



**ACROBATIC GYMNASTICS**  
**VIRUTAL EVENTS GUIDELINES**

November 2021



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## 1.0 PURPOSE

The purpose of the following document is to outline the best practice standards for hosting a virtual domestic event for Acrobatic Gymnastics. This document would be used in the case in which GymCan is unable to host an in-person competition due to COVID-19 and its restrictions. Included in this document are draft processes and guidelines for hosting a virtual national competition.

## 2.0 GOALS

- To provide athletes with a competitive experience when in-person competitions may not be permitted/are not feasible.
- To provide a competitive goal for athletes to work towards.
- To provide clubs with another way to retain and develop athletes during this challenging situation.
- To provide athletes the opportunity to receive an assessment of their routines from judges.

## 3.0 PROCESS

The virtual event process will follow this order:

1. Registration
2. Video submission
3. Judging session and Results
4. Inquiry, Protest and Appeal
5. Awards

### 3.1 REGISTRATION

- All athletes and coaches must register through GymCan (registration form to be distributed).
- Coaches completing the registration form need to be certified in the appropriate level and discipline and have up-to-date safe sport requirements.
- Formal registration and event registration information can be found in the Specific Directives for each event.
- Preferred date and time for competition will be requested in the registration form
- Once all registrations are received with preferred competition date and time, we will confirm with all clubs the final schedule and their overseeing judge.

### 3.2 VIDEO SUBMISSION

#### 3.2.1 GENERAL FILMING RULES

- Before you commence filming, clubs should refer to the example of a correctly filmed routine (in Appendix)
- When submitting videos, clubs are responsible for ensuring that permission has been granted for those visible to have their image used and published. Where those visible in video submissions are under 18 years old, permission must be sought from their parents/guardians.
- GymCan will not accept any responsibility for misuse of image rights.
- Filming must take place indoors and under a coach's supervision.
- For clarity and to optimize judging outcomes it is advised that gymnasts are filmed against a clear light background wherever possible.
- All gymnasts must be dressed in competition attire.
- Gymnasts must compete on equipment complying with FIG standards.
- Clubs must adhere to the strict filming code set out below for each discipline.
- All videos must be sent in a video format at a quality of 1080p or full resolution with 60 frames/second.

### 3.2.2 SPECIFIC PROCEDURES FOR VIDEO SUBMISSION

In order to offer a full competition experience and performance on demand, two options may be used in a virtual competition. An overseeing judge will be responsible to ensure that guidelines have been respected. GymCan might provide a \$50 honoraria to the judge for their time, according to the specific budget for the event. [Honoraria Form](#).

1. On-site Judge
  - Preferred method
  - Please adhere to the Covid-19 restrictions and limit your travels between regions
  - No reimbursement for expenses will be given by GymCan
  
2. Off-site Judge
  - In the event that a judge on-site is not a possibility (availability, Covid restrictions...), a virtual judge will be assigned
  - This judge will need to be on Zoom, Facetime or the equivalent and will have the same responsibilities as the on-site judge.
  - The club will need to provide a volunteer who will help of the off-site judge to complete their responsibilities and move the Zoom camera around the gym.
  - The on-site volunteer will be responsible for sending the videos to the off-site judge immediately after the competition.

#### Competition procedures and responsibilities of the overseeing judge:

The primary responsibility of the overseeing judge is to ensure adherence to the competition and video requirements as set out by GymCan. They are specifically requested to not judge the routines not should they comment about the routines to the coach, athlete or others.

**STEP 1** - Upon arrival, the responsibilities of the overseeing judge will be:

- Time warm-up
- Equipment verification (according to the standards for the specific event)
- Verification of video quality and placement of camera. During warm-up, verify a test video to ensure that the placement is accurate and that the athlete entire body can be seen at all time.
- Run successful video test prior to competition
- Verify that the registered coaches are on-site supervising the competition
- Be prepared to receive the athletes as they line up in front of them and ensure that the athletes registered are the athletes that will present their routines
- Measurement of the athletes will be done by the coach/volunteer, witness by the overseeing judge. The information must be added in the overseeing judge form.

**STEP 2** - When the warm-up period is over, the responsibilities of the overseeing judge will be:

- The overseeing judge calls the athlete, athlete will present to the judge, that routine is filmed and the athlete must use that attempt for the virtual competition.
- A clipboard, piece of paper or label (added after) must clearly indicate the name of the athlete, the event and the competition day.
- The filming start from the moment the clip board is presented to the end of the routine, when the athlete presents again. The video must not be stopped, even if there is a fall.



- A second camera filming the routine at the same angle is mandatory in case there is any problem with the first one.
- FIG rules are in effect once the athlete presents
- The overseeing judge will need to (if the judge is off-site, the volunteer help the judge to):
  1. Be prepared to time routines and note all time violations
  2. Be prepared to observe and note out of bounds violations
  3. Submit all time and line deductions and any other neutral deductions using Overseeing Judge Report Form (end of the document)
  4. Verify and submit the videos to the requested link as per the guidelines in 3.2.3.

### 3.2.3 SUBMISSION OF ROUTINES

- Routines must be submitted by the overseeing judge (if the judge is not on-site, the coach must send to the overseeing judge the videos immediately following the session):
  - Immediately after the scheduled competition session. Late submissions will not be accepted.
  - The judge will receive the link to upload the video.
  - The file name must be labelled as:  
**CATEGORY\_ROUTINE\_ATHLETE LAST NAME\_ATHLETE 2 LAST NAME\_  
 \_COMPETITION DAY (if any).**  
**Example: 12-15\_WP\_BALANCE\_COURNOYER\_LAVOIE\_DAY1.**
    - Videos submitted without proper labelling will not be judged.
    - Categories & routines should be labelled as the example below:
      - 12-18\_WP\_Balance

### 3.3 JUDGING SESSION

1. Judging session dates will be set in the Directives for each event. The schedule for the judging sessions will be made according to the number of athletes. As for normal competitions, the assignments will be sent to judges prior to the competition. Only assigned judges will have access to the competition videos.
2. A start list will be provided to the assigned judges
3. Judging will be conducted via an online platform so that all judges will see and judge the routines together, at the same time and send in their scores in KSIS.
4. Full results will be available online as the judging session progresses.

### 3.4 INQUIRY, PROTEST & APPEALS

For the virtual competitions, all inquiries must be sent with the appropriate form to GymCan within 24 hours following the publication of unofficial scores.

### 3.5 OFFICIAL RESULTS & AWARDS

- Results will be made official once the judging session is over
- In case of a competition that includes awards, those will be sent by mail following the publication of official results

## 4.0 EQUIPMENT

FIG Standard Floor, with standard lines clearly identified.

## 5.0 FILMING INSTRUCTIONS

1. All camera placements must be static, no panning will be necessary (the camera should not move during a routine, unless there are physical obstruction) – utilize a tripod (strongly recommended)
2. The gymnast's entire body must be visible at all times.
3. It is recommended that the Judge and the Coach along with a volunteer assigned as the videographer test the video requirements to ensure a high level of quality in the video routines. Factors such as physical obstructions in the gym and lighting may need to be addressed.
4. Camera must be front-facing in center of the floor, at a distance of 2 meters from the floor.

### CAMERA SET-UP EXAMPLE

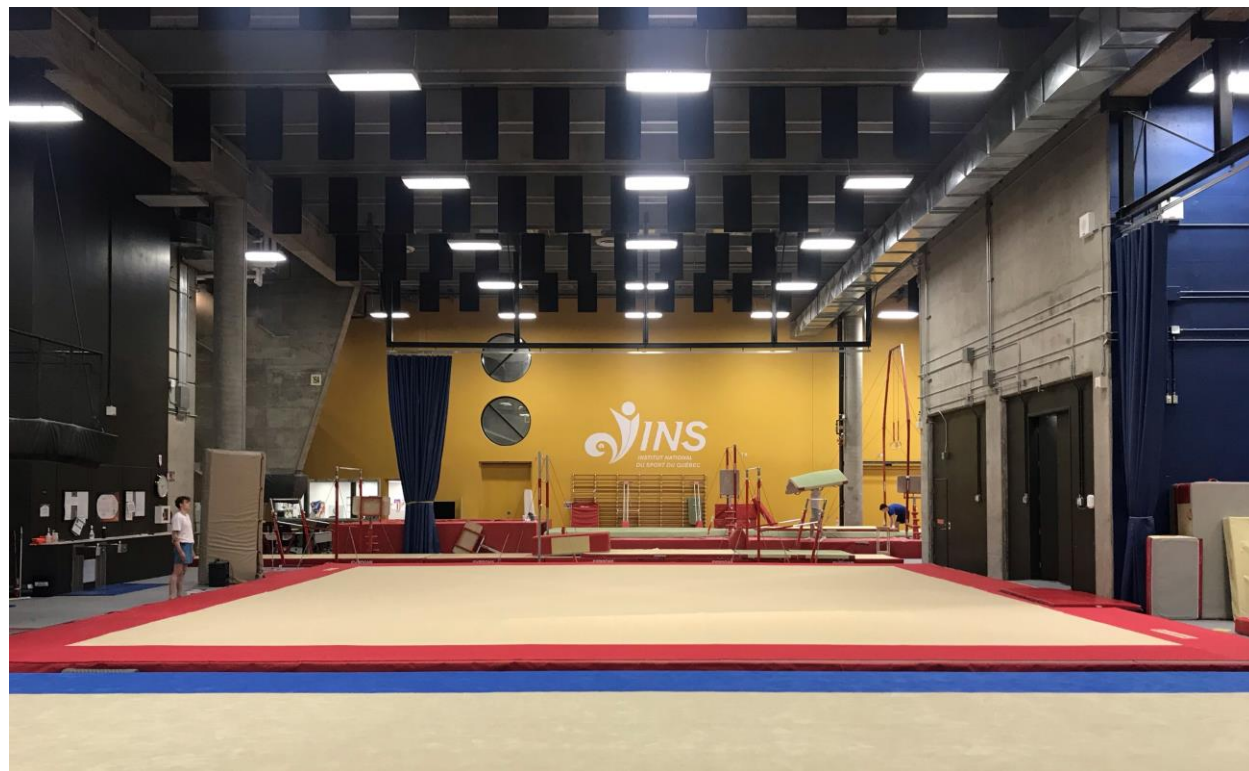


Camera for video submission

Backup Camera




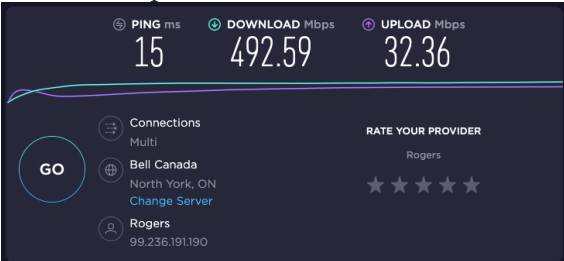
Speaker

### CAMERA VIEW



## 6.0 JUDGES' INFRASTRUCTURE REQUIREMENTS

Judges should do this test at least 2 weeks prior to the event.

1	Make sure you have a computer with a sufficient screen size and webcam. Test your sound, use headphones if the sound isn't great	
2	Connect computer to Internet with Ethernet Cable (CAT 5 or 6) – <i>To ensure the smooth running of the competition, we ask you not to use the wifi of your computer.</i>	 
3	Complete a Speed test	<p><a href="http://www.speedtest.net">www.speedtest.net</a></p> <p>The result of that speed test should be at least 25MBPS download.</p> <p>An example of a good test with excellent broadband connection speeds:</p> 

- During the event, it is recommended for all personnel within the household to avoid the use of streaming on any other home device while viewing the competition.
- Judge screens should be no less than 15 inches in size in order to properly view the routine.
  - If required, the computer can be plugged in to another screen or TV with an HDMI cable in order to have a bigger screen. A reminder: webcams must be on during the session – judges will be required to show their face during the judging portion of the events.

If a judge experiences any issues during the event, please following the process below:

- Ethernet cable should be plugged in to the wi-fi router/modem. The ethernet cable should be plugged into the yellow hole.

- If there is no hole on the computer for an ethernet cable, please buy one on Amazon. Type: Ethernet Cable Adapter.
  - o Please contact Martin Sanio ([msanio@gymcan.org](mailto:msanio@gymcan.org)) to confirm the reimbursement for the adapter.
- The cable should be CAT 5/ CAT 6 ethernet cable, plugged into the home router/modem. The cable may need to be quite long in order to extend from the modem to the location in which judges will view the videos for judging. Please contact Martin Sanio if you do not have access to this.
- If the result of the speed test for download is less than 25 MBPS, verify the speed of your provider that it is at least 25MBPS. If it is not, the internet speed will need to be upgraded.
- If problems occur, please contact Martin Sanio ([msanio@gymcan.org](mailto:msanio@gymcan.org))



## ACRO PROTEST/APPEAL FORM – FORMULAIRE DE PROTÊT/APPEL ACRO

Athletes' Names / Noms des athlètes : \_\_\_\_\_

Category/Catégorie :	Competition Date/Date de Compétition :	Routine :
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Reason for Protest / Justification du protêt:

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Signature: \_\_\_\_\_ Time / Heure: \_\_\_\_\_

Received by / Reçu par: \_\_\_\_\_ Time / Heure: \_\_\_\_\_

**Accepted / Accepté:**

**Denied / Refusé:**

Comments including rationale for decision / Commentaires incluant la justification de la décision :

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\_\_\_\_\_  
Signature, Function / Fonction

\_\_\_\_\_  
Time / Heure

The competition head judge must receive a copy of the completed form before it is returned to the person who signed the protest.

Le juge en chef de compétition doit recevoir une copie du formulaire complété avant qu'il soit remis au demandeur.



## OVERSEEING JUDGE FORM

The overseeing judge is required to submit this form to the One Drive immediately following the session along with videos.

Name of judge: \_\_\_\_\_ On-site \_\_\_\_\_ Off-site

If off-site, name of volunteer: \_\_\_\_\_

Date: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Club: \_\_\_\_\_

Athletes: \_\_\_\_\_

### Check List:

- Time Warm-up
- Equipment verification
- Verification of camera set up: 2 cameras, tripod
- Verification of video quality
- Verification of camera placement
- Run successful test
- Verification of registered coaches
- Athlete Line up & Measurement
- Filming : Start, Clip board, present, start of the run (vault), routine, present, Stop
- Time and note all time violations & Observe all other neutral deductions
- Immediately following the competition: Verify and submit the videos (make sure they are labelled correctly) and the judge form to the requested link.

ATHLETE NAME	HEIGHT OF THE ATHLETE	NEUTRAL DEDUCTIONS, COMMENTS...

Other Comments: \_\_\_\_\_

\_\_\_\_\_

Judge Signature: \_\_\_\_\_

\_\_\_\_\_

