



2023-2024 Sanctioned Event Information Package

General Submission Information

The [Sanctioned Event Request Form](#) for the 2023/2024 event season can be found on Activity Messenger.

Please remember that there will be multiple event request on each weekend. Due to the high volume of requests, we encourage clubs to provide 1-2 alternate dates for their competitions, as first choices cannot be guaranteed. We will do our best to minimize conflicts when finalizing the calendar for the year, but may not be able to do so in all circumstances.

Priority placement on the event calendar will go to Provincial Competitions (ex. BC Championships and BC Gymnaestrada), National Competitions (ex. Western Canadian Championships, Western Canada Cup and/or Canadian Championships) and trials events (ex. qualifiers for Westerns and/or Canadian Championships events).

If a host club already has a venue locked in for their event in the upcoming event season, please indicate this on the Sanctioned Event Request Form. We will do our best to prioritize scheduling for host clubs with confirmed venue bookings.

We recommend that clubs contact their Zone Director to discuss dates and to avoid conflicts with other events within their zones prior to submitting their Sanctioned Event Request Forms.

The deadline for submitting requests is May 31, 2023. A \$30 sanction fee will be charged to all events submitted before the deadline. Applications must be received by the May 31, 2023 deadline to be considered on-time. Only on-time applications submitted through the Activity Messenger portal will be considered. Submissions made by email/mail will not be considered.

Late applications will not be guaranteed acceptance. Late submissions will be reviewed by the team at GymBC and in the event that a late submission (following the May 31, 2023 deadline) is approved the event host is subject to a late sanctioning fee of \$200.

All sanction fees are non-refundable.

GymBC Expectations of Clubs for Sanctioned Events

- 1) Medical services: All clubs are required to have medical services on site at all times for approved Sanctioned Events.
 - a. For all events (Artistic, Trampoline, Xcel, Interclub, Gymnaestrada): First aid providers must be, at least Level 3 trained (First Responders) and there must be a minimum of two attendants on duty at all times. The first aid group must provide all emergency supplies, including backboard, cervical collar etc. It is not the responsibility of the first aid station to provide taping and bandaging services for chronic injuries.
 - b. In the event of an injury at the competition, the event hosts/medical team must comply with the participant's host club to complete GymBC's [Injury and Accident Report Form](#).

- 2) Athlete Lists:
 - a. Participating Club Responsibility: All athletes taking part in GymBC Sanctioned Events are required to be registered GymBC members. Clubs registering their athletes for competitions should ensure that all of their own participants are registered as competitive athletes with GymBC for the event season prior to participating in any sanctioned event.
 - b. Host Club Responsibility: All athletes taking part in GymBC Sanctioned Events are required to be registered GymBC members.
 - i. It is the responsibility of each host club to verify registrations of their athlete participants. This can be done by logging into your club's Uplifter membership portal, and click on the "Club Administrator Guides" section at the top right of your screen - <https://gymbc.uplifterinc.com/pages/FAQ/Reports>. In the Reports section, select "Competitive Athlete List" https://gymbc.uplifterinc.com/admin/report-view.php?saved_report_id=43. This will be the most up to date Competitive Athlete list of those registered with GymBC for the event season. If during the checking process you are unable to find particular athletes, please send a condensed list of participant names and clubs to events@gymbc.org and we will assist with verification checks for you.
 - ii. GymBC memberships are not required for High School participants and/or out of province participants. More information about these two groups can be found in the points below.

- 3) Out of Province Participants: These participants are not required to be GymBC members to take part in sanctioned events. However, all participants must be registered with their PSO. Host clubs may either reach out to the PSO directly to verify these participants are registered, or have the visiting club complete a Declaration of Compliance Form, ensuring that all of the registered participants are indeed registered with the PSO.
 - a. All out of province participants (ex. athletes, coaches, judges) are required to complete the GymBC Assumption of Risk and Liability Waiver Forms. This form can either be completed as a [Hard Copy](#) (and provided to the host club) or through the online [Activity Messenger Form](#). These forms must be completed by all participants prior to the first day of competition.
 - b. GymBC does not require copies of these documents.

- 4) High School Participants:
 - a. All High School participants (ex. athletes, coaches, judges) have completed the GymBC Assumption of Risk and Liability Waiver Forms. This form can either be completed as a [Hard Copy](#) (and provided to the host club) or through the online [Activity Messenger Form](#). These forms must be completed by all participants prior to the first day of competition. GymBC does not require copies of these documents.
 - b. If you are planning to host high school competitors at your event you must ensure one of the following:
 - i. If these participants will be competing in the same session/awards grouping as other non-

- high school students, all the high school students must also be registered at GymBC competitive athletes for the event season.
- ii. If these participants will not be registered as GymBC members for the event season, they must be scheduled to compete in their own session and have their own awards grouping – separate from competitive GymBC members.
 - c. If you have any questions regarding this process, please contact events@gymbc.org for more information.
- 5) Coaches participating in GymBC Sanctioned events must have the appropriate NCCP certification, a valid Criminal Record Check (with a Vulnerable Sector Check – valid for 3 years) and have completed the Respect in Sport training to participate in the event.
- a. **Participating Club Responsibility:** It is the responsibility of each participating club to ensure that their coaches have the appropriate certification prior to registering/sending these individuals to sanctioned events. Please refer to the [Coach Education Operations Manual](#) to see charts with certification level requirements for different levels of competitive athletes, or contact GymBC's Coach & Judge Education Coordinator (coaching@gymbc.org) for more information regarding required certification.
 - b. **Host Club Responsibilities:** It is recommended that all sanctioned events require clubs to register coaches to participate (even if the host clubs does not intend to charge an entry fee for coaches). This will allow the club to collect information about the coaches (ex. NCCP numbers), so that it can be verified that the coach has sufficient certification in place to be on the field of play at the competition. If a club is using the Kscore scoring system, there is a criteria field that a coach's NCCP number can be entered. For the 2023/2024 season, it is our intention to also have a criteria field developed where the club is required to enter the highest level of athlete a coach will be coaching at for the competition. By comparing the coach certification in the NCCP locker (<https://thelocker.coach.ca/access/account/public>) and the certification requirements found in the GymBC [Coach Education Operations Manual](#), coach levels can be verified.

*At this time, GymBC is not fining clubs for not confirming certification levels of coaches, however it is best practice to do so to ensure the safety of our athletes. GymBC will continue to send out compliance reports twice per year to all GymBC Member Clubs ensuring coach certification compliance. Please note, that fines may be implemented in the coming years to ensure coaches do maintain appropriate certification levels to coach athletes at events.

- 6) Equipment provided by clubs
- a. **Host Club Responsibilities:** to provide all required equipment and matting to put on a safe and sound event.
 - b. **Participating Club Responsibilities:** If any special equipment is required for an event, a participating club must reach out to the host club well in advance of the competition to determine if the extra pieces can be provided. Special requests are not guaranteed.

General Information Regarding Sanctioning

- 1) Music: SOCAN- Re:Sound is a Canadian-based organization that collects license fees for playing or broadcasting live or recorded music. In order for GymBC to ensure that sanctioned events are appropriately licensed, a portion of GymBC event fees goes towards SOCAN- Re:Sound.
- 2) Scoring:
 - a. Artistic Gymnastics: The preferred electronic scoring system that GymBC recommends is Kscore. Please contact Kevin Morse at info@kscore.ca or visit his website: <http://kscore.ca/> for more information.
 - b. Trampoline Gymnastics: The preferred electronic scoring system for Trampoline Gymnastics is a program called SportzSoft. Please contact GymBC's Trampoline Coordinator Debbie McBoyle (dmcboyle@gymbc.org) for more information regarding this program.

GymBC Equipment Rental Information

GymBC has WAG, MAG and Trampoline Equipment available for rent for sanctioned events taking place throughout the competition season.

Artistic Equipment Rental Options:

- WAG only (1 trailer) – Single WAG with additional Bar and Beam Set-up with one Floor and one Vault
 - \$3,825 + tax + freight
- MAG only (1 trailer) – Single MAG with one Floor
 - \$3,825 + tax + freight
- WAG and MAG (2 trailers) - Single MAG/Single WAG with additional Bar and Beam Set-up with two Floors
 - \$6,800 + tax + freight
- Free standing frame for all of the above (specify if you need it)
 - N/A Free-standing Equipment Required (weights to be provided by host club)
- Artistic Competition Floor (if in addition to a single WAG set-up - 2nd trailer required)
 - \$1,600 + tax + freight

Trampoline Equipment Rental Options:

- TG equipment (1 trailer) – Trampoline & Tumbling with two Competition Trampolines and End Decks, One Power Tumbling Floor, two Double Mini Trampolines, Equipment Matting and (only) two Landing Zones.
 - \$3,500 + tax + freight
 - As we have limited space on the TG Trailer, additional (extra) equipment must be provided by the host club
 - If both double minis and tumble track are going to be used at the same time, the renter will need to provide an additional landing zone.
 - 1 Trampoline (if a 3rd trampoline is required for warm-up purposes)
 - 2 End decks
 - 4 End deck mats
 - 12 red crash mats
 - 3 hard landing mats (Same size as red crash mats or 3 more red crash mats)
 - Trifold hard mat (or 2 more red crash mats)
 - 10 panel mats
 - 3 roll tops (You need 40 feet of roll tops total)
 - 10 blocks of chalk
 - 3 chalk bins
 - 4 throw mats

The [Equipment Rental Request Form](#) can be found on Activity Messenger.

We will do our best to accommodate every Equipment Rental Request that comes through. However in the event that we receive multiple requests for the same weekend, the following "Rental Priority" list will apply. All other Equipment rental requests will be reviewed in the order that they are received.

RENTAL PRIORITY

Priority for all equipment rentals will be the following:

- GymBC hosted and co-hosted events. Ex. BC Championships, BC Gymnaestrada, Western Canadian Championships, Western Canada Cup
- GymBC Trials
- History of rental with GymBC
- Events with pre-arranged or long-term contractual agreements with competition venues
- National and International Events. Ex. Canadian Championships, Indo Canadian Championships

The deadline for submitting Equipment Rental Requests is May 31, 2023. Following the submission deadline, the team at GymBC will review requests and connect with all hosts clubs to indicate if the equipment is available for their event. Following the approval of the rental, a GymBC representative will be in touch to confirm the rental, and the host club will be required to pay a \$1500 equipment rental deposit and sign the GymBC Equipment Rental Agreement.

Should you have any questions regarding the Sanctioning or Equipment Rental processes outlined above, please reach out to events@gymbc.org for more information.