



WOMEN'S ARTISTIC GYMNASTICS

MINOR OFFICIALS MANUAL

APRIL 2013 Edition

Effective for National Level Competitions
May be Adapted for Other Competitions

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INTRODUCTION

Gymnastics Canada Gymnastique is pleased to offer you this document to assist your organization in their preparations for hosting a national level competition.

It is important to teach volunteers how to carry out the responsibilities of the minor officials and we hope that this manual will help you to accomplish this task. Minor officials are a key component of a successful competition and are required to perform their tasks efficiently during the competition. Each task contributes to meeting a high standard in your hosting of the event.

You will find in this document the following information that can be used as a resource to host a national competition. Included are 8 job descriptions for :

Position		Number Required [Total]*
a) Line judges	-	2 on floor, 1 on vault
b) Runners	-	1 -2 per apparatus [4 – 8]
c) Score flashers	-	1 per apparatus [4]
d) Secretaries	-	1 per apparatus [4]
e) Timer on vault	-	1
f) Timer on bars	-	1
g) Timers on beam	-	2
h) Timer on floor	-	1

*Number required for Manual scoring. See Electronic scoring, page 5

For each job description, you will find the following description outlining :

- Duty
- Equipment needed
- Seating arrangement
- Tasks

The appendix contains the following documentation :

- Summary Sheets: Summary of tasks [appropriate for distributing to the minor officials and/or taping to table position on the competition floor]
- Sample scoresheets : vault, bars, beam and floor
- Sample minor officials` slips :
 - Timers
 - Line judges
- Sample judges` slips : D and E panels

Qualifications

It is recommended that Secretaries and timers be adults [or a minimum of 16 years old, with good math skills and a high level of maturity]. Flashers may be a minimum of 12 years old, and runners a minimum of 10 years. It is preferred that Line Judges be qualified judges of the highest level available.

Preparation of Minor Officials

A member of the Organizing Committee (or sub-committee member) should be designated with the responsibility for the preparation and staffing of minor officials' positions for the competition. Responsibilities include recruitment of volunteers, training of volunteers, and collection and supervision of all minor equipment needed by the minor officials. This individual must also liaise closely with the scoring personnel for the competition.

Minor officials should be given a reporting time and location ; at least 30 minutes in advance of the competition start time. A member of the Organizing committee should meet with each group, outline their responsibilities, and orientate them to the competition floor and safe traffic flow. A review of their equipment [stop watches, calculators, flags, etc.] and how to utilize it properly should also take place.

Ideally, a meeting of secretaries and timers should take place some time in advance of the competition. (one to ten days)

Timers should test their stop watches to ensure they are working properly, then practice starting, stopping and clearing the watches during the general warm-up session. They should verify with the D2 of their apparatus their specific instructions for that session.

Secretaries should be given a sample of the score sheet to review prior to arrival at their first competition session. They should also know the location of the scoring table/room, in order to help instruct the head runner for their apparatus, and to retrieve score sheets/judging slips in case of corrections to scores. In case of any doubt, they should always verify their responsibilities with the D1 judge. The secretaries can also play a key role in directing the responsibilities of the flashers and runners.

All minor officials [excluding line judges who must wear a judging uniform] should receive clear instructions regarding appropriate attire while assisting at the competition. It is recommended that a standard uniform be designated, such as a competition T-shirt , shirt or vest, and standardized colour of pants, along with athletic or soft-soled footwear. Runners could wear standardized host club attire.

When a rotation is ended at their apparatus, all minor officials should remain quietly in place throughout the entire competition. When a competition session (flight) is completed, then each minor official should verify with their Organizing Committee liaison that their responsibilities are completed, prior to leaving the competition floor.

General Competition Set-up

Judges' Panels (Apparatus Jury):

Normally in Canada, the Judging Panel is composed as follows for national level competitions:

D panel : 2 judges

- D1 or Apparatus Head Judge, liaises with the Secretary and receives the E deduction slips brought by the runner(s)
- D2, assists the D1, and liaises with the Timers
- together, determine the **D - Score**

E panel: 4 judges – on Bars, Beam, Floor ; 2 or 4 judges on Vault

- give deductions [if only 2 E judges on vault, the D panel also give deductions)

There is also a Canadian Head Judge and Competition Head Judge who supervise the work of the Judging Panels and liaise with the Organizing Committee. In case of an inquiry or protest by a coach, either the Canadian Head Judge or Competition Head Judge may verify with the appropriate Minor Official (usually a timer or line judge), if proper procedure was followed.

Electronic Scoring

Different types of electronic scoring are available. Where electronic scoring is utilized, the need for secretaries and runners is reduced or eliminated depending on the type of scoring program used. A printout of the scores for each rotation is produced and verified by the judging panel at each apparatus. The use of electronic scoring may also replace part or all of the role of Score Flashers, depending on the system used.

This document outlines the roles and responsibilities of secretaries and runners in a set-up with manual scoring. Secretaries may still be utilized with electronic scoring for specific competitions. In this case, their role is to enter the D-Score, enter any changes to the E-Scores authorized by the D-1 Judge and assist the D-1 Judge with verifying the scores with the scoring system printout.

This document will be revised according to changes put in place by GCG or FIG as needed.

We wish you and your organizing committee the best of luck.

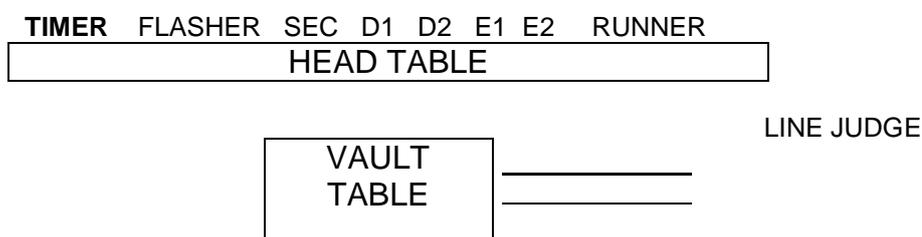
LINE JUDGE – VAULT

Duty: Indicate when a gymnast lands or steps outside the corridor marking, by submitting a slip to the D1 after completion of the vault.

Number: 1

Equipment: white flag, pencil / pen, line judge's slips (see appendix)

Seating arrangement: near the end of the landing mat with a clear view of the corridor markings.



Tasks:

- 1) Always keep your eyes on the gymnast from the presentation to the completion of the vault.
- 2) Observe the gymnast's landing carefully to determine if she lands or steps outside the corridor marking with one or both feet/hands/body part. The line is considered in bounds.
- 3) After the gymnast presents to the D1, complete the line judge's slip (see appendix) with the gymnast's name / number.
- 4) Indicate on the slip if the gymnast landed or stepped outside the corridor marking with one or two feet/hands (part of feet/hands) or body part. (See line judges' slip in appendix)
- 5) Give the slip to the runner (if one) or bring it to the D1 judge once the gymnast has finished presenting to the D1.
- 6) Remain seated at your place until the end of the competition.
- 7) Verify after each rotation that the tape marking the corridor and/or the 10 cm. Mat with corridor lines has remained accurately in position and notify the D1 if any adjustment is required.

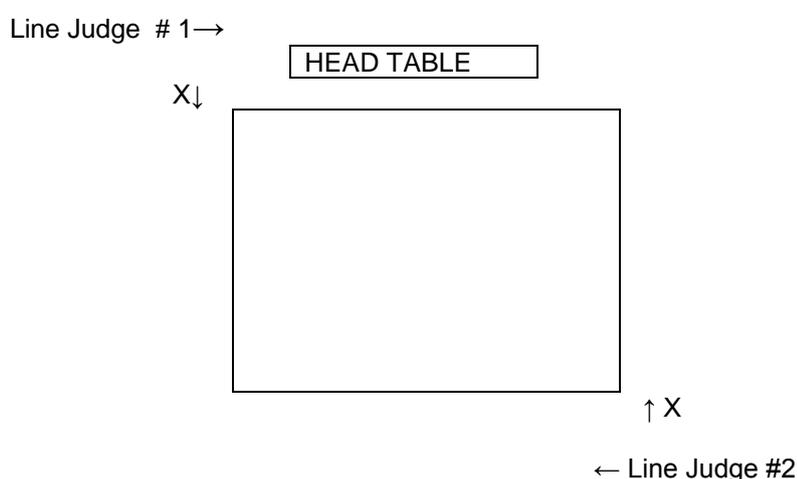
LINE JUDGES – FLOOR

Duty: Indicate when a gymnast is out of bounds, i.e. **touching** the floor area outside of the white line, by raising a white flag each time it occurs, and submitting a slip to the D1 at the end of the exercise.

Number: 2

Equipment: white flag, pencil / pen, line judges' slips (see appendix)

Seating arrangement: the line judges are seated at diagonally opposite corners; they observe the 2 lines closest to them; see diagram below. In case an out of bounds occurs directly in the corner, they should agree, before the competition begins, which two corners each line judge is responsible for.



Tasks:

- 1) Always keep your eyes on the gymnast from the presentation to the end of the routine.
- 2) If a gymnast is out of bounds, hold up the white flag immediately. A gymnast is considered to be out of bounds if she is **touching** the floor with any part of the body **outside** of the border marking (line). Touching does not have to be weight bearing. A gymnast may be in a prone position with her feet extended and touching outside of the floor area. This is considered out of bounds. If a supplementary mat is placed over the border marking, and if a gymnast is out of bounds, the line judge will call a violation in the case of a borderline situation. The benefit of the doubt is NOT given to the gymnast. The line is considered in bounds. If any part of the body is on the line without going over the line, it is considered in bounds and no penalty will be applied.
- 3) At the end of the exercise complete the line judge's slip (see appendix) with the gymnast's name / number and the **total** number of out of bounds occurrences.
- 4) Indicate on the slip if the gymnast was out of bounds with 1 foot, 2 feet or body part or landed on 2 feet out of bounds. (See line judges' slip in appendix)
- 5) Give the slip to the runner (if one) or bring it to the D1 judge once the gymnast has completed her exercise.
- 6) Remain seated at your place until the end of the competition.

RUNNERS

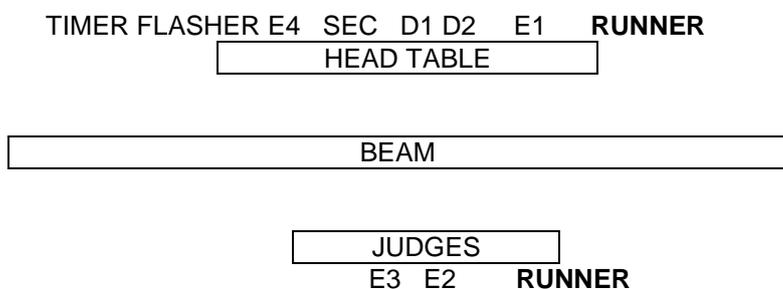
Duty : Bring the slip or the scoresheet to the designated people according to your specific tasks on the event.

Number: According to judges' seating arrangement; one runner could be assigned for each judges' table when they are seated separately (see example #1); if the judges are seated in a line, only one runner is necessary (see example #2).

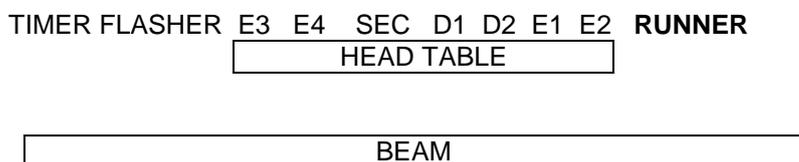
Equipment: running shoes

Seating arrangement: the runners are seated at the end of the table according to the judges' seating arrangement; see examples # 1 & #2.

Example # 1:



Example # 2:



Tasks:

A) Runner

- 1) As soon as the judge finishes writing her score on the judges' slip, pick up the slip(s) and run to the head table; the runner should run around the apparatus and mats; however, for vault, bars, beam it is permitted to cross the mats as long as no gymnast is warming up; be careful not to pass in front of any competitor or judge seated at another event.
- 2) Put the slip(s) on the table in front of the D1 according to the judges' number or colour identified on the table.
- 3) Run carefully back to your seat and sit quietly.

B) Head runner: runner assigned at the head table

- 1) At the end of each rotation take the judges' slips and scores sheet(s) from the Head table and bring them to the scoring room as quickly as possible.

SCORE FLASHERS

Duty: Flash the E-Score [and final score- if not using electronic scoring] on your specific event

Number: 1 on each event – total of 4 per session

Equipment: flashboard on stand, athlete numbers ; sign for « E-Score » and « Final Score »

Seating arrangement: at the end of the head table to the right side of the D1 judge and the secretary; see diagram below

TIMER **FLASHER** E3 E4 SEC D1 D2 E1 E2 RUNNER

HEAD TABLE

BEAM

Tasks:

- 1) During the warm-up of each group refer to the score sheet to prepare the names and /or numbers of the gymnasts in the correct order.
- 2) For each gymnast clip her name/number on the flashstand; the numbers on the flashboard should be zero or blank. [or write in on white board]
- 3) After each performance flash the E-Score received from the D1 judge or the secretary together with the « E-Score » sign. double check the score received with the secretary and check the numbers before the flash.
- 4) Flash the score to the judges first then turn the flashstand **slowly** for two full rotations for the public and media.
- 5) Repeat step 3) and 4) for Final Score ; using the «Final Score » sign.
- 6) Put the numbers to zero or blank and clip the name/number of the next gymnast.
- 7) At the end of the rotation after the flash of the last score put the numbers to zero or blank and place the signal card/flag on the flashstand to indicate that the rotation is finished.
- 8) Before the next rotation, give the names/numbers to the group leader for the next event or bring them to the flasher of the next event following the Olympic order: vault, bars, beam and floor. Example: if you are on bars the names/numbers will be taken to beam.
- 9) In some cases, if a separate flash mechanism is not available for flashing the D - Score, then the flasher will also be required to flash it for each competitor. In this case a sign indicating ' D – Score ' should be affixed to the flash stand. Follow the same procedure as for flashing the score.

Score Flashers - continued

For Electronic Scoring :

When Electronic Scoring is used, the flasher is only required to flash the E-Score.

Process for Flashing Vault Scores when electronic scoring is used:

- a) 1st Vault: D Score is flashed manually
E score is flashed manually
Final score is sent for electronic flashing
- b) If a gymnast performs a second vault the same process is repeated with the flashing of the D and E Scores manually. Then depending on the rules for the category either the best score of the 2 vaults is sent for electronic flashing or the average score is sent for electronic flashing. (See Canadian Models for specific rules.)

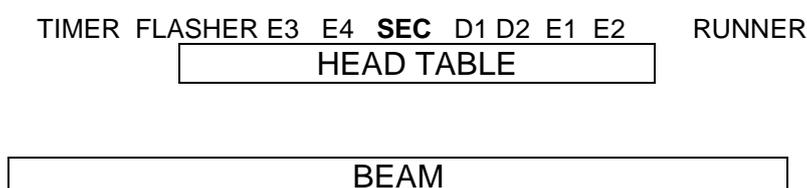
SECRETARIES

Duty: Record all the information needed on the score sheet and assist the flasher to ensure that the correct E-Score and Final Score is flashed .

Number: 1 on each event - total of 4 per session

Equipment: pencils, eraser, sharpener, scotchtape, calculator, stapler or clips, master scoresheet for each rotation, white paper

Seating arrangement: at the end of the head table to the right side of the D1 judge; see diagram below;



Tasks:

- 1) Prior to the start of each rotation (before the gymnasts arrive at the apparatus) verify that all minor equipment is in place ; tape a model of the judges slips [E deductions] on the table in front of the D1 judge position
- 2) During the event warm-up, confirm the correct order of gymnasts with the D1 judge. If there is a change of order on Floor Exercise, the secretary should consult with the D1 judge regarding notification to the music coordinator and/or announcer.
- 3) Confirm the correct order with the flasher before the first gymnast competes.
- 4) After each gymnast ensure that the judges' slips are placed in correct sequence in front of the D1 judge. Verify that the judges' slips have the event, gymnast's number/name, judges' number and signature on them. Notify the D1 judge if there are errors or omissions.
- 5) Record the **D – Score** as provided by the D1 judge (there will be some discussion between the D1 and D2 judges; wait quietly until their discussion is completed). Write the D-Score in the appropriate column on the score sheet: (see example below).

Order/ # / Gymnast Name	Prov. D- Score	Cdn Bonus	Cdn D-Score	E-Scores (Deductions)				Average Ded. (E)	E-Score 10.0 – E ded.	Score (D+E)	Ded. (-)	FINAL SCORE
				E-1	E-2	E - 3	E-4					

SECRETARIES (cont...)

a) for Bars, Beam and Floor :

The (final) Canadian D - Score is in two parts on the scoresheet : FIG Provisional D - Score, and Canadian Bonus.

FIG Provisional D - Score + Canadian Bonus = Canadian D - Score

The D1 Judge will provide the data to insert in all columns

b) for Vault :

The D - Score will be provided by the D1 Judge. In some cases there will be a bonus to insert on the score sheet in the column provided (to the left of the column for D-Value). See sample Vault scoresheet in appendix.

- 6) After the D1 Judge has reviewed and approved the **E deductions** submitted by the E panel judges, record the deductions in the appropriate column corresponding to each judge. For vault, ensure that the deductions for vault #1 and #2 are recorded on the appropriate line on the score sheet identified with the number (1,2). See sample Vault scoresheet in appendix. For bars, beam and floor, record **only the deduction indicated in the deduction box on the judge's slip**. Ignore the numbers in the execution and artistry boxes.
- 7) Record the **average deduction (E)** as calculated by the D1 judge; then quickly verify this using a calculator. If a correction is required, advise the D1 judge before any change is made. The correction must be clear: erase and record the corrected deduction.

Calculation of the average E deductions for vault, bars, beam and floor :

If there are 4 E deductions : drop the highest and the lowest deduction and then average the 2 middle ones; lightly cross out the high and the low on the scoresheet.

Example for the calculation of 4 E deductions

E1	E2	E3	E4	AVERAGE
.9	1.1	.8	1.0	.95

If there are 6 E deductions : drop the highest and lowest deduction and then average the 4 middle ones ; lightly cross out the high and the low on the scoresheet.

Example for the calculation of 6 E deductions :

E1	E2	E3	E4	E5	E6	AVERAGE
.8	.7	.9	.8	.6	1.0	.80

- 8) Record the E – Score by subtracting the average E – deductions from 10.0.
- 9) Record the **Score (D + E)** in the appropriate column on the scoresheet by adding the E – Score and the Canadian **D - Score**.

SECRETARIES (cont...)

- 10) For some categories there may be deductions to be recorded on the scoresheet before the calculation of the « Better or Average Score » final score (Vault). The D1 judge will provide all information for recording deductions to be applied.
- 11) Record **the Final Score** as calculated by the D1 judge; quickly verify using a calculator. If a correction is required, advise the D1 judge before any change is made. The correction must be clear: erase and record the corrected score.
- 12) Once the Final Score is verified with the D1 Judge, notify the flasher and supervise the flash of the correct score before the next competitor.
- 13) During the performance of the next competitor double check all calculations.
- 14) At the end of each rotation ask the D1 judge to verify the entries and make sure that the judges sign the scoresheet in the appropriate place. You also sign your name beside 'recorder'.
- 15) Then send the head runner to the scoreroom with the scoresheet and judges' slips including any line or time slips.

SAMPLE SCORE SHEET CALCULATIONS :

Calculation of the final score for bars, beam and floor, and for vault when only one is performed.

Example:

Order/ # / Gymnast Name	Prov. D- Score	Cdn Bonus	Cdn D-Score	E-Scores (Deductions)				Average E Ded.	E-Score 10.0 – E ded.	Score (D+E)	Ded. (-)	FINAL SCORE
				E- 1	E- 2	E - 3	E- 4					
	3.3	0.7	4.0	1.9	1.7	2.0	1.6	1.8	8.2	12.2	.3	11.9

Calculation of the final score when 2 vaults are performed:

For some categories two vaults may be performed. In this case, there are two sets of deductions to be recorded for each gymnast. For each vault, record the D-Score, deductions, average deductions, etc. according to the example on the previous page. The calculation of the **Final Score** differs from one category to another:

- Process #1: the Final Score will be the best of the 2 vaults.
- Process #2: the Final Score will be the average of the 2 vaults.

Confirm with your D1 judge before the rotation begins which process will be applied for the session.

SECRETARIES (cont...)

Process #1: best score of 2 vaults

	Bonus	D – Score	E Deductions				Avg. Ded. [E]	E- Score 10.0 – ded.	Score [D+E]	Ded. (-)	Each Vault Score	Better or Avg. Score	FINAL SCORE
			E1	E2	E3	E4							
1	0.5	4.5	1.1	1.2	1.4	1.4	1.30	8.70	13.2	--	13.2		
2	---	4.3	0.8	0.9	1.1	1.0	0.95	9.05	13.05	--	13.35	13.35	13.35

Process #2: averaged score of 2 vaults

	Bonus	D – Score	E Deductions				Avg. Ded. [E]	E- Score 10.0 – ded.	Score [D+E]	Ded. (-)	Each Vault Score	Better or Avg. Score	FINAL SCORE
			E1	E2	E3	E4							
1	0.5	4.5	1.1	1.2	1.4	1.4	1.30	8.70	13.2	--	13.2		
2	---	4.3	0.8	0.9	1.1	1.0	0.95	9.05	13.05	--	13.35		13.275

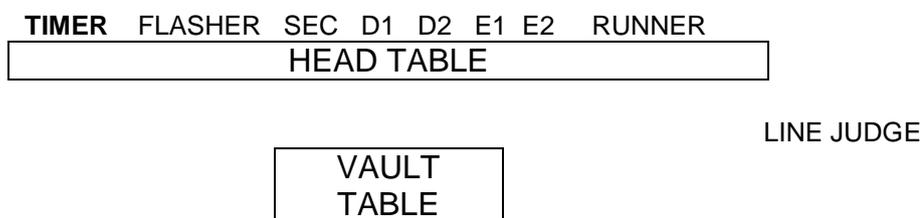
TIMER ON VAULT

Duty: Time the duration of warm-up time allotted per category.

Number: 1 timer

Equipment: paper & pencil [to record gymnasts' names/numbers and number of vault approaches allowed]

Seating arrangement: at the end of the head table to the right side of the secretary:
see diagram below;



Tasks:

'TIMING' OF THE WARM-UP ON VAULT:

- 1) The D1 judge will authorize the start of the warm-up.
- 2) The timer will stand close to the event to be easily heard by the gymnasts.
- 3) The warm-up allotment is designated by category. For **Novice and Open** categories, the warm-up is 2.5 min. per athlete X the total number of athletes in the group.
Team and individual athletes: If a group is composed of Team and individual athletes, the warm-up groups are split as follows: Team + 1 individual: all warm up together.
Team + 2 or more individuals: the team warms up and competes first; the individual athletes always warm up as a second sub-group.
For **Junior and Senior** the warm-up is 30 sec. per athlete X the total number of athletes in the group.
7 or less warm up in one group; 8+ athletes warm up in two groups, ex 4-4. 5-4, 5-5. Etc.
- 4) After all gymnasts have completed their timed warm-up notify the D1 that warm-up is completed.
- 5) If any gymnast doesn't act according to the rules, notify the D1 judge who will decide the course of action.

TIMER – BARS

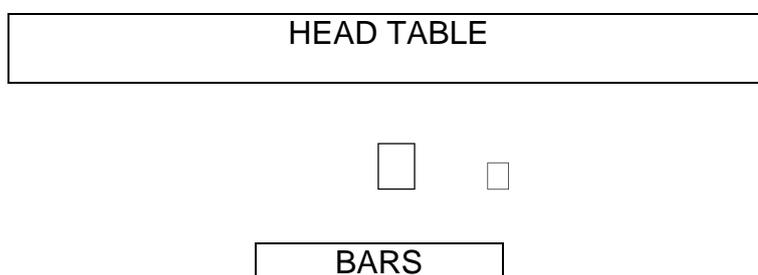
Duty: Time the warm-up and the duration of the fall period

Number: 1 timer

Equipment: a stopwatch , a bell (sound signal)

Seating arrangement: at the end of the head table to the right side of the secretary: see diagram below;

TIMER FLASHER E3 E4 SEC D1 D2 E1 E2 RUNNER



Tasks:

A) TIMING OF THE WARM-UP TIME ON BARS

- 1) The D1 judge will authorize the start of the warm-up.
- 2) The timer will stand close to the gymnast in order to be easily heard.
- 3) The warm-up time is 50 seconds per Junior/Senior gymnast excluding the preparation of the bars. (chalk, no-chalk, height) For Novice and Open [« Warm-up and Compete Format »] the warm-up time is 2.5 min. per athlete. If there are athletes with and without grips/chalk or needing to raise the bars, the athletes are divided into 2 sub-groups: grips/chalk and no grips/chalk. Each athlete is guaranteed 50 sec. or 2.5 min to warm up. 90 seconds are granted for each different bar preparation/raise.
As a general guideline, the coaches will agree on the most efficient way to warm up and compete prior to warm up on UB. The warm up and competition order may be changed for efficiency. If the coaches do not agree, the D1 judge will decide. The time for each group warm-up will be 50 sec./2.5 min. X the number of athletes in the group. The D1 will inform the timer which option is being used.
7 or less warm up in one group ; 8+ athletes warm up in two groups, ex 4-4. 5-4, 5-5. Etc.
- 4) For a Team competition, the entire warm-up time belongs to the team; in that case, the team will have a continuous warm-up time for the group i.e. number of gymnasts multiplied by 50 seconds. (e.g. 5 gymnasts = 4 min. 10 sec. or 5 X 2.5 min. = 12.5 min.) The D1 or D2 will inform the timer of the total time.
- 5) During a team competition, at 4 minutes, 10 seconds [5 gymnasts x 50 sec.] give a loud and clear signal that the team warm-up is ended.

TIMER – BARS (cont...)

- 6) During an individual competition, at 50 seconds, a **loud** and clear signal must be given to the gymnast; call "TIME" at the end of the gymnast's warm-up time; if at this time, a gymnast is mentally and physically prepared to dismount, she may complete the element or the sequence started but may not begin another one; be FIRM but POLITE.
- 7) Then call "NEXT" to signal the next gymnast to begin. The warm-up period for each successive gymnast begins as soon as the previous gymnast's warm-up is completed.
- 8) Always verify with the D1 Judge which warm-up format is in effect for each group.
- 9) If the gymnast doesn't act according to the rules, notify the D1 judge who will decide the course of action.
- 10) The timer will notify the D1 judge when the full warm-up is over.

B) TIMING OF A FALL ON BARS

Duration of the fall time on bars: MAXIMUM time is 30 seconds; failure to resume the exercise in time ends the exercise.

- 1) When the gymnast falls, the timer starts the stop watch when the gymnast is on her feet after falling from the apparatus, and stops when the gymnast's feet leave the mat as the gymnast remounts the bars.
- 2) In Canada, as soon as the gymnast falls and is on her feet, the timer communicates the elapsing time with **loud** verbal warning signals at 10 seconds, 20 seconds and 30 seconds; as a courtesy the timer shall count **loudly** the last 10 seconds i.e. 21, 22, 23,30 seconds.
- 3) At the count of 30, a final verbal warning signal of "Time" will be announced clearly and loudly by the timer. The D1 will also announce that the exercise is ended.
- 4) Report immediately to the D1 judge when a time violation occurs; the exact time of the fall must be shown on the stopwatch to the D1 judge.
- 5) If there is no time violation clear the stopwatch and prepare for the next competitor.

TIMERS – BEAM

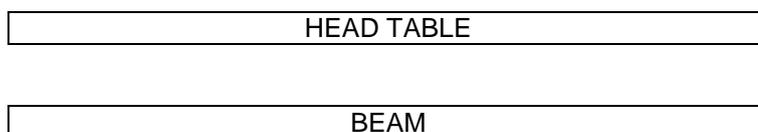
Duty: Time the warm-up, the duration of the exercise and the duration of the fall period

Number: 2 timers on beam : one for the duration of the exercise (timer # 1) and a second one (timer # 2) for the warm-up and the timing of the fall

Equipment: 2 stopwatches, a bell (sound signal), timers ' slips (in appendix)

Seating arrangement: at the end of the head table to the right side of the secretary: see diagram below:

TIMER #2 TIMER #1 FLASHER E3 E4 SEC D1 D2 E1 E2 RUNNER



Tasks:

A) TIMING OF THE WARM-UP TIME ON BEAM: TIMER # 2

- 1) The D1 judge will authorize the start of the warm-up.
- 2) The timer will stand close to the gymnast in order to be easily heard.
- 3) The warm-up time for Junior and Senior is 30 seconds per gymnast including board placement and preparation ; the initiation of the warm-up period begins with the signal from the timer or the Organizing Committee. For Novice and Open [« Warm-up and Compete Format »] the warm-up time is 2:00 min. per athlete, consisting of one turn of 90 sec. duration and a second turn of 30 sec. duration. The D1 will inform the timer which option is being used.
Team and Individual Athletes: If a group is composed of Team and individual athletes, the warm-up groups is split as follows: Team + 1 individual: all warm up together.
Team + 2 or more individuals: the team warms up and competes first; the individual athletes always warm up as a second sub-group.
7 or less warm up in one group; 8+ athletes warm up in two groups, ex 4-4. 5-4, 5-5. Etc.
- 4) For the next gymnast in succession for an individual competition, the warm-up period starts as soon as the previous gymnast's warm-up is completed.
- 5) During an individual competition, at 30 [or 1:50] seconds, a **loud** and clear signal must be given to the gymnast; call "TIME" at the end of the gymnast's warm-up time; if at this time, a gymnast is mentally and physically prepared to dismount, she may complete the element or the sequence started but may not begin another one; be FIRM but POLITE.
- 6) Then call "NEXT" to signal the next gymnast to begin.

TIMERS – BEAM (cont...)

- 7) For a Team competition, the entire warm-up time belongs to the team; in that case, the team will have a continuous warm-up time for the group i.e. number of gymnasts multiplied by 30 seconds [or 2 min.] A gymnast from a team may overlap on the time of a teammate however, the total time allocated to the team may not exceed an average of 30 seconds per gymnast. (e.g. a total warm-up time of 3 min. for a team of 6 gymnasts) The D1 or D2 will inform the timer of the total time.
- 8) During a team competition, give a loud and clear signal at the end of the team time (e.g. 3 minutes) to indicate the end of the warm-up time.
- 9) If the gymnast doesn't act according to the rules, notify the D1 judge who will decide the course of action.
- 10) The timer will notify the D1 judge when the full warm-up is over.

B) TIMING OF THE DURATION OF THE EXERCISE AT BEAM: TIMER # 1

Duration of the exercise on beam: MAXIMUM time is 1 minute 30 seconds.

- 1) The timer begins the stop watch when the gymnast's feet leave the springboard or mat.
- 2) The timer stops the watch when the gymnast touches the mat upon completion of her beam exercise (after dismount).
- 3) A signal (bell) will be communicated loudly and clearly at **1 minute 20 seconds**, [a warning ten (10) seconds prior to the maximum time limit]. A second signal will be given at **1 minute 30 seconds** to indicate that the exercise is ended. The timer must give a **loud** signal at the appropriate time.
- 4) If the gymnast falls, the timer stops the watch when the gymnast touches the floor / mat, and restarts the timing (continues) after the fall when the gymnast resumes her exercise with the first movement / element. (Do not clear the watch during a fall)
- 5) Report immediately to the D1 judge when a time violation occurs; the exact time of the exercise must be shown on the stopwatch to the D1 judge and is reported in writing on the slip to the D1 judge before you clear the stopwatch to zero.
- 6) Fill out the appropriate slip (timer #1 slip) to indicate the time of the exercise, name/number of the gymnast, event and your signature; give the slip to the D1 judge.
- 7) For some competitions, the timer could be asked to note on a competitors' list the time for all exercises.
- 8) If there is no time violation clear the stopwatch and prepare for the next competitor.

C) TIMING OF A FALL ON BEAM: TIMER # 2

Duration of the fall time on beam : MAXIMUM time is 10 seconds; failure to resume the exercise in time ends the exercise.

- 1) When the gymnast falls, the timer starts the watch when the gymnast is on her feet after the fall off the apparatus, and stops the watch, when the gymnast 's feet leave the mat as she remounts the beam.
- 2) In Canada, as soon as the gymnast is on her feet after a fall, the timer communicates the elapsing time by counting out **loud** the 10 second limit i.e. 1, 2, 3,10 seconds.
- 3) At the count of 10, a final verbal warning signal of "Time" will be announced clearly and loudly by the timer. The D1 will also announce that the exercise is ended.
- 4) Report immediately to the D1 judge when a time violation occurs; the exact time of the interruption must be shown on the stopwatch to the D1 judge.
- 5) If there is no time violation clear the stopwatch and prepare for the next competitor.

TIMER – FLOOR (cont...)

B) TIMING OF THE DURATION OF THE EXERCISE ON FLOOR

Duration of the exercise on floor: MAXIMUM time is 1 minute 30 seconds.

- 1) The timer begins timing when the gymnast begins with the first movement of her floor exercise.
- 2) The timer stops the stopwatch when the gymnast ends her floor exercise with the last position.
- 3) Report immediately to the D1 judge when a time violation occurs; the exact time of the exercise must be shown on the clock to the D1 judge and is reported in writing on the slip to the D1 judge before you clear the stopwatch to zero.
- 4) Fill out the appropriate slip (floor timer) to indicate the time of the exercise, name/number of the gymnast, event and your signature; give the slip to the D1 judge.
- 5) For some competitions, the timer could be asked to note on a competitors' list the time for all exercises.
- 6) If there is no time violation clear the stopwatch and prepare for the next competitor.

SUMMARY SHEETS

These sheets may be copied and laminated, then placed at the position of the appropriate Minor Official at each apparatus.

SUMMARY

LINE JUDGE – VAULT

Tasks:

- 1) Always keep your eyes on the gymnast, from the start of the run, to landing on the mat.
- 2) After the gymnast lands her vault, complete the line judge's slip (see appendix) with the gymnast's name / number and indicate on the slip if the gymnast :
 - Lands or steps outside the corridor with 1 foot/hand
 - Lands or steps outside the corridor with both feet/hands/body part

Note: The line (tape) is considered in bounds

- 3) Give the slip to the D1 judge as soon as the gymnast has finished presenting.
- 4) Remain seated at your place until the end of the competition.
- 5) Verify the accurate positioning of the tape marking the corridor and 10 cm. Landing mat at the end of each rotation and notify the D1 if any adjustment /correction is required.

SUMMARY

LINE JUDGES – FLOOR

Tasks:

- 2) Always keep your eyes on the gymnast, from the presentation to the end of the routine.
- 3) If a gymnast is out of bounds [touching on the floor with any part of the body **outside** of the white line] hold up the white flag immediately.
- 4) At the end of the exercise complete the line judge's slip (see appendix) with the gymnast's name / number and the **total times out of bounds**.
Indicate on the slip, for each out of bounds, if there was :
 - step outside the boundary/line with 1 foot or 1 hand
 - a step/touch with both feet, both hands or body part or a landing with both feet outside the line
- 5) Give the slip to the runner (if one) or bring it to the D1 judge as soon as the gymnast has completed her exercise.
- 6) Remain seated at your place until the end of the competition.

SUMMARY

RUNNERS

Tasks:

A) Runner

- 1) As soon as the judge finishes writing her score on the judges' slip, pick up the slip(s) and run to the head table; making sure that you do not run in front of any competitor or judge seated at another event.
- 2) Put the slip(s) on the table in front of the Head judge (D1) according to the judges' number or color identified on the table.
- 3) Run back to your seat and sit quietly.

B) Head runner: runner assigned at the head table

- 1) At the end of each rotation take the judges' slips and scores sheet(s) from the Head table and take them to the scoring room as quickly as possible.

SUMMARY

SCORE FLASHERS

Tasks:

- 1) For each gymnast clip her name/number on the flashstand; the numbers on the flashboard should be zero or blank. [or write in on whiteboard]
- 2) After each performance flash the score received from the D1 judge or the secretary; double check the score received with the secretary and check the numbers before the flash.
- 3) Flash the score to the judges first, then turn the flashstand **slowly** for two full rotations for the public and media.
- 4) Put the numbers to zero or blank and clip the name/number of the next gymnast.
- 5) At the end of the rotation after the flash of the last score put the numbers to zero or blank and place the signal card/flag on the flashstand to indicate that the rotation is finished.
- 6) Before the next rotation, give the names/numbers to the group leader for the next event or bring them to the flasher of the next event following the Olympic order: vault, bars, beam and floor. Example: if you are on bars the names/numbers will be taken to beam.
- 7) In some cases, you may also be required to flash the D - Score. In this case a sign indicating 'D – Score ' must be displayed with the gymnast's number and the D - Score.

SUMMARY

SECRETARIES

Tasks:

- 1) Scoresheet : Before the gymnasts arrive at the apparatus make the scoresheet available for the D1 judge.
- 2) Order : After the gymnasts present to the D1 judge confirm with her the correct order of teams and/or gymnasts.
- 3) Liaise with flasher : Confirm the correct order with the flasher before the start of the competition. [On Floor, also confirm with music operator and/or announcer.]
- 4) E deduction judging slips : Ensure that the judges' slips are placed correctly in front of the D1 judge; verify that the judges' slips are complete; notify the D1 judge if there are errors.
- 5) Record the D-Score as provided by the D1 judge and verify with D - SCORE slip. For **bars, beam and floor**, the D-Score is in two parts on the scoresheet , FIG provisional and the Canadian. Ensure you are given the correct information to record by the D1 judge.
- 6) Record the E deductions submitted by the E panel judges in the appropriate column corresponding to each judge **after the authorization** of the D1 judge. For vault, record the deductions for vault #1 and #2 on the line identified with the number
- 7) Record the Average E deduction (Average deduction E on the scoresheet) given by the D1 judge after verifying with a calculator. [Calculation of the average E deductions : drop the highest and the lowest deduction and average the 2 or 4 middle ones; lightly cross out the high and the low on the scoresheet.]
- 8) Record the E-Score by subtracting the average E deductions from 10.0
- 9) Record the Average Score in the column identified as "**Score (D + E)** " on the scoresheet by adding the D - Score and the E - Score. Verify with the D1 judge.
- 10) Record any neutral deductions provided by the D1 judge, then subtract from the Average Score.
- 11) Record the Final Score and verify quickly with the D1 judge; prior to giving to the flasher. Verify any correction with the D1 judge before any change is made; ensure the correction is clear.
- 12) Supervise the flash of the correct score before the next competitor.
- 13) During the performance of the next competitor double check all calculations.
- 14) At the end of the rotation verify the entries with the D1 and verify that judges have signed the score sheet.
- 15) Send the scoresheet and judges' slips with the runner to the scoreroom including any line or time slips.

SUMMARY

VAULT TIMER

Tasks:

TIMING OF THE WARM-UP TIME ON VAULT:

- 1) The D1 judge will authorize the start of the warm-up.
- 2) Stand close to the event in order to be easily heard by the gymnasts.
- 3) Verify the warm-up allotment with the D1. [Jumping on the table between gymnast's turns and doing a salto off the table is not considered an approach.]
- 4) The D1 judge will verify the allowed time allotment and any specific regulations for each category competing.
- 5) After all gymnasts have completed their allotted time, notify the D1 that warm-up is completed.
- 6) If any gymnast doesn't act according to the rules, notify the D1 judge who will decide the course of action.

SUMMARY

BARS TIMER

Tasks:

A) TIMING OF THE WARM-UP TIME ON BARS

- 1) The D1 judge will authorize the start of the warm-up.
- 2) Stand close to the apparatus in order to be easily heard.
- 3) The warm-up time is 50 seconds per gymnast [or 2.5 min.] from the time she touches the bars excluding the preparation of the bars. Verify with the D1 the exact time allotment for each competing group.
- 4) For a Team competition, the entire warm-up time belongs to the team; in that case, the team will have a continuous warm-up time for the group i.e. number of gymnasts multiplied by 50 seconds. [e.g. 6 gymnasts X 50 sec. = 5 minutes.] Give a loud and clear signal to indicate the end of the team warm-up time
- 5) During an individual competition, at 30 seconds, [or 2:20] a **loud** and clear signal must be given to the gymnast; call "TIME" at the end of the gymnast's warm-up time; if at this time, a gymnast is mentally and physically prepared to dismount, she may complete the element or the sequence started but may not begin another one; be FIRM but POLITE.
- 6) Then call "NEXT" to signal the next gymnast to begin.
- 7) If the gymnast doesn't act according to the rules, notify the D1 judge who will decide the course of action.
- 8) Notify the D1 judge when the full warm-up is over.

B) TIMING OF A FALL ON BARS

Duration of the fall time on bars: MAXIMUM time is 30 seconds; failure to resume the exercise in time ends the exercise.

- 1) When the gymnast falls, start timing when the gymnast is on her feet after falling from the apparatus, and stop timing when the gymnast's feet leave the mat as the gymnast remounts the bars.
- 2) **Loudly** announce the elapsing time with audible verbal warning signals by stating 10 seconds, 20 seconds and 30 seconds at the respective times. As a courtesy count loudly the last 10 seconds of permitted time (i.e. 21, 22, 23...30 seconds).
- 2) At the count of 30, a final verbal warning signal of "Time" will be announced clearly and loudly by the timer. The D1 will also announce that the exercise is ended.

SUMMARY

BEAM TIMER # 1

Task:

1) TIMING OF THE DURATION OF THE EXERCISE AT BEAM

Duration of the exercise on beam: MAXIMUM time is 1 minute 30 seconds.

- 1) Begin timing when the gymnast's feet leave the springboard or mat.
- 2) Stop the clock when the gymnast touches the mat upon completion of her beam exercise (after dismount).
- 3) Ring the bell **loudly** and clearly at **1 minute 20 seconds** (a warning signal ten (10) seconds prior to the maximum time limit) and a 2nd time at **1 minute 30 seconds** to indicate that the exercise is ended.
- 4) If the gymnast falls, stop timing when the gymnast touches the floor / mat , and restart (continue) after the interruption when the gymnast resumes her exercise with the first movement / element.
- 5) Report immediately to the D1 judge when a time violation occurs; the exact time of the exercise must be shown on the stopwatch to the D1 judge and is reported in writing on the slip before you clear the stopwatch to zero.
- 6) Fill out the appropriate slip (timer #1 slip) to indicate the time of the exercise, name/number of the gymnast, event and your signature; give the slip to the D1 judge.
- 7) If there is no time violation clear the stopwatch and prepare for the next competitor.

SUMMARY

BEAM TIMER #2

Task #1) TIMING OF THE WARM-UP TIME ON BEAM

- 1) The D1 judge will authorize the start of the warm-up.
- 2) Stand close to the gymnasts in order to be easily heard.
- 3) The warm-up time is 30 seconds [or 2 min.] per gymnast including board placement and preparation ; the warm-up period begins with the signal from the timer or the Organizing Committee. Verify with the D1 judge, the warm-up format for each competing group.
- 4) For each gymnast in succession for an individual competition, the warm-up period starts as soon as the previous gymnast's warm-up is completed.
- 5) During an individual competition, at 30 seconds, a **loud** and clear signal must be given to the gymnast; call "TIME" at the end of the gymnast's warm-up time; if at this time, a gymnast is mentally and physically prepared to dismount, she may complete the element or the sequence started but may not begin another one; be FIRM but POLITE.
- 6) Then call "NEXT" to signal the next gymnast to begin.
- 7) For a Team competition, the entire warm-up time belongs to the team; the team will have a continuous warm-up time for the group i.e. number of gymnasts multiplied by 30 seconds [2 min. for Novice and Open]. Give a loud and clear signal at the end of the team allotment to indicate the end of the warm-up.
- 8) If the gymnast doesn't act according to the rules, notify the D1 judge who will decide the course of action.
- 9) Notify the D1 judge when the full warm-up is over.

TASK # 2) TIMING OF A FALL ON BEAM

Duration of the FALL time on beam : MAXIMUM time is 10 seconds

- 1) When the gymnast falls, the timer starts the watch when the gymnast is on her feet after falling from the apparatus, and stops the watch when the gymnast 's feet leave the mat as she remounts the beam.
- 2) As soon as the gymnast falls and is on her feet, the timer reads **loudly** the elapsing time i.e. 1, 2, 3,10 seconds.
- 3) At the count of 10, a final verbal warning signal of "Time" will be announced **clearly and loudly** by the timer. The D1 will also announce that the exercise is ended.

SUMMARY FLOOR TIMER

Tasks:

1) TIMING OF THE WARM-UP TIME ON FLOOR

- 1) The D1 judge will authorize the start of the warm-up.
- 2) Stand close to the floor mat in order to be easily heard by the gymnasts.
- 3) The warm-up time is 30 seconds per gymnast from the time they start the warm-up; on floor, the warm-up time is continuous and based on the number of gymnasts multiplied by 30 seconds [or 2 min – minimum 5, maximum 10 min.]; the D1 will inform the timer of the total time and verify the warm-up rules for each competing group.
- 4) At the end of the warm-up time, a **loud** and clear signal (gong or bell) must be given to the gymnasts; call "TIME" at the same time; if at this time, a gymnast is mentally and physically prepared to finish, she may complete the element or the sequence started but may not begin another one; be FIRM but POLITE .
- 5) If the gymnast doesn't act according to the rules, notify the D1 judge who will decide the course of action.
- 6) Notify the D1 judge when the full warm-up is over.

2) TIMING OF THE DURATION OF THE EXERCISE ON FLOOR

Duration of the exercise on floor: MAXIMUM time is 1 minute 30 seconds ; timer will advise the D1 judge if the time of the exercise is less than 30 seconds.

- 1) Time starts when the gymnast begins with the first movement of her floor exercise.
- 2) Time stops when the gymnast ends her floor exercise with the last position.
- 3) Report immediately to the D1 judge when a time violation occurs; the exact time of the exercise must be shown on the stopwatch to the D1 judge and is reported in writing before the stopwatch is cleared to zero.
- 4) Fill out the appropriate slip (floor timer) to indicate the time of the exercise, name/number of the gymnast, event and your signature; give the slip to the D1 judge.
- 5) If there is no time violation clear the stopwatch and prepare for the next competitor.

APPENDIX

- 1) SAMPLES OF SCORESHEETS :
VAULT, BARS, BEAM & FLOOR**

- 2) SAMPLES OF JUDGING SLIPS:
D PANEL (D - SCORE) & E PANEL**

- 3) SAMPLES OF MINOR OFFICIALS SLIPS :
- LINE JUDGES
- TIMERS**

SAMPLE SCORE SHEET

DATE : _____

CATEGORY : _____

Circle one : **UNEVEN BARS**

BALANCE BEAM

FLOOR EXERCISE

Order/ # / Gymnast Name	Prov. D- Score	Cdn. Bonus	Cdn. D- Score	E-Scores (Deductions)				Avg. E Ded	E- Score 10.0 – E ded	E Score Bonus	Final E- Score	Score (D+E)	Ded. (-)	FINAL SCORE
				E1	E2	E3	E4							

SAMPLE SCORE SHEET - VAULT

DATE : _____

CATEGORY : _____

Order/ # / Gymnast Name	Prov D- Score	D bonus	D- Score	E Deductions				Avg. Ded. [E]	E- Score 10.0- Avg. E ded.	E bonus	Final E- Score	Score [D +E]	Ded (-)	Each Vault Score	Better or Avg. Score	FINAL SCORE
1.																
2.																
1.																
2.																
1.																
2.																
1.																
2.																
1.																
2.																
1.																
2.																

SAMPLE JUDGES SLIPS

<div style="text-align: right; margin-bottom: 10px;"></div> <p>Event : Vault/Saut Category : Women – Senior Gymnast : Tina Tumbler # : <u>039</u></p> <div style="border: 1px solid black; width: 100px; height: 50px; margin: 20px auto;"></div> <p>Judge : <u>D - SCORE</u></p>	
<div style="text-align: right; margin-bottom: 10px;"></div> <p>Event : Vault/Saut Category : Women – Senior Gymnast : Tina Tumbler # : <u>039</u></p> <div style="border: 1px solid black; width: 100px; height: 50px; margin: 20px auto;"></div> <p>Judge : <u>E1</u></p>	<div style="text-align: right; margin-bottom: 10px;"></div> <p>Event : Bars/Barres Category : Women – Senior Gymnast : Tina Tumbler # : <u>039</u></p> <div style="border: 1px solid black; width: 100px; height: 50px; margin: 20px auto;"></div> <p>Judge : <u>E2</u></p>
<div style="text-align: right; margin-bottom: 10px;"></div> <p>Event : Beam/Poutre Category : Women – Senior Gymnast : Tina Tumbler # : <u>039</u></p> <div style="border: 1px solid black; width: 100px; height: 30px; margin: 10px 0;"></div> <div style="border: 1px solid black; width: 100px; height: 30px; margin: 10px 0;"></div> <div style="border: 1px solid black; width: 100px; height: 30px; margin: 10px 0;"></div> <p>Judge : <u>E3</u></p>	<div style="text-align: right; margin-bottom: 10px;"></div> <p>Event : Floor/Sol Category : Women – Senior Gymnast : Tina Tumbler # : <u>039</u></p> <div style="border: 1px solid black; width: 100px; height: 30px; margin: 10px 0;"></div> <div style="border: 1px solid black; width: 100px; height: 30px; margin: 10px 0;"></div> <div style="border: 1px solid black; width: 100px; height: 30px; margin: 10px 0;"></div> <p>Judge : <u>E4</u></p>

SAMPLE TIMER/LINE JUDGES SLIPS

Floor Timer

_____ Gymnast : _____

Time : _____ sec.

D1 Penalty :

Floor Line Judge

_____ Gymnast : _____

_____ 1 part out X _____ times

_____ 2 part out or land 2 feet out

X _____ times

D1 Penalty :



Beam Timer

_____ Gymnast : _____

Time : _____ sec.

D1 Penalty :



Vault Line Judge

_____ Gymnast : _____

_____ land or step outside corridor with 1 foot/hand

_____ land or step outside corridor with both feet/hands/body part

D1 Penalty :