

Women's Judging Regulations

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Acronyms

AGM	Annual General Meeting
CC	Canadian Championships
CCP	Canadian Competitive Program
CPE	Continuing Professional Education
DP	Development Program
FIG	Federation Internationale de Gymnastique
JDWG	Judges Development Working Group
MGA	Manitoba Gymnastics Association
MTC	Men's Technical Committee
NCCP	National Coaching Certification Program
P/T	Provincial/Territorial
PTO	Provincial Territorial Organization
WTC	Women's Technical Committee

Section I – Women's Judging Regulations

Article 1 – Organization and Structure

- 1.1. All active judges registered with MGA are members of the Judges' Committee.
 - 1.1.1. An active judge is someone who, on a regular basis, judges at competitions, studies and understands the Code of Points and/or Provincial Judging Rules, compulsory routines, and acts in an advisory capacity to coaches and gymnasts in the preparation of their routines.
- 1.2. Each registered judge will be accorded one vote at Judges' Committee meetings (no proxies) subject to the following.
 - 1.2.1. On matters pertaining to National Judges, only national certified judges will be permitted to vote.
 - 1.2.2. Five judges are required for quorum at a Judges' Committee meeting.
- 1.3. There are three streams of Judging Certification, Regional, Provincial and National.
 - 1.3.1. Regional Certification Level 1-4
 - 1.3.2. Provincial Certification Level 5-10
- 1.3.3. National Certification Level 10 and Brevet
 - 1.4. The judges' committee will hold elections every two years at least two weeks prior to the MGA's Annual General Meeting. All judges shall be given 4 weeks' notice of the date and time of the meeting to ensure representation from outside of the city of Winnipeg.
 - 1.4.1. These elections will follow MGA electoral procedures.
 - 1.5. There are three volunteer portfolios within the judging programs. These are: Regional Judging Chairperson, and National Judging Chairperson. An individual may hold more than one portfolio.
 - 1.6. Independent judges are permitted to vote as a collective at the AGM under the club voting structure. As a result, they must elect an Independent Judging Representative to vote on their behalf or to bring forward concerns of the independent judges at the AGM. The position is reelected every two years. In the election year, this position is elected at the first Judges' Committee meeting of the year, typically hosted in September.

Article 2 – Duties of the Judging Chairperson

- 2.1 National Judging Chairperson
 - 1.2.1. Principle responsibilities are to supervise all aspects and programs concerning the Judges' Committee and act as Manitoba's Provincial/Territorial Chairperson.

- 1.2.2. Recommended the minimum of National CCP 10 standing within Gymcan.
- 1.2.3. Is directly responsible to the WTC Chairperson.
- 1.2.4. To represent the judges' interests at the Women's Technical Meetings.
- 1.2.5. To distribute information and literature on judging the appropriate parties for distribution within one week.
- 1.2.6. To liaise with the P/T Chairperson Representatives within Judges Development Working Group (JDWG).
- 1.2.7. To represent the province at meetings for Provincial Judging Chairpersons.
- 1.2.8. To maintain current records of participation and rating of all judges.
- 1.2.9. To submit a formal year end Judging Report to the WTC Chairperson, highlights of which will be included in the Chairperson's report to the MGA Annual General Meeting.
- 1.2.10. To provide support to the Regional and Provincial Judging Chairpersons with needed.
- 1.2.11. Assists in assigning judges for various national competitions (i.e. Westerns, , Canadians and Winter Games) at the national level.
- 1.2.12. Is responsible for the planning of judging clinics, courses (development of materials, videos, workbooks, etc.) and meetings related to National and upcoming National Stream Judges.
- 1.2.13. To actively promote the upgrading and mentorship of upcoming National Level Judges (National CCP 10 and HP).
- 1.2.14. To act as, or appoint, the Competition Head Judge at the MGA Provincial Championships and Selection Meets.
- 1.2.15. To resolve any concerns and upon completion, forward any written criticisms from coaches, meet conveners, etc., regarding the judging system or any individual judge to the Executive Director.
- 1.2.16. Liaise with all National Stream Clubs with regards to any judging issues or inquires and provide a written report to the P/T Chairperson.
- 2.2.17.
- 2.2.18.

2.2. Provincial Judging Chairperson

- 2.3.1. Has responsibilities specific to the Provincial Stream.
- 2.3.2. Responsible for planning judging clinics, courses, (development of materials, videos, workbooks, etc.) and meetings for Provincial and upcoming Provincial Judges.
- 2.3.3. Distributes pertinent information to Provincial and upcoming Provincial judges.
- 2.3.4. To act as, or appoint, the Competition Head Judge at provincial competitions.
- 2.3.5. To submit judging panels and post meet reports to the National Judging Chairperson for completion of records.

- 2.3.6. To resolve any concerns and upon completion, forward and written criticisms from coaches/meet conveners/etc., regarding the judging system or any individual judge to the Executive Director
- 2.3.7. To gather and submit all provincial judging reports to the National Judging Chairperson for entry into the provincial standings record.
- 2.3.8. To attend WTC meetings in the absence of the National Judging Chairperson.
- 2.3.9. To actively promote the upgrading and mentorship of upcoming Provincial judges.
- 2.3.10. Submit to the National Judging Chairperson a year-end report on the status of the Provincial Program within the Province detailing new judges, meets held, education and programs that were planned and held.
- 2.3.11. Liaise with all Provincial Stream Clubs with regards to any judging issues or inquiries and provide a written report to the National Judging Chairperson.
- 2.3.12. To provide support for other judging chairpersons when need be.

2.3. Regional Judging Chairperson

- 2.4.1. Has responsibilities specific to the Regional Stream.
- 2.4.2. Creates judging panels for various Regional Stream Competitions.
- 2.4.3. To maintain an up-to-date list of all registered judges.
- 2.4.4. Responsible for planning judges' clinics and courses, (development of materials, videos, workbooks, etc.).
- 2.4.5. Distributes pertinent information to regional judges.
- 2.4.6. To act as, or appoint, the Head Judge at Regional Stream competitions.
- 2.4.7. To resolve any concerns and upon completion, forward any written criticisms from coaches/meet conveners/etc., regarding the judging system or any individual judge to the Executive Director.
- 2.4.8. To gather and submit all regional judging reports to the National Judging Chairperson for entry into the Provincial Standings Record.
- 2.4.9. To actively promote the upgrading and mentorship of upcoming Regional judges.
- 2.4.10. To provide support for other judging chairpersons when need be.
- 2.4.11. To carry out such other duties as the Judges' Committee may assign.

Article 3 – Election of the Judging Chairpersons

- 3.1 The purpose of these elections is to elect a National Judging Chairperson and any other chairperson position due for election.
- 3.2 To be elected as the National Judging Chairperson, the nominee must be a registered judge in good standing within the MGA/Gymcan. It is recommended that they are nationally certified.
- 3.3 To be elected as Provincial or Regional Judging Chairperson, the nominee must be a registered judge in good standing within the MGA/Gymcan. It is recommended that they hold a minimum certification of Level 6-10.

Article 4 – Judging Committee Regulations

- 4.1. The Committee shall meet annually, as determined by the committee at the beginning of each gymnastics year and at other times as deemed necessary.
- 4.2. The gymnastics year, for purpos of these regulations, shall be from the day following the Annual General Meeting to the date of the next Annual General Meeting.
- 4.3. Judging Committee members are responsible to ensuring that their contact information is known to the MGA and shall advise by email of any changes.
- 4.4. The Executive Director shall record the minutes of each meeting, including all motions passed, matters discussed and tabled, and schedules prepared. All supporting documentation shall be retained and filed within the respective minutes.
- 4.5. The National Judging Chairperson shall present, in writing, a summary of the judges' meeting to the WTC.
- 4.6. The National Judging Chairperson must present all matters for ratification by the WTC Committee in the manner that they have been determined by the Committee majority.
- 4.7. The formalized minutes shall be distributed to the Judging Committee, as well as to the WTC Chairperson.

Article 5 – Requirements

- 5.1. Uniform
 - 5.1.1. The MGA judging uniform for all MGA sanctioned meets:
 - Dark or navy-blue pants or skirt (no jeans or tights).
 - Plain white top.
 - Dark or navy blazers.
 - Soft soled shoes (sockets, or gym slippers preferable).
- 5.2. Judging Materials and Registrations Information
 - 5.2.1. It is the professional responsibility of each judge to have all necessary materials required for his/her judging level. Judging materials are available from the MGA, or the applicable judging chairperson.
 - 5.2.1.1. Code of points (FIG), Judges Help Desk (FIG), CCP Code of Points, CCP Packet.
 - 5.2.1.2. Technical Regulations for current year.

- 5.2.2. Judging Materials and Registration Information.
- 5.2.3. Each judge must register with the MGA for the current season. Registration with the MGA includes registration with Gymcan and entitles the registrant to receive the Technical Regulations for the current year. Registration also enables independent judges (non-club affiliated) to vote for the Independent Judges' Representative who shall vote at the MGA AGM.

Article 6 – Honorarium

- 6.1. Honorarium (Responsibility of Host Club).
- 6.2. The honorarium for all competitions will be as follows:

Level	Honorarium per Session
Level 1-2	\$ 20.00
Level 3-4	\$ 25.00
Level 5	\$ 30.00
Level 6-8	\$ 35.00
Level 9-10	\$ 40.00
National Level 10	\$ 45.00
National HP	\$ 50.00
Brevet	\$ 55.00

- 6.3. The session definition for all competitions will be as follows:
 - 6.3.1. The Host Club will also pay out of town judges per diem, mileage, and accommodations as per the Finance Policy.

Regional	Provincial	National
Level 1-4	Level 5 -8	Level 9+
Up to 40 = 1 session	Up to 32 = 1 session	Up to 24 = 1 session
41–48 = 1.5 sessions	43–40 = 1.5 sessions	24-32 = 1.5 sessions
49-60 = 2 sessions	Over 40 = 2 sessions	Over 32 = 2 sessions

6.4. Clinician's Honorarium

6.4.1. Any judge who conducts a clinic or course for other judges shall be paid the honorarium rate as listed in the Finance Policy. To be eligible for the honorarium, the course or clinic must be officially recognized by either MGA or Gymcan. Additional expenses incurred (ex. travel, teaching materials, etc.), will be paid per the Finance Policy.

Article 7 – Professionalism of Judges

7.1. Perspective of Judging

7.1.1. A judge's conduct will demonstrate professionalism and responsibility to the sport and will promote respect for the individual judge and the MGA.

7.2. Judges' Rules of Conduct

- 7.2.1. A judge must be well qualified in gymnastics, understand gymnastics technique and know the rules of judging thoroughly.
- 7.2.2. A judge must be up to date on relevant Code of Points, rules interpretations, current provincial modifications, and all applicable compulsory routines.
- 7.2.3. A judge must be thoroughly prepared for each judging assignment. He/she must know the specific meet assignments regarding type of competition level and age group.
- 7.2.4. A judge must be cognizant of all of the regulations and interpret them during an actual performance.
- 7.2.5. A judge must be alert at all times and quickly and accurately produce a score. He/she should have a basis for the score derived and be prepared to explain and support such score rationally and logically. A judge should be cooperative in working with other judges in conferences and through protests.
- 7.2.6. A judge must not allow anything to influence or give the appearance of affecting his/her judgment in rendering fair and impartial scores.
- 7.2.7. A judge should treat gymnasts, coaches, other judges, volunteers, and spectators with respect and in so doing encourage reciprocal treatment both on and off the competition floor.
- 7.2.8. Judges must be prepared and willing to promote their growth and development through sharing of knowledge within the judging ranks.
- 7.2.9. A judge must refrain from derogatory remarks or outward, non-verbal expressions regarding performances, scores, or appeals.
- 7.2.10. A judge must not criticize or attempt to explain other officials' judgment or decisions to any of the coach, team, or affiliate.
- 7.2.11. A judge must at all times act professionally and should not discredit the MGA/Gymcan.
- 7.2.12. A judge must not speak to the media on behalf of the MGA or Gymcan.
- 7.2.13. All judges must ensure their attendance and prompt arrival at all meets as per scheduled time.
- 7.2.14. All judges fall under the MGA and are subject to the authority of the WTC and the MGA Board of Directors. Any transgression of the Women's Judging Rules of Conduct or the MGA Code of Ethics by a judge will be dealt with formally through the MGA Complaints policy.
- 7.2.15. Brevet Judges are subject to the direct authority of Gymcan.

Article 8 – Judging Assignments

- 8.1. The goal of assigning judges to various meets is to ensure the total growth and development of MGA judges.
- 8.2. All judging assignments are made through the applicable judging chairperson.
- 8.3. Out of Province clubs must submit, for approval though the appropriate chairperson, all requests for judges traveling to invitational meets.
- 8.4. Personal invitations for out of province meets must also be submitted for approval.
- 8.5. The rational for submission for approval being:
 - 8.5.1. To ensure the judge fulfills assignment requirements.
 - 8.5.2. To provide equal opportunity to develop judging skills.
 - 8.5.3. To ensure the judge's affiliation is with MGA/Gymcan.
- 8.6. At the beginning of each competitive season (where possible) clubs are asked to file their request for judges to accompany them to out-of-province meets. These requests should include:
 - 8.6.1. Date, time, competition site, number of competitors, etc.
 - 8.6.2. Qualifications of judge elect.
 - 8.6.3. Details re: financial arrangements (i.e., can club provide transportation).
- 8.7. Provincial judges will be selected for these assignments with consideration to the following factors:
 - 8.7.1. Fulfills competition requirements.
 - 8.7.2. Required for maintenance or up-grading and is available to attend.
 - 8.7.3. Financial arrangements are mutually agreeable between selected judges and invited clubs.
- 8.8. To attend Westerns and Canadians, Gymcan requirements must first be considered.
- 8.9. Westerns (Provincial Requirements)
 - 8.9.1. Must be at least National Level 10 for the competitive season leading up to Westerns.
 - 8.9.2. Must have attended and successfully completed the current National Level 10 Judging Course.
 - 8.9.3. Judge at least one half of scheduled provincial Level 8-10 meets in the competitive year.

- 8.9.4. A judge who travels out of province and judges Level 8-10 meets, can petition the out-town judging assignments as one of her provincial 8-10 meets.
- 8.9.5. Priority will be given to National Level10 judges to attend Westerns.

8.10. Canadians (Provincial Requirements)

- 8.10.1. Must be National Level 10 for at least one full calendar year prior to Canadians.
- 8.10.2. Must have attended and successfully completed current provincial clinics within the last two years.
- 8.10.3. Judge at least one half of scheduled provincial Level 9-10 meets in that competitive year.
- 8.10.4. A judge who travels out of provinces and judges, Level 9-10 meets can petition the out-of-town judging assignments as one of her provincial Level 9-10 meets.

8.11. Selection Criteria for Travel to Westerns, Canadians, and Canada Winter Games

- 8.11.1. The MGA can select the meet the National Judging Chairperson attends in order for them to attend required Gymcan activities such as meetings, training, etc. This will be done to ensure financial resources are not wasted on unnecessary travel.
- 8.11.2. Selection will be done by the National Chairperson.
- 8.11.3. Brevet judges will be funded if not funded by Gymcan.

8.12. Judging Panel Rules

- 8.12.1. Level 5-10 and FIG competitions will be judged by panels consisting of two or more judges (where possible).
- 8.12.2. For Provincial Stream selection meets and Provincial Championships it is required to have a panel of minimum four judges per panel. If unable to fill the panels the MGA should attempt to obtain judges from outside the province.
- 8.12.3. For Regional Stream Provincial Championships, Qualifiers and Manitoba Games it is recommended there be three judges per panel (where possible).
- 8.12.4. Each meet will be assigned a Competition Head Judge. For HP competition the Competition Head Judge should be at least a National HP judge if possible.
- 8.12.5. Event Head Judges for Level 5-10 must be at least a Level 9-10 judge, if possible.
- 8.12.6. Coaches may judge their own gymnasts if they are not the Head Judge, there this does not conflict with Gymcan rules.

Article 9 – Provincial Involvement of National HP and Brevet Judges

- 9.1. The judge recognizes an obligation to his/her province by commitment to the following:
 - 9.1.1. To judge within the province, according to the provincial definition of an active judge.
 - 9.1.2. To be involved in provincial technical planning, if so requested.

- 9.1.3. To be available for teaching/instructional presentations for higher level judges within the province.
- 9.1.4. To be available for consultations when Brevet level expertise is required.
- 9.1.5. To take advantage of opportunities within the province to contribute to judging development as well as self-improvement (clinics, study groups, seminars, high-level competition, etc.).

Article 10 – Judges Roles and Duties

10.1. Duties of Competition Head Judge.

- 10.1.1. Arrive at the competition site at least 30 minutes prior to start of judges' meeting.
- 10.1.2. Check attendance of arriving judges.
- 10.1.3. Review judges pay sheet prepared by the judging chairperson and ensure that judges are paid. Should there be an error in pay it is responsible of the Head Judge to rectify the error.
- 10.1.4. Check the competition site and ensure that all apparatus and mats correspond to the meet requirements, all necessary working materials and auxiliary personnel are on hand and functioning (score sheets, stopwatches, score flashing devices, etc.).
- 10.1.5. Preside over the judges' meeting giving directions and information regarding level of gymnasts. Pass on any updated information regarding technical rules and changes. Divide the group into their event groups and allow the Event Head Judge ample opportunity to meet with individual judges.
- 10.1.6. If necessary, make appropriate changes to the panel of judges.
- 10.1.7. Oversee the smooth and efficient running of the competition. Assist host club with any technical difficulties i.e., scoring.
- 10.1.8. Have all appeals directed to him/her and be an active participant in all discussions regarding appeals where required. Communicate the results of a protest directly to the Meet Director where appropriate. File with the Post Meet Report a list of all appeals, both granted and denied. A copy of the appeals list along with the appropriate funds must be sent directly to the MGA office.
- 10.1.9. The Competition Head Judge should stay for ½ hour at the end of the competition to answer any questions or clarification the coaches may have.

10.2. Duties of the Event Head Judge

- 10.2.1. Review level requirements and expectations with their panel regarding composition and difficulty at the pre-meet judges' meeting.
- 10.2.2. Check with the Competition Head Judge to be sure that all equipment and assistants (i.e., stopwatches, timers, scorers, score sheets) are ready prior to the start of the meet for their event only.
- 10.2.3. Call a conference of the panel judges in the event of too wide a range of scores.
- 10.2.4. Note any D Panel deductions on the score sheets.
- 10.2.5. Check and sign the score sheet following the conclusion of each rotation.

- 10.2.6. Aid the Competition Head Judge in the smooth running of the meet.
- 10.2.7. Refer coaches who are protesting to the Competition Head Judge. Do not get into a discussion with them unless they only request clarification.
- 10.2.8. Conduct a conference with event panel judges in case of a protest and present written detailed response to the Competition Head Judge.
- 10.2.9. Ensure proper placement and number of judges.

10.3. Rights and Duties of the Panel Judge

- 10.3.1. He/she must evaluate the exercise correctly and with expertise as per the rules in place for the level of competition. Following the rotation, he/she must review and sign the official scoresheet.
- 10.3.2. Refer coaches who are inquiring to the Event Head Judge.

10.4. Duties of the Auxiliary Judges

- 10.4.1. They can be utilized:
 - 10.4.1.1 As a line judge.
 - 10.4.1.2 As a timer of balance beam or floor.
 - 10.4.1.3 As a timer for the intermediate time and control of the beginning of the exercise after the signal from the Head Judge.

Article 11 – Certification and Upgrading of MGA Judges

11.1. See Appendix A

Appendix A – Requirements for Judging Levels

Level 1-2 - Regional Stream

Entry

- Must be at least 13 years old.
- Must be registered as a member with MGA.

Requirements

- Must attend the Level 1-2 course and successfully complete the evaluation process (Theory and Practical open-book exam) with a minimum of 70% once every 2 years.
- 6 Continuing Professional Education CPE Hours

Certified to Judge

• Level 1-2 MGA Sanctioned Meets

Level 3-4 – Regional Stream

Entry

- Must be at least 14 years old.
- Must be registered as a member with MGA.

Requirements

- Must attend the Level 3-4 course and successfully complete the evaluation process (Theory and Practical open-book exam) with a minimum of 70% once every 2 years.
- 8 Continuing Professional Education CPE Hours

Certified to Judge

Level 1-4 MGA Sanctioned Meets

Level 5 – Provincial Stream

Entry

- Must be at least 15 years old.
- Must be registered as a member with MGA.

Requirements

- Must attend the Level 5 course and successfully complete the evaluation process (Theory and Practical open-book exam) with a minimum of 70% once every 2 years.
- 10 Continuing Professional Education CPE Hours

Certified to Judge

• Level 1-5 MGA Sanctioned Meets

Level 6-8 - Provincial Stream

Entry

- Must be at least 16 years old.
- Must be registered as a member with MGA.

Requirements

- Must attend the Level6-8 course and successfully complete the evaluation process (Theory and Practical open-book exam) with a minimum of 70% once every 2 years.
- 12 Continuing Professional Education CPE Hours

Certified to Judge

• Level1-5 and 6-8, Youth MGA Sanctioned Meets

Level 9-10 - Provincial Stream

Entry

- Must be at least 18 years old.
- Must be registered as a member with MGA.

Requirements

- Must attend the Level9-10 course and successfully complete the evaluation process (Theory and Practical open-book exam) with a minimum of 70% once every 2 years.
- 14 Continuing Professional Education CPE Hours

Certified to Judge

• Level 1-8, Youth MGA Sanctioned Meets

National CCP 10 - Under Gymcan Jurisdiction

Entry and Maintenance

- Must be at least 21 years old.
- Must be active in the province in or conduct a P/T judge's course or clinic and judge a
 minimum of 2 provincially sanctioned competitions; OR judge a minimum of 3 provincially
 sanctioned competitions and meet provincial requirements.
- Must be recommended by their PTO.
- Have a minimum of 5 years judging experience, 2 of which must be at the Optional (Level 6-10) Level.
- Must hold a valid Level 10 rating must have attended the Level 10 course and successfully completed the evaluation process (Gymcan theory and practical exams) win a minimum of 80% - once per cycle.
- Must have an educational live/on panel assessment at a Level 9 or 10 competition on entry to this level one time in the province on entry.
- Must have completed the NCCP Competition 2 Technical—Implementation Date to Be Confirmed by Gymcan

Requirements

- Must meet the Continuing Professional Education (CPE) requirement every year 16 CPE hours required.
- In order to be eligible to judge Level Levels at Canadian Championships All judges (National Level 10, National High Performance, Brevet) must have judged a minimum of 30 Level 9 and/or 10 routines in the same season prior to CC.

Certified to Judge

- Leve 1-10
- Youth

National Events Eligibility

- CCP Canadian Championships
- Canada Games
- Easterns and Westerns

National High Performance - Under Gymcan Jurisdiction

Entry and Maintenance

- Must hold a valid National Level 10 rating.
- Must be an active judge in the province: participate in or conduct a P/T judge's course or clinic and judge a minimum or 2 provincially sanctioned competitions; or judge a minimum 3 provincially sanctioned competitions and meet provincial requirement.
- Must be recommended by the MGA.

Requirements

- Must meet National Level10 requirements.
- Must participate in the HP Course and successfully complete the evaluation process (theory and practical exams) with a minimum of 80% once per 4-year cycle.
- Must meet the Continuing Professional Education (CPE) requirements every year: 16 CPE hours, the majority of which should be FIG based, where possible.

Eligible to Judge (Categories)

- HP Novice, Junior, Senior in the province, may shadow judge at Elite Canada and Canadian Championships.
- Level 1-10.
- Youth

Eligible to Judge (National Events)

- CCP Canadian Championships, HP Canadian Championship.
- Canada Games
- Easterns and Westerns

Continuing Professional Education (CPE)

- CPE are approved and offered by Provinces and/or Gymcan and can include CCP/FIG clinics, technical education, video, or live practice sessions, etc.
- Each judge is responsible to submit at the end of each season (June 15th) their competition record and their CPE activities to the respective chairperson.
- i. Annual CPE credits are required to be completed to be eligible for future assigned to events.
- ii. CPE credits will be calculated in actual clock hours.
- iii. Accreditation year is July 1 to June 30.
- iv. Clinic CPE credits will be defined as hours spent at Provincial or National organized events such as congresses, clinics, courses, code updates or symposiums. These events must be publicized in advance and open to all judges in the province or country as applicable to the event (exception: eligibility requirement must be net for National and Brevet courses).
- v. Clinic Actives will be designated as approved for CPE by the MGA.
- vi. A maximum number of CPE hours may be acquired for the following miscellaneous activities:

- Coaching (6 hours)
- In gym observation, working with coaches and gymnasts (no maximum)
- Volunteering at a judge's activity (4 hours), including member of a committee or working group.
- Video or live practice judging at a level equal to or higher than your current rating (3 hours)

Note: For coaching, in gym observation, volunteering at a judge activity a letter from someone in a leadership position must be written confirming the judge completed their CPE (i.e., Head Coach to sign off on coaching hours).

vii. If a judge does not complete all their required CPE hours within a given year, they may apply CPE hours from the successive year to make up for the hours they were lacking.

Note: That CPE hours cannot be used twice, meaning if hours are being used to make up from a previous year, those same hours could not be applied to the current year as well. Any judge who has not completed their CPE requirements before the start of the next season will not be assigned to judge unless in case of an emergency (in this case another penalty may be applied).