

Section A: Administration

1. THE DECISION TO HOST A COMPETITION

- Why host a meet?**
- * Your responsibility/contribution to the sport
 - * Publicity/promotion of the sport/club/community
 - * Fund-raising activity

Whatever your reason for hosting, running a competition is a serious commitment. The decision to host a meet should be carefully considered and approved by the executive of the club, as well as by a potential organizing committee.

While the competition should appeal to coaches, judges, spectators and sponsors, the primary concern of a host is the ATHLETE. The goal of the organizing committee should be to provide the optimum competitive environment for the athletes who have dedicated a great deal of time and energy in preparation for this competition.

Critical issues to address when deciding whether or not to host a meet:

- * Availability of a qualified Meet Director, Organizing Committee members and volunteers
- * Number of athletes and their competitive categories
- * Venue: club or outside
- * Budget
- * Equipment (requirements, resources)

2. SANCTIONING

- Any club wishing to host a competition/event in Ontario must submit a Bid to Host application to Gymnastics Ontario.
- The Bid to Host application is generally distributed in the spring. However, each season Gymnastics Ontario is working on providing this document earlier and for more than one season at a time (Championships events). Approval is based on many different factors. Each discipline has their own requirements with date received being one of the factors. The number of competitions on a given weekend is limited.
- GCG Sanctions: International competitions/events must also be sanctioned by Gymnastics Canada. All invitations to foreign athletes, clubs and countries for such events must be approved by GO before they are forwarded to GCG. These competitions/events can be requested by completing the GCG Form H and submitting with your Bid to Host application. This form must be completed and sent to the GO office accompanied by the GCG sanction fee made payable to Gymnastics Canada. Request for international sanctioning must be submitted to the GCG office no later than 6 months prior to the event.
- Clubs hosting athletes from outside of Canada are responsible for ensuring that all athletes are members in good standing with their Federation and have appropriate medical coverage. These athletes and coaches must become foreign members of Gymnastics Ontario (in the forms section of the website).
- Sanctions must be granted before a competition is posted on the GO website.
- All sanctioned competitions should indicate "GO Sanctioned" on their Call to Meet.
- Breaking Sanctions: If GO sanction and competition rules have been broken, an investigation will occur and appropriate consequences could be applied which may include a monetary fine and/or future denial of sanctioning.

3. GYMNASTICS ONTARIO SUPPORT

All hosting information can be found on the GO website discipline pages and here:

<http://www.gymnasticsontario.ca/education/meet-directors-course/>

Gymnastics Ontario will provide general assistance to competition hosts by:

- Conducting an annual Meet Directors' Course
- Providing an annually updated GO Meet Directors' Manual
- Providing technical support through GO staff
- Providing material to assist with judging (sample expense forms, GO judging policies, etc.), scoring (sample score sheets, etc.), publicity, etc.
- Making current copies of discipline-specific technical rules and regulations available
- Certifying officials
- Posting meet information on the Gymnastics Ontario website (www.gymnasticsontario.ca)

GO Staff Support:

- Lead contact for GO Qualifiers/Cups, Ontario Championships, Selection Meets and Special Events hosted in Ontario (Elite Canada, World Trials, etc.)
- For Gymnastics Ontario events (Cups, Tour Selection, Elite Ontario, Ontario Championships) GO staff is responsible for the following:
 - Competition Schedule (exception – WAG Level 1-10 provincial qualifiers)
 - Athlete Draw/Start Order (exception – WAG Level 1-10 provincial qualifiers)
 - Judging Assignments
 - Posting event material on the GO website (i.e.: Call to Meet, registration forms, schedules, results)
- For all other events, GO assistance may include:
 - Posting of documents on the event calendar related to your event
 - Scheduling assistance if requested
 - Providing technical assistance
 - Assisting with coach verification (NCCP status, Risk Management Workshop)

4. MEET ORGANIZING COMMITTEE

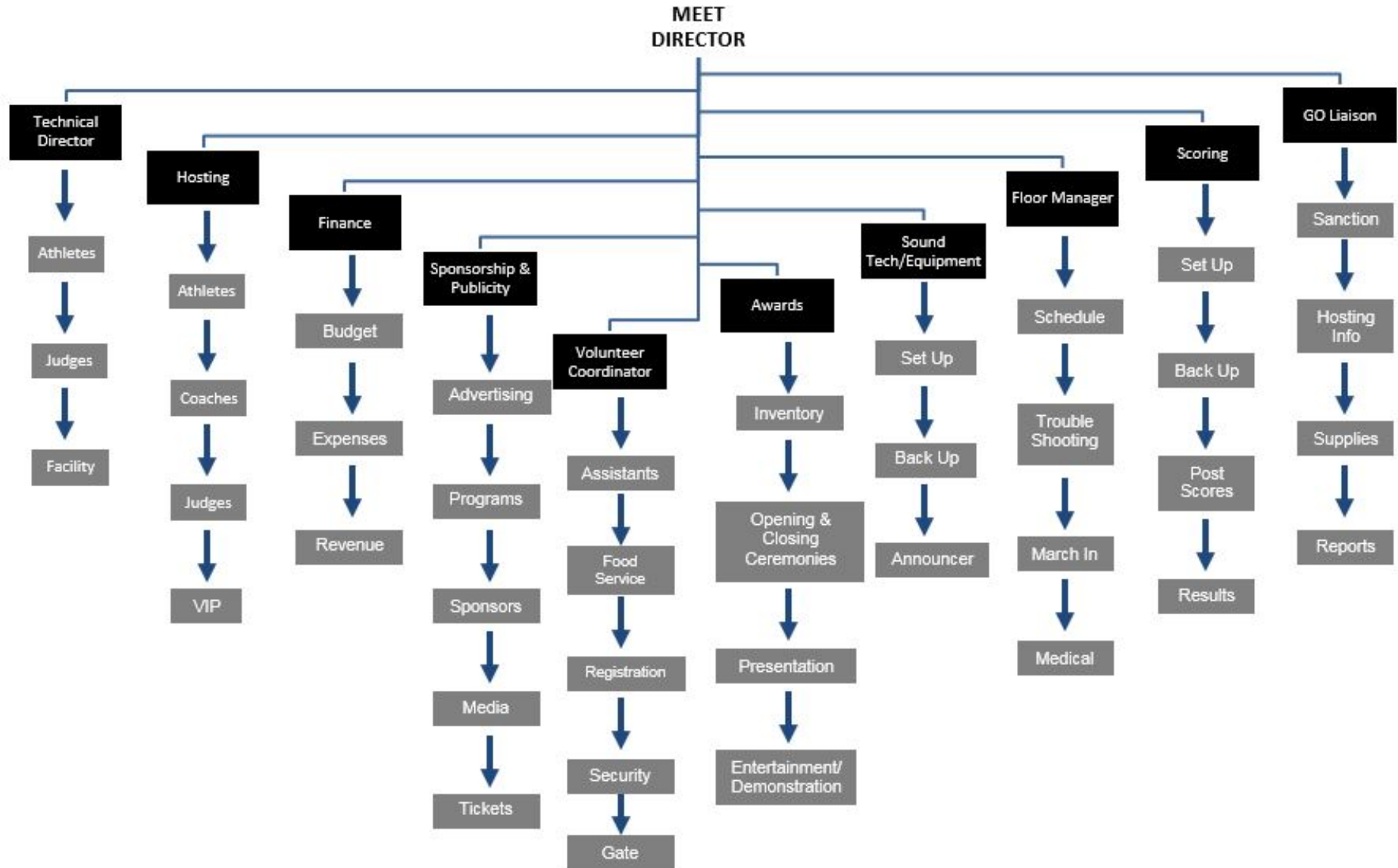
Structure:

- The Meet Director and key positions on the Organizing Committee (OC) should be filled by experienced and committed volunteers before a Bid to Host application is submitted. The OC's structure should be flexible and vary according to the nature, scope and size of the meet. A suggested organizing committee structure is outlined on the following page. This example is a suggestion and you may find a different structure works better for your event.
- It is crucial that the Meet Director be able to provide strong leadership to the OC as well as being able to delegate proficiently. The Meet Director must also ensure that communication between the GO Program Manager and the OC is a high priority.

5. MAJOR ORGANIZING COMMITTEE POSITIONS

Full responsibilities of each area are detailed in the specific discipline section of the manual.

Organizing Committee Structure



6. BASIC GUIDELINES FOR HOSTING A COMPETITION

STEP 1

- Prepare a Call-to-Meet after referencing the discipline-specific section of this manual and when necessary, consulting with the GO Program Manager.
- Call-to-Meet templates can be found on the GO website under FORMS as well as under the HOSTING section of each discipline.
- Be sure to include all pertinent information to encourage clubs to attend your meet.
- Submit Bid to Host to Gymnastics Ontario.

STEP 2

- Make tentative facility booking if you plan to host outside of your club (may need up to 1 year in advance).
- Add to tentative club annual calendar. What other events/disciplines will this affect? Do you need to cancel recreation classes?

STEP 3

- Establish an OC composed of reliable, energetic and committed volunteers.
- Set up a timeline of meetings for the year.
- First meeting agenda:
 - Give an overview of the meet.
 - Distribute detailed committee responsibilities to each volunteer.
 - Develop a time frame for the volunteers to use as a guideline.
 - Discuss a budget outlining the estimated revenues and expenses to be used as a guideline for organizing committee members.

STEP 4

- Prepare an estimated budget.
- Determine the size of your meet (maximum number of athletes you are prepared to host, number and level of judges required).

STEP 5

- Meet Director (or designated individual) attends the GO Meet Directors' Course (preferably with one or more organizing committee members or future Meet Directors to train for upcoming years).

STEP 6

Facility:

- Meet Director arranges and books the competition site which meets the criteria outlined in the specific discipline section of this manual.
- Clarify with the facility liaison exact times you will need to access the building (and rooms within the building).
- Make sure you have the facility liaison's contact number in case you have a problem accessing the building at scheduled times.
- When using a school or arena, ensure that you have access to temperature controls and that heat/air conditioning is scheduled to be turned on during the weekend.
- If hosting within your own facility you will need to remember to cancel your recreation classes (or other discipline classes) during the event.

STEP 7

Accommodation:

- To ensure the best possible choice for your host hotel, secure accommodation by booking a block of rooms with the Group Sales department of the hotel. Rooms may then be individually booked within the block by those attending the competition. Refer to Hosting Section: Hotels for more information.
- Many hotels/cities have tourism programs and grants if you use their hotel for your event. Check with your city's tourism division to see if there are any subsidy programs your event may apply for.

STEP 8**Technical Regulations/Equipment:**

- Obtain a copy of the latest edition of the GO, GCG, FIG, Technical Rules and Regulations/Program Manual for your discipline (www.gymnasticsontario.ca).
- Familiarize yourself with these documents.
- If necessary, make an appointment to discuss the equipment set up and requirements with your Head Coach/Technical Director.

STEP 9**Organizing Committee:**

- Meet with your OC on a regular basis to discuss and delegate duties and to provide progress reports.
- The Meet Director must provide constant leadership, direction and support to the organizing committee.
- Keep in close contact with committee members and urge them to contact you if they have questions or encounter problems. Sub-committees should be determined by now as well as the specific responsibilities of each committee and its members.

STEP 10**Registration Maintenance:**

- Be sure to keep on top of your registration as it comes in to ensure you do not go over capacity.
- See WAG section for specific requirements/restrictions.
- Pay attention to category numbers to be sure you have the appropriate number of awards in stock or if you will need to order more.
- Order awards well in advance to be sure they arrive early.

STEP 11**Sponsorship:**

- The Meet Director or a delegate should actively seek local sponsorship to help offset hosting costs
- All major cash sponsors must be approved by GO to ensure that they are not in direct conflict with GO sponsors.

STEP 12**Schedule:**

- After entries are received, complete the schedule for the competition
- When determining the session schedule, group athletes according to level whenever possible as it helps with the flow of the competition
- It is recommended to provide the final schedule to participating clubs a minimum of four weeks in advance of the competition
- When preparing the schedule you will become aware of category numbers. If there are athletes registered in a single category that are all from the same club, the club should be called and notified that this is the case. The coach should be provided with the option of either changing the athletes' category or receiving a refund.

- Be sure to follow the scheduling guidelines found in this manual. For additional, detailed information on scheduling please contact the appropriate Program Manager.

STEP 13

Athlete Draw/Start Order:

- After the schedule is completed, prepare the athlete draw (the start order per event for the athletes)
- When preparing the draw, you will need to decide if it will be a completely random draw (generally the case for GO qualifying competitions and championships) or if the athletes will be grouped by level or by club
- Please refer to each technical section and current Rules and Regulations for more details for the GO standards on athlete draws

STEP 14

Meet Supplies:

- Ensure that all committee members are aware of any necessary supplies for their committee responsibilities and that they have access to them
- Refer to the Meet Supplies checklist in each discipline-specific section
- Double check a few days prior to the competition to ensure that nothing has been forgotten or overlooked

STEP 15

Competition Day:

- Ask all OC members to arrive at the competition venue at least one hour prior to the published registration time to complete any last minute set-up
- Have a designated area for volunteers to check in and check out
- It is encouraged that whenever possible, the points below are completed the evening before the competition. However, if this is not possible, prior to the event starting, check to see that:
 - All signs and direction arrows are in place
 - Gymnasium layout and equipment is appropriately set up
 - Audio equipment is working
 - Registration and admission tables are staffed (and have appropriate cash floats)
 - Scoring equipment is functioning properly and volunteers present
 - Judges' tables are set up and all necessary supplies are set out
 - Judges' room is unlocked and coffee, juice, etc. is set out
 - Cafeteria or concession stand is stocked and staffed (and that coffee pots are turned on)
 - Change rooms and wash rooms are unlocked, clean and adequately stocked with necessary supplies
- Stay close to the registration desk during athlete registration to handle problems (the morning rush can be quite hectic) and make sure all scratches, additions and revisions are noted and reported to the Competition Chief Judge (CCJ) (RG – Judge Responsible), Head Scorer and Announcer
- During the competition, the MD should be free to float with the following priorities:
 - Introducing yourself to the coaches and CCJ/Judge Responsible and informing them that if problems arise, you will be more than happy to sort them out
 - Reconfirming awards presenters
 - Checking frequently with the Floor Manager, Concessions Coordinator, Registrar, Admissions Coordinator, Head Scorer and other OC members to answer questions, give suggestions, etc.
 - Liaising with the CCJ/Judge Responsible to ensure punctuality of the meet
- On the day of the meet, the Meet Director should be able to watch and act as trouble-shooter
- Keep a record of problems that arose and on how they were resolved or how they could have been

avoided with better planning

- March-in and Presentation of Athletes:
 - The opening, closing and awards ceremonies should be staged for the enjoyment of the athletes as well as for the entertainment of the spectators
 - Depending on the competition format, march-in will occur before the warm-up and competition starts, or after the warm-up
 - The competition area needs to be clear in preparation for the march-in and the competition
 - Notify the CCJ/Judge Responsible if you would prefer to have the officials march-in or have them seated prior to the meet start time
- Opening and Closing Ceremony:
 - Have signs made to identify the Clubs/Regions/Teams
 - Have banner, flag bearer
 - Assemble the athletes outside the gym
 - Check that all athletes are dressed appropriately (as per Rules & Regulations, i.e. no jeans, jackets zipped up, etc.)
 - Have the athletes march in to upbeat, suitable, popular music
 - Play the national anthem(s)
 - Recognize the club/location/officials/presenters/sponsors etc.
 - Keep welcoming remarks brief

STEP 16

After the Competition:

- Oversee the cleanup of the facility
- Send thank you letters to volunteers and supporters after competition
- Hold a post-event wrap up meeting to evaluate the event of all strengths and weaknesses
- Submit optional meet report to the GO office
- Submit final budget to the GO office within the requested time period from the competition
- Pay all expenses and prepare a financial statement
- PREPARE FOR NEXT YEAR

7. SELL THE MEET WITHIN YOUR CLUB

You must sell the competition to ensure complete support from your club members. The OC must promote the meet to the club members.

- Get club members excited and enthused about the opportunity
- Ask club members to promote the meet by talking about it to everyone they know
- Make club members aware of the benefits of hosting a meet:
 - Promotion of the club/sport (free advertising)
 - May reduce travel costs for athletes and coaches
 - An opportunity to obtain local media coverage and to spotlight local athletes
 - An opportunity for club members to become better acquainted
 - An opportunity to increase the club's financial stability (profits from the competition)

8. POST MEET REPORT

The post meet report is a valuable document for both the OC and the GO community in general.

- Identification of strengths and weaknesses within the meet organization will assist both the current meet host and other potential meet hosts in organizing a more successful event in the future

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- Identification of problems encountered and recommendations for future hosts will enable GO to assist future Meet Directors through improvement of the Meet Directors' Course presentations, manual updates, provision of competition technical support, etc.

The competition report is optional. However, any major/unique issues should always be reported. If you choose to submit the report, it should be emailed to the GO office (Attention: Appropriate Program Manager) within 2 weeks of the competition. A copy of the official score sheets must be provided electronically, to the GO Program Manager, at the conclusion of the last session of competition or must be e-mailed to the GO office within 48 hours of the competition and a copy should be kept on file at the club (events using Beyond the Scores are exempt).