



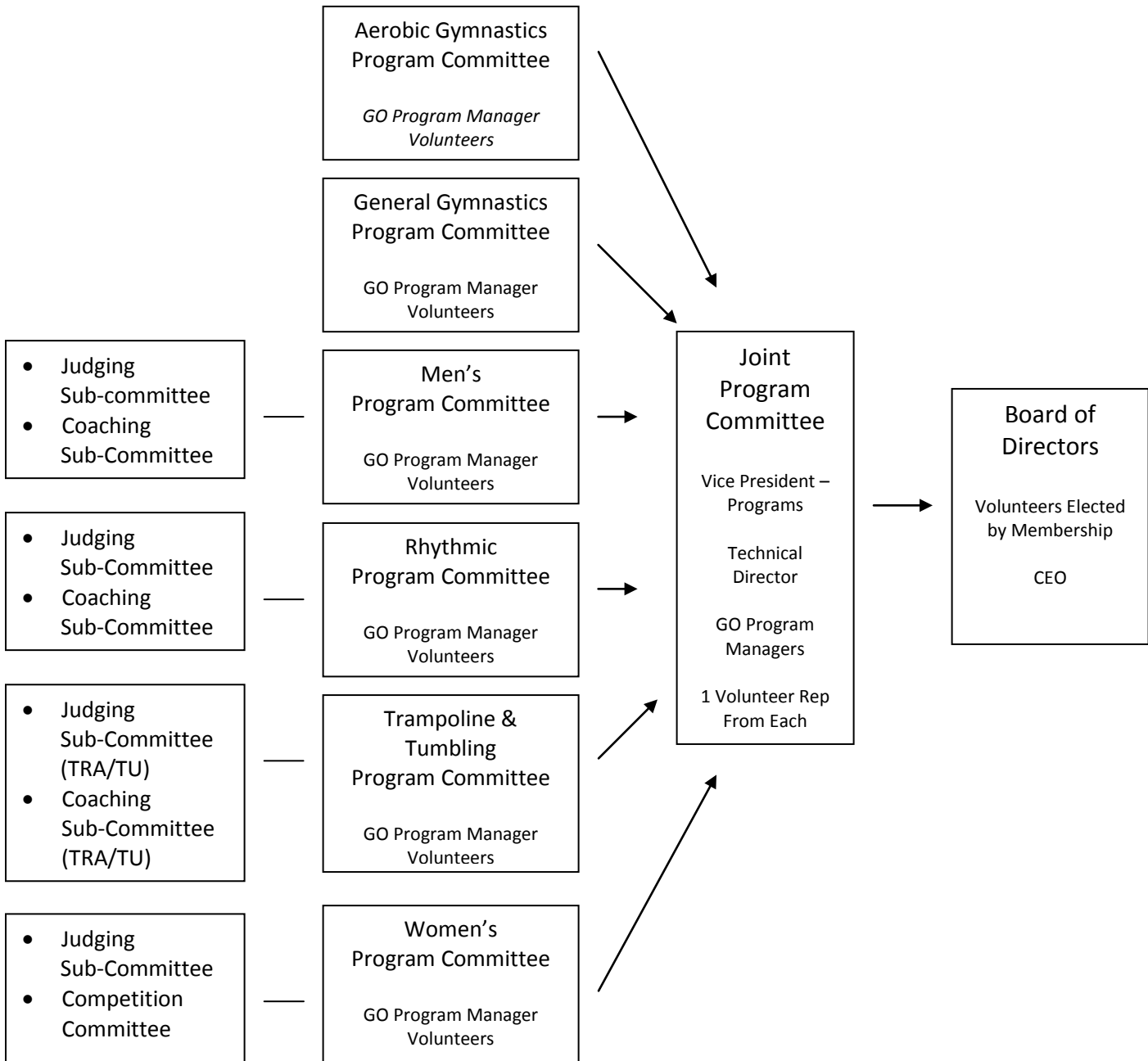
# **Gymnastics Ontario**

## **Technical Rules and Regulations**

### **Section A: Program Structure**

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### 1.0 Gymnastics Ontario Technical Programs Flowchart



## **2.0 Roles and Responsibilities**

### **2.1 Technical Program Committee**

The role of the technical program committee is to advise and assist the Gymnastics Ontario staff in providing leadership for Ontario programs, specifically but not limited to:

- i. Establish and set the terms of reference for sub-committees and ad-hoc committees.
- ii. Develop, implement and evaluate the long and short term goals and objectives of the program.
- iii. Set, elaborate and enforce judging and coaching operating and professional guidelines.
- iv. Elaborate and enforce competition rules.
- v. Ensure efficient consultation and communication with all constituent groups.
- vi. Ensure that decision making processes are in place and followed.

#### **2.1.1 Program Committee Requirements**

- i. Candidates must possess one or more of the listed requirements under each Committee portfolio in order to be eligible to stand for election for a Technical Program Committee.
- ii. Former employees of Gymnastics Ontario will not participate on any volunteer committee for a one year period from their departure from Gymnastics Ontario.
- iii. Technical Program Committees: Women's Artistic Gymnastics, Men's Artistic Gymnastics, Trampoline and Tumbling, Rhythmic Gymnastics, Acrobatics and Aerobics

#### **2.1.2 Program Sub-Committee Mandate**

The sub-committees of the Program Committee are mandated to:

- i. Assist in the development, implementation and evaluation of Athlete, Coaching and Judging Programs.
- ii. Complete ad-hoc assignments as directed by the Program Committee.
- iii. Act as a liaison between the Program Committee and its respective constituent groups.

### **2.2 Program Manager**

- i. Provides leadership, coordination and supervision of all activities relating to the Competitive Technical development and programs of Gymnastics Ontario (i.e. coach/athlete/judge selection opportunities).
- ii. Ensures that minutes are taken and are distributed to the committees via the office.
- iii. Effectively communicate with the Program Chairperson and Committee members.
- iv. Manages the events of the program which include but not limited to training camps, competitions, tours and other related activities.
- v. Manage and ratify all work by sub-committees and working groups.

- vi. Prepare, develop and submit annual budget to Technical Director.
- vii. Ensure all policies and procedures of Gymnastics Ontario are adhered to.
- viii. Ensure all operating and professional guidelines of the Program are adhered to.
- ix. Submit reports as required to Program Committees and Program Assembly.
- x. Maintenance and Quality Control of Gymnastics Ontario website.
- xi. Acts as a representative and upholds the image of Gymnastics Ontario to the community.
- xii. Develop and Implement Program Goals in relation to the Strategic Plan of Gymnastics Ontario.
- xiii. Ongoing communication with Technical Director and all Gymnastics Ontario Program Staff.
- xiv. Non-Voting Member of the Program Committee and Joint Program Committee.
- xv. Manage the effective distribution of information to the community.

### **2.3 Program Chairperson**

- i. Ensures that the aims and objectives of the Program Committee are established and carried out.
- ii. Responsible with the committee for the short and long term development, implementation and evaluation of athlete, coaching and judging programs and establishing the competitive calendar of events.
- iii. Responsible with the committee and Program Manager for the development of the Technical Rules and Regulations.
- iv. Sets meeting dates, prepares agenda and chairs all meetings of the Program Committee in consultation with Program Manager, facilitates the appointments of sub-committees as required.
- v. Acts as the Technical representative on the Joint Programs Committee (or designate).
- vi. Chairs the Program Assembly.
- vii. Submit a written year-end report to the GO office 2 weeks prior to the Program Assembly.
- viii. Communicates effectively with the Program Manager and Committee members.
- ix. Acts as liaison between Program Committee and GO Program Manager/Staff.
- x. Responsible for monitoring and evaluation of all programs in consultation with Program Manager.
- xi. Provide input for any technical bulletins or reports.
- xii. Ensure the activities of the program committee fall within the guidelines of existing policies and procedures of Gymnastics Ontario and the operating and professional guidelines and technical rules and regulations of the Program.
- xiii. Setting the goals and objectives of the program as per directives of the Program Assembly.
- xiv. Provide technical expertise for all programs.
- xv. Recruitment and Development of future committee members and chairs.

### **2.3.1 Program Chairperson Requirements**

- i. Current coach of Provincial level gymnasts or higher in program area seeking position or former coach\* of Provincial level gymnasts or higher in program area seeking position (\*must have been coaching the aforementioned specified gymnasts within two (2) years seeking election)
- ii. Must be fully certified NCCP level 2 in program area seeking position

### **2.4 Vice Chairperson**

- i. Attend, as a voting member, all Program Committee and Assembly meetings.
- ii. Communicate effectively with the Program Manager and Program Chairperson.
- iii. Assist the Chairperson as requested.
- iv. Act as an advisor on procedures, policies, etc. related to all aspects of the Program.
- v. Be available for project assignments as required.
- vi. Submit a written year-end report to the GO office 2 weeks prior to the Program Assembly.
- vii. Chair Program Committee meetings in the absence of the Chairperson.

#### **2.4.1 Vice Chairperson Requirements**

- i. Current coach of Provincial level gymnasts or higher in program area seeking position or former coach\* of Provincial level gymnasts or higher in program area seeking position (\*must have been coaching the aforementioned specified gymnasts within two (2) years seeking election) **or**
- ii. Current judge with minimum 5 consecutive years of experience judging Provincial level gymnasts in program area seeking position **or**
- iii. GO member (volunteer) with full NCCP level 2 certification in program area seeking position

### **2.5 Judging Chairperson** (National/Provincial)

- i. Develops with Program Manager a master event calendar that will include recruitment, training and upgrading of all registered judges.
- ii. Determine the content and facilitation of judges' courses in consultation with the Program Manager and/or Working Group.
- iii. Act as a liaison between the Program Committee/Sub-Committee and Ontario Judges.
- iv. Assists Program Manager to maintain updated records on each judge.
- v. Ensures that judging panels are created, taking into consideration individual judges needs to fulfill requirements, all judging expenses incurred, and the level of judges required for each competition.
- vi. Monitor judging assignments and complete the yearly performance evaluation of the Judging Coordinator and/or Judging panels (as applicable).
- vii. Attends Program Committee Meetings and Program Assembly. Chairs specific Judging Assembly (if applicable).

- viii. With applicable sub-committee selects judges for travel, national courses, etc.
- ix. After consultation with Program Committee Chairperson and Program Manager, liaise with GCG and other provincial bodies on any matters pertaining to the Ontario Judging program.
- x. Provides written reports to the Program Committee as required.
- xi. Submit a written year-end report to the GO office 2 weeks prior to the Program Assembly.
- xii. Provides input for reports, technical bulletins, technical rules and regulations pertaining to judging matters and correspondence (as required).
- xiii. Acts as a resource (when requested) at Ontario competitions.
- xiv. Act as a representative on additional committees (as designated by the Program Committee or Program Manager).
- xv. Sets meeting dates, prepares agenda and chairs all meetings of the Sub Committee in consultation with Program Manager – facilitates the appointment of working groups as required.
- xvi. Communicates effectively with the Program Manager and Program Chairperson.

### **2.5.1 Judging Chairperson Requirements**

#### **2.5.1a Judging Chairperson (non specified)**

- i. Current judge of Provincial or National level gymnasts in program area seeking position **and/or**

#### **2.5.1b Provincial Judging Chairperson**

- i. Current judge of Provincial or National level gymnasts in program area seeking position **and/or**

#### **2.5.1c National Judging Chairperson**

- i. Current judge of National level gymnasts in program area for which seeking election

### **2.6 Coaching Chairperson** (National/Provincial/Interclub)

- i. Attends and provides written reports on Coaching Programs to the Program Committee Meetings.
- ii. Submit a written year-end report to the GO office 2 weeks prior to the Program Assembly.
- iii. Provides direction for programs (clinics, seminars) for the education, training and recruitment of coaches.
- iv. Acts as a resource (when requested) at Ontario competitions.
- v. Co-ordinates clinics, courses and other assignments as requested.
- vi. Act as a representative on additional committees as designated by the Program Committee or Program Manager.
- vii. Act as a liaison between the Program Committee/Sub-Committee and Ontario coaches.
- viii. Provides written reports to the Program Committee and Technical Assembly.
- ix. Provides input for reports, technical bulletins, technical rules and regulations pertaining to coaching matters and correspondence (as required).

- x. Develops with Program Manager a master event calendar that will include recruitment, training and upgrading of all registered coaches.
- xi. After consultation with Program Committee Chairperson and Program Manager, liaise with GCG and other provincial bodies on Ontario coaching initiatives.
- xii. Sets meeting dates, prepares agenda and chairs all meetings of the Sub Committee in consultation with Program Manager – facilitates the appointment of working groups as required.
- xiii. Communicates effectively with the Program Manager and Program Chairperson.

### **2.6.1 Coaching Chairperson Requirements**

#### **2.6.1a Coaching Chairperson (non specified)**

- i. Current coach of Provincial or National level gymnasts in program area seeking election **or**
- ii. Former coach\* of Provincial or National level gymnasts in program area seeking election (\*must have been coaching the aforementioned specified gymnasts within two (2) years of seeking election)

#### **2.6.1b Interclub/Invitational Coaching Chairperson**

- i. Current coach of Inter-Club/Invitational gymnasts in program area for which seeking election **or**
- ii. Former coach\* of Inter-Club/Invitational gymnasts (\*must have been coaching the aforementioned specified gymnasts within two (2) years of seeking election)

#### **2.6.1c Provincial Coaching Chairperson**

- i. Current coach of Provincial or National level gymnasts in program area seeking election **or**
- ii. Former coach\* of Provincial or National level gymnasts in program area seeking election (\*must have been coaching the aforementioned specified gymnasts within two (2) years of seeking election)

#### **2.6.1d National Coaching Chairperson**

- i. Current coach of National level gymnasts in program area for which seeking election **or**
- ii. Former coach\* of National level gymnasts (\*must have been coaching the aforementioned specified gymnasts within two (2) years of seeking election) **or**
- iii. Retired National level coach with previous experience coaching gymnasts at a World Cup, International Games, World or Olympic event

### **2.7 Member-at-Large Representative(s)**

- i. Attends and provides written reports to the Program Committee Meetings.
- ii. Submit a written year-end report to the GO office 2 weeks prior to the Program Assembly.
- iii. Undertake any additional tasks as assigned by the Program Committee or Program Manager.
- iv. Act as a representative on additional committees as designated by the Program Committee or Program Manager.

- v. Act as a liaison between the Program Committee/Sub-Committee and the Ontario membership.
- vi. Communicates effectively with the Program Manager and Program Chairperson.

### **2.7.1 Member at Large Requirements**

#### **2.7.1a Position #1**

- i. Current coach in the program area seeking election

#### **2.7.1b Position #2**

- i. Current coach in the program area seeking election **or**
- ii. Current judge in the program area seeking election **or**
- iii. GO member (volunteer) with full NCCP level 2 certification in program area seeking election

### **2.8 Secretary Representative**

- i. Attends and provides written reports to Program Committee Meetings.
- ii. Submit a written year-end report to the GO office 2 weeks prior to the Program Assembly.
- iii. Record and type all Program Committee and Assembly minutes for submission to the Program Manager.
- iv. Undertake any additional tasks as assigned by the Program Committee or Program Manager.
- v. Act as a representative on additional committees as designated by the Program Committee or Program Manager.
- vi. Communicates effectively with the Program Manager and Program Chairperson.

#### **2.8.1 Secretary Requirements**

- i. Current coach in the program area seeking election **or**
- ii. Current judge in the program area seeking election **or**
- iii. GO member (Volunteer) with full NCCP Level 2 certification in program area seeking election

### **2.9 Athlete Representative**

- i. The Athlete Representative shall be responsible for representing the views and needs of the athletes of the Province in a fair and equitable manner to the Program committee.
- ii. The Athlete Representative shall promote the development of the athlete-centered concept and ensure that the Program committee operates in this manner.
- iii. The Athlete Representative shall work with the Program Manager to ensure that information on resource services is available to athletes. These services include but are not limited to performance enhancement (concentration, confidence, pre-competition preparation, performance strategies); health enhancement (stress management, injury management, eating disorders, substance abuse); and personal issues (relationship difficulties, retirement).



- iv. The Athlete Representative shall present written reports to the Program Committee.
- v. Submit a written year-end report to the GO office 2 weeks prior to the Program Assembly.
- vi. Coordinate (as requested) the election for the incoming Athlete Representative on the Program Committee.
- vii. Communicates effectively with the Program Manager and Program Chairperson.

### **2.9.1 Athlete Representative Requirements**

- i. Competitive gymnast (current or retired) with minimum five (5) years competitive experience at the National level in the program area seeking election
- ii. Minimum eight-teen (18) years of age
- iii. Note: election for this position to occur at Ontario Championships and/or Canadian Championships to ensure maximum representation of eligible voters – only National level gymnasts may vote for this position. The election will be managed by the Program Chair or his/her designate

### **2.10 Competitions/Events Representative**

- i. Attends and provides written reports of competition evaluations to Program Committee Meetings.
- ii. Ensures coordination of Ontario competition schedule with National calendar.
- iii. Recruits, confirms and liaises with Provincial Qualifiers and Championship hosts, re: date, site, schedule and Technical requirements.
- iv. Ensures that the club meet directors have attended the meet director's course.
- v. Attends or ensures Technical representative attendance at provincial championships as liaison for Technical decisions, assistant to Meet Director. Provides direction/supervision of the Technical Meetings.
- vi. Assists with the preparation of revisions and updates to the Meet Director's Manual.
- vii. Submit a written year-end report to the GO office 2 weeks prior to the Program Assembly.
- viii. Communicates effectively with the Program Manager and Program Chairperson.

#### **2.10.1 Competition / Event Coordinator Requirements**

- i. Current coach in the program area seeking election **or**
- ii. Current judge in the program area seeking election **or**
- iii. GO member (Volunteer) with full NCCP Level 2 certification in program area seeking election

**\* See Discipline Specific Section for Additional Roles and Responsibilities**

### **3.0 Technical Assembly**

It is the mandate of the Assemblies to:

- i. Provide input and recommendations to the staff and program committee on Athlete, Coaching and Judging Operating and Professional Guidelines and Programs – as appropriate
- ii. Elect the Program Committee Membership
- iii. Facilitate communication with the clubs

Composition:

- i. One (1) vote per recognized club.
- ii. Chair of the Program Committee (as elected by the membership)
- iii. Program Committee Members (non-voting)
- iv. Program Manager (non-voting)