



# **GYMNASTICS BC CHAMPIONSHIPS EVENT HOSTING GUIDE**

July 2022

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# INTRODUCTION

## 1.0 Gymnastics BC (GymBC)

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Our mission: To provide positive and diverse gymnastics experiences for province-wide participation at all levels.

Our vision: To be 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 GymBC member club event hosts in conducting the WAG CCP Compulsory, and Artistic WAG Optional, MAG & Trampoline Gymnastics BC Championships.

GymBC is committed to working closely with our member clubs to host annual provincial championship events that promote and celebrate the accomplishments of our athletes in British Columbia. The information in this guide reflects GymBC's dedication to provide guidance and leadership to all Organizing Committees (OC) across the province. It provides general knowledge of OC responsibilities and duties in the planning and implementation of the BC Championships events.

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

## 3.0 BC Championships - Introduction

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The BC Championships are the largest and most prestigious annual gymnastics events in the province. Throughout the course of these competitions, athletes compete for the title of Provincial Champion.

The BC Championships are held each spring for WAG Compulsory, WAG Optional, MAG, and Trampoline Gymnastics. The events are generally held in April or May, in various communities throughout the province. Although GymBC encourages member clubs to host the WAG Optional, MAG, and Trampoline Gymnastics Championships together, clubs can bid to host two separate events. The WAG CCP Compulsory Championships must be hosted as a separate event.

Estimated attendance:

- WAG Compulsory: 450 athletes, 100 coaches and 20 officials;
- WAG Optional & MAG: 750 athletes, 150 coaches and 70 officials;
- Trampoline Gymnastics: 250 athletes, 35 coaches and 30 officials.

## 4.0 BC Championships - Objectives

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The main objectives of the BC Championships are to:

- Be athlete focused and balance the needs and expectations of artistic and trampoline programs (when hosting separate or combined championships);
- Create a "brand" for the BC Championships by standardizing protocol and awards;
- Showcase the BC Championships to the public, spectators, and the community;

- Create a special atmosphere at the event via professional announcers, decorations, image design, local television broadcasts, signage, standardized awards presentations, etc.; and
- Provide the host club with exposure and a means of raising funds.

## **5.0 BC Championships - Format**

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The BC Championship events require the following formatting:

- WAG Compulsory: 1 day set up; 2-day competition; 1 day for tear down (or following the last competition session);
- WAG Optional and MAG: 1 day set up; 3-day competition; 1 day for tear down (or following the last competition session);
- Trampoline Gymnastics (only): 1 day set up; 2-3 days for competition; 1 day for tear down (or following the last competition session);
- WAG Optional, MAG and TG: 1 day set up; 3-day competition; 1 day for tear down (or following the last competition session).

## **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 a BC Championship 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 and signed.

### **7.0 Organizing Committee (OC)**

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In planning for any event that is the size and scope of the BC Championships, the first step is forming a key group of event organizers – the ‘Organizing Committee’ (OC). This group shall act on behalf of the host club and is responsible for the organization, preparation and operations of all aspects of the event. Unless otherwise indicated (see [Appendix B](#)), the requirements of each section of this Event 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 the BC Championships. This person should be familiar with competition operations and will be GymBC’s main point of contact for all event-related communications.

In addition to the committee chair, there are subcommittee chairs, each of whom is responsible for a specific division of the event organization. The subcommittee chairs will typically create subgroups to assist with the organization of their specific division. Please see [Appendix A](#) for a sample OC chart.

# BUSINESS OPERATIONS

## 8.0 Finances & Budget

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One budget including all revenues and expenses must be developed by the OC, with assistance from GymBC as required. It is the OC's responsibility to manage the budget before, during, and after the event. Following the event, a budget summary must be provided to GymBC.

### 8.1 Revenue Opportunities

Major sources of revenue for the BC Championships are typically collected in the form of registration fees & admissions. Other possible sources of revenue include sponsorships, grants, and vendor booth sales.

#### 8.1.1 Registration Fees

GymBC will collect event registration fees for BC Championships registrants (both coaches and athletes). Within 15 days of the first registration deadline, GymBC will remit 80% of registration fees collected to the OC. GymBC retains \$10 per registered participant for administrative assistance in hosting the event. The remaining fees, less any refunded registration fees from scratches or medical withdrawals, and/or any general expenses incurred by GymBC, will be paid upon successful completion of the event. Registration fees are defined as "all fees collected from participants (athletes and coaches), minus reimbursement for approved withdrawals within the set deadline".

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

#### Athletes

- Regular Registration (up to four weeks prior to competition): \$125
- Late Registration (three to four weeks prior to competition): \$160
- Very Late Registration (two to three weeks prior to competition): \$200
- No registration will be accepted within 2 weeks of competition

#### Coaches

- Regular Registration (up to four weeks prior to competition): \$15
- Late Registration (three to four weeks prior to competition): \$25
- Very Late Registration (two to three weeks prior to competition): \$40
- No registration will be accepted within two weeks of competition

#### 8.1.2 Admissions

GymBC must approve the ticket-pricing structure for the BC Championships. Suggest: Tickets may be made available for pre-purchase online. It is also recommended that the OC accepts cash and/or credit cards for ticket purchases on-site, as well as any other methods of payment they see fit. The OC should ensure a method for identifying daily and weekend pass spectators. Based on previous years, GymBC suggests the following ticket pricing structure:

	Day Pass	Weekend Pass
Adult	\$20	\$45
Student (6-18) / Senior	\$15	\$35
5 and under	Free	Free
Family (2 adults + 2 students)	\$45	\$65

Following the championships, the OC must provide GymBC with final attendance figures.

### 8.1.3 Sponsorships & Grants

Sponsorships are an excellent source of revenue for any OC and an ideal way for a company to show its support for amateur sport in BC. A sponsorship package for corporate and Value-In-Kind (VIK) donations should be developed by the OC and distributed throughout the community well in advance of the event. The sponsorship package must be approved by GymBC at least 6 months before the start date of the BC Championships event.

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 GymBC's Event Manager ([events@gymbc.org](mailto:events@gymbc.org)) should you have any questions regarding potential sponsorship partners.

Sponsorship may include, but are not limited to:

#### 8.1.3.1 Grants

The host club/OC may apply for any grants available through their community, province, or foundations. There are a number of grant opportunities available to host the BC Championships (e.g. [viaSport – Hosting BC Grants](#)). Contact GymBC's Event Manager ([events@gymbc.org](mailto:events@gymbc.org)) for more information.

#### Trampoline Gymnastics (TG) Hosting Grants

The host club/OC may be eligible for the following grants at the TG Technical Committee's discretion:

- Judging Subsidy: \$1,000
- First Aid Subsidy: \$1,000

The OC must submit a written request for the hosting grants to GymBC's TG Coordinator ([dmcboyle@gymbc.org](mailto:dmcboyle@gymbc.org)) prior to the event for consideration.

#### 8.1.3.2 Value-In-Kind (VIK)

Look for ways to solicit corporate assistance in activities the OC has already committed to, such as: program printing, awards, concession supplies and prizes.

#### 8.1.3.3 Cash Contributions

Look for ways to solicit cash contributions from existing or new corporate partnerships, club members, and the community.

### 8.1.4 Vendor Booth Sales

Three or four spots should be available for vendors at the BC Championships. This vendor area should be in a high traffic, open area. There should be no more than two of a particular type of vendor (e.g. body suit vendors) at one event.

Suggested vendor space and prices:

Booth Size	Event Pricing	Daily Rate
8'x10' (one table)	\$300	\$95
12'x10' (two tables)	\$400	\$150
15'x10' (three tables)	\$500	\$200

### **8.1.5 Additional Revenue Opportunities**

Additional revenue opportunities include, but are not limited to:

- Program sales;
- Event merchandise sales;
- Raffles & Silent auctions;
- 50/50 draws.

## **8.2 Expenses**

Major expenses for the championships are typically venue, equipment rentals & transportation, awards (medals, ribbons and/or plaques), officials' honoraria, hospitality, and audio-visual equipment rentals.

Additional expenses include, but are not limited to:

- Promotions and communications (e.g. event programs);
- Officials' travel and accommodations;
- Athlete and coach socials (optional);
- Awards and gifts/souvenirs; and
- Medical services.

## **9.0 Communication & Promotion**

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The BC Championships shall be promoted as the "WAG CCP Compulsory Gymnastics BC Championships", 'WAG Optional, MAG & Trampoline Gymnastics BC Championships', or 'Trampoline Gymnastics BC Championships'. If a title sponsor is secured, their name would appear before 'WAG" or 'Trampoline' in the respective event titles.

The OC is responsible for the development and implementation of a Marketing & Communications Plan. GymBC can provide a Communications & Marketing Manager to assist in the development of a Marketing & Communications Plan for a fee. The fee will be applied for work provided by GymBC staff outside of our normal communications scope for BC Championships events. Normal communications include, but are not limited to, updating GymBC event pages, marketing/promoting the event on social media, reviewing press releases, reviewing sponsorship packages etc. Fees for added work will be quoted based on the requests of the OC.

### **9.1 Media Planning**

The OC should develop a media plan to promote the championships within the community and throughout BC.

#### **9.1.1 Media Relations**

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

#### **9.1.2 Media Partner**

It is recommended that the OC recruit at least one external media partner for the BC Championships. In exchange for event promotion and advertising, the partner may receive such things as an ad in the program, PA announcements during the championships, promotion on social media and/or be granted presenter opportunities (ex. during award ceremonies) at the championships.

### **9.1.3 Media Releases**

Media releases should be developed by the OC in partnership with GymBC's Communication Manager and distributed prior to and following the BC Championships. A copy of each media release must be sent to GymBC for review prior circulating to any media lists.

All releases should include:

- Exact dates of the championships;
- Name and location of the championships;
- Number of clubs and athletes taking part;
- Name of media contact, phone number and email address; and
- Link to the "championships" website, GymBC website, club website and social media platforms.

### **9.1.4 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).

## **9.2 Promotional Material**

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

### **9.2.1 Logo**

The BC Championships logo is created by the OC to provide a visual identity for the event, suitable for use on all promotional items. It is recommended that both host clubs of the BC Championships events (WAG CCP Compulsory and Optional WAG, MAG and TG) work together to develop a cohesive logo for the events. A draft of the championships logo shall be provided to GymBC at least five months before the start of the event. 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 championships.

The logo must include:

- BC Championship event title;
- GymBC symbol graphic. (\*GymBC logo variations are available in blue, black, grey and white. No other color variations are allowed, and the logo cannot be changed or altered);
- Host city; and
- Year.

Other logo specifications:

- No additional text may be included in the championship logo;
- The use of the host club logo should be avoided unless it portrays the geographical area where the BC Championships are being held;
- The use of GymBC colours (blue, red, grey and yellow) is preferred; and
- The OC must incorporate the BC Championships logo into all advertising and promotional material such as letterhead, faxes, posters, etc.

### **9.2.2 Posters**

The OC must produce a championships poster for the event to promote and publicize the championships to the broadest audience possible. A draft electronic version of the championships poster must be provided to GymBC at least three months before the event. Any

recommended changes must be made within the following 30 days so the poster can be printed at least two months in advance of the event.

Posters must include the following:

- Essential information regarding dates, times, location, and ticket prices;
- The approved BC Championships logo; and
- GymBC logo, club host logo, and sponsor logos.

Other specifications:

- A PDF version of the championships poster must be provided to GymBC at least two months before the start of the event.

### **9.2.3 Event Program**

An event program is recommended, but not required for the BC Championships events. Should the OC wish to produce a program, it is their responsibility to develop and distribute this document. The OC may choose to keep the program as an electronic document only, or have both a hard copy and electronic copy available for attendees.

Should an electronic program be produced, a finalized version shall be provided to GymBC at least 14 days before the championships. For hard-copies, GymBC recommends printing one programs per registered participant. The OC will determine the retail price of the program. It may be included in the price of admission or as a separate sales item.

Specifications:

- The cover should include:
  - The title of the event and presenting sponsor logo (if applicable);
  - The BC Championships 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.
- An official message from the host club's president and/or 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 could include the club hosts' owner, local MP, local MLA and municipal mayor.
- Detailed event schedule.
- Sport information should include all participants' names.
- Club host information or promotion is permitted but should not exceed two full pages.

### **9.2.4 Event Website**

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

During the championships, the official results shall be posted by GymBC on the event website no later than 60 minutes following the completion of each session.

### **9.2.5 Social Media**

GymBC highly recommends the use of social media prior to, during, and after the BC Championships. Social media use is a cost-efficient type of communication that has the added

benefit of engaging your audience.. Types of social media that are recommended are: Twitter, Facebook, and Instagram. GymBC will promote the event on its social media channels, but encourage the OC to also use the host club's platforms.

### **9.3 Work Plans**

GymBC and the OC will create (a minimum of) two informational Work Plans (Bulletins) to distribute to all member clubs. The Work Plans will include general event and technical information.

Work Plan #1 must be distributed to all full member clubs at least 120 days in advance of the championships event. This work plan must include a provisional competition schedule developed by GymBC. The OC will be required to submit the following information to GymBC for inclusion in Work Plan #1:

- Exact dates and venue (including address and map) of the event;
- A list of key members of the organizing committee contact information; and
- The official event accommodation (usually a hotel), together with room costs and a contact person at the hotel.

A supplementary Work Plan – Work Plan #2 – shall be made available approximately three weeks prior to the championships event. This Work Plan must include the final schedule of the competition (competition draw and order), meetings, special events and any other important information.. The OC will be required to submit the following information to GymBC for inclusion in Work Plan #2:

- Spectator admission costs;
- Competition information (e.g. Accreditation, parking, designated waiting area locations, music submission details); and
- Event information – if applicable (e.g. socials, concessions, raffles, vendors).

### **9.4 Photography**

The OC shall make arrangements to have one or more photographer(s) available throughout the event. The photographer shall be given the rights to sell photos to participants.

The OC shall provide at least 25-30 action shots and 10 photos from the opening and awards ceremonies electronically to GymBC following the event.

## **EVENT OPERATIONS**

### **10.0 Technical**

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The host club is responsible for ensuring that each discipline's specific technical requirements are met. Technical requirements include venue, equipment, floor music, scoring and results, officials, minor officials, insurance and medical services. Should any questions arise, please contact the appropriate GymBC Technical Coordinator for more information.

#### **10.1 Venue**

Along with the actual competition floor and spectator space, additional spaces must be reserved for awards, hospitality and technical committee meetings. A breakdown of competition venue specific details can be found in [Appendix C](#).

### **10.1.1 Emergency Plan**

The OC must develop an emergency plan to be left with both medical and the announcer. It should include the hospital phone number, address of venue, exact location of competition 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.).

### **10.1.2 Floor Plan**

The OC, in consultation with an equipment supplier, GymBC Equipment Technician and/or Technical Coordinators, is required to create an equipment floor plan for the competition which accommodates all of the event activities. Final floor plans must be reviewed and approved by GymBC's Technical Coordinators at least 4 weeks prior to the competition. If floor plans are not approved by GymBC 4 weeks prior to the event, fines will be issued to the host club.

### **10.1.3 Additional Venue Requirements**

- Spectator seating area: spectator seating for a minimum of 250 attendees.
- Sufficient parking within a 5-minute walking distance to the venue to accommodate all spectators.
- Two additional meeting rooms (additional details listed in [Appendix C](#)):
  - One for hospitality (coaches, judges and volunteers): to hold approximately 60 people;
  - One as a meeting space (for technical meetings) for 30 – 60 people.
- Space available for award ceremonies.
- A facility exclusively available for the championships dates (no other programming).
- A block of accommodations at a host hotel for participants and event officials – approximately 50-60 rooms total.

## **10.2 Equipment**

GymBC equipment must be used for the BC Championships. The OC is responsible for completing an [Equipment Rental Form](#) to use the equipment for the event. Host clubs may NOT bring any additional pieces of equipment unless previously approved by GymBC. In the event that a host club is providing additional equipment for the event, please clearly label the equipment to ensure correct equipment is removed during tear-down.

### **10.2.1 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. The Equipment Coordinator will also provide contact information for the scheduled GymBC Equipment Technician who will assist with the set-up, tear-down and loading of the equipment. The Equipment Tech will also provide on-call event support during the event.

The OC is responsible for the recruitment of at least 20 volunteers to help with both the set-up and take-down of equipment.

### **10.2.2 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 event floor manager. Equipment malfunctions and safety concerns will be addressed immediately by the BC Championships' on-call Equipment Technician.

### 10.2.3 Event Kits

GymBC owns artistic and trampoline event kits available free of charge for BC Championship competitions. For booking information, please contact the GymBC Event Manager at [events@gymbc.org](mailto:events@gymbc.org) at least 8 weeks prior to the event.

### 10.2.4 Video Kits (TG only)

It is the responsibility of the host club to record of all rounds of competition. GymBC owns a trampoline video kit available free of charge for TG BC Championship competitions. For booking information, please contact the Trampoline Technical Coordinator at [dmcboyle@gymbc.org](mailto:dmcboyle@gymbc.org) and cc Jake Maxim at [jake@clubaviva.ca](mailto:jake@clubaviva.ca) for your request at least 8 weeks prior to the event. GymBC also owns and will provide the Time-of-Flight System for the event. Host clubs are responsible for training volunteers on how to properly install the system. The OC must sign the [Transfer of Responsibilities Agreement](#) when the equipment is delivered to indicate that they are 100% responsible for its use, safe keeping at the end of each day and that all items are returned.

### 10.2.5 Additional Required Equipment

- [Supply of chalk](#). Can be ordered directly through Spieth America.
- Water spray bottles – 4 for WAG, 4 for MAG.

## 10.3 Floor Music

The OC is to determine the available music sources for the competition (e.g. AUX cable for a digital device, online upload etc.). A microphone, speakers and sound system with AUX cables must be provided for the competition. Depending on the floor plan, more than one sound system may be required.

The OC's preferred collection method must be communicated with GymBC to distribute to participants in Work Plan #2. At the discretion of the OC, music may be collected from coaches at the beginning of each optional session and played in conjunction with a volunteer provided by the OC. Otherwise, it may be uploaded in advance to the host by a specified deadline. Each athlete's music must be on its own digital device that is not connected to the internet, nor will be interrupted by a change of screen and/or notifications. For compulsory competitions, the host is required to provide a copy of the music for each level competing.

## 10.4 Scoring

The display of live scores is recommended, but not mandatory. If live scoring is available for the event, a stable internet connection dedicated to scoring is recommended. A DSL (hard line connection) is highly preferred and may be more stable than wireless.

The OC must provide computers, printers and photocopiers for scoring, along with the necessary power bars, cables and extension cords to set up the equipment. Garbage cans and recycle bins should be available in the scoring areas. All scoring stationary including paper, paperclips, pencils, pens, highlighters, staplers and staples, file folders, etc. must also be supplied by the OC. Stopwatches must also be provided for each judging (?) table.

Tablets will be supplied by electronic scoring representative for artistic events (e.g. Kevin at Kscore) or GymBC (for TG events).

### 10.4.1 WAG & MAG

Electronic scoring must be used. GymBC uses a scoring system called Kscore. If the OC wishes to use a different electronic scoring system, it must be approved by GymBC prior to the release of Work Plan #1.

### **10.4.2 TG**

GymBC owns and will provide the computers needed to host the TG competition. GymBC will be responsible for setting up the database with the approved scoring program.

Host clubs must ensure that a Master Scorekeeper has been properly trained and is fully capable and confident in completing all the necessary requirements without further assistance from GymBC. The Master Scorekeeper must be willing to attend the entire event and is responsible for managing the computers at each table during the competition. All host clubs must provide a group of trained volunteers to manage and oversee all duties related to computer scoring and results.

## **10.5 Results**

### **10.5.1 WAG & MAG**

The OC/host club must provide a group of volunteers to manage and oversee all duties related to results.

Following the completion of a competition session, coaches will have 15 minutes to review event results before the scores are finalized and published.

Final scores are to be printed and posted by the OC results team, in a pre-designated area of the venue. Additional printed copies of results may be requested by judges or coaches.

A URL link for live scoring results will be provided to GymBC and the OC by Kscore. This link will be published on the GymBC BC Championship event page prior to the competition.

### **10.5.2 TG**

All results shall be checked by the results volunteers and by the Chair of the Judge's Panel (CJP) prior to the publication and circulation. Results are not considered official until they have been signed by the CJP. All results shall be posted within two hours of the completion of the related competitive round.

Please refer to the [TG Operations Manual](#) or contact GymBC's TG Technical Coordinator [dmcboyle@gymbc.org](mailto:dmcboyle@gymbc.org) with any questions.

## **10.6 Awards**

Hosting award presentations is mandatory and, at a minimum, must be executed according to GymBC's official protocol (see [Appendix E](#) for award planning tips and a sample script). The OC/host club must provide a group of volunteers to manage and oversee all duties related to awards.

### **10.6.1 Award Design & Quantities**

The OC is responsible for the design and ordering of all awards. The medal should incorporate the event logo and must include the event title and year. The proposed design of the championships medal and ribbon is to be provided to GymBC at least five months before the start of the event. Any recommended changes must be made within the following 30 days to ensure that the awards are ordered in time.

GymBC will provide a spreadsheet with anticipated numbers approximately 4 months prior to the event. Extra awards, generally 20 percent, must be ordered to accommodate ties.

## **10.6.2 Artistic Gymnastics**

Splitting Categories: any competition category with more than 24 WAG or 40 MAG/TG athletes will be split into two age group categories. This is generally done by birth year, although in some cases birthdate may be used to ensure balanced competitions.

Ties: there are no tie breaking rules in effect. For example, if two athletes are tied in second place, they both receive silver medals and no bronze medal is awarded.

### **10.6.2.1 WAG**

Individual awards: Medals are awarded for the winners of the first three positions for all apparatus and all-around competitions. Ribbons are awarded from fourth to tenth place for the all-around and apparatus competitions. A plaque is presented to the all-around champion in each category. Please refer to the [WAG Operations Manual](#) for more information regarding Awards.

Team awards: Team awards are presented to clubs based on combined scores from all age groups within a level. Team awards are presented after the final age group within the level has competed. This may result in limited attendance for the award presentation. All members of award-winning clubs may present themselves on the podium for receipt of the team plaque presentation.

### **10.6.2.2 MAG**

Individual awards: Medals are awarded for the winners of the first three positions for all apparatus and all-around competitions. Ribbons are awarded from fourth through sixth place for the all-around and apparatus competitions. In the event that a category has more than 20 participants, the award rankings will go to tenth place. A plaque is presented to the all-around champion in each category.

Level 1 awards: Athletes receive a gold, silver, or bronze ribbon for each apparatus based on their score. Athlete cards are used to manage the ribbons during the Level 1 competition. Following each routine, the applicable ribbon is attached to the card using a paper clip. During the competition, it is the responsibility of the coaches to rotate the cards with the athletes. At the end of the competition, six ribbons (one per apparatus) will be attached. A gold, silver or bronze medal is awarded to each individual for the all-around, based on their all-around score range (as defined in the [MAG Operations Manual](#)). Level 1 All-Star certificates: In each session of Level 1 competition, the top-scoring athlete on each apparatus will be recognized and receive an All-Star Certificate for achieving the highest score on that event.

Team awards: There are no team awards.

## **10.6.3 Trampoline Gymnastics**

Ties: TG does not award ties. Tie breaker rules are found in the [GymCan TG Canadian Competition Rules](#) (page 9). TG also follows the [Pathways Document Rules](#).

Individual event awards: Each event, category, and age group will yield individual medalists. Awards are given from first to sixth place (medals 1-3, ribbons 4-6 minimum requirement). It is at the discretion of the OC if they would like to present ribbons from sixth to tenth place.

Individual all-around awards (Pre-National & Nat level) keeper plaques only:

The all-around awards will be allocated from 1st to 6th place, for an athlete who competes in trampoline, double mini and tumbling. The preliminary scores from trampoline, double mini and tumbling will be added together. There will be separate all-around awards for the pre-national

and national levels. An athlete will only be eligible in the category of his/her highest level of competition. (e.g. an athlete who is competing in national trampoline, Level 3 double-mini and Level 4 tumbling will be eligible in the All-Around National Level category).

Team awards: Medals are awarded to each team member from first to third place in the Team Trampoline, Team Double Mini and Team Tumbling events. The Team All-Around event winning team will receive a keeper plaque only. The Team Event Final will be open to all clubs at BC Championships as long as they have a minimum of three athletes registered. Nine clubs (teams) will be selected to compete in each event (TR, DMT, TU). Teams will be determined based on the results following the preliminary round of competition in trampoline, DMT and tumbling. A minimum of three (3) and maximum four (4) scores, regardless of gender, will be tracked and tabulated based on the following priority. The top three (3) scores will determine the clubs team score(s) and ranking. For full details on team selection and competition rules, please refer to the [TG Operations Manual](#) (section 5).

## **10.7 Officials**

A representative of the WJC, MTC and TTC will set the officials panels at least two weeks prior to the BC Championships events.

Information regarding the officials' accommodations, transportation, panels and/or any other relevant information will be communicated with the officials in a judges' memo developed by GymBC, with content and details confirmed by the OC, prior to the competition.

### **10.7.1 Accommodations**

The OC must secure hotel rooms for delegates at one or more host hotel(s). Hotel(s) must be within walking distance or a 5-10 minute drive from the competition venue. Pricing inclusive of breakfast is preferred. Rooms required are as follows:

- Artistic Compulsory – 15 rooms
- Artistic Optional WAG and MAG – 15-20 rooms
- Trampoline – 10 rooms
- Artistic Optional WAG, MAG and Trampoline – 20-25 rooms

### **10.7.2 Artistic Gymnastics Officials**

The OC will pay the transportation, accommodation, honoraria, and other expenses for all WAG and MAG officials.

It is the OC's responsibility to provide the officials with transportation to and from the hotel and venue, as well as to and from the airport (when required). The transportation of judges must be done in the most financially reasonable way possible (e.g. judges carpooling from the same zone/areas).

#### **10.7.2.1 WAG**

WAG judges are selected and assigned by the WAG Panel Coordinator. All judges must be registered GymBC members.

#### **10.7.2.2 MAG**

MAG judges are selected and assigned by the MTC Judges' Chair. All judges must be registered GymBC members.

### 10.7.3 Trampoline Gymnastics Officials

A complete list of all registered judges must be included in on the electronic registration form for the event. Information must include the event to be judged, level of certification, and availability. The OC will pay the honoraria for all TG officials. There are no additional expenses for TG officials.

All clubs participating must provide a qualified judge at every competitive level and event that the club has athletes competing, with a ratio of one (1) judge for every five (5) athletes. A cap of seven (7) judges from any one club will be implemented. Failure to meet the required judging quota as stated above will result in the club being fined \$20 per registered athlete over the required judging quota. Fines will be calculated by the Provincial Judging Chairperson. Invoices will be issued by GymBC in a timely manner. All fines will be collected by GymBC and held as part of the TG Technical Committee budget.

### 10.8 Minor Officials

The OC must provide a floor manager whose main responsibility is to ensure the competition runs on-time, as well as to ensure the competition is presented in the most professional way possible. The floor manager's responsibilities include, but are not limited to, coordinating the rotations, ensuring only properly accredited individuals are on the field of play, coordination with GymBC's Technical Coordinators and Equipment Technicians as required for competition related issues, and ensuring the field of play is kept clean at all times, etc.

In addition to the floor manager, the OC is responsible for scheduling the required minor officials below:

#### 10.8.1 WAG - \*table of required minor officials based on a 4-rotation competition schedule\*

VAULT	UNEVEN BARS	BEAM	FLOOR
Timer	Timer	Timer X 2	Timer
Secretary	Secretary	Secretary	Secretary

#### \*WAG required minor officials listed below based on an 8-rotation competition schedule\*

- VT: 1 warm-up timer that goes back and forth + 1 secretary that moves with the judges
- UB: 1 warm-up timer that goes back and forth + 1 secretary that moves with the judges + 1 optional timer that move with the judges
- BB: 1 warm-up timer that goes back and forth + 2 timers that move with the judges + 1 secretary that moves with the judges
- FX: 1 timer + 1 secretary

#### 10.8.2 MAG

FLOOR	POMMEL HORSE	RINGS	VAULT	PARALLEL BARS	HIGH BAR
Timer (Jr/Sr only)				Timer (Jr/Sr only)	
Scorer	Scorer	Scorer	Scorer	Scorer	Scorer
Videographer	Videographer	Videographer	Videographer	Videographer	Videographer

\*If video equipment is not available for MAG competition, videographers are not required\*

### 10.8.3 TG

DMT	TRAMPOLINE	TUMBLING
Manual Scorer	Manual Scorer	Manual Scorer
Computer Scorer	Computer Scorer	Computer Scorer
Videographer	Videographer	Videographer

## 11.0 Non-Technical

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The host club is responsible for ensuring that all non-technical requirements are met for the competition. This includes, but is not limited to registration (GymBC), accreditation, athlete cards, access control, signage, and decorations & ambiance. Please see [Appendix D](#) for the list of non-technical equipment requirements including tables, chairs, pipe and drape, etc.

Please contact [events@gymbc.org](mailto:events@gymbc.org) for any questions regarding non-technical requirements.

### 11.1 Registration (GymBC)

Registration will be open to GymBC full member clubs no later than five weeks prior to the championships. GymBC will collect event registrations for the BC Championships participants (both coaches and athletes). All athletes and coaches must be registered for the BC Championships events by a member club. Individual registrations will not be accepted.

GymBC is responsible to ensure all registrants for the event (both athletes and coaches) are registered as GymBC members prior to the competition.

GymBC will provide the OC with updated registration lists following the first and final registration deadlines.

#### 11.1.1 Request for Refund/Withdrawal from the BC Championships

Refunds will only be issued upon receipt of both a medical certificate and submission of the request for refund form to GymBC by 4:30pm the day before the competition begins. A \$10 administration fee will be withheld by GymBC for individuals withdrawing from the competition after the first registration deadline

### 11.2 Accreditation

Accreditation is required for the BC Championships event. It is a badge that identifies what access rights an individual will have at a BC Championships. An estimated 800-1000 people will be in attendance as athletes, coaches, officials, sponsors, volunteers and VIPs at the event and will require accreditation. Controlling the access requirements is essential to protect and service all stakeholders in the championships. Should a host club wish to consider not producing accreditation badges for the event, they must receive approval from GymBC well in advance of the event.

Following the first registration deadline, athlete and coach names will be provided by GymBC to the OC. It is the responsibility of the OC to design and print accreditation badges for all participants prior to the competition. The OC should anticipate last-minute request (e.g. late registrants) and have an accreditation desk available throughout the championships.

The accreditation badge should be in full colour, strung on a lanyard, include the event logo and include the following information:

- Event title (e.g. logo, year);
- Participant name (first and last);
- Club, organization, business name;
- Participant type; and
- Category (for athletes only);
- Sponsor logos (depending on the type of sponsorships obtained).

### **11.3 Athlete Cards (Artistic Only)**

Following the second registration deadline, athlete names and registration details will be provided by GymBC to the OC, and athlete cards must be printed by the OC.

Athlete cards should include:

- Athlete first and last name
- GymBC member club name
- Category / level / age group
- Session number
- Athlete number

### **11.4 Access Control & Security**

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

### **11.5 Signage**

Directional signage, developed by the OC, should be set-up outside and throughout the venue. Directional signage is aimed at major groups of attendees: spectators, participants and volunteers.

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

### **11.6 Decorations**

Although it is not required, decorations may be used to spruce up the look of the BC Championships events. It would be the responsibility of the OC to develop a decoration scheme for the event. Decorations used for previous events include curtains and skirting, plants and shrubbery, balloons, light shows and music.

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

## **12.0 Delegate Services**

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### **12.1 Hospitality**

The OC is responsible for ensuring the proper planning, procurement, and delivery of food and beverage services to delegations, staff, volunteers, and VIPs.

#### **12.1.1 Coaches & Judges Hospitality**

The OC must ensure that the nutritional needs of attendees are met and that services provided by the host club remain consistent year to year with food preparation, delivery, and quality. Meal times should be planned according to the competition schedule and must be flexible. Meals

should be provided to officials and coaches approximately one hour before the beginning of each session. Suggestions for the judges and coaches hospitality room are as follows:

- Minimum seating capacity for 60 individuals;
- Ability to view the competition floor from the hospitality area, if possible;
- Well -rounded, health-conscious offerings should be included as regularly as possible;
- Alternative options are available to address dietary restrictions (e.g. vegan, vegetarian or dairy free) and allergies (e.g. peanut free);
  - In the event that an official (judge only) is not able to eat the provided food (due to hospitality not offering options to comply with dietary or allergy requirements) a per diem must be issued to the individual so they can purchase their own meals for the event. The rate of per diem will be based on scheduled hours of the official and number of missed meals for worked event days. Communication between the official and OC should take place prior to the competition.
- 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 the Vancouver Coastal Health website for details on [food safety legislation](#).
- 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.

#### **12.1.2 Athlete Hospitality**

Fruit and granola bars (or similar health foods) should be provided to athletes in the athlete waiting area and/or during awards ceremonies. Please consider potential allergies (e.g. peanut free options) when purchasing snacks for athletes.

To reduce single-use plastic waste, water refill options must be available, either with refillable water stations at the venue or OC provided tanks and water bottles (18 litre jugs) on the competition floor.

## **12.2 Socials**

### **12.2.1 Coaches & Judges Social**

A coaches and judges social may be scheduled on the Friday or Saturday evening of the competition; however, this is at the discretion of the host and is not required. This will be a very informal, relaxed environment; a place for all coaches and officials to come together and socialize.

### **12.2.2 Athletes Social**

An athlete social may be scheduled on the Friday or Saturday evening of the competition; however, this is at the discretion of the host and is not required. In the event an athlete social is planned, the host club must plan for adequate adult supervision to be present at all times.

## **12.3 Gifts**

### **12.3.1 Coach & Judge Gifts**

Gifts may be provided at the discretion of the OC, but are not required.

### **12.3.2 Athlete Gifts**

Athlete gifts are required as part of the BC Championships event. The OC is responsible for determining an appropriate gift across all attending age groups.

## 12.4 VIPs

A VIP room should be available for sponsors and other OC and GymBC VIP's. This room may be shared with the judges and coaches room.

## 13.0 Protocol

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

### 13.1 Insurance

The OC is responsible for completing an [Event Sanctioning Form](#) for the BC Championships event. Any questions can be directed to [events@gymbc.org](mailto:events@gymbc.org).

The OC is also responsible for ensuring adequate liability insurance is in place. Please contact GymBC's Safety Officer [safety@gymbc.org](mailto:safety@gymbc.org) for details.

### 13.2 Medical Services

The host club/OC must provide medical services during training, warm up and all competition activities. Please contact GymBC's Safety Officer ([safety@gymbc.org](mailto:safety@gymbc.org)) for more information.

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

#### 13.2.1 Artistic Gymnastics

Certified medical services must be on site at all times. Level 3 trained (First Responders) are not required for artistic events. The medical professionals required may be athletic therapists, physiotherapists, nurses or certified emergency services professionals and have valid first aid certification at the time of the event.

#### 13.2.2 Trampoline Gymnastics

All 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 OC is able to determine which organization they wish to work with. In previous competitions, GymBC has worked with both St. John's Ambulance Services and Be Prepared. 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.

### 13.3 Announcer

An OC designated announcer must be available for all competition sessions and awards ceremonies. The announcer(s) serves the spectators and the athletes while remaining neutral and impartial. Once a session has started, the announcer should not be replaced.

The announcer(s) should be provided with scripts for all phases of the competitions and ceremonies. Please see [Appendix E](#) for sample scripts (e.g. session announcements, opening ceremonies, awards ceremonies).

### 13.4 Announcements

Each session must be announced. Please see [Appendix E](#) for a sample script.

## 13.5 Opening Ceremonies

The opening ceremonies are mandatory for any BC Championship event. At a minimum, the ceremonies must follow GymBC's protocol (see [Appendix E](#) for Opening Ceremony planning tips and a sample script).

## 14.0 Volunteers

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Volunteers are the backbone of every event. Without them, an event could simply not be hosted. For this reason, proper volunteer management must be a priority for any OC. The OC is responsible for all aspects of volunteer management. All sections below are closely linked to each and should be managed as such.

### 14.1 Recruitment

A well thought out and executed plan will make volunteer recruitment a lot easier. Recruitment should start as soon as possible. There are various areas that require volunteers, such as technical, awards, hospitality, delegate services, protocol, etc. For all areas, except technical, the number of volunteers will vary as it will depend on the facility, OC plans and strategies for each area.

For suggested technical volunteers (e.g. minor officials) please see section [10.8](#).

### 14.2 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;; and
- Breakout meetings in smaller groups with various managers. E.g. technical volunteers, hospitality.

### 14.3 Hospitality

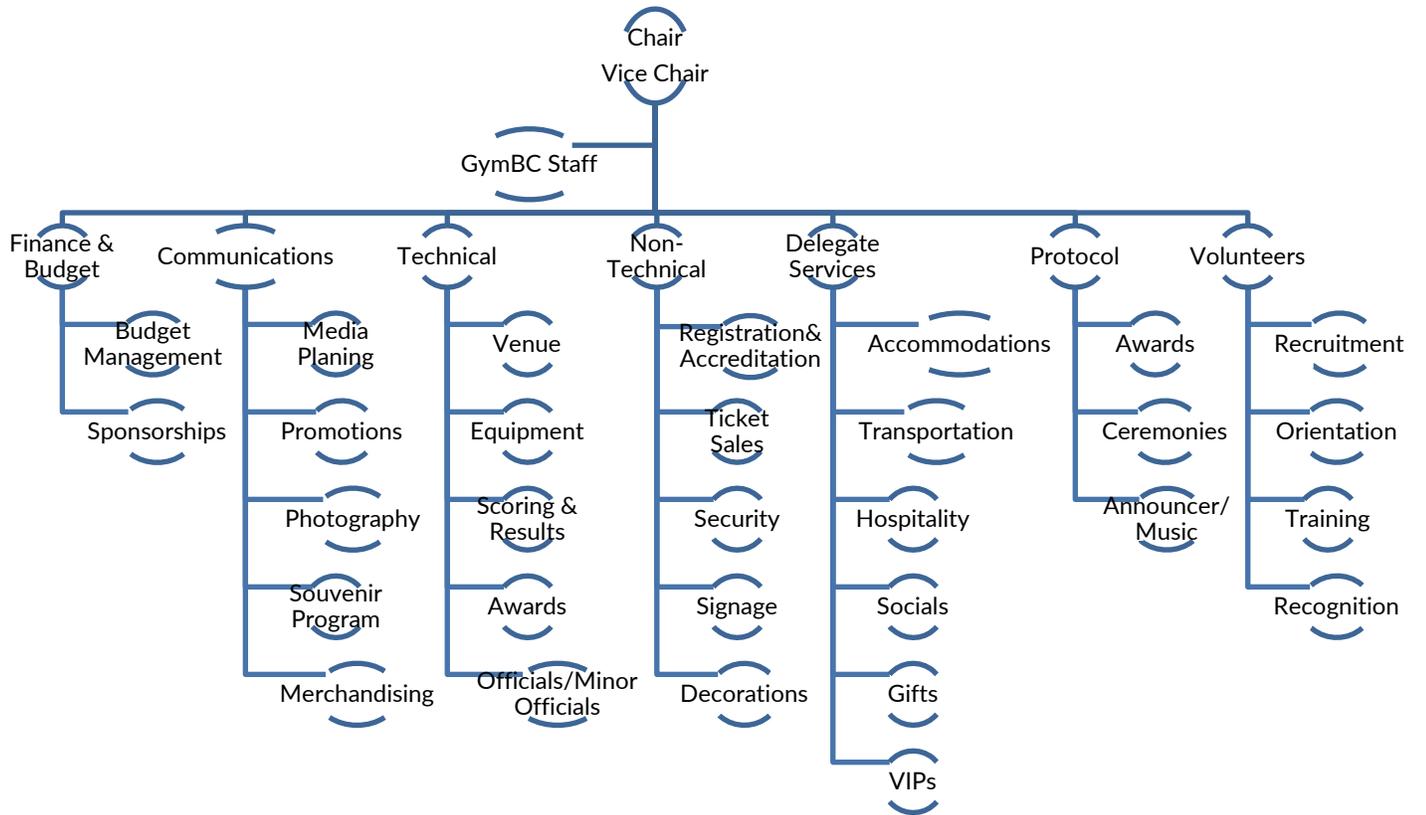
A volunteer hospitality room is suggested. Meals are not required; however, snacks and refreshments are recommended.

### 14.4 Recognition

Please remember to recognize volunteers appropriately. Suggestions include:

- Free volunteer t-shirt to wear while working. This helps identify volunteers at the event;
- Free food and drinks at hospitality or canteen while working;
- Social media posts of volunteers;
- Closing/thank you BBQ or post-event social.

# APPENDIX A - Sample Organizing Committee Chart



## APPENDIX B - Responsibilities & Timeline

Responsibilities	Tasks	Suggested deadlines	Responsibility	
			GymBC	OC
<b>Administration</b>				
Hosting Partnership 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
<b>Business Operations</b>				
Budget	Developed	Seven months prior to event		x
	Reconciled	Post event		x
Registration	Manage registrations, refunds and withdrawals	80% reconciled within 15 days following first registration deadline	x	
	Manage registrations, refunds and withdrawals	Remaining fees reconciled following the championships event	x	
Admissions	Determine ticket prices	Three to four months prior to event	x	x
Sponsorship	Package developed and approved by GymBC	Six months prior to event		x
	Package distributed	Five months prior to event		x
	Secured	Three months prior to event		x
Grants	Applied for	Eight months prior to event		x
Vendors	Vendors booked	Three to four months prior to event		x
Media	OC Media contact selected	Two months prior to event		x
	Media Partner selected	Two months prior to event		x
Logos	Designed	Five months prior to event	x	x
Event Poster	Designed	Three months prior to event		x

	Printed	Two months prior to event		x
Event Program	Draft electronic version	At least 14 days prior to event		x
	Printed	One week prior to event		x
Event Website	Information to GymBC	Ongoing		x
Workplans	Information for Workplan #1	120 days prior to event	x	x
	Information for Workplan #2	Following 1st registration deadline - approximately 3 weeks prior to event	x	x
Competition Schedule	Provisional competition schedule	Provisional Schedule in Work Plan #1 - 120 days prior to event	x	
	Final competition schedule	Work Plan #2 - approximately 3 weeks prior to event	x	
Photography	Photographer booked	Three months prior to event		x
<b>Event Operations</b>				
Venue	Booked	Ten months prior to event		x
	Emergency plan in place	Two months prior to event		x
	Competition Floor Plan developed	Final floor plan confirmed with GymBC at least four weeks prior to event	x	x
	Host technical meetings	During event	x	x
Equipment	Equipment rental agreement complete	Ten months prior to event	x	x
	Event Kits and/or Video Kits secured	8 weeks prior to event	X	X
	Set-up/take-down scheduled	4 weeks prior to event	x	x
	Volunteers recruited	4 weeks prior to event	X	X
Floor Music	Method for music submissions	Work Plan #2 - approximately 3 weeks prior to event		x
	Received from coaches	Beginning of each session		x
Scoring	Determine scoring program	Seven months prior to event	x	x

	Volunteers recruited and trained	Two months prior to event		x
	All equipment provided for scoring	During event		x
Results	Provided to GymBC	Immediately following each competition session		x
Awards	Designed	Five months prior to event		x
	Ordered	Three months prior to event		x
	Flags and poles (if required)	Three months prior to event		x
Accommodation	Sites booked for participants and judges	Eight months prior to event		x
Officials	Accommodations	Rooms secured two months prior to event		x
	Panel selection	Two weeks prior to the event	X	
	Transportation	At least one week prior to event		x
Minor Officials	Training	One week prior to event		x
Accreditation	Names of all athletes, coaches and GymBC staff	Following the first registration deadline	x	
	Printed	One week prior to event		x
Decorations	Develop decoration scheme and provide supplies	Three months prior to event		x
	Curtains/Skirting	Three months 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
Socials (not required) – Coach, Judge, Athlete	Venues booked	Five months prior to event		x
	Details confirmed	One month prior to event		x
Gifts/Souvenirs	Ordered	Three months prior to event		x

Ensure all insurance requirements are in place		Ten months prior to event	x	x
Medical	First aid confirmed	Three months prior to event		x
Announcer	Confirmed	One month prior to event		x
Volunteers	Recruited	6 months prior to event		x
	Trained	Two months prior to event		x
	Recognition	Post event		x

## APPENDIX C - Venue Requirements

### Facility sizing

	WAG	MAG	TG	MAG/WAG	MAG/WAG/TG
Square footage	10,000	10,000	8,000	15,000	20,000
Ceiling Height	6.6 m – 21.5 ft		Min. 8.1 m – 26.5 ft Recommended 10m – 33 ft	6.6 m – 21.5 ft	8.1 m – 26.5 ft
Minimum Length of the Hall:			45m (145' or longer)		
Minimum Width of the Hall:			34m (110' or wider)		

Artistic Optional WAG and MAG: A full sized hockey rink or 3 full sized basketball courts are required to accommodate both MAG & WAG equipment (at minimum).

Artistic Compulsory: A full sized hockey rink or 2 full sized basketball courts are required to accommodate the WAG equipment.

Trampoline (only): A full sized hockey rink with a minimum ceiling height of 8m (26.5" or higher) for TG apparatus.

### Meeting room requirements

Meeting Room Requirements	Seating	Number	Suggestions
Technical meeting (WAG coaches)	Theater style	40	Water, coffee
WAG assembly	Theater style	40	Snacks, water, coffee
MAG assembly (coaches and judges)	Theater style	30	Snacks, water, coffee Wine and beer (MTC to provide)
WAG annual official's meeting	U-shape	30	Snacks, water, coffee Wine (WJC to provide)
TG Assembly	Theater style	60	Snacks, water, coffee

## APPENDIX D – Non-Technical Requirements

### Artistic Requirements

#### Table & Chairs –

Area	Number of tables	Number of Chairs
Judging: MAG	6	24
Judging: WAG	8	48
Judging: TG	Please see below	Please see below
Waiting area	2 per area	60
Head tables	2	8
Scoring	2	4
Music	2	2
Announcer	1	2
Medical	1	4
Admissions	2	4
Hospitality	20	75
Meeting rooms	10	30 - 50
Management office	2	5
Vendors	12	24
<b>Total</b>	<b>70+</b>	<b>290 - 310</b>

#### Judges' Tables

- Stopwatches – one at each event except beam where two are required (5 for WAG or 9 for 8 rotation formats, 6 for MAG).
- Pens
- Pencils
- Erasers
- Bells – one at each event (4 for WAG or 8 for 8 rotation formats, 6 for MAG).
- Flags – one at each event (4 for WAG or 8 for 8 rotation formats, 2 for MAG).
- Flip score books (execution, DD, HD-trampoline only)
- Judges Chits (TG)

#### Awards

- Podium
- Trays

## TG Requirements

### Tables & Chairs -

	Specifications	Total required	Location
<b>TRAMPOLINE</b>			
Judges Staging	min 32' Lx 8'W x 39"H	1	5m from the trampoline
Timing Device/Laptop/Monitor			GymBC to provide
Tables		4-8' long	On top of staging
Chairs		10	On top of staging
Scoring Laptop		1	GymBC to provide
Video Tablet/Tripod	Digital	1	GymBC to provide
Video Playback Laptop		1	GymBC to provide
Power bar/extension cords			
<b>DOUBLE MINI</b>			
Judges Staging	min 32'L x 8'W x 20"H	1	5m from the DMT
Tables		4-8' long	5m from the DMT
Chairs		9	
Video Tablet/Tripod		1	GymBC to provide
Scoring Laptop		1	GymBC to provide
Power bar/extension cords			
<b>TUMBLING</b>			
Judges Staging	min 32'L x 8'W x 20"H	1	5m from the tumbling track
Tables		4-8' long	5m from the tumbling track
Chairs		9	
Scoring Laptop		1	GymBC to provide
Video Tablet/Tripod	Digital	1	GymBC to provide
Power bar/extension cords			
<b>SCOREKEEPING AREA</b>			
Tables		2x8' long	Refer to the floor plan
Chairs		2	
Master Scoring Laptop/printer		1	GymBC to provide
Photocopier		1	
Power bar/extension cords			
<b>MEDICAL</b>			
Tables		1-8' long	Refer to the floor plan
Chairs		3	
<b>AWARDS</b>			

Table		1-2	
<b>SALES</b>			
Tables			
Chairs			Refer to the committee chair
<b>ATHLETE WAITING AREAS</b>			
Pipe & drape	Pipe & Drape - 8' square	15	Refer to the floor plan
Chairs			
<b>ADDITIONAL EQUIPMENT/SUPPLIES</b>			
Results bin			
Judges File bin			
DD Sheets			
Copy Paper			
Sound System			
Walkie/talkies			
Awards podium			
Duct tape	10-15 rolls		
100' measuring tapes	2 (DMT & TU)		
Garbage/recycle bins			
Flags	BC/Canadian/guest provinces		
Signage			
Club signs	1 for each participating club		
General Office Supplies	For scorekeeping area		
Stop watches	3 - one for each event		

## APPENDIX E – Protocol

### Session Announcement – Sample Script

“Welcome to session {session #} of the {year} {title of event – e.g. Artistic Optional WAG and MAG Gymnastics BC Championships}. We would like to thank the {name of the treaty or traditional land} for welcoming us to their treaty land/traditional territory. This session will feature {level/category} athletes. Please welcome the athletes! We have competitors from {all clubs participating in the session}. Athletes, you may now check in for your first event.”

“Please note that flash photography is not permitted for the safety of the athletes. Please remove your flash now from both camera and video modes. The official event photographer is {photographer/company name} and all photos will be available for purchase {photographer stand/booth location}.”

{Social media and/or 50/50 announcement} if applicable.

Artistic – At the end of each rotation: “This concludes the {rotation number} rotation. Athletes, please proceed to your next event.”

“This concludes session {session #} of the {year} {title of event}. Congratulations to all the athletes and thank you to the spectators, coaches, and officials. Awards for this session will be held {when} in {location}.”

“Warm up for the next session, session {session #}, will commence at {time}. Coaches and athletes for the next session, please remain in the {corralling/waiting} area until the beginning of your warmup is announced.”

### Opening Ceremonies

#### Planning:

- Arrange for either an individual or group to sing the national anthem or a high-quality recording.
- Arrange for floor marshals to be available to assist with arranging the athletes into their teams.
- Each team may have a sign with their club name.
- Invite a gymnast, coach and official to take the respective oaths.
- Official welcome from local representative such as federal government, provincial government, municipal government, GymBC representatives, sponsors, host club. All attempts should be made to have the gymnasts participate; however, plans should be organized with consideration for the gymnasts' welfare (maximum of 20-25 minutes). Those whom you wish to address the audience should be given a time limited (suggested maximum two minutes each).
- The ceremony will not be scheduled between warm-up and competition.
- All scripting must be approved by GymBC prior to the ceremony.

#### Sample Script:

##### Welcome

Good (morning/afternoon/evening) everyone. On behalf of Gymnastics BC and the {club name}, welcome to the {year} {title of event – e.g. Artistic Gymnastics BC Championships}. We would like to thank the {name of the treaty or traditional land} for welcoming us to their treaty land/traditional territory. There are over {number of athletes} from {number of clubs} B.C. clubs here in {community

name} this weekend competing for the title of Provincial Champion at the {year and title of event – e.g. Artistic Gymnastics BC Championships}. Joining us today for the Gymnastics BC Championships ceremonies are: {list of participants and guests}.

#### Athlete March-In

With us today are athletes representing: {Read the club signs as they enter the venue} and our host club: {host club name}.

#### National Anthem

Please rise for the singing our national anthem, performed today by {singer's name}.

#### Remarks

Thank-you {singer's name}. It is now my pleasure to introduce {name, title and government or company} {Continue as necessary until all speakers are done}.

#### Oaths

At these Championships, judges, coaches and athletes together pledge to respect each other in a spirit of fair play by accepting the Judges', Coaches 'and Athletes' Oaths. I would like to invite {name} to give the {judge, coach, athlete}'s oath.

Judge: "In the name of all judges and officials, I promise that we shall officiate in these Championships with complete impartiality, respecting and abiding by the rules which govern them, in the true spirit of sportsmanship"

Coach: "In the name of all Coaches, I promise that we shall commit ourselves to ensuring that the spirit of sportsmanship and ethics is fully adhered to and upheld in accordance with the fundamental principles of sport. We shall commit ourselves to educating the gymnasts to respect all Rules governing these Championships."

Athlete: "In the name of all gymnasts, I promise that we shall take part in these Championships, respecting and abiding by the rules which govern them, committing ourselves to a sport without doping and without drugs, in the true spirit of sportsmanship, for the glory of sport and the honour of the gymnasts."

#### Wrap-up

Thank-you to all of our guests today, your support of this event and to gymnastics is invaluable. To all of the athletes, good-luck; to our volunteers, coaches and official, thank-you and to the spectators, we hope you enjoy the event! For those athletes who just competed in Session {session number} your awards will be presented immediately following these ceremonies in the awards room located in {awards location}. Session {next session number and athletes competing} will begin here momentarily. {Any additional messages} Athletes, once again good-luck this weekend and please take all of your belongings as you leave the floor.

### **Award Ceremonies**

#### Planning:

- A designated award ceremonies location separate from the competition floor is necessary and will ensure the awards are not rushed.
- Presentations should be made within 15 minutes of the results being finalized.

- Designate an announcer for all awards ceremonies.
- Local dignitaries, sponsors and GymBC and club representatives should be used to present awards.
- No other event or activities should be running during the award ceremonies.
- Seating for parents and spectators should be provided. Athletes can sit on the floor.
- In addition to the announcer, there must be one individual to present medals, a minimum of one volunteer to organize the awards and at least two volunteers to assist with the presentation (to hold the award trays).
- For the Level 1 boys, it is recommended to have three volunteers to hold trays of gold, silver or bronze medals.
- For categories with fewer athletes than placings (E.g. only seven WAG athletes or four MAG athletes), ask the athletes to simply step down from the podium instead of returning to their seats.
- For any category with only one competitor, only the all-around medal and plaque is presented.

Note:

Awards are presented in the Olympic order:

- WAG: vault, uneven bars, beam, floor exercise, all around, team (if applicable)
- MAG (excluding Level 1): floor exercise, pommel horse, rings, vault, parallel bars, horizontal bar, Physical Preparation Program (for Elite 3 and 4 only) and all around.
- MAG (Level 1): Call each club up together, individually introduce each athlete and award medal based on overall results, followed by the All-Star certificates called up as one group.
- TG: Call award recipient groups together, individually introduce each athlete and award medal based on overall results.

Sample Script:

Awards beginning

“Welcome to the awards ceremony for {SESSION #} of the {year} {title of event}. We would like to thank the {name of the treaty or traditional land} for welcoming us to their treaty land/traditional territory. Awards will be presented for {categories}. Please welcome {presenter name} who will be presenting the awards for this session. {give quick bio of the presenter if provided}.

Awards

Announce the category (important when more than one category). For example: “We will begin with the women’s Level 6, {birth year e.g. 2004-2006} competition.”

[APPARATUS AWARDS – Artistic & TG]

“The {year} Gymnastics BC Champion for {level, event} is {athlete name and club}!

In 2nd place, the silver medalist, is {athlete, club}.

In 3rd place, the bronze medalist is {athlete, club}.

In 4th, place,” etc.

[ALL AROUND- Artistic/Individual All-Around Pre-National & National level - Trampoline]

“Your {year} Gymnastics BC {Level} Champion is {athlete name and club}. Wait until award are presented before moving to second

In 2nd place, the silver medalist, is {athlete, club}.

In 3rd place, the bronze medalist is {athlete, club}.

In 4th, place, etc.

[Team Awards – Artistic & TG]

“Team Awards” are called from 1st to 3rd. Just announce the club name - no individual athletes. “The {year} Gymnastics BC Team Champions for {category} is the team from {club name}!”  
In 2nd place, is {club name}.  
In 3rd place, is {club name}.

#### Dismissal from Podium

Athletes are dismissed from the podium by saying: “Athletes, please present... Congratulations”

#### End of the Presentation

At the end of the award ceremony, thank the athletes for their participation in the event, the organizers, and especially the parents/family and friends and event volunteers.