



TECHNICAL RULES AND REGULATIONS

SECTION G

OFFICIALS PROFESSIONAL AND OPERATIONAL GUIDELINES

WOMEN'S ARTISTIC GYMNASTICS



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1 INTRODUCTION

1.1 PREFACE

The Policies, Procedures and By-laws of Gymnastics Ontario are the final authority for the Federation and govern the actions of all members, committees, sub-committees and working groups.

The rules contained in the current edition of Roberts Rules of Order will govern the Federation in all cases where they apply and where they do not conflict with specific By-laws or Rules of Order adapted by the Federation.

This manual contains Professional and Operational Guidelines, which govern the actions and behaviours of all Gymnastics Ontario Women's Artistic Judges.

The Judging Committee would like to thank Cheryl Donoghue for the work in developing, editing and maintaining the Professional and Operational Guidelines for Women's Artistic Judges.

1.2 JUDGING SUB-COMMITTEE

The Judging Sub-committee (JSC) of eight volunteers (Chair and seven Members-at-large) reports directly to the Women's Program Committee (WPC). The committee members are elected for a two-year term at the annual Women's Judging Assembly. The terms are staggered so that one half of the committee is elected annually. The Judging Sub-Committee appoints several working groups to assist with specific projects.

The major responsibility of the JSC is the education program required to train, develop, and upgrade judges to service the Ontario Competitive Program (OCP). The Education Program includes yearly clinics, Beginner Judges Courses, Mentoring and Assessments. The Chair and one Member-at-large are active, voting members of the WPC and provide input to major decisions of the OCP. The following judges are members of the JSC:

Chair – Angela Herrington (2023)

Past Chair – Cheryl Donoghue

Member-at-Large (Education/HP Lead) – Lorraine Currie (2024)

Member-at-Large (Compulsory Education)– Shelia Duverney (2024)

Member-at-Large (Compulsory Education) – Brooklyn Sutton (2023)

Member-at-Large (Xcel Education) – Becky Ansell(2024)

Member-at-Large (Level 6-9 Education) – Thea Rotteau (2023)

Member-at-Large (Level 6-9 Education) – Marguerite Gagnon (2023)

Member-at-Large (Records & Secretary) – Katie Whitwell (2023)

2 PROFESSIONAL GUIDELINES

2.1 PROFESSIONALISM AND EXPECTATIONS

A judge shall demonstrate professionalism and responsibility to the sport and respect for all members of Gymnastics Ontario.

The Professional Guidelines outlined in this document are intended to provide direction and to assist judges with decision-making.

It is not possible or practical to outline guidelines for each and every situation which may occur. In cases where a specific rule does not exist, the judge(s) is (are) expected to exercise common sense, practice courtesy and show respect in all decisions. Any such situation should be noted in the Competition Chief Judge (CCJ) Report, which will be forwarded to the JSC for discussion if necessary.

Judges play a critical role in establishing the environment at all competitions. This environment should be safe, fair, positive, relaxed and friendly. The following guidelines will assist in establishing and maintaining the appropriate environment.

Judges are expected:

- To respect the needs of each club, coach, gymnast, and other judges.
- To arrive at the judges’ meetings on time in judging uniform.
- To understand the rules and regulations governing competitions.
- To be prepared for each specific judging assignment.
- To be certain that both coaches and gymnasts are present before the warm-up begins.
- To greet gymnasts on arrival at each event. All panel members are to stand to greet the gymnasts for their first event; the D1 is to stand to greet the gymnasts for all other rotations.
- To acknowledge gymnasts with eye contact at the beginning and end of each routine.
- To work quickly and accurately to produce a score, and to be prepared to justify that score with reference to current documentation.
- To be a cooperative member of the judging panel.
- To be unbiased, fair and impartial in scoring.

All registered Gymnastics Ontario Judges are required to sign the Gymnastics Ontario Code of Conduct for Judges each competitive season to acknowledge their understanding and adherence to the Gymnastics Ontario Professional and Operational Guidelines for Women’s Artistic Judges.

2.2 DRESS CODE

<p>Attire for all gymnastics competitions</p> <p>Judges and side judges</p>	<p>A dark blue suit jacket with matching dress pants or skirt. The dark blue must be a solid colour.</p> <p>The skirt should be approximately knee length A white woven or knit blouse type top (midriff tops, halter tops and spaghetti strap tops are not acceptable)</p> <p>Sweaters are permitted during cold venue conditions (solid navy only)</p> <p>Solid coloured (dark or nude) hosiery</p> <p>Footwear are to be solid dark blue or black in colour- no flip-flops permitted</p> <p>Judges may remove jackets when judging as temperature permits</p> <p>Male judges are required to wear a tie</p>
<p>Attire for hot weather (for Invitational meets held during the months of May and June only)</p>	<p>Sandals (no flip-flops), with or without (nylons) hosiery</p> <p>A white, short-sleeved or sleeveless woven or knit blouse type top (midriff tops, halter tops and spaghetti strap tops are not acceptable)</p> <p>Navy blue skirt, pants, knee-length skort or dress capris.</p> <p>No jacket or tie required</p> <p>Short shorts or denim are unacceptable</p>

The judging uniform has been adapted from the GYM CAN Women's Program Manual and will be enforced by Gymnastics Ontario for all Qualifying and Invitational Meets. The dress code will be monitored. All incidents involving violation of these guidelines will be documented in the CCJ Report. All judges not complying with the dress code will be sent a warning letter; a second incident will result in sanctioning.

2.3 CELL PHONES, COMPUTERS AND CHILDREN/BABIES AT CLINICS AND COMPETITIONS

Cell Phones	Judges MUST turn cell phones off prior to the beginning of the competition. To ensure a professional and safe environment, cell phone usage, including text messaging, is <u>not permitted</u> on the competition floor at any time. If a judge wishes to use a cell phone during the active competition, she/he must receive permission from the CCJ to leave the floor. The CCJ will record any incidents of improper cell phone usage in the CCJ Report.
Computers and Similar Devices	Judges are allowed to use laptop computers (or similar devices) for the purpose of accessing gymnastics information ONLY at the judges' tables at any GO sanctioned gymnastics competitions. Judges are not permitted to access host clubs' Wi-Fi. No internet use is allowed on the competition floor; all documents must be downloaded to the computer before coming to the competition. Judges may not request extension cords from the host club; extension cords will not be allowed on the floor for use with the computer. Any judge using a computer for purposes other than accessing pertinent gymnastics information will not be allowed to use a computer for the remainder of the competitive season. The judge must then have all current paper documents in effect for the remainder of the competition. The CCJ will record such incidents in the CCJ Report.
Children/Babies at Clinics and Competitions	Children/Babies of judges are not allowed on the floor at clinics, competitions and/or training camps, unless accredited to perform a specific task and in official uniform. It is the sole responsibility of a judge to arrange alternate childcare while attending a clinic, competition and/or training camp.

2.4 LATE ARRIVALS

A judge must arrive at the competition site on time for the judges' meeting or, if time not specified, 30 minutes prior to the start of the competition. Assignments begin at the published time of the judges' meeting or 30 minutes before the start of the competition and conclude 15 minutes after the last competitor has performed.

Failure to arrive on time requires a written explanation to the CCJ. The written explanation will include: name, competition event and date, arrival time, reason for lateness and signature of the judge and CCJ. The CCJ will attach this information to the CCJ Report. Every possible attempt should be made to notify the host club and/or CCJ if a judge anticipates a late arrival or a delay en route to a competition.

2.5 UNABLE TO FULFILL JUDGING REQUIREMENTS

Invitational Competitions

Once you have signed up for a meet you are committed to judge that meet. If for any reason you cannot judge that meet, it is your responsibility to find a replacement.

First, contact the CCJ who may have some additional names that you could contact. Second, check the publishable list and send emails to appropriate level judges. Your replacement must be either the same level or a higher level than yourself. Once you have a replacement, you must contact the CCJ to let them know the name and e-mail address of your replacement.

Qualifiers and Selection Competitions

If for any reason you are unable to judge a qualifier or selection competition which you were assigned, contact WPJA (Julie Arsenault-Howick). WPJA will assign a replacement for those competitions. This includes Leve3-5, Level 6-10 (during the qualifying period) Tour Selection and Ontario Championships.

2.6 JUDGING EXCELLENCE WORKING GROUP (JEX)

Excellence in judging is a goal shared by all officials. The mandate of the Judging Excellence Working Group (JEX) is to promote the professional behaviour of all judges and to improve relations and communications among judges and between judges and coaches.

Composition of JEX

- GO Technical Director/Women's Program Manager
- Three members appointed by the JSC as follows:
 - One member, must be a current member of the Ontario Women's JSC
 - One member, must be an active JO Level 10 or higher judge and preferably not a member of the Ontario Women's JSC
 - One member, should be a past but currently inactive member of the gymnastics community

Terms of Reference

- Appointments are for a two-year term
- Appointments are reviewed every two years, and are not restricted to a specific number of terms
- Appointments must reflect a staggered rotation (i.e. so that all three members are not replaced at the same time)
- The JEX Chair will be appointed by the JSC Chair
- The working group reports directly to the JSC Chair via the JEX Chair

Mandate

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

- To formally recognize judges who have demonstrated excellence in carrying out their responsibilities
- To address specific issues/concerns raised through referrals (as outlined below), such as:
 - Errors in judgment
 - Improper application of technical rules
 - Improper conduct in working with or responding to judges, coaches or athletes
- To identify opportunities for improving professionalism in judging
- To generate suggestions for enhancing the working relationships between judges, and between judges and coaches

Formats for Referrals to JEX

Situations of concern may be expressed in two ways, either verbally or in writing, and if written, should be signed by the complainant.

Informal Process

Where possible, presentation of a concern should be made via the verbal or informal route; if at a competition, the concerns should be presented to the CCJ at the time they occur for timely resolution with all affected parties on-site.

Formal Process

Where a complainant chooses the more formal process, the situation must be first expressed to the WPM and/or JSC Chair and must be submitted in writing. In all cases, the WPM and the JSC Chair will jointly determine referrals to the JEX Chair. The submission of the concern must be submitted within three (3) weeks of the incident and must include a description of the concern/issue and any relevant information. It may also include:

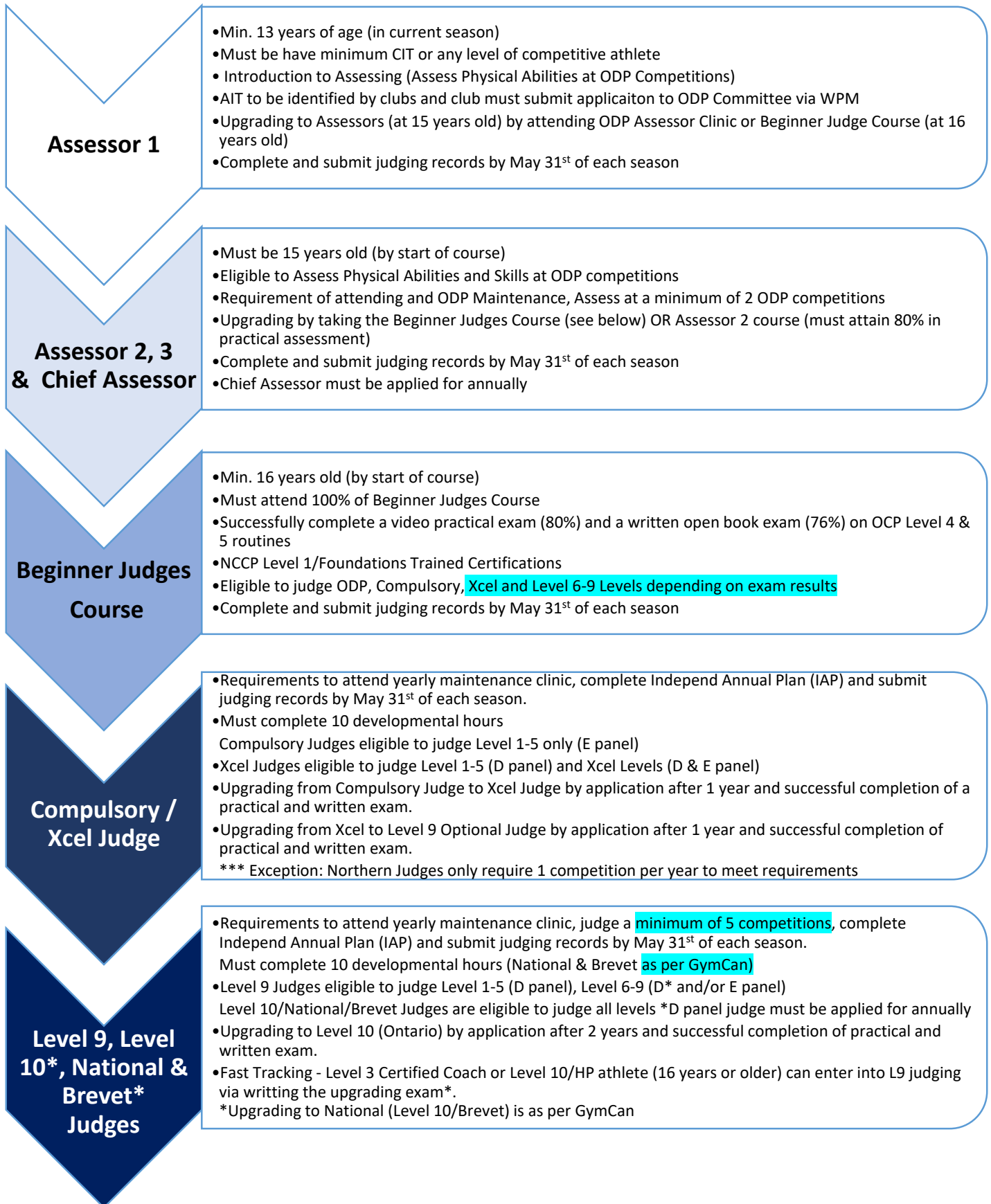
- Suggestions for possible resolution
- Timeline for resolution

Process within JEX

- All referrals must be submitted in writing to both the WPM and the JSC Chair.
- Any individual named in a referral must receive written notice of the referral within two weeks of the submission by the complainant.
- Any and all individuals involved in the situation must be given the opportunity to respond to the referral in writing.
- The JEX Working Group must meet within one (1) month of receiving any referral to review the concern(s) and to reach a decision or recommendation. The JEX Working Group may seek input from others as to the validity of the concern.
- A written copy of the JEX decision will be forwarded to the WPM, the JSC Chair and the individual(s) involved. If it is felt that the outcome is not appropriate a review by JEX may be requested.
- All related documentation, including but not limited to the referral and the decision, will be filed at the GO office.
- The range of recommended sanctions includes, but is not limited to:
 - Verbal warnings
 - Written warnings
 - Remedial action or sanction
 - Reprimand
 - Sanction with attached conditions
 - Suspension and/or expulsion
- The severity of the sanctions recommended will determine the level of communication and decision making, i.e. more severe warnings, actions or sanctions will be referred to the WPC by the JSC Chair; the most severe sanctions will be presented to the GO Board of Directors by the WPM.

3 OPERATIONAL GUIDELINES

3.1 OVERVIEW – ONTARIO JUDGING DEVELOPMENT MODEL



Judging Eligibility Chart:

Type of Competition	Compulsory Level 1-5	Xcel Bronze, Silver, Gold	Optional Level 6-9	Level 10	Aspire	High Performance
Judge Level (per panel)	Min. one L9+ & one L5+	One L9+ and one Xcel+	Two L9+	One L10+ & one L9+	One L10+ & one L9+	Two HP (can use one L10 N)
L5 Judge	✓	not eligible	not eligible	not eligible	not eligible	not eligible
Xcel Judge	✓	✓	not eligible	not eligible	not eligible	not eligible
L9 Judge	✓	✓	✓	Can be 2 nd judge if needed	Can be 2 nd judge if needed	not eligible
L10 Judge	✓	✓	✓	✓	✓	Can be 2 nd judge if needed
National	✓	✓	✓	✓	✓	Can be 2 nd judge if needed
HP	✓	✓	✓	✓	✓	✓
Brevet	✓	✓	✓	✓	✓	✓

Restrictions:

Compulsory Level 5 Judges: are permitted to judge Level 1-5 compulsory gymnasts only

Xcel Level Judges: are permitted to judge Level 1-5 Compulsory (D1/E panel) and Xcel (E panel) gymnasts only

Optional Level 9 Judges: are permitted to judge Level 1-9 & Xcel gymnasts (D2/E panel only for Level 10)

Optional Level 10 Judges: are permitted to judge Level 1-10, Xcel and National gymnasts

3.2 JUDGING REQUIREMENTS

Requirements	Compulsory/Xcel	Level 9	Level 10 ON	L10 National/ National HP	Brevet
Attend Yearly Clinic	Yes	Yes	Yes	Yes	Yes
Development Hours	10	10	10	As per GymCan	As per GymCan
Sign-Up for Level 6-10 Qualifiers	NA	Yes	Yes	Yes	Yes
Meet Requirements	No minimum competitions required	Judged a minimum 5 competitions days OCP (L6-9)			
Counting Competitions for Meet Requirements Only	Friday evening counts as ½ day ½ day meet = 4 hours 1 day meet = more than 4 hours (up to 8 hours) 1 ½ day meet – more than 8 hours <i>* see championships requirements separately</i>				
Open Book Assessment	Yes 2 nd year of cycle	Yes 4 th year of cycle	Yes As per GymCan	As per GymCan 84% pass standard to maintain judging status	
Ontario Championships	L3-5 OC - Must be available 2 days. Must have judged a min. of 5 (days) of L3-5 Qualifiers to be eligible to judge at OC	L 3-5 and L6-9 Must sign up for a min. of 3 days of OC. Ex: Sign up for 1 days for L3-5 and 2 days at L6-10. If not eligible to sign up for L3-5 OC then must sign up all 3 days at L6-10 OC. Must have judged a min. of 5 competition days to be eligible to judge OC		Must sign up for a min. of 2 days of L6-10 OC; if Brevets wish to Judge L3-5 OC they must judge a min. of 2 L3-5 competition days to be eligible to judge OC	
IAP & Records DUE May 31	All Judges will receive an IAP link via e-mail in May. Judges are required to complete and submit the IAP before the deadline of May 31st. All records must be e-mailed to GO before the deadline of May 31st. Brevet Judges are required to submit a copy of their records by the deadline of May 31.				

3.3 ENTRY AND UPGRADING

	Compulsory	Xcel	Level 9	Level 10	Nat/HP & Brevet
<p>Entry</p> <p>Min 16 yrs. old when taking the Beginner Judges Course</p> <p>Must attend 100% of Beginner Judges Course</p> <p>Exam results will determine the Level of the Judge: Compulsory- must achieve a minimum score of 80% on both the written and practical Xcel- must achieve a min. score of 85% on both the written and practical Level 9- must achieve a min. score of 90% on both the written and practical.</p>	<p>Judges must have Level 1 Foundations Certification or NCCP.</p> <p>Purchase Compulsory Manual.</p>	<p>Complete all Compulsory Requirements</p> <p>Purchase a Xcel Code of Points</p>	<p>Complete all Xcel Requirements</p> <p>Purchase a USAG Code of Points</p>	<p>Complete all Level 9 requirements</p> <p>Purchase a USAG Code of Points</p>	<p>As per GymCan</p> <p>Additional Information: The GymCan Operational Guidelines govern the minimum eligibility and requirements for National judges.</p>
# of Years to be Eligible to Upgrade	1 year	1 year	2 years	As per GymCan	As per GymCan
<p>Upgrading Requirements</p> <p>Must complete an application to Upgrade by May 31 (via IAP)</p>	<p>Upgrading to XCEL Successfully complete a video practical exam (85%) and a written open book exam (85%) on Xcel.</p>	<p>Upgrading to L9 Successfully complete a video practical exam (90%) and a written open book exam (90%) on Xcel.</p>	<p>Upgrading to L10 Couple the GYM CAN Level 10 Course. Level to be determined by exam results 75% - Ontario Level 10 80% National Judge (10.2) 85% National Judge (10.1)</p>	<p>Upgrading to National, HP and Brevet</p> <p>As per GYM CAN requirements. Further information on standards may be found in GymCan Technical Information Section 3.</p>	

3.4 OPPORTUNITIES

GO Profile - Judges interested in applying for a profile must apply by May 31st (IAP) and submit an application for the Profile. Judges will be selected by the JSC and must be a member in "Good Standing" and complete all GO yearly requirements to maintain the Profile.

Judging Level	Compulsory	Xcel	Level 9	Level 10, NAT & HP	Brevet
D1-Panel and CCJ Eligibility	No	D1 for L3-5 Competitions	D1-Qualifiers	Yes	Yes
Yearly Clinic Clinician/Assistant	N/A	N/A	N/A	Yes	Yes
BJC Clinician/Assistant	N/A	N/A	N/A	Yes	Yes
<p>Eligibility to Apply for Travel /Selection Opportunities. See section 3.16 for further information.</p>	N/A	N/A	Eligible to apply for Easterns and other selected competitions	Yes - must be active in both Compulsory and Optional Program to be eligible for travel	Yes - must be active in both Compulsory and Optional Program to be eligible for travel

3.5 JUDGING STATUS

Judges will be notified of their judging level/status by **July 15th**; a written appeal on level and/or status must be received by the WPMJ- Julie within **two weeks** of notification of level and/or status

3.6 NON-COMPLIANCE OF JUDGING REQUIREMENTS

Judges who have failed to meet any of their judging requirements will have their hourly rate dropped \$5.00 per hour for the following season.

Non-compliance for a second year will result in the continued reduced rate, and judge(s) will receive a written warning regarding possible additional sanctions.

Third time non-compliant judges will have their certification revoked and must retake the Beginner Judge Course in order to judge.

Judging Requirements include completion and submission by the deadlines:

- development hours
- numbers of competitions judged
- assessments standards
- IAP/Records/Sign-up (for both Qualifiers & Ontario Championships)
- attendance at Ontario Championships

Yearly Clinic

Judges who fail to attend the yearly clinic will not be permitted to judge for the upcoming season.

Open Book Assessments

Judges who fail to successfully meet the 84% pass standard of the Open Book Assessment or who have less than 76% on the written exam must rewrite and meet the pass standard. Failure to retake the assessment will mean a judge will not be permitted to judge until the pass standard has been met (one rewrite is allowed and the date will be set in advance). There will be no penalty (\$5.00 year reduction in honorarium) for those judges who rewrite and meet the pass standard.

3.7 DEVELOPMENT HOURS (DH)

Compulsory, Xcel, Level 9 Level 10 judges - 10 hours National, HP, Brevet - hours as per GymCan

Can be achieved through:

- additional DH also may include any of the following:
 - GO coaches and/or judges' workshops
 - GO or USAG Congress
 - designated competitions (any selection competition)
 - observation during training sessions at any National competition training camps (GO or GYM CAN)
 - [gowagjudges](#) (online) - can use for a maximum of 2 hours
 - Judging Assembly -can use for a maximum of 2 hours
- All judging records must have DH recorded, dated, location, level observed and signed by the appropriate person to be considered complete. Judges can request alternative development activities (must be requested in advance and approved by the JSC).

All DH must be unpaid and can only include WAG activities

3.8 LEAVE OF ABSENCE

The deadline to apply in writing to JSC for a Leave of Absence is **September 15th**. **A maximum of 1 leave of absence every 4 years will be granted**. A judge missing the deadline to apply for a leave will be considered as not fulfilling her/his yearly requirements (exception: National Course – new year of code). An appeal based on extenuating circumstances may be filed in writing to the JSC. Judges must notify the JSC in writing via email of their intentions to return for the next season by May 31st.

Before being assigned to judge a competition in the returning season the judge must fulfill all evaluations/requirements required for the judge's leave of absence year. Any judge who requests two consecutive leaves or two leaves in a four-year period will be required to retake and successfully complete the Beginner's Judge Course.

All LOA must be made in writing and sent to WPMJA- Julie Arsenault-Howick at: cowlvr@cogeco.ca.

3.9 GENERAL INFORMATION ON YEARLY REQUIREMENTS

All judges must complete all yearly requirements for their respective judging level (clinic, meets, development hours, etc.) and submit judging records to Gymnastics Ontario – Women's Program Manager (wag@gymnasticsontario.ca) by May 31st of every season.

*Police Check, Respect In Sport and other similar requirements to be determined on a yearly basis or as required by Gymnastics Canada.

JUDGING LEVEL	Compulsory	Xcel	Level 6-9	Level 10, Nat & HP	Brevets
Complete "Application to Upgrade" by MAY 31st	Yes	Yes	Yes	Yes	as per GYMCAN
Applications for D-1 Panel by May 31st	NA	NA	Yes	Required	Yes
Applications for Travel by May 31st	NA	NA	Yes	Yes	Yes
Applications for CCJ for Invitational and/or L3-5 or L6-10 Qualifying Competitions by May 31st	NA	NA	Yes	Required	Yes
Complete IAP by May 31st	Yes	Yes	Yes	Yes	Yes
Register with GO as a Judge by October 15	Yes	Yes	Yes	Yes	Yes
Code of Conduct to be signed before OCP meet season begins	Yes	Yes	Yes	Yes	Yes
NCCP Technical or Modified requirements	Coaching education program (TBD as per GymCan)				
Minimum number of OCP Qualifying Competitions (days judged at competitions)	No min. number of competitions required	L3-5 → 5	L6-10 → 5	L6-10 → 5	L6-10 → 5
Minimum number of days available for Ontario Championships	L3-5 → 0	3 days min. at L3-5	3 days min. 1 day @ L3-5 2 days @ L6-9	3 days min., 1 day @ L3-5 2 days @ L6-9	L6-10 → 2
Application for Leave of Absence by September 15	Yes	Yes	Yes	Yes	Yes

3.10 NORTHERN JUDGES (NJ) JUDGING REQUIREMENTS

Pre Entry Requirements	<ul style="list-style-type: none"> Minimum 16 years of age (<i>by Dec 31st of the year of the course</i>) Or active athlete or coach within the last 3 years NCCP Level 1 or Foundations Program
Entry	<ul style="list-style-type: none"> Attend 100% at Beginner Judges Course Successfully complete a video practical exam (80%) and a written closed book exam (76%) on OCP Level 3-5. On the practical exam judges must have 2 events equal to or greater than 80% and 2 events equal to or greater than 75% <i>Purchase of JO Compulsory Manual</i> <i>Purchase of JO Code of Points is optional</i>
NJ Eligibility	<ul style="list-style-type: none"> Certified as a Compulsory Level 1-5 (Northern Judge) Eligible to judge JO L1-9 Invitationals, Qualifiers and High School (with approval of GO – JSC) in <u>Northern Region Only</u> <i>NJs wishing to judge meets <u>outside of Northern region</u> may claim mileage to a maximum of 100 km each way. NJs are required to inform Meet Directors that they are only eligible to judge Levels 1-5 at Invitationals or Qualifiers <u>outside of Northern region</u> but not L6 or higher athletes.</i>
Development Hours (DH)	<ul style="list-style-type: none"> 8 hours required at the level appropriate each year by May 31st deadline Can be achieved by: Gym Observation (min. 4 hrs), GO Coaches or Judges Workshops, GO or USAG Congress, Meet Observations (Qualifiers/Selection meets), Gowagjudges (online) - max. 2 hrs, Judging Assembly –max. of 2 hours, Training Camps Judges can request alternative development activities (must be requested in advance and approved by the JSC.) All DH must be unpaid and only can include WAG activities All judging records must have DH recorded, dated, location, level observed and signed by the appropriate person to be considered complete.
Meet Requirements	<ul style="list-style-type: none"> Must judge a minimum of 2 competitions/days 2 years allowed to fulfill meet requirements
Clinic Requirements	<ul style="list-style-type: none"> Attend an applicable Fall Yearly Clinic (Webinar) Successfully complete an Open Book Assessment at a clinic on the 4th year of the cycle – 84% Pass Standard to maintain Judging Status
Non- Compliance of Requirements	<ul style="list-style-type: none"> See page E-4 for information
Upgrading	<ul style="list-style-type: none"> TBD
Individual Action Plan (IAP) & Judging Records	<ul style="list-style-type: none"> IAP required and <u>all Judging Records</u> must be submitted annually by May 31st deadline.

3.11 REIMBURSEMENTS

Honorarium, Meetings and Breaks, Mileage (Auto, Air, Bus, Train) and Meals					
Honorarium Guidelines Hourly Rate	Honorariums will be determined by the advertised schedule (beginning with judges' meeting and finishing at the advertised time). There will be a 15-minute buffer for competitions which finish ahead or behind schedule For competitions which finish early or late: For example if a competition is scheduled 8 hours and the actual time is: finishes at 7:45 hours then payment would be 8 hours; finish at 7.36 hours the payment would be 7.50 hours				
Level of Judge	Compulsory(L5)/Xcel	Level 9	Level 10	OSJ-NAT-HP	Brevet
Hourly Rate	\$11.00	\$16.00	\$20.00	\$22.00	\$25.00
Judging Eligibility	*Xcel, L1-5	Xcel, L1-9	Xcel, L1-10	All Levels	All Levels
*If indicated on CL1-5 Publishable (Compulsory Judges needed to pass the Xcel Exam to Judge Xcel CCJ – add \$100 per day/per set of equipment in addition to hourly rate					

<p>All panels for GO L6-10 qualifying meets will include a projected honorarium reflective of the schedule. Invitational meets may or may not distribute a published panel with a projected honorarium reflective of their schedule.</p> <p>For various reasons, schedules may change on the date of the competition. It is the CCJ's responsibility to ensure the appropriate honorarium is paid.</p> <p>At Invitational meets (non-qualifying competitions) ONLY, clubs have the option of exceeding the honorarium guidelines. CCJ's are expected to support clubs that wish to do so.</p> <p>Due to the unique nature of panel assignments of Tour Selection and Provincial Championships the honorarium may be modified to reflect a combination of number of sessions and/or hours judged.</p> <p>The end of the competition is measured 5 minutes from the time when the last athlete completes her routine.</p>	
<p>Meetings and Breaks <i>(competitions begin no earlier than 8:30 a.m.)</i></p>	<p>A 30-minute judges' meeting (no earlier than 8 a.m.) will be scheduled for GO sanctioned competitions. 6-hour meets will have breaks between each session; <u>one</u> break of minimum 30 minutes is mandatory. 9-hour meets will have breaks between each session; two breaks of minimum 30 minutes is mandatory.</p> <p>Judges are required to remain on the competition floor at their event for 5 minutes after the conclusion of the competition (final gymnast on all four events has competed). This time is <u>not</u> included in the calculation of the honorarium.</p>
<p>Mileage <i>(there is no minimum number of kms needed before reimbursement is made)</i></p>	<p>Reimbursement of \$0.30/km when traveling alone.</p> <p>Coaches who are also assigned as judges to a competition are not entitled to mileage.</p>
	<p>Reimbursement of \$0.35/km when traveling with passenger(s). The \$0.30/km rate applies to the distance traveled prior to picking up passenger(s); the \$0.35/km rate does NOT apply for portion of trip when driver is alone.</p>
	<p>Judges who choose not to carpool with judges from their area are not permitted to claim mileage unless approved in advance by the CCJ (for Invitational & Qualifying competitions). Those judges who are assigned and have no one to carpool with from their area are eligible to claim mileage. Judges are not required to add more than 30 minutes each way to their travel time to carpool.</p> <p>Due to the unique nature of assignments and locations for Tour Selection and OC judges are requested to travel with those judges who have been assigned on the same days.</p>
<p>Flights and Related Expenses</p>	<p>For GO selection meets and OC, air travel arrangements must be approved in advance by the WPAJ. Mileage to and from the airport will be paid by the host club according to the current rate of reimbursement, up to a maximum of \$30.00 including parking.</p>
<p>Bus or Train Fare</p>	<p>For GO selection meets and OC the host club will pay travel expenses for bus, subway or train to and from the competition site. Only this fare will be paid. Reimbursement will occur upon submission of original receipts. (Approved in advance by WPM).</p>
<p>Taxis</p>	<p>Taxi expenses will be reimbursed by the host club only if the host club does not provide transportation for a judge from an airport, bus terminal or train station to the hotel or competition site or from the hotel to the competition site. Reimbursement will occur upon submission of original receipts.</p>
<p>Meals</p>	<p>A continental breakfast will be provided for all judges regardless of the number of sessions. Lunch will be provided for full day meets (4-6 hours). For meets held in the evening, judges will be provided with a meal before the competition begins.</p> <p>For a 4-6-hour competition judges are entitled to receive one meal and snacks between sessions. For a 6-8-hour competition judges are entitled to receive lunch and dinner.</p> <p>Judges in a side judging role are not eligible for meals. Coaches who are also assigned as judges to a competition are not entitled to meals.</p>

3.12 CARPOOL CHECKLIST

In an effort to assist the clubs in controlling excess costs and to be fair and cooperative with other judges, the following expectations should be adhered to:

Sign up for qualifiers with other judges from your area to increase your opportunities for selection.

1. Email local carpool judges as soon as the panels are sent out.
If you will be staying with friends or family, you are expected to carpool with someone staying in the hotel. You are asked to carpool with one other judge; no one is expected to add more than 30 minutes each way per day in additional driving.
2. Please contact WPAJ if you don't have at least one other judge in your carpool; otherwise, you will not be eligible for mileage.
3. Judges driving can request judges needing transportation to travel to one location for pick-up.
4. If you have to take an alternate mode of transportation (taxi, buses, subways and trains etc.) to

- meet up with your carpool you will be allowed to claim 30 cents per km only.
5. Only WPAJ can make changes to the mileage options.
 6. At Invitational & Qualifier competitions the same arrangements should be made with the CCJ of the competition.
 7. If a member of the carpool is under 18 years of age: ensure there is a minimum of two judges in the carpool with the minor.

3.13 ACCOMMODATIONS

The Host club is responsible for arranging accommodations. The allowable number of judges per room is two (2) with one bed per judge. An additional judge may be added (with the approval of the WPM and the two individuals involved) when an odd number of judges require accommodation. The WPAJ is responsible for determining the eligibility of judges to receive accommodation at competitions. This information will be noted on the judging panel information sheet.

NOTE: A judge under 18 years of age is not eligible for accommodation so may only judge at competitions less than 100km away

Distance	Accommodation
>*100 km one way – judging one day	One night's accommodation (i.e. Saturday night's accommodation for a Sunday meet).
>*100 km one way – judging two days	Two night's accommodation (i.e. Friday and Saturday night for Saturday/Sunday meet).
Judges traveling to meets with family members and/or friends	Judges arrange and pay for their own accommodation.
Coach/Judge	Coaches who are also assigned as judges to a competition are not entitled to accommodation.
Winter Accommodation (January and February)	Judges who have been assigned to judge two or more consecutive full days at OCP Qualifiers and are traveling 70-99 km one way will be eligible for accommodation. If judging Saturday and Sunday the judge will be eligible for accommodation on both Friday and Saturday nights. If judging Friday p.m. and Saturday only, this guideline will not apply. This guideline will be applied only if a written request is made as follows. If the judge's mileage falls within this range she/he must make a written request one week prior to the competition to WPAJ for accommodation. If the judge decides after requesting accommodation in writing that she/he will drive home, the cost of the accommodation will be deducted from the honorarium.

*In extenuating circumstances, the WPJA may assign overnight accommodation. Judges who reside less than 100 km from the competition venue and are not assigned accommodation and who feel they should receive consideration for accommodation should contact the WPJA.

3.14 COMPETITIONS ROLES AND RESPONSIBILITIES

Competition Chief Judge (CCJ)	
Eligibility and Selection Criteria	<p>Minimum Level 10 - D1 Panel judge in year of application, and minimum 21 years of age.</p> <p>Minimum 5 years judging at L9</p> <p>Professional record clear of any GO and/or JEX sanctions including peer comments generated from Meet Reports regarding multiple reports of inappropriate behavior, lack of professionalism or lack of technical knowledge.</p> <p>Must fulfill all requirements in the previous season as per judging level.</p> <p>Must have judged 8 OCP (L-6-10) qualifying meets over a min of 3 weekends the previous season.</p> <p>Judges must meet the most recent examination requirements for maintaining and upgrading to required level.</p> <p>Must demonstrate leadership skills, be a creative problem solver, be adaptive, flexible, collaborative and an effective team leader.</p> <p>Must have previous experience as a D panel judge at an OCP competition.</p>
Selection Committee	Women's JSC

Functions and Duties	<p>CCJs to refer to CCJ Roles and Responsibilities document circulated by WPMJ (any question regarding process should be sent to WPMJ).</p> <p>Arrives at competition site 20-30 minutes prior to start of judges meeting.</p> <p>Supervises/verifies the equipment to ensure all apparatus measurements meet regulations. Ensures that signals, scoring systems and timing devices are in place.</p> <p>Works in collaboration with meet director to ensure the meet is run efficiently and safely (follows protocols of Risk Management Guidelines).</p> <p>Facilitates judges' meeting prior to the competition and if necessary, makes appropriate changes to the panels. Verifies honorarium and mileage forms and ensures that judges are reimbursed according to GO guidelines.</p> <p>Monitors working of D and E panels including coaches' interactions with Panel.</p> <p>Supervises competition and notes in the CCJ Report any breaches of discipline or any extraordinary circumstances affecting gymnasts, coaches and/or judges.</p> <p>Makes decisions in consultation with D panel concerning technical failures and exceptions (defects in apparatus, musical recordings) or organizational deficiencies or similar circumstances that occur through no fault of the gymnast, and whether an exercise may be repeated.</p> <p>Applies CCJ deductions in collaboration with Jury of Appeal and/or Apparatus D panel as appropriate. Serves as member of Jury of Appeal.</p> <p>Signs score sheet in the case of a score change.</p> <p>Deals with coach's inquiry and protest forms; ensures form(s) are complete and submitted within required time limits, delivers form(s) to D panel and communicates decision to coach.</p> <p>Completes CCJ Report and submits to GO within 7 days of the competition date.</p>
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D Panel					
Eligibility and Selection Criteria	<p>Level 9 or higher (D1 - Preference to Level 10 and higher), must be minimum 21 years of age.</p> <p>Minimum five years judging at L9.</p> <p>Professional record clear of any GO and/or JEX sanctions including peer comments generated from Meet Reports regarding multiple reports of inappropriate behavior, lack of professionalism or lack of technical knowledge.</p> <p>Must fulfill all requirements in the previous season as per judging level. Must have judged 6 OCP (Level 6-10) qualifying competitions the previous season. Must have passed the most recent examination applicable to current level.</p> <p>Must demonstrate leadership skills, be a creative problem solver, be adaptive, flexible, collaborative and an effective team leader.</p> <p>Must attend Yearly Maintenance clinic in current year.</p>				
Selection Committee	Women's JSC				
Functions and Duties	<p>Evaluates the content of the exercise and records the entire routine using symbol notation.</p> <p>D1 and D2 jointly determine the D-score; if an agreement cannot be reached, consults with the E panel judges. Independently and without bias determines the E score (execution, composition, and artistry). For computerized scoring, enters score quickly and accurately into system.</p> <p>If computerized scoring is not used score chits must be completed quickly and clearly with legible signature/initials and sum of deductions.</p> <p>Throughout the competition monitors equipment to ensure regulations are maintained. Monitors warm-up.</p> <p>In collaboration with E panel, discusses and makes decisions regarding coaches' inquiries and protests, and communicates decisions (inquiries only) to coaches.</p>				
	<table border="1" style="width: 100%;"> <tr> <th style="width: 50%;">D1 – Apparatus Head Judge</th> <th style="width: 50%;">D2</th> </tr> <tr> <td style="background-color: #d3d3d3;">Functions and Duties</td> <td style="background-color: #d3d3d3;">Functions and Duties</td> </tr> </table>	D1 – Apparatus Head Judge	D2	Functions and Duties	Functions and Duties
D1 – Apparatus Head Judge	D2				
Functions and Duties	Functions and Duties				
Functions and Duties	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; background-color: #d3d3d3;">Functions and Duties</td> <td style="width: 50%; background-color: #d3d3d3;">Functions and Duties</td> </tr> <tr> <td> <p>Conducts a panel meeting before the competition to review apparatus expectations.</p> <p>Stands to greet gymnasts and provides instructions regarding warm-up. Supervises the work of the scorer or delegates this responsibility to the D2.</p> <p>Informs CCJ of any irregularities or violations contrary to the rules of behavior by coaches, judges or gymnasts.</p> <p>Ensures neutral deductions for time, line and behavior faults are taken. Monitors the span of scores.</p> <p>Provides an oral report to CCJ regarding the functioning of the panel and apparatus.</p> <p>Responds to coaches' questions. Monitors the work of the E panel.</p> <p>Oversees the calculation of D score, the average E</p> </td> <td> <p>Supervises the work of the timer(s) and line judges.</p> <p>Stands and greets the gymnast at the first rotation of each session. Enters scores in scoring system.</p> <p>Flashes or supervises the flashing of the D score and final score.</p> <p>May be requested to supervise the work of the scorer</p> </td> </tr> </table>	Functions and Duties	Functions and Duties	<p>Conducts a panel meeting before the competition to review apparatus expectations.</p> <p>Stands to greet gymnasts and provides instructions regarding warm-up. Supervises the work of the scorer or delegates this responsibility to the D2.</p> <p>Informs CCJ of any irregularities or violations contrary to the rules of behavior by coaches, judges or gymnasts.</p> <p>Ensures neutral deductions for time, line and behavior faults are taken. Monitors the span of scores.</p> <p>Provides an oral report to CCJ regarding the functioning of the panel and apparatus.</p> <p>Responds to coaches' questions. Monitors the work of the E panel.</p> <p>Oversees the calculation of D score, the average E</p>	<p>Supervises the work of the timer(s) and line judges.</p> <p>Stands and greets the gymnast at the first rotation of each session. Enters scores in scoring system.</p> <p>Flashes or supervises the flashing of the D score and final score.</p> <p>May be requested to supervise the work of the scorer</p>
Functions and Duties	Functions and Duties				
<p>Conducts a panel meeting before the competition to review apparatus expectations.</p> <p>Stands to greet gymnasts and provides instructions regarding warm-up. Supervises the work of the scorer or delegates this responsibility to the D2.</p> <p>Informs CCJ of any irregularities or violations contrary to the rules of behavior by coaches, judges or gymnasts.</p> <p>Ensures neutral deductions for time, line and behavior faults are taken. Monitors the span of scores.</p> <p>Provides an oral report to CCJ regarding the functioning of the panel and apparatus.</p> <p>Responds to coaches' questions. Monitors the work of the E panel.</p> <p>Oversees the calculation of D score, the average E</p>	<p>Supervises the work of the timer(s) and line judges.</p> <p>Stands and greets the gymnast at the first rotation of each session. Enters scores in scoring system.</p> <p>Flashes or supervises the flashing of the D score and final score.</p> <p>May be requested to supervise the work of the scorer</p>				

	deduction and the final score. Discusses and makes decisions regarding coaches' protests and inquiries in collaboration with D2 and panel. Calls a conference as appropriate. Makes the necessary changes on the score sheet following the adjustment of a score (if the score sheet is still at the table), then informs the CCJ.	
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E Panel (for Ontario Championships and Selection competitions only)

Evaluates the execution faults, presentation, and artistry of the exercise.
 Records the entire routine using symbol notation/scripting.
 Be expected to be able to explain their execution deductions if asked by the D1.
 For computerized scoring, enters score quickly and accurately into system.
 If computerized scoring is not used score chits are completed quickly and clearly with legible signature/initials and sum of deductions and submitted to the D1.
 Discusses and makes decisions regarding coaches' protests and inquiries in collaboration with D panel. Stands to greet gymnasts on their first event.

3.15 COMPETITION REPORT

All Competition Chief Judge Reports must be completed through **Google Form** and sent to the WPM, c/o GO, within ONE week following the completion of the event. The Competition Chief Judge Report will contain documentation on the following aspects:

- Judging behaviour and professionalism
- Technical rules and regulations
- Hosting
- Protests/Inquiries
- Carding of coaches

Any individuals involved and noted in the report must be shown the report and be asked to sign the report to verify they have been notified that an incident has been included in the Competition Report.

3.16 JUDGING ASSIGNMENTS AND SELECTIONS

General Information

To ensure that all athletes receive fair and just evaluations from qualified individuals, and to ensure that Risk Management Procedures are adhered to, judges will officiate only in disciplines in which they are certified.

Competitions	Criteria/Expectations for Selection
Invitational Competitions	Certified GO Judge. It is the Host Club's responsibility to secure judges for these competitions. Hosts can choose their own CCJ from the approved CCJ list. The CCJ will submit panels to WPAJ (Julie) for approval (minimum 6 weeks prior to the competition). GO will assign CCJ and panels for when Invitationals are combined with 3-5 Qualifying Competitions.
L3-10 Qualifiers	GO is responsible for securing judges for L3-10 Qualifying Competitions, Selection Competitions and all Ontario Championships based on judge's sign-ups submitted to the WPAJ.
Selection Competitions: Tour &	GO is responsible for securing judges for, Selection Competitions and both L3-5 and L 6-10 Ontario Championships. Must have judged 5 competition days over a minimum of 3 different OCP Qualifiers during the current season. Level 9 and higher: 3 competitions

Ontario Championship	<p>Preference will be given to: D Panel judges, Availability to judge for 3 days or more</p> <p>Coaches who have dual responsibilities as judges will be assigned in a fair and equitable manner whenever possible.</p> <p>Judges who are affiliated with a club will not be assigned a D1 or CCJ role during the flight in which their club is competing.</p> <p>Budget available for officials (judges) is taken into consideration</p> <p>Special consideration will be given to judges who are members of the D-Panel pool and have judged less than six flights over three different Open Qualifying Competitions.</p> <p>Judges must apply in writing to the Chair of the Women's JSC by March 1st if they wish to judge Provincial Championships. The decision to assign any judge will be at the discretion of the Women's Judging Chair and WPAJ.</p>
Canada Winter Games (CSG) - Selection Committee	<p>JOL10N or higher. (As per GYMCAN)</p> <p>No previous experience at CWG as a judge representing Ontario. Complete yearly requirements in previous season.</p> <p>Write and successfully pass the most recent National Level Course and submit her/his judging records to JSC.</p> <p>Judge a minimum of one of the CWG Selection Meets and participate at a CWG Training Camp (announced each CWG year). Active judge in OCP in the previous season, having judged a minimum of 8 Level 6-9 Qualifying competitions (over a min of 3 different OCP qualifiers) and L6-10 Provincial Championships.</p> <p>Demonstrate leadership skills including strong technical knowledge, good communication and interpersonal skills, be a creative problem solver, adaptive and flexible, and a collaborative and effective team builder.</p> <p>Submit completed application by the announced due date.</p> <p>Score and ranking on grid will be considered to break a tie between two or more equally qualified applicants.</p>

<p>Out of Province Competitions <i>All National and Provincial Judges must go through their P/T Chair to receive permission to officiate at an out of province competition.</i> <i>Judges contacting out-of-province clubs and/or Judging Chairs directly will not receive permission to judge at those competitions.</i></p>	<p>Funded Brevet Judges to National Championships</p>	<p>GYMCAN assigned. The Province/Territory (P/T) will be informed of final judges panels by GYMCAN.</p>
	<p>Self-funded Brevet Judges to National Championships</p>	<p>Invitation by GYMCAN. Do not require P/T permission. The P/T will be informed of the final judges panels by GYMCAN.</p>
	<p>National Judges invited to judge at Elite Canada</p>	<p>National Judge must inform P/T that they have been invited to officiate at the competition. Self-funded. If the judge wishes funding she must contact P/T before committing to a competition. GYMCAN will inform P/T of judges approved to attend.</p>

Travel Opportunities	
Eligibility	<p>Must have judged a minimum of 8 (Level 6-10) qualifying competitions over a min. of 3 weekends</p> <p>Must be a minimum of 21 years of age. Must be minimum Provincial Level 9. Must be a D-1 Judge (must participate in both the Compulsory and Optional qualifying competitions). A judge will receive only one trip per year, except in extenuating circumstances.</p>
Selection Criteria	<p>Must have professional record clear of any GO and/or GymCan JEX sanctions. Must have written and successfully passed the most recent National Level Exam and have submitted her/his records to the JSC. Scores and ranking taken into consideration only to break a tie when two or more judges of equal qualities are considered for the same travel opportunity. Consideration also given to level of judge and her/his professional development needs/goals.</p>

Selection Criteria of Judges to Canadians	Judges who have attended Easterns (for Level 9 and 10 applicants) Brevet Candidates if attendance is required as part of candidacy requirements. Professional development for National Judges, if deemed a good leadership and learning opportunity. Selection of National judges: priority given to one (1) higher level judge (National) then one (1) lower-level judge. Brevets not selected by GYM CAN to attend.
Selection Committee	Selection Committee will consist of four members: the Judging Chair plus three other members which may include the WPM, the WPAJ, a Brevet Judge, the WTC Chair or a WTC member.

Selection of Course Conductors, Clinicians and Assistants

Eligibility	Course Conductor: Minimum Level 10 Assistant Conductor: Minimum Level 9 May apply for both roles but will be selected for one only.
Selection Criteria	Must be in good standing with GO. Must have fulfilled all yearly requirements for previous seasons as per judging level. Must have professional record clear of any GO and/or GYM CAN JEX sanctions in the past two seasons. Must be active judge in OCP the previous season, having judged a minimum of 6 qualifying competitions (level 6-10), including a Provincial Championship. Must be willing to be a volunteer member of the Beginner Judges Working Group. Must be a D-1 panel judge in Ontario. Must submit completed application by due date of May 31 st .
Selection Committee	Judging Chair, the WPM, a Brevet Judge, the WTC Chair or a WTC Member.

3.17 MENTORING

The mentoring system has been developed to establish a supportive, non-threatening atmosphere for professional development of upgrading judges and to assist them with quality preparation for upgrading evaluations. Mentoring also provides a leadership opportunity for mentor judges.

Programs	Eligibility and Expectations
Upgrading Compulsory Level Judges to Optional Level 9	Mentor to act as an advisor, assisting in such areas as locating current technical information, suggestions for study habits/activities and aiding in development of confidence. Mentor must be a minimum Level 9
Upgrading Level 9 to Level 10 Judge	Mentor to act as an advisor, assisting in such areas as locating current technical information, suggestions for study habits/activities and aiding in development of confidence. Mentor must be a minimum Level 10
National	Mentor is expected to provide assistance with preparation for the National written exam and practical assessments. Mentor must be a minimum National Level Judge. Mentor must understand and be knowledgeable about all GYM CAN National requirements. Mentors will be approved by the JSC.
Brevet Candidate	Mentor is expected to assist the Brevet Candidate in preparing for the entrance interview, written exam and practical assessments. Mentor must be a current Brevet Judge. Mentor must understand and be knowledgeable about all Brevet Candidacy requirements. Mentors will be approved by the JSC.

3.18 JUDGES MOVING TO ONTARIO

To be eligible to transfer your judging to Ontario you need to have your Provincial Chair or Judging Chair send a letter to Julie WAG Assistant-Judging at: cowlvr@cogeco.ca with the following information:

- Confirm you are a judge in good standing
- Your judging level
- A copy of your judging records
- Last exam results

Following the transfer, judges must be registered with Gymnastics Ontario and follow the requirements set out in Professional and Operational Guidelines.

Judging In other Provinces

Judges registered in Ontario are only permitted to judge within the province of Ontario. Exception: Brevets and judges designated through Travel Opportunities as per 3.16 Judging Assignments and Selections.

Judges registered in other provinces are not permitted to judge in the qualifying system, Ontario Championships or Selection competitions in Ontario. Those judges registered with other provinces maybe able to attend and judge at Invitational Competitions after approval from the JSC.

4 ODP ASSESSORS

4.1 REQUIREMENTS

	Assessor Level 1 (A1)	Assessor Level 2 (A2)	Chief Assessor (CA)
Entry/Pre-Requisites	Minimum NCCP Foundations Trained or Certified Level 1 (old) OR Level 5 WAG Judge Recommended to complete Risk Management A and B.	Minimum NCCP Foundations Trained or Certified Level 1 (old) A1 for a minimum of 2 years, 8 competitions Recommended to complete Risk Management A and B	Minimum NCCP Foundations Trained or Certified Level 1 (old) A2 for minimum of 3 years, 24 competitions Recommended to complete Risk Management A and B.
Clinic Requirements	Attend yearly Assessor clinic		Attend yearly Assessor clinic and participate in CA mentorship Program (TBC)
Yearly Requirements	<ul style="list-style-type: none"> - Register with Gymnastics Ontario as an Invitational Judge -Must be available to assess at a minimum of 2 ODP competitions each season (1 competition = 6 hours per day) OR 1 ODP competition assessing a minimum of 2 different levels. -Complete and submit Assessor Records by May 31st of each season -if interested in applying for mentorship opportunities please submit a letter of interest to WPM with your records (May 31) 	<ul style="list-style-type: none"> - Register with Gymnastics Ontario as an Invitational Judge -Must be available to assess at a minimum of 2 ODP competitions each season (1 competition = 6 hours per day) OR 1 ODP competition assessing a minimum of 2 different levels. -Complete and submit Assessor Records by May 31st of each season *Assigned CA status by ODP Working Group 	
Judging Status	Assessors will be notified of their judging level/status by July 15		
Non-Compliance	Assessors who have failed to meet any of their assessing requirements (including submitting records on time) will have their hourly rate dropped \$5.00 per hour for the following season. Assessors who are not in compliance with the Professional and Operational Guidelines, will be reviewed by the ODP Working Group and may result in disciplinary action.		
Leave of Absence	The deadline to apply in writing to ODP Working Group for a Leave of Absence is September 15th . A maximum of 1 leave of absence every 4 years will be granted. An assessor missing the deadline to apply for a leave will be considered as not fulfilling her/his yearly requirements. Assessors must notify the ODP Working Group in writing via email of their intentions to return for the next season by May 31 st . Before being assigned to assess a competition in the returning season the Assessor must fulfill all evaluations/requirements required for the Assessor's leave of absence year. Any assessor who requests two consecutive leaves or two leaves in a four-year period will be required to retake and successfully complete the ODP Assessor Course.		

4.2 OPERATIONS

	Assessor Level 1 (A1)	Assessor Level 2 (A2)	Chief Assessor (CA)
Professionalism & Expectations	see 2.1 in the Judges section		
Dress Code	Assessors must wear black pants, running shoes and Assessor Shirt (TBC)		
Cell Phones, Computers, Children/Babies	See 2.3 in the Judges Section		
Duties	<p>Assessors must:</p> <ul style="list-style-type: none"> • Be registered as an Assessor with GO • Successfully complete the Assessor course • Fulfill yearly requirements • Possess a thorough knowledge of the ODP Program • Arrive on time for the start of each Assessors meeting prior to the competition • Wear the required Assessors uniform • Prepared thoroughly to assess on assigned stations/skills • Participate in the Assessors meeting prior to the competition • Evaluate accurately, consistently, quickly, objectively, fairly, and ethically • Understand and comply with necessary record keeping tasks • Act in a professional manner always and exemplify non-partisan ethical behavior • Refrain from unnecessary communications with spectators, coaches, and other officials during the competition • Remain 15 minutes after the competition 		<p>Assists club with securing the required number of assessors and schedule</p> <ul style="list-style-type: none"> • Conducts coaches meeting at the beginning of each session • Form groupings and rotational order • Assign assessors to their stations/skill events • Check the gym on arrival to make sure that all stations are set up correctly or that all required equipment is readily available • Supervise and keep track of time during event; stepping in to assist whenever a station is falling behind • Assess rope climb or any other event, where needed • Run the Assessors meeting, noting that everyone has what they need and are prepared for the appropriate stations/levels • Collect data and submit with report, Complete CA report via Google Form and send to WPM within one week.
Late Arrivals	See 2.4 in Judges Section		
Unable to Fulfill Assessor Assignments	Once you have signed up for a meet you are committed to assess that meet. If for any reason you cannot assess at that meet, it is your responsibility to find a replacement. First, contact the CA who may have some additional names that you could contact. Second, check the publishable list and send emails to appropriate level assessor. Your replacement must be either the same level or a higher level than yourself. Once you have a replacement, you must contact the CA and the Meet Director to let them know the name and e-mail address of your replacement.		
Honorarium & Mileage	\$10.00 per hour	\$12.50 per hour	\$17.00 per hour
	Assessors can claim mileage and honorarium according to the honorarium form. Honorariums will be paid in increments of 15 minutes for those competitions that run past the hour. Carpooling - Assessors who choose not to carpool with Assessors from their area are not permitted to claim mileage unless approved in advance by the CA. Coaches who are also assigned as Assessors to a competition are not entitled to mileage.		
Accommodations	Please refer to chart Section 3.13. The Host club is responsible for arranging accommodations.		