

GymBC Championships



Hosting Guidelines

2025-26



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Introduction

This Hosting Guide is designed to support GymBC member clubs in planning and delivering the GymBC Championships. 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 the GymBC Championships

The GymBC Championships are the largest and most prestigious annual gymnastics events in British Columbia. Each spring, athletes from across the province compete for the title of Provincial Champion.

Events	Info	Dates
Artistic & Trampoline	Hosted together over 3 days	Late March-Early April
Xcel	Hosted over 2.5 days before/after the Compulsory GymBC Championships	Mid-April
Compulsory	Hosted over 1.5 days before/after the Xcel GymBC Championships	Mid-April

Estimated Participation Per Event

Artistic & Trampoline GymBC Championships: 850 athletes, 100 coaches, 70 officials

Xcel GymBC Championships: 900 athletes, 100 coaches, 20 officials

Compulsory: 250 athletes, 100 coaches, 20 officials

GymBC Championships Objectives

The Championships aim to:

- Prioritize athletes while balancing the needs of all disciplines.
- Maintain a consistent GymBC brand through standardized awards and protocols.
- Showcase gymnastics to the community and spectators.
- Create a professional, celebratory atmosphere (announcers, decor, signage, presentations).
- Provide meaningful exposure and fundraising opportunities for host clubs.

GymBC Championships Format

Event	Timeline
Artistic & Trampoline GymBC Championships	1-day setup (evening) 3-day competition 1-day teardown (following the last session)
Xcel & Compulsory GymBC Championship Events	1-day setup (evening) 4-day competition (Xcel: 2.5, Compulsory: 1.5) 1-day teardown (following the last session)

Administration

Hosting Partnership Agreement (HPA)

Once a club is selected to host a GymBC Championships 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, awards, 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, scoring, officials)
- Delegate Services (accommodations, transportation, hospitality)
- Protocol (awards, ceremonies, 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 post event report must be completed by the host club. A financial summary must be included in the event report. GymBC will provide an online form to complete the post event report.

Revenue Opportunities

Registration Fees

Disciplines	Registration	Late Registration	Extended Registration
WAG, MAG, TG	\$150	\$170	\$200
Apparatus Finals (WAG)	\$5	\$5	\$5
Additional Events (TG)	\$10 per event	\$10 per event	\$10 per event
Coaches	\$50	\$70	\$200

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.
- **For Xcel and Compulsory Only:** Coaches who are attending both events, do not need to register twice.

Admissions

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

Ticket Type	Day Pass	Weekend Pass
Adult	\$25	\$45
Student (6-18)/Senior	\$17	\$30
Child (5 & Under)	Free	Free
Family of 4	\$65	\$115

Vendor Booth Sales

Suggested Fees:

Booth Size	Event Fee	Daily Rate
1 table	\$300	\$95
2 tables	\$400	\$150
3 tables	\$500	\$200

Additional Opportunities

Hosts may also generate revenue through:

- Event merchandise sales
- Raffles & silent auctions
- 50/50 draws

Sponsorships & Grants

Gymnastics BC retains the right to title sponsorship for GymBC Championships. 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
- Awards (medals, ribbons, plaques)
- Officials' honoraria, travel, accommodations
- Hospitality (meals, concessions)
- Audio-visual equipment rentals
- Promotions and communications
- Travel for equipment technicians (if required)
- Athlete/coach socials (optional)
- Souvenirs/gifts
- Medical services

Registration

Registration for the GymBC Championships is handled by GymBC (Kscore for Artistic, Sportzsoft for Trampoline). Registrations open no later than 5 weeks before the event. Only member clubs 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 competition. 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.

Event Workplans

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

Workplan #1

Timeline: November/December

Prepared by: GymBC, with input from the OC

Must include:

- Exact event dates and venue (with address + map)
- List of key Organizing Committee members (with general contact info)
- Parking/Transportation Information
- Registration information (fees, deadlines)
- Request for refund form
- Official event accommodation (hotel name, costs, booking details, deadlines, contact info)
- Provisional competition schedule (provided by GymBC)
- Pre-order forms (bodysuits, merchandise, etc. if necessary)
- Technical Information (provided by GymBC)

Workplan #2

Timeline: ~3 weeks before the event

Prepared by: GymBC, with input from the OC

Must include:

- Final competition schedule (draw and order)
- Meetings, special events, and important deadlines
- Spectator admission costs
- Competition information (accreditation, parking, waiting areas)
- Event details (socials, concessions, raffles, vendors, etc., if applicable)
- Event photographer information

Final Event Information (Updated Workplan #2)

Our goal is to keep communications concise and reduce inbox overload. All essential information must be planned and included in Workplan #1 and #2. 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 #2
- Effective date/time of the change
- Impacted groups (clubs, coaches, athletes, officials, spectators)
- Required actions (if any) and who is responsible
- Updated links/QR codes (program, schedule, results) if applicable

Emergency Plan

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

Judges Accommodations (Artistic)

The OC must secure hotel rooms for artistic judges at one or more host hotels, ideally within walking distance or a 5–10 min drive. To confirm the required number of rooms, please email the GymBC Program Managers (wag@gymbc.org, mag@gymbc.org). It is generally a good idea to book a block of rooms well in advance and adjust numbers (drop rooms/add rooming lists) closer to the deadline. Accommodations for **trampoline judges are not required**. Please see the judging/officials section on page 18 for more information.

Host Hotel & Accommodations

The OC must secure host hotel accommodations in close proximity to the event venue. A block of at least **100 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 field of play 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.

Volunteer & Staff Merchandise

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

Planning Timeline Checklist

Specific details may vary depending on discipline(s) hosted.

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	
6-9 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 Budget	X	
	Begin sponsorship outreach	X	X
	Recruit volunteers (initial)	X	
	Secure Host Hotel accommodations for participants & judges	X	
	Apply for grants	X	X
3-5 Months Before Event	Confirm hospitality services (meals & catering)	X	
	Order awards, gifts/souvenirs	X	
	Coordinate livestream details		X
	Book vendors (food, merchandise, etc.)	X	
	Plan decorations	X	
	Book Social venues (if hosting coach/judge/athlete socials)	X	
1-2 Months Before Event	Registration opens (track registration, qualifying scores, etc.)		X
	Admission tickets available for purchase	X	
	Process first event reconciliation		X
	Confirm announcer and photographer	X	
	Train volunteers and minor officials	X	
	Secure transportation for officials and judges	X	
Final Month	Confirm media contacts and details	X	X
	Develop electronic event program		X
	Finalize and print accreditation lists		X
During Event	Ensure medical/first aid services are confirmed	X	
	Manage event operations (venue, hospitality, awards, ceremonies, 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 volunteers	X	X
	Reconcile budget and registration fees	X	X

GymBC Championships Brand

Overview

It is important to recognize that the overall look and feel of the event is the GymBC Championships. 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 awards, must reinforce the GymBC Championships identity.

Event Naming

Events must be promoted as:

- "Artistic & Trampoline GymBC Championships"
- "Compulsory GymBC Championships"
- "Xcel GymBC Championships"
 - Do not use: "Provincials," "BC Champs," or "Provincial Champs."

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

Logo

The official GymBC Championships logo is created and supplied by GymBC.



The logo and brand colours must appear on all promotional materials (posters, signage, ads, event program, etc.). There is also a logo variation with the year included for medals, trophies and plaques.

Branded Items

Tablecloths & Skirts: GymBC provides branded tablecloths, fitted skirts and table clips (for either a 1 inch or 2 inch table thickness). **Hosts must ensure rented tables are 8ft to fit the fitted skirts.**

Backdrop Banners: GymBC provides four branded backdrops:

- (2) 20x10 ft banners – may be used on the competition floor for march-in or in the awards area.
- 8x10 ft banner – recommended near the entrance or awards area.
- 8x8 ft banner – recommended near the entrance or awards area.

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:

- Competition Floor
- Awards
- Accredited Participants Only
- Hospitality
- Welcome
- Washrooms
- Water Bottle Fill Station
- General Directional Signage

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 results. These should be displayed prominently throughout the venue.

Awards – Branding Standards

- **Podiums (provided by host):** must include places 1–3, plus numbered placements 4–10.
- **GymBC branding** must be highly visible in the awards area (backdrop banners).
- **Spectator Seating:** provide theatre-style seating for at least 70 guests in the awards area. Athletes may sit on the floor.
- **Audio:** ensure a powerful speaker and microphone are available for ceremonies.

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), GymBC Championships event logo, GymBC logo, dates, location, and host logo.
- A welcome message (GymBC + host club).
- A 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 GymBC Championships logo and brand colours.
- **Approval:** All social media content related to the Championships must be approved by GymBC before publishing. Content must be branded with the GymBC Championships 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** at all GymBC Championship Events. **Gifts for judges and coaches is a nice gesture but is optional.**

- **Branding:** Athlete gifts must be branded to the GymBC Championships in some way (logo, colours, or event name) and approved by GymBC in advance.
- **Consistency:** Since there are two host clubs each year, it is important that both hosts coordinate with GymBC to ensure the gifts align in value and presentation across all Championships.
- **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 (15 per discipline)
- 20+ candid photos of event (10 per discipline)

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. These cover venue setup, equipment, scoring, results, awards operations, officials, and minor officials. For discipline-specific rules, refer to [WAG](#), [MAG](#), or [TG](#) Operations Manuals. These manuals are updated regularly and take precedence over this guide.

Venue Requirements

Event	Square Footage	Ceiling Height	Hall Length	Hall Width
Artistic & Trampoline	20,000 sq ft	8.1 m – 26.5 ft	45 m (145')	34 m (110')
Xcel & Compulsory	10,000 sq ft	6.6 m – 21.5 ft	45 m (145')	34 m (110')

Venue Setup

- Competition floor with seating for at least 250 spectators.
- Hospitality room (60 ppl) and judges' meeting room (30–60 ppl).
- Awards area separate from competition floor.
- Parking within 5 min walk.
- Venue must be exclusively available for the event.

Event Equipment

Gymnastics Equipment

The GymBC Equipment is available to be rented for the GymBC Championship Events. GymBC trailers provide core equipment.

Event	Number of Trailers Needed
Artistic & Trampoline GymBC Championships	3 (MAG/WAG/TG)
Xcel & Compulsory GymBC Championship Events	2 (MAG (for additional floor)/WAG)

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](#).

Set-Up, During Event & Tear-Down

- GymBC provides 1 Equipment Tech per trailer.
- Host supplies a minimum of **15 volunteers** per discipline. GymBC may request a volunteer list prior to the event. Failure to provide volunteers will result in additional costs to cover the extra labour of equipment technicians.
- Techs supervise set-up/tear-down and remain on-call during the event.
- Host supplies additional mats/equipment as needed. **Please note: for the Artistic & Trampoline GymBC Championships the host club must provide a third vault and associated mats.**
- Host must label their own equipment clearly for tear-down.

Floor Plan

A floorplan for the event must be created and submitted to GymBC (equipment@gymbc.org) a minimum of 4 weeks (ideally 8) from the event. Failure to submit a floorplan will result in a **\$1000 fine**. GymBC's Equipment Technicians can assist with the creation of a floorplan for a fee.

Event Kits

Administrative Event Kit (Supplied by GymBC)

GymBC has an event kit to use during the event. The Event Kit includes stopwatches, bells, flags, judges' chits' (TG), painters tape, and stationery for judges' tables.

Artistic Event Kit (Supplied by GymBC)

WAG Only: GymBC owns 10 tablets and 10 tripods to be used for recording at GymBC Championships events. This equipment will be required for trials (and potentially High-Performance Sessions, and Apparatus Finals). It is the responsibility of the host club to pick up the equipment from the GymBC office. If the equipment needs to be couriered, it is the responsibility of the host club to cover all courier fees. Host clubs must also provide volunteers to manage the video equipment, including set-up, event day operations, and take-down. The host club must sign the [GymBC Events Technology Equipment Borrowing & Transfer Agreement](#), confirming that they are 100% responsible for its use, safe keeping, and that all items are returned as delivered.

Trampoline Event Kit (Supplied by GymBC)

GymBC owns a TG Event Kit to be used for scoring, Time of Flight measurement, and video recording at GymBC Championships events. This equipment will be required for all rounds of competition. It is the responsibility of the host club to pick up the equipment from the GymBC office. If the equipment needs to be couriered, it is the responsibility of the host club to cover all courier fees. Host clubs must also provide volunteers to manage the equipment, including set-up, event day operations, and take-down. The host club must sign the [GymBC Events Technology Equipment Borrowing & Transfer Agreement](#), confirming that they are 100% responsible for its use, safe keeping, and that all items are returned as delivered.

Other Supplies (Supplied by Host)

- Chalk (Order directly through [Spieth America](#))
- Water spray bottles (4 WAG, 4 MAG)
- Ramps for judge platforms if needed (confirm with GymBC)

Field of Play Tables & Chair Requirements

Artistic

Area	Tables	Size	Chairs
Judges Tables	28 (2 per apparatus)	8ft	84
Waiting Area	2 per area	8ft	60
Head Tables	2	8ft	8
Scoring	2	8ft	4
Music	2	8ft	2
Announcer	1	8ft	2
Medical	1		4
Live Stream	2	8ft	4

Trampoline (Staging is required for all events)

Area	Tables	Size	Chairs
Trampoline	4	8ft	10
Double Mini	2	8ft	10

Tumbling	2	8ft	10
Scorekeeping	4	8ft	8
Announcer	1	8ft	2
Medical	1	8ft	4

Scoring

Scoring Systems

Discipline	Software	GymBC/Provider Role	Host Role	Notes
Artistic	Kscore	Provides tablets and internet; sets up database, rotations, and schedule	Provide printer for results/backup; pay program fees; supply volunteers as needed	Minimal host technical setup required
Trampoline	Sportzsoft	Sets up database; provides laptops (3) and TOF system	Provide trained Master Scorekeeper ; create schedule & update scratches; supply scoring volunteers; sign equipment responsibility forms; pay program fees. The host club is responsible for all TG scoring related duties.	Stable internet required (DSL/hardline preferred)

Opening Ceremonies & March-In

Opening Ceremonies

Beginning in 2026, GymBC Championships will be piloting a new format for opening ceremonies. A 1–1.5 minute video at the start of each session, immediately before march-in. **GymBC will coordinate** the planning, production, and editing of the video.

- **The video will include** the athlete, coach, and judge oaths, as well as a “Welcome to GymBC Championships” message.
- **The OC and GymBC will work together** to ensure a screen or projector is available if one is not already in place.
- **The national anthem** (singer or recording) must be performed at the beginning of the competition on day 1.

This format replaces the traditional mid-day ceremony, ensuring all athletes and spectators experience the Opening Ceremonies.

Please note: This is a pilot project, and its success is still uncertain. While we are planning to implement this format in 2026, final details will depend on event scheduling. Timelines can be tight, and it may not be possible to include the video at every session. If this format does not work, GymBC will confirm with hosts in advance so that a traditional Opening Ceremonies can be planned instead.

March-In

- Athlete march-in should be efficient and engaging, taking no more than a few minutes.

- Each club will be called by name and march onto the floor together. Club signs are encouraged but optional.
- Hosts are welcome to add fun and memorable elements such as music, lighting effects, or safe enhancements (e.g., fog machines, sparklers).
- March-in should create a celebratory atmosphere while keeping sessions on schedule.

Results

Artistic

- Host provides volunteers to manage results.
- Coaches have 15 minutes after each session to review scores before they are finalized.
- Live results link/QR code will be supplied by Kscore → must be shared on the GymBC event page, social media, and posted throughout the venue.
- **It is strongly recommended** that results are displayed publicly at the venue (in addition to being posted online). For example, results can be shown on a TV or projector. Ideally, each apparatus would have its own TV displaying the most recent scores, but if this is not financially feasible, a few TVs in key areas such as the corrals or around the gym showing the Kscore live results page is encouraged.

Trampoline

- Results must be verified by both results volunteers and the CJP before publication.
- Results are official only after CJP signature.
- All results must be posted within 2 hours of round completion.

Awards Ceremony Operations

General Requirements

- **Mandatory:** Awards ceremonies **must be hosted** for all events.
- **Responsibility:** The OC provides volunteers and ensures smooth preparation and execution.
- **Location:** Awards must take place in a designated area separate from the competition floor. The awards ceremony area must feature the GymBC Championships Brand
- **Timing:** Ceremonies should begin within 15 minutes of results being finalized.
- **Presenters:** Use announcer + volunteers; include dignitaries, sponsors, and GymBC/club reps when possible. The awards presenter must be familiar with the award process indicated in the event workplan.
- **Seating:** Provide spectator seating (enough for 70 theatre style seating). Athletes may sit on the floor.

Volunteer Roles

- 1 announcer
- 1 medal presenter
- 1+ awards organizer
- 2+ tray holders

Presentation Standards

- Awards presented in **Olympic order**
 - **WAG:** vault, uneven bars, beam, floor exercise, all around, and team.
 - **WAG (Apparatus Finals):** by category, all ages combined, and no team awards.
 - **MAG:** floor exercise, pommel horse, rings, vault, parallel bars, horizontal bar, and all around.
 - **MAG Challengers Cup:** Presented to the club that accumulates the most points across a series of Provincial Camps. GymBC manages all aspects of this award. This award is typically presented during a P3 or P4 session.
 - **MAG (Provincial 1 U10):** Call each club up together, individually introduce each athlete and award AA medal based on overall results, followed by the All-Star certificates (GymBC to design and print).
 - **TG:** Call award recipient groups together, individually introduce each athlete and award medal based on overall results.
- Categories with fewer athletes than placings: athletes step down from podium instead of returning to seats.
- Categories with only one athlete: present only the All-Around medal + plaque.
- The presentation script must be approved by GymBC. Contact events@gymbc.org for the latest template version.

Award Design & Ordering

All GymBC Championships must use a **consistent design** for medals, plaques, and ribbons across events. The awards must incorporate the **GymBC Championships logo**. We recommend host clubs communicating with each other to order awards. Clubs could team up and work together (to avoid leftovers) by ordering the same design, from the same company.

Timeline:

- Design submitted to GymBC in the **beginning of January**
- Final approval within **30 days**
- Anticipated quantities provided by GymBC **2 months prior**
- Hosts must order **20% extra** for ties

Discipline-Specific Awards

- For award breakdowns (apparatus, all-around, ribbons, team awards, ties, etc.), please refer to the [WAG](#), [MAG](#), or [TG](#) Operations Manuals.
- **These manuals are updated regularly and take precedence over this guide.**

Special Recognition Awards

High school graduates must be recognized during awards ceremonies.

- **At minimum:** certificate (GymBC to design and print).
- **Optional:** small gift from the host club.
- GymBC provides graduate lists to hosts after registration deadlines.

Officials

Judges/Officials

Judge panels are set ~2 weeks before the Championships.

Artistic (WAG & MAG)

- OC covers honoraria, transportation, accommodations, and expenses.
- **Assignments:**
 - WAG → set by WAG Panel Coordinator
 - MAG → set by MTC Judges' Chair

Trampoline (TG)

- Judges contact TGTC Judging Chair prior to competition re: availability/certification.
- OC pays honoraria only (no travel/accommodation costs).
- **Judge Quotas:**
 - Clubs must provide 1 judge per 5 athletes (max 7 judges per club).
 - Shortfall = surcharge of \$20/athlete, invoiced by GymBC.
 - Funds collected go to TG Technical Committee budget.
- **Assignments:**
 - Set by the TG Judging Chair

Minor Officials (Volunteers)

The OC must provide:

- **Floor Manager** → ensures competition stays on schedule, manages field of play access, coordinates with GymBC Technical Managers and Equipment Technicians.
 - **There must be one floor manager assigned for Artistic and one for TG.**
- **Timers, scorers, videographers** → trained and scheduled for each discipline.

Discipline	Minor Officials Required
WAG	4-rotation sessions: 2 volunteers per apparatus (8 total); 2 timers on Beam preferred. 8-rotation sessions: 4 secretaries (1 per event), 4 warm-up timers (1 per event), 2 routine timers (Beam/Floor), 3rd timer on Beam preferred. Videographers: 8 (Trials), 4 (Apparatus Finals/HP).
MAG	Scorers at each apparatus; Videographers (if equipment available). Videographers not required if video equipment unavailable
TG	Manual Scorers, Computer Scorers, Videographers. Videographers must be trained by OC on equipment use.

Accreditation

GymBC provides accreditation badges and lanyards for all athletes, coaches, officials, volunteers, sponsors, and VIPs. It is the OC responsibility to set up and staff an **accreditation desk** for distribution and last-minute requests. Only accredited individuals permitted.

Athlete Cards (Artistic Only)

GymBC will provide a list of athletes after the 2nd registration deadline. It is the OC responsibility to print Athlete Cards for

- All WAG athletes
- MAG Level 1 athletes

All athlete cards must include:

- Athlete name
- Club
- Level/age group
- Session number
- Athlete number
- For WAG: All cards must hold a space to note the final score per event
- For WAG L6+: All cards must hold a space to note the start value per event

Medical Services

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

Announcer & Announcements

Each session at the GymBC Championships must have a designated **announcer**. The Announcer is responsible for:

- Welcoming spectators.
- Relaying safety announcements.
- Coordinating athlete flow (as directed by the Floor Manager).
- Delivering award and protocol announcements.
- Announcer & Announcements
- Using inclusive, gender-neutral language **at all times**. For example, avoid phrases such as “*Ladies and gentlemen*,” “*Girls, let’s move to our next rotation*,” or “*Boys, please present*.”

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 GymBC Championships. Coaches, Judges, 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 between sessions. They need reliable access to food, hydration, and a comfortable space to recharge.

Event Hospitality Room

- **Requirements:** Must seat ~60 people.
 - Coaches, Judges, GymBC Representatives, OC, Photographer, First Aid Staff, Live Stream Staff, and VIPs (Sponsors), must be allowed in the hospitality room.

- **Meals** must align with session schedules.
 - 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 judges**:
 - \$15 breakfast, \$20 lunch, \$35 dinner.

Athlete Hospitality

- **Optional:** fruit, granola bars, or similar (peanut-free).
- **Mandatory:** Water refill options are mandatory (refill stations or 18L jug setup).

Socials (Optional)

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

Volunteers

Why Volunteers Matter?

Volunteers are the **backbone of every GymBC Championship**. 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., technical officials, hospitality, awards team)

Volunteer Roles

Area	Roles Required	Notes
Field of Play (Technical)	Floor Manager; Timers; Scorers; Secretaries; Videographers	See Minor Officials Breakdown for specific discipline requirements

Awards	Announcer; Presenter; Award tray holders; Organizers	Must coordinate with GymBC protocols available in Event Workplans
Hospitality	Food prep & service; Room monitors; Clean-up	For judges, coaches, VIPs, staff
Accreditation & Access	Accreditation desk staff; Door monitors/security	Ensure only accredited individuals access FOP
Registration / Admissions / Front Desk	Greeters; Info desk; Merchandise sales (if applicable)	First point of contact for spectators/athletes
Medical Support	First aid providers (Level 3 First Responders)	Must be pre-approved by GymBC
Set-Up / Tear-Down	Equipment movers; Signage placement; Venue set-up/cleaning crew	Work under Equipment Tech/GymBC Events Manager and OC Chair direction

Hosting Checklist – Breakdown of Roles

Task/Area	Who (Role/Dept)	Notes
Confirm Host Club & Venue	GymBC – Events Manager, Technical Program Managers, Senior Manager – Development	Hosting Partnership Agreement signed with OC
Budget & Financial Reporting	OC (Finance Lead) + GymBC oversight	Full event report w/ financial summary submitted post-event
Registration (Kscore/Sportzsoft)	GymBC – Events Manager, Technical Program Manager (TG)	Confirms memberships, certifications, eligibility, qualification
Refunds/Withdrawals	GymBC – Events Manager	Refund policy managed centrally
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
Declaration of Compliance Forms	GymBC – Events Manager	GymBC tracks compliance and verification of all participating clubs
Medical Services & Insurance	OC (Operations Lead) + GymBC – Sport Safety Officer	Confirm details with GymBC Sport Safety Officer
Judges Accommodations	OC (Delegate Services Lead) + GymBC – Program Managers	GymBC confirms rooming details; OC reserves rooms
Host Hotel Accommodations	OC (Delegate Services Lead)	Min. 100 rooms; same city
Live Streaming	GymBC – Senior Manager, Development	Host provides access to venue/rooms
Merchandise (participants)	OC (Merch Lead) + GymBC oversight	GymBC can include pre-order forms in Workplan
Staff/Volunteer Apparel	GymBC – Communications Manager + Senior Manager, Development	Apparel provided directly by GymBC
Event Branding (logos, assets)	GymBC – Communications Manager	Must use GymBC Championships identity
Event Program	GymBC – Communications Manager	Host may print/sell copies
Website & Social Media	GymBC – Communications Manager + OC Media Lead	All content approved by GymBC; templates provided
Opening Ceremonies	GymBC – Events Manager + OC Protocol Lead	GymBC created video; OC plays at the beginning of each session.
Athlete Gifts	OC (Protocol Lead) + GymBC Events Manager	Must be approved and align across events
Photography	GymBC – Communications Manager + OC	Deliverables required at no cost
Equipment & Setup	GymBC – Equipment Techs + OC Volunteers	Host provides volunteers & mats
Event Kits	GymBC – Events Manager	OC provides volunteers to operate equipment
Scoring & Results	GymBC – Technical Program Managers + OC	Host provides volunteers; GymBC manages systems
Awards	OC (Protocol Lead) + GymBC oversight	GymBC provides award numbers estimates. Host orders 20% extra

Awards Ceremonies	OC Protocol Lead + GymBC approval	Podiums, presenters, script approval by GymBC
MAG Level 1 All Star Certificates	OC (Protocol Lead) + GymBC oversight	GymBC designs and prints certificates; OC presents
High School Graduate Certificates	GymBC - Communications Manager + OC (Protocol Lead)	GymBC designs and prints certificates; OC presents
Judges/Officials	GymBC Technical Committees (WAG/MAG/TG)	OC covers honoraria, and (for AG only) travel/accommodations
Minor Officials (Volunteers)	OC Volunteer Coordinator	Floor managers, timers, scorers, videographers
Accreditation	GymBC – Events Manager + OC Volunteers	GymBC provides badges/lanyards; OC staffs desk
Athlete Cards (Artistic)	GymBC – Events Manager + OC	GymBC provides lists; OC designs and prints cards
Announcers	OC (Protocol Lead) + GymBC script approval	Script approval by GymBC
Hospitality	OC (Hospitality Lead)	Meals, dietary accommodations, per diems
Volunteer Recruitment/Training	OC (Volunteer Coordinator)	Strongly recommended 1 week prior