

## Acknowledgements

This manual is the result of many hours of work and is a compilation of the expertise and experience of the numerous volunteers and staff, whose common desire is to see the sport of rhythmic gymnastics achieve its full potential within the province of Alberta.

This Policy Manual provides a framework for the growth and expansion of the sport and provides direction for those involved with the operation of the Alberta Rhythmic Sportive Gymnastics Federation (operating as Rhythmic Gymnastics Alberta). It is adaptable to the changing needs of the sport within our province.

Special thanks are extended to the following persons who have provided initial input into producing the Manual: Barbara Miller, Francine Landry, Helgi Leesment, Betty Tibble, Di Macdonald and Christina Lust. Thank you also to all of the subsequent Boards of Directors for their ongoing input and attention.

Rhythmic Gymnastics Alberta also gratefully acknowledges the financial support, encouragement and assistance that our sport receives from **Alberta Community Development and the Alberta Sport Recreation Parks and Wildlife Foundation.**

## **SECTION 1: INTRODUCTION**

### **1.1 Intent**

This Policy Manual is intended to provide RGA membership and Staff, with consistent operating guidelines re:

- lines of communication
- roles and responsibilities
- policies and procedures for operating within the authorities of RGA

### **1.2 Interpretation**

All enquiries regarding interpretation of the contents of this manual should be directed to the Vice President of RGA.

### **1.3 Amendments**

1.3.1 Amendments/revisions to this Policy Manual may be made at any Board of Directors meeting, passed by a simple majority vote.

1.3.2 Procedure:

The amendment/revision must be submitted in writing and duly moved by a member of the Board of Directors, and duly seconded by another member of the Board of Directors, and submitted to the Vice President and the Provincial Office, postmarked at least 30 days prior to the meeting so that the proposed amendments/revisions can be circulated to the Board of Directors prior to the meeting, to be voted on at the Board of Directors' meeting.

### **1.4 Implementation**

It is the responsibility of all RGA members and staff to be familiar with and to abide by the Policy Manual.

### **1.5 Approval**

This Policy and Procedures Manual was originally adopted at the Board of Directors' Meeting on May 24, 1992.

### **1.6 Glossary**

In order to assist readers in understanding and interpreting this manual a glossary of terms is listed below:

RGA (formerly referred to as the ARSGF) shall be defined as the Alberta Rhythmic Sportive Gymnastics Federation (operating as Rhythmic Gymnastics Alberta).

GCG shall be defined as Gymnastics Canada Gymnastique, and it is the national governing body for rhythmic gymnastics and other gymnastics disciplines.

GCG RG Programs or GCG RG shall be defined as the body that was formerly referred to as RGC or RGCGR (formerly referred to as the CRSGF) and is the body with directs programming for rhythmic gymnastics within GCG.

AGM shall be defined as Annual General Meeting.

NCCP shall be defined as National Coaching Certification Program.

RG shall be defined as Rhythmic Gymnastics (non-competitive).

RG (comp.) shall be defined as Competitive Rhythmic Gymnastics.

CDC shall be defined as Competitive Development Committee.

ASRPWF shall be defined as the Alberta Sport Recreation Parks and Wildlife Foundation.

Gymnasts or athletes shall always mean Alberta rhythmic gymnasts, whether competitive or non-competitive.

Geographic parameters shall always mean Alberta. If other jurisdictions are intended, these will be specified.

Workshop of Clinic shall mean any organized program intended to provide instruction or leadership to members of RGA.

## **SECTION 2: FRAMEWORK SECTION**

### **2.1 Mission Statement**

Rhythmic Gymnastics Alberta (RGA) is dedicated to foster and encourage participation and the development of excellence in rhythmic gymnastics.

### **2.2 Aim Statement**

Rhythmic Gymnastics Alberta is the provincial governing body for rhythmic gymnastics. The Federation administers and delivers a variety of programs designed to encourage participation and develop excellence in rhythmic gymnastics. RGA members include competitive athletes, developing athletes, recreation enthusiasts, coaches, judges, officials, administrators and supporters of the sport.

### **2.3 Goals**

#### **2.3.1 Leadership Development:**

- a) To promote the sport with regard to member clubs, active groups and the general public.
- b) To increase the number of coaches, judges, and officials within the sport.
- c) To increase the skill levels, technical knowledge and expertise of coaches and judges within the sport.
- d) To develop a network of competent officials to assist in the necessary administration and hosting of events at all levels.

#### **2.3.2 Athlete Development:**

- a) To increase the number of gymnasts of all ages within the sport.
- b) To promote a system of opportunities for the advancement of the non-competitive gymnasts to participate in higher skill level events and broader base events such as National and World Gymnastradas.
- c) To promote a structured system for the advancement of the competitive athlete to an elite level or high performance status, taking into consideration national and international guidelines.

## **2.4 Objectives**

### 2.4.1 Leadership Development:

- a) To assist communities, clubs and educational institutions in establishing programs within the sport, and when possible, provide administrative guidelines.
- b) To make available knowledgeable clinicians, resources and promotional material to interested clubs, communities and educational institutions according to requests.
- c) To provide training opportunities for coaches through workshops, guest coaching sessions and other ventures specific to needs, on an annual basis.
- d) To provide NCCP programs specific to needs, on an annual basis.
- e) To provide workshops and other training for judges specific to needs on an annual basis.
- f) To provide appropriate educational seminars and other training opportunities for administrators.
- g) To select coaches, judges, team managers and other officials to participate in inter-provincial or other major workshops and training opportunities.
- h) To select provincial team managers.
- i) To select host clubs, and/or coordinators for RGA sanctioned events and competitions, whether provincial, national or international in scope.
- j) To consider sanction of Alberta teams, individuals and groups to compete or display outside the province.
- k) To consider hosting national level competitions and events as requested by GCG.

### 2.4.2 Athlete Development

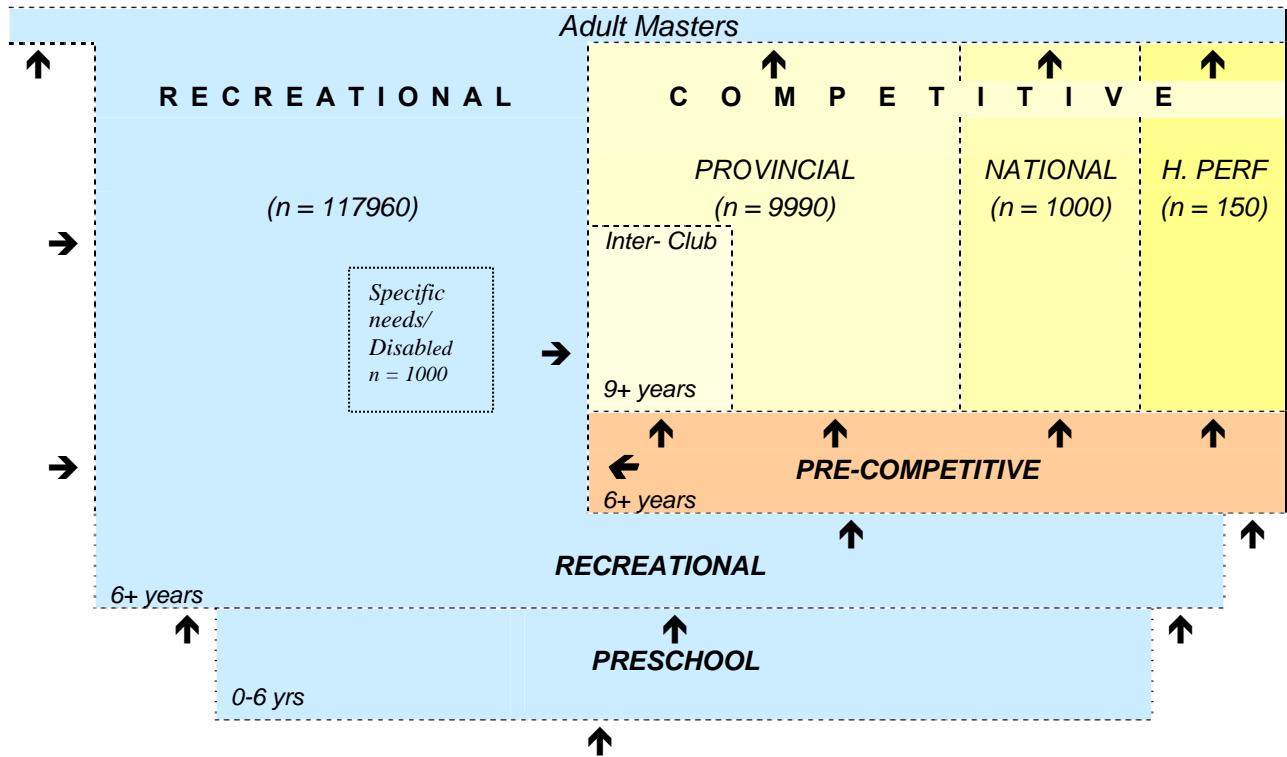
- a) To provide beginner, intermediate and advanced non-competitive gymnasts with opportunities for skill development

and a progressive system of advancement toward higher levels through specific workshops and/or badge programs.

- b) To host non-competitive, provincial and/or regional display opportunities, such as gymnistradas.
- c) To provide opportunities for non-competitive gymnasts to participate in local, regional, provincial, national and international events, such as gymnistradas.
- d) To provide competitive gymnasts with opportunities for skill development and a progressive system of advancement toward higher levels through specific workshops and a formal leveled program.
- e) To provide high performance gymnasts with opportunities to attend elite training camps (provincially, nationally, internationally) conducted by guest or master coaches of international calibre.
- f) To select athletes to represent Alberta in national or other competitions and events.
- g) To host specific selection training camps and meets as required for team selection in order to represent Alberta nationally and/or internationally (when sanctioned by GCG).
- h) To hold Zone Championships.
- i) To hold Provincial Championships.
- j) To encourage member clubs to host inter-club competitions for all levels of gymnasts.

## 2.5 Athlete Development Model

### GYMNASTICS CANADA GYMNASTIQUE PARTICIPANT DEVELOPMENT MODEL



- Dotted lines indicate potential for entry to or mobility between groupings; arrows indicate entry opportunities into groupings
- Ages reflect the “average” entry age for participants in a grouping
- There are two primary streams of participation: **Recreational (Community Sport)** and **Competitive**. Within each stream are several contexts, which can be defined by level of performance, age group or special considerations.
- Gymnastics is unique among sports in that it has a large and varied recreational population and a large number of competitors who compete solely at the Provincial level. It is important to remember that these levels of participation are considered to be important and justifiable ends, and not just feeder systems for national level competition.
- **Recreational** includes preschool gymnastics, children’s “mainstream” recreational programs (beginner to advanced levels), demonstration/performance gymnastics, teen/young adult programs, adult/senior gym programs, school gymnastics and special needs programs. Virtually all participants enter gymnastics through a recreational program. There is no upper or lower age limit to Recreational stream. The categories contained within Recreational reflect GCG’s key directions.
- Although **Preschool** is considered a subset of recreational, it is an important entry point for many participants, has unique age-group characteristics (6 years of age and under) and is therefore shown here as an additional grouping.
- **Competitive** stream includes **provincial, national and high performance** levels of competitors. By the age of 12-14, competitive gymnasts are normally identified as either provincial, national or high performance stream and there is less mobility of participants until retirement.

## **SECTION 5: ADMINISTRATION**

### **5.1 Provincial Office**

#### 5.1.1 Location

The Provincial Office for RGA is maintained at the Percy Page Center,  
11759 Groat Road,  
Edmonton, Alberta,  
T5M 3K6.

#### 5.1.2 Purpose

- a) The Executive Director for RGA is housed at the Provincial Office.
- b) All minutes of Federation meetings are kept in the Provincial Office.
- c) The financial records of the Federation are located in the Provincial Office.
- d) The trade mark and designs of the Federation are on file in the Provincial Office.
- e) All mail-outs to the membership are coordinated through the Provincial Office.
- f) Loaning out of videos/manuals to member clubs is coordinated through the Provincial Office.

#### 5.1.3 Borrowing of Videos/supplies from the Provincial Office

- a) Only registered RGA members are entitled to borrow videos/supplies from the Provincial Office.
- b) Videos/supplies are due back in the Provincial Office twenty-one (21) days after they were borrowed.
- c) A borrowing list (card) must be signed by the member wishing to borrow an item.
- d) The member borrowing an item is responsible for that item and any damages that might occur to the item.



## 5.2 Membership

Refer to ARTICLE 2: Membership of the By-laws (Chapter 3 of Policies and Procedures) for further details regarding membership.

Membership in RGA is open to any individual within the province who supports the objectives of the Federation, who meets the criteria of a membership category and who pays the required fees as set at the Annual General Meeting.

### 5.2.1 Group Memberships:

- a) Club membership – a group of persons organized to promote and participate in the sport of rhythmic gymnastics.
- b) Affiliated Organization (School/Community League) Membership- a group of persons associated with a school within the province of Alberta and organized to promote and participate in the sport of rhythmic gymnastics.

### 5.2.2 Individual Memberships:

- a) Officials – coach, judge who registers with RGA for the purpose of actively promoting and assisting in the sport.
- b) Competitive Gymnast – Interclub, Provincial or National level competitive gymnast who registers with RGA for the purpose of competing in RGA sanctioned and GCG sanctioned events.
- c) Gymnast – gymnast who registers with RGA for the purpose of participating in a non-competitive rhythmic gymnastics program.
- d) Volunteer/Supporter – person other than those mentioned in the above categories who is interested in promoting and assisting in the sport.
- e) Board Member – individual who is elected at the AGM to fill a portfolio on RGA's Board. RGA fees are waived for Board members.

### 5.2.3 Membership Year:

The membership year in RGA shall be set each year at the AGM.

### 5.2.4 Affiliation with GCG:

All categories of membership are, upon registration with RGA also registered with GCG. GCG fees for RGA Board Members will be paid by RGA.

## **Public Relations**

### **5.2.5 Promotion**

- a) Strategies shall be implemented to obtain as much media and related exposure for RGA, its athletes and its programs as is possible.
- b) RGA shall maintain media contact lists.
- c) RGA shall attempt to circulate copies of press releases and clippings to the Board. RGA members are requested to forward any such information to the Provincial Office.

### **5.2.6 Newsletters**

- a) RGA shall publish a newsletter at least two times yearly, to be coordinated by the Marketing/Publicity Chairperson.
- b) Distribution:
  - to all RGA members.
  - to any persons who have requested such to encourage their future involvement in our sport.
  - to Provincial Rhythmic Gymnastics Presidents, to ASRPWF and Alberta Community Development consultants.
- c) All member clubs will be solicited for articles for the newsletter.
- d) Newsletters will be sent out individually to those members who are not registered through a Club and in bulk to those members who are registered through a Club.

## **5.3 Communications**

### **5.3.1 Internal Communication**

The majority of the internal communication is now handled through the Provincial Office; however, the responsibility for ensuring that such communication occurs is as outlined below:

- a) **RGA President:**
  - shall ensure that Executive and Board of Directors receive all the pertinent information and documentation from RGA and GCG

- shall ensure that RGA Calendar of Events is current - shall set and circulate all agendas for Board Meetings – shall ensure that the Provincial Office is in possession of copies of all pertinent correspondence/documentation

**b) RGA Office:**

- shall ensure that each member of the Board receives all minutes from the Board meetings within thirty (30) days of the meeting – shall ensure that each member of the Board receives all minutes of Executive meetings
- shall ensure that all Member Clubs receive minutes of the AGM within thirty (30) days of the meeting
- shall ensure that the Provincial Office is in possession of copies of all Executive, Board of Directors and AGM minutes

**c) Chairpersons:**

- shall ensure that the President and the Provincial Office are in possession of copies of all minutes and pertinent correspondence/documentation for programs and responsibilities within their program areas
- shall ensure that all appropriate members are informed of programs/events which relate to them

**d) Club President:**

- shall ensure the appointment of an individual from within that Club to serve as Club Contact to whom all the information from RGA will be sent
- **Club Contact:** shall ensure that appropriate club personnel receive all the necessary information and documentation from RGA

**e) Zone Representatives:**

- shall receive any pertinent information from Clubs in their respective regions relating to the requirements of those Clubs
- shall communicate any special needs for their Zones at the Board of Directors' meeting

**f) Event Coordinators:**

- shall ensure that all necessary documents (registration list, post program summary, financial report, cheque requisitions) are sent to the Provincial Office within thirty (30) days of the completion of the event

**g) Requests for Provincial Government Grants:**

- shall be made only through RGA
- all requests for local or city grants shall be made only through the Clubs

**h) Reports:**

- Annual Reports- to be submitted to the Provincial Office thirty (30) days prior to the AGM to be copied for circulation to members at the AGM
- Financial Statements -to be submitted to the Provincial Office thirty (30) days prior to the AGM to be copied for circulation to members at the AGM
- Newsletters – to be circulated two times yearly to the membership
- Minutes- to be circulated to appropriate individuals within thirty (30) days of the meeting
- Calendar of events- to be circulated to Board members and Club Contacts after each Board meeting

**i) Methods of Communication:**

- Conference calls- to be used only as an emergency tool. The President must be involved in all conference calls.
- Long distance telephone calls-the majority of these calls should originate from the Provincial Office with use of the RITE line. Any Board member making long distance calls must keep record of such calls, their date and time and reason for making the call on RGA log provided.
- RGA Forms- all existing RGA forms must be used when applicable (cheque requisitions, post program evaluations etc.).

**5.3.2 External Communications**

It is important that in its relationship with external organizations, RGA speaks as a unified body with one voice.

**a) GCG**

- each respective member of a body of the National Federation (Board, Technical Assembly) shall ensure that he/she is on the GCG mailing list for information concerning his/her portfolio and that such information is also sent to the Provincial Office.
- the Provincial Office and the President will be the primary contacts with GCG

**b) Alberta Community Development and the Alberta Sport Recreation Parks and Wildlife Foundation**

- the President and RGA Executive Director will be the principle liaisons between RGA and these bodies

## SECTION 6: LEADERSHIP

### 6.1 Code of Ethics

Ethics is defined as “the discipline dealing with what is good and bad and with moral duty and obligation and the principles of conduct governing an individual or a group”. Webster, 1974

The goals and objectives of RGA are to promote the positive development of rhythmic gymnastics in Alberta for all wishing to participate at whatever level. It is the wish of RGA that all participants will act responsibly and make decisions based on fact, reason and compassion.

#### 6.1.1 General

Rhythmic gymnastics is a very demanding sport, both physically and mentally and it is for this reason that attention must be given by Board members, coaches, gymnasts, judges, volunteers and parents to operate within a basic ethical framework for the betterment of the sport within Alberta.

The General Code of Ethics for all participants involves being:

- a) a member of a team working together to enhance the development of rhythmic gymnastics within Alberta.
- b) respectful of each other and of the individual differences we bring to the sport.
- c) communicative in an open, honest manner that includes active listening, positive reception of feedback, sharing of information and confidentiality.
- d) aware of situations and conflicts and approaching them with a problem solving focus that works toward resolution in a positive, constructive manner. Able to give and receive constructive criticism as it pertains to our purpose.
- e) ambassadors of Alberta, RGA and the sport of rhythmic gymnastics.
- f) aware that the use of abusive language at any competition, event, training or RGA meeting is unacceptable.
- g) able to refrain from malicious gossip and demeaning remarks with the intent to bias opinions concerning other participants, but

instead to consider alternate possibilities such as understanding, acceptance, or silence.

- h) able to recognize the subjectivity of the sport of rhythmic gymnastics.

#### 6.1.2 Coaches

- a) **Integrity:** the coach must act with integrity in performing all duties owed to athletes, the sport, other members of the coaching profession and the public.
- b) **Competence:** the coach must strive to be well prepared and current in order that all duties in his/her respective discipline are fulfilled with competence.
- c) **Athletes' Interest:** the coach must act in the best interest of the athlete's development as a whole person. The coach is responsible for the education, care and well-being of his/her athletes and is expected to treat his/her gymnasts with courtesy and respect at all times. The coach must be aware that the entire spirit of athletic endeavor thrives on enthusiastic, motivated and positive directed effort. The coach should attempt to discover and promote the positive aspects of training and performing and not dwell entirely on negative aspects. It is unethical and totally unacceptable for a coach to threaten or physically strike any gymnast regardless of the situation or location.
- d) **Respect for the Rules:** the coach must accept both the letter and the spirit of the rules that define and govern the sport of rhythmic gymnastics. While a gymnast is competing, the coach must not attempt to communicate with the gymnast, judge, scorer, or music coordinator.
- e) **Respect for Officials:** the coach must accept the role of officials in providing judgment to ensure that competitions are conducted fairly and according to the established rules. The coach cannot discuss with or make comments about any gymnast's work to a judge during the course of a competition. The coach cannot express his/her displeasure of a judge's work to that judge through any means other than the accepted standard appeal procedure. It is unethical and totally unacceptable for the coach to threaten or physically strike any judge, regardless of the situation or location.



- f) **Responsibility to other Coaches:** the coach's conduct toward other coaches must be characterized by courtesy, good faith and respect. The coach must not attempt to correct or give aid to another coach's gymnast without first getting the approval of his/her coach. It is unethical for a coach to actively recruit gymnasts for his/her Club while the gymnast is a member of another Club.
- g) **Personal conduct:** the coach must maintain the highest standards of personal conduct and support the principles of fair play. The coach should be aware that he/she serves as a Role Model for athletes and other coaches. He/she must refrain from drinking alcoholic beverages of any kind in the gym and/or competitive areas surrounding the gym, during an RGA competition. Coaches must refrain from smoking other than in designated areas and should attempt to refrain from smoking around gymnasts and other participants who are non-smokers. Coaches' appearance should be neat, clean, appropriate and respectable.
- h) **Meeting attendance:** the coach should make every attempt to attend coaches' meetings, clinics or symposiums realizing that Alberta's purposes are best served by punctual attendance and the constructive input of all coaches involved. During competitions and events, the coach has a responsibility to be present at any coaches' meetings called by the Organizing Chairperson. Coaches should refrain from attempting to effect any change after such a meeting has been held and decisions made.

### 6.1.3 Judges

- a) **Integrity:** the judge must act with integrity in performing all duties owed to athletes, the sport, other members of the judging profession and the public.

Judges Oath – “ In the name of judges and officials, I promise that we will officiate in this competition with complete impartiality, respecting and abiding by the rules which govern them, in the true spirit of sportsmanship.”

- b) **Competence:** the judge must strive to be well informed of the current Code of Points and Rules and Regulations which govern judging at the level at which they are officiating whether provincial, national, or international.

- c) **Athletes' Interest:** the judge is expected to treat the gymnast with courtesy and respect at all times. He/she is expected to refrain from demeaning remarks with the intent to bias other opinions towards a gymnast. It is unethical and totally unacceptable for a judge to threaten or strike any gymnast at a competition regardless of the situation.
- d) **Respect for Coaches:** the judge is expected to treat coaches with courtesy and respect at all times. A judge will refrain from correcting or giving aid to a gymnast without first getting the approval of his/her personal coach. It is unethical and totally unacceptable for a judge to threaten or strike any coach at a competition regardless of the situation.
- e) **Conduct at Competitions:** the judge must be present one hour before the start of a competition to attend the pre-competition judges' session. A designated competition judge is expected to communicate with the Organizing Committee if he/she is unable to attend that competition. It is unethical for a judge to leave during a competition with the exception of extenuating circumstances. It is recommended that parents and/or relatives of athletes and coaches of athletes competing should not be allowed to judge that particular gymnast.

Judges must give marks independently of one another. It is unethical for a judge to attempt to have scorers or judges change marks after a competition. It is unethical for a judge to speak to a coach or gymnast during competition. It is unethical for a judge to applaud after an athlete's performance or to physically demonstrate other forms of partiality.

- f) **Judges' Attire and Appearance:** the standard uniform for judges while officiating is determined by the National Judging Committee. Judges must present themselves in an appropriate/acceptable manner as ambassadors of Alberta, RGA and the sport of rhythmic gymnastics.
- g) **Meeting Attendance:** the judge should make every attempt to attend judges' meetings, clinic or symposiums.

#### 6.1.4 Procedure for Dealing with Allegations of Violations of the Code of Ethics:

Any allegations of violations of the Code of Ethics charged against an RGA member must be supported with sufficient documentation

before the Executive Committee before the Committee will bring the matter to the attention of the Board.

If found in violation of the Code:

- first offense - written warning sent to the violator and club
- second offense - the member will be considered for suspension or expulsion from RGA according to the registered By-laws

## **6.2 Coaching**

In order to advance the sport of rhythmic gymnastics within the Province, RGA makes available to persons in the province, both members and non-members, various opportunities to develop or advance as coaches within our sport.

### **6.2.1 National Coaching Certification Program (NCCP)**

RGA is committed to the development and implementation of the NCCP.

The NCCP is a five-level educational program for coaches at all levels in the sport of rhythmic gymnastics. Level 1 -4 of the NCCP covers three components of coaching: theory, technical and practical. After completing all three components of a level, coaches receive a “passport” that officially recognizes their accomplishments as a certified coach at that level.

The GCG requires that all coaches who participate in national competitions be certified at Level 2. The Canada Winter Games Committee requires that all coaches that participate in the Games be certified at Level 3.

- a) Theory - teaches important principles of coaching such as planning, sport safety, skill analysis and growth and development. Theory courses are hosted throughout the year by different institutions. RGA will inform all registered coaches of any upcoming Theory Courses.
- b) Technical - presents the skills and drills of rhythmic gymnastics as well as information on rules, equipment and skill development
  - Level 1 and 2 – RGA annually schedules courses with certified course conductors according to demands within the province.
  - Courses are hosted alternately in the North and South Zones.

- c) Practical- provides coaches with feedback on their ability to apply coaching knowledge through direct involvement in coaching.
  - Level 1  
30 hours of coaching within a 24 month period following completion of Level 1 Theory & Technical
  - Level 2  
180 hours of coaching with a minimum of 6 hours per week for 30 weeks during a 24 month period, following completion of Level 2 Theory & Technical
  - Level 3  
400 hours of coaching with a minimum of 10 hours per week for 40 weeks during a 24 month period, following completion of Level 3 Theory & Technical

Copies of the forms to register Practical hours are available in the NCCP Level 1 and 2 manuals.

#### 6.2.2 Prism Program

The Prism program was developed by RGA to aid coaches in the development of their gymnasts from beginner to an elite level in the non-competitive aspects of our sport. The program was designed to be used in addition to the NCCP to give coaches further training in teaching of the basic skills of rhythmic gymnastics.

#### 6.2.3 Provincial Coaches' Seminars

Recognizing that the success of rhythmic gymnastics depends a great deal on the quality of the coaching staff, RGA schedules two (2) coaching seminars each year to concentrate on the development of specifics within our sport.

- a) Fall seminar- the emphasis is mainly on the aspects of competitive coaching
- b) Spring seminar- the emphasis is mainly on the aspects of non-competitive coaching

#### 6.2.4 Special Coaching Opportunities

RGA strongly supports the interchange of ideas between coaches within our sport and coaches from other disciplines. Therefore RGA supports the attendance of coaches to the following events:

- Alberta Community Development Coaches' Symposium
- GCG National Coaching Clinic
- National Coaching Workshops

## 6.3 Judging

### 6.3.1 Code of Points

Alberta Provincial judges will judge according to the current FIG (Federation of International Gymnastics) Code of Points for rhythmic gymnastics and adhere to the Judges' Oath.

### 6.3.2 Judging Levels

Judges in Alberta will be assigned competitions and funded to events dependent on their current level of qualification.

#### a) Judges Certification Requirements:

All judges must be registered members of RGA.

Shadow Judge: 3 competitions prior to becoming a Club One

Club One: Judge: 2 Club competitions  
Shadow: 1 RGA Competition  
Practice: 6 hours  
Attend the Judges Courses  
60% minimum on the Provincial Exam

Eligible: Judge Level 1 at Invitational/ Provincial Competitions

Club Two: Judge: 3 RGA Competitions  
Practice: 6 hours  
Attend the Judges Courses  
60% minimum on the Provincial Exam

Eligible: Judge Level 1, 2 at the Invitational/Provincial Competitions

Provincial One: Judge: 3 RGA Competitions  
Practice: 8 hours  
Attend the Judges Courses  
70% minimum on the Provincial Exam

Eligible: Judge 1, 2, 3, Novice Group, Junior Group at Invitational/Provincial Competitions

Provincial Two: Judge: 2 RGA Competitions annually  
Practice: 8 hours

Attend the Judges Courses 75% minimum on the Provincial Exam

Eligible: Judge all levels at Invitational/Provincial Competitions

- b) National level: (Provincial Criteria)  
Must be a minimum of 18 years in the calendar year.  
Must judge one Provincial Championships and one other Club or provincial competition each year.

Certification criteria adopted January 1999.

- c) Courses

Club level Courses- provided every year

Provincial Level 1 and Provincial Level 2 Courses- provided in alternate years

If the need for more courses arises, the decision will be made by the Judging Committee and must be approved by the CD committee.

### 6.3.3 Judging at RGA Sanctioned Competitions

- a) Secretary judge  
The Secretary judge receives and checks the range of scores from the panels of judges. He/she monitors scores for the event to ensure that scores are being distributed over the appropriate range. He/she provides assistance to the judges in cases of protests.
- b) Judge Responsible  
The Judge Responsible (JR) is responsible to see that the competition is judged in a fair and equitable manner. He/she establishes balanced judging panels. He/she monitors scores to ensure fairness and provides assistance to the Judges in case of protest.
- c) Judging Panels  
There will be three panels of judges; Technical Value (TV), Artistic Value (AV), Execution (B)

Judging Panels will consist of the number of judges as outlined by the Code of Points. Score is calculated by:

- Panel of 4 - eliminating the one (1) highest and one (1) lowest score and averaging the two (2) middle marks

- Panel of 2 & 3- averaging the marks

If there is an insufficient number of judges, panels of a lesser number of judges as set by the Judging Chairperson and Judge

Responsible (JR) may be used with a scoring procedure as determined by the Judging Chairperson and JR at the judges' meeting prior to the competition.

1. When numbers allow, the Committee always ensures that preference be given to the highest qualified judges.
2. When numbers are not sufficient the Committee can reach back one qualification category to meet requirements of number of judges.
3. FIG rules currently state that a minimum of 7 judges is required. The Committee will keep to this requirement always for Provincial Championships and Zones when numbers allow, but may be waived at Zones if numbers do not allow.

d) Scoring

According to the current FIG Code of Points.

e) Appeal Process

A protest is an official statement of objection to the score given an athlete in a specific routine.

A written protest must be submitted to the competition Head judge by the Team Manager or the Official Coach, within 30 minutes of the announcement of the protested score, or within 15 minutes of the closing of the event, to be accompanied by a \$25 deposit.

If the complaint is considered unjustified and is rejected by the jury of Appeal, the deposit becomes the property of RGA, and the Coach/Manager receive a written explanation for the rejection. If the protest is considered justified, the \$25 will be returned and the score adjusted.

#### 6.3.4 Remuneration

RGA is not in the financial position to pay honoraria to its judges. Judges are not charged any fees for their provincial training and are funded or partially funded to as many out-of-province competitions and training sessions as is possible and according to policy. Expenses are paid for judges when assigned to competitions.

## 6.4 Provincial Team Policy

RGA annually funds or partially funds various levels of athletes and coaches to various competitions and events. When traveling as a member of an Alberta Team, every individual must remember that he/she is a representative of not only the sport of rhythmic gymnastics but also the province of Alberta. He/she shall represent them both with dignity and a positive image.

Members of the Provincial Team change annually according to the events occurring and the athletes qualifying to represent Alberta.

### 6.4.1 Participant's Agreement

- a) Each team member will be required to sign RGA Provincial Team Participant's agreement.
- b) The agreement will remain on file with the Provincial Office and shall remain in effect as long as the athlete is a member in good standing of RGA Provincial Team.
- c) Following is a copy of the agreement.

### 6.4.2 Conduct Code

As a member of the Alberta Provincial Rhythmic Gymnastics Team, it is my intention to represent my club, RGA and my province with dignity and with a positive image in and out of the gymnasium. With this in mind, I understand and will conform to the following conduct code.

General:

1. The members will conduct themselves at all times in a manner beneficial to the Rhythmic Gymnastics program. Clean and neat appearance and attire is essential. Members will wear team uniforms when requested.
2. Respect and consideration towards the public, coaches, volunteers and other gymnasts is a must. Foul language in or out of the gym will not be tolerated. All rules of the facility will be respected.



3. Members will at all times abide by the rules of the F.I.G., the GCG and RGA and member clubs and the Provincial Team. Members will not break any Provincial or Federal law.
4. Each gymnast shall be liable for recovery of damage charges should any such charges be levied for damages done to any facility used or occupied by him/her or any equipment lent to him/her, either alone or in conjunction with others.
5. Smoking will not be tolerated. Any involvement with non-prescription drugs will mean suspension.
6. Consumption of alcoholic beverages is discouraged. While with the team, drinking by those of age in public places needs the approval of the Coach. Minors, under the legal drinking age set in Alberta, are not to consume alcohol.
7. Members shall attempt to please the press and not make statements against RGA or other officials.

Traveling:

1. Gymnasts shall remember that they are representing all RGA members in the province and their behavior is a reflection of RGA as well as on the province.
2. The Team Coach and Manager may be required to submit a report to RGA following each event attended by the Alberta Team and may be required to rate the conduct of each team member.
3. If a breach of conduct occurs while traveling, the Coach or Manager will contact the parents of the gymnast and arrange for immediate transportation home at the expense of the gymnast.
4. A reasonable curfew shall be set by the Team Coach and Manager and all gymnasts shall be required to observe said curfew or risk suspension.
5. Team members will appear at all practices and sessions as set by the Coach and Team Manager.

*Rhythmic Gymnastics Alberta*

**Application for Team Manager**

Name: \_\_\_\_\_

Club or Position: \_\_\_\_\_

Event Applied for: \_\_\_\_\_

Location: \_\_\_\_\_

Date: \_\_\_\_\_

Previous Experience:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your Expectations of the Position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Endorsement by RGA Member:

\_\_\_\_\_  
Signature Date

*Rhythmic Gymnastics Alberta*

**Team Manager Appointment**

Event Title: \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Location: \_\_\_\_\_

I accept the position and the responsibility for the above named event. I fully understand my duties as outlined in the RGA Policies and Procedures Manual.

\_\_\_\_\_  
\_\_\_\_\_

## **7 SECTION 7: ATHLETES' PROGRAM SECTION**

### **7.1 Sport Outreach**

#### 7.1.1 Objectives:

- a) To provide opportunities for qualified instructors to introduce our sport to a new community. Sport outreach Camps are often preceded by or include demonstrations by groups and/or individuals who have already become proficient in either the non-competitive or competitive aspects of our sport.
- b) To assist in the upgrading of rhythmic gymnasts within a community.

#### 7.1.2 Administration

- a) The locations of the camps each year are determined by requests from, or interest shown, by a community.
- b) A person from within the community who is interested in our sport is contacted to help coordinate the Camp. The contact person's personal knowledge of the community and the best ways to advertise and generate interest are invaluable assets.
- c) A coordinator for the Camp is assigned. This may be the contact person, a RGA member or RGA Program Coordinator. The Coordinator is supplied with the budget for the Camp, Post Program Evaluation form, registration form and cheque requisition forms.
- d) When at all possible, Sport Outreach Camps are planned in combination with Coaching Workshops. The general format followed is:
  - AM - Coaching Workshop: to introduce persons from within the community to the basics of coaching a rhythmic gymnastics program
  - PM - Sport Outreach: continuation of introduction of the sport of rhythmic gymnastics to children from the community to give the participants an exposure to the actual coaching experience.
- e) Coaches assigned to conduct these camps must be fully certified at least at NCCP Level 1.

- f) Within fourteen (14) days of the completion of the Camp, the Coordinator is responsible to return to the Provincial Office the completed Post Program Evaluation with registration list and cheque requisitions.

## 7.2 Talent Identification

While it is expected that the process of talent identification for new competitive athletes is a continual one carried out within RGA clubs by assessment of their recreational and/or school programs, RGA Talent Identification program serves to assist Clubs and encourage a more formalized opportunity for assessment under the guidance of a qualified coach.

### 7.2.1 Objectives:

- a) To progressively screen athletes who display the greatest potential for excellence in rhythmic gymnastics.
- b) To assess the skill levels and strengths and weaknesses of gymnasts from Levels I, II and III.
- c) To determine the best placing of competitive gymnasts for the upcoming season.

### 7.2.2 Administration:

- a) Each Club with registered competitive athletes is given the opportunity to participate in this program.
- b) A contact for the Club is assigned.
- c) The Club is provided with the funding schedule for the camp, Post Program Evaluation form, and registration form. These must be returned prior to any funds being dispersed.
- d) Funding amounts vary with the budget and are allocated according to the formula:  
$$\frac{\text{\# of Club's registered competitors}}{\text{Total \# of registered competitors}} \times \text{funding available}$$
- e) The minimum to be allocated will be \$50 and the maximum will not exceed ½ of the total designated monies.

### 7.3 Training High Performance Athletes

#### 7.3.1 Objectives:

- a) To provide training camps/competitions for the ongoing development of advanced competitive gymnasts (Levels IV, V, VI) who are working towards achieving higher ranking.
- b) To assemble advanced gymnasts at a centralized location to foster their interaction and cohesiveness when they travel as an “Alberta” team.

#### 7.3.2 Administration:

- a) At least one High Performance camp should be organized each year.
- b) The camp provides an opportunity for the gymnasts to be assessed by Alberta’s judges and coaches, either formally or informally.
- c) The location of the Camp alternates yearly between the North and South Zones.
- d) A coordinator of the Camp is assigned. The Coordinator is supplied with the budget for the Camp, Post Program Evaluation form, registration form and cheque requisition forms.
- e) Within fourteen (14) days of the completion of the Camp, the Coordinator is responsible to return to the Provincial Office, the completed Post Program Evaluation with registration list and cheque requisition.

### 7.4 Provincial Competitions

In order to determine the placement and ranking of Alberta’s gymnasts, RGA holds annual Zone **and Provincial** Competitions. These competitions give gymnasts the opportunity to compete, be ranked and to get feedback on their performances to better prepare for any upcoming competitions.

Refer to RGA Technical Rules and Regulations for details.

#### 7.4.1 Zone Championships

Each Zone with registered competitive gymnasts is responsible for organizing a Zone Competition at least two (2) weeks prior to the Provincial Championships to determine the gymnasts that will advance from that Zone to the Provincials.

#### 7.4.2 Provincial Championships

The CDC will schedule the Provincial Championships each year.

### 7.5 National Competitions

For details refer to both RGA Technical Rules and Regulations and the GCG Technical Rules and Regulations.

#### 7.5.1 National Western Regional Qualifying Championships

This is an open competition for eligible categories of gymnasts advancing from the Provincial Championships where they achieved the minimum required scores. This competition is held once each year on the first weekend of May and is hosted among British Columbia, Alberta, Saskatchewan and Manitoba. The Yukon is included in this competition.

- a) Administration: Provincial Clubs are responsible for registering their gymnasts and support personnel through RGA office. Travel arrangements and accommodation are handled by the respective Clubs.
- b) Funding: When funds permit RGA provides partial funding for coaches/managers who accompany the gymnasts. In exceptional cases RGA also provide gymnasts' support.

#### 7.5.2 National Championships

Advancement to the Nationals is according to ranking at Western Regionals. The Nationals are held the first weekend in June and are hosted alternately between Eastern and Western locations.

- a) Administration: Clubs are responsible for registering their gymnasts and support personnel through RGA office. Flight arrangements and accommodation are handled by the respective Clubs.

- b) Funding: Partial funding is available for gymnasts. Coach/manager support is allocated according to the formula set by CDC. Funding sources are RGA and ASRPWF. It is anticipated that participating Clubs will also contribute.

#### 7.5.3 Elite Canada:

This is a closed Competition designed to re-rank and select the National Team Pool until the National Championships. Gymnasts are also ranked for assignment to International competitions.

- a) Gymnasts who rank in the top 16 Senior, top 10 Junior and top 6 Novice at the preceding National Championship are eligible to attend.
- b) Administration: Clubs are responsible for registering their gymnasts and support personnel through RGA Office. Flight arrangements and accommodation are handled by the respective Clubs.
- c) Funding: Partial funding is available for gymnasts and registration is done through RGA Office.

#### 7.5.4 Canada Winter Games

These Games take place every four years and serve to strengthen understanding among participants and to increase public awareness and appreciation of Canadian sport programs. Rhythmic gymnastics has been included as an official sport since the Games inception in 1987.

### 7.6 Invitational and Regional Meets

#### 7.6.1 Invitational Meets

- a) Inter-club meets: to provide for further competitive experience and development for gymnasts of all levels, coaches and officials. Host clubs are responsible for organization, technical programs and officials. RGA sanction must be applied for.
- b) Inter-provincial and International Inter-club: To further expand the competitive experience of National Level gymnasts (Level IV, V,VI) from within the province of Alberta, clubs host, or are invited to attend, various meets,



- Inter-provincial: Clubs must apply for sanction from RGA as per Sanction Policy
- International: Clubs must apply for sanction from RGA as per Sanction Policy and RGA will apply for sanction from the GCG.

#### 7.6.2 Western Canada Summer Games

This competition is designed to take place every four (4) years to give developing amateur athletes in the four Western Provinces and the Territories an additional competitive opportunity to contribute to the development of excellent in their sport. It is also recognized as an opportunity to further the development and practical experience of coaches, judges, and other officials from Western Canada.

### 7.7 Gymnastrasdas

A Gymnastrada is a festival of non-competitive rhythmic gymnastics. It is a display of various skill levels and age groups for the sheer joy of movement and very special feeling of sharing with others.

For more details, refer to the Non-competitive Manual

#### 7.7.1 Provincial Gymnastrada

The RG Committee will schedule the Provincial Gymnastrada each year in the Spring alternating the location between the northern and southern parts of the province.

Provincial mass routines to be performed at the Gymnastrada are determined by the RG Committee.

#### 7.7.2 National Gymnastrada

The National Gymnastrada is held once every four years to give rhythmic gymnastics groups from across Canada the opportunity to perform for each other and to participate in National Mass Routines. RGA encourages as many of its member clubs as possible to participate.

#### 7.7.3 World Gymnastrada

The World Gymnastrada is held once every four years in the year following the National Gymnastrada. This is an excellent

educational and performance opportunity and RGA encourages as many of its member clubs as possible to participate.