

# FÉDÉRATION INTERNATIONALE DE GYMNASTIQUE



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## **INTERNATIONAL JUDGES' COURSES** **UPON REQUEST OF THE AFFILIATED FEDERATIONS (C-COURSES)** **CYCLE 2017-2020** **INFORMATION**

### **1. Background**

The FIG has reviewed the organization of the judges' courses conducted in the past, and has concluded some necessary changes are required. Over the past two cycles all disciplines have grown and a new system is necessary. As a result, the General Judges' Rules outline the requirements and education process for the new cycle for all disciplines. All procedures have been harmonized for the disciplines of FIG to be consistent, transparent and contain the necessary checks and balances to reflect good governance.

We will continue to deliver the Intercontinental Courses for each discipline, as in the past. The main change in operation and process will be to stage multi-national International Courses which are regional, larger and language based. The curriculum for all courses will be the same, but different examination sets will be used. Information about the Intercontinental and International courses (A and B) has already been sent and schedules and location are now fixed.

#### **“C” Judges' Course as requested by the federations**

These courses are listed as **C level courses** in the General Judges' rules. The federations will be able to request courses starting May 15<sup>th</sup> 2017 provided the discipline has completed all the international courses (A and B Courses). These courses are conducted for federations wishing to qualify new judges who want to achieve an international category or refresh their Category 4 brevet. Federation requested courses are open to judges with international brevet or with minimum highest national level certification.

Participants are able to achieve only Category 4 at “C” Courses and may not upgrade during the cycle.

The course curriculum for “C” courses is the same as the one for the international courses (A and B). Courses will be taught in English, Spanish, Russian or French. However, the host may arrange, at their cost, for simultaneous translation into other languages. The examinations will only be written in English, Spanish, Russian or French. Candidates may request the language of their choice.

Many federations have suggested that coaches as well as other interested persons should be allowed to attend the “C” courses as auditors. Federations will decide on the maximum number to be registered and attending, as well as the fee they will pay.

Auditors are allowed to AUDIT and are not allowed to participate in any discussions or make any interventions. They should be situated apart from the judges in another room. The course presentations are for the judges who will be examined at the end of the course. Observers may not participate in the examination process.

Auditors may ask for any clarifications from the Technical expert outside the course hours.

## 2. Bids and allocation of International Courses (C) upon request of the affiliated Federations

Federations interested to organize an **International C-Course** in any discipline must send a request to the respective Sports Manager in due time. The Sports Manager will then send sample Directives (template) which must be filled in and returned to the FIG for approval at least 4 months prior to the beginning of the course. **Courses may take place until the end of 2018**

Directives to be sent to the FIG	<b>4 months</b> prior to the beginning of the course
FIG approves the course by	<b>3 months</b> prior to the beginning of the course
Registration deadline	<b>6 weeks</b> prior to the beginning of the course

### Starting dates of International C-Courses

MAG, WAG, ACRO, AER	Starting after 15 May 2017
RG	Starting after 30 May 2017
TRA	Starting after 10 June 2017

All items on the Directives must be fully answered. The FIG will determine if the course is approved.

Please take note of the **General Judges' Rules particularly Protocols 1 to 7** and the additional explanations below. General and Specific Judges' Rules for each discipline are available on the FIG website.

## 3. Participants and experts

Participants: The maximum number of participants is 40 (no minimum)

Experts: 2, appointed by FIG

FIG Staff: 1

Local Staff: 1 - 2 depending on the number of participants

Combining 2 disciplines to organize separate courses but in the same location and similar time frame is a possibility which may be presented in the application, but will need to be worked out with the FIG.

The International C Courses and exams are scheduled according to the following:

## 4. Programme

Day	MAG	WAG	RG	TRA	ACRO	AER
-1	Arrival Technical & Admin. Team	Arrival Technical & Admin. Team	Arrival Technical & Admin. Team	Arrival Technical & Admin. Team	Arrival Technical & Admin. Team	Arrival Technical & Admin. Team
0	Preparatory meeting and arrival of participants	Preparatory meeting and arrival of participants	Preparatory meeting and arrival of participants	Preparatory meeting and arrival of participants	Preparatory meeting and arrival of participants	Preparatory meeting and Arrival of participants
1	Course	Course	Course	Course	Course	Course
2	Course	Course	Course	Course	Course	Course
3	Course Theory Examination	Course	Course	Course Theory Examination	Theory Examination Course	Course
4	Practical Examination	Theory Examination	Course, Theory Examination	Practical Examination	Practical Examination	Course
5	Exam Marking Departure of participants	Practical Examination	Practical Examinations Individual / Group	Exam Marking Departure of participants	Exam Marking Departure of participants	Practical Examination
6	Departure of Admin. and Technical Teams	Exam Marking Departure of participants	Exam Marking Departure of participants	Departure of Admin. and Technical Teams	Departure of Admin. and Technical Teams	Exam Marking Departure of participants
7		Departure of Admin. /Tech. Teams	Departure of Admin. /Tech. Teams			Departure of Admin. /Tech. Teams

Number of days/nights for Technical team / administrators and participants:

Discipline	Technical team / FIG administrator	Participants
MAG	8 days (7 nights)	6 days (5 nights)
WAG	9 days (8 nights)	7 days (6 nights)
RG	9 days (8 nights)	7 days (6 nights)
TRA	8 days (7 nights)	6 days (5 nights)
ACRO	8 days (7 nights)	6 days (5 nights)
AER	9 days (8 nights)	7 days (6 nights)

## 5. Course facilities and equipment requirements

- A large room (auditorium or lecture hall) for at least the number of participants mentioned above, to serve as the lecture hall for the course and the examination room.

The following equipment is required:

- Enough tables and chairs for all participants in a classroom configuration for the lectures and for the examination with a minimum of 1 meter space separating each candidate (including 1 head table and 1 projection table per screen)
- 1 flip chart (paper board) with paper and pens
- 1 – 2 LCD projectors, connected for display 1 – 2 big screens depending on the size of the room and the number of participants
- For the exam the recommended number of candidates in front of each screen is 25 and max. 30
- 2-3 Microphones – 1 for the head table and 1-2 wireless for candidates
- A quality sound system of speakers for the video projection are needed so the music can be heard well.
- Simultaneous translation system can be provided by the host
- A meeting/working room for the Experts / Technical Team and the Administrative Team with the following equipment:
  - Tables and chairs for 5 persons
  - 1 flip-chart (paper board) with paper and pens
  - 1 beamer and screen
  - 1 laser printer (or printing station)
  - Sufficient number of high speed Internet lines (adsl or wifi)
  - Cupboard with lock and key for administrator access only

For **combined courses of two disciplines** taking place at the same time, the host federation has to provide additional seminar rooms and equipment as required. The seminar rooms cannot be shared.

## 6. The Host organizational and financial responsibilities

The host federation must provide:

- The FIG administrator may require a number of assistants to help with various parts of the course and examination

- Accommodation in single rooms, including breakfast (2 persons) for the Technical Team members for the full duration of the course
- Accommodation in single rooms including breakfast, for the FIG administrator (1)
- Local administrators according to their needs
- If simultaneous translation of the course is required at their costs
- All facility and equipment requirements as outlined above
- Coffee breaks (one in the morning and one in the afternoon)
- A banquet at the end of the course
- Local transportation from / to the airport and accommodation for all participants
- Local transportation from / to the hotel and course location for all participants (if needed)
- The host federation develops a reasonable budget (based on the number of participants declared in the Directives, which are binding) for each participant including all the above mentioned costs in full board (breakfast, lunch and dinner) for the entire duration of the course, which must be approved by the FIG

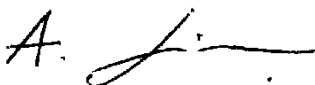
## **7. The FIG organizational and financial responsibilities**

- The FIG appoints the Technical and Administrative Teams for each course
- The Directives to participating federations once approved are sent out by the FIG
- The registration process is handled by the FIG Sport Manager
- The FIG and LOC communications are on-going for all logistical details.
- General costs will be dealt with by FIG and will be divided by all participants and added to the price offered by the host federation. The general FIG costs will approximatively amount to CHF 11'600 per course.
- International / Intercontinental travel costs and a Per Diem (including the travel day) for the Technical team and the FIG Administrator

## **8. The financial responsibilities of the participating judges / national federations**

- Travel costs, participation package (including accommodation in single or twin rooms, full board, local transportation and the general costs which will be divided by the number of participants).
- Non reimbursable FIG Registration course fee (CHF 150.00)
- Visa costs if applicable

Best regards



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FIG Secretary General