book
  - o USA Gymnastics Junior Olympic Code of Points
  - o Canadian Junior Olympic Program
  - o Current PTO and GCG Women's Technical Rules

Aspire competitions use the GCG Aspire Manual".

5. In order to officiate at HP events, judges must have knowledge of the rules and regulations included in the following publications:
  - o FIG Code of Points
  - o FIG updates published by the FIG Technical Committee
  - o Current FIG Technical Regulations (for International Competition)
  - o GCG HP Manual
  - o GCG Technical Rules
6. Membership/Certification requirements:
  - o Must be a current member in good standing with Gymnastics BC  
[https://www.gymbc.org/files/Clubs/Registration/Independent\\_member\\_form.pdf](https://www.gymbc.org/files/Clubs/Registration/Independent_member_form.pdf)
  - o Must pass a criminal record and vulnerable sector check (if 18 years or over) and renew every 2 years (this requirement currently only applies to judges traveling with Team BC).
  - o Must follow the GBC and GCG Technical and Policies rules
  - o The GBC WAG Judges Handbook is available on the GBC Website.

### 3.0 Ratings – Judging Levels

#### Provincial - Compulsory (JO 3-5) and Optional (JO 6-10)

Ratings for the Compulsory (JO 3-5) and Optional (CJO 6-10) programs are under the responsibility of Gymnastics BC.

As a general rule:

- Once a rating is achieved, the judge is certified at that rating for the remainder of the cycle. The cycle is defined for each JO program (Compulsory - until 2021, Optionals – until 2018). At the start of a new cycle, judges will be required to take the courses and exams to maintain their certification.
- Every year, whether they want to upgrade or not, judges must complete Continuing Professional Education (CPE) credits, which must include a clinic. See section 5.0 for more information.

Entry Level and pathways:

- JO 3-5 is the entry level for all judges. However, during a given season, a judge may take both JO 3-5 and JO 6-8 courses and exams, and be credited with both ratings. Even though the courses can be taken in any order, the JO 6-8 rating will not be recognized until the judge has successfully completed the JO 3-5 exam.
- Courses will be scheduled by each PTO. Registration must be done through the PTO.
- Examinees may take the exam (for a specific level a maximum of two (2) times per year in the attempt to pass.

#### Continuing Professional Education (CPE)

Judges must complete Continuing Professional Education (CPE) credits. These CPE activities are selected and organized by the PTOs, and in BC, by the Zone Judging Chairs.

#### Recognition of Experience

Years of experience at a particular rating are counted starting from the season the exam is passed (if the judge takes the exam in the middle of the season, the remainder of the season may count as one year). The judge must meet all requirements for his/her level (number of competitions, CPE activities, clinic, etc.) for the year of experience to be credited.

## 4.0 Requirements

JO 3-5
<p><b>Entry</b></p> <ul style="list-style-type: none"> <li>• Must be at least 15 years old</li> <li>• Can be 14 years old, with letter of support from club head coach</li> <li>• Must register as an individual member with GBC</li> </ul> <p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>• Must attend the JO 3-5 Course and successfully complete the evaluation process (open book theory exam) with a minimum of 85% – once per cycle</li> <li>• Must meet the Continuing Professional Education (CPE) requirement every year</li> <li>• 12 CPE hours required</li> </ul>
<p><b>Certified to judge*</b></p> <ul style="list-style-type: none"> <li>• JO 3-5</li> </ul> <p><b>Provincial Events Eligibility</b></p> <ul style="list-style-type: none"> <li>• Compulsory competitions</li> <li>• Must be certified JO 4-5 to judge</li> </ul>

JO 6-8
<p><b>Entry</b></p> <ul style="list-style-type: none"> <li>• Must be at least 16 years old</li> <li>• Must register as an individual member with GBC</li> <li>• Must hold a JO 3-5 rating (obtained in previous or same season)</li> </ul> <p><b>Requirements</b></p> <ul style="list-style-type: none"> <li>• Must attend the JO 6-8 Course and successfully complete the evaluation process (open book theory exam) with a minimum of 85% – once per cycle</li> <li>• Must meet the Continuing Professional Education (CPE) requirement every year</li> <li>• 12 CPE hours required</li> </ul>
<p><b>Certified to judge*</b></p> <ul style="list-style-type: none"> <li>• JO 6-8</li> <li>• Aspire 1</li> <li>• May judge the compulsory program (JO 1-5) if has completed the compulsory module</li> </ul> <p><b>Provincial Events Eligibility</b></p> <ul style="list-style-type: none"> <li>• BC Championships</li> <li>• BC Games</li> <li>• Must be certified JO 6-8 to judge at trials, BC Championships or BC Games (or similar)</li> </ul>

**JO 9-10****Entry and maintenance**

- Must be at least 18 years old
- Have a minimum of 3 years judging experience (all requirements met)
- Must hold a valid JO 6-8 rating - must have attended the JO 8 course and successfully completed the evaluation process
- Must have completed the NCCP Level 3 technical (or similar)

**Requirements**

- Must attend the JO 9-10 Course and successfully complete the evaluation process (open book theory exam) with a minimum of 85% – once per cycle
- Must meet the Continuing Professional Education (CPE) requirement every year
- 16 CPE hours required

**Certified to judge\***

- JO 6-10
- Aspire 1 & 2
- May judge the compulsory program (JO 1-5) if has completed the compulsory **module**

**Provincial Events Eligibility**

- BC Championships
- BC Games
- Western Canadian Championships
- Must be certified JO 9-10 to judge Western Canadian Championships



**NATIONAL JO 10****Entry and maintenance**

- Must be at least 21 years old
- Must be active in the province (as defined by each PTO)
- Must be recommended by their PTO
- Have a minimum of 5 years judging experience (all requirements met), 2 of which must be at the Optional level
- Must hold a valid JO 10 rating - must have attended the JO 10 course and successfully completed the evaluation process (GCG theory exam) with a minimum of 80% – once per cycle.
- Must have an educational live/on panel assessment at a JO 9 or 10 competition
- Must have completed the NCCP Level 3 technical (or similar)

**Requirements**

- Must meet the Continuing Professional Education (CPE) requirement every year
- 20 CPE hours required

**Certified to judge\***

- JO 6-10
- Aspire 1 & 2
- May judge the compulsory program (JO 1-5) if has completed the compulsory module

**National Events Eligibility**

- JO Canadian Championships
- Canada Games
- Western Canadian Championships
- Must be certified National JO 10 to judge JO Canadian Championships and Canada Games, and have judged a minimum of 30 routines JO 9 and/or JO 10 in the same season prior to the Canadian Championships

**NATIONAL High Performance****Entry and Maintenance**

- Must hold a valid National JO Level 10 rating
- Must be active in the province (as defined by each province)
- Must be recommended by their PTO

**Requirements**

- Must meet National JO 10 requirements
- Must attend the HP Course and successfully complete the evaluation process – once per cycle
- Must meet the Continuing Professional Education (CPE) requirement every year, the majority of which must be FIG based, if possible
- 20 CPE hours required

**Certified to judge\* (Categories)**

- HP Novice, Junior, Senior (in their province)
- JO 6-10
- Aspire 1 & 2
- May judge the compulsory program (JO 1-5) if has completed the compulsory module

**Eligible to Judge (National Events)**

- Western Canadian Championships
- JO Canadian Championships
- HP Canadian Championships
- Canada Games
- Must be certified National HP to judge HP Canadian Championships (National HP can ask to shadow judge at EC or CC).

### NATIONAL - BREVET CANDIDATE (draft)

#### Entry

- Must hold a valid National JO Level 10 rating
- Must hold a valid National HP rating
- Must be active in the province (as defined by each province)
- Must be recommended by their PTO
- Consult the JDWG document regarding Brevet Candidate process for more information

#### Requirements

- Consult the JDWG document regarding Brevet Candidate process for more information
- Must meet the Continuing Professional Education (CPE) requirement every year
- 20 CPE hours required

#### Certified to judge\* (Categories)

- HP Novice, Junior, Senior
- JO 6-10
- Aspire 1 & 2
- May judge the compulsory program (JO 1-5) if has completed the compulsory module

#### Eligible to Judge (National Events)

- JO Canadian Championships
- HP Canadian Championships
- Canada Games

### BREVET - FIG

#### Entry

- Must be active in the province (as defined by each province) and supported by their PSO
- Must have successfully completed the Brevet Candidate program

#### Requirements

- Must successfully complete the FIG Course and exam (once per cycle)
- Must successfully complete the JO theory exam (open book) (educational purpose) at the beginning of each JO cycle
- Must meet the Continuing Professional Education (CPE) requirement every year
- 20 CPE hours required

#### Certified to judge\* (Categories)

- HP Novice, Junior, Senior
- JO 6-10
- Aspire 1 & 2
- May judge the compulsory program (JO 1-5) if has completed the compulsory module

#### Eligible to Judge (in Canada)

- JO Canadian Championships
- HP Canadian Championships
- Canada Games

## 5.0 Continuing Professional Education (CPE)

- Every judge must be committed to fulfilling Continuing Professional Education requirements in order to be assigned to GBC and GCG events.
- CPE activities are organized by zones or provinces, and can include JO/FIG clinics, technical education, video or live practice sessions, etc.
- Within BC, the Zone Chairs are responsible for organizing the miscellaneous activities (in gym observation, video practice) in order for the judges within their zone to complete the hours required outside the minimum clinic hours. These activities are to be recorded with the dates, times, locations and participants, and submitted via email to the [wag-registrar@gymbc.org](mailto:wag-registrar@gymbc.org) WJC so each judge is credited for the activity.
- Each judge is responsible to submit their competition record and their CPE activities on the appropriate form to their Zone Judging Chair, before June 15. Events up to June 30<sup>th</sup> may be included.
- Each PTO must submit the records of their National JO 10, National HP, Brevet Candidate and Brevet judges to GCG by June 30 of each year.

1. **Annual CPE requirements must be completed before a judge is assigned at GBC and GCG events.**
2. CPE credits will be calculated in actual clock hours.
3. Accreditation year is July 1 to June 30.
4. Required CPE hours are as follows:

Highest Rating Held	CPE Hours Required per Year	Required clinic/course hours per year (as part of the total)
JO 3-5	12	6
JO 6-8	12	6
JO 9-10	16	8
National Level 10	20	10
National HP	20	10
Brevet	20	10

5. Clinic CPE credits will be defined as hours spent at a Zone, Provincial or National organized events such as Congresses, clinics, courses, code updates or symposiums. These events must be publicized in advance and open to all judges in the zone, province or country as applicable to the event (exception: eligibility requirement must be met for National and Brevet courses).
6. Clinical Activities will be designated as approved for CPE by the PTO.
7. A maximum number of CPE hours be acquired for the following miscellaneous activities:
  - Coaching (max 6 hours)
  - In gym observation, actively working with coaches and gymnasts (max 10 hours)
  - In gym observation during training camp, working with coaches and gymnasts (max 10 hours)
  - Volunteering at a judging activity (max 4 hours), including member of a committee
  - Video or live practice judging at a level equal to or higher than your current rating (max 3 hour)

8. If a judge does not complete all of their required CPE hours within a given year, they may apply CPE hours from the successive year to make up for the hours they were lacking. Note that CPE hours cannot be used twice, meaning if hours are being used to make up from a previous year, those same hours could not be applied to the current year as well. Any judge who has not completed their CPE requirements before the start of the next season will not be assigned to judge until the hours are completed, unless in the case of an emergency (in this case a financial or other penalty may be applied).

## 6.0 Assignments to competitions in and outside of BC

Assignment to competitions in BC are done through a centralized system, each Zone Judging Chairperson works with the BC Assignments Coordinator. As a general rule, the Zone Judging Chairperson, in collaboration with the host club, will find judges to competitions within their zone. The coordinator will ensure that assignments are distributed among all judges to ensure fair opportunity to fulfill each judge's individual goals.

Formalizing the process will hopefully reduce the number of last minute changes. Host clubs will also be given sufficient notice to plan for judges' travel or accommodation expenses. The process and timelines are outlined below.

October: Judges will receive the availability form. It will also be available on the GBC Website.

November: Judges will have 1 month to complete and return the form.

December: Assignments will begin.  
Once assigned to an event, a judge will receive an email. They will have 7 days to respond. Once an assignment is accepted, it is considered a verbal contract. The Zone Judging Chair will contact the judge to organize any travel and accommodation if needed. As usual, carpooling will be preferred.

January to June:  
Judges will receive detailed competition assignments (schedule, apparatus, etc.) as soon as possible.

### 6.1 Change in Availability

Once an assignment has been accepted by a judge, it is considered a verbal contract. In extreme cases, judges who are no longer available for a competition must inform the Zone Chair / Assignment Coordinator as soon as possible. Repeated changes in availability may jeopardize the judge's opportunity to be assigned at future competitions.

### 6.2 Principles of Judging Assignments to Provincial Competitions

To be assigned at a GBC sanction event, a judge must have taken a clinic at the appropriate level and hold a "pending" status. Judges may be asked to judge at a higher level than their "pending" status if needed. A judge must be "certified" to be assigned at a trial, at BC Championships or at BC Games. Assignment priority will be given to judges who are certified.

### 6.3 Principles of Judging Assignments to National Competitions

Assignment to a competition outside of the Province is a privilege and comes with responsibilities.

To be assigned to a national competition, judges must:

- Indicate their availability at the beginning of the season
- Be active within their zone and within BC
- Be available for the event trials (at least one, if more than one trial) and event training camp
- Be available and committed to work with the Team BC athletes and coaches
- Be available for the entire duration of the competition
- Judge's rating and longevity will be considered
- Priority will be given to the judges who have completed their annual CPE requirements
- Judges are assigned on a rotation basis. Except in extraordinary circumstances, a judge cannot be assigned to the same national event 2 years in a row.

#### Western Canadian Championships

Three to four judges are usually assigned to Westerns

Minimum rating required: JO 10 (maximum one JO 10 judge assigned). Other assigned judges will have the National JO, National HP or Brevet rating.

#### Canadian Championships (CC) and Canada Winter Games (CWG)

Two to four judges are usually assigned to Canadian Championships and Canada Winter Games

Minimum rating required: National JO 10. Other assigned judges will have the National HP or Brevet rating.

#### Other National Events

Assignments at other National Events will be done as needed.

### 6.3 Judges attending Out of Province Invitational

A BC judge (Provincial, National or Brevet level) who wishes to travel outside of the Province of BC and officiate at a competition must first seek permission from the WJC. As per the GCG policy, permission of the Chairperson must be obtained by the Provincial, National or Brevet judge prior to arrangements being made with the organizing committee of the competition. After approval of the WJC, the WJC Chairperson will seek permission from the other P/T Chairperson for the BC judge to attend an event in their Province. Only after the judge has received permission of both Provinces Judging Chairpersons can they judge outside of the Province.

## 7.0 Judges Honoraria and Travel and Accommodation Expenses

*Type: Rule*

*Decision by: WTC*

*Reference Document:*

### 7.1 Honoraria at competition

Rates apply to all registered judges officiating at GBC sanctioned events. Judges and evaluators must be paid either in cash or by cheque at the end of the meet or, at most, 15 days after the event. In case of late payment or returned cheque, the host committee will have to pay a supplement of \$10 to all judges involved.

Judges are paid per session.

Judges' honoraria vary according to the number of athletes a judge must evaluate during a session. Judges can therefore be compensated appropriately if the competition runs with 8 rotations.

Honoraria are as follows:

Judges Rating	Number of athletes registered in a session		
	1-48	49-72	73-96
JO 5	\$50	\$60	\$70
JO 8	\$60	\$70	\$80
JO 10	\$70	\$80	\$90
National JO	\$80	\$90	\$100
National HP	\$90	\$100	\$110
Brevet	\$100	\$110	\$120

### Honoraria at training camps

Judges will be paid an honorarium, equivalent to one judging session, provided they stay for a minimum of four hours (or for the length of the camp). Accommodation, gas receipts and per diem will be paid if it is necessary for judges to travel to attend the training camp.

### Other Expenses

All expenses other than honoraria must be agreed upon ahead of time by the judge and the Zone Judging Chair and Assignments Coordinator. The host club will be informed as soon as possible.

While the WJC and hosting clubs appreciate that parents and coaches are judges, it is felt that if they are already attending the meet in those capacities, and perhaps being given travel stipend by their club, they would then not be allowed to submit travel or accommodation expenses to the hosts.

The only exception to this is if a judge/coach must stay longer than the rest of his/her club. For example, a judge must stay one additional day to judge a session; mileage and one night accommodation could be submitted.

## 7.2 Transportation and Accommodation Expenses

### Mileage

Carpooling is preferred. When possible, judges can travel with a club.

Mileage is paid at the rate of \$0.50 per km. Judges can submit for mileage once they have travelled a minimum of 40 km to attend a meet. The first 40 km are not reimbursed. If the meet takes place over more than one day, mileage can be added up over the days that a judge attends a meet to obtain the minimum 40 km.

Examples:

Judge attends meet for one day and mileage from home to venue is 34 km:

- 34 km x 2 = 58 km – min 40 km = 18 km
- 18 km @ 0.50 = \$9 in travel expense submitted

Judge attends for two days and mileage from home to venue is 16 km:

- o 16 km x 2 = 34 km x 2 days = 64 km – min 40 km = 24 km.
- o 24 km @ 0.50 = \$12 in travel expense submitted

Smaller meets that have only 1 or 2 sessions may request that they pay a lump sum amount to cover gas costs instead of mileage due to the low revenue brought in by these meets. This will be negotiated with the judge prior to accepting the assignment.

Parking, tolls and ferries must be reimbursed by the host club upon presentation of receipts. Any other transportation expense, including renting of a car, must be pre-approved by the Zone Judging Chair, Assignment Coordinator and Host. However, these costs will not be reimbursed if already attending the meet as a parent or coach.

### **Accommodation**

If a judge needs to travel more than an hour to a venue, the host must offer the option to stay at a hotel. Judges travelling less than one hour, but judging a late-ending session one day and an early session the next day, may also be offered a hotel stay. As per all expenses (other than honoraria), this must be arranged with the Zone Judging Chair / Assignment Coordinator prior to the event. Double occupancy with a judge of same gender is the norm.

If a judge is eligible for a hotel stay chooses to stay in a hotel room other than the one provided by the host, a portion of hotel cost may be covered. However, this needs to be approved with the host prior to the event.

If the host is already paying for a hotel room, additional costs will not be covered. An example is if the host is paying for a judge's room with two beds and one judge is using this room, no additional expenses will be paid to a second judge that chooses to share a hotel room with someone else.

### **Meals**

The Host Club must provide meals for the officials that are assigned to sessions occurring directly before and/or directly after mealtime.

If meals are not provided, a per diem is paid to the judges (same rate as GBC).

Meals:	Breakfast	max \$10
	Lunch	max \$12
	Dinner	max \$18

## **7.3 Cost sharing**

Cost sharing principle of travel/accommodation expenses of National JO 10 and higher judges while involved with competitions within BC or out of province meets.

In principle:

- Judges will be assisted with funding for a maximum of four competitions per season, which will include the Elite Canada Screening activity and BC Championships. Should



screening not be an option to attend for personal reasons or due to limited number of judges required three competitions will remain an option;

- Judges who are coaching other portions of the meet will receive a smaller portion of financial assistance from either the Judging/Host or GBC budget. This will be decided on an individual basis. Judges who limit their availability to judge during a meet will limit their ability to receive funding;
- Assignments will be based on certification, "need to judge", and on availability to judge all sessions;
- The Assignment Coordinator will assist in arriving at the most cost efficient method on behalf of the judges;
- These competitions in the chart below were singled out for their importance in athlete and judge development:

Cost Share	Self-Funded Share	Judges Budget Share	GBC Share	Host Club Share
Trials events	20%	20%	0	Min. 60%
BC Championships			100%	
Elite Canada Screening, Team BC Trials events (GBC Hosted)			100%	
BC Winter Games			100%, or BCWG Travel	
Canadian Championships, Western Canadian Championships			100%	
Special Travel Opportunities	High %	Pre-approved Amount		

**Rationale:** The host will be burdened with a larger percentage of cost if it is a trial meet. There will be a limit as to how many judges can be supported by any given budget. Judges are encouraged to contact their Zone for support. For other club invitations not listed above, the host share must be agreed upon ahead of time to determine percentage.

#### 7.4 Funding for Judges

Funding is available for Professional Development for BC Judges. There is a limit to the amount that is available each year. Judges seeking financial assistance must contact the WJC Chairperson.

## 8.0 Judges Rules and Responsibilities

*Type: Rule*

*Decision by: Women's Judges Committee*

*Reference Document:*

The present document applies to all WAG judges in BC.

National JO 10, National HP and Brevet judges are also guided by the Gymnastics Canada Women's Program Technical Rules. These documents are available on the GCG Website ([www.gymcan.org](http://www.gymcan.org)).

### 8.1 Duties and Responsibilities

#### General Duties

1. Perform their function as judge at a competition according to GBC Policies and Procedures, the membership policy (registration and criminal record and vulnerable sector check) and the GBC Code of Ethics, and only officiate at GBC sanctioned events
2. Work collaboratively with the Zone Judging Chair and GBC Assignment Coordinator on judging assignments
3. Bound by the terms of the individual contract agreed upon for each competition
4. Must act in a professional manner:
  - a. Must be on time at the judges meeting
  - b. Must not leave their seat during the competition without the permission of the apparatus chief judge
  - c. Must remain at their apparatus until the entire competition is completed
  - d. Must avoid conversation with coaches regarding the evaluation of exercises (unless responding to an official inquiry)
  - e. Must be willing to compromise when two counting scores are out of range
5. Must wear the correct uniform: dark blue suit, white blouse or shirt and appropriate footwear. An official GBC fleece vest/jacket is also acceptable in place of navy jacket. Men who are officiating at a WAG competition should wear grey pants, navy jacket and a white shirt
6. Must keep track of their judging activities, including CPE activities and submit their record annually to the GBC registrar ([wag-registrar@gymbc.org](mailto:wag-registrar@gymbc.org)) by June 15.
7. Limit themselves to judging, evaluating and scoring at the competition. They are not to involve themselves with the athletes warm up and/or training.
8. Parents are not allowed to be chief judge on an apparatus if their child is competing; judges who are actively coaching are not allowed to be chief judge on an apparatus if their club has participants.

### 8.2 Definition of Active Judge

To be recognized as an active, a judge must:

- Be a registered member of Gymnastics BC
- Hold a valid rating (has successfully completed a course and its evaluation process)
- Work on completing their annual CPE requirement
- Have submitted his/her Judge Record in the previous season to their Zone Judging Chair
- Officiate at competitions in BC and perform additional duties expected from a judge with a certain rating (give clinics, organize CPE activities, mentor judges, support Team BC athletes and coaches, etc.)

### 8.3 Duties of Competition Head Judge

Arrive on site a minimum of 30 minutes ahead of designated Judges' Meeting time.

- Attend (if possible) the pre-competition technical meeting;
- Measure equipment (if not previously measured)
- Conduct an Officials' Meeting 30 minutes prior to competition and review the following procedures (even if it is assumed all judges are experienced).
  - Logistics of the meet – meals, socials, transportation, schedule, meetings, etc.
  - Review the rules regarding equipment, warm ups, scoring procedures (including scoring system), seating of the judges, etc.
  - Review rules in effect for the category and any clarifications
  - Professional protocol reminders
  - Remind judges to judge what they see and know why they took the deductions
  - Remind judges to refrain from commenting on social media concerning the meet/skills/score, etc.
  - Review when conferences may occur
  - Review the inquiry process and video review process (if available)
  - Review duties with auxiliary judges
  - Distribute competition order and scoresheets to judges
  - Remind judges to complete their expense forms
  - Remind judges that they must come back to the judging room for a short debrief after each session
- Liaise with the Floor Manager before and during competition
- Monitor the work of the minor officials and provide assistance as necessary
- Observe and/or give opinions during judges conferences
- Monitor the overall judging to assess the consistency of scores, intervene if necessary
- Review and deliver all inquiries during the competition, confirm change of scores with master scorer as required
- Monitor coaches and athletes behaviour and give warnings as deemed necessary (e.g. BB warming up on floor lines or beside BB while on deck to compete)
- Monitor that athletes and coaches remain in designated waiting area
- Preside over the debriefing meeting and dismiss all judges;
- Submit any concerns requiring immediate attention or follow-up appropriately

## 9.0 Women's Judges Committee (WJC)

### Mission of the WJC

**Type:** Rule

**Decision by:** Women's Judges Committee

**Reference Document:**

A sub-committee of WTC, the WJC is the policy-setting and decision-making body when dealing with development and maintenance of all GBC judges. Their main goals are:

- Provide adequate judging education
- Assign judges to competition, in coordination with the Zone Judging Chairs
- Promote good communication between judges and coaches;
- Assist with the preparation of BC athletes and coaches for inter-provincial, national and international events.

## Terms of Reference

*Type: Rule*

*Decision by: Women's Judges Committee*

*Reference Document:*

## Composition

The committee shall be composed of a minimum of five active judges representing all ratings. While the Chairperson is elected, other WJC members are appointed by the Chair for a two-year term. Judges who are interested in being on the Committee should contact the Chairperson. The WJC will set policies and make decisions by consensus, meeting a minimum of four times annually.

## Duties of the Provincial Judging Chairperson

- Chair and submit a report for the Annual Judges' Meeting (AJM)
- Set and circulate the agenda and chair a minimum of four WJC meetings
- Attend WTC meetings and reports on the WJC activities as needed
- Represent BC at the P/T Judging Chair Meeting;
- Liaise with GBC staff and GCG regarding all judging related matters;
- Submit to GCG all required judges reports

## Duties of the WJC members

Members will be assigned responsibilities. The portfolios include among others:

- Secretary: circulate minutes after all WJC meetings, including the AJM
- Financial reporter: keep track of WJC expenses
- Assignments Coordinator
- Registrar: review judges records
- Education and CPE review

## Duties of the Zone Judging Chairperson (ZJC)

- In general, the Zone Judging Chairperson represents and supports the judges in their zone
- Liaise with judges in their zone to ensure they are properly informed with judging procedures (GBC registration, assignments, record keeping, etc.)
- Liaise with the Zone Committee and the WJC on judging matters
- Organize judging clinics and CPE activities in their zone. Request assistance from the WJC as needed.
- Submit Zone CPE activities, details, and participants into the provincial database.
- In collaboration with the host club and GBC Assignment Coordinator, assign judges for competitions within their Zone. Provide the host with information regarding judges travel and accommodation expenses as early as possible

## Annual Judges Meeting (AJM)

The Women's Judges Committee (WJC) will hold an Annual Judges Meeting (AJM), usually during BC Championships.

The Chairperson is elected for a two-year term at the AJM. The responsibilities of all positions will be assumed immediately after the AJM. Ratification takes place at the GBC Women's Technical Assembly.

Every BC WAG judge currently registered with GBC is invited to attend the meeting and may have 1 (one vote). Proxy votes are not permitted. Other interested GBC members may attend the AJM. All those in attendance shall be eligible to participate in the discussion.

## COMPETITION HEAD JUDGE REPORT

Competition	
Date	
Head Judge	
Categories	

**Misinterpretation of rules:**


**Other issues, including Judges Behavior (timely arrival to meeting, uniform, documents, speed, panel cooperation) or Coaches behavior or Competition logistic problems (schedule, equipment, etc.)**


Signature	
Date	

Please return to the GBC Technical Director ([amontreuil@gymbc.org](mailto:amontreuil@gymbc.org)) or by fax: 604-333-3499



## WAG Judges Expense form

Name	
Mailing Address	
Judge's Rating	City: _____ Postal Code: _____
Competition	

**Honoraria table:**

Judges Rating	Rate by number of athletes registered in a session		
	1-48 athletes	49-72 athletes	73-96 athletes
JO 3-5	\$50	\$60	\$70
JO 6-8	\$60	\$70	\$80
JO 9-10	\$70	\$80	\$90
National JO	\$80	\$90	\$100
National HP	\$90	\$100	\$110
Brevet	\$100	\$110	\$120

Sessions Honoraria	Number of sessions	Rate	Total
1 to 48 athletes		\$	\$
49 to 72 athletes		\$	\$
73 to 96 athletes		\$	\$
<b>Transportation</b>	_____ km (- 40 km) = _____ km @ \$0.50		\$
<b>Ferry, tolls</b>	Provide receipts		\$
<b>Car rental</b>	Provide receipts		\$
<b>Gas</b>	Provide receipts		\$
<b>Hotel</b>	Provide receipts		\$
<b>Meals (number)</b>			
Breakfast		\$10	\$
Lunch		\$12	\$
Dinner		\$18	\$
<b>TOTAL</b>			\$

Judge's Signature	
Verification (CHJ)	