



2024-2025 Sanctioned Event Bidding Rounds Information Package

Introduction:

We are delighted to present the updated procedures for the Sanctioned Event process for the upcoming 2024-2025 season. This document outlines the framework for the three-round bidding process that will be implemented and will govern the submission and allocation of events sanctioned by Gymnastics BC. The three-round bidding process aligns with Gymnastics BC's commitment to creating an efficient and effective event's calendar that benefits everyone. By enabling clubs to express their preferred event dates early, this framework facilitates informed decision-making and strategic planning.

Bidding Rounds Structure:

In line with our commitment to optimizing operational efficiency and resource allocation, Gymnastics BC introduces a three-round bidding process for clubs seeking event sanctions for the 2024-2025 season. This structured approach aims to streamline the event calendar creation process and empower clubs with timely scheduling information.

Bidding Rounds Schedule:

The bidding rounds for the 2024-2025 season will occur as follows:

- 1) Round 1: December 1, 2023 – February 15, 2024**
 - a. *Draft 1 of the 2024-2025 Events Calendar Released: March 1, 2024*
- 2) Round 2: March 1, 2024 – April 19, 2024**
 - a. *Draft 2 of the 2024-2025 Events Calendar Released: May 1, 2024*
- 3) Round 3: May 1, 2024 – May 31, 2024**
 - a. *Finalized 2024-2025 Events Calendar Released: June 10, 2024*

Event Request Procedure:

To request event for sanction for the 2024-2025 season, clubs must complete the [Sanctioned Event Request Form](#), which will be available for submissions through Activity Messenger. The initial round will open on December 1, 2023. Given the likelihood of multiple event requests on the same weekend, clubs are strongly advised to provide alternative dates alongside their primary choices to minimize scheduling conflicts.

Mitigating Scheduling Conflicts:

Recognizing the complexities associated with scheduling, Gymnastics BC is committed to minimizing conflicts as the annual calendar is finalized. To aid clubs in assessing event density, a mock-calendar will be available to clubs to view to showcase submitted events and their corresponding preferred dates. The deliberate cap of two events per weekend enhances the availability of essential resources such as judges, coaches, equipment and registration.

Priority Allocations:

The event calendar will prioritize the placement of Provincial Competitions, National Competitions, and trials events. This prioritization underscores Gymnastics BC's dedication to promoting and supporting premier gymnastics events across various levels of competition. Please note, that although the option to specify whether your meet is intended as a trial event is available, the confirmation of trial events may occur at a later stage subsequent to the review by the technical committees.

Zone Director Collaboration:

To facilitate seamless coordination and prevent date overlaps within their respective zones, clubs are encouraged to engage with their Zone Directors. This collaborative approach fosters effective communication and contributes to a cohesive event landscape.

Sanctioning Fees:

The following non-refundable sanctioning fees apply to the three bidding rounds:

- Round 1 (December 1, 2023 – February 15, 2024): \$30.00
- Round 2 (March 1, 2024 – April 19, 2024): \$40.00
- Round 3 (May 1, 2024 – May 31, 2024): \$50.00
- Late sanctioning fee (after May 31, 2024 deadline): \$200

Critical Deadline:

To ensure the inclusion of their events in the calendar, all applications **must** be submitted by the May 31, 2024 deadline. Clubs are strongly advised to anticipate changes or alternatives ahead of time. After the May 31 deadline, accommodating requested changes becomes challenging due to the intricacies involved in maintaining a well-balanced event calendar.

Late applications will not be guaranteed acceptance. Late submissions will be reviewed by the team at GymBC and in the event that a late submission is approved, the event host is subject to a late sanctioning fee of \$200.

GymBC Expectations of Clubs for Sanctioned Events:

Medical Services:

All clubs hosting an event are required to have medical services on site at all times for approved Sanctioned Events.

- 1) For all events (Artistic, Trampoline, Xcel, Interclub, Gymnaestrada): 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 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.
- 2) In the event of an injury at the competition, the event hosts/medical team must comply with the participant's host club to complete GymBC's [Injury and Accident Report Form](#).

Athlete Lists:

All clubs hosting an event are required to keep accurate lists of athlete participation.

- 1) Participating Club Responsibility: All athletes taking part in GymBC Sanctioned Events are required to be registered GymBC members. Clubs registering their athletes for competitions should ensure that all of their own participants are registered as competitive athletes with GymBC for the event season prior to participating in any sanctioned event.
- 2) Host Club Responsibility: All athletes taking part in GymBC Sanctioned Events are required to be registered GymBC members.
 - a. It is the responsibility of each host club to verify registrations of their athlete participants. This can be done by logging into your club's Uplifter membership portal, and click on the "Club Administrator Guides" section at the top right of your screen – <https://gymbc.uplifterinc.com/pages/FAQ/Reports>. In the Reports section, select "Competitive Athlete List" https://gymbc.uplifterinc.com/admin/report-view.php?saved_report_id=43. This will be the most up to date Competitive Athlete list of those registered with GymBC for the event season. If during the checking process you are unable to find particular athletes, please send a condensed list of participant names and clubs to events@gymbc.org and we will assist with verification checks for you.
 - b. GymBC memberships are not required for High School participants and/or out of province participants. More information about these two groups can be found in the points below.

Out of Province Participants:

These participants are not required to be GymBC members to take part in sanctioned events. However, all participants must be registered with their PSO. Host clubs may either reach out to the PSO directly to verify these participants are registered, or have the visiting club complete a Declaration of Compliance Form, ensuring that all of the registered participants are indeed registered with the PSO.

- 1) All out of province participants (ex. athletes, coaches, judges) are required to complete the GymBC Assumption of Risk and Liability Waiver Forms. This form can either be completed as a [Hard Copy](#) (and provided to the host club) or through the online [Activity Messenger Form](#). These forms must be completed by all participants prior to the first day of competition.
- 2) GymBC does not require copies of these documents.

High School Participants:

- a. Under review

Coaches

- 1) Coaches participating in GymBC Sanctioned events must have the appropriate NCCP certification, a valid Criminal Record Check (with a Vulnerable Sector Check – valid for 3 years) and have completed the Respect in Sport training to participate in the event.
 - a. Participating Club Responsibility: It is the responsibility of each participating club to ensure that their coaches have the appropriate certification prior to registering/sending these individuals to sanctioned events. Please refer to the [Coach Education Operations Manual](#) to see charts with certification level requirements for different levels of competitive athletes, or contact GymBC's Coach & Judge Education Coordinator (coaching@gymbc.org) for more information regarding required certification.
 - b. Host Club Responsibilities: It is required that all sanctioned events require clubs to register coaches to participate (even if the host clubs does not intend to charge an entry fee for coaches). This will allow the club to collect information about the coaches (ex. NCCP numbers), so that it can be verified that the coach has sufficient certification in place to be on the field of play at the competition. If a club is using the Kscore scoring system, there is a criteria field that a coach's NCCP number can be entered. By comparing the coach certification in the NCCP locker (<https://thelocker.coach.ca/access/account/public>) and the certification requirements found in the GymBC [Coach Education Operations Manual](#), coach levels can be verified.

Any questions regarding this process, can be sent to coaching@gymbc.org.

*At this time, GymBC is not fining clubs for not confirming certification levels of coaches, however it is best practice to do so to ensure the safety of our athletes. GymBC will continue to send out compliance reports twice per year to all GymBC Member Clubs ensuring coach certification compliance. Please note, that fines may be implemented in the coming years to ensure coaches do maintain appropriate certification levels to coach athletes at events.

Equipment

- 1) Host Club Responsibilities: to provide all required equipment and matting to put on a safe and sound event.
- 2) Participating Club Responsibilities: If any special equipment is required for an event, a participating club must reach out to the host club well in advance of the competition to determine if the extra pieces can be provided. Special requests are not guaranteed.

General Information Regarding Sanctioning

Music:

SOCAN- Re:Sound is a Canadian-based organization that collects license fees for playing or broadcasting live or recorded music. In order for GymBC to ensure that sanctioned events are appropriately licensed, a portion of GymBC event fees goes towards SOCAN- Re:Sound.

Scoring:

- 1) Artistic Gymnastics: The preferred electronic scoring system that GymBC recommends is Kscore. Please contact Kevin Morse at info@kscore.ca or visit his website: <http://www.kscore.ca> for more information.
- 2) Trampoline Gymnastics: The preferred electronic scoring system for Trampoline Gymnastics is a program called SportzSoft. Please contact GymBC's Trampoline Coordinator (tg@gymbc.org) for more information regarding this program.

GymBC Equipment Rental Information:

GymBC has WAG, MAG and Trampoline Equipment available for rent for sanctioned events taking place throughout the competition season.

Artistic Equipment Rental Options (please note: prices are subject to change):

- WAG only (1 trailer) – Single WAG with additional Bar and Beam Set-up with one Floor and one Vault
 - \$3,825 + tax + freight
- MAG only (1 trailer) – Single MAG with one Floor
 - \$3,825 + tax + freight
- WAG and MAG (2 trailers) - Single MAG/Single WAG with additional Bar and Beam Set-up with two Floors
 - \$6,800 + tax + freight
- Free standing frame for all of the above (specify if you need it)
 - N/A Free-standing Equipment Required (weights to be provided by host club)
- Artistic Competition Floor (if in addition to a single WAG set-up - 2nd trailer required)
 - \$1,600 + tax + freight

Trampoline Equipment Rental Options:

- TG equipment (1 trailer) – Trampoline & Tumbling with two Competition Trampolines and End Decks, One Power Tumbling Floor, one Double Mini Trampoline, Equipment Matting and (only) two Landing Zones.
 - \$3,500 + tax + freight
 - As we have limited space on the TG Trailer, additional (extra) equipment must be provided by the host club
 - 1 Trampoline (if a 3rd trampoline is required for warm-up purposes)
 - 2 End decks
 - 4 End deck mats
 - 12 red crash mats
 - 3 hard landing mats (Same size as red crash mats or 3 more red crash mats)
 - Trifold hard mat (or 2 more red crash mats)
 - 10 panel mats
 - 3 roll tops (You need 40 feet of roll tops total)
 - 10 blocks of chalk
 - 3 chalk bins
 - 4 throw mats

The [Equipment Rental Request Form](#) can be found on Activity Messenger.

We will do our best to accommodate every Equipment Rental Request that comes through. However, in the event that we receive multiple requests for the same weekend, the following "Rental Priority" list will apply. All other Equipment rental requests will be reviewed in the order that they are received.

Rental Priority:

Priority for all equipment rentals will be the following:

- GymBC hosted and co-hosted events. Ex. BC Championships, BC Gymnaestrada, Western Canadian Championships, Western Canada Cup
- National and International Events. Ex. Canadian Championships, Indo Canadian Championships
- GymBC Trials
- History of rental with GymBC
- Events with pre-arranged or long-term contractual agreements with competition venues

The deadline for submitting Equipment Rental Requests is May 31, 2024. We encourage clubs to submit an Equipment Rental Request Form along with their Sanctioned Event Request Form, if they intend on renting equipment, so we can build both schedules cohesively. Following the submission deadline, the team at GymBC will review requests and connect with all hosts clubs to indicate if the equipment is available for their event. Following the approval of the rental, a GymBC representative will be in touch to confirm the rental, and the host club will be required to pay a \$1500 equipment rental deposit and sign the GymBC Equipment Rental Agreement.

Should you have any questions regarding the Sanctioning or Equipment Rental processes outlined above, please reach out to events@gymbc.org for more information.