

# **Section B: Hosting**

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## HOSPITALITY

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### Athletes:

- Plenty of water should be available
- Change rooms should be clean and tidy
- Gift or loot bags should be provided for each athlete. Suggested contents: scrunchies, hair clips, gift certificates, t-shirts, pens, pencils, toiletries, etc.

### Coaches:

- Coaches' table should be provided on or near the competition floor. In addition to meals, snacks (e.g. sandwiches, bagels, muffins, fruit, vegetable trays, cheese and crackers, pizza, coffee/tea, juice and pop) should be available throughout the day.
- A hospitality suite with light refreshments may be arranged for all coaches and officials during the weekend of the competition (Friday or Saturday night is acceptable, depending on the competition schedule)
- Provide as much information to coaches as possible. You can provide this information in a coaches' package before the competition or at the registration table/coaches area. The coaches' package should contain: meet schedule, rotation schedule, competitive order, general competition information, local tourism information, etc.

### Judges:

- Ensure that all judges not traveling by car are picked up at the train/bus station or airport
- Provide judges' meals, as outlined in the individual discipline technical rules and regulations/program manuals
- Judges' meeting/dining room should be separate from the gymnasium and spectator areas. The room must be available 1 hour prior to the competition until 15 minutes after the completion of the meet and be sufficient to comfortably host the number of judges you will be hosting during the competition at once.
- Be sure that hotel rooms have been booked for all judges meeting the distance requirement for accommodation. Provide the list of names to the hotel and provide all necessary hotel information to judges for an easy and smooth check in. It is best to have rooms paid for before judges arrive.

### VIP's:

- It is common practice to invite, by letter, dignitaries to attend your event free of charge. Be sure to leave a list of those invited at the admission desk. Suggested dignitaries to invite include:
  - GO/GCG President
  - GO/GCG Board Members
  - Regional Chairperson and/or Executive Members
  - Club President
  - Local Members of Parliament (Municipal, Provincial, Federal)
  - Sponsors
- Dignitaries should be invited to submit a letter of support for inclusion in the competition program (if applicable)
- You may wish to seat VIP's in a separate spectator area
- VIP's should be invited to be awards presenters
  - Note: advise all awards presenters of potential time delays in case of scheduling conflicts
- Thank you letters should be forwarded to VIP's in attendance at the event

## HOTELS

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- It is recommended that a block of rooms is booked at your host hotel (or several hotels) in your city/town for participants and judges.
- A named host hotel will often negotiate a lower rate for your group.
- Request a "commissionable rate". Hotels will pay between 5%-12% (negotiate or standard offer depending on hotel) of rooms actualized over the event block - the rates are still good for the attendees but offer the club a built-in commission.
- Request "lowest rate available" for the event (no commission) but would first suggest you approach your cities "sport tourism or tourism" department. It is possible to negotiate funding based upon each room night actualized over the event at hotels with booking codes.
- Get the negotiated rate in writing, signed on hotel letterhead by the hotel manager
- Always ask partner hotels for free night voucher(s) to use on prize table. You can put together a "Visit Our City" package and pair them up with a local gift certificates for a restaurant/event/activity - everything can be donated for these prizes.
- 20 rooms per hotel is a good number to block. More will be needed for larger competitions
- Be sure to start the booking date for the day before the competition begins
- Secure the rate for the entire duration of the event (same rate per night).

## **MEDICAL**

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### **For all competitions:**

- The minimum requirement for the medical personnel on site during a competition is that they are First Aid Certified. Please ensure that you specifically ask for the proof of certification of any individual you approach.
- Some individuals have certifications that go above and beyond First Aid Certified; these individuals would not require that particular certificate (i.e. Paramedics)

### **Individuals who are generally First Aid certified include:**

- Athletic Therapists
  - Physiotherapists
  - Chiropractors
  - EMS
  - GP's
  - Nurses
  - Firefighters and Police Officers
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- The local hospital should be on alert that there is a competition occurring
  - Individuals acting as medical personnel for a competition must play no other volunteer role during the competition time
  - 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)
  - 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
  - St. John's Ambulance services may be utilized for spectator care only
  - Ensure that an Emergency Action Plan is in place and posted at the phone with directions to the competition venue
  - Seating area and visible signage for medical personnel must be provided
  - Treatment room (with examining table) is an asset
  - First aid supplies (provided by the host) must be readily available. This includes an ample supply of ice.

- Should an incident occur, it is important to have the club (or venue) telephone number, address and the nearest cross street to the facility listed beside the telephone. The Meet Director and Coach must complete a GO Incident Report Form and submit it to the GO office. Both the Club and Head Coach should have a copy for their records.

## **AUDIO/VISUAL EQUIPMENT**

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### Audio:

- Audio equipment needed:
  - Sound system with good quality speakers (test sound system prior to competition)
  - WAG meets now require the option to play music through an external mp3 device (thumb drive, ipod, etc.)
  - RG often requests that music be sent in electronically prior to the event
  - It is best to also have a CD player available for possible back up in addition to the above
  - Back-up sound system is highly recommended
  - Extension cords
  - Tables for the music system and announcing (for WAG and RG competitions)
  - Microphone for announcer
- The following music selections are required:
  - "O' Canada" and other National Anthems where applicable
  - Music to march in and out
  - Music to marshal from event to event when applicable
  - Background music (i.e. for warm-ups, during the competition and/or to fill a lull in the competition etc.)
- For WAG and RG competitions:
  - Ensure that the competitive order is available from the Meet Director/Floor Manager
  - Collect music and play each piece in correspondence with the order of competition (from the Event Chief Judge)
  - All gymnasts' music must be returned to the coaches

### Video:

- Video camera, playback equipment and full size television are required for Trampoline, Tumbling and RG competitions so that the judges can view a routine in the event of a clarification or protest. Video is also required at selection meets and Ontario Championships for women's competitions to review in the event of a protest.
- All Ontario Championships events may be live streamed.

## **CEREMONIES**

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### Announcer:

- The announcer is the glue that holds the meet together, influencing the timing of activities, as well as stimulating the spectators' interest. The announcer should have a general knowledge of the sport. Responsibilities may include but are not limited to:
  - Announcing the order of competition (name and number only)
  - Keeping the meet on schedule by timing warm-ups and breaks, clearing the floor and announcing each march-in
  - Announcing rotation changes from event to event (if applicable)
  - Thanking sponsors and recognizing special guests at opportune moments during the competition

- Recognizing the efforts of all competitors
- Congratulating the coaches
- Thanking the judges for their participation
- Understanding the awards protocol

#### Opening Ceremonies/March In:

- It is recommended that the following order be used for the opening ceremonies (each discipline will have their own standard for opening and closing ceremonies):
  - Preliminary announcement to begin warm-up (often timing warm-up rotations) or assemble for march-in
  - Necessary announcements as directed by Meet Director, Scorer and Floor Manager
  - March-in (in coordination with Floor Manager and A/V Technician)
  - Following warm-up, brief welcome of dignitaries and official start of the meet
  - O' Canada (before first session of the day)
  - Introduction of teams (participants)
  - Introduction of officials (as a group) – not mandatory
  - Reciting of 'judges' and 'athletes' oaths where applicable (required in RG, optional for other disciplines)
  - Instruction for moving on to the start of competition

#### Athletes' Oath:

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|----------|---|
| English: | "In the name of all gymnasts, I promise that we will take part in these Championships, respecting and abiding by the rules which govern them, in the true spirit of sportsmanship, for the glory of our sport and the honour of our teams".                         |
| French:  | "Au nom de tous les concurrents, je promets que nous nous présentons à ces Championnats en concurrents loyaux, respectueux des règlements qui les régissent et désireux d'y participer dans un esprit sportif pour la gloire du sport et l'honneur de nos équipes". |

#### Judges' Oath:

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|----------|---|
| English: | "In the name of the judges and officials, I promise that we will officiate in these Championships with complete impartiality, respecting and abiding by the rules which govern them in the true spirit of sportsmanship".       |
| French:  | "Au nom de tous les juges et officiels, je promets que nous remplirons nos fonctions pendant les présents Championnats en toute impartialité, respectueux des règlements et fidèles aux principes du véritable esprit sportif". |

#### Awards:

- Purchasing:
  - Purchase awards in accordance with the GO Technical Rules and Regulations/Program Manual minimum requirements. For Ontario Championships in all disciplines, awards must be purchased through the GO office.
- Presentation:
  - Presentation should occur for each category at the end of the competitive flight
  - A separate awards area is required for WAG Ontario Championships and is recommended for all disciplines
  - Athletes should be assembled in the Marshalling Area
  - Athletes must be appropriately dressed in competitive attire (including track suit) to march in for the Awards Ceremonies
  - Athletes march in and are seated (if applicable)

- Awards are to be presented for events in Olympic order, followed by the all-around (for WAG, MAG and RG only)
- Awards are presented in rank order from 1st downwards in accordance with the discipline-specific competition rules
- Awards should be organized on trays to facilitate presentation
- Awards presenters should be marshalled and informed of the protocol for presentation
- Extras:
 

The awards ceremony is the time to recognize the athletes' accomplishments. For the athletes, parents, coaches and their clubs, this is an event of great significance and importance. The Awards Ceremony should therefore highlight and showcase the athletes and should be subject to a certain amount of showmanship.

For example:

  - A designated awards area, prominently visible to the audience
  - A decorated awards area and awards table (plants/flowers/balloons)
  - Careful consideration for scheduling of the Awards Ceremony in the meet schedule
  - Selection of VIP's as presenters and a good announcer(s) are important and can enhance the quality of awards presentations
- Closing:
 

At the conclusion of the competition, the following announcements/presentations may be made:

  - Remarks from the Meet Director
  - Special awards or gifts to/from Organizing Committee members
  - Official closing declaration
  - Athletes march out

## **DISCIPLINE ANNOUNCING INFORMATION**

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The following are specifics on each of the different disciplines which may be used by the announcer to educate the audience.

\*This is not required but depending on your announcer you may choose to educate the audience.

### **Women's Events:**

#### **Vault**

- Scoring is based on pre-flight, repulsion, post-flight and landing
- The Judge looks for body position during flight as well as the amount of flight generated
- The gymnast should have a controlled landing in a balanced position

#### **Uneven Bars**

- There is no time restriction for bar routines
- Swinging moves must be predominant
- Points will be deducted for touching the floor during skills and falls
- Should a gymnast fall, she may take 45 seconds (30 seconds for GCG/FIG) to re-chalk, gain composure and seek her coach's advice
- A spotter may not be between the bars during the gymnast's performance (except for difficult release elements)

#### **Balance Beam**

- The beam is just less than 4 inches wide, 4 feet high and 16 feet long
- Routines are timed and must not exceed 1 minute and 30 seconds (depending on level)
- The beam routine must include jumps, leaps, turns, dance steps, high and low moves and tumbling movements
- The gymnast will lose points for severe lack of balance, falls, lack of difficulty and extended routine

length beyond the time permitted

- Should the gymnast fall she is allowed 30 seconds (10 seconds GCG/FIG) to regain composure and remount. The fall time is not included in her total beam time.

#### Floor Exercise

- The floor area is 12m x 12m
- Routines are timed and must not exceed 1 minute and 30 seconds (depending on category)
- The music may be recorded on a CD
- The music should complement the gymnast's routine in every way, showing variety in tempo and types of moves while allowing expression of personality
- Movements in the routine should show originality and be smoothly connected

#### **Men's Events:**

##### Floor Exercise

- The floor area is 12m x 12m
- Each athlete's performance includes a variety of tumbling elements, turns, leaps, acrobatics, balances and momentary pauses
- The sequences should be original and reveal the strength, agility, control and personality of the athlete performing them

##### Pommel Horse

- Because of the size of the pommel horse and the difficulty it presents for younger athletes, the Buck Horse is used to develop the basic pommel horse skills - e.g. double leg circles and flairs
- The pommel horse event is composed of clean swings, without stops
- All three parts of the horse are used as the gymnasts go through a series of moves

##### Rings

- This event contains elements alternating between body swing and strength on the rings
- The goal is to keep the rings still (not swinging) while performing difficult elements

##### Vaulting

- The vault event is judged on the basis of the difficulty of the vault completed and the perfection of its execution including height and flight
- Each vault attempted by a gymnast has a specified difficulty rating
- Faults in execution - height, form, landing, etc. - are deducted from the difficulty rating to establish the score in competition

##### Parallel Bars

- The parallel bars event consist of swinging, flight, optional hold and strength elements
- Swinging and flight moves predominate in a top class performance on the parallel bars
- In executing moves, the gymnast is allowed no more than three stops

##### Horizontal Bar

- The horizontal bar event is composed of clean swings, without stops, and movements of changing rhythm
- As in all other gymnastic events, self-discipline, courage and determination are the essentials that characterize an outstanding horizontal bar specialist

#### **Trampoline**

- Competitive trampolinists require a great degree of kinesthetic (body/spatial) awareness, as well as strength, endurance and flexibility
- Preliminary competition consists of two 10-bounce routines with different flipping (somersaulting) and twisting skills performed after each consecutive bounce
- The first 10-bounce routine is scored only on its execution (i.e. height of the 10 bounces, movement away from the centre of the trampoline, and the technical execution of the 10 different skills)

- The second 10-bounce routine is scored on the Execution (same as the first routine), but in addition the Difficulty of each skill is calculated and added to the Execution score
- There are 5 Execution Judges, each one judging out of 10. The high and low execution scores are dropped, and the middle three scores are added
- The degree of difficulty (DD) score is added to the Execution score in the second routine.
- The first and second routine scores are then added to obtain the Trampolinist's preliminary score
- The top 10 preliminary scores advance to the finals. The Finals routine is judged on Execution plus Difficulty, as was the second preliminary routine

E.G.	Execution:	8.9	9.1	9.2	9.1	9.3	=	27.4
	Difficulty:	13.2					=	13.2
	Total score for routine:						=	40.6

### **Synchronized Trampoline**

- Two trampolinists bounce simultaneously on side-by-side trampolines and perform identical routines
- Each trampolinist is judged by 3 Execution and 1 Difficulty judge, as well both trampolinists are judged by 3 Synchronization judges
- Routines are only scored out of the total number of synchronized skills consecutively done from the beginning of the first skill

### **Double Mini-Tramp (DMT)**

- During each turn (Pass), a competitor may touch the trampoline bed either two or three times
- Only two consecutive skills are allowed per pass. If three bounces are used the free bounce must not separate the two skills. The first skill must be performed on the double mini-tramp bed surface and the second consecutive skill must dismount from the D.M.T. surface.
- The preliminary round consists of two different passes. Each skill is judged by 5 Execution judges. Each pass is out of 10 for Execution. One Difficulty judge calculates the total difficulty of each pass, which is then added to the sum of the middle three Execution scores. A pass could be as follows:

Execution:	9.7	9.4	9.5	9.5	9.6	=	28.6
Difficulty:	0.9					=	0.9
Score for Pass = Execution + Difficulty						=	29.5

### **Tumbling**

- A routine (Pass) should demonstrate skills forward and backward combining flipping and twisting skills
- Tumbling passes must be initiated on the tumbling track and must finish in the landing area
- There are five Execution Judges who judge each skill in the pass for speed, rhythm, maintenance of height, and technical execution. Each execution judge gives a score out of 10. The middle three score are added together to give a score out of 30.
- The Difficulty judge and Chair of the Judges Panel examine each pass to be sure that each pass contains the correct number of skills and types of skills
- The score for difficulty gets added to the Execution score to give final score for the pass



**CHECKLIST: HOSPITALITY**

<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>DEADLINE</b>	<b>✓</b>
Prepare list of hosting requirements: <ul style="list-style-type: none"> <li>• Hotels</li> <li>• Restaurants</li> <li>• Transportation</li> <li>• Social events</li> <li>• entertainment</li> </ul>			
Determine athletes' needs			
Determine coaches' needs			
Determine judges' needs			
Reserve hotel rooms for judges/officials			
Coordinate with GO Program Manager any judging requirements			
Determine if you will have any VIP's and what their needs are			
Arrange informal get together or hospitality suite for coaches and officials the night before the meet or after the first day of competition (optional)			

**CHECKLIST: MEDICAL**

<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>DEADLINE</b>	<b>✓</b>
Obtain a minimum of one first-aid certified personnel per session			
Make local hospital aware of event			
Ensure Emergency Action Plan is in place and key people are aware of plan			
First aid supplies fully stocked (checked daily)			
Make copies of accident report forms			
Obtain walkie-talkie (communication) system			

**CHECKLIST: AWARDS**

<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>DEADLINE</b>	<b>✓</b>
Decide with Meet Director which awards are to be			

given			
Decide content of awards, ribbons, medals, trophy any special lettering, and participation certificates			
Obtain quotes and order awards			
Display awards table in suitable location in gym or awards area during meet			
Obtain promptly from chief scorer, place finisher information by event, all around and team			
Adjust award sets according to ties (refer to current Tech Regs for awards protocol)			
Arrange presentation format. Contact dignitaries to make awards presentations while informing them of place and time. Consider whether or not dignitary should be allowed a speech.			
Organize and assist with awards. Use suitably dressed young athletes to provide awards to presenter.			

**CHECKLIST: AUDIO**

<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>DEADLINE</b>	<b>✓</b>
Music System: <ul style="list-style-type: none"> <li>• CD player/laptop</li> <li>• mp3/usb capabilities</li> <li>• good quality speakers</li> </ul>			
Equipment: <ul style="list-style-type: none"> <li>• extension cords</li> <li>• tables</li> <li>• make sure enough power is available</li> </ul>			
March-in/rotations: <ul style="list-style-type: none"> <li>• march-in music</li> <li>• O' Canada (and any other National anthems needed)</li> <li>• rotation music</li> <li>• background music</li> <li>• demonstration music</li> </ul>			
Announcer: <ul style="list-style-type: none"> <li>• public address system</li> <li>• microphone</li> <li>• extension cords</li> <li>• check position of plugs</li> <li>• table/chair for announcer</li> </ul>			
Obtain from chief scorer: <ul style="list-style-type: none"> <li>• rotation order</li> <li>• floor order</li> <li>• athletes' names</li> </ul>			
Floor Music (WAG, ACRO, AERO and RG): <ul style="list-style-type: none"> <li>• collect music</li> </ul>			

<ul style="list-style-type: none"><li>• speakers facing head floor judge and spectators</li><li>• return music to coaches</li></ul>			
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**CHECKLIST: ANNOUNCER**

<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>DEADLINE</b>	<b>✓</b>
Ensure familiarity with AV system plug locations and cables			
Obtain Program and Meet Schedule from the Meet Director			
Collect names of visiting dignitaries i.e. award presentation sponsors, etc.			
Preliminary Announcements: <ul style="list-style-type: none"> <li>• starting time and rotation of warm-ups</li> <li>• location of cafeteria, change rooms, etc.</li> <li>• location of boutique/vendors</li> </ul>			
Public Service Announcements: (PSA, repeat throughout the competition) <ul style="list-style-type: none"> <li>• location of exits</li> <li>• no unauthorized personnel in gym no hard soled/heeled shoes on floor</li> <li>• no food/drink in gym</li> <li>• no flash photography during competition</li> <li>• discourage activity close to vault runway</li> </ul>			
Officially open meet and welcome those in attendance			
Coordinate with floor marshal and audio/visual technician			
Introductions: <ul style="list-style-type: none"> <li>• Judges and Head Judge</li> <li>• teams, coaches</li> </ul>			
Announce: <ul style="list-style-type: none"> <li>• O' Canada</li> <li>• rotations</li> <li>• start and finish of timed warm-ups</li> <li>• lunch break</li> <li>• award times</li> <li>• scoring methods used</li> <li>• program features</li> <li>• all competitors, or none</li> <li>• scores</li> <li>• presentations and presenters</li> <li>• awards</li> <li>• any representative teams selected</li> <li>• publicize future meets and/or demonstrations and program</li> </ul>			
Thank:			

<ul style="list-style-type: none"><li>• athletes</li><li>• clubs</li><li>• spectators</li><li>• dignitaries</li><li>• sponsors, supporters</li><li>• judges</li><li>• volunteers</li><li>• coaches</li></ul>			
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