



GymBC Championships

EVENT HOSTING GUIDE

July 2024

Table of Contents

INTRODUCTION	1
1.0 Gymnastics BC (GymBC).....	1
2.0 Event Hosting Guide.....	1
3.0 GymBC Championships- Introduction	1
4.0 GymBC Championships - Objectives	1
5.0 GymBC Championships - Format.....	2
ADMINISTRATION	2
6.0 Hosting Partnership Agreement (HPA).....	2
7.0 Organizing Committee (OC).....	2
BUSINESS OPERATIONS.....	2
8.0 Finances & Budget	2
8.1 Revenue Opportunities	2
8.2 Expenses.....	5
9.0 Communication & Promotion	5
9.1 Media Planning.....	5
9.2 Promotional Material	6
9.3 Work Plans.....	7
9.4 Photography	8
EVENT OPERATIONS.....	8
10.0 Technical.....	8
10.1 Venue.....	8
10.2 Equipment.....	9
10.3 Floor Music.....	11
10.4 Scoring.....	11
10.5 Results	12
10.6 Awards.....	13
10.7 Officials	16
10.8 Minor Officials	17
11.0 Non-Technical.....	18
11.1 Registration (GymBC).....	18
11.2 Accreditation.....	18
11.3 Athlete Cards (Artistic Only)	19
11.4 Access Control & Security	19
11.5 Signage	19
11.6 Decor	19

12.0 Delegate Services.....	20
12.1 Hospitality.....	20
12.2 Socials.....	21
12.3 Gifts.....	21
12.4 VIPs.....	21
13.0 Protocol.....	22
13.1 Insurance.....	22
13.2 Medical Services.....	22
13.3 Announcer.....	22
13.4 Announcements.....	22
13.5 Opening Ceremonies.....	22
14.0 Volunteers.....	23
14.1 Recruitment.....	23
14.2 Orientation and Training.....	23
14.3 Hospitality.....	23
14.4 Recognition.....	24
APPENDIX A - Sample Organizing Committee Chart.....	25
APPENDIX B - Responsibilities & Timeline.....	26
APPENDIX C - Venue Requirements.....	30
APPENDIX D - Non-Technical Requirements.....	31
APPENDIX E - Protocol.....	34

INTRODUCTION

1.0 Gymnastics BC (GymBC)

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

This document is intended to assist GymBC member club event hosts in conducting the GymBC 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 GymBC Championships events.

Any questions relating to this guide and its contents can be directed to events@gymbc.org.

3.0 GymBC Championships - Introduction

The GymBC 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 GymBC Championships are held each spring for Compulsory, Xcel, and WAG, MAG, & TG. The events are generally held in April or May, in various communities throughout the province. Although GymBC encourages member clubs to host the WAG, MAG, & TG Championships together, the same club can bid to host two separate events. The Compulsory & Xcel GymBC Championships must be hosted together, as a second separate event.

Estimated attendance:

- Compulsory: 450 athletes, 75 coaches and 20 officials;
- Xcel: 700 athletes, 100 coaches and 20 officials;
- WAG & MAG: 650 athletes, 100 coaches and 70 officials;
- TG: 225 athletes, 30 coaches and 30 officials.

4.0 GymBC Championships - Objectives

The main objectives of the GymBC 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 GymBC Championships by standardizing protocol and awards;
- Showcase the GymBC 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 GymBC Championships - Format

The GymBC Championships events require the following formatting:

- Compulsory and Xcel: 1 day set up; 4-day competitions (2 days for Xcel and 2 days for Compulsory); 1 day for tear down (or following the last competition session);
- WAG and MAG (only): 1 day set up; 3-day competition; 1 day for tear down (or following the last competition session);
- TG (only): 1 day set up; 2-3 days for competition; 1 day for tear down (or following the last competition session);
- WAG, MAG, & TG (combined): 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)

The Hosting Partnership Agreement (HPA) is a contract between GymBC and the host club that is developed once a club is selected to host a GymBC Championships event and a venue has been confirmed. The roles and responsibilities of both GymBC and the host club 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 contract. 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)

In planning for any event that is the size and scope of the GymBC 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 GymBC Championships events. This person should be familiar with event and competition operations and will be GymBC’s main point of contact for all event-related communications.

In addition to the committee chair, there should be 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

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/financial report must be provided to GymBC within 30 days of the competition.

8.1 Revenue Opportunities

Major sources of revenue for the GymBC 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 GymBC Championships registrants (both athletes and coaches). Within 15 days of the first registration deadline, GymBC will remit 80% of registration fees collected to the OC. GymBC retains \$15 per registered participant (both athletes and coaches) 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. Registration fees and registration timelines are outlined below.

Athletes

- Regular Registration (up to four weeks prior to competition): \$150
- Late Registration (three to four weeks prior to competition): \$170
- Very Late Registration (two to three weeks prior to competition): \$200
- No registration will be accepted within 2 weeks of competition
- *All WAG athletes L7-10 will pay an additional \$5 registration fee in years when there are apparatus finals.

Coaches

- Regular Registration (up to four weeks prior to competition): \$25
- Late Registration (three to four weeks prior to competition): \$35
- Very Late Registration (two to three weeks prior to competition): \$60
- No registration will be accepted within two weeks of competition

8.1.2 Admissions

GymBC must approve the ticket-pricing structure for the GymBC Championships. We suggest tickets are made available for pre-purchase online. It is also recommended that the OC sells admission tickets on site accepting cash and/or credit cards for ticket purchases, or 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	\$80

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 sponsorships and Value-In-Kind (VIK) donations will be developed by GymBC at least 6 months before the start of the GymBC Championships event. This package should be distributed by the OC throughout the community and province well in advance of the 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) should you have any questions regarding potential sponsorship partners.

GymBC and/or the OC can manage incoming questions and sponsorship donations for the event. GymBC will not retain any of the sponsorship funds, they will be fully directed to the host club, as they should be applied to expenses related to the event.

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) for more information.

Trampoline 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 Manager (tg@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: awards, hospitality and concession supplies and prizes etc.

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 GymBC 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.

Example 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:

- 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 may include, but are not limited to:

- Promotions and communications;
- Officials' travel and accommodations;
- Equipment technicians' travel and accommodations (if required);
- Athlete and coach socials (optional);
- Awards and gifts/souvenirs; and
- Medical services.

9.0 Communication & Promotion

The GymBC Championships shall be promoted as the "Compulsory GymBC Championships", "Xcel GymBC Championships," or "WAG, MAG & TG GymBC Championships". If a title sponsor is secured, their name would appear before the respective event titles.

The OC is responsible for the development and implementation of a Marketing & Communications Plan. GymBC can provide a Communications Coordinator 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 GymBC Championships events. Normal communications include, but are not limited to, updating GymBC event pages, marketing/promoting the event on social media, reviewing press releases, creating a sponsorship package, developing an event program 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 Coordinator 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 GymBC 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 GymBC's Communication Coordinator in partnership with the OC and distributed prior to and following the GymBC Championships.

All releases should include:

- Exact dates of the event;
- Name and location of the event;
- Number of clubs and athletes taking part;
- Name of media contact, phone number and email address; and
- Link to the event pages, 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 GymBC Championships. The OC must incorporate the GymBC Championships logo into all advertising and promotional material such as letterhead, faxes, posters, etc.

9.2.1 Logo

The GymBC Championships logo will be created by GymBC to provide a visual identity for the events, suitable for use on all promotional items. A draft of the championship's logo will be provided to the host clubs 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 will be identical for the WAG, MAG, & TG, Compulsory and Xcel GymBC Championships.

The logo will include:

- "GymBC Championships"
- GymBC symbol graphic
- Year

Other logo specifications:

- No additional text may be included in the championship logo;
- The host club logo will not be included in the GymBC Championships logo design.

9.2.3 Event Program

GymBC will develop an electronic program for the Championships event.

Specifications:

- The cover will include:
 - The title of the event and presenting sponsor logo (if applicable);
 - The GymBC Championships logo;
 - Event dates and location; and
 - GymBC and host club logos.
- Program will 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 GymBC 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 event. The OC will provide GymBC with information as needed.

9.2.5 Social Media

GymBC highly recommends the use of social media prior to, during, and after the GymBC Championships events. 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: Instagram and Facebook. 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 (Artistic) and Bulletins (Trampoline) to distribute to all member clubs and post on the event webpage. The Work Plans/Bulletins will include general event and technical information.

Work Plan/Bulletin #1 must be distributed to all full member clubs approximately 120 days in advance of the event. This Work Plan/Bulletin 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/Bulletin #1:

- Exact dates and venue (including address and map) of the event;
- A list of key members of the Organizing Committee with general contact information; and

- The official event accommodation (usually a hotel), together with room costs, booking details and deadlines and contact information for the hotel.

Work Plan/Bulletin #2 – shall be made available approximately three weeks prior to the event. This Work Plan/Bulletin 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/Bulletin #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 photographers available throughout the event. The photographer shall be given the rights to sell photos to participants. GymBC must approve the photographer(s) that will be working the GymBC Championships event.

The OC is required to provide 30 action shots and 10 photos from the opening/closing ceremonies and/or awards electronically to GymBC (free of charge) following the event. If there is a charge to GymBC to attain photos of the event from the photographer, these charges will be included as GymBC expenses and applied to the final reconciliation of the event.

EVENT OPERATIONS

10.0 Technical

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 Manager for more information.

10.1 Venue

Along with the actual competition floor and spectator space, additional spaces must be reserved for awards, hospitality and 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 Technicians and/or Technical Managers, 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 Managers at least 8 weeks prior to the competition. If floor plans are not approved by GymBC 4 weeks prior to the event, a \$1000 fine 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:
 - One for hospitality (coaches, judges and volunteers): to hold approximately 60 people;
 - One as a meeting space (for judges meetings) for 30 – 60 people.
- Space available for award ceremonies.
- A facility exclusively available for the event 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

10.2.1 Competition Equipment

GymBC equipment must be used for the GymBC Championships. The OC is responsible for submitting the [Equipment Rental Request Form](#) by the pre-established event sanctioning/equipment rental deadline (generally May 31 the year before the event). And once the rental has been “approved”, the host club is required to complete the [Equipment Rental Agreement](#) and pay a \$1500 deposit to use the GymBC equipment for the event. The deposit will be applied to and reduced from the final freight charges incurred from the event.

For the WAG, MAG & TG GymBC Championships, all 3 GymBC equipment trailers will be required to provide the necessary equipment to host the event.

For the Compulsory & Xcel GymBC Championships, 2 GymBC equipment trailers will be required for the necessary equipment to host the event.

As our trailers have limited space and therefore not able to provide all of the required equipment for the events, additional equipment pieces may be required that must be supplied and shipped at the expense of the host club. These pieces may include, but are not limited to:

Optional WAG and MAG:

- 3rd Vaulting table and runway,
- Additional matting for vault landing zone.

Trampoline:

- Double Mini
 - 6 mats to surround Double Mini landing zone
 - 1 throw mat
- Tumbling
 - 2 mats for end of Tumbling landing zone (GymBC provides 4 and host club will need to provide 6)
- Trampoline
 - 1 Throw mat (GymBC provides 2 and it's nice to have 3 on Trampoline)
- Warm-Up Area
 - Roll top for warm up area (GymBC provides a small one, but it's nice to have more)

- If you are wishing to have a Warm-Up Trampoline, the following will also need to be provided
 - 1 Trampoline
 - 2 end decks with mats
 - 1 Throw mat
 - Surround mats (Around 12 – 3 for each side, 3 for each end)

As the event host club will be providing additional equipment for the event, please clearly label the equipment to ensure correct equipment is removed during tear-down.

10.2.1.1 Set-up & Take-down

GymBC's equipment team coordinator (equipment@gymbc.org) will be in contact with the OC at least 4 weeks prior to the event to coordinate a schedule and arrange transportation of equipment to and from the event venue. Details regarding delivery dates, times (for both set-up and tear-down) will be finalized at that time and GymBC will provide contact information for the Equipment Technicians (Techs) who will be leading the event. GymBC will provide one Tech per trailer of equipment for both set-up and tear-down. These Techs are responsible for leading your team of volunteers with the unload and set-up of equipment prior to the competition, and tear-down and loading following the event. The Techs will be on-call for the duration of the event to provide equipment related support, as required. One on-call Tech will be available per discipline (ex. one for Artistic and/or one for TG).

The OC is responsible for the recruitment and scheduling of at least 15 volunteers **per set (WAG, MAG, TG)** of equipment to help with both the set-up and take-down of equipment. These scheduled volunteers are required to remain for the entire set-up or tear-down process of the event.

10.2.1.2 Concerns or Issues

Any safety concerns and/or equipment issues prior to the event may be communicated to equipment@gymbc.org and/or 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 event's on-call Equipment Technician.

10.2.2 Event Kits

GymBC owns a small event kit, which includes stop watches, bells and a limited supply of stationary which can be available free of charge for GymBC Championship competitions. For booking information, please contact the GymBC Event Manager at events@gymbc.org at least 8 weeks prior to the event.

10.2.3 Video Equipment and Tablets

10.2.3.1 Artistic Video Equipment

GymBC has 10 tablets and 10 tripods that can be used for recording at the GymBC Championships events. This equipment will be required for trials events, High Performance and Apparatus Finals. It is the responsibility of the host club to provide a volunteer(s) to manage the video equipment. This includes set-up, event day operations and take-down. This individual is required to complete the [AG Video Equipment – Transfer of Responsibilities Agreement](#) when the equipment is delivered to indicate that

they are 100% responsible for its use, safe keeping and that all items are returned as delivered. Any costs incurred by GymBC to replace damaged equipment will be billed to the host club. If you have any questions regarding this equipment, please contact GymBC's Events Manager, events@gymbc.org at least 8 weeks prior to the competition.

10.2.3.2 TG Video Equipment and Laptops

It is the responsibility of the host club to record of all rounds of competition. The TG Technical Committee owns a trampoline video "kit", which includes 3 tablets, 4 tripods and backup hard drives, to be used for recording. Host clubs are responsible for training volunteers on how to properly install the system and how and when to record video during the competition.

This equipment is available and is included in the equipment rental for the event. To confirm booking information, please contact events@gymbc.org and cc Jake Maxim at jake@clubaviva.ca at least 8 weeks prior to the event.

The host club must sign Transfer of Responsibilities Agreements ([TG Video Equipment – Transfer of Responsibilities Agreement](#)) when the equipment is delivered to indicate that they are 100% responsible for its use, safe keeping and that all items are returned as delivered. Any costs incurred by GymBC to replace damaged equipment will be billed to the host club.

10.2.4 Additional Required Equipment

- [Supply of chalk](#). Can be ordered directly through Spieth America.
- Water spray bottles – 4 for WAG, 4 for MAG.
- Ramps may be required to allow access onto the Judges' platforms. Please contact events@gymbc.org prior to the event to determine if wheel chair ramps may be required for the competition.

10.3 Floor Music

Floor music is now uploaded through the Kscore registration portal. A sound system must be available, which includes a microphone and speakers with AUX cables for the competition for announcements and floor/background music. Depending on the floor plan, more than one sound system may be required.

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. As scoring programs, ex. Sportzsoft require online access to run the programming, a stable internet connection dedicated to scoring is recommended. A DSL (hard line connection) is highly preferred and may be more stable than wireless.

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

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.

10.4.1 WAG & MAG

Kscore electronic scoring must be used. Host clubs will be responsible for the fees associated with the electronic scoring program.

10.4.2 TG

The SportzSoft electronic scoring platform must be used. A GymBC representative will be responsible for setting up the database with the approved scoring program for the event. Access will be given to the host club/Master Scorekeeper at set-up. Please contact GymBC's TG Manager (tg@gymbc.org) should you have any questions about this program. Host clubs will be responsible for the fees associated with the electronic scoring program.

The host club will be responsible for creating the competition schedule. GymBC will develop an online form to monitor scratches and withdrawals from the competition, however, the host club/master scorekeeper is responsible for implementing these withdrawals into the schedule.

GymBC will provide the laptops needed for the scoring area during the TG competition. Host clubs must ensure that a Master Scorekeeper has been properly trained on scoring requirements and the Sportzsoft program 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.

GymBC will provide 3 laptops needed at the judging tables to record scoring during the TG competition.

GymBC also owns and will provide the Time-of-Flight System for the event. This equipment is available and is included in the equipment rental for the event. To confirm booking information, please contact events@gymbc.org and cc Jake Maxim at jake@clubaviva.ca at least 8 weeks prior to the event.

Host clubs are responsible for training volunteers on how to properly install the system. The Time-of-Flight equipment is a small Bluetooth device that is to be secured onto the trampoline at the beginning of the competition. There is an app that judges can use to access the data provided by this device.

The host club must sign Transfer of Responsibilities Agreements ([Time of Flight and Scoring Equipment - Transfer of Responsibilities Agreement](#)) when the equipment is delivered to indicate that they are 100% responsible for its use, safe keeping and that all items are returned as delivered. Any costs incurred by GymBC to replace damaged equipment will be billed to the host club.

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 (or QR code) 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, on social media prior to the competition, and posted around the event venue for spectators to access results.

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](#) and the [TG BC Sanctioned Event Hosting Guidelines](#) document or contact GymBC's TG Manager tg@gymbc.org with any questions.

10.6 Awards

Hosting award presentations is mandatory. The preparation and execution of the Awards Ceremonies is the responsibility of the OC. The OC/host club must provide a group of volunteers to manage and oversee all duties related to awards. See [Appendix E](#) for a sample script.

To assist with the preparation of the ceremonies, please follow the guidelines below.

- 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.x. 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.

10.6.1 Award Design & Quantities

The GymBC Championships host clubs are responsible for the design and ordering of all awards. It is required that all GymBC Championships event hosts (Compulsory, Xcel and WAG, MAG & TG) work together to create one design for all of the GymBC Championships awards.

The medals, plaques and ribbons must incorporate the event logo, additional text (ex. the name of the event – Compulsory, Xcel etc.) may be included at the discretion of the host club. The proposed design of the championships medals, plaques 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.

Please note: Yukon athletes are permitted to participate in the GymBC Championships events. Should they place in an event, they will receive the respective award for their achieved placement.

10.6.2.1 WAG and Xcel

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.

Compulsory Level 1 and 2 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 and 2 competitions. 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, four 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 [WAG Operations Manual](#)).

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.

Apparatus finals are scheduled for WAG L7-10 participants. As such, additional sets of awards are required. Awards are issued for placing 1st – 8th. Medals for the top 3 places,

and ribbons for fourth - eighth. Therefore 4 levels and 4 apparatuses = 16 sets of awards total + 20% to account for ties.

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. BC tie breaker rules are found in the [Tie Breaking Rules at BC Cups and BC Championships](#) document. If no specific BC rules are indicated in the preceding document, the [GymCan TG Canadian Competition Rules](#) and [Pathways Document Rules](#) apply. Please contact GymBC's TG Manager for more information - tg@gymbc.org.

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).

Please note: Other provinces or territories participating, qualify for awards along with all BC athletes.

10.6.4 Special Recognition Awards

It will now be required to recognize those individuals that are graduating high school during the current event year. At minimum, these people are to be recognized with a certificate (template to be developed by GymBC), during the awards presentation, following each competition session. It is not required, but the host club may choose to present a small gift to these participants along with the certificates. A representative at GymBC will manage this list of graduates, and provide it to the host club following the first and final registration deadlines.

10.7 Officials

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

10.7.1 Accommodations

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

- Compulsory – 10 rooms
- Xcel – 10 rooms
- Optional WAG and MAG – 15-20 rooms
- Trampoline – 10 rooms (*please connect with GymBC to confirm)
- Optional WAG, MAG & Trampoline – 20-25 rooms

10.7.2 Artistic Gymnastics Officials

The OC will pay the transportation, accommodations, honouraria, and other expenses for all WAG and MAG officials. Honorarium tables can be found in the [WAG Judges Handbook](#) and [MAG Operations Manual](#).

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

Trampoline Gymnastics judges are to contact the TGTC Judging Chair prior to the competition to outline their availability, level of certification and events they wish to judge, for the GymBC Championships event. The judge must also connect with their registered host club indicating their willingness to work the event.

The OC will pay the honorarium for all TG officials. There are no addition expenses for TG Officials (ex. travel and accommodations).

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 charged a surcharge of \$20 per registered athlete over the required judging quota. Surcharges will be calculated by the Provincial Judging Chairperson. Invoices will be issued by GymBC in a timely manner following the event. All surcharges will be collected by GymBC and held as part of the TG Technical Committee budget. More information can be found in the [Trampoline Gymnastics – BC Sanctioned Event Hosting Guide](#).

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 Managers 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 and training 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 + 1 timers that move with the judges + 1 secretary that moves with the judges
- FX: 1 timer + 1 secretary

WAG - Videographers for Trials/HP and/or Apparatus Finals events

VAULT	UNEVEN BARS	BEAM	FLOOR
Videographer	Videographer	Videographer	Videographer

10.8.2 MAG

FLOOR	POMMEL HORSE	RINGS	VAULT	PARALLEL BARS	HIGH BAR
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

Videographers are to be trained by the OC on how to properly use the equipment and when to record video

11.0 Non-Technical

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 for any questions regarding non-technical requirements.

11.1 Registration (GymBC requirement)

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 GymBC Championships participants (both coaches and athletes). All athletes and coaches must be registered for the GymBC 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 also confirm that all athletes participating are registered at the appropriate levels, and all coaches working at the event have the necessary certifications required to participate in the event.

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 GymBC 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 \$15 administration fee will be withheld by GymBC for individuals withdrawing from the competition after the first registration deadline.

Scratches following the first registration deadline (that are not a medical withdrawals), will not be issued refunds.

11.2 Accreditation

Accreditation is required for the GymBC Championships events. It is a badge that identifies what access rights an individual will have at the event. 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.

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, or a sticker that includes the event logo and 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 are required for all levels of WAG athletes and only L1 for MAG participants.

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. It is required that all entry points to the Field of Play (FOP) must be guarded to ensure no unaccredited individuals have access to the completion floor.

11.5 Signage

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

Signage that will be provided is for: Accreditation, Registration, Admissions, Silent Auction, Coaches Hospitality, Officials Room, Awards, Results, Scoring, Athlete Waiting Area, Competition Floor, Concessions. If there are any additional signs that are required, please contact events@gymbc.org.

This signage must be returned to GymBC upon the completion of the event.

GymBC banners and flags shall be placed around the venue in prominent, high traffic, high visibility areas. Any additional sponsor signage must be approved by GymBC. These banners and 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 Decor

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

GymBC will provide branded banners and backdrops that must be placed around the competition venue. These must be returned to GymBC following the event.

Other GymBC Championships branded items (ex. tablecloths) are to be used during the event.

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

12.0 Delegate Services

12.1 Hospitality

A hospitality room must be provided by the host club for judges, coaches, staff, volunteers and VIPs.

The OC is responsible for ensuring the proper planning, procurement and delivery of food and beverages for the event.

If meals are not provided for the above individuals, throughout the competition, the host club must provide a daily per diem so meals can be purchased off-site. This must be communicated with GymBC at least 4 weeks prior to the event in order to provide sufficient notice to the appropriate parties to plan their meals for the event weekend.

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. Please refer to the competition schedule to plan accordingly.

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 (breakfast, lunch and dinner) must include hot and cold options.** If no hot option is available for a meal, a per diem must be paid to judges. GymBC's rate for per diems is \$15 for breakfast, \$20 for lunch and \$35 for dinner.
- 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) may be provided to athletes in the athlete waiting area and/or during awards ceremonies. Please consider potential allergies (e.g. peanut free options) if 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 should 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

Host clubs of the GymBC Championships events are strongly encouraged to foster intercommunication among themselves for the purpose of jointly determining appropriate tokens of appreciation and awards for participants. This collaborative approach serves to maintain a consistent and equitable standard of recognition for all registered participants across these various events, thereby upholding the value proposition associated with their registration fees.

The proposed gift ideas for the championships are to be provided to GymBC at least four months before the start of the event. Any recommended changes must be made within the following 30 days to ensure that the gifts are ordered in time.

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 GymBC Championships events. The OC is responsible for determining an appropriate gift across all attending age groups. It is recommended that the GymBC Championships host clubs (Optional WAG, MAG & TG, Compulsory and Xcel) work together to determine one athlete gift for all of the events. If different gifts are wished to be given out, they must be of similar value. The final gift choice(s), must be approved by GymBC.

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

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 also responsible for ensuring adequate liability insurance is in place. Please contact GymBC's Safety Officer 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) 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.

For both **Artistic and Trampoline Gymnastics**, the medical requirements are as follows:

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, however must be approved by GymBC. 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).

It is recommended that all announcements are to be gender neutral. Please avoid the use of "ladies and gentlemen" or "Girls", "Boys" etc. when conducting announcements during the event.

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 GymBC Championship event.

The preparation and execution of the Opening Ceremonies is the responsibility of the OC. To assist with the preparation of the ceremonies, please follow the guidelines below.

- 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.

- Should the competition space contain all of the disciplines at the event (ex. WAG, MAG & TG), one ceremony may take place. The individuals' asked to read the athlete, coach and judges' oaths must be a representative from all of the respective disciplines.
- However, if the space is split and TG is in a different area than Artistic, two Opening Ceremonies must take place with athletes, coaches and judges from their respective disciplines (Artistic and TG) reading the oaths.
- The OC must coordinate schedules to ensure no Opening Ceremony announcements are taking place during a competition session. This helps confirm no announcements are made during floor routines.
- 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.
- GymBC CEO may speak during the opening ceremonies.

See [Appendix E](#) for Opening Ceremony sample script.

14.0 Volunteers

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 and Training

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

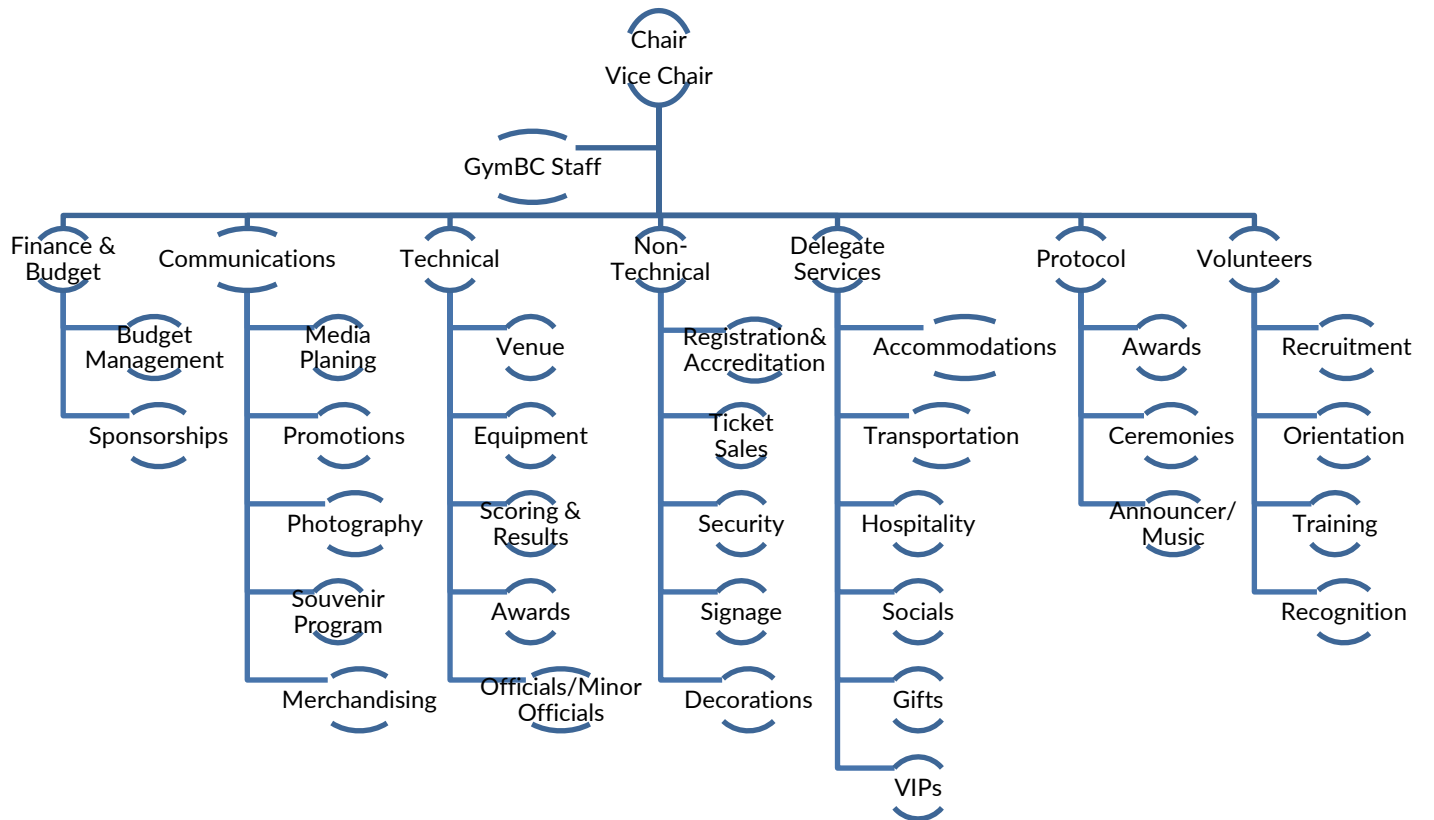
A volunteer hospitality room is suggested. Meals are not required; however, snacks and refreshments are recommended.

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 about the 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
Administration				
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
Business Operations				
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	
Sponsorship	Package developed 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	
Event Program	Draft electronic version	At least 14 days prior to event	x	x

	Final electronic program	One week prior to event	x	
Event Website	Information to GymBC	Ongoing	x	x
Workplans	Information for Work Plan/Bulletin #1	120 days prior to event	x	x
	Information for Work Plan/Bulletin #2	Following 1st registration deadline - approximately 3 weeks prior to event	x	x
Competition Schedule	Provisional competition schedule	Provisional Schedule in Work Plan/Bulletin #1 - 120 days prior to event	x	
	Final competition schedule	Work Plan/Bulletin #2 - approximately 3 weeks prior to event	x	
Photography	Photographer booked	Three months prior to event		x
Event Operations				
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 eight weeks prior to event	x	x
	Host technical meetings (if required)	During event	x	x
Equipment	Equipment rental agreement complete	Ten months prior to event	x	x
	Event and Video Kits and Scoring Equipment 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
Floor Music	Compulsory music prepared for event	Prior to event weekend		x
Scoring	Confirm scoring program(s)	Seven months prior to event	x	
	Volunteers recruited and trained	Two months prior to event		x

	All equipment provided for scoring	During event	x	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 and final registration deadlines	x	
	Printed	One week prior to event		x
Decorations	Develop decoration scheme and provide supplies	Three months prior to event		x
	Curtains, tables & 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
Insurance	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	One to two months prior to event		x
	Recognition	Post event		x

APPENDIX C - Venue Requirements

Facility sizing

	WAG only or Xcel	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)		

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).

Compulsory and/or Xcel: A full sized hockey rink or 2 full sized basketball courts (at minimum) are required to accommodate the WAG equipment. The event requires a double set-up (8 apparatus).

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

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
Total	70+	290 - 310

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).
- Flip score books (execution, DD, HD-trampoline only)
- Judges Chits (TG)

Awards

- Podium
- Trays

TG Requirements

Tables & Chairs -

	Specifications	Total required	Location
TRAMPOLINE			
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			
DOUBLE MINI			
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			
TUMBLING			
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			
SCOREKEEPING AREA			
Tables		2x8' long	Refer to the floor plan
Chairs		2	
Master Scoring Laptop/printer		1	GymBC to provide
Photocopier		1	
Power bar/extension cords			
MEDICAL			
Tables		1-8' long	Refer to the floor plan
Chairs		3	
AWARDS			

Table		1-2	
SALES			
Tables			
Chairs			Refer to the committee chair
ATHLETE WAITING AREAS			
Pipe & drape	Pipe & Drape - 8' square	15	Refer to the floor plan
Chairs			
ADDITIONAL EQUIPMENT/SUPPLIES			
Notepads or chits for judges			
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. WAG, MAG & TG GymBC 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

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 GymBC 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 GymBC Championships}. Joining us today for the GymBC 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

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 Level 6, {birth year e.g. 2004-2006} competition."

[APPARATUS AWARDS – Artistic & TG]

"The results from {Level...} at this year's event are...

In 4th place, is {athlete, club}.

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

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

And the {year} GymBC Champion for {level, event} is {athlete name and club}!

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

"The results from {Level...} at this year's event are...

In 4th place, is {athlete, club}.

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

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

And your {year} GymBC {Level} Champion is {athlete name and club}!

[Team Awards - Artistic & TG]

"Team Awards" are called from 1st to 3rd. Just announce the club name - no individual athletes. "The {year} GymBC 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.