

GymBC Gymnaestrada



Hosting Guidelines

2025-26

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Introduction

This Hosting Guide is designed to support GymBC member clubs in planning and delivering the Gymnaestrada Event. It outlines the responsibilities of Organizing Committees (OC) and provides clear guidance to ensure events run smoothly, celebrate athlete achievement, and reflect GymBC's standards of excellence.

For questions about these guidelines, contact events@gymbc.org.

About Gymnaestrada

Gymnaestrada is a celebration of movement and physical activity in a non-competitive environment, reflecting the principles of Gymnastics for All and Active for Life. The event welcomes participants of all ages, genders, skill levels, and abilities to showcase their physical, technical, and creative talents through a variety of traditional and non-traditional gymnastics disciplines.

Event Cycle

Gymnaestrada follows a four-year cycle:

- Year 1: Provincial Gymnaestrada (annual, usually in May, hosted in communities across BC).
- Year 2: Western Gymnaestrada (hosted every four years across Western provinces and territories).
- Year 3: Canadian Gymnaestrada
- Year 4: World Gymnaestrada.

Estimated Participation

- Participants: 350 performers and 50-60 coaches.
- Spectators: approximately 1000-1200 in-person attendance across all performance shows.

Gymnaestrada Objectives

The Gymnaestrada event aims to:

- Encourage mass participation in gymnastics and support the growth of Gymnastics For All (GFA).
- Inspire joy in exercise and foster a lifelong love of physical activity.
- Strengthen the *GymBC event brand* by standardizing event protocols.
- Provide host clubs with community exposure and fundraising opportunities.

Gymnaestrada Event Format

Event	Timeline
BC and Western Gymnaestrada	1-day setup (Thursday) Optional adjudicated performances (Friday) Athlete Social/Welcome Ceremony (Friday Evening) 1-day workshops & athlete performances (Saturday) 1-day performances (Sunday) 1-day teardown (following the last performance show)

Administration

Hosting Partnership Agreement (HPA)

Once a club is selected to host a Gymnaestrada event and a venue is confirmed, a Hosting Partnership Agreement (HPA) will be created between GymBC and the host club. The HPA:

- Outlines the responsibilities of both GymBC and the host club.
- Is legally binding once signed.
- May only be changed with written approval from both parties (via an amendment).

Organizing Committee (OC)

The first step in planning is to form an Organizing Committee (OC). This group acts on behalf of the host club and oversees all aspects of the event.

Structure:

- Chair → Leads the OC, chairs meetings, and serves as GymBC's main contact.
- Subcommittees → Each area of the event (e.g., venue, volunteers, hospitality) should have a lead who builds a small team as needed.
- A list of contact information for each member of the OC should be sent to GymBC. GymBC will communicate with all members of the OC as needed. A WhatsApp group chat will be created for simple communication between GymBC and the OC.

Sample OC Roles:

- Finance & Budget (budgeting, sponsorships)
- Communications (media, photography, promotions)
- Technical (venue, equipment)
- Delegate Services (accommodations, transportation, hospitality)
- Protocol (performance show logistics, announcer/music)
- Volunteers (recruitment, orientation, recognition)

General Event Operations

Finances & Budget

- The OC must develop one budget covering all revenues and expenses. *GymBC can provide assistance if needed.*
- The OC manages the budget before, during, and after the event.
- A full event report will be sent to the host club after the event and must be returned to GymBC. A financial summary must be included in the event report.

Revenue Opportunities

Registration Fees

	Type	Registration	Late Registration	Extended Registration
GymBC Member	Athlete (Performer)	\$105	\$125	\$200
	Coach/Chaperone	\$40	\$60	\$90
Non GymBC Member	Athlete	\$115	\$135	\$210
	Coach	\$50	\$70	\$100

GymBC collects athlete and coach registrations.

- 80% of fees remitted to OC within 15 days of first registration deadline.
- GymBC retains \$15 per participant (athletes + coaches) for admin costs.
- Remaining fees (minus refunds/expenses) sent after event wrap-up.
- Non GymBC Members refers to organizations not affiliated with GymBC. They must provide confirmation that they are affiliated and in good standing with a Provincial Sporting Organization. They also must provide a Certificate of Insurance (COI) with a minimum of \$5,000,000 in commercial liability coverage.

Admissions

Below is the **maximum** amount for admission fees for performance shows. This includes all service fees if necessary. Tickets should be available online pre-sale and on-site (cash/credit).

Ticket Type	Single Show	Day Pass
Adult	\$20	\$30
Student (6-18)/Senior	\$15	\$25
Child (5 & Under)	Free	Free

Additional Opportunities

Hosts may also generate revenue through:

- Vendor booths (if time and space permits)
- Event merchandise sales
- Raffles & silent auctions
- 50/50 draws

Sponsorships & Grants

Gymnastics BC retains the right to title sponsorship for Gymnaestrada. GymBC also reserves the ability to secure partnerships and sponsors across all sponsorship levels. Any grants and sponsorship revenue generated by GymBC will return directly to the organization to support event expenses, provincial programming and initiatives.

Host clubs are welcome to pursue their own sponsorships, grants, or partnerships to support event operational costs. All funds secured by the host club will remain with the host club. However, all potential sponsors must first be confirmed with GymBC to ensure there are no conflicts with existing or prospective provincial sponsors. Final agreements should not be executed until GymBC has provided confirmation.

If a title sponsor has not been secured by GymBC at least one month prior to the event, the host club may seek a title sponsor with GymBC's approval.

For questions or to discuss sponsorship opportunities, please contact bd@gymbc.org.

Expenses

Common expenses include:

- Venue rental
- Equipment rental & transportation
- Adjudicators honoraria, travel, accommodations
- Hospitality (meals, concessions)
- Audio-visual equipment rentals
- Promotions and communications
- Travel for workshop presenters and adjudicators (if required)
- Athlete/coach socials (optional)
- Souvenirs/gifts
- Medical services

Registration

Registration for the Gymnaestrada Event is handled by GymBC via Kscore. Registration opens in the fall. Only groups may register athletes/coaches (no individual registrations).

- GymBC confirms all memberships, certifications, and eligibility.
- OC will receive updated registration lists after first and final deadlines.

Refunds/Withdrawals

Following the first registration deadline, refunds issued only with medical certificate + online refund form by 4:30 p.m. the day before the event begins. A \$15 admin fee is withheld from medical refunds. Non-medical scratches submitted after the first deadline are not eligible for a refund. Refunds submitted prior to the first registration deadline are 100% refundable.

Substitutions

Substitutions are always accepted, until 4:30 p.m. the day before the event begins. The participating group must fill out the online form.

Event Workplans

To keep clubs informed, GymBC and the OC will prepare and distribute three Workplans (WP). These will be posted on the event webpage and emailed to participating clubs.

Workplan #1

Timeline: October/November

Prepared by: GymBC, with input from the OC

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
- Social media information
- Registration details (e.g. fees, refund and substitution policies, age requirements)
- Request for refund or substitution form
- Important details and deadlines (e.g. routine criteria, music submissions, group introduction criteria group photo information, equipment lists)
- Workshop topics (if available)
- The official event accommodation and room block information

Workplan #2

Timeline: Early February

Prepared by: GymBC, with input from the OC

Must include:

- Important items for participants (e.g. what to bring, venue maps)
- Venue information (e.g. venue layouts, parking information)
- Social information (if applicable)
- Spectator admission costs and online ticket sales information
- Merchandise pre-order form (if applicable)
- Concession and hospitality information
- Block workshop and performance show schedule

Workplan #3

Timeline: Mid April

Prepared by: GymBC, with input from the OC

Must include:

- 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)

Final Event Information (Updated Workplan #3)

Our goal is to keep **communications concise and reduce inbox overload**. All essential information must be planned and included in Workplan #1, #2, and #3. A “Final Event Information” update should be issued only if there is a material change (e.g., schedule shift, venue access update, parking change, safety notice).

Timeline: As Needed (Avoid if possible)

Prepared by: GymBC, with input from the OC

Must include (if issued):

- A clear summary of the change(s) since WP #3
- Effective date/time of the change
- Impacted groups (clubs, coaches, athletes, spectators)

- Required actions (if any) and who is responsible
- Updated links/QR codes (program, schedule) if applicable

Emergency Plan

The OC must develop an Emergency Plan and provide copies to GymBC, the announcer, medical staff and venue. Plan must include:

- Venue address and door number
- Location of competition floor
- Nearest hospital contact info and directions
- Venue emergency/fire procedures

Insurance

GymBC will obtain the Certificate of Insurance (COI) for the event and ensure the venue is listed as an additional insured. A copy of the COI will be provided to the host club prior to the event. Please contact GymBC's Sport Safety Officer (safety@gymbc.org) for details.

Host Hotel & Accommodations

The OC must secure host hotel accommodations in close proximity to the event venue. A block of at least **50 rooms** should be reserved with group rates strongly recommended. **The host hotel must be within the same city as the event venue.** Ensuring hotels are located in the event city is especially important, as it significantly strengthens grant and sponsorship applications.

Each participating families/clubs are responsible for booking and paying for their own accommodations. An OC emergency contact list should be available at the host hotel for delegate support.

Live Streaming

GymBC will provide live streaming for the event. All logistics will be organized through GymBC. The host club must provide venue contact information when appropriate. The livestream technicians must have full access to the performance area and hospitality room. The cost for live streaming as well as any revenues (if applicable) will remain with GymBC and will not be part of the OC event budget.

Event Merchandise

Participant Merchandise

Merchandise is the responsibility of the host club. Event apparel such as t-shirts, sweatshirts, or hats should be made available for purchase during the event. If a pre-order form is required, GymBC will include it in the Work Plan. GymBC will release a pre-order form for event t-shirts to be picked up on site (unless t-shirts are provided as the athlete gift).

Volunteer & Staff Merchandise

GymBC will provide event-branded apparel (e.g., t-shirts, crewnecks) for event staff and public facing volunteers (e.g. front of house, accreditation, etc.) These items help identify support personnel and promote a unified event look.

Planning Timeline Checklist

Specific details may vary year-to-year.

Timeline	Checklist	Host Club	GymBC
18 Months Before Event	Submit bid to host (bidding window generally open for 2 months)	X	
	GymBC confirms and announces host clubs ~16 months before event		X
12 Months Before Event	Confirm venue and equipment rental agreements	X	
7-9 Months Before Event	Sign the HPA	X	X
	Create OC WhatsApp group chat. To be used for simple communication leading up to and during the event	X	X
	Develop event theme and logo	X	X
	Recruit presenters/adjudicators	X	X
	Develop Budget	X	
	Begin sponsorship outreach	X	X
	Recruit volunteers (initial)	X	
	Secure accommodations for presenters/adjudicators	X	X
	Apply for grants	X	X
2-6 Months Before Event	Registration opens		X
	Order gifts/souvenirs	X	
	Open merchandise pre-order form (if necessary)		X
	Coordinate livestream details		X
	Book vendors (food, merchandise, etc.)	X	
	Plan decorations	X	
	Book Social venues (if hosting coach/athlete socials)	X	
	Confirm hospitality services (meals & catering)	X	
	Confirm presenters/presenters (by early Feb)	X	X
1-0 Months Before Event	Admission tickets available for purchase	X	
	Process first event reconciliation		X
	Confirm announcer and photographer	X	
	Train volunteers	X	
	Secure transportation for presenters/adjudicators	X	
	Confirm media contacts and details	X	X
	Develop electronic event program		X
	Finalize and print accreditation lists		X
	Ensure medical/first aid services are confirmed	X	
During Event	Manage event operations (venue, hospitality, schedule, workshops, performances, equipment)	X	X
	Communicate with GymBC, OC, and any important personnel via WhatsApp group chat	X	X
Post Event	Submit final event report to GymBC	X	
	Recognize and thank people	X	X
	Reconcile budget and registration fees	X	X

Gymnaestrada Brand

Overview

It is important to recognize that the overall look and feel of the event is the Provincial (or Western) Gymnaestrada. This is a marquee, high-profile provincial event, and the branding should reflect that prestige. Every element of the event's presentation, from signage to backdrops to presentations, must reinforce the Gymnaestrada identity.

Event Naming

Events must be promoted as:

- "Year # BC Gymnaestrada"
- "Western Canadian Gymnaestrada"
 - Do not use: "Strada," "Gymnaestrada" without "BC"/"Western"

If a title sponsor is secured, their name may appear before the official event title.

Logo

The official Gymnaestrada logo is created and supplied by GymBC with input from the OC. The event logo and colours will provide a visual identity for the event and be suitable for use on all promotional items.

The logo and brand colours must appear on all promotional materials (posters, signage, ads, event program, etc.).

Branded Items

Backdrop Banners: GymBC provides two branded backdrops:

- 8x10 ft GymBC Banner – recommended near the entrance or performance floor.
- 8x8 ft GymBC Banner – recommended near the entrance or performance floor.

These items must be visibly incorporated into the event setup.

Chloroplast Signage & Easels: GymBC provides a set of branded signage to be placed in high-visibility areas throughout the venue. Examples include:

- Workshop Titles with Arrows to Location
- General Directional Signage
- Hospitality
- Welcome
- Washrooms
- Water Bottle Fill Station

For a full list of available signage, email events@gymbc.org.

QR Codes: GymBC will print and supply QR codes for the event program, schedules, and any other online information. These should be displayed prominently throughout the venue.

Event Program

GymBC will develop the official electronic program for the event. If desired, the host club may print copies of the program for sale at the venue. The program includes:

- Event title, presenting sponsor logo (if applicable), event logo, GymBC logo, dates, location, and host logo.
- A welcome message (GymBC + host club).
- Detailed schedule
- Up to two pages of host club promotion.
- Sponsor ads (as provided).

Event Website & Social Media

- **GymBC maintains an event webpage** on its website; hosts provide information as needed.
- **Brand Consistency:** All event-related posts must use the official Gymnaestrada logo and brand colours.
- **Approval:** All social media content related to the Gymnaestrada event must be approved by GymBC before publishing. Content must be branded with the event logo and colours.
- **Templates & Assets:** GymBC will provide a set of branded social media templates and a stock package of posts for the host club to use before, during, and after the event.
- **Collaboration:** GymBC will collaborate with the host club on Instagram (co-posting when possible) to maximize reach and engagement.
- **Press releases,** will be drafted and released by GymBC

Participant Gifts

Hosts must provide **one athlete gift per participant**. **Gifts for coaches is a nice gesture but is optional.**

- **Branding:** Athlete gifts must be branded to the Gymnaestrada event in some way (logo, colours, or event name) and approved by GymBC in advance.
- **Value:** Gifts should not exceed \$20 per athlete.
- **Approval:** Final design, item type, and branding must be reviewed and approved by GymBC prior to ordering.

Photography

GymBC is currently reviewing this section. Please contact events@gymbc.org for more information.

Deliverables to GymBC: Regardless of photographer arrangements, GymBC must receive the following (at no charge):

- 30+ action shots from workshop day
- 30+ action shots from each performance show
- 1 group photo for each group attending
- 15+ candid photos of event

If GymBC incurs charges to obtain these photos, the cost will be reconciled as part of the final event budget.

Technical Event Operations

The host club is responsible for ensuring technical requirements are met.

Venue Requirements

Category	Requirements
Performance Floor	Stage/space must accommodate a 40' x 40' floor for performance shows.
Warm-Up Area	Minimum of 3–4 extra floor strips near the performance floor for warm-up. Having 2 full floors is best.
Spectator Seating	<ul style="list-style-type: none">• Minimum of 500 per show• Accessible seating required• Temporary seating acceptable if minimums aren't met• Space for participant seating around the floor
Meeting Rooms	<ul style="list-style-type: none">• Hospitality room (coaches, presenters, adjudicators, event staff): ~50 people
Workshop Space	<ul style="list-style-type: none">• Capacity for either:<ul style="list-style-type: none">○ 6–7 workshops (half-day format), or○ 9–10 workshops (full-day format)
Parking	Sufficient parking within a 5-minute walk for all spectators.
Facility Use	Venue must be exclusively available for Gymnaestrada during event dates.
Accessibility	Venue must be fully accessible for participants and spectators.

Event Equipment

GymBC Equipment

The GymBC Equipment is available to be rented for Gymnaestrada. GymBC trailers provide core equipment.

Event	Number of Trailers Needed
Gymnaestrada	1 (Floor)*

Host must complete the Equipment Rental Agreement and pay a \$1500 deposit to reserve the GymBC Equipment. All rental costs and associated freight costs will be charged back to the host club post event. Click the following link for information about the [GymBC Equipment Rental Program](#).

*It is not mandatory to use GymBC's equipment. Host clubs may source equipment from other providers if preferred; for example, past hosts have rented equipment from BC Cheer.⁴

Additional Equipment Requirements

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

- Sting mats (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.

Floor Plan

A floorplan for the event must be created and submitted to GymBC a minimum of 12 weeks from the event. The floor plan must include the placement of the floor, spectator seating, and directions to workshop spaces.

Event Kits

Administrative Event Kit (Supplied by GymBC)

GymBC provides an Event Kit to support event operations. The kit includes painter's tape, stationery for adjudicator and registration tables, and other basic office supplies needed throughout the weekend.

Coaches Information

A WhatsApp group chat will be created for all coaches to join during the event. This will allow GymBC and the Organizing Committee (OC) to quickly share updates, reminders, and important information throughout the weekend.

Coaches Packages

GymBC will prepare coaches' packages, and they must be distributed to coaches at the registration desk

Coaches Meeting

A coaches meeting must be scheduled before workshops begin, to take place during participant warm-up.

Workshops

Format

- **Participant split:** Clubs are divided into full-day or half-day (AM/PM) sessions.
- **Capacity limits:**
 - *Full-day format* may only be used if registration does **not exceed 375 participants**.
 - *Over 375 participants* → must use half-day sessions.
- Any other configuration requires GymBC approval.
- **Number of workshops:**
 - Half-day: 4 workshops + athlete performances.
 - Full-day: 7 workshops + athlete performances.
- **Group size:** Maximum of 40-45 participants per workshop.
 - If more than 40 participants per workshop, there must be a **presenter and assistant available to facilitate the workshop**
 - Large clubs may be split into smaller groups.
 - Small clubs may be paired together.

Schedule

- **Developed by GymBC** with input from the Organizing Committee (OC).
- **Mass warm-up:** 15 minutes, led by OC coaches, before workshops begin.
- **Coaches' meeting:** 15 minutes during the warm-up.

Performance Rehearsals

- One workshop rotation must be designated as rehearsal time.
- The OC must provide a volunteer to run music during rehearsals — ideally the same person who will run music for performances.

Workshop Activities

- Must be age-appropriate and align with the event theme.
- Do not need to be gymnastics-based but must be group-centred and engaging.
- Avoid activities with long wait times.

Workshop Presenters

- OC is responsible for arranging qualified presenters with assistance from GymBC.
- OC is responsible for Workshop presenter honoraria. GymBC recommends \$50.00 per hour.
- OC arranges accommodations/transportation if required.
- Lunch is provided in hospitality.
- All presenters must be **approved by GymBC** and confirmed by early February the year of the event.

Performance Shows

Athlete Performances

If there is space available in the schedule at the end of Workshop Day, an athlete performance can be scheduled. Athlete performances give all participants the opportunity to watch their peers if there is not enough space available during the performance shows.

Spectator Performances

- **Schedule:** Developed by GymBC with input from the OC.
- **Number of shows:** Depends on participant registration numbers.

Adjudicated Performance

- Participation is **optional** for clubs.
- Event scheduling will be determined collaboratively by the Organizing Committee (OC) and GymBC. Options may include Friday daytime or Friday evening start times, depending on what works best for the host and participants.
- Clubs opting in will receive a schedule in advance.

Adjudicators

- OC is responsible for arranging qualified adjudicators with assistance from GymBC.

- OC is responsible for adjudicator honoraria. GymBC recommends \$50.00 per hour.
- OC arranges accommodations/transportation if required.
- Lunch is provided in hospitality.
- adjudicators must be **approved by GymBC** and confirmed by early February the year of the event.
- For adjudicators, GymBC provides:
 - A welcome session for adjudicators
 - Adjudicator score sheets
 - Detailed instructions

Routine Music

Music will be collected by GymBC from clubs through an online submission form (details included in the Work Plan). GymBC will compile the music into a performance-order playlist and provide both the playlist and a laptop to the music volunteer at the event.

The Organizing Committee (OC) must recruit 1–2 volunteers to manage music for the full weekend, including Saturday rehearsals and Sunday performances. Volunteers must attend rehearsals to confirm music specifications with clubs. If volunteers are not secured at least two months before the event, GymBC will issue a call to fill the role. These positions must be paid at minimum wage or higher, with costs covered by the OC.

The OC must also provide a reliable sound system, including speakers, a microphone, and either AUX or Bluetooth connectivity.

Considerations

Out-of-town groups will be scheduled in earlier shows to allow for travel home, unless otherwise requested.

March-In Signs

GymBC will provide generic march-in signs for each participating club. These signs will be used for march-in during the performance shows on Sunday.

Accreditation

GymBC provides accreditation badges and lanyards for all athletes, coaches, volunteers, sponsors, and VIPs. It is the OC responsibility to set up and staff an **accreditation desk** for distribution and last-minute requests and ensure **access control** at all Field of Play (FOP) entry points. Only accredited individuals permitted.

Medical Services

GymBC is currently reviewing this section. Please contact events@gymbc.org for more information.

Announcer & Announcements

The Gymnaestrada Performance Shows must have a designated **announcer**. The Announcer is responsible for:

- Welcoming spectators
- Relaying safety announcements
- Coordinating athlete flow (as directed by the Floor Manager)
- Introducing routines and clubs

Scripts must be approved by GymBC. Contact events@gymbc.org for the latest template version.

Hospitality

Hospitality is a critical component of delivering a successful Gymnaestrada Event. Coaches, Adjudicators, GymBC representatives, and event staff spend long hours at the competition ensuring a fair and positive experience for athletes. These individuals cannot simply leave the venue throughout the day. They need reliable access to food, hydration, and a comfortable space to recharge.

Event Hospitality Room

- **Requirements:** Must seat ~50 people
 - Coaches, Adjudicators, GymBC Representatives, OC, Photographer, First Aid Staff, Live Stream Staff, and VIPs (Sponsors), must be allowed in the hospitality room
- **Well-rounded meals** should be included.
 - Hot & cold options for all meals
 - Alternatives for dietary restrictions/allergies
 - Snacks, water, coffee, refreshments always available
 - If proper meals cannot be provided → per diems must be issued **to coaches and adjudicators:**
 - \$15 breakfast, \$20 lunch, \$35 dinner

Athlete Hospitality

- **Optional:** fruit, granola bars, or similar (peanut-free).
- **Mandatory:** Water refill options are mandatory

Socials (Optional)

- **Coaches/Judges Social:** informal gathering Friday or Saturday evening.
- **Athlete Social:** optional, Friday evening, must include adequate adult supervision.

Spectator 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.

Volunteers

Why Volunteers Matter?

Volunteers are the **backbone of every Gymnaestrada Event**. Without them, the event cannot run. Proper recruitment, training, and management are **critical** to ensuring a professional, smooth experience for athletes, coaches, officials, and spectators.

Recruitment

Begin recruitment **as early as possible**. Please contact events@gymbc.org if you require assistance in recruiting volunteers. Roles span across technical (minor officials), awards, hospitality, accreditation, access control, protocol, and general support. The Number of volunteers required depends on facility size, event scope, and OC planning.

Orientation & Training

GymBC strongly recommends hosting a **volunteer orientation** ~1 week before the event. Important topics to cover include:

- Introduction of OC leads and reporting structure
- Expectations (arrival times, dress code, meals, parking, breaks)
- Venue walk-through
- Breakout by role (e.g., hospitality, ushers)

Volunteer Roles

Area	Volunteers Needed
Equipment set-up & tear-down	5-10
Decoration set-up & tear-down	5-10
Access control / security	2-3
Hospitality	1-2
Admissions	3
Announcer	1
Music	1-2
Workshop ushers	1 per workshop
Participant social	2-5 (depending on size)
Coach social	1-2
Spectator ushers	2-3
Clean-up crew (per session)	5

Hosting Checklist – Breakdown of Roles

Task/Area	Who (Role/Dept)	Notes
Confirm Host Club & Venue	GymBC – Events Manager, Technical Program Manager, Senior Manager – Development	Hosting Partnership Agreement signed with OC
Logo and Theme	GymBC – Technical Program Manager + GFAC and OC input	GymBC provides the logo for the event
Budget Creation & Management	OC (Finance Lead) + GymBC oversight	Final summary submitted post-event
Workplans + Participating Clubs Communication	GymBC – Communications Manager + OC input	GymBC + OC will work together in developing Workplan content. GymBC sends all communications to participating clubs
Registration (Kscore)	GymBC – Technical Program Manager	OC receives updated lists
Refunds and Substitutions	GymBC – Technical Program Manager	OC receives updated lists
Declaration of Compliance Forms	GymBC – Technical Program Manager	GymBC tracks compliance and verification of all participants
Social Media & Promotions	GymBC – Communications Manager + OC Media Lead	Must use Gymnaestrada branding
Workshop Schedule	GymBC – Technical Program Manager + OC input	Includes warm-up & rehearsal slots
Workshop Presenters	OC (Programming Lead) + Technical Program Manager oversight	OC arranges accommodations + pays travel and honoraria
Performance Show Schedule	GymBC – Technical Program Manager + OC input	Based on registration numbers. Includes all performance shows (athletes, adjudicated, spectators)
Routine Music	GymBC – Technical Program Manager	Collects via online form & provides playlist + laptop
Team Photos	GymBC – Technical Program Manager	Collects via online form available in Workplan
Adjudicators (recruitment)	OC (Programming Lead) + Technical Program Manager oversight	OC arranges accommodations + pays travel and honoraria
March-in Signs	GymBC – Communications Manager	GymBC provides march-in signs for all groups
Coaches Packages	GymBC – Communications Manager	Distributed at registration
Host Hotel & Accommodations	OC (Delegate Services Lead)	50 rooms required in room block
Volunteer Recruitment	OC (Volunteer Coordinator)	Orientation recommended 1 week before
Medical Services & Insurance	OC (Operations Lead)	Confirm details with GymBC Sport Safety Officer
Event Merchandise	OC (Merch Lead) + GymBC oversight	GymBC can include pre-order forms in Workplan
Staff/Volunteer Apparel	GymBC – Communications Manager + Senior Manager, Development	Provided directly by GymBC

Photography	GymBC – Communications Manager + OC	Deliverables required at no cost
Event program	GymBC – Communications Manager	Host may print copies for sale
Live streaming	GymBC – Senior Manager, Development	Host provides access to venue/rooms