



Meet Director Manual

Section G: Rhythmic

Please note that before hosting a competition you should read the Technical Rules as they change yearly. They can be found on the GO website or the GCG website, Teresa Orr updates as they change yearly. The Ontario rules are different than the GCG and FIG rules so when hosting one of the later please contact Gymnastics Canada.

Contents

Section 1: Before the Competition	3
Volunteer/Committee Assignments	3
Draw, Rotations, Schedules	3
Examples of Draw for Single Panel	3
Examples of Draw for Double Panel	4
Programs	4
Preparing Scripts	4
Judging Sheets	5
Judges' Area	5
Typical Judge Table Set Up	5
Volunteer Coordinator (should serve on organizing committee)	6
Section 2: The Competition	7
Gymnast Registration (Athlete and Coach Registration) table	7
Judges Hospitality	7
Food Concession Stand (if there is one)	7
Announcers	7
Music/Sound Technicians	8
Videographers (Official Ontario/Canada Competitions)	8
Timers (Official competitions only)	8
Line Judges	8
Apparatus Check/Equipment Measuring	9
Judge's Secretary	9
Manager of Runners	9
Awards/Medals	9
Medical	9
Floor Manager	10
Security	10
Judges Accommodations & Travel, Honorariums, Judges' Gifts	10
Section 3: After the Competition	11
Meet Director Report	11
Judge Responsible Report	11
Financial Competition Report	11
Sending Final Scores to GO	11
Section 4: Scoring	11
Scoring Program	11
Scorer	11
Score Display	12
Special Olympics Individuals and Groups	12
Producing and Tracking Score Reports	12
Sample – Volunteer List	13
Timing and Line Judges	15
Timers	15
Individual – National and Provincial	15
Group – National and Provincial	15
Line Judges	15

Section 1: Before the Competition

Volunteer/Committee Assignments

- You will need to have several volunteers to work at all of your stations
- It is easier to work with a committee and split up the jobs, e.g. Manager for Moving, set up, decorating and tear-down, Administrative Manager for Registration, scripts and Program, Technical Manager this would include scoring, Judges Area, announcer and Music and a Manager for Volunteers assignments e.g. fill all positions for the entire competition, food, line judges, floor manager etc. The Meet Director can coordinate with all Managers to make sure everything that needs to be done is being done.

Draw, Rotations, Schedules

- Draw: You place the names into the scoring program and it does the draw for you. This should be done with someone that is not associated with your club, the RG manager at G.O., member of the Technical Committee are two options. **If you are using KSIS for registration, the program allows you to do the draw and rotations. Draw for all official events will be done by RG Program Manager**
- The Judge Responsible (JR) will tell you how the Judging Panel will be setup and should contact the Judging community for the appropriate number of judges. Meet Director should be cc'd on all communication
- Rotation: once you have the draw you can take the list and make your rotation. Meet Director must be cc'd if this is assigned to a committee member
- Schedule: This has a list of the start time, breaks, rotations and any performances

Examples of Draw for Single Panel

For levels with two (2) apparatus

1
2
3
4
5
6
7
8
Second Apparatus
5
6
7
8

For levels with three (3) apparatus

1
2
3
4
5
6
7
8
Second Apparatus
4
5
6
7

1
2
3
4

8
1
2
3
Third Apparatus
7
8
1
2
3
4
5
6

Examples of Draw for Double Panel

Number below represents the order of the draw – first name drawn does Free, second name drawn does rope, etc.

Example A 2 Apparatus	
Free	Rope
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	16
17	18
19	20

Example B: 3 Apparatus, 15 athletes	
App.1 (Hoop)	App.2 (Ball)
1	2
3	4
5	6
7	8
9	10
11	12
13	14
15	1
2	3
4	5

2	1
4	3
6	5
8	7
10	9
12	11
14	13
16	15
18	17
20	19

6	7
8	9
10	11
12	13
14	15
App.3 (Ribbon)	
8	
9	
10	
11	
12	
13	
14	
15	
1	
2	
3	
4	
5	
6	
7	

Programs

- This is a large job and requires someone with computer skills
- Collect advertising to offset cost of printing
- Get schedule, rotation and list of judges, coaches and athletes by club
- Gymnastics Ontario Welcome Letter could be found on Gymnastics Ontario website in “Competition Hosting” section in RG/AGG portion of the website: <http://www.gymnasticsontario.ca/rg-competition-hosting/>. You can also ask a city official for a letter of welcome to their city etc.
- Programs can be sold at the admission table or given away depending on what the MD decides

Preparing Scripts

- Scripts are needed for Levels 2C, 3B, 3C, 4C, and Novice for free only. Scripts are only needed for Eastern Regional Championships.
- Make sure that all the scripts for registered athletes have been either mailed or entered into KSIS

- Put in order of rotation
- Photocopy appropriate number of copies of each script in rotation order
- Make sure that music with words is indicated on the script (two per athlete)
- Place the scripts for the entire day of competition at each judge's seat
- The original is to be given to the Judge Responsible at competition
- Execution, Line, Apparatus chits – print out from GO website and copy onto white paper
- Reviewing all registrations to ensure athlete and coach eligibility and Gymnastics Ontario membership with assistance of Gymnastics Ontario Program Manager
- Meet Director must fill in a Music Judge Chit and indicate that the gymnast has more than two routine with music and words, and give this to the JR to take the deduction.
- Meet Director must ensure all scripts have the gymnast full name, club, apparatus, and are signed by the coach.

Judging Sheets

- The following judging chits need to be printed: 1 judge chit for the two D1 and D2 judges, 1 for the two D3 and D4 judges, and 1 for the EA 1 and EA 2 judges per athlete, and one for ET for each judge per athlete.
- The judging Chits and reference forms can be found on the G.O website here: [Judging Forms – back up purposes](#)
- Can print from KSIS if running without tablets

Judges' Area

- The Judges are selected by G.O. or Gymnastics Canada for official competitions
- For an Invitational you will need to get a list of all qualified Judges from G.O.
- The Bulletin 2 or Call to Meet will also have a Judges registration
- You will need to have enough room for all the judges to sit comfortably at a table, they are there for a long time and need room for all their papers
- It is required to have a 2 tier set up and may require the rental of a riser if the venue does not have one available for use
- There should be tablecloths and decorations in this area
- There needs to be room for runners between the first set of table and the risers (**in case of tablet malfunction or no tablets**)
- The scoring area must be in close proximity as a runner will be required to take the scripts to the scoring table in case the tablets malfunction or not using the tablets.
- A printer and photocopier is a must for the Judges area as you will be asked to make copies of rules etc. for all judges

Typical Judge Table Set Up

- In both cases JR should be in the centre of the carpet. Please check with the JR for proper set up as the number of Judges varies for Invitational and Official competitions.
- **Difficulty (D):** D1 and D2 will submit one score and D3 and D4 will submit one score for two full panels and single panel. One judge chit per gymnast for D1 & D2, D3 & D4.
- **Execution (E):** 2 E judges (artistic) E1 and E2, will submit one score for two panels or single panel. One judge chit per gymnast for E1 & E2.
- Execution (E): 2 E judges (technical) will each submit their own score for two panels. If single panel, E3, E4, E5 and E6 will give their own score. One judge chit per gymnast per judge.

Two Panel

<i>E1 & E2</i>	<i>D1 & D2</i>	<i>E3</i>	<i>D3 & D4</i>	<i>E4</i>
--------------------	--------------------	-----------	--------------------	-----------

<i>Timer</i>	<i>JR</i>	<i>Scoring</i>
--------------	-----------	----------------

One Panel

<i>E6</i>	<i>E1 & E2</i>	<i>D1 & D2</i>	<i>E3</i>	<i>D3 & D4</i>	<i>E4</i>	<i>E5</i>
-----------	--------------------	--------------------	-----------	--------------------	-----------	-----------

<i>Timer</i>	<i>JR</i>	<i>Scoring</i>
--------------	-----------	----------------

E – Execution: Technical & Artistic

D – Difficulty: Body difficulty, Apparatus difficulty

JR – Judge Responsible

Supplies

Ensure all supplies required for judging table, line judges, scoring, music table, announcers area etc.) are purchased (i.e. 8 x 11 lined paper pads, pens, staplers, staples, sticky pads, calculators, paper clips, highlighters, rulers, table cloths, script filing box, envelopes labeled for each club for scripts to be collected after competition, timers, etc.)

Volunteer Coordinator (should serve on organizing committee)

- Preparing and posting of volunteer schedule
- Ensure that all volunteers are appropriately dressed and wear badges
- Preparation and printing of all badges, Judge Responsible, judges, coaches, volunteers, athletes, Meet Director, etc.
- Obtaining “float” money for admission, food concession, sales, etc.
- Recruiting and training of volunteers for: admission, athlete and coach registration, hospitality, sound technicians/music, announcers, awards, technical support officials, runners, line judges, timers, apparatus check personnel, scorers, score display, videographers, etc.

Section 2: The Competition

- **Gym:** take your floor plan and make sure that everything is written out for the volunteers, this will ensure that the tables and chairs for Judging area, music, scoring etc. are where they should be
- **Equipment:** carpets should be marked on the layout so movers know where to put them
- Minor Officials chairs are in place (line judge (2 red flags are required for all line judges if apparatus or/and gymnast goes out of bounds), videographer/photographer, timer, apparatus table)

Gymnast Registration (Athlete and Coach Registration) table

- Signing in athletes and coaches according to the master list and proof of Gymnastics Ontario membership and coaching certification (if required) – (this list will be provided by Gymnastics Ontario)
- Distributing badges (if any) to athletes and coaches
- Notifying athletes and coaches of change rooms, washroom, apparatus check and medical team location (usually in warm-up gym)
- Informing athletes and coaches of any schedule changes
- Limiting entrance to warm-up gym to athletes and coaches ONLY
- Distributing loot bags
- Advise Meet Director of any “scratches” (gymnasts registered but not attending competition) in order that Judge Responsible, Coaches, Announcer, Music and spectators can be advised of “scratches”
- Supplies will be provided (i.e. highlighters, rulers, scratch pads, loot bags, etc.)

Judges Hospitality

- The organization of meals and purchase of food and beverages (or acquiring of donations for food and beverage) for judges’ breakfast, lunch, dinner, snacks, and munchies
- Providing water, coffee, other drinks and candies for judging tables
- Preparation of meals for judges – light breakfast available in time for Judge Meeting, lunch, snacks (and light dinner may be required for longer competitions);
- Arrange lunch or snacks, etc. for announcer(s), computer scorer(s), Meet Director, Floor Manager and music person as these volunteers usually do not have time to go get their own meals or drinks
- Arrange for other volunteer meals or snacks (at the discretion of the Organizing Committee)
- Arrange for beverages – water, coffee, juice and perhaps light snacks to be available for coaches in the warm-up gym or elsewhere as appropriate
- Setting up of judges' room and purchase of all supplies i.e. plates, cups, cutlery, etc.

Food Concession Stand (if there is one)

- Soliciting sponsors for food, beverage and utensil donations (or the purchasing of, what is not donated, i.e. utensils, trays, napkins, food wrap, paper towels, etc.)
- The organizing of what items of food and beverages to be sold at the competition, including the purchasing of food, beverages and supplies or picking up of donated goods, (i.e. sandwiches, fruit and veggies, etc.)
- Arranging for the donation of coolers (from parents) and the daily pick up of ice each day for coolers and to be used for medical
- Should pizza be sold, arrange with a Pizza establishment in the area to deliver pizza to the competition at a reasonable fundraising rate
- Pricing of food items to be sold and price labeling or signage of prices
- Overseeing “float” money and food sales cash
- Organizing volunteers to serve at concession stand throughout the two day competition; at least two volunteers at concession during busy times i.e. breaks, lunch, etc.

Announcers

- One or two announcers will be required each day of competition
- Responsible for being familiar with announcing system
- Being familiar with competition schedule
- Preparing or reviewing a provided script
- Being familiar with correct pronunciations of names and club affiliations
- Ensuring schedule changes and gymnast scratches are announced
- Being attentive to Judge Responsible signals during the competition
- Keeping the competition running in a timely fashion
- Announcing awards quickly and accurately
- Choosing someone to read the athlete and judges oath in both English and French
- Before every rotation the Announcer needs to clearly state the rules: e.g. no one from the audience is allowed to touch the athlete's apparatus or that athlete will get a deduction. No flash photography, No one should leave or enter the stands during a routine, etc.

Music/Sound Technicians

- One or two volunteers (to work closely with announcer) required for each day of competition
- Being familiar with sound system, setting up, testing and maintaining sound system; checking backup system
- Ensure there is a working backup system in place and ready for use (that will run CD or Phones)
- Ensuring all coaches have submitted athletes' music
- Checking volume and system speed prior to beginning of competition
- Organize athlete music in competition order
- Control the playing of athlete music in a timely fashion
- Checking the athletes' music labels for proper labeling. If there are discrepancies, completing the "Apparatus/Music/Timer" default judging chit and sending it immediately after the gymnast's routine to the Judge Responsible
- **Place each CD back in its case if given as a backup and hold until JR has released the scores in case there is any discrepancies.**
- Prepare march in and out music and O'Canada if required

Videographers (Official Ontario/Canada Competitions)

- One or two volunteers for each day of competition to videotape each gymnast's routine (in the event a routine needs to be viewed by judge responsible). *Note that this is a requirement for all official competitions, but is optional for Invitational events*
- Host club must provide own or rent video recording equipment
- Should have viewing monitor for playback: (TV, portable dvd player or laptop)
- Should have sufficient blank CDs or storage card (these can be purchased by the videographer who will be reimbursed by the club)
- Record all routines, label CDs/storage card so that a specific routine can be easily located if necessary
- Is available to assist Judge Responsible if any gymnast's routine requires reviewing
- For all official competitions, provide the RG Program Manager with a complete set of CDs or USB with all competition videos if requested.
- **Will require two timers each day of competition**
- Timers are required to time each gymnast's routine by stopwatch or other format. Make sure that if you are using a phone there is a power source so that the battery does not run out
- Should be at least 16 years old
- Should ensure stopwatches are working
- Will be provided with a timing instruction sheet
- Start timing when athlete begins to move and stop timing once athlete stops moving NOT when

music starts and stops

- A discrepancy of a few seconds should be recorded
- Record the time of each routine. If there are any discrepancies in time, a default judging chit is to be completed and given after the gymnast's routine to the Judge Responsible

Line Judges

- Must be at least 16 years of age
- Need two (2) for individual routines and four (4) for group
- Will be seated in chairs at the required corners of competitive carpet
- Understand the rules, chits and tablets e.g. if ribbon goes outside the red line but doesn't touch the ground it is not out of bounds
- If the athlete or/and apparatus (touches the floor) and goes out of bounds the LJ will raise the red flag: one (1) flag for gymnast or apparatus only go out of bound or two (2) flags if gymnast and apparatus leave the competitive area
- Will be provided with instruction sheet placed on the chair at the LJ station
- Should there be any discrepancies, a default judging chit is to be completed and given immediately after the gymnast's routine to the Judge Responsible. **If using tablets for line judges, the line judge will enter the deduction on the tablet and push the send button.**
- Judge Responsible or Meet Director will go over rules and how to record the out of bounds (paper or tablet) prior to rotation commencing

Apparatus Check/Equipment Measuring

- Measures apparatus before each gymnast's routine. If there are any discrepancies, a default judging chit is to be completed and given immediately after gymnast's routine to the Judge Responsible
- Must use G.O. measuring table and scale (provided by G.O.)
- Copy of apparatus specs provided by Meet Director
- Replacement apparatus around the floor area is authorized: The Organizing Committee must place a set of apparatus for the use of the gymnast. The gymnast may only use a replacement apparatus which has been placed prior to the start of the exercise

Judge's Secretary

- Judge Responsible to advise Meet Director if secretaries will be required and if required, the number of secretaries that will be needed
- **For official events the judge's secretary is to be a judge and will be paid for doing this job. For non-official events the judge's secretary can be a trained volunteer if a judge is not available.**
- Will check for judge signatures and numbers on all judge chits and if missing go to the judge to obtain it if using paper.
- Secretary will assist the JR to collate all the judge chits in the correct order, staple and send to the scorer if using paper
- If instructed by the JR, will record scores on a record sheet
- Will assist in checking the computer printout of scores if requested by JR

Manager of Runners (if needed)

- Coordinate runners' schedules
- Encourage dress code and conduct
- Ensure runners are old enough and familiar with job
- Coordinate breaks

Awards/Medals

- Obtaining the appropriate number and type of awards for each level of the competition (check inventory before ordering)
- Ensuring that GO banners, scoring equipment, apparatus, and apparatus measuring equipment are returned and in appropriate presentation condition

- Display banners, cups or awards in a visible place in competitive area
- Providing presentation trays for awards ceremonies
- Recruiting younger gymnasts to assist in awards ceremony
- Assisting in the recruiting of presenters of awards (JR, GO representatives, local dignitaries, Meet Director, retired athletes, etc.)
- Ensuring that awards trays are organized for presentation as soon as the results are available.
- For official competitions, medals will be ordered by the host club and will need to be paid for by host. [Click here for ordering information](#)
- **Extra medals can be returned to the official medal provider from Championships only.**
- **ODP awards must be the same for all athletes within the level**

Medical

For all competitions:

The minimum requirement for the medical personnel on site during a competition is that they are a minimum of First Aid Certified. Please ensure that you specifically ask to the proof of certification of any individual you approach.

- i) The local hospital should be on alert that there is a competition occurring
- ii) Individuals acting as medical personnel for a competition must play no other volunteer role during the competition time
- iii) It is recommended that the host have 2 medical personnel on site at all time. However, the mandatory requirement is that 1 medical person be on site for the duration of the competition (this includes the presentation of awards)
- iv) It is advised that a walkie-talkie system be provided for the medical personnel and meet director in the event that there is an emergency. Cell phone numbers are a must to be exchanged in the event there are no other communication devices
- v) St. John's Ambulance services may be utilized for spectator care only
- vi) Complete copies of medical information forms for each participant must be kept on file and should be carried by the coach to each competition/training camp
- vii) A First Aid area must be designated with a First Aid kit stocked and readily available.

Floor Manager

- Reviewing medical waivers and participation release forms for completeness or assigning someone to do so
- Posting of signs, rotations and making coaches aware of any scratches
- Ensuring meet runs on time
- Ensure correct athlete is "on deck" on time, and that each athlete in the warm up gym as the GO approved coach with them
- Assisting with opening, closing and awards ceremonies
- Providing admissions, registration, announcers, scorers, music, apparatus check personnel and Judge Responsible with daily up to date schedule and competing athlete list; providing these areas with copies of rotations daily
- **Assigning someone to place the spare apparatus on the carpet for athlete**

Security

- Controlling entrance to restricted areas to accredited participants according to a master list, i.e. practice gym, athlete change rooms, judges room, competition floor, including the computer scoring and judges tables; all athletes, accredited coaches, team managers, judges assigned to the competition, officials and volunteers should wear accreditation badges. Badges should be checked at all entrances to restricted areas
- Security personnel should be present at Admissions entrance to competition gym to control access to accredited participants or paid spectators
- Security volunteers assist in maintaining adequate distance between spectators and the competition floor. Traffic should be controlled to ensure there is no movement or disturbance during a

- gymnast's routine
- Patrolling change rooms and washrooms for gymnast's safety
- Security volunteers should periodically scan the spectators for appropriate spectator etiquette and proper use of video equipment. If the security volunteers have any concerns they should seek the assistance of the Meet Director and/or the buildings security or police.

Judges Accommodations & Travel, Honorariums, Judges' Gifts

- Host club is to arrange hotels near the competitive site for judges requiring accommodations. Judges will share double occupancy. If a judge chooses to not share accommodations the Host Club will reinfuse 50% of the cost of the hotel that the host club arranged for the judges. Judge Responsible must approve this amount.
- Cost of hosting Provincial competitions is the responsibility of the Host club
- All meals during the competition are the responsibility of the host club
- Ask parents if they have any community/business contacts that would be able to donate gifts appropriate for the judges or be able to contribute an amount in order to purchase gifts. Gifts are not required, but small tokens are appreciated
- Host club is responsible for the payment of judges' honorariums and a portion of judges' travel (suggest obtaining honorarium payment schedule from Judge Responsible together with a copy of amount of travel to be paid by host club). Details are in the GO technical rules
- Email and print extra copies of [Judges Expense Form Template](#) to be given to the judges at the time of the event.

Section 3: After the Competition

Meet Director Report

- Meet Director (MD) Report is found on Gymnastics Ontario website in "Competition Hosting" section in RG/AGG portion of the website: <http://www.gymnasticsontario.ca/rg-competition-hosting/>
- MD Report MUST be submitted to Gymnastics Ontario within 2 weeks after the competition
- **Failure to submit the MD report may result in sanction denial in the future**

Judge Responsible Report

- Judge Responsible Report is found on Gymnastics Ontario website in "Competition Hosting" section in RG/AGG portion of the website: <http://www.gymnasticsontario.ca/rg-competition-hosting/>
- **Meet Director may collect a hard copy of Judge Responsible report at the end of the event and email it to Gymnastics Ontario Program Manager at the end of the event. Judge Responsible may also submit (electronically) her report directly to Gymnastics Ontario**

Financial Competition Report

- Financial Competition Report is found on Gymnastics Ontario website in "Competition Hosting" section in RG/AGG portion of the website: <http://www.gymnasticsontario.ca/rg-competition-hosting/>
- Financial Competition Report MUST be submitted to Gymnastics Ontario within 30 days after the competition
- **Failure to submit the MD report may result in sanction denial in the future**

Sending Final Scores to GO

- **One master PDF file** must be emailed to Gymnastics Ontario Program Manager for posting on the website. The rules state that scores are posted within 24 hours of the end of the competition.

Section 4: Scoring

Scoring Program and Scorer Volunteer

Currently there are 2 scoring programs that have been used in the past in Ontario.

KSIS Event Management System

- KSIS scoring program and tablets have been successfully used during invitationals and official competitions during the 2017-2018 season. Tablets are available from G.O. to rent.
- KSIS website, that helps with registration, music and script download, rotations creation, and scoring, can be found at <https://rgform.eu>.
- A volunteer with knowledge of networking, especially DHCP, WiFi and HTTP would be beneficial when setting up the tablets and online scoring. This volunteer should be onsite in order to handle any technical difficulties during the competition.

Score2U Scoring System

- Mario Lam has put together a scoring program which may be used for scoring (please email Mario Lam nucurve@gmail.com or mariolam@eliterg.com to obtain subscription)
- The program has an instruction book that comes with it to explain how it works
- The program and book should be read well in advance of the competition
- It is best to have 3-4 people on this team that understand how to input the scores as they come from the runners

Scorer

- Should be skilled with computers and excel program.
- Should be familiar with the scoring program, review the User Guide and practice before the competition if not using KSIS
- Enter all gymnast names and other information into the scoring program prior to the competition if not using KSIS
- Review judging scores received for addition errors, etc. prior to input; if errors found, must send the score back to the Judge Responsible (or secretary, if there is one) immediately for correction if not using KSIS
- Should be able to work quickly to input scores as fast as possible following each routine if not using tablets and KSIS
- Prints out ranking and scores immediately following each apparatus / rotation for review by Judge Responsible
- Distributes score sheets to Judge Responsible
- Ensures signed scores (approved by JR) are posted and one copy to the announcer for awards
- Places all judging chits in the club trays if using paper. These are not released until after awards for those rotations.
- Emails the final scores within 24 hours to GO to be posted on the website.
- The score committee is responsible for supplying all the equipment and materials i.e. computer laptops, printer, paper, toner, extra toner if needed, etc. The club will reimburse for supplies

Score Display

- Score display must be done by the computer scoring program / computer scorer
- LCD projector (may be borrowed from Gymnastics Ontario free of charge) or large TV screen is required
- Screen for the display of scores must be provided by club.

AG Groups

- Please check the GO website for new updates
- Host club must print AGG Working Papers as per instructions even if tablets are used

Special Olympics Individuals and Groups

- Please check the GO / GCG website for new updates

Producing and Tracking Score Reports

- **At most competitions, a minimum of 3 copies of all reports are required (one for Judge Responsible (JR) to keep, one for Awards Announcer, and one to post on the wall at the competition). The computer scoring team lead should check with the JR & Meet Director to check how many are needed for that competition**
- You will produce a Score and Ranking report for each Level and for each Apparatus which shows the final score. This report will be ranked showing the 1st place first (which is how the awards must be announced and handed out). The required number of copies of this report should be printed out as soon as the score for the final athlete in that apparatus and level has been entered. NOTE: Do not wait until a break or the end of the day to print reports; print them throughout the day), and pass all copies to the JR to check and sign. Once they are signed off by the JR, they should be recorded and distributed
- It is recommended that you keep a checklist of the reports printed, signed off by the JR and distributed so that you will be ready for awards immediately following the competition (or rotation). For example, you could use the competition rotation order and cross off each apparatus once the reports are signed and put into the appropriate folders (JR, Awards Announcer, Wall posting)

Sample – Volunteer List

Meet Director:

Moving – setup and teardown

Pre-Competition set-up / after competition tear down		
Friday 4 pm – 6pm and Sunday 1pm – 3pm	Competition Carpet <ul style="list-style-type: none"> Pick up carpets and boxes from gym and transport to venue. Set up carpets and unload boxes Set up tables and chairs – (judges, music, scoring, athlete registration and warm up gym) Set up entrance garland (need 2 cases of water for base) Put tablecloths on table Decorate where needed Set up tables in food station (dressing room) Need Muscle for this job	1. 2. 3. 4. 5.
Registration	<ul style="list-style-type: none"> Receive mail, fees, make athlete list 	1.
Scripts	<ul style="list-style-type: none"> Photocopy for Judges and put in order of rotation 	1. 2.
Rotation / Program	Set up rotation of athletes in spreadsheet and put together program	1.
Name badges	Print and insert Make signage (Registration, Warm-up gym ...)	1.
Fundraising	Organize a raffle or similar to raise money	1.

Scoring

Friday, Saturday & Sunday	Scoring	1. 2.
<ul style="list-style-type: none"> Pick up tablets from G.O if using Bring all equipment and paper Set-up and test the tablets 	Flashing Scores Filing Scripts Post Results	1. 2. 3.

Judges Hospitality

Hospitality		1. 2.
Judges: Prepares & serves food for judges.(make sure there is coffee, tea & water at table) Athletes: water and snacks for warm up gym Coaches: coffee, tea and food	Friday – Dinner	1. 2.
	Saturday – Breakfast, Lunch and Dinner	1. 2.
	Sunday – Breakfast, Lunch	1. 2.

Competition Day

Job / Description	Saturday	Sunday
-------------------	----------	--------

Gymnasts registration cross off athlete's name upon entering gym	7am – 12pm 1. 12pm – 8pm 1.	8am – 1pm 1.
Floor director Making sure athletes are ready when HJ raises flag - post rotation - make sure all signs are printed for march in - coordinate march-in - flags (not required for invitational) - make sure someone is there to place and remove spare apparatus for athlete	8am – 12pm 1. 12pm – 9pm 1.	9am – 2pm 1.
Warm up Gym/Measuring Make sure athletes are lined up. <i>Measure apparatus</i> (not required for invitational)	8am – 12pm 1. 12pm – 9pm 1.	9am – 2pm 1.
Announcer Have a script to reference. Remember to announce to audience that they must not touch the apparatus.	8am - 9pm 1.	9am – 2pm 1.
Judges Secretary Organize and staple scripts.	1.	1.
Timers Time routines (not required for invitational).	12 – 9pm 1.	12 – 9pm 1.
Recorder Tape the routines (not required for invitational)	12 – 9pm 1.	12 – 9pm 1.
Admission Entrance	8am –9pm 1.	1.

Music Table Put in order of rotation / play Time warm ups on the carpet by groups	1. 2.	1. 2.
Line Judges 2 for individual 4 for group You must stay seated until the rotation is over. Record if the athlete or apparatus leave the carpet. Dress in black pants/white top One person per corner. Must be 16 years or older Use the red flags (2 flags required if athlete and apparatus leave carpet) Apparatus must touch ground outside the carpet Do not use cell phone while judging	AM 1. 2. PM 1. 2.	1. 2. Group (insert time) 3. 4
Awards Table Order medals, set up medals table (trays) and organize 3 girls to carry trays.	11am – 12pm 1.	1pm – 2pm 1.

Timing and Line Judges

Timing Routines (please check with rules on the GO/GCG website for most recent information):

Timers

Individual – National and Provincial

Routines for Provincial Level ODP, 2A & 2B must be between 60-90 seconds. Routines for Provincial Level 3A, 3B, 4A, 4B, 4C, 5A, 5B, 5C, 6A, 6B, 6C and ALL National must between 1:15 and 1:30. Timer indicates exact time if the routine is less than 1:15 or more than 1:30. Timer times the gymnast from the moment she begins to move (not the music), until she finishes moving (not the music). With a group when the first gymnast in the group begins to move, until the last gymnast stops moving

Group – National and Provincial

National Groups:

Novice Groups	2:15 to 2:30
Junior Groups	2:15 to 2:30
Senior Group 5	2:15 to 2:30

Provincial RG Groups:

Pre-Novice (all):	1:00 to 1:30
Novice (all)	1:30 to 2:00
Junior (2 & 3)	1:30 to 2:00
Junior (4 & 5)	2:15 to 2:30
Senior (all)	2:15 to 2:30

Provincial AG Groups:

Child, Pre-Novice & Novice	2:00 to 2:30
Junior & Senior	2:15 to 2:45

Line Judges

- For Individual Routines, 2 line judges opposite each other, and each watches 2 lines
- For Group Routines – 4 line judges, one on each corner. Each judge watches the line to his/her right
- If apparatus or gymnast touches the floor outside the line, then the line judge waves the red flag and records it on the Line Judge Chit or the tablet **after the routine**. LJ must raise a flag for the apparatus or body crossing the boundary and two flags if both the apparatus and body cross the boundary of the floor area; must write down the penalty in the special form and pass it to the Coordinator Judge if using paper chits.. Indicate the **number of times the apparatus and/or gymnast goes out of bounds**.
- For group or gymnast who ends after the music the flag must be waved and a chit filled out.
- For athlete who ends without her apparatus the line judge must wave flag and fill out the chit
- Indicate the gymnast name, number and apparatus, sign it, and send the slip with a runner to the Judge Responsible immediately following the end of the routine or submit the data using the tablet after each routine.
- **Note – please continue to watch the routine & complete the slip or data entry on the table as soon as the routine is finished. (If you put your head down to write, you may miss it if the gymnast goes out again). It is important to be accurate.**