

SECTION 1: PROCEDURES

I. PROCEDURES TO HOST

- A. To host a USA Gymnastics judges training course (Level 3/4, 5/6, 7/8) the following steps must be taken:
 - 1. Call your Regional Rhythmic Technical Committee Representative identifying the planned date, place, level(s) and expected attendance of the proposed judges course.
 - 2. The Regional Rhythmic Technical Committee Representative will assign the judges training course instructor(s) from the list of approved instructors.
 - a. All Regional Rhythmic Technical Committee Representatives are eligible to give a course, test and grade to the examinee for Levels 3/4, 5/6, 7/8. Results of the exam will be sent immediately to the USAG office and Rhythmic Technical Committee.
 - b. Examinee will be notified of the results by the course instructor.
 - 3. The Regional Rhythmic Technical Committee Representative will send a package with all necessary materials for judge's course to the course organizer.
 - 4. It is expected that all people enrolled in the course will have the most current edition of the Junior Olympic Handbook for Judges and Coaches.
- B. National Level Courses (Levels 9/10) for certification will only be offered every two years at the annual USA Gymnastics Congress by appointed instructors.

II. ADMINISTRATION

- A. Instructor(s) Fee
 - 1. The Host organization for Levels 3/4, 5/6, 7/8 judges courses will be responsible for all instructor fees (transportation, housing and per diem according to the judges fee structure and all other related course expenses (phone calls, duplication, mailing, etc.)
 - 2. Instructors receive \$25.00 per hour of teaching time.
- B. Test Administration
 - 1. Course instructor will immediately forward results of all tests to the Rhythmic Technical Committee .
 - 2. Results of the exam will be sent immediately to the examinee, Rhythmic Program Director, the Regional Judging Chairman, and the Judging Course Instructor.
- C. In addition to the test results, the examinee will receive a Judge's Log for the current cycle.
- D. Results of the exam will be sent immediately to the examinee, Rhythmic Program Director, all members of RTC and Judging Course Instructor.

SECTION 2: RESPONSIBILITIES OF THE HOST ORGANIZATION

The host organization sponsoring a judging course will oversee the administration of the event and be responsible for all costs and liabilities related to the event.

HIRING THE INSTRUCTOR:

An instructor will be chosen from the "instructors list" and contacted for availability.

To contract the available instructor, send her a copy of:

- 1) The "Judging Course Application Form" once it is returned by the Regional Technical Chairman with her signature and
- 2) The Judging Course Contract Form. (Instructor should return the Contract Reply Form within a week from receipt)

If one instructor is hired, it is recommended that refundable flights be booked or alternate plans be considered in the case of a cancellation by the course instructor in an extreme circumstance or cancellation due to lack of registration.

TIME SCHEDULES

The Host Organization should consult the instructor in reviewing course schedules before finalizing registration in case a schedule change may better help to accomplish her goals for the courses. Examples: If time is limited, she may request that a lunch be brought in rather go to a pre-planned location; if the host intends to accept late registrations to help cover expenses, an administrative time allowance may be necessary.

Advertising and registration forms should be sent out well in advance of the course, as participants must order materials from the USA Gymnastics office and study them before the course.

ORGANIZING THE EVENT:

The following facilities and materials must be provided by the sponsor:

- 1) An adequately lighted room with tables and chairs
- 2) A television with a remote control and a VCR or DVD(for viewing videos)
- 3) Blackboard (large or small as required by the number of participants) or an easel or an overhead projector, pencils or pens available if testing is offered
- 4) Water and/or drinks with glasses (food or snacks, optional)
- 5) Photo copy machine (optional, not required)
- 6) Photo copies of Judging Course materials or reimbursement to the instructor for advance duplication of materials. (contact the instructor to confirm which is most convenient)
- 7) If the course instructor lives nearby or can organize the course in cooperation with the sponsor, her expenses will be reimbursed.

REGISTRATION:

The Host Organization will collect all course and test registration fees in advance and may refuse registration that is received less than 5 days before the Judging Course date if that course level or testing session was canceled due to lack of enrollment or if expenses prohibit it. The Host Organization may choose to accept a late judging COURSE registration with a late fee of up to \$25.00. Late registration for a TEST is \$25.00. The course instructor must be notified of the name of the registrant and the levels of tests required at least 4 days prior to the date of the first judging course and be notified immediately of any late registrants. Last minute walk-ins for courses or tests may be refused without explanation. All registration fees are non-refundable, unless the whole event is canceled.

The course instructor will receive \$25.00 an hour for the course and testing, and be reimbursed.

The Host Organization must mail the "Judging Course" Expense Form to the Regional Technical Director within 10 days of the event date. The Host Organization will keep profits and absorb any losses.

JUDGING COURSE FORMAT:

LEVEL 3/4 JUDGING COURSE - Length: 3-3 ½ HOURS

Course content: All general rules for judging the JO individual Level 3/4 Program.

Pre-registration: \$40.00/participant

LEVEL 5/6 JUDGING COURSE - Length: 3-3 ½ HOURS

Course content: All material of Level 5/6 JO Individual Program, JO Beginner Group plus all material covered in Level 3/4 course.

Pre-registration: New participants entering Level 5/6: \$60.00

Level 7/8 JUDGING COURSE - Length: 4-4 ½ hours

Course content: All material of Level 7/8 JO Individual Program, JO Intermediate and Advanced Group plus all material covered in Level 3/4 and Level 5/6 courses.

Pre-registration: New participants entering Level 7: \$80.00

TESTING

Pre-registration: \$10.00 per test (at least 5 days prior to judging course date)

Late Registration: \$25.00 per test

No refunds for courses or tests unless the whole event is canceled.

In preparation for a judging course, registrants should study in advance the following materials:

- 1) Junior Olympic Handbook for Coaches and Judges. Memorize the general rules and those individual/group sections for your judging course level.
- 2) Learn the compulsory routines for your test level. Materials: The Junior Olympic Program Compulsory Floor routines Levels 3-5 (written descriptions of routines for applicable test level) and the video Levels 3-5
- 3) Additional materials for Group: written or video materials

Recommendation: Begin studying materials at least 4 weeks before the judging course. Persons with no prior rhythmic background should take a few months to learn and absorb materials and take classes at a local gym to learn basic technique.

Books may be purchased from USA Gymnastics 1 800 345-4719

Additional background information on judging policies (optional materials): Refer to the USA Gymnastics Rules & Policies for Rhythmic Gymnastics. Available to download on the USA Gymnastics website www.usa-gymnastics.org

DETERMINING ELIGIBILITY (for level 6 or 7 entry):

See rules & policies at above website under Rhythmic Judging rules & policies. Course participants should contact their Regional Technical Chairperson to obtain proof or present proof of eligibility (updated log book) as early as possible to the course instructor to receive approval to enter Level 6, 7 or 8. (Correct eligibility should be determined at the start of preparation for a course.)

SECTION 3: RESPONSIBILITIES OF JUDGING COURSE INSTRUCTORS

ADMINISTRATIVE

The course instructor will not be considered officially contracted unless she has received from the Host organization:

- 1) The Judging Course Application Form that has been SIGNED by the Regional Technical Chairman.
- 2) The Judges Course Contract form and
- 3) She has returned the Contract (Reply) to the Host organization with her signature.

Once contracted, she should:

- 1) Advise the Host Organization of course schedule changes that may best benefit the course attendees
- 2) Be prepared for schedule changes if late registration is needed by the Host Organization to help cover expenses.

Recommended: Duplicate an extra set or two of course handouts and tests in advance if the sponsor/organization intends to accept late registrations.

Emergencies such as extreme illness, unexpected car problems, snow storms, etc. cannot be helped but the course instructor must do everything possible to avoid a last minute cancellation.

TESTING POLICIES

A judging test must be duplicated or photo-copied solely by the certified course instructor and no other person. Tests must be distributed and collected solely by the certified test instructor and submitted according to the USA Gymnastics Rhythmic Technical Committee guidelines.

Persons interested to participate in practice judging at a meet held the same weekend may do so, if it can be arranged by the certified testing instructor. If the course participant receives a passing grade and successfully completes the practice judging experience, the practice judging experience may be entered into the judge's log book of activities, while the Practical Judging Form will be submitted to the Regional Technical Chairman.

A judging course instructor may authorize another experienced judge to monitor the practical experience for a new judge and have that judge fill in and submit the Practical Judging Form as well as fill in the Judge's log book.

TEST ADMINISTRATION

Examinees must go to the rest rooms, etc. before starting the test. Once the test is started, the examinees may not leave the room. (In an emergency, if a person not affiliated with judging or coaching rules accompanies the person testing to help solve an unusual problem in a short time, this may be permissible.)

The judging course instructor must not leave the room at any time during the testing. (In an extreme emergency, a trustworthy, alert individual may replace the administrator for a short duration, but the test instructor must be prepared to stay in the room at all times)

All books, etc. must be placed out of sight on the floor or in the back of the room, etc. No papers of any kind are permitted on the desks or near it. Scrap paper is not permitted. Examinees must write on the back of the test papers. Pencils with erasers are recommended so examinees can change their answers neatly. (Check with the Host Organization to be sure they remember to provide pencils or bring extras yourself) Calculators should not be permitted. If someone feels they cannot add without the use of a calculator, they should use an unknown calculator or you must check the memory on the calculator before permitting its use. At Levels 5-7, they should not need a calculator.

Instruct the examinees to:

- 1) Answer as many questions as they can. It is better to guess at an answer, as an answer left blank is automatically wrong.
- 2) One answer per question unless stated "name all" or name a certain number of answers. Two answers when one answer is required will automatically be marked wrong.
- 3) Answers must be clearly legible or they may be marked wrong. It is recommended to print answers.

COLLECTING TESTS: Count all tests handed out and count all tests again when handed in.

GRADING TESTS (instructor packet)

All Regional Rhythmic Technical Chairpersons and "certified" course instructors (those on the Instructor List) are eligible to administer judging courses and tests for Levels 3/4, 5/6, 7/8. Judging course instructors will contact the Chairperson of the Judges Evaluation Sub-Committee before testing to confirm that their test is the latest updated version. Course instructors will GRADE the tests and fill in the Test Results Form. This form will be sent immediately to:

- 1) The Regional Technical Chairman along with the actual tests.
- 2) A copy of the Test Results Form to the Rhythmic Technical Committee and USA Gymnastics

GRADING TESTS:

When correcting tests, review the answers at least twice to be sure you have not made a mistake in correcting the test. Add the number of answers wrong and calculate the test score at least twice before informing the examinee she has passed or failed. To avoid mistakes, it is recommended to fully review corrected tests without interruption after testing is over and then inform examinees a few hours later or a day or two later, rather than correct and immediately inform results during the testing.

If practical judging will not be done on the same day and you need to mark tests as they come in, keep answer sheets covered when examinees approach your table with questions or to return tests. Test questions are now very clearly stated. Examinees will either know the answers or they won't. Answers to the tests may not be reviewed with finished examinees. Persons who fail must study more and re-test.

CALCULATING THE SCORE

Minimum percentage for passing Levels 5-8 is 80%.

78% is failing. If a judge will not pass because she has written a judging symbol incorrectly and therefore has an incorrect question, the course evaluator may + credit her up to 2 judging symbol questions she had marked wrong on the test. The judging symbols are not considered important enough to cause an examinee to fail. If she has answered all judging symbols correctly and still has 78%, she has failed.
