



# **BC GYMNAESTRADA EVENT HOSTING GUIDE**

September 2023

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# INTRODUCTION

## 1.0 Gymnastics BC (GymBC)

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Our mission: Positive and diverse gymnastics experiences for province wide participation at all levels.

Our vision: A provincial leader in the delivery of quality foundational and high-performance programs and services that foster lifelong sport participation.

## 2.0 Event Hosting Guide

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This document is intended to assist Gymnastics BC (GymBC) member club event hosts in conducting the BC Gymnaestrada.

GymBC is committed to working closely with member clubs to host the annual BC Gymnaestrada event—an event that promotes and celebrates the accomplishments of Gymnastics For All (GFA) participants. The information in this guide reflects GymBC’s dedication to provide guidance and leadership to an Organizing Committee (OC). It provides general knowledge of OC responsibilities and duties in the planning and implementation of the BC Gymnaestrada event.

Any questions relating to this guide and its contents can be directed to [events@gymbc.org](mailto:events@gymbc.org).

## 3.0 BC Gymnaestrada - Introduction

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BC Gymnaestrada is held each spring and is the largest recreational gymnastics event in British Columbia. This two-day event is often attended by approximately 500 participants, and consists of participant workshops and performance shows. In addition to groups within BC, visiting clubs from other provinces have been known to participate in this special event.

Gymnaestrada is a celebration of movement and physical activity in a non-competitive environment. The event captures the true essence of the “Gymnastics For All” and “Active for Life” philosophies of sport and recreation. Gymnaestrada encourages a non-competitive environment focusing on active participation for all individuals, regardless of age, gender, skill level or ability. Participants share in the fun and excitement of performing, and demonstrate physical, technical, and creative abilities that are inspired by a wide variety of traditional and non-traditional gymnastics disciplines and movements.

Estimated attendance:

- Participants: 400-500 performers and 50-60 coaches.
- Spectators: approximately 1200 in attendance across all performance shows.

## 4.0 BC Gymnaestrada - Objectives

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The main objectives of the Gymnaestrada are to:

- Encourage mass participation in gymnastics and promote and encourage the growth of GFA;
- Inspire and encourage joy in exercise and lifelong love of activity;
- Create a “brand” for GymBC events by standardizing protocol;
- Provide the host club with exposure and a means of raising funds.

## 5.0 BC Gymnaestrada - Format

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The BC Gymnaestrada event typically adheres to the following formatting:

- 3-4 days: 1 day set up; 1-day workshops; 1-day performance shows; 1 day tear down (or following the last performance show).

## ADMINISTRATION

### 6.0 Hosting Partnership Agreement (HPA)

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The Hosting Partnership Agreement (HPA) is a contract between GymBC and the OC that is developed once a club is selected to host the BC Gymnaestrada event and a venue has been confirmed.

The roles and responsibilities of both GymBC and the OC listed in this guide are part of the HPA. The agreement can be adjusted by either party following discussions, but once signed, it is a legally binding document. Any changes made after both parties have signed the HPA must be approved by both parties and an amendment to the agreement will be made, dated and signed.

### 7.0 Organizing Committee (OC)

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BC Gymnaestrada offers a unique opportunity for full member clubs to be actively involved in planning and coordinating of an event. In planning for any event that is the size and scope of Gymnaestrada, the first step is forming a key group of event organizers (the OC). This group shall act on behalf of the host club and is responsible for host club portion of the organization, preparation and operations of the event. Unless otherwise indicated in [Appendix B](#), the requirements of each section of this Hosting Guide are the responsibility of the OC.

There should be one clear leader within the OC; someone who chairs all committee meetings and oversees the hosting of Gymnaestrada. This person should be familiar with event operations and will be GymBC's main point of contact for all event-related communications.

In addition to the committee chair, there may be subcommittee chairs, each of whom is responsible for a specific division of the event organization (e.g. finance & budget, communications, technical and non-technical, delegate services, protocol and volunteers). The subcommittee chairs will typically create subgroups to assist with the organization of their specific division. An example Organizing Committee Chart can be found in [Appendix A](#).

### 8.0 Planning Meetings

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There will be regularly scheduled meetings between the OC chair and GymBC to discuss the division of responsibilities for the event, and to provide updates on event tasks. See [Appendix B](#) for a Responsibilities & Timeline breakdown. Bi-weekly meeting will be held eight to two months prior to the event. Approximately two months to the week of the event, meetings will be scheduled weekly.

Strict deadlines ensure that both GymBC and the OC deliver on aspects of event preparation and that each BC Gymnaestrada meets the high standards that are expected of the event. Unless otherwise arranged, all deadlines agreed upon by GymBC and the OC must be strictly adhered to. Failure to do so will result in disciplinary action, which may include financial penalties to the OC or ineligibility for the host club to bid for the event in the future.

# BUSINESS OPERATIONS



## 9.0 Finances & Budget

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One budget, including all projected expenses and revenues, will be developed by GymBC in partnership with the OC. Any budget adjustments are to be discussed with both parties, and all expenses must fall within the agreed-upon budget amounts. Budget reviews will occur on a monthly basis, or more often if required. For the GymBC and OC financial responsibility breakdown, please refer to [Appendix B](#).

All event revenues & expenses will be managed by GymBC. The net proceeds from the event, including but not limited to: registration fees, admission, sponsorships\*, concession revenue and any other income minus all expenses directly associated with the event will be split 50/50 between GymBC and the OC.

GymBC and OC staff and volunteer time are not considered eligible expenses. In the event of a loss, GymBC will assume all financial liability.

### 9.1 Revenue Opportunities

Major sources of revenue for the BC Gymnaestrada event are typically collected in the form of registration fees, ticket admission sales, sponsorships and grants.

#### 9.1.1 Registration Fees

GymBC will collect event registration fees for Gymnaestrada registrants. Registration fees are defined as “all fees collected from participants (performers, coaches and chaperones/supporters), minus reimbursement for approved withdrawals within the set deadline”.

Event registration fees are set by GymBC and the OC. Suggested registration fees are outlined below.

Club intent to participate:

- \$100 - This is a non-refundable deposit which will be applied towards registration fees. This deposit is subtracted from the individual registration total.

Participant registrations:

- Individual:
  - On-time registration: \$95
  - Extended registration: \$105
  - Late registrations: \$210
- Coaches: \$35 (no late fees)
- Chaperones/Supporters: \$25 (no late fees)

#### 9.1.2 Admissions

GymBC and the OC shall agree on the ticket format for the performance shows. GymBC must approve the ticket-pricing structure for Gymnaestrada.

Suggested ticket pricing:

	Single Show	Day Pass
Adult (18+)	\$12	\$15
Youth (5-18)/ Senior (65+)	\$7	\$10
Child (4 and under)	Complimentary	Complimentary

GymBC will set-up an online ticket sales webpage for the event.

A cash and/or debit/credit option should also be made available at the door. The number of tickets available at the door are subject to seating availability and ticket pre-sales. It is the responsibility of the OC to prepare and manage a cash float for door sales, as well as provide admission desk volunteers at the event. The OC should ensure a method for differentiating between single and day pass holders.

Please be aware that the admission revenue from online sales is subject to standard fees from both the online payment merchant and the platform.

Following the event, the OC must provide GymBC with final attendance figures (e.g. quantities and final sales figures from door ticket sales) for inclusion in the budget and any other relevant reporting.

### **9.1.3 Sponsorships & Grants**

Sponsorships are an excellent source of revenue for any event and an ideal way for a company to show its support for amateur sport in BC.


Provided that an OC wishes to seek sponsorships, a sponsorship package for corporate and Value-in-Kind (ViK) donations will be developed by GymBC in partnership with the OC to distribute throughout the local community well in advance of the event. Please contact – [communications@gymbc.org](mailto:communications@gymbc.org) to organize this aspect of event preparations.

GymBC reserves the right to advertise its sponsors throughout the staging of Gymnaestrada. Under no circumstances may an event sponsor be in direct competition with any of GymBC's pre-existing sponsors, unless GymBC provides approval. Please contact [events@gymbc.org](mailto:events@gymbc.org) should you have any questions regarding potential sponsorship partners.

#### **9.1.3.1 Sponsorship Categories**

Participation of sponsors at the event is left to the discretion of the OC in cooperation with GymBC.

Suggested sponsor options include:

- Title Sponsor - \$1,500 (integrate company name into event title & logo)
- Gold Sponsors - \$1000
- Silver Sponsors - \$700
- Workshop Sponsors - \$500 x 4-5.
-  Banner - \$200

#### **9.1.3.2 Grants**

The OC may apply for any grants available through their community, province, or foundations. Contact [events@gymbc.org](mailto:events@gymbc.org) for more information.

The OC and GymBC will work together to complete any required post-event grant summaries.

#### **9.1.3.3 Value-in-Kind (ViK)**

In many regions, the corporate community is very receptive to supporting provincial sporting events. Look for ways to solicit corporate assistance from organizations that the OC has already developed relationships with event tasks such as: concessions, participant gifts, prizes, socials, and hospitality room supplies.

### **9.1.4 Vendor Booth Sales**

The format of Gymnaestrada can make it challenging to offer vendor booths. A typical event has limited periods before, in-between and after workshop sessions and performance shows where participants and spectators are able to visit vendors. Because of this, it is the recommendation of GymBC to avoid inviting vendors to the event unless there is a strategy in place to ensure they can expect reasonable foot traffic throughout the weekend. Should an OC wish to include vendors at the event, please contact GymBC well in advance of the event to discuss options. If approved, GymBC can provide recommended vendor space specifications and prices to the OC.

### **9.1.5 Additional Revenue Opportunities**

Additional revenue opportunities include, but are not limited to:

- Concessions;
- Raffles & 50/50 draws;
- Program sales (if applicable);
- Event merchandise sales and/or vendor booth sales (if applicable).

## **9.2 Expenses**

Quotes should be obtained for all large ticket items. All expenses over \$500 must be approved before financial commitment and payments are made. All expenses will be paid by GymBC directly, unless otherwise agreed upon by both parties. All contracts must be reviewed and signed by GymBC. In the event that the OC pays for an event item, please ensure invoices and receipts are submitted to GymBC to be included into the event budget. This expense can either be paid out upon submission of a receipt, or applied to the event budget and reconciled after the event is complete. Please discuss options with GymBC as this situation arises.

Major expenses for the event are typically venue, equipment rentals & transportation, workshop presenter honoraria, hospitality, and audio-visual equipment expenses.

Additional expenses may include, but are not limited to:

- Promotions and communications (e.g. event programs);
- Socials;
- Participant gifts;
- Volunteer recognition;
- Photography and videography;
- Medical services.

## **10.0 Communication & Promotion**

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Gymnaestrada shall be promoted as the “{year} BC Gymnaestrada”. If a title sponsor is secured, their name would appear before “{year}”.

### **10.1 Media Planning**

GymBC and the OC will develop a media plan to promote the event within the community and throughout BC. It is important for the OC to distinguish between media advertising and publicity/media coverage. Media advertising is the advertising that the OC purchases or negotiates a contra agreement for. This may include radio spots, newspaper ads, television commercials, etc. Publicity and media coverage are free and may include: coverage of the event, commentaries on TV and radio, participation in talk shows, newspaper articles written about the event or participants.

### 10.1.1 Media Relations

It is imperative that the host club selects a media contact from their OC to oversee the media relations of the event. This person must be in contact with [communications@gymbc.org](mailto:communications@gymbc.org), at least two months prior to the event, or a fee may be applied for GymBC media support services.

### 10.1.2 Media Releases

Media releases should be developed by the OC in partnership with GymBC – [communications@gymbc.org](mailto:communications@gymbc.org) and distributed prior to and following the event. A copy of each media release must be sent to GymBC for review prior to circulating to any media lists.

All releases should include:

- Exact dates of the event;
- Name and location of the event;
- Number of clubs and performers taking part;
- Name of media contact, phone number and email address;
- Links to the event website, GymBC website, club website, and social media platforms.

### 10.1.3 Media Conferences

Media conferences should only be held if there is something to announce that cannot be done simply through a media release (e.g. sponsorship announcement, local community support or involvement).

## 10.2 Promotional Material

GymBC must approve of the design of any promotional material that identifies BC Gymnaestrada.

The OC must incorporate the logo and theme into all advertising and promotional material such as letterhead, faxes, posters, etc.

A tagline that accompanies the theme must be developed.

### 10.2.1 Logo

The BC Gymnaestrada logo is created by the OC to provide a visual identity for the event, and suitable for use on all promotional items. A draft of the event logo shall be provided to GymBC at least five months before the start of the event. The event font and colours should be provided at the same time as the logo. Any recommended changes must be made within the following 30 days so that the final logo approval can be made at least four months before the event. If the deadlines are not met, GymBC will take over logo creation, and bill the event for any staff time and resources used.

The logo should include:

- The BC Gymnaestrada event title;
- Host city;
- Year; and
- Event tagline.

Other logo specifications:

- No additional text may be included in the event logo;
- The logo should portray the sport and the host city or region;
- The use of the host club logo should be avoided unless it portrays the geographical areas where the event is being held; and
- Colours that complement the GymBC brand colours (blue, red, grey and yellow) are preferred.



### **10.2.2 Event Program**

GymBC, with input from the OC, will develop an electronic program. This program will be made available on the GymBC event page and distributed to clubs to be further distributed to participants of the event. GymBC will also post the event program on their social media accounts. Design of the event program should be completed two months prior to the event. A finalized version of the electronic program shall be completed at least 1 week prior to the event.

It is strongly recommended that only an electronic program is available for the event, however at the discretion of the OC, a hard-copy program may also be developed. Should the OC wish to provide a hard-copy program, a conversation must take place between the OC and GymBC well in advance of the event. GymBC will develop a hard-copy program, with input from the OC, and it shall be completed at least two weeks prior to the event – to ensure sufficient time for printing.

OC will determine the retail price of the program, which may be included in the price of admission or as a separate sales item. It is recommended that one program is printed per participant in the Gymnaestrada event. However, should the hard-copy program be included in the price of admission, additional programs must be printed to accommodate all spectators of the performance shows. Please note, the printing of programs is costly, and the fees associated with printing of programs will come out of the overall event budget.

Specifications:

- The cover artwork and colours should coordinate with other promotional material.
- The cover should include:
  - The title of the event and presenting sponsor logo (if applicable);
  - The BC Gymnaestrada logo;
  - Event dates and location; and
  - GymBC and host club logos.
- Program must accommodate one to two pages of information or advertising as provided by GymBC.
- Club host information or promotion is permitted but should not exceed two full pages.
- Sponsor information and advertisements.
- An official message from the GymBC CEO or Board Chair must be featured in the first pages of the program. All other messages will appear at the discretion of the OC and may include a message from the host club's owner/president/director, local MP, local MLA and municipal mayor.
- Detailed performance schedules.
- Photos and names of all groups and participants.

### **10.2.3 Event Website**

GymBC will create and maintain an event page on the GymBC website. This page will be used to communicate with clubs, parents, media and spectators prior to and during the event. The OC will provide GymBC with information as needed.

### **10.2.4 Social Media**

GymBC highly recommends the use of social media prior to, during, and after Gymnaestrada. Social media use is a cost-efficient type of communication that has the added benefit of engaging your audience and creating rapport. Types of social media that are recommended are: Twitter, Facebook, and Instagram. GymBC will promote the event on their social media channels, but also encourages the OC to promote the event using also use the host club's social media accounts.

## 10.3 Work Plans

GymBC and the OC will create three informational Work Plans to distribute to all member clubs. The Work Plans will include general event and technical information.

### 10.3.1 Work Plan #1

Work Plan #1 must be distributed to all full member clubs at least six months in advance of the event. The OC and GymBC will work together to collect information for inclusion in Work Plan #1.

At minimum, this Work Plan must include:

- Event details (e.g. dates, theme, event website);
- Basic venue information (e.g. address, transportation and accessibility);
- Contact information for key members of the OC and GymBC;
- Registration details (e.g. fees, refund and substitution policies, age requirements);
- Club registration form;
- Important details and deadlines (e.g. routine criteria, music submissions, group photo information, equipment lists);
- Workshop topics (if available);
- Event photographer/videographer information;
- The official event accommodation and room block information.

### 10.3.1 Work Plan #2

Work plan #2 is to be distributed three months prior to the event. The OC and GymBC will work together to collect information for inclusion in Work Plan #2.

At minimum, this Work Plan must include all relevant information from Work Plan #1, PLUS:

- Important items for participants (e.g. what to bring, venue maps);
- Venue information (e.g. venue layouts, parking information);
- Social media information;
- Social information (if applicable);
- Spectator admission costs and online ticket sales information;
- Concession and hospitality information;
- Consent forms (if applicable);
- Mass routine video (if applicable);
- Block workshop and performance show schedules;
- Request for refund or substitution form;
- Individual registration form.

### 10.3.1 Work Plan #3

Work Plan #3 (final Work Plan) is to be distributed at least three weeks prior to the event. Information that is pertinent to a Work Plan must be provided by the OC to include by the agreed upon deadline to ensure timely distribution of information to participating clubs.

At minimum, this Work Plan must include all relevant information from Work Plans #1 and #2, PLUS:

- Workshop information (e.g. final workshop schedule including workshop details and floor plan);
- Coaches meeting information;
- Performance show details (e.g. doors open, performance show floor plan etc.);
- Final performance schedule;
- Spectator information (e.g. door ticket sale information, digital event program information).

## 10.4 Photography

The OC shall decide if they wish to have a photographer(s) available for the event. The photographer shall be given the rights to sell photos throughout the event.

Typical requirements for event photographers are:

- Media conferences (if applicable);
- Workshops;
- Performance shows (\*most important).

The OC shall provide at least 25-30 photos to GymBC following the event. It is standard practice that the photographer submits the aforementioned 25-30 photos to the OC in return for being named as the official photographer.

## 10.5 Videography

Having a videographer is optional. If a videographer is appointed, they should be given the rights to sell the videos throughout the event. If applicable, the OC will provide GymBC with a copy of a video from each show following the event.

# EVENT OPERATIONS

## 11.0 Technical

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The OC is responsible for ensuring that specific technical requirements are met. Technical requirements include venue, equipment, routine music, workshops, performance shows, and coaches information. Should any questions arise, please contact GymBC - [events@gymbc.org](mailto:events@gymbc.org) - for more information.

### 11.1 Venue

A venue will be selected by the OC. Once a venue is determined, GymBC must be contacted for final approvals. Venue expenses will be negotiated by the OC and approved and confirmed by GymBC.

#### 11.1.1 Emergency Plan

The OC must develop an emergency plan to be left with both medical and the announcer. It should include the closest hospital's phone number, address of venue, exact location of performance floor (door number if applicable) and any other details necessary for emergency response. The OC should also be aware of the building emergency plan (in the event of a fire, etc.).

#### 11.1.2 Performance Floor Requirements

A space large enough to accommodate a 40' x 40' floor must be available for the performance shows. A minimum of 3-4 extra strips of floor must be made available near the performance floor for warm-up.

#### 11.1.3 Additional Venue Requirements

- Spectator seating area: spectator seating for 750 – 1,000;
  - In a two-show format, the venue must be able to comfortably accommodate a minimum of 1000 seated spectators.
  - In a three-show format, the venue must be able to comfortably accommodate a minimum of 750 seated spectators.

- An area with accessible seating is required.
- If the venue itself does not meet the minimum seating requirement, then there should be enough space to bring in temporary seating.
- There should also be adequate space in the venue to comfortably accommodate participant seating around the performance floor.
- Two additional meeting rooms;
  - One for hospitality (coaches and workshop presenters): to hold approximately 30 people.
  - One as a meeting space: for approximately 20 people.
- Space to host either 6-7 workshops for a half-day workshop session format, OR 9-10 workshops in a full-day workshop session format;
- Sufficient parking within a 5-minute walking distance to the venue to accommodate all spectators;
- A facility exclusively available for BC Gymnaestrada dates (no other programming);
- A minimum of 50 rooms at a host hotel for participants, workshop presenters and spectators. Depending on the location of the BC Gymnaestrada, additional rooms may be required. E.g. for events out of the lower mainland, more participants and/or spectators will be travelling to attend the event and will be requiring accommodations.

## 11.2 Equipment

The OC must provide all required equipment (including a 40 x 40 floor) at no cost to the event. If the OC is unable to provide the necessary equipment, GymBC will be able to provide its floor for the event. All transportation (freight) and labour costs for GymBC equipment rentals (if necessary) will be allocated to the event budget. No equipment rental deposit is required for renting the GymBC equipment for Gymnaestrada.

If the event requires equipment rentals, the OC must complete the [Equipment Rental Request Form](#) at least 10 months prior to the event. Once the equipment is confirmed to be available for the event, the [Equipment Rental Agreement](#) must be completed. Please contact [events@gymbc.org](mailto:events@gymbc.org) should you have any questions.

Equipment rental logistics need to be confirmed well in advance of the event. Should the OC be able to provide storage space for the floor rolls before and/or after the event, please ensure this is communicated with GymBC. GymBC's Equipment Coordinator will work with the team at GymBC and the OC to facilitate drop-off and pick-up scheduling for the floor rolls.

The OC is responsible for the recruitment of volunteers to help with equipment. GymBC recommends approximately 3-5 volunteers to assist with set-up and tear-down for the event.

The OC will also provide, at minimum, the following additional equipment:

- Sting mats (2) + Double stings (2)
- Landing mats (4)
- Mini-tramp (1)
- Beat boards (2)
- Wedges (2)
- Spotting blocks (4)
- Trapezoid boxes (8)
- A minimum of 4 extra strips of floor to be made available for performance day warm-up.

If clubs participating in the event are requiring additional equipment, they must request it on the event registration form.

### **11.2.1 Set-up & Take-down**

GymBC's Equipment Coordinator ([equipment@gymbc.org](mailto:equipment@gymbc.org)) will be in contact with the OC at least 4 weeks prior to the event. Equipment details including delivery dates and times (for both set-up and tear-down) will be finalized.

### **11.2.2 Concerns or Issues**

Any safety concerns and/or equipment issues prior to the event may be communicated to [equipment@gymbc.org](mailto:equipment@gymbc.org) or [events@gymbc.org](mailto:events@gymbc.org). During the event, issues should be immediately reported to the OC chair or a GymBC representative.

On site, it is everyone's responsibility to ensure that the environment and equipment comply with GymBC standards and specifications and that all participants abide by the rules and regulations. The OC is responsible for ensuring a safe and positive environment for all attendees.

### **11.2.3 Additional Required Supplies**

- Recycling bins and garbage bins.

## **11.3 Routine Music**

The OC is to determine the available music sources for the event (e.g. AUX cable for a digital device, online upload etc.). The OC's preferred collection method must be communicated with GymBC to distribute to participating clubs in Work Plan #1.

Music is collected by GymBC in the pre-determined format (e.g. audio files, USB, etc.). GymBC will send the music for each show to the OC in performance order, and upload a copy onto a USB. The USB will be handed to the OC's chair at the start of the event.

It is up to the OC to secure 1-2 volunteers to be in charge of music for the weekend. The volunteers must be available for the entirety of the event, including all workshop rehearsals on Saturday and performance shows on Sunday. It is imperative that the volunteers are present during rehearsals on Saturday, as clubs may have specifications with their music that must be communicated to the volunteer and practiced for the club's performance on Sunday. If the OC is not able to recruit volunteers 2 months prior to the event, GymBC will put out a call to fill the position. This position will be paid at current minimum wage or higher. The OC will bear sole responsibility for compensation of these positions.

A microphone, speakers and professional sound system with AUX cables must be provided by the OC for the event.

## **11.4 Workshops**

### **14.1.1 Workshop Format**

Based on the number of participants in the Gymnaestrada event, clubs will be divided into either full-day or half-day (morning and afternoon) workshops. A full-day format may only be considered when registration for Gymnaestrada is not anticipated to exceed 375 participants. Registration numbers that exceed 375 must be split into two half-day sessions. Any other configuration must be approved by GymBC. The number of workshops (6-7 for half-day and 9-10 for full day) will vary depending on the overall workshop format selected.

Group sizes should aim for a maximum of 35 participants per workshop. Clubs with a large number of participants can be split into two or three smaller groups to allow for this. Clubs with small groups should be paired together.

### **11.4.2 Workshop Schedule**

GymBC will develop the workshop schedule (with input from the OC).

OC coaches are required to lead a 15-minute mass group warm up before workshops begin. A 15-minute coaches meeting, led by someone from the OC, is to occur during this warm up period.

1) Full-day:

- Nine to ten (30-min workshops) will be scheduled,
- Minimum 5 min. transition in between each workshop
- 30 minutes for lunch;
- The workshop day will begin around 8:30 a.m. and conclude around 4:00 p.m.

2) Half-day:

- Six (35-minute workshops) or seven (30-minute workshops) will be scheduled
- Minimum 5 min. transition in between each workshop
- Morning sessions will begin around 8:30 a.m. and conclude around 1:00 p.m.  
Afternoon sessions will begin around 1:30 p.m. and conclude around 6:00 p.m.

Scheduling Considerations:

- In half-day formats, out of town groups will typically be scheduled for the afternoon workshops to allow for adequate travel to the event.
- Breaks: There should be a 10-20-minute snack break for each group. This can be either worked halfway into the schedule, or be taken during a shared rehearsal timeslot.
- Lunch break:
  - Full-Day Format: There must be a minimum 30-minute lunch break in the middle of the day.
  - Half-Day Format: There must be a minimum 30-minute break in between the end of the morning session and registration/check-in for the afternoon session to allow for a comfortable transition.
  - Depending on the format schedule, workshop presenters should receive at least a 30 minute break, however a 1 hr. break is preferred, if possible.

#### **11.4.2.1 Performance Rehearsal Timeslot**

One rotation must be designated as a performance rehearsal timeslot. In a full-day format only, two rotations may be designated for rehearsals, provided adequate floor rolls are available. Each group should receive a minimum of 10 minutes of rehearsal time. Both group size and routine length should be taken into consideration when more than one group shares a rotation. The OC must provide a volunteer(s) to run routine music during rehearsals. It is imperative that this is the same person who will be in charge of music during performances the following day.

#### **11.4.3 Workshop Activities**

Workshops should be age-appropriate and congruent with the theme of the event. They do not have to be related to gymnastics, but should be group-centred and require the participants to be engaged throughout. Activities that require long waiting times are strongly discouraged. The OC is responsible for providing workshop topic ideas at least 6 months prior to the event, which are then taken to the GFA Committee for input and approval. Workshops should be finalized 5 months prior to the event. Please contact GymBC if you would like ideas for workshop topics based on popular sessions from past events.

#### **11.4.4 Workshop Presenters**

Each workshop will be led by a workshop presenter. It is the OC's responsibility to arrange qualified presenters for each workshop.

Workshop presenters will receive either an hourly honorarium or a flat rate (to be negotiated by the OC). Payment is typically made by cheque at the event. If necessary, the OC will arrange for accommodations and transportation for presenters. Lunch is to be provided in the hospitality area. All presenters must be approved by GymBC and confirmed at least three months prior to the event.

## 11.5 Performance Shows

### 11.5.1 Performance Shows Format

GymBC will develop the performance show schedule, with input from the OC. Depending on registration numbers, there may be two or three performance shows.

Two-show: Suitable when participant registration numbers are under 500.

- Show 1 begins at 9:00 a.m., doors will open at 8:15 a.m.
- Show 2 begins at 1:00 p.m., doors will open at 12:15 p.m.

Three-show: Suitable when participant registration numbers exceed 500.

- Show 1 begins at 9:00 a.m., doors will open at 8:30 a.m.
- Show 2 begins at 12:00 p.m., doors open at 11:30 a.m.
- Show 3 begins at 3:00 p.m., doors will open at 2:30 p.m.

### 11.5.2 Performance Show Considerations

Out of town groups should always be scheduled to perform in an earlier show to allow for adequate travel home after the event, unless otherwise requested.

### 11.5.3 Weekend Schedules

#### 11.5.3.1 Block Schedules

A tentative block schedule will be provided in Work Plan #2. The schedule will include a list of participating clubs and their schedules for workshops and performance shows.

#### 11.5.3.2 Final Schedules

A final performance day schedule will be provided in Work Plan #3.

## 11.6 Coaches Information Packages

### 11.6.1 Coaches Meetings

A coaches meeting must be scheduled before the workshops begin (during participant warm-up).

### 11.6.2 Coaches Packages

Coaches' packages will be completed by GymBC and given to coaches at workshop registration.

Packages should include the following:

- Workshop schedules;
- Performance shows schedules;
- Map of venue(s);
- Copy of each club's individual registration form;
- Work plan #3;
- Participant wristbands;
- Social information (if applicable);

- Promotional material (optional).

## 12.0 Non-Technical

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The OC is responsible for ensuring that all non-technical requirements are met for the event. This includes, but is not limited to registration (GymBC), accommodations, access control & security, signage, decorations, concessions, apparel and march-in signs.

### 12.1 Registration

Registration takes place in two tiers:



- 1) Club Registration: Distributed in Work Plan #1. This helps GymBC and the OC to estimate how many participants will be attending the event. Club registration includes a \$100 club deposit that is put towards the final registration invoice.
- 2) Individual Registration: Open to clubs with Work Plan #2 - no later than four months prior to the event. GymBC will collect event registration for Gymnaestrada participants, coaches and chaperones/supporters. All participants must be registered for the event by a participating club/group – individual registrations are not accepted.

The participant to coach/chaperone ratio for Gymnaestrada should be 10:1, further decreased if the majority of a group's performers are young. Each group must have a minimum of 1 fully certified coach. But eligible chaperones/supporters can be used to fulfill the remainder of the supervisory ratio requirements.

Extended and late participant registrations are subject to space availability. These participants are not guaranteed participant gifts. Extended and/or late coach additions will be accepted, however are not guaranteed event t-shirts or coaches gifts (if applicable). Substitutions are always accepted, until 12:00p.m the day before the event begins.

GymBC is responsible for ensuring that all registrants for the event are valid GymBC members prior to the event. Participating gymnastics clubs from outside of BC must be registered with their own Provincial Sport Organization (PSO). Groups participating from other BC PSO's may require a slightly different registration and insurance check process.

GymBC will provide the OC with updated registration lists following the individual and late registration deadlines.

#### 12.1.1 Request for Refunds/Withdrawal from Gymnaestrada

Refunds will only be issued upon receipt of both a medical certificate and submission of the request for refund form to GymBC by 12:00 p.m. the day before the event begins. A \$10 administration fee will be withheld by GymBC for those individuals withdrawing from the event after the on-time registration deadline.

### 12.2 Accommodations

The OC shall ensure that the event venue and the official hotel are in close proximity to each other. A minimum of 50 rooms should be reserved (more rooms may be required for events hosted outside of the lower mainland) in a block at the host hotel(s) for visiting delegates. Group rates at the hotel are highly recommended. Hotel room block information and room rates are required to be distributed in Work Plan #1. An inclusive continental breakfast is recommended.

Each club will be responsible for their group's reservations and room payment.



An emergency contact list for the OC should be made available at the hotel.

Following the event, the OC should confirm the number of hotel rooms used for the event. This information will help GymBC and OC's plan for future Gymnaestrada events.

### **12.3 Access Control & Security**

Access control is an important factor in the safety of the performers and enjoyment of events. It is recommended that points of access into the venue where spectators can bypass admissions and enter spectator seating should be identified and secured prior to the event.

In the event that doors may not be blocked off due to fire hazards, the OC should station volunteers near each access point during drop-off, pick-up and transition times to ensure that members of the public are not able to enter the event areas.

### **12.4 Signage**

Directional signage should be set-up outside and throughout the venue. Directional signage is aimed primarily at spectators and participants. Unless otherwise discussed, GymBC staff will print general signage for the Gymnaestrada event.

Sponsor and GymBC signage must be positioned in a manner that will ensure the most exposure to spectators but not obstruct the performance floor or spectator views.

### **12.5 Decorations**

The OC will decide on the theme for the Gymnaestrada event. The theme will be shared with the GFA Committee for feedback, and must receive a final approval by GymBC.

This theme will be used in all promotional items for the event. It is the responsibility of the OC to develop a decoration scheme for the event, and all event décor must reflect the selected theme. Decorations used for previous events include curtains and skirting, plants and shrubbery, balloons, light shows and music.

GymBC recommends 5-10 volunteers to assist with decorating and set-up for the Gymnaestrada event.

The OC must ensure that the venue is kept clean throughout the event.

### **12.6 Concessions**

The OC may arrange for on-site concession during the performance shows.. Concession information and menu (if applicable) should be included in Work Plans #2 and #3.

### **12.7 Event Apparel**

Event apparel (e.g. t-shirts, sweatshirts, hats) should be available to all participants. GymBC recommends that this be done through a partnership with a local company.

Items should be made available to order via the apparel company's website. Ideally, deliveries are sent directly to each club, mailed to the host club, or brought to the event to be distributed to clubs on site. If items are to be distributed on site, please ensure items are appropriately sorted before being brought to the event.

## 12.8 March-In Signs

Each club should have a sign with their club's name at the event. The signs will be used to identify areas to store belongings on Saturday, and for performance show march-in on Sunday.

GymBC will develop generic club signs for the event. Should the OC wish to incorporate additional imaging (e.g. event logo), please discuss with GymBC well in advance of the event. Any fees associated with the printing of signs are billed to the event.

## 13.0 Delegate Services

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### 13.1 Hospitality

The OC is responsible for ensuring the proper planning, procurement, and delivery of food and beverage services to coaches and workshop presenters.

#### 13.1.1. Coaches and Workshop Presenter's Hospitality

The OC must ensure that the nutritional needs of coaches and workshop presenters are met and that services provided by the OC remain consistent year to year with food preparation, delivery, and quality. The hospitality area must be set up for coaches and workshop presenters on Saturday.

Suggestions for the coaches and workshop presenters' hospitality room are as follows:

- Minimum seating capacity for 30 individuals;
- Well-rounded, health-conscious offerings should be included;
- Alternative options are available to address dietary restrictions (e.g. vegan, vegetarian or dairy free) and allergies (e.g. peanut free);
- All meals include hot and cold options;
- Snacks, water, coffee, and refreshments should be available at all times. Snacks include, but are not limited to: salads, breads, muffins, vegetables, fruits, etc.;
- Food storage, transportation, and preparation must meet all applicable legislation. Please refer to your local health authority for information as needed;
- A sufficient number of refrigerators and/or freezers must be supplied for the storing of perishable items. If availability is an issue, it may be necessary for the OC to arrange for the rental of refrigerators/freezers.

#### 13.1.2 Performer Hospitality

Performers are asked to bring their own snacks/meals for the weekend. The OC is welcome to provide snacks, but it is not required. Should snacks be provided, please consider potential allergies (e.g. peanut free options).

### 13.2 Socials

#### 13.2.1 Coaches Social

A coaches social is recommended on the Friday or Saturday evening of the event. This will be a very informal, relaxed environment; a place for all coaches to come together and socialize (e.g. a small get together at a local restaurant). The OC should cover the cost of some food and at least one beverage per person. The cost of the social is to be included in the registration fee.

### **13.2.2 Performer Social**

A performer social is not required. However, if an OC is wishing to offer a social for the performers, a conversation regarding the type of event must be had with GymBC. Depending on the event details, additional insurance may be required to run the social. Please connect with your GymBC event contact to discuss further.

## **13.3 Gifts**

### **13.3.1 Coaches Gifts**

A small coaches gift should be provided.

### **13.3.2 Participant Gifts**

Performer gifts (souvenirs) are required as part of the Gymnaestrada event. GymBC and the OC are responsible for determining an appropriate gift across all attending age groups. A small number of extra items should be ordered to accommodate late registrations or faulty items.

## **14.0 Protocol**

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The OC is responsible for the event safety and experience of participants and spectators. A well executed event can set your event apart from the rest.

### **14.1 Insurance**

GymBC will complete the [Event Sanctioning Form](#) for Gymnaestrada. No sanctioning fee will be applied to this event. Once approved, the event will be added to the GymBC event calendar. Any questions can be directed to [events@gymbc.org](mailto:events@gymbc.org).

GymBC is responsible for ensuring adequate liability insurance is in place by obtaining a certificate of insurance at least three months prior to the event. Should the OC have any questions regarding insurance requirements, please contact [safety@gymbc.org](mailto:safety@gymbc.org) for more information.

### **14.2 Medical Services**

Certified medical services must be on site at all times during the event. This includes all workshops on Saturday and performance shows on Sunday. It is the responsibility of the OC to confirm medical services for the event. In the past, GymBC has worked with both St. Johns Ambulance and the Red Cross.

Prior notification of the event must be given to the local hospital and ambulance services. Please provide an event schedule if requested.

### **14.3 Announcer**

OC's designated announcer must be available for all performance shows on Sunday, as each performance show must be announced. The announcer serves the spectators and the performers while remaining neutral and impartial. The announcer is required to announce the performance clubs and read sponsor scripts and messaging as required during the event. Once a performance show has started, the announcer should not be replaced.

The announcer should be provided with scripts for all phases of the event. Please see [Appendix C](#) for sample scripts.

## 14.4 March-In/Opening Ceremonies

It is suggested that an opening ceremony or march-in is organized for each show on performance day.

Floor marshals should be available to assist with arranging the performers into their respective teams for march-in. Each club will use their club sign for march-in to assist the announcer in presenting the teams as they enter the event venue. Please see [Appendix C](#) for a sample march-in/opening ceremonies script.

## 15.0 Volunteers

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Volunteers are the backbone of every event. Without them, an event could not be hosted. For this reason, proper volunteer management must be a priority for any OC. The OC is responsible for recruiting, training and scheduling all event volunteers. It is recommended that, in lead volunteer positions and at key times, the OC overlaps volunteer schedules to ensure an adequate number of volunteers are available.

### 15.1 Recruitment

A well thought out and executed plan will make volunteer recruitment a lot easier. Recruitment should start as soon as possible. If the OC is not able to recruit sufficient volunteer numbers 3 months prior to the event, GymBC will put out a call to fill positions. These event staff will be paid at current minimum wage or higher. The OC will bear sole responsibility for compensation of these positions.

Suggested Volunteers:

Volunteers are required for the following areas:	
Area	Required at any given time
Equipment set-up and tear-down	3-5
Decoration set-up and tear-down	5-10
Access control (security)	2-3
Hospitality	1-2
Admissions	3
Announcer	1
Music	1-2
Floor marshals	2
Participant Social	2-5 depending on event size
Coach social	1-2
Spectator usher	2-3
Clean-up crew at the end of each session (snack areas, bleachers, etc.)	5

### 15.2 Orientation

It is highly recommended that the OC hosts an orientation meeting with all volunteers approximately 1 week before the start of the event. The meeting should cover, but is not limited to:

- Introduction of key members of the OC that volunteers will be reporting to during the event;
- Expectations: arrival times, dress code, parking, meals, etc.;
- Walk-through of the venue (if possible); and
- Breakout meetings in smaller groups with various managers – if needed.

### 15.3 Hospitality

A volunteer hospitality room is recommended, but not required. Should the OC wish to provide a hospitality space for volunteers, this may be combined with the coach and workshop presenter hospitality room, provided the room is large enough and adequate seating is available. If a full hospitality room is not available, light snacks and refreshments are recommended.

### 15.4 Recognition

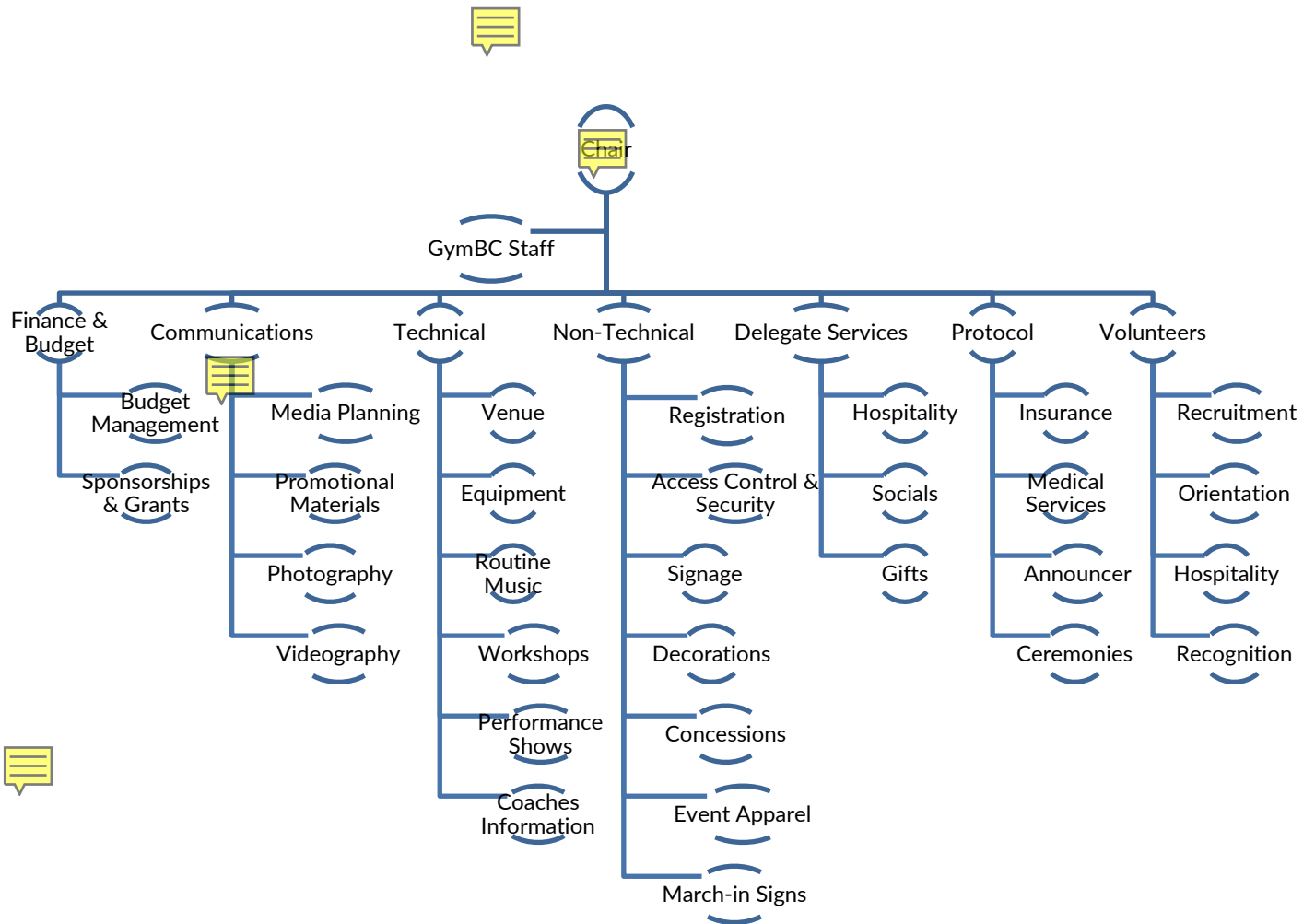
The OC may choose to host a volunteer appreciation event as a thank you to all volunteers who helped make the event a success. The budget for this event must be discussed and approved by GymBC a minimum of two months prior to the event.

Other suggestions for volunteer recognition include:

- Free volunteer t-shirt to wear while working. (This also helps identify volunteers at the event); or
- Social media posts of volunteers.



# APPENDIX A - Sample Organizing Committee Chart



## APPENDIX B – Responsibilities & Timeline

Responsibilities	Tasks	Suggested Deadlines	Responsibility	
			GymBC	OC
<b>Administration</b>				
Hosting agreement signed		Ten months prior to event	x	x
Organizing Committee	Developed	Eight months prior to event		x
	Roles and responsibilities arranged	Seven months prior to event		x
	Sub committees developed	Seven months prior to event		x
Planning Meetings		Eight months to two months prior to event	x	x
		Two months to one week prior to event	x	x
<b>Business Operations</b>				
Budget	Developed	Seven months prior to event	x	x
	Reconciled	Post event	x	
Registration	Club Registration	In Work Plan #1	x	
	Individual Registration	Four months prior to event	x	
Admissions	Determine ticket prices	Three to four months prior to event	x	x
	Hard copy tickets ordered (if applicable)	Two months prior to event	x	x
	Online site set up for ticket sales	Three weeks prior to event	x	
	Door sales details finalized	Two weeks prior to event		x
	Final attendance figures communicated to GymBC	Post event		x
Sponsorship	Package developed	Six months prior to event	x	x
	Package distributed	Five months prior to event	x	x
	Secured	Three months prior to event	x	x

Grants	Applied for	Eight months prior to event	x	x
Vendors	Vendors booked (if applicable)	Three to four months prior to event		x
Media	Media plan developed	Three months prior to event	x	x
	OC media contact selected - connect with GYMBC	Two months prior to event		x
	Media partner selected	Two months prior to event		x
Logos	Designed	Eight months prior to event		x
	Draft logo sent to GYMBC	Five months prior to event		x
	Suggested changes submitted to OC	Prior to four months before event	x	
	Logo finalized	Four months prior to event		x
Event Program	Designed	Two months prior to event	x	x
	Electronic Version published	One week prior to event	x	
	Hard Copies Printed (if applicable)	Two weeks prior to event	x	
Event Webpage	Information to GYMBC	Ongoing	x	x
Social Media		Ongoing	x	x
Work plans	Distribute Work Plan #1	Seven months prior to event	x	
	Distribute Work Plan #2	Four months prior to event	x	
	Distribute Work Plan #3	Three weeks prior to event	x	
Photography/Videography	Photographer/videographer booked	Three months prior to event		x
	Photographs/videos provided to GYMBC	Post event		x
<b>Event Operations</b>				
Venue	Booked	Ten months prior to event		x



	Emergency plan in place	Two months prior to event		x
Equipment	Equipment Rental Request complete	Ten months prior to event		x
	Equipment Rental Agreement complete	Ten months prior to event		x
	GymBC Equipment Coordinator to finalize shipping details	One month prior to event	x	x
	Set-up	Day before event		x
	Take down	Day after event or immediately following the conclusion of the last performance show		x
Music	Music collection method determined	Seven months prior to event		x
	Volunteer(s) recruited	Two months prior to event		x
	Received from clubs, compiled	One month prior to event	x	
Workshops	Determined	Five months prior to event	x	x
	Presenters booked	Three months prior to event	x	x
	Schedule finalized	One month prior to event	x	
Performance Schedule	Block Schedule in Work Plan #2	Four months prior to event	x	
	Final Schedule in Work Plan #3	One month prior to event	x	
Coaches' packages	Finalized	One week prior to event	x	x
Registration	Club Registration	Seven months prior to event	x	
	Individual Registration	Four months prior to event	x	
Accommodation	Sites booked	Eight months prior to event	x	x
Access Control & Security	Planned and volunteers recruited (as needed)	Two months prior to event		x
Signage	Printed	Two weeks prior to event	x	
Decorations	Develop decoration scheme and provide supplies	Three months prior to event		x
	Order supplies as needed	Three months prior to event		x
Concessions	Secured (if applicable)	Four months prior to event		x

Event Apparel	Secured (if applicable)	Four months prior to event		x
March-in Signs	Ordered and printed	One month prior to event	x	
Hospitality Services	Hospitality meal plan developed	Four months prior to event		x
	Hospitality food ordered	Three months prior to event		x
Coach Social	Venue booked	Five months prior to event		x
	Details confirmed	One month prior to event		x
Participant Social (if applicable)	Venue booked	Five months prior to event		x
	Details confirmed	One month prior to event		x
Gifts/Souvenirs	Ordered	Three months prior to event	x	x
Insurance	Appropriate insurance confirmed	Three months prior to event	x	x
Medical	First aid confirmed	Three months prior to event		x
Announcer	Confirmed	One month prior to event		x
Opening Ceremonies/March-in	Protocol	Three months prior to event		x
	Special guests invited	Two months prior to event	x	x
Volunteers	Recruited	Three months prior to event		x
	Trained	Two months - one week prior to event		x
	Recognition gifts (if applicable)	Two months prior to event		x
	Recognition	Post event		x



## APPENDIX C – Protocol

### Announcements for each show

#### Walk-in/Opening ceremonies - Sample Script

##### 1. Opening – begins five minutes before march-in.

*[Music plays – Overture]*

“Places everyone – Show 1 of the {year} BC Gymnaestrada is about to begin! At this time:

- Please get settled into your seat and turn the volume off your cell phones.
- For the safety of the performers, flash photography is not permitted.
- Please help us keep the venue clean by putting your garbage and recycling in the appropriate bins around the venue.
- Last but not least - Cheer LOUD and enjoy the show!”

*[Music plays – Overture]*

#### [SHOWTIME]

On behalf of Gymnastics BC and (OC – Club name): WELCOME to the (year) BC Gymnaestrada!

Gymnaestrada provides the opportunity to celebrate movement and physical activity in a non-competitive environment, while capturing the true essence of the ‘Gymnastics for All’ and ‘Active for Life’ philosophies of sport and recreation.

Gymnaestrada is a universal event. The World Gymnaestrada, held every four years, is the largest gymnastics celebration on the planet! The next World Gymnaestrada will be held in (city, country and date of competition). For some of our performers, today’s event will be a stepping stone to showcasing their talents on the world stage!

This weekend’s event is the (which annual) BC Gymnaestrada! Established in 1993, the BC Gymnaestrada is first and foremost a celebration of gymnastics. Through participation in this weekend’s event, gymnasts share in the fun and excitement of performing and demonstrating their physical, technical, and creative abilities.

The BC Gymnaestrada enables active participation for everyone, regardless of age, gender, or ability. We hope that our participants will be inspired and encouraged to continue to experience the joy of physical activity.

Our ‘(theme)’ themed performances today feature artistic, rhythmic, and acrobatic gymnastics, combined with dance, circus, and creative movement. Some will use traditional gymnastics equipment, and others will introduce new apparatuses into their routines. These gymnasts have put their hearts and souls into each practice to prepare for today’s show, so let’s cheer them on and show them some love after each routine!

We are just about ready to welcome the performers. But first, thank-you!

- Thank-you to the City of (enter host city here), the Province of BC, and our wonderful sponsors, (enter sponsors here) for their support.
- Thank-you to the coaches and choreographers for their hard work in creating these wonderful performances.
- Thank-you to all of the volunteers helping this weekend.
- Thank-you to (host club) for hosting this amazing event. We are proud to add you to our roster of outstanding club hosts.
- And to the friends, family, and fans: thank-you all for supporting the (year of event) BC Gymnaestrada, our performers, and gymnastics in British Columbia.

And now, let's welcome the (year of event) BC Gymnaestrada performers!

*(Play music for Mass March In – if applicable)*

*(Once athletes are all lined up on the floor announce the teams, pause between each one to let them present)*



**\*\*List clubs in order of performances\*\***

Performers, please take your places for the first routine.

***(Athlete mass routine)***

Wow, that was so much fun – great work, everyone!

Gymnasts, take your places, it's show time!

[Participants leave floor to get ready for the show]

## **2. Performance Order (below are examples of how you may announce the upcoming clubs)**

1. Our first performance today is brought to you by the "(name of performance group)" from (name of gymnastics club)
2. Next, we have the (name of performance group) from (name of gymnastics club)
3. Our third performance of the (time of day) is from the (name of performance group) from \*name of gymnastics club), performing "(title of performance)"
4. Next up are the (name of performance group) from (name of club)
5. Please welcome the (name of performance group) from (name of club) with "(title of performance)"

6. All the way from (name of club) is the (name of performance group)
7. Last but certainly not least is your host club, the (name of performance group) from (name of club) performing “(title of performance)”

### **3. Conclusion**

On behalf of Gymnastics BC and (name of host club), thank you for your continued support for gymnastics in BC. We hope you enjoyed the show!

Parents, please let your performers collect their belongings before picking them up at your designated club meeting place.

Have a great day, and a safe trip home!

