

Gymnastics BC

Call for club host:

2019 & 2020 BC

Artistic Gymnastics

Compulsory

Provincial

Championships

January 2018





Gymnastics BC is seeking proposals from Gymnastics BC full member clubs interested in hosting the 2019 & 2020 BC Women's Artistic Gymnastics Compulsory Provincial Championships.

About the BC WAG Compulsory Provincial Championships

As of 2019, Gymnastics BC will be introducing a new annual provincial championships for athletes who train in the JO 2, JO 3, JO 4 and JO 5 categories. This competition is a unique opportunity to showcase our young upcoming athletes in a fun and exciting event.

The BC WAG Compulsory Provincial Championships will be held in late spring each year in various communities around the province. The event should be held over two or three days, depending on registration.

The preferred dates for the BC WAG Compulsory Provincial Championships are May 10-12, 2019 or May 15-17, 2019 and May 15-17, 2020 or May 22-24, 2020.

The BC WAG Compulsory Provincial Championships offers a unique opportunity for full member clubs to be involved in planning and coordinating the competition. Hosting of the BC WAG Compulsory Provincial Championships may benefit your club by:

- Raising your profile amongst gymnastics providers;
- Showcasing your club and community, and
- Raising funds for your club

The organization of this event is managed by the host club with guidance from Gymnastics BC and in accordance with the [Event Hosting Guide](#).

Organization

- The host club is solely responsible for organizing and hosting the competition;
- Gymnastics BC, in consultation with the host, will develop the competition schedule;
- Gymnastics BC will provide assistance and guidance upon request;
- Gymnastics BC will collect all registration information and fees on behalf of the host club;
- Gymnastics BC will retain \$10 per registered athlete, and will remit all remaining amounts (minus any withdrawals;) to the host within established deadlines (please see the Event Hosting Guide for details);
- Gymnastics BC maintains all rights to the event and will have the authority to make final decisions on matters affecting its successful delivery.

Proposed dates (2019/2020)

- May 10-12, 2019 or May 17-19, 2019
- May 15-17, 2020 or May 22-24, 2020



Requirements

Please see Appendix A for BC WAG Compulsory Provincial Championships hosting requirements.

Submitting a proposal and deadline

Proposals must be completed using the application form (Appendix B). The deadline to submit completed applications is **Wednesday, May 31, 2018, 4 p.m.**

Contact information

Please direct all responses and inquiries to:

Chantelle Judd
Administrative and Events Coordinator
Gymnastics BC
268-828 West 8th Ave
Vancouver, BC V5Z 1E2
604-333-3495
cjudd@gymbc.org



Appendix A ~ Requirements

Items	Description
Budget	<ul style="list-style-type: none">• One budget including all expenses and revenues will be developed by the host club with assistance from GBC as required. It is the responsibility of the host club to manage the budget before, during and after the event.• GBC will collect event registration fees from the BC WAG Compulsory Provincial Championships registrants. GBC will remit 80% of the registration fees to the host club, less \$10 per registered participant no more than 15 days after the registration deadline. The remaining 20% will be paid upon successful completion of the event and upon GBC's receipt and acceptance of all required post-event reporting and materials.• Registration fees are defined as – all fees collected from participants (athletes and coaches), minus reimbursement for approved withdrawals within the set deadline.
Facility	<ul style="list-style-type: none">• A full sized hockey rink or 3 full sized basketball courts to accommodate WAG• Two additional meeting rooms available: One for hospitality (Coaches, Judges and Volunteers): to hold 60 – 80 people and a meeting space within the venue for 20 – 45 people.• Awards ceremony space should be a separate location from the competition floor to ensure the awards are not rushed. The space should be adequate to hold up to 150 athletes, coaches, presenters and parents.• Sufficient parking within in a 5-minute walking radius to the venue to accommodate all spectators.• A facility exclusively available for the championships dates (no other programming).• Time available for set-up and take-down.
Hotel requirements	<ul style="list-style-type: none">• Ability to secure 40-50 hotel rooms for delegates (depending on location of host club) at one or more host hotel(s). Hotel(s) to be in walking distance or a 5-10 minute drive from the competition venue.• Inclusive breakfast preferred• Competitive rates including complimentary rooms and/or rebate after a certain number of bookings.
Organization	<ul style="list-style-type: none">• All aspects of the event, including but not limited to: accreditation, admissions, awards, ceremonies, equipment, volunteers, hospitality, photography, event program, medical, scoring, socials, souvenirs, sponsors, vendors, are to be created, arranged and organized by the host club.• Gymnastics BC, in consultation with the host, will develop the competition schedule;• Gymnastics BC will provide assistance and guidance upon request;• Gymnastics BC will collect all registration information and fees on behalf of the host club;• Gymnastics BC will retain \$10 per registered athlete, and will remit all remaining amounts (minus any withdrawals;) to the host within established deadlines (please see the Event Hosting Guide for details);• Gymnastics BC maintains all rights to the event and will have the authority to make final decisions on matters affecting its successful delivery.



Volunteers	<ul style="list-style-type: none">• Ability to secure a large number of volunteers to run a financially and technically sound event.• A minimum of twenty (20) volunteers will be required for both set-up and tear-down.
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Appendix B ~ Application form for BC WAG Compulsory Provincial Championships club host

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Club name:

Contact person:

Phone number:

Fax:

Our club wishes to host:

2019 BC Artistic Compulsory Championships (May 10-12) 2020 BC Artistic Compulsory Championships (May 15-17)

2019 BC Artistic Compulsory Championships (May 17-19) 2020 BC Artistic Compulsory Championships (May 22-24)

Facility and equipment

Proposed facility:

Address:

Facility costs (including all meeting rooms):

Venue size:

Number of rooms:

Number of parking spots:

Additional facility information:

Hotel information - Please list recommended hotels in close proximity to the proposed facility

Hotel name:

Star rating:

Distance to venue:

Average cost of rooms:

Hotel name:	Star rating:	Distance to venue:	Average cost of rooms:

Additional hotel information:



Appendix B ~ Application form for BC WAG Compulsory Provincial Championships club host

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Other information

Please outline other information such as new initiatives and ideas, specific service, expertise, hosting grant access, volunteer base, sponsorship opportunities which you feel enhances your application to be the club host for the BC Championships:

Office use only

Date received:

Notified to decision:

Yes Date: