



# **Section G**

## **Trampoline Gymnastics**

### **Judging Policies and Procedures**



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### 1. GENERAL

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#### A. Expectations of Ontario Judges

1. A judge shall be well qualified in his/her discipline, understand techniques and know the rules of judging, thoroughly.
2. A judge, through reasonable and prudent means, including clinics, should keep his/her judging knowledge current. (i.e. obtaining and thoroughly reading a current copy of the FIG and GCG Code of Points, provincial modifications and interpretations).
3. A Judge must be thoroughly prepared for each judging assignment. A judge must know specific meet assignments with regard to type of competition and competitive categories.
4. A judge must appear in standard uniform at the competition site, on time for the judges' meeting to be scheduled thirty (30) minutes prior to the first flight specific warm-up on each competition day.
5. A judge must be a cooperative member of the assigned judging panel.
6. A judge must be aware of, and adhere to, the requirements as set out in the current Technical Rules and Regulations.
7. A judge must aim towards a goal of perpetual objectivity.
8. A judge must be a member in good standing of Gymnastics Ontario.

#### B. Ethics

1. A judge's conduct shall demonstrate professionalism and responsibility to the sport and shall promote respect for the individual judge and Gymnastics Ontario.
2. As a member of a system that is not just provincial but universal, there is a resultant obligation by any individual judge to maintain the highest standard of ethical conduct as well as personal and professional integrity.

#### C. Rules and Conduct

1. A judge must be completely unbiased.
2. A judge must avoid panels where personal prejudice for/or against an athlete(s) exists.
3. A judge must at all times act professionally and must not discredit Gymnastics Ontario.
4. A judge must never be over-officious.
5. A judge must not criticize or attempt to explain other officials' judgements or decisions to any coach, team or affiliate.
6. A judge must give his/her best efforts at every meet judged. Each athlete is entitled to the officials' best efforts.
7. A judge must treat athletes, coaches, other judges, volunteers and spectators with respect, and in so doing, encourage reciprocal treatment.
8. A judge must be alert at all times and produce a score quickly and accurately. He/she must have a basis for the score derived and be prepared to rationally and logically explain and support such scores.
9. A judge must refrain from derogatory remarks and/or outward, non-verbal expressions regarding performance, scores or protests.
10. A judge must not accept any compensation, remuneration or gift, other than the prescribed honorarium and expenses, which might be considered to compromise his/her impartiality.
11. A judge must not engage in any conduct, which results in the delay or interruption of an event.
12. A judge must not engage in any conduct, which suggests impropriety.
13. A judge must not speak to the media on behalf of Gymnastics Ontario without official permission.

## **D. Professionalism**

### **1. Judging commitment**

Each new season, judges who are members in good standing of Gymnastics Ontario will receive a calendar of meets to plan their individual commitment. Throughout the season, the Judging Chairperson will request separate availability/commitment for each Ontario Cup and Championship competition. A judge unable to fulfil a scheduled judging commitment must inform the Judging Chairperson and find their own replacement with a judge of the same certification or higher.

### **2. Late for meets**

The meet is considered to begin at the published time of the judges' meeting or thirty (30) minutes prior to the start of the scheduled specific warm-up time, whichever is earlier. Each judge is a member of a judging "team" or panel, and it is in the best interests of the entire panel to arrive on time and be prepared to participate in the judges' meeting. The Judging Chairperson will keep a record of these instances, and they will be used when judges are in consideration for meets. The Judging Chairperson (after consultation with the Technical Committee Chairperson) may suspend certification of any judge who consistently fails to arrive on time and/or fails to fulfill judging requirements as assigned. The judge may appeal the decision of the Judging Chairperson by submitting a written explanation to the Judging Chairperson (and copied to the Technical Committee Chairperson).

## **E. Code of Conduct and Ethics Policy**

The Gymnastics Ontario *Code of Conduct and Ethics Policy* applies to Individuals' conduct during Gymnastics Ontario's and its Member Clubs' business, activities, and events including, but not limited to, competitions, practices, tryouts, training camps, travel associated with activities, office environment, and any meetings.

The *Code of Conduct and Ethics Policy* can be found on the Gymnastics Ontario website [HERE](#).

An individual who violates the Code of Conduct and Ethics Policy or the Judging Policies and Procedures outlined in this document may be subject to sanctions.

## 2. EXPENSES

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### A. Honorarium

Honorarium Schedule	
Level	Hourly Rate
Provincial 5	\$11.00
Provincial 4	\$14.00
Provincial 3	\$15.00
Provincial 2	\$18.00
Provincial 1	\$19.00
National 2/3	\$19.00
National 1	\$22.00
FIG	\$25.00

1. The judge's honorarium will commence thirty (30) minutes prior to the start of the scheduled specific warm-up time or the scheduled commencement of the judges' meeting, whichever is earlier.
2. The conclusion of the judge's honorarium is fifteen (15) minutes after the scheduled time of the last competitor.
3. If the last competitor were to compete more than fifteen (15) minutes after the competition's scheduled time, the judges shall be entitled to an additional honorarium of no less than one half hour for each thirty (30) minute period that the meet exceeds the scheduled competition time, regardless of circumstances.
4. Judges are compensated for their time when not actively judging on a panel but waiting for the start of their next panel, including scheduled breaks or awards. However, there is no honorarium if a judge between panels is fulfilling another role as a coach / athlete.
5. All judges' expenses, for all competitions, are to be paid by the host club to the judge before the end of the competition unless alternative arrangements have been approved by the TG Program Manager and communicated to the judges ahead of time.

### B. Travel Expenses

#### 1. Judges with Dual Capacity at a Competition

A judge attending the competition in a dual capacity (i.e. Coach/Competitor and Judge), who judges less than three-quarters of the competition, will not be reimbursed travel expenses. If the Coach/Competitor judges three-quarters or more of the meet, they will be reimbursed mileage at a rate of \$0.30/km. The judge will receive his/her full judging honoraria (as per the chart above), applicable provided meals and applicable hotel expenses (to be determined in advance by Judging Chairperson). Coach/Competitors in dual capacities are not eligible to charge per diems for meals.

#### 2. Mileage

There is no minimum number of kilometres needed before reimbursement is made. A judge is eligible for \$0.35/km if they have carpooled with one or more judges to the competition. All other mileage is to be claimed at \$0.30/km. All mileage must be approved by the Judging Chairperson prior to the competition.

**3. Flights and related expenses**

Flights may only be requested for travel of over three hundred and twenty (320) kilometres, one (1) way, and must be approved by the Gymnastics Ontario TG Program Manager and Judging Chairperson before a flight is booked. The host club is responsible for providing reimbursement for expenses incurred by the judge for parking and travel to and from the airport. Parking expenses, for those judges who must leave their vehicle at the airport, will be paid by the host club according to the lowest tariff rate, as posted at the airport. Judges will be reimbursed only after original receipts have been submitted to the Meet Director.

**4. Bus or Train Fare**

Requests for reimbursement for travel via bus, subway, or train, must be approved by the TG Program Manager and/or Judging Chairperson prior to making the booking. Judges will be reimbursed only after original receipts have been submitted to the Meet Director.

**5. Taxis**

Taxi expenses will only be reimbursed by the host club when the host club does not provide transportation for a judge from airport, bus terminal, train station to the hotel and/or the competition site, or from the hotel to the competition site. Judges will be reimbursed only after original receipts have been submitted to the Meet Director.

**C. Meals**

1. Meals, or a per diem, must be provided for judges at competitions (a breakfast, lunch, and dinner for any competition running longer than 8 hours).
2. For half-day meets, held in the evening, judges must be provided with a meal or per diem.
3. When a judge travels more than two hundred and fifty (250) kilometres, one (1) way to a competition, the host club must provide the judges with the GO meal per diem of \$20 for meals while travelling, even if a meal has been provided at the venue before departure.
4. When a judge travels more than one hundred (100) kilometres, one (1) way to a competition, the host club must provide dinner or the Gymnastics Ontario meal per diem rate.
5. The Gymnastics Ontario meal per diem rate: breakfast - \$15.00 ; lunch - \$15.00 ; dinner - \$20.00.

**D. Accommodation**

1. For distances over one hundred (100) kilometres, one (1) way, a judge should receive one (1) night accommodation when judging a two (2) day competition.
2. For distances over two hundred (200) kilometers, one (1) way, two (2) nights' accommodation should be provided for individuals judging a two (2) day competition.
3. For distances travelled over four hundred (400) kilometres, one (1) way, for a two (2) day meet, judges should be provided three (3) nights' accommodation as per approval of the Judging Chairperson.
4. Judges have the option of selecting their own hotel and being reimbursed 50% per night of the host hotel cost that is posted on the Event Directive. Judges will provide a receipt and add this cost onto their honorarium with the approval of the Judging Chairperson.

### 3. TRAMPOLINE GYMNASTICS JUDGING REQUIREMENTS

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The judging system is in place to help guide a fair selection process and to promote and maintain quality judging for our athletes. It is ultimately the judge's responsibility to take all the necessary steps to ensure that their level requirements are fulfilled for the year. If a judge has clearly shown an effort towards achieving the required standards for a particular level but has ultimately fallen short, a petition will be accepted for review by the Judging Chairperson (who will consult the Technical Committee Chairperson and/or the Technical Committee).

#### A. Judging Panels

##### 1. Individual Trampoline (TRI) and Synchronized Trampoline (SYN)

- i) Composition of the Judges' Panel with Horizontal Displacement device:

Judge Role	TRI	SYN
Chair of Judges Panel	1	1
Execution Judges	6	6
Difficulty Judges	2	2
TOF/SYN/HD Judges	1 (TOF/HD)	1 (SYN/HD)
	<b>10</b>	<b>10</b>

- ii) Composition of the Judges' Panel without Horizontal Displacement device:

Judge Role	TRI	SYN
Chair of Judges Panel	1	1
Execution Judges	4	4
Horizontal Displacement Judges	2	2
Difficulty Judges	2	2
TOF/SYN Judges	1 (TOF)	1 (SYN)
	<b>10</b>	<b>10</b>

- iii) TRI – the following judges may be omitted at the discretion of the Judging Chairperson if the required number of judges for a panel is not possible:
- With HD device – two (2) or four (4) Execution Judges and one (1) Difficulty Judge.
  - Without HD device – two (2) Execution Judges, one (1) Horizontal Displacement Judge, and one (1) Difficulty Judge.
- iv) SYN – the following judges may be omitted at the discretion of the Judging Chairperson if the required number of judges for a panel is not possible:
- With HD device – two (2) or four (4) Execution Judges.
  - Without HD device – two (2) Execution Judges.

##### 2. Double Mini-Trampoline (DMT) and Tumbling (TUM)

- i) Composition of the Judges' Panel:

Judge Role	DMT	TUM
Chair of Judges Panel	1	1
Execution Judges	6	6
Difficulty Judges	2	2
	<b>9</b>	<b>9</b>

- ii) DMT – two (2) or four (4) Execution Judges and one (1) Difficulty Judge may be omitted at the discretion of the Judging Chairperson if the required number of judges for a panel is not possible.
- iii) TUM – two (2) or four (4) Execution Judges and one (1) Difficulty Judge may be omitted at the discretion of the Judging Chairperson if the required number of judges for a panel is not possible.

### 3. **Chair of Judges Panel (CJP)**

A Chair of Judges Panel will be assigned at all times to a set of equipment that is being used. This is to provide supervision during warm-up as well as to help the competition run on schedule.

- i) This position may be omitted at the discretion of the Judging Chairperson if the required number of judges is not possible.
- ii) When two (2) or more panels are running, one (1) additional Chair of Judges Panel may be added at the discretion of the Judging Chairperson in order to oversee scoring, flow of the competition, and to assist the first Chair of Judges Panel.

## **B. Judging Uniforms**

The only acceptable judging uniform for all Gymnastics Ontario TG competitions will be a navy blue blazer, navy pants or skirt, white shirt, and appropriate footwear (soft-soled shoes).

The judging uniform will be enforced by Gymnastics Ontario for all Invitational, Qualifying, and Championships competitions. The dress code will be monitored and any incidents involving violation of these guidelines will be documented in the CJP report. All judges not complying with the dress code will be sent a warning letter; a second violation will result in sanctioning.

## **C. Judging Selection**

### 1. **Judge Registration with Gymnastics Ontario**

All judges must register in the appropriate membership category with Gymnastics Ontario for the current season. If a judge does not register with Gymnastics Ontario by the required deadline, then that judge will not be part of the selection process and will be considered an “inactive” judge. A judge who registers after the required deadline will regain “active” status for the current season and may again be considered, without priority, for judging selection.

### 2. **Judge Selection Procedure & Criteria for Ontario Cups**

- i) Judges will be placed only on panels for which they are qualified. Every attempt will be made to include all levels of judges at each competition.
- ii) All judges must also have completed, returned, and passed the judging maintenance exam before being eligible to judge (when applicable).
- iii) Priority for panels will be given to those judges who are committed to the judging community and have committed to a full day or weekend of judging. The Judging Chairperson will then fill remaining spots on a panel with those judges that have agreed to judge a full block.
- iv) If the number of judges signed up for a competition exceeds the number of judges required, all eligible judges will be grouped according to their level. Within each level, the judges may be placed in order by a random draw.
- v) The Judging Chairperson will make every effort to ensure that each active judge has the opportunity to fulfill the required panels for maintenance or upgrading of their judging level.

### 3. **Judge Selection Procedure & Criteria for Ontario Championships**

- i) Items i) to v) from ‘Judge Selection Procedure & Criteria for Ontario Cups’ will also apply to Ontario Championships.
- ii) Judges who decline judging at a qualifying competition that they have signed up for, without giving minimum two (2) weeks notice, will be placed at the bottom of the list. The most active judges in the TG community will be placed at the top of the list. The remaining eligible judges will be selected at the Judging Chairperson’s discretion.

### 4. **Judge Selection Procedure & Criteria for National/International Meets**

- i) All National and FIG level judges will be eligible for ranking provided they have:
  - a. Judged a minimum of twenty-four (24) hours\* at Ontario Cups or have judged one full Ontario Cup (from start to end), AND\*hours begin when competition starts, NOT meetings or warm-up.

- b. Judged the equivalent to a full day (once every two (2) years) at either Elite Ontario Championships or Ontario Provincial Championships, AND
  - c. Adhered to the GCG and FIG maintenance requirements.
- ii) All National and FIG Brevet Judges are initially placed on the ranking list by random draw. During the competitive season, newly qualified judges are added to the bottom of the list.
- iii) FIG judges will be given first choice in assignments. The remaining spots will be allocated to National level judges.
- iv) Judges will only be sent to competitions for which they are qualified. Judging positions will be offered to the appropriately qualified judge that is highest on the ranking list. If a judge is not qualified for a given competition, they will maintain their position on the ranking list for future competitions.
- v) Once a judge has attended a competition, they will be moved to the bottom of the list.
- vi) A judge may also be moved to the bottom of the list if they:
  - a. Miss a panel or competition that they had agreed to judge provincially.
  - b. Decline judging at a National meet that they have signed up for, without giving minimum one (1) month notice, or after airline tickets have been booked for a National or International competition.
- vii) At the discretion of the Technical Committee, if there is a problem getting enough judges for a given competition, the Judging Chairperson may ask judges to attend without losing their priority on the ranking list for future competitions.

#### **5. Judge Selection Procedure & Criteria for Canada Winter Games (TRA)**

- i) All National and FIG level judges will be eligible provided they have:
  - a. Judged at a minimum of one National competition the year prior to the Canada Games, AND
  - b. Are in good standing with both their Provincial and National Federation.
- ii) Judges will be asked by the TRA Judging Chairperson to submit their interest in attending.
  - a. If only one Judge is interested, they will be selected automatically.
  - b. If more than one Judge is interested in attending, the selected Judge will be chosen by random draw.
    - i. A Judge who was selected in the previous cycle is not eligible to be entered in the draw for the current cycle.

### **D. Judging Certification, Maintenance, and Upgrading**

#### **1. TG Judging Levels**

There are nine (9) certified levels of judges within the disciplines of Trampoline Gymnastics: Trampoline (TRA), Double-Mini Trampoline (DMT), Tumbling (TUM).

- Provincial Category 5 (TRA/DMT only)
- Provincial Category 4
- Provincial Category 3
- Provincial Category 2
- Provincial Category 1
- National Level 3
- National Level 2
- National Level 1
- FIG Brevet

An Ontario certified judge must progress through each certification level. Judges moving into Ontario from another province or country will be granted the applicable level but will be required to familiarize themselves with the GO Rules and Regulations, attend the corresponding clinic(s), and pass the most recent maintenance exam before being eligible to judge.



## 2. Provincial Judging Program

	Provincial 5	Provincial 4	Provincial 3	Provincial 2	Provincial 1
Age	Minimum 16 years (15 years if current athlete L5 or above)				
Course	Beginner Judging Course: Only includes provincial level rules			P1/P2 Course: Includes provincial and national level rules National readiness exam	
Written exams	Common rules & Discipline specific		Chair Exam	Equivalent to National 3 Readiness Exam	Equivalent to National 1 Readiness Exam
Video exams	Ex – Provincial	DD – Provincial	Chair – Provincial	Ex, DD & Chair – National (excluding Senior)	Ex & DD – Senior
Practical exams	Shadow Execution	Shadow DD	CJP mentored	Mentored on National panel (shadow or on panel)	
Exam passing marks	Written exams: 80% Video exams: 70% Execution; 90% DD Practical exams: 80% Execution; 95% DD			*If the judge passes 2 parts, they can challenge the 3 <sup>rd</sup> part. If the judge fails more than 1 part, they will need to redo the course.	
	Provincial 5	Provincial 4	Provincial 3	Provincial 2	Provincial 1
Judging Roles at Provincial competitions	Ex – Provincial HD & TOF	Ex – Provincial DD – Provincial HD & TOF	Ex – Provincial DD – Provincial Chair – Provincial HD & TOF	All roles – Provincial & National (excluding Senior)	All roles, all levels
	Please refer to the FIG Code of Points, Trampoline Gymnastics, for duties of judges by role.				
Yearly Maintenance Requirements	Attend an annual maintenance clinic and pass applicable/required exams.				
	Judge a minimum of 8 hours during the season at qualifying competitions (Ontario Cups)	Judge a minimum of 15 hours during the season at qualifying competitions (Ontario Cups)	Judge a minimum of 20 hours during the season at qualifying competitions (Ontario Cups & Ontario Championships)	Judge a minimum of 15 hours during the season at Ontario Cups. Judge a minimum of 6 hours at Ontario Championships.	Judge a minimum of 30 hours during the season at qualifying competitions (Ontario Cups & Ontario Championships)
Requirements to upgrade (mobility)	Upgrade from P5 to P4: Minimum 15 P5 judging hours.  Note: a judge can only be a P5 judge for a maximum of 2 years before having to retake the beginner course.	Upgrade from P4 to P3: Minimum 40 P4 judging hours.	Upgrade from P3 to P2: Minimum 40 P3 judging hours. Minimum 2 years as a certified provincial judge.	Upgrade from P2 to P1: Minimum 30 P2 judging hours. Minimum 2 years as a certified provincial judge.	Upgrade from P1 to National: Minimum 30 P1 judging hours. Additional requirements to apply for the National Judging Course are listed separately below as item vi).
	All required judging hours must be approved by the Judging Chairperson.				

- i) There will be at least one (1) maintenance clinic per season. It is mandatory for all judges to attend the maintenance clinic. The maintenance clinic will be scheduled prior to the First Ontario Cup.
- ii) If a judge fails to attend or to meet the maintenance requirements for the season and fails to file a petition to the Judging Chairperson, then the judge will be placed on the inactive list.
- iii) A judge's petition will be reviewed by the Judging Chairperson. The judge will be notified in writing of the outcome of the petition (i.e. the judge's status).

- iv) An inactive judge must apply to the Judging Chairperson to be reinstated and to attend the next maintenance clinic. The Judging Chairperson will notify the judge in writing that he/she has been reinstated to the active list. If a judge is inactive for two (2) seasons, the judge will be required to re-certify by taking the Beginner Judging Course.
- v) Any sanctions made against a judge will be held on record for two (2) years (not including inactive years). A judge is ineligible to move up levels if there is a sanction on their record.
- vi) Requirements to apply for the National Judging Course:
  - a. Judge a minimum of one (1) full season as a Provincial judge.
  - b. Judge a minimum thirty (30) hours at Ontario Cups at the P1 level.
  - c. Judge at least six (6) hours at Ontario Championships in the past two (2) seasons.
  - d. Have a clear judging record.
  - e. Apply in writing to the Judging Chairperson of your intention to take the National Judging Course during this season.
  - f. The Judging Chairperson will take into account attitude, conduct, and professionalism when choosing whether to recommend judges for the National Judging Course.
- vii) The Ontario TG Judging Fast-Track Program allows eligible candidates the opportunity to progress through the Provincial Judging Program at a faster pace.
  - a. Eligible candidates are current or past National Senior Team Members, Level 4 Coaches, or former TG FIG judges.
    - i. All applicants are required to have completed the Beginner Judging Course at some point in their career. Athletes/coaches with no previous judging experience must first successfully complete the Beginner Judging Course and commit to completing the yearly minimum required judging hours of a P3 judge before being eligible to apply.
  - b. Applicants must submit their intent to participate in the Fast-Track Program to the respective Judging Chairperson by email prior to the commencement of each competitive season.
  - c. If approved by the Judging Chairperson, successful applicants will be invited to challenge the P1/P2 examinations (to be held during a judges' course).
    - i. Applicants that are unsuccessful in passing the P1/P2 examinations will remain in their judging level. If the applicant was not an active judge in the last two years, they will be invited to enroll in the Beginner Judging Course.
    - ii. Upon successful completion of the P1/P2 examinations, applicants must demonstrate their ability to judge Junior and Senior competition; a minimum of one (1) Junior or Senior panel each for Degree of Difficulty and Execution. The Judging Chairperson reserves the right to request additional Junior or Senior panels at any judging position until the applicant is deemed competent to challenge the National Judging Course.
  - d. An applicant may only challenge the P1/P2 examinations a maximum of two (2) times. Applicants that are unsuccessful in passing the P1/P2 examinations the second time must enroll in the P1/P2 Course if they wish to upgrade their judging level.

### 3. National and FIG Judging Program

	National 3	National 2	National 1	FIG Brevet
Course	National Judging Course, offered by Gymnastics Canada			FIG Judging Course, offered by FIG
Judging Roles at National competitions	All roles – Beginner National	All roles – L5 to Junior	All roles, all National levels	
	Please refer to the FIG Code of Points, Trampoline Gymnastics, for duties of judges by role.			
Yearly Maintenance Requirements	Judge a minimum of 40 hours per season, 10 hours of those must be national level (must be met during provincial or national qualifying events). Judge at least one Elite Ontario in the past 2 years. Attend the annual Provincial maintenance clinic.			
	Adhere to GCG maintenance requirements.			Adhere to GCG and FIG maintenance requirements.

Requirements to upgrade (mobility)	Upgrade from N3 to N2 and/or N2 to N1: Successfully pass required exams as per GCG Judging Chairperson.	Upgrade from N1 to FIG: Eligibility to take the FIG Course is upon approved from GCG Judging Chairperson.
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- i) Items i) to v) from 'Provincial Judging Program' will also apply to National and FIG Judging Program.
- ii) Failure to meet the maintenance requirements will result in not being recommended by Ontario for Gymnastics Canada sanctioned events.

**4. Judging Observation Hours (recommended for all judges)**

- i) Gym observation is an important and integral component of judge maintenance in Ontario.
- ii) Objectives of gym observation:
  - a. Gain full understanding of component parts of skill development, technical execution, training plans, and skill identification.
  - b. Encourage judges to observe all events and varying levels of athletes.
  - c. Encourage judges to interact with coaches (question, comment, and learn from each and every experience).
  - d. Foster ongoing communication between coaches and judges.
  - e. Solidify theory and expectations as outlined in the Code of Points.
  - f. Supplement judging experience through "hands on" observation.
- iii) All judges are recommended to observe, in a gym setting, the disciplines which they are qualified to judge. All judges should observe a minimum of four (4) hours of practice over the period of one year. This should be done at the level which he/she is qualified:

Judging Level	Recommended Observation Hours (minimum)
Provincial 3 / 4 / 5	4 hours of Provincial levels
Provincial 1 / 2, National & FIG	2 hours of Provincial levels & 2 hours of National levels

- iv) Arranging gym observation:
  - a. Judges must call ahead to request permission to visit a club. (You should find out the level of athletes training, their schedule, what apparatus they will be training, and whether they will be working routines.)
  - b. Bring the Code of Points and any other support material you may need.
  - c. Judges are encouraged to initiate dialogue with coaches, asking questions and being receptive to answering questions.
  - d. Judges are not expected to "judge" when they observe at a gym unless specifically requested ahead of time.

## 4. RESPONSIBILITIES AND DUTIES

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Please refer to the FIG Code of Points, Trampoline Gymnastics, for duties of judges by role.

### A. Meet Director

1. The host club will make all hotel arrangements. This includes block-booking the rooms at the hotel, submitting the judges rooming list (which will be provided to the host club by the Judging Chairperson) to the hotel, as well as arranging for hotel room payment.
2. All Meet Directors must refer to the GO Meet Directors' Manual, the GO Safety Guidelines (Section D), the GO TG Technical Rules and Regulations, as well as this manual, prior to hosting a competition.

### B. Chair of the Judges Panel

1. He/she must be familiar with the Technical Rules and Regulations from Gymnastics Ontario, Gymnastics Canada, and FIG.
2. Arrive at the competition site at least fifteen (15) minutes prior to the start of the judges' meeting. Get acquainted with the Meet Director.
3. Check attendance of arriving judges.
4. Check competition site and ensure that the equipment is of acceptable standard and heights.
5. Check to ensure that score sheets, judges' chits and all supplementary equipment are in place.
6. If necessary, make appropriate changes to the panel.
7. Oversee the smooth, efficient, and safe running of the competition. Assist the host club with any technical difficulties (e.g. scoring).
8. Be an active participant in all discussions regarding protests. Communicate results of a protest directly to the coach.
9. Send a report to the Judging Chairperson following the competition.
10. Send actual/revised panels to the Judging Chairperson following the competition.
11. Invitational competitions only: Preside over the judges' meeting, giving general direction and information regarding level of competition. Review requirements and pass on any updated information regarding technical rules and changes.
12. Invitational competitions only: Coordinate completion of honorarium and mileage sheets and ensure that judges are reimbursed according to the guidelines.

### C. Judging Chairperson

1. Know all policies regarding travel, accommodation, meals, honoraria, etc. found in the TG Technical Rules and Regulations and TG Judging Policies and Procedures.
2. Balance experienced and new judges.
3. Look at judging requirements for each judge and try to ensure that they are fulfilled.
4. Keep a record of any problems or concerns to be brought to the attention of the TG Program Manager, the Technical Committee Chairperson, and/or the Technical Committee.
5. Encourage judges to interact socially with coaches and volunteers.
6. Reinforce the need for judges to honour their judging commitments and their responsibility to find their own replacements.
7. Encourage judges to carpool whenever possible and remind judges that they will receive a reduced mileage rate if they do not carpool.
8. Ask judges, that are entitled to accommodation but do not need it, to inform the host club (Meet Director) as early as possible.
9. Remind judges that have dual roles at a competition that they may not be eligible for full mileage or accommodation expenses.
10. Whenever possible, pass on positive feedback to judges to help reinforce the fact that their commitment is appreciated and respected.
11. Preside over the judges' meeting, giving general direction and information regarding level of competition. Review requirements and pass on any updated information regarding technical rules and changes.
12. Coordinate completion of honorarium and mileage sheets and ensure that judges are reimbursed according to the guidelines.