



**GYMnastics**  
**nastique**  
**CANADA**

**WOMEN'S PROGRAM MANUAL**

**SECTION 10 – JUDGING**

**JUDGING EXCELLENCE  
&  
JUDGING OPERATIONAL GUIDELINES**

## SECTION 10 – JUDGING

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## 10.1 JUDGING EXCELLENCE [JEX] – INTRODUCTION

### ADDRESSING JUDGES' CONCERNS

The JDWG has recognized that feedback and inquiries from judges are valuable. Judges are encouraged to continue to communicate with the JDWG, the Canadian Head Judge and the P/T Judging Chair. Two categories of concerns have been identified which offer several main routes by which a judge is able to present a concern, receive feedback or seek a resolution

- a) **Organizational & Administrative Issues** (e.g. systems, rules, manuals, courses, practices etc.)

Any judge may request a review of a situation or practice either verbally or in written form (for Brevet judges, a preferred route for verbal presentation of concerns is at the Brevet Judges' Council). Alternatively, a Brevet Judge may wish to voice a concern with the Chair of the BJC or any member of the JDWG or the Canadian Head Judge who will complete the process by including reference in the written report of the competition.

National judges have similar avenues of registering either a verbal or written concern: the P/T association Judging Chair or the Canadian Head Judge who both will be responsible for completing the process by including reference to the situation in the written reports.

Normally Brevet Judges and Master Judges will initiate their concern with the JDWG or the Canadian Head Judge while National judges will go through their P/T Judging Chair or the Canadian Head Judge.

When a judge has presented a concern, the receiving body shall review the concern and collect information about the situation and quantify the extent of the concern in order to effect a resolution where possible. This may include a survey of other judges' preferences regarding the issue under consideration.

In all cases where a concern is found to be reasonable and shared by a number of judges a resolution will be effected. There may be instances where concerns are judged to be frivolous or unreasonable and these concerns will be dismissed.

Where a concern has been registered for an additional time and the matter has been reviewed and addressed, this information and the rationale for the course of action will be provided as information to the judges as a group.

The judge who registered a legitimate concern can expect a timely response particularly in cases where the concern is presented verbally. In other instances the judge should receive in writing a timely explanation of the review and decision. Where possible this information should be made available to other judges either in writing or at a subsequent meeting.

## **b) Judging Excellence**

The second category of issues is related to situations where judges have concerns about the conduct of judges. The Judging Excellence (JEX) document will be effective May 1, 2000. Section 10.2d) provides information about the JEX Working Group and its mandate to ensure Excellence in Judging. It also contains processes by which judges can submit concerns about the conduct of judges and coaches.

### **10.2 JUDGING EXCELLENCE (JEX)**

#### **a) GENERAL ASSUMPTIONS**

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

#### **b) JURISDICTION**

GCG JEX deals with inquiries, concerns or behaviour of National or Brevet judges at GCG events. It is expected that provinces have a structure in place to resolve issues in their jurisdiction. Concerns or complaints pertaining to the behaviour of a judge at a provincial event must be dealt with by the province. Where the judge involved is a National or Brevet Judge, the concern and a summary of the province's action may be forwarded to GCG JEX for their information.

#### **c) MANDATE**

The JEX working group members may be called upon to address any of the following:

- a general inquiry/concern (verbal or written), by coaches or judges, re judging performance and by judges re coaching performance
- a specific concern (verbal or written) with respect to individual judges by fellow judges or by coaches, re judging performance or behaviour. e.g. This could be related to a concern/issue dealing with behaviour, preparedness or performance of a judging assignment
- a specific concern, by judges, with respect to individual coaches re practices/behaviour
- to initiate or collaborate on education projects which are designed to foster interaction and cooperation between judges
- to identify, promote and assist in provision of the GCG training projects regarding improvements in judging performance ,e.g. excellence in meeting judging responsibilities, and an excellent level of preparedness

- to receive and generate suggestions for ideas to promote better working relationships within judging ranks and between judges and coaches
- to promote and facilitate events that are designed to enhance the profile of judges within the coaching community.

d) **WORKING GROUP MEMBERSHIP**

**JEX Working Group**

The JEX Working Group shall address all matters which relate to a concern involving a judge's conduct or performance.

Method of appointment: - members appointed by JDWG

Term of appointment: - 2 years with term commencing July 1 of appointment year

Working Group Membership:

2 members of the Brevet Judges Council (of which 1 to be appointed as Chair of JEX)

1 member Canadian Head Judge or designate

1 member JDWG

1 Master (N4) judge

**Joint Ad Hoc Working Group (Under Development)**

For matters which relate to a concern involving a coach's conduct as reported by a judge, an ad hoc working group featuring joint membership from JEX and the Coaching Development Sub-Committee shall be formed.

Method of appointment: - members appointed by JEX and CDSC, respectively

Terms of Appointment: - time required to address the matter at hand

Ad Hoc Working Group membership:

1 Chair of JEX (co-chair)

1 Chair of CDSC (co-chair)

1 member JEX (JDWG member of JEX)

1 member CDSC

### **10.3 TYPES OF CONCERNS**

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

error in judgment,

improper application of technical rules,

improper application of Canadian Model, and

inappropriate conduct in working with or responding to judges, coaches or athletes.

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

## 10.4 FORMAT FOR RAISING A CONCERN

Concerns may be presented to any current member of the Judging Excellence Working Group (JEX) or to the Canadian Head Judge (CHJ) or designate. Concerns can be submitted in two ways, either verbally or in writing and if written should be signed by the complainant.

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

### a) Informal Process

It is hoped that many concerns/issues can be solved verbally, at the time that they occur, through intervention by the Canadian Head Judge acting in consultation with the Chair of the Judging Excellence Working Group and its members who are on-site. [refer to process 10.5a)]

Such concerns may include:

- i) a judge exceeding the responsibilities of her position on the panel by verbal comments/questions/advice
- ii) a judge not respecting the role of another judge by ignoring/not consulting that judge or by inappropriately bypassing her to consult with other panel members
- iii) a judge being unprofessional or disrespectful in her comments/behaviour when interacting with other judges
- iv) the competence and capability of a judge

### b) Formal Process

A request for consideration of a concern/issue should be submitted in writing to the Chair of JEX, the Canadian Head Judge and the Chairperson of the JDWG. The submission should contain a description of the concern/issue and any salient and relevant information. Suggestions for possible solutions could be included in the correspondence. A timeline for resolution may be suggested by the originator. Reports should be submitted within three (3) weeks of the occurrence.

### c) Desired Outcomes

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

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

## **10.5 PROCESSES FOR ADDRESSING CONCERNS/ISSUES**

### **a) Informal Process (Judge to Judge)**

- Most effective when desire is to improve/preserve positive relationships
- Where possible, a judge shares with another judge her concern re behavior or performance as soon as possible at an appropriate time during the event
- The desired goal is mutual comfort with how the concern/issue is dealt with
- Each individual involved would need to feel respected and comfortable speaking with another about the concern/issue noted
- This is a '1 on 1' informal resolution process with the goal of improvement in conduct or performance
- The respondent i.e. the judge about whom the concern is lodged could insist that the concern be put in writing to JEX.
- The complainant may choose to proceed via the formal procedure.

### **b) Informal Process ( Judge/Coach to JEX)**

- Presented verbally to the Chair of JEX or the CHJ
- Recorded and followed up by the committee with the respondent judge
- The desired result is to address the concern in a positive manner and to achieve awareness and improved conduct
- The judge about whom the concern is lodged could insist that the concern be put in writing to JEX
- The complainant may choose to proceed via the formal procedure.

### **c) Formal Process ( Judge/Coach to JEX)**

- Written notice of the concern, including a request for a response should be forwarded through the Canadian Head Judge or the JEX Chair and copied to each JEX member and the JDWG Chair
- The judge shall be informed as soon as possible that a concern has been registered and that an opportunity to be heard is pending
- The JEX working group may seek input from other judges and coaches as to the validity of the concern
- The facts and circumstances will be reviewed by JEX and a decision, via consensus, will be reached
- A written copy of the decision of JEX and a recommendation regarding resolution will be forwarded to all parties upon completion of the investigation
- Sanctions may be suggested with the approval of the JDWG.

## **10.6 SANCTIONS FOR JUDGING CONCERNS**

The JEX Working Group has the authority, after review and deliberation of a concern, to recommend to the JDWG that a judge be sanctioned.

The range of sanctions includes, but is not limited to: verbal warning, written warning, remedial or restorative sanctions, reprimand, sanctions with attached conditions, suspension, and expulsion.

- a) No fault by the judge will result in the concern being dismissed and the situation resolved.
- b) Fault by the judge will result in the following:
  - i) First Time Fault: Error in judgment will be pointed out to the judge and a warning issued along with directions/suggestions for improvement.
  - ii) Second Time Fault: Error in judgment/behaviour will be pointed out to the judge, and depending on the severity of the situation, the judge will be censured or penalties will be imposed (as noted below). A written summary of the concern and the resolution will be filed at the GCG office.
  - iii) Repeated Faults: Judges who repeatedly show major errors in performance and/or behaviour will be liable for suspensions for various time periods depending on the situation. Continued errors by the judge may result in temporary or permanent removal of certification. A written summary of the concern and the resolution will be filed at the GCG office.

## 10.7 CONCERNS ABOUT COACHING PERFORMANCE OR CONDUCT

Judges who wish to lodge concerns against individual coaches or coaching practices should address these concerns to the JEX either through the chair or the Canadian Head Judge.

### \Processes For Addressing Concerns/Issues

As in 10.4 and 10.5 above, where possible in the first instance, presentation of a concern should be via the verbal or informal route. A serious concern, where deemed necessary by the complainant, may be registered directly through the formal (written) process.

- a) Informal Process ( Judge to Coach)
  - o Most effective when desire is to improve/preserve positive relationships
  - o Judge shares with coach her concern re behaviour or performance as soon as possible at an appropriate time during the event
  - o The desired goal is mutual comfort with how the concern/issue is dealt with
  - o Each individual involved would need to feel respected and comfortable speaking with another about the concern/issue noted
  - o This is a '1 on 1' informal resolution process with the goal of improvement in conduct or performance
  - o The coach about whom the concern is lodged could insist that the concern be put in writing to the CDSC
  - o The complainant may also proceed via the formal route
- b) Informal Process (Judge to JEX)
  - o Presented verbally to the Chair of JEX or the CHJ
  - o Recorded and followed up by the committee with the respondent coach
  - o The desired result is to address the concern in a positive manner and to achieve awareness and improved conduct
  - o The coach about whom the concern is lodged could insist that the concern be put in writing to the CDSC
  - o The complainant may also proceed via the formal route



- c) Formal Process ( Judge to JEX)
- Written notice of the concern, with a request for a response should be submitted to the Canadian Head Judge or the JEX Chair and copied to each JEX member and the JDWG Chair
  - A copy of the concern with a request for a response will be forwarded by the JDWG Chair to the Chair and members of Coaching Development Sub-Committee through the GCG office.
  - The resolution of the concern will be the responsibility of an ad hoc working group as described in section 10.2c).
  - The respondent coach shall be informed as soon as possible that a concern has been registered and that an opportunity to be heard is pending.
  - The joint working group may seek input from other judges/coaches as to the validity of the concern.
  - The facts and circumstances will be reviewed by the joint working group and a decision, via consensus, will be reached
  - A written copy of the decision of JEX and a recommendation regarding resolution will be forwarded to all parties upon completion of the investigation
  - Sanctions may be suggested with the approval of the CDSC
  - The concern and the resolution will be kept in GCG files.

### **10.8 SANCTIONS FOR COACHING CONCERNS**

The Coaching Development Sub-Committee in consultation with the Women's Program Committee will have the authority to establish and apply sanctions in situations where coaching conduct or performance has been found to be inappropriate.

## **PART B - OPERATIONAL GUIDELINES**

### **10.9 OPERATING GUIDELINES FOR ADMINISTERING JUDGES RECORDS**

#### **a) BREVET JUDGES**

Refer to WPM Section 7.1.4. Individual Brevet Judges must submit their records utilizing the form in Section 7, appendix J7-1, to the GCG office by June 30<sup>th</sup> of each year.

Record Keeper checks for the following information:

- Judging activity within their province; form J9-5 to be submitted by the P/T Chair
- GCG assigned International competitions judged:
  - In Canada
  - Outside Canada
  - Funded
  - Self Funded
  - Cost Shared

Other related activities

- Clinics and courses taught
- Clinics and courses attended
- Committee work
- BJC
- Briefing Sessions/Self Evaluation/Training Camps/Verifications

#### **b) NATIONAL JUDGES**

Refer to WPM Section 8.1.4. National Judges records are submitted by their P/T Chairperson, utilizing form J9-4 and are due June 30<sup>th</sup> each year.

Record keeper checks for the following information and records information on judge's personal file.

- Number of routines judged and levels judged—a minimum number of routines at GCG Approved competitions\* –must be judged over 3 or more flights (S 8.5.1)
- Results of National Judges Course, if course held that year
- Assessment completed—a judge requires an assessment every two years
- If judge is in their upgrading year assessment results must be checked to assure required grade has been achieved
- On their personal GCG file, indicate the judge's level for the upcoming gymnastic season and make a notation whether an assessment is required
- Every year each National judge receives a copy of their personal GCG file and the P/T Chairperson receives a complete list of the National Judges files for their province.

\* If a judge wishes to count routines from a competition outside of Canada, she must submit a written request to the JDWG 6 weeks prior to the competition. If approved, the judge must submit a copy of the judging panels, competition schedule, rules governing the competition and results of the competition. A judge may only count a maximum of 20 routines from approved out of country competitions.

## **10.10 NATIONAL JUDGES COURSES - ORGANIZATION**

### **A GYMNASTICS CANADA will:**

- Co-ordinate the schedule for the National Courses.
- Reserve flights and cover the cost of air travel for the Course Conductor and inform the Host Province of travel arrangements
- Provide the honorarium for the Course Conductors.
- Distribute the registration package which will include a schedule, the location, registration fee and registration deadline.
- Collect registration fees for all courses.
- Distribute Pre-Course material to registered participants.

### **B HOST PROVINCE will:**

- Ensure the Course Conductor is picked up at the airport and taken to her hotel upon arrival and returned to the airport on the departure date.
- Ensure the Course Conductor is driven to the course location for the scheduled hours.
- Cover the cost of accommodation and on-site meals for the Course Conductor.
- Provide information regarding course location, and availability of meals on site to GCG to be circulated to participants.
- Provide a room large enough to comfortably accommodate all participants. It is recommended that the room have sufficient tables so that there are only 2 judges per table.
- Provide a LCD projector, which enables the FIG power point presentation to be utilized.
- Provide a large screen – as large as possible to ensure all judges have an excellent view.
- Provide a VCR and large screen TV(s) – a large as possible to ensure all judges have an excellent view.
- Provide an overhead projector, a spare lamp for the projector, blank overheads and overhead markers.
- A chalk board with chalk or a flip chart with markers.
- Provide copying services on-site, to enable the Course Conductor to return a copy of participants' records on-site.

### **COURSE CONDUCTOR will:**

- Contact GCG to arrange personal travel
- Liaise with Host Province regarding their personal itinerary.

### **COURSE CONDUCTORS**

- to be selected by the JDWG
- in principle, conductors for the first courses of each quadrennial will be selected from among the judges attending the Inter-continental course.
- A Master Course conductor will be designated for the quad.

## **COURSE SCHEDULE/CONTENT**

- to be set by GCG for each set of courses; JDWG to decide format
- standard schedule may be modified slightly from province to province, provided it is verified in advance with the relevant Course Conductor

## **NUMBER OF COURSES/FUNDING**

- in principle, 5 courses will be funded as outlined under GCG responsibilities: one course each in B.C., Alberta, Ontario, and Quebec; with the 5<sup>th</sup> course to rotate between Manitoba and Saskatchewan.
- Additional courses will be considered where:
- Numbers warrant it
- the participants and/or PT organization(s) are willing to subsidize the costs to GCG for Course Conductor travel and honorarium.

## **COURSE FEES**

- to be set by JDWG

### Refund policy:

The reimbursement in case of cancellation received **in writing** at the National Office will be:

- cancellation before 2 months prior: \$100.00
- cancellation more than 21 days before the beginning of the course: 75.00
- cancellation 21 days or less before the beginning of the course: \$50.00
- cancellation after course: no refund

Audit Fee: 50% of Course Fee

### Materials Fee:

- Judges auditing the course may purchase the Pre-Course materials for a nominal cost.
- Judges may purchase the course package, videotapes, routines with deductions, etc. for a fee to be set for each course by the JDWG.

## **ELIGIBILITY**

- according to the GCG Women's Program Manual, Section 7 Judging Policies
- Foreign Brevets applying for the Brevet Candidate process, and Master Judges may attend at no cost. They may purchase the Pre-Course materials for a nominal cost.

## **EXAMS**

- Written exam to be set by the JDWG or designate. A 'bank' of questions will be developed to ensure enough material for Course exam and re-write exam. Questions to be audited by selected Brevet judges.
- Practical exam to be set by the JDWG or designate. All Course Conductors to meet to consolidate course judging standard, level of deductions, awarding of additive value, etc. prior to course delivery.

### **10.11 APPOINTMENT PROCEDURES FOR CANADIAN HEAD JUDGE AND ASSISTANTS**

The Canadian Head Judge and Assistant Canadian Head Judge(s) will be appointed by the JDWG for a two year term. Where possible, the term of appointment of one Assistant Canadian Head Judge will be offset by one year from the term of appointment of a second (or third) Assistant Canadian Head Judge.

During the last quarter of a term of appointment, the JDWG will conduct a performance evaluation of the judge in each position. A judge may be eligible for re-appointment for one additional term upon successful completion of the performance evaluation. After two terms, the position must be re-opened, and the individual must re-apply.

Where a term is not renewed, or in the case of resignation from a position, the JDWG will circulate applications for candidates for the vacant position(s). The applications will include a request for letters of reference.